

## MONKTON PARK PRIMARY SCHOOL

Minutes of the Virtual meeting of the Governing Body

**Thursday 12<sup>th</sup> November 2020**

**Via Microsoft Teams**

(Subject to the approval of the Governing Body at the next meeting)

<b>Present:</b>	Sean Dennien <b>SD</b> (Co-Chair), Ian Sankey <b>IS</b> (Co-Chair), Jess Baldry <b>JB</b> , Barbara Hearn <b>BH</b> , Ed Bailey <b>EB</b> Chris Dutton <b>CD</b> , Rod Key <b>RK</b> , Matt Slee <b>MS</b> and David Palmer <b>DP</b> , Phillip Barnett <b>PB</b> , Steve Rafferty <b>SR</b> (Headteacher) and Jan Douglas <b>JD</b> Katie Kelly <b>KK</b> (Clerk to the Governors)
<b>2.1</b>	<b>Absent</b> Jonathan Watts <b>JW</b> <b>Welcome and Apologies</b> IS welcomed everyone to the meeting. PB was welcomed as new parent governor. Each of the governors in turn introduced themselves.
<b>2.2</b>	<b>Declarations of Interest</b> None
<b>2.3</b>	<b>Minutes &amp; Matters Arising</b> The minutes of the meeting held on <b>24<sup>th</sup> September 2020</b> were confirmed as correct. KK to send IS a copy for signature
<b>2.4</b>	<b>Setting Our Strategic Direction</b> <b>School Development Plan</b> Covered in the Headteacher Report.
<b>2.5</b>	<b>Monitoring &amp; improving our performance</b> <b>Headteacher Report (HTR)</b> The report was available for the governors to read before the meeting. SR Spoke about the schools 'Key Priorities' for year. Pupil progress meetings have been held. A whole day of White Rose maths training took place on 23 <sup>rd</sup> October for the teachers, the TA's will receive the training during this term. Increased leadership time has been allocated for term 2. (RK joined the meeting) National Lockdown has reduced the number of visitors to the school. All of the prospective parent visits have been moved to December. Despite the lockdown the school have continued to welcome their regular visitors such as music and sports teachers. The School Improvement Adviser (SIA) is due to visit the school later in the month, the meeting will focus on Pupil Premium (PP). The PP Plan review will be delayed until after the meeting, the results of which will be sent to the LA. There will be an assessment week at the end of November. All of the year groups (1-6) will complete a reading assessment (PIRA) and a maths

assessment (White Rose). Statutory Y2 Phonics screening will take place on 4<sup>th</sup> December. Writing assessments are ongoing and are carried out by the teachers using 'No More Marking'.

Thank you to CD for the parents evening website suggestion. Using the programme the school have carried out 2 successful parents' evenings. Due to the current lockdown restrictions Matt Slee (Squirrels Class Teacher) has very reluctantly had to isolate for duration. Penny Hamilton will be covering the class. Overall staff absence is really low.

SR thanked BH for attending the virtual safeguarding meeting. There will be an online Internet Safety presentation with Carl Hopwood for the parents on 25<sup>th</sup> November. All governors welcome to attend.

The behaviour policy is currently being reviewed to ensure consistency throughout the day.

Attendance is currently very good at 97% and this is down to the hard work of all of the staff giving confidence to the parents.

EB asked about the school's concerns over Dolce's financial situation. SR advised that the company has changed the staff's contracts and hours, it has also taken a long time for the kitchen to be fully manned (3 members of staff). The contract is up for renewal in April, SQ will be monitoring the situation and investigating alternative suppliers,

DP asked how the catch up funding will be used? SR advised that Kerry Haines (SENCO) has undertaken the "Thrive" training and will be delivering the scheme in class, there will also be a tutoring programme using staff. The school will be using the results from the assessment week to decide which children would most benefit.

DP also asked if a reminder could be put in the school newsletter asking parents to social distance when moving around the school and waiting to collect their children.

IS asked about parental engagement. SR advised that Jen Marshall (The Parent Support adviser) is doing an invaluable amount of work with our harder to reach parents, she is also supporting isolating pupils where necessary. Kerry Haines is continuing to meet with parents virtually (via Teams).

