

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

Minutes of a meeting of the Full Governing Body held at 4.30pm on Wednesday, 13 May 2020. The meeting was held remotely via Microsoft teams.

PRESENT

Mr D Cloughton (Chair), Mrs R Afzal, Mrs P Cocker, 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						
3020	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>Apologies for absence were received from Mr T Cross (with consent).</p> <p>There were no declarations of interest.</p>							
3021	<p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u></p> <p>No items were notified.</p>							
3022	<p><u>REPRESENTATION</u></p> <p>(a) The following matter of representation was reported:</p> <p><u>Resignation</u></p> <table> <thead> <tr> <th><u>Name from</u></th> <th><u>Category</u></th> <th><u>With effect</u></th> </tr> </thead> <tbody> <tr> <td>Mrs S Greenwood</td> <td>Foundation-Diocesan</td> <td>13.05.2020</td> </tr> </tbody> </table> <p>Mrs Greenwood was thanked for her service.</p> <p>(b) <u>Appointment of Co-opted Governors</u></p> <p>This item has not been progressed due to the current situation.</p> <p>RESOLVED: That this item be carried forward to the next meeting.</p>	<u>Name from</u>	<u>Category</u>	<u>With effect</u>	Mrs S Greenwood	Foundation-Diocesan	13.05.2020	
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	<p>(c) <u>Appointment of Foundation Governors</u></p> <p>This item was deferred.</p> <p>RESOLVED: That this item be carried forward to the next meeting.</p>	
3023	<p><u>HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS</u></p> <p>The Head Teacher advised that the main part of her update would be covered in the Corona Virus agenda item.</p> <p>She advised that further to the staffing details that would be outlined within the budget ratification discussion there were no plans to alter the Teacher staffing arrangements for the 20/21</p> <p>Q. When will you know if we will need to recruit for September?</p> <p>A. Teachers' deadline for resignation is 31st May 2020 and support staff need to give 4 weeks' notice.</p>	
3024	<p><u>APPROVAL OF 2020/21 BUDGET</u></p> <p>Mr Looker confirmed that Governors had seen a copy of the proposed budget posted in the secure area by the School Business Manager and gave an update from the committee meeting, outlining the following:</p> <ul style="list-style-type: none"> • Budget funding allocation - £1,835,030.00 • Carry forward from 19/20 - £95,882.00. • Total gross expenditure - £1,946,348.00. • Support staff cost savings of £50K due to leavers not being replaced – enabling the budget to be balanced. • Contingency of £7K is similar to previous year. • The budget is not set to include any carry forward, however sensible spending and good control and monitoring means that there is a chance there will be. • The budget is planned for a normal school year. <p>The Head Teacher advised that costs as a direct result of Corona Virus will be reimbursed by the government. For example, in the first week of the FSM voucher pay out the school spent £1,400 to ensure parents got the vouchers quickly. The school is also paying for breakfast club staff even though no income from parents is coming in.</p> <p>Q. What are the numbers for reception class looking like for September?</p> <p>A. We have 56 at the moment, this is a better picture than this time last year, but numbers do fluctuate at this time of year.</p> <p>Mr Looker advised Governors that the Resources Committee unanimously recommends ratification of the budget for 2020/21.</p>	

