



Goldstone Federation
Full Governing Body Meeting Minutes
Held on Thursday 2nd July 2020 6.05pm Microsoft Teams
SUMMER TERM 2020

1.

| Present | | Apologies |
|--------------------------------|-------------------------|--------------|
| Rachael Williams (Headteacher) | Philip Stanton | John Lutner |
| James Cartwright (Chair) | Jonathan Deakin | Claire Denny |
| Keith Wilson (Vice Chair) | Gemma Watkins | Molly Jensen |
| Sarah Mellor | Rachel Richards | |
| Davinya Reddall | Gary Boyles | |
| In attendance | Lynda Hewson | |
| | Corinne Davies-Griffith | |
| | Cathy Swinnerton | |
| Clerk | Nicola Tidball | |

Due to virtual attendance via Microsoft Teams, governor attendance was noted electronically via the application (see attendance record). The Chair welcomed the governing body (GB) members to the meeting and all attendees consented to the meeting being recording for those absent. A virtual meeting policy had been approved by the GB at the Spring 2020 meeting.

2. **Declaration of items to be discussed under Any Other Urgent Business**

The following items were identified and agreed for discussion under any other business:

- Pupil numbers on roll at Cheswardine Primary School.

3. **Declaration of interest in any item listed on the agenda**

No governors declared an interest in accordance with Regulation 16 of the School Governance (Roles, Procedures and Allowances, England) Regulations 2013, in any item listed in the agenda.

4. **To report action taken under emergency powers by the Chair or Vice Chair**

It was reported that it had not been necessary for the Chair or Vice Chair to act under their emergency powers.

5. **Minutes**

5.1 **To receive and confirm minutes of the Spring meeting held on 12th March 2020**

The minutes of the meeting were approved by the GB, signed as a true record by the Chair and filed in the Federation Minute Book.

5.2 **Matters arising from the minutes**

The summary of actions list was discussed and GB were updated as follows:

- 5.2.1 GDPR audit postponed to Autumn 2020 due to COVID-19 situation.
- 5.2.2 The Behaviour Policy has been revised to include a COVID-19 addendum and is due for review again following a new DfE announcement in September.
- 5.2.3 Hinstock School development actions postponed to Autumn.
- 5.2.4 The Head updated the GB on plans for supply of school dinners from Hinstock to Cheswardine with effect from September. The GB discussed transport arrangements.
- 5.2.5 SENCo training at Cheswardine will begin virtually in September. The Federation contractual agreement is to be determined.
- 5.2.6 All governor, staff and parent events have been postponed until further notice.
- 5.2.7 'Quality of Education' information to be forwarded to all governors in preparation for returning Link Governor visits.
- 5.2.8 Complaints review postponed to Autumn.
- 5.2.9 Governors have been unable to attend training sessions. The GB discussed training providers and options.
- 5.2.10 COVID-19 updates to the governors are ongoing who have received regular reports from the Chair, Head and Clerk detailing pupil attendance, staffing, health and safety and DfE updates. The reports have been filed in the Federation Minute Book.

5.3 To received and confirm minutes of the Extraordinary meeting held on 21st May 2020
The minutes of the meeting were approved by the GB, signed as a true record by the Chair and filed in the Federation Minute Book.

5.4 Matters arising from the minutes

5.4.1 The Chair of the Buildings, Health & Safety Committee has supported the Head with ongoing risk assessments.

5.4.2 The Head thanked governors for attending and supporting weekly staff meetings.

6. Committee items

Draft minutes had been issued and read by the GB prior to the meeting (**Appendix A**)

6.1 Minutes of Finance & Personnel Committee 4th June 2020

The Acting Chair of the Committee outlined the minutes and highlighted the current financial positions of both schools. The GB were informed of the approval of the Budget Plan 2020/21 for both schools which was received by the Local Authority within the deadline of 30th June 2020.

6.2 Buildings, Health & Safety Committee

The Committee have not met this term due to COVID-19. The Committee Chair informed the GB of distance monitoring and support. All policy reviews are up to date.

6.3 Curriculum & Standards Committee

The Committee have not met this term due to COVID-19. All policy reviews are up to date.

6.4 Performance & Salaries Committee

The Committee have not met this term due to COVID-19. All policy reviews are up to date. No performance management has taken place this term and will resume in the Autumn.

7. Coronavirus (COVID-19)

The ongoing pandemic has significantly impacted on schools resulting in closure and extensive reorganisation of onsite provision for vulnerable children and children of 'critical keyworkers'. The arrangements made by the DfE and school should be noted by the GB and actions and decisions they have taken to try to ensure matters of urgency are progressed.

7.1 Summary of current situation to accommodate learning

The Head, staff governor and associate members updated the GB on current attendance levels across the schools with an average of 57 per day at Hinstock and 38 per day at Cheswardine. All pupils will be invited into school before the end of the Summer term and everyone is adapting very well. The staff were praised by the GB for enabling the return of so many pupils.