RK asked how the staff are coping, are they overworked? SR advised that the staff are all working flat out, he has tried to reduce meetings and has reintroduced small assemblies to allow the teachers extra time. CD advised that all schools are feeling the strain.

The governors asked for their thanks to be passed on to all of the staff for their continuing efforts in ensuring the children have as normal a school experience as possible.

### **Covid19 Impact and Planning**

IS asked if there was anything additional to the Headteacher Report to add? SR encouraged the governors to make contact with their Link teachers to arrange meetings via teams. He also asked the governors to

	<p>consider what evidence they would like to show the impact of the catch up funding?          JB asked if the Risk Assessment had needed to be amended or updated. SR confirmed that minor amendments had been made to include Clinically Extremely Vulnerable Staff.</p> <p><b>A&amp;C Meeting Minutes</b>          The meeting was held on Wednesday 7<sup>th</sup> October. SD was re-elected as chair. The main focus of the meeting was on Covid Impact and Catch Up. The school will be receiving £20,000 of catch-up funding, the focus for this will be Wellbeing, Training and Tutoring. Emotional wellbeing will be implemented first, using Kerry Haines and the Thrive package. The school will use the training element of the budget to upskill TA's. The tutoring element will be carried out by staff out of school hours, as they know the pupils the best.</p> <p>Pupils isolating now have access to online learning, which is mirrored to the classroom learning. They will be able to upload their work to Google classrooms. There will be a higher expectation for pupils to complete the work. RK asked about how children with no IT access the learning. SR confirmed that paper copies of the work are available for any pupils that needs it. If the school have to close a class (bubble) they may be able to apply for extra resources, but the criteria consider a "Smart Phone" to be adequate. RK said he would investigate if there were any charities loaning laptops.</p>
<p><b>2.6</b></p>	<p><b>Managing our resources effectively</b>  <b>Review of Governor Committee Membership</b>          The committee membership was circulated before the meeting. The governors asked for a few minor amendments, IS to be added to the F&amp;P Committee and Appeals. JW to be added to Heads Performance Committee. PB is interested in joining the F&amp;P committee, IS to discuss further with PB after the meeting.</p> <p><b>F&amp;P Minutes</b> Budget and monitoring was all fine. There are some concerns over the cost dealing with Covid, Supply, and Cleaning etc. It was agreed to leave decisions about future school improvement until a clearing idea of costs could be made.</p> <p>Everyone was reminded to check schoolBus regularly for policy updates. The charge card limit has been increased to allow for online purchases.</p> <p><b>HR Minutes</b> The next HR meeting is scheduled for Tuesday 17<sup>th</sup> November.</p>
<p><b>2.7</b></p>	<p><b>Increasing Governor Effectiveness</b>  <b>Link Governor Review</b>          The Link governor paperwork was distributed before the meeting. The governors were happy with their allocated curriculum responsibilities. There may need to be a small amount of reallocation of responsibilities to integrate PB. IS and SD to discuss with PB</p> <p><b>Governor Training</b></p>

	No one has undertaken any training recently. SD advised the governors that most training is currently online and now would be a good time to undertake a course without any associated travel. PB will be undertaking the new governor training in due course.
<b>2.8</b>	<p><b>Approval of Policies</b></p> <p><b>Pay Policy</b> will be discussed at next week's HR Meeting. The Pay Panel will convene following the HR Meeting</p> <p><b>SchoolBus</b></p> <p>SD reminded governors to check their emails from SchoolBus for policy reviews. SR will be sending out the Pay Policy for 2020 and the revised Child Protection Policy over the next couple of weeks.</p>
<b>2.9</b>	<p><b>Any Other Business</b></p> <p>The LA have set the schools PAN at 38, totalling 270 pupils in total. The governors need to approve this. The governors all approved.</p>
<p><b>Date of next meeting</b> - The next scheduled meeting is on Thursday <b>21<sup>st</sup> January 2021</b> it will be via Teams at 6.30 pm.</p>	