	<p>RESOLVED: That the 2020/2021 budget outlined be ratified, signed by the Head Teacher and Chair of Governors and sent to Kirklees Finance team.</p>	
3025	<p><u>APPROVE SFVS</u></p> <p>Mr Cloughton confirmed that the School Financial Value Standard submission had been agreed at the last Resources Committee meeting in March but due to the school closure it had not been ratified by the Full Governing Body.</p> <p>It was confirmed that Governors had all seen this document.</p> <p>Due to the deadline of 31st March the document had been signed and sent to the relevant Kirklees department.</p> <p>The Governors were asked to retrospectively ratify this submission.</p> <p>Q. The number of FSM pupils on the submission is different to current figures.</p> <p>A. The numbers have recently increased by 11 due to new applications in light of FSM vouchers being available currently.</p> <p>RESOLVED: That the SFVS submission be ratified retrospectively.</p>	
3026	<p><u>CORONAVIRUS UPDATE</u></p> <p>The Head Teacher re-capped on what had been done so far within school to ensure the safety and welfare of pupils and staff.</p> <p>Initially:</p> <ul style="list-style-type: none"> • Handwashing regimes • Daily staff briefings • Communications with parents <p>Once lockdown announced:</p> <ul style="list-style-type: none"> • Key worker applications/evidence • 85 pupils requesting places • Staff rota system in place, 3 x staff teams set up • Spoke to parents of all vulnerable children • Pupils with EHCP rung weekly • Staff not able to come in have been called or emailed weekly • A learning system was set up so pupils could learn at home • Email account set up for parents to send work in • Set up to send e-learning certificates for pupils • A video message to all pupils 	

Q. Will there be video meetings for class groups?

A. It isn't something we have looked at; we can't use some of the video messaging systems like Zoom due to school filters. It is something for us to think about.

The Chair thanked the Head Teacher and the staff team on behalf of the Governors for the quality of work that had been sent out to pupils.

The Head Teacher added that since the announcement for schools to re-open planning and discussions had been taking place. Government advice and information was coming daily

From 1st June onwards:

- Will create 4 mini schools/bubbles. Staff and pupils in each will not mix with each other.
- Nursery will not open – not enough staff.
- Classrooms have been reviewed and can fit between 7 and 12 pupils within the guidelines ensuring adults are kept at 2m distance – within a teaching space.
- School can accommodate 102 pupils safely.
- Priority will go to key worker and vulnerable children.
- Communication with parents will include texts to key worker and vulnerable pupils in first instance.
- Will re-establish safety protocols and precautions.
- Parent will have restrictions on coming into school.
- School will close for half term to give staff chance to prepare the environment and complete staff training and briefing.
- Home learning will continue and will be picked up by staff who can only work from home.

Q. Can we use Friends of Headlands to help communicate?

A. Thank you but at this time no, Staff have not been informed of this plan yet, once they have lots of positive support in the community would be great. There is lots of union advice to staff at the moment.

Q. Is there any way the Governors can support you?

A. Nothing practically in school due to social distancing but positive support within the community would be very much appreciated.

RESOLVED: That the Governors are fully supportive of all actions the Head Teacher is proposing. The Chair thanked the Head Teacher from everyone for the excellent work being done during this unprecedented and uncertain time.

The Head Teacher signposted the Governors to the gov.uk website to read the schools guidance.

3027	<p><u>ADDENDUM TO SAFEGUARDING POLICY- COVID 19 UPDATE</u></p> <p>The Head Teacher advised that the addendum had been added to the policy in light of Corona Virus and requested Governors approve the changes made.</p> <p>RESOLVED: That the Governing Body agree to the changes to the policy.</p>	
3028	<p><u>ANY OTHER BUSINESS</u></p> <p>There was no other business.</p>	
3029	<p><u>DATES OF FUTURE MEETINGS</u></p> <p>It was acknowledged that the Achievement and Curriculum committee and the Children and Families Committee be cancelled.</p> <p>The next Full Governing Body meeting was scheduled for 8th July 2020 however this could be brought forward to the last week in June along with the Resources Committee and be held virtually on the same day.</p> <p>RESOLVED: That the Head Teacher and Chair of Governors and Chair of the Resources Committee to discuss dates and confirm.</p> <p>RESOLVED: That all relevant and related paperwork and information would be uploaded to 'Teams' (Office 365) by the School Business Manager.</p>	<p>Mr Claughton/ Mr Looker/ Head Teacher</p> <p>SBM</p>
3030	<p><u>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u></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 Looker
Chair
2/10/20