7.2 Autumn Term attendance and scenario planning

Based on the latest DfE guidance, the Head has discussed and issued plans for pupil attendance to the Chair and staff. The Head updated the GB on the latest scenarios for accommodating as many pupils as possible at Hinstock in groups of 24/25 from September, including wraparound care facilities. Planning is ongoing for curriculum, catch up and remote learning. The Head highlighted the need for stringent protocols due to ongoing issues with parent diligence at drop off and collection.

Pupils can be fully accommodated at Cheswardine and the Head explained the class breakdown, easily within the cap of 30, along with additional provision for catch up groups. The Head highlighted the need for flexibility and constant performance monitoring to ensure learning and catch up is being achieved.

(C) How will pupil ability be split and how will they be moved across groups or bubbles to accommodate changes in ability?

(I) The Head explained that monitoring will be ongoing, both at home and in school, and that staff will also need to take sociability and government guidance into account. Parents will need to understand the fluidity required to accommodate the safety and changes will be dependent on numbers. The GB discussed possible timeframes for movement to reduce disruption and reduce risk, however it was understood that due to potential changes in the spread of COVID-19 and overall safety, timescales could not be predicted. The GB discussed achieving groups of 24/25 at Hinstock and the guidance for teacher social distancing.

7.3 **Summer holiday education and support**

The potential for summer education has been raised by the DfE however the GB agreed with the unfeasibility of staff working through the summer holidays. Transition learning may take place for Yr6 leavers and communication is ongoing.

Parents will be encouraged across all schools to continue with home educational support to reduce the learning gaps.

7.4 **Future learning provision**

The GB discussed the benefits and use of remote learning and difficulties for some pupils with internet issues. The advice from the DfE is that the full curriculum may not be fully implemented until Summer 2021, however more guidance is due.

Staff have discussed Autumn teaching and the Head explained assessment plans for September to ascertain progress and gaps.

Ofsted inspections have been postponed until Spring 2021, however they may still request a 'collaborative conversation' which may include remote learning options, therefore this will be considered.

8. **School Performance**

8.1 **Headteacher's Report Summer 2020 (Appendix B)**

The report had been issued and read by all governors prior to the meeting. The Head explained the changes to attendance figures, proposed plans for return to school and summarised the changes to the School Evaluation Form (SEF) due to COVID-19.

(C) Have plans for using the local village hall to accommodate pupils been considered?

(I) Although the use had been considered for one class, the government will not fund additional costs such as hire and cleaning. Logistics would be difficult and this is therefore no longer an option.

8.2 **School Improvement Plan (SIP)**

The Head included a SIP summary for each school in the Headteacher's Report and highlighted the areas which had been planned but are now on hold, have changed or have been disrupted due to COVID-19. The GB discussed the difficulties in planning the SIP due to the negative impact of the situation and therefore implementation is ongoing.

8.3 **Attainment and focus on educational disadvantage due to COVID-19**

The GB discussed issues with over- and under-engaged pupils learning from home, however the teachers will assess and determine the gaps to aid catch up in September. The government is offering funding through the Education Endowment Foundation (EEF) to provide additional resources and teaching, which will be used by the schools.

8.4 **Review of Link Governor school monitoring**

The GB discussed the impact of COVID-19 on disrupting school monitoring visits, however the Head thanked Link Governors for their ongoing support. The governors were reminded of their responsibility to monitor critical areas via discussion with the Head or appropriate staff members despite being unable to visit. The GB agreed that Link Governor virtual meetings would be beneficial in the interim.

9. **Review of Safeguarding**

The Head confirmed that all COVID-19 updates, as issued by the DfE, have been included in the safeguarding policies and a further update is expected for September. All policies are published on the school websites.

The Head and Safeguarding Lead confirmed that any cases are being monitored in line with the policies and procedures.

10. **Work/Life balance and wellbeing of Head and Staff**

The Chair reiterated the importance of monitoring wellbeing, particularly during the pandemic.

10.1 **Review of staff and Head wellbeing**

The Head reported on the latest guidance from the DfE and highlighted links for support and the responsibilities of the governing body in particular. The Head has felt well supported by both schools with full co-operation by all and commended Gemma Watkins at Hinstock for outstanding support to the staff, pupils and parents. The GB discussed the mental health difficulties caused for staff by working in bubbles.

10.2 Wellbeing Strategy

The Chair explained the need going forward, not only to provide wellbeing support to all involved, but also to aid recovery in the short and long-term. Due to the availability of professional counselling support within the immediate community, the appointment of a new associate member, Stephanie Cartwright, was proposed. Their role would be to provide support, offer a professional service, develop a wellbeing policy and strategy and report to the GB when and if appropriate. The GB discussed the candidate's experience and professional background and agreed unanimously to the appointment.

