



MINUTES OF THE FULL GOVERNING BODY MEETING
HELD ON THE 7th MAY 2020 AT 3.00pm
DUE TO EXCEPTIONAL CIRCUMSTANCES WITH CORONAVIRUS
HELD VIA TEAMS

Members of the Governing Body

Name	A/P/U	Category of Governor	Date of end of tenure	Designated Role
Mrs Sarah Tomlinson	Y	H/T		Headteacher
Mr Richard Strachan	Y	Co-opted	13/05/2020	Chair
Mrs Angela Holden	Y	Co-opted	13/05/2021	
Mr Rob Burrows	Y	Co-opted	23/11/2021	
Ms Jackie Stringer	Y	Co-opted	13/05/2021	
Mrs Emma Robinson	Y	Co-opted	13/05/2021	Vice Chair
Mrs Jen Hughes	Y	Parent	08/03/2021	
Mrs Joan Bailey	Y	Staff	15/10/2020	
Mrs Stephanie Crane	Y	Co opted	09/05/2023	
Mr Chris Bate	Y	Co-opted	09/05/2023	
Mrs Hayley Rigby	Y	Parent	13/02/2024	
Vacancy		LA		
Linda Giansante	Y	Governor Clerk		

Non-Confidential

1. APOLOGIES

RESOLVED: That no apologies were received.

2. DECLARATION OF PECUNIARY INTEREST

The Governors were asked to declare any potential conflict of interest or pecuniary interest with the business to be discussed during the meeting.



RESOLVED: That no further action be required.

3. MEMBERSHIP/CONSTITUTION

The Governors noted that:

- There is one LA vacancy

Mr Colin Meachin who observed in the previous meeting has applied to be the LA Governor. His application has been forwarded to the LA for consideration. Further information was needed by the LA, this has been forwarded to the LA. We are awaiting the reply. The Clerk will continue to chase up.

RESOLVED: That there were no changes to membership since the previous meeting.

4. MINUTES OF LAST MEETING

Governors considered the non-confidential minutes of the last meeting, which had been circulated in advance of the meeting.

RESOLVED: That the non-confidential minutes of the last meeting held on 13th February 2020 were confirmed to be a true record and had been signed by the Chair.

ACTION: Clerk to print minutes from FGB 13th February 2020 for signing by the Chair on behalf of the committee at the next meeting at the school.

5. MATTERS ARISING

To consider any matters arising from the last meeting.



ACTION PLAN

Work Stream	Action No	Date Opened	Action Manager	Action	Action Update	Target Date	Status
Governance	11	12.09.19	Clerk	Clerk to check if it is compulsory for the gifts & hospitality register/Pecuniary Interests are to be displayed on website. Yes, it is compulsory for the P.Ints. Chair to create table for website – SBM is to complete this. Chair has spoken to SBM.		June 2020	Ongoing
Governance	9	21.11.19	Headteacher	Headteacher to reschedule Learning Visits with Mrs J Hughes & Mrs A Holden. To be rescheduled. Initial meeting held.	Future dates to be confirmed when school re-opens	June 2020	Ongoing
Presentation	1	16.01.20	Mr Baxendale	Mr Baxendale to video absent & new Governors at a later stage. Hayley Rigby & Ange Holden to be videoed when school re-opens,	Defer to when school re-opens	June 2020	Ongoing
Governance	8	16.01.20	DHT	Update from DHT at next meeting on Read Write Inc.	Defer to when school re-opens	June 2020	Ongoing
Finance	6	13.02.20	SBM	SBM to find out about School PE and Sports Funding and how it is allocated.	Within Finance report	May 2020	Closed
Finance	6	13.02.20	SBM	SBM to enquire why the difference in admin hours from 2019 to 2020.	More specific figures have been received	May 2020	Closed
Governance	9	13.02.20	Headteacher	Headteacher to speak to Hayden Baxendale about a school Spyder, the website provider to link the calendar button to the parent tab. HB to enquire and progress	Contact has been made but no action has been taken as yet	June 2020	Ongoing
Governance	9	13.0.20	Clerk	Clerk to investigate New Governor Training for Hayley Rigby and advise Headteacher.	No training is being undertaken at the	June 2020	Ongoing



					moment. Headteacher is investigating online training		
Governance	9	13.02.20	Headteacher	Headteacher to organise that the Attendance Thermometer resolution is to be checked so it is clearer.	Deferred to school re-opening	June 2020	Ongoing

6. FINANCE

Budget Update Report

The Headteacher highlighted the following:

- A budget update report has been shared to governors in Teams
- Free School Meals. Some families had not received their £15 per pupil per week vouchers, they have all been chased up and are now all in receipt. SBM needed to use the system in the middle of the night to ensure the vouchers were being requested as Edenred was overwhelmed. This is the government FSM voucher provider
- The school now has 121 pupils in receipt of FSM, which is an increase of 6 more families, a further 9 children in total
- The Headteacher used her discretion to allow 2 families £200 vouchers as they were particularly vulnerable
- The Headteacher and SBM hold regular meetings to check what can be claimed for. Additional cleaning costs and Yr10 broadband are two examples.
- Creative packs have been sourced with additional funding grant that was applied for. They have been very successful
- The school has had no parents needing help with tech or asking teachers to set non-tech teaching
- September figures now show Nursery having 17, Apple 32. A total of 344 pupils overall. As we have had admissions within lockdown
- Sports Funding has not been confirmed yet. SBM continues to chase. Could be as much as £18K
- Modern Governor training is available if governors have time



The governors discussed having experience of the LA being slow to fund disadvantaged Yr10's with laptops. The LA is overwhelmed with requests.

