

THE GOVERNING BODY OF HEADLANDS CE (VC) JUNIOR, INFANT AND NURSERY SCHOOL

Minutes of a meeting of the Governing Body held at 6.00pm on Wednesday, 8 July 2020. The meeting was held remotely via Microsoft Teams.

PRESENT

Mr D Cloughton (Chair), Mrs R Afzal, Mrs P Cocker, Mr T Cross, Mrs K Dickinson, Mrs L Drummond, Mr C Looker, Mrs S Marshall, Mrs G Wright, Reverend Karen Young.

In Attendance

Ms N Finch (Minute Clerk)

Agenda Item	Discussion and Decisions	Action – who/date/ action
3031	<p>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</p> <p>All Governors were in attendance.</p> <p>There were no declarations of interest.</p>	
3032	<p>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</p> <p>The following items were notified to be brought up under Any Other Business:</p> <ul style="list-style-type: none"> • Brief update from Resources Committee held on 1 July 2020. • Governor communications 	
3033	<p>REPRESENTATION</p> <p>3.1 <u>Appointment of Co-opted Governors</u></p> <p>The Governors discussed the recent application for Co-opted Governor.</p> <p>Following the discussion and vote the application was declined as despite the enthusiasm and suitability of the applicant for a parent governor role, the board agreed that the current skills gap needs ideally to be filled by bringing in an individual with a different set of educational experience and perspectives from outside of the current school community.</p> <p>RESOLVED: That Mr Cloughton contact the applicant and the item be carried forward for discussion in the Autumn term.</p>	<p>Mr Cloughton</p>

	<p>3.2 <u>Appointment of Foundation Governors</u></p> <p>RESOLVED: That this item be carried forward to the next meeting.</p>	
3034	<p>MINUTES OF MEETINGS HELD ON 4 FEBRUARY 2020 AND 13 MAY 2020</p> <p>RESOLVED: That the minutes of the meetings held on 4 February and the 13 May 2020 be approved as a correct record.</p> <p>Due to the meetings being remote the Chair was unable to sign.</p>	
3035	<p>MATTERS ARISING</p> <p>RESOLVED: That the Chair will pull together the matters arising from both the 4 February and 13 May 2020 meetings ready for the next Governors' meeting.</p>	Mr Claughton
3036	<p>FINANCE UPDATE</p> <p>It was agreed that this item would be added as an agenda item rather than Any Other Business.</p> <p>Mr Looker reminded Governors that all related financial papers had been added to Teams for review, and gave the following highlights:</p> <ul style="list-style-type: none"> • The final 19/20 budget outturn was the same as estimated at c.£90K • We are 2 months into the new budget year – 20/21 and we are ahead of budget, mainly because many annual buyback costs have not debited yet. • Nothing of concern to note at this point in the financial year. • After further investigating school can't claim for lost income, LA will be writing to Government to express their concern about this. • Good news – sports premium will continue for 20/21. Not sure beyond that though. 	
3037	<p>HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS</p> <p>The report had been circulated prior to the meeting.</p> <p>Mrs Cocker advised that the staffing structure for September 2020 had been uploaded to Teams for governor to look at. She asked them to note that this structure was 4 x TAs less than the previous year.</p> <p>Staffing update:</p> <ul style="list-style-type: none"> • 3 x Teachers currently shielding but are working from home and responsible for home learning. • 1 x TA and 1 x MDS shielding. 	

	<ul style="list-style-type: none"> • 1 x support staff has family member shielding. • 2 further staff members are now able to return to work. • 2 staff members starting MAT leave next year. • 2 staff members getting married in the holidays. • 1 x staff member retiring. • 1 staff member off with non-Covid related illness. • 2 had tests. Both were negative. <p>Increase in free school meal uptake. Now up to 22% unfortunately caused by the current situation.</p> <p>The number of pupils joining reception class in September is now 60 (increase of 4 since last update)</p> <p>Some minor repairs will go ahead over the summer.</p> <p>Q. Have we heard about the SIAMs inspection? A. We have been advised by Rupert Madeley the Diocese advisor that inspections have been halted until at least January 2021.</p> <p>Q. Can you tell us about curriculum progress? A. Staff have been looking at the curriculum, there is still work to do, the next steps will be to discuss in groups.</p> <p>Q. Why has this not been done already via video apps? A. Staff had a deadline of 1 July so it wasn't appropriate before now. A video meeting may be required in September.</p> <p>Q. Do we have any SATs results? A. No, all SATs were cancelled. School have made predictions based on the assessments completed in March. We are unsure about what testing will look like next year.</p> <p>Mrs Cocker was thanked for her update.</p>	
3038	<p>CHRISTIAN VISION</p> <p>Reverend Young has been looking at the school's Christian vision, it had been agreed that it should not be long and complicated.</p> <p>First thoughts are:</p> <p>Love God, love each other, love myself</p> <p>Underpinning this with biblical stories, e.g. Mary and Gabriel, the Good Samaritan, and linking all together with the school aims (aim high, work hard, have fun).</p> <p>Q. Can it all be brought together – the vision and aims to have 1 Christian and educational vision? A. Yes, we believe so, they complement each other nicely.</p> <p>Q. Would it be possible for us to review the aims and the objectives we have in place? A. Yes. These will be sent out.</p>	Mrs Cocker