10.3 The GB discussed the need and ideas for recognising the staff's hard work and commitment and it was agreed that a letter should be sent to every staff member.

11. Goldstone Federation Strategic Vision

Following on from the Spring meeting, the GB are developing the new strategic vision for the Federation. The GB discussed the difficulties during such a period of uncertainty and the benefits of working together throughout. Discussions will continue in the Autumn term.

12. Collaborative working and governance (Appendix Booklet Item 5)

The Head continues to attend virtual SDG2 meetings for collaboration of local headteachers. The Chair, Clerk and some governors have attended virtual seminars hosted by Governor Services and online webinars from the National Governance Association (NGA). All meetings and seminars have been useful tools for support and good governance.

13. Parent/Governor Relations

All parent events and opportunities for meeting parents have been postponed until further notice. The GB discussed changes to the Annual Report to Parents to accommodate COVID-19 and the effects on governance. The report will be issued by the end of term.

14. Admission arrangements 2022/23

For community and controlled schools, the Local Authority proposes that for the year 2022/23 the schools' published admission number will remain unchanged. Any proposed changes to admission arrangements (including PAN) for 2022/23 should be made in writing and sent to Carol Sneddon by 30th September 2020.

The GB agreed that no changes were required.

15. Information, Training and Development

The Chair explained the Appendix Booklet by the LA, the GB confirmed that the booklet had been read and that the legislative changes had been noted. The GB discussed the following highlighted items:

15.1 Effectiveness of Committees

The committee members were reminded of their responsibilities despite a reduction in meetings and advised to review their effectiveness in the Autumn term.

15.2 Shropshire Agreed Syllabus for Religious Education

The Head informed the GB that curriculum changes are ongoing and the syllabus for RE has been updated.

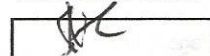
15.3 Volunteers' Week 1-7th June 2020

All governors were thanked for their hard work and support for the schools.

16. Date of next meetings:

| Meeting | Date & Time |
|--------------------------------------|--|
| Full Governing Body | Thursday 8 th October 2020 7.00pm Microsoft Teams Thursday 19 th November 2020 6.00pm Hinstock School (tbc) |
| Performance & Salaries Committee | Wednesday 21 st October 9.30am Microsoft Teams |
| Finance & Personnel Committee | Thursday 22 nd October 10.00am Microsoft Teams |
| Curriculum & Standards Committee | Tuesday 3 rd November 2020 10.00am Microsoft Teams |
| Buildings, Health & Safety Committee | Tuesday 10 th November 2020 9.00am Hinstock School (tbc) |

Chair's Initials & Date



17. Any other urgent business

The following urgent business had been previously identified:

17.1 Pupil numbers on roll at Cheswardine Primary School

The GB discussed the decreasing number on roll at Cheswardine School, highlighting the effects on the budget plan, the potential reduction in classes and the effect on children in the community. The GB considered the village structure and development, the history of the school, the legalities for school closure and the catchment area and agreed that a strategy is needed to increase pupil numbers.

Methods of raising awareness and implementing change were discussed, including making use of Parish Council support, and it was agreed that a working party would be set up to develop a strategy and put it into effect.

The Chair thanked everyone for their attendance, input and support.
Meeting closed at 8.15pm

Summary of actions/activities for FGB Summer Meeting 2nd July 2020:

| Agenda Item Number | Task | Responsibility / Timescale |
|--------------------|---|---|
| 5.2.8 | Amend Complaints Policy on school website. | Clerk / Head 17 th July 2020 |
| 5.2.9 | Monitor and investigate CPD availability. | Clerk |
| 6.2 | Chair of BH&S Committee to meet with Head for H&S updates and support | Sarah Mellor / Head Autumn 2020 |
| 8.2 | Present revised School Improvement Plan (SIP) and School Evaluation Form (SEF) to GB | Head November 2020 |
| 8.4 | Set dates with staff for virtual Link Governor meetings. | All Link Governors Autumn 2020 |
| 10.1 | Read DfE guidance, Section 2, on responsibilities of the GB for wellbeing: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-2-school-operations | All governors July 2020 |
| 10.2 | Issue letter of appointment to the new associate member, Stephanie Cartwright and inform all staff. Forward staff survey template. | Clerk July 2020 |
| 10.3 | Issue thank you letter to all staff. | Chair July 2020 |
| 11.0 | Develop ideas for the Federation's strategic aims and vision, as detailed in the proposal document and ongoing information. | All governors September 2020 |
| 13.0 | Finalise and publish the GB's Annual Report to Parents. All governors to feedback. | Clerk 17 th July 2020 All governors 13 th July 2020 |
| 17.1 | Working party volunteers to meet and develop strategy to increase the number on roll at Cheswardine School. | Phil Stanton, Gary Boyles, Davinya Reddall, Clerk Thursday 9 th July 7.00pm Microsoft Teams |

Chair: 

Date: 08/10/20

Chair's Initials & Date