Q. The governors asked if the new families eligible for FSM had been missed previously or were new to the school, is there any lessons that can be learnt?

A. No, one older child was in receipt and the forms had not been returned for the younger child. New families who can now apply because of recent changes to finances.

7. LEADERSHIP AND MANAGEMENT

Update on Current Provision

The Headteacher advised that she is enjoying the challenge. There is an increase for places, children are attending that were originally kept at home. The school has on average 20 pupils attending at the moment, numbers fluctuate daily. Offering 9 -12.30 places or 12-3pm places to minimise risks. As well as times being staggered the days are also being staggered so some children will be offered Monday, Wednesday and Friday. Others Tuesday & Thursday. Very vulnerable pupils being offered the maximum. The team rota was 1 week in six and is now 1 week in 5. The team members that have not been rostered have shown a willingness to help in any way they can. Some help with the food store every Tuesday. They are keeping in touch with the families, making sure they have contact at least bi-weekly. Hot meals are being served to pupils and staff in school. Not all schools are serving hot meals, but it is felt that the less stress placed on critical workers when they are at home in the evening the better.

Q. Governors asked what are the key worker and vulnerable numbers able to access the school?

A. In total 65 vulnerable could access, but the key workers number is changing on a weekly basis. 3 key workers children are isolating because of symptoms, so it changes every day.

Update on Staff Wellbeing

The Headteacher advised that regular meetings are held on Zoom, helping the staff to feel connected. Informal spaces for staff to chat/meet to keep informal



conversations going that would normally be held over lunch/in staff room. Teacher WhatsApp and Staff quiz night and Bingo. Daily updates for staff are given but no unnecessary emails are sent. Regular well-being check ins via messages to staff in WhatsApp. Staff are given the opportunity to have check in calls with Headteacher or other SLT if they so wish. Staff have been supported in setting up class dojo, feedback regarding Class Dojo has been positive. Responsibilities of staff is reviewed regularly, and work delegated to other staff where possible. Covid-19 safeguarding team has been set up. All staff have received a superhero Team D bracelet as a gift from the Headteacher.

Q. Governors asked about the Headteachers wellbeing in this stressful time?

A. The Headteacher agreed that it was taxing mentally and emotionally, but she has a wonderful leadership team and is supported by Winsford Heads. Everything that is being worked on now will make it easier in the long run. She is concerned that resource provision and 2-5 yr olds social distancing will be a problem. She thanks the governors for asking and feels fortunate to be working and the routine it provides.

Pandemic Recovery Plan

The Headteacher advised that a returning to school after Covid-19 checklist and action plan has been shared with governors on Teams. The checklist covers things including contacting external companies to inform them when school will be re-opening, preparing welcome areas for receiving pupils and visitors/parents/carers. The purchasing of PPE including the need to source face shields for staff to lip read to a child in the school. Communications to parents, as it will be vital to be clear with the parents who are nervous of sending their children back to school, planning for positive mental health and wellbeing learning opportunities to support pupil's transition back to school.

Governors agreed that it was very comprehensive and the Headteacher had addressed everything well.

Q. Governors asked when the School Leadership Partner is due into school?

A. We don't know yet, but it will be done at the right time and when safe to do so



8. POLICIES

Governors received a COVID-19 Childcare Offer Complaints Policy by email on the 6th April for their consideration.

RESOLVED: That the COVID-19 Childcare Offer Complaints Policy was approved and adopted.

9. CURRICULUM, TEACHING AND LEARNING

The Headteacher advised the following:

- A comprehensive home learning report had been shared with governors on Teams
- 105 pupils are regularly using Class Dojo
- Home Learning cannot be enforced, especially as the parents are under pressure to homework themselves.
- Stationery has been offered to families where needed
- 350 home learning packs have been delivered; the staff have felt useful in providing these
- The Headteacher has enjoyed delivering packs herself & seeing pupils
- There is some brilliant work going on, very creative and imaginative work, supported by pictures and videos on the school Facebook
- The Headteacher is keeping copies of all positive comments received

RESOLVED: That the Governors wish to thank the Headteacher and the staff for the work being done with the pupils, the outreach work is amazing, and the families must feel very supported. Governors feel the Headteacher has gone above and beyond. Hopefully the community will grow in community spirit and the school will benefit in the future.

10. COMMUNICATION TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS



RESOLVED: That there were none.

11. DECISION SUMMMARY

- Governors noted the financial situation of the school

12. DATE AND TIME OF NEXT MEETING

The next meeting will be on Thursday 11TH June 2020 at 6.30pm.

Signed:Date:

ACTION LOG

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Governance	9	13.02.20	Headteacher	Headteacher to organise that the Attendance Thermometer resolution is to be checked so it is clearer.	Defer to when school re-opens	June 2020	Ongoing
Minutes	4	07.05.20	Clerk	Clerk to print minutes from FGB 13 th February 2020 for signing by the Chair on behalf of the committee at the next meeting at the school.		Next meeting in school	