	<p>There was agreement on the concept so far. and to look at further in a committee meeting.</p> <p>RESOLVED: That Reverend Young continue to work on the concept, linking aims and objectives. Timescales for next review – end of September 2020.</p> <p>RESOLVED: That Mrs Marshall and Mr Cross will support the process at each stage, giving Christian and non-Christian views.</p> <p>RESOLVED: That this item be added to the next agenda for an update.</p>	<p>Reverend Young</p> <p>Mrs Marshall Mr Cross</p>
3039	<p>CORONAVIRUS UPDATE</p> <p>Mrs Cocker gave a thorough round up of current issues and actions, holiday support and plans for September, including the following points:</p> <p>Current issues and actions</p> <ul style="list-style-type: none"> • The Risk Assessment has been updated and in light of this the number of pupils able to come into school reduced from 101 to 87. • Staggered starts and finish times have been working well. • Contact with families has been ongoing with weekly calls to those on EHCP / vulnerable list. • Transition and summer learning packs have been sent home with reports. • Welcome videos from new class teachers have been uploaded to the website. • Lots of further resources have been added to the home learning site to support pupils over the summer. • Year 6 leavers will come and have a 1-1 with their teacher (social distanced). They will get a DVD with photos and memories, a year book and transition booklet. <p>Holiday support</p> <ul style="list-style-type: none"> • Funding has been granted (via the Spen Hub) to support vulnerable families over the holidays. 6 pupils will be able to attend a private setting 1 day per week. A further 33 SEN/Vulnerable pupils will receive phone calls. • School have been given access to Art and Cooking project packs for families. • A small charity fund called 'Let June make a difference' has been asked for funding to provide some toys. • Free School Meal vouchers will continue over the holidays. • Uniform exchange programme in place. <p>Plans for September</p> <ul style="list-style-type: none"> • New guidance published on 2/7/2020 – currently working through this. 	

	<ul style="list-style-type: none"> • Bubbles will be year groups • Handwashing / cleaning / staggered starts will all remain in place. • Children will be sat in rows within the classrooms with the adults staying 2 metres away. • Potential for 1-way system around school. • No trips/visitors/whole school gatherings/golden time. • Lots of organising and timetable to do. Will send letter to parents with details by end of term. <p>Q. Will parents be able to ask questions?</p> <p>A. We will make the letter as detailed as possible, but yes they will be able to send an email to school. The letter will also be published on the website.</p> <p>Q. What if things change over the summer?</p> <p>A. We will be keeping a close eye on the situation and will change things as appropriate.</p> <p>Q. Governors offered their support in planning for September - can the Governors help in any way?</p> <p>A. From the detailed letter a FAQ could be pulled together please.</p> <p>Q. What contingencies do you have in place should things not go to plan?</p> <p>A. We will be flexible and adapt during the first week back, we may need to stagger some pupils coming in. We won't know until the first morning.</p> <p>Q. How are we prepared to manage non-compliance with the rules we're putting in place?</p> <p>A. We are used to managing conflicts, it won't be an easy conversation, but we will stand by our rationale and guidelines. The vast majority of our parents will be flexible and understanding.</p> <p>The Chair thanked Mrs Cocker and the staff team for all their hard work and efforts this last term.</p> <p>The Governors were reassured that Mrs Cocker and the team have everything in hand and under control.</p>	
3040	<p>ANY OTHER BUSINESS</p> <p><u>Governor Communications</u></p> <p>The Chair noted that at this time of year a communication would usually go out to parents.</p> <p>The Governors discussed this and agreed that it would be appropriate to send something out.</p> <p>Governors also discussed other channels for communicating the message to parents e.g. through video, and would explore if appropriate and the time to do so</p>	<p>Mr Claughton SLT</p>

	<p>RESOLVED: That the Chair will refer to SLT outside the meeting to establish the best way to get the message out to parents.</p>	
3041	<p>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</p> <p>RESOLVED: That future meetings of the Governing Body and committees be held on the following dates:</p> <p>1. <u>Full Governing Body – 6:30pm</u></p> <p>Tuesday, 22 September 2020 (AGM) Tuesday, 24 November 2020 Tuesday, 19 January 2021 Tuesday, 9 March 2021 Tuesday, 18 May 2021 Wednesday, 7 July 2021</p> <p>2. <u>Finance, Resources and Staffing Committee – 6:30pm</u></p> <p>Wednesday, 18 November 2020 Tuesday, 2 March 2021 Wednesday, 12 May 2021 Wednesday, 30 June 2021</p> <p>3. <u>Children, Families and Communities Committee – 1:30pm</u></p> <p>Monday, 9 November 2020 Monday, 1 March 2021 Monday, 14 June 2021</p> <p>4. <u>Achievement and Curriculum Committee – 6:15pm</u></p> <p>Tuesday, 6 October 2020 Tuesday, 26 January 2021 Tuesday, 4 May 2021</p>	
3042	<p>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</p> <p>RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the school in accordance with the Freedom of Information Act.</p>	

C A C order
Chair
5/10/20