

## Minutes of Thirsk Community Primary School Governing Board held Online on Monday 14 September 2020 at 6.15pm

**Present:** David Duffey (DD) (Chair), Richard Chandler (RC) (Headteacher), Stuart Mountford (SM), Jenny Buck (JB), Lucy Minican (LM), Gemma Wall (GW) Lisa Garthwaite (LG)

Apologies: Jason Tazzyman (JT) (Vice Chair),

In attendance: Sheila White (Clerk)

No 20/21	Item	Action		
	PART 'A' – Governance			
1.1	Welcome			
	The Chair opened the meeting at 6.15pm and thanked all Governors for attending.			
1.2	Apologies and determine whether absences should be consented to Apologies from Jason Tazzyman were accepted by the board. Unfortunately, Karin Wilkinson (KW) has resigned due to increased workload and outside interests. On behalf of the whole board DD expressed thanks for KWs considerable work over many years for the benefit of the school. There are now two governor vacancies.			
1.3	Consider Terms of Office including succession planning  The National Governors Association recommends that maximum terms of office for governors is nine years. This would be two four year terms plus one year for this board. As a local authority governor DD is restricted to eight years and then has to step down completely from the board. DDs term of office runs out in July 2021 so a new Chair is required. In addition, it is thought JT will have to step down as Vice Chair at the same time. All governors were asked to consider if they are able/would like to take on the role of Chair. DD stated that he would like a good transition with a Chair being identified in sufficient time for any necessary learning including courses being undertaken. The aim is to identify a Chair in waiting by January. Governors are requested to contact DD for further information and to declare interest. Length of time on the board is immaterial. The Clerk will double check length of time each governor has served so far with the records available.	All Governors Clerk		
1.4	Annual Declaration of Interest forms  There were no changes to report to the previously completed forms. The most recently appointed governors confirmed that they had completed these forms and returned to the school business manager (SBM).			
1.5	Notification of any other urgent business None.			
1.6	Orrespondence     All Governors confirmed they had read the NGA newsletter.  GQ: Are we able to access the section of the NGA website that holds further information not available to the public? A. Not currently but this can be done. It has been felt that some of the information is available from other websites so there has been a query on the cost effectiveness of paying. However it has previously been agreed that the school would pay for this if required PC to arrange.	Head		
	<ul> <li>agreed that the school would pay for this if required. RC to arrange.</li> <li>GW agreed to reread the staff wellbeing document highlight any omissions and bring to the board.</li> </ul>	GW		
	It was noted that all courses are now remote and governors are asked to identify any courses they are interested in.	All Governors		

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	Governor Visits  DD advised that there is an expectation that governors visits recommence this term.  Governors are asked to liaise with their respective 'in school lead' and arrange remotely where possible. Where a physical visit is agreed to be necessary this should be done out of school hours.  GQ: Who is the Early Years Governor? A. There is now a vacancy. LG agreed to take on this role.  DD advised that there are two other vacancies. A governor is required for the head teachers performance which requires two meetings a year. One to set the targets and a second in October to review the previous targets and performance. The local authority is represented and the meetings are detailed. A governor should be in place by next month for this years review. The other vacancy is on the complaints board. This work can be interesting and varied. SM has recently undertaken complaints training and is willing to stand. He was duly appointed to the complaints subcommittee. Governors are asked to consider if they are able to contribute to the head teachers performance committee and contact DD directly.	All Governors All Governors
	Approve the Minutes from 13 July 2020  Approval – The minutes of the Full Governing Board (FGB) meeting held on 13 July 2020, which were circulated to all Governors prior to the meeting, were deemed as a true record, with the following amendment and will be duly APPROVED and SIGNED by the Chair, DD.  Amendment	
	10.9 GQ second line 'may' to replace 'my'.	
1.8	Matters arising	
1.9	Discussed above.  Governor Training	
	JT has done training in school on coronavirus and diabetes but is having problems uploading the information. Another Governor reported a similar issue. It was agreed to send the information to the school business manager to upload.	
	PART 'B'- School Improvement	
	Coronavirus Update- including McKie Mastery Update	
	McKie Mastery Update Claire McKie is in school this week doing updating training with a focus on employing the core power concept across the whole curriculum. It is so far going very well. Pupils returned for three transition days last week, today is the first full McKie Mastery day. Advice is being sought as to how classroom observations can be done while observing the bubble system.  GQ: Is each year group assessed as they are now? A. Yes, the assessment takes into account where they are now and identifies gaps. RC expects gaps will be in major areas such as reading and will report to the board at future meetings. Schools do not have to apply for catch up funds from the government. It will be automatically sent to the school.  GQ: Pupils books are being sent home, would it be worth keeping these as evidence of what has been achieved? A. Staff have used the books as evidence in their assessments and some examples are being kept.  Coronavirus Update  An update of the coronavirus risk assessment for school opening in September was circulated to governors prior to the meeting. RC highlighted the main changes being that masks should be worn at secondary schools and there is now clear guidance on what schools should do in the event of a child or staff member testing positive. So far there have been no incidents of pupils coming into school wearing a mask. If this did happen the procedure is for the mask to be placed in a bag with the childs name and returned to the child at the end of the school day.  The health and safety executive (HSE) are undertaking spot checks in schools to	

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check coronavirus protocols. The process would begin with a phone call to the school rather than an unannounced visit.

RC emphasised that feedback from parent governors in particular on how parents and carers are finding the systems is welcomed.

**GQ:** Parents may need reminding of the importance of not turning up too early and also only one person rather than two attending. A. The school is aware two parents or carers sometimes attend and are operating a little leeway at the beginning of term particularly for reception children. RC will walk round tomorrow and see how the collection of children is operating and where there are any pinch points.

**GQ: Will the Risk assessment go on the website?** A. Yes, it is already up there. RC took his laptop on a walk around the school to give governors a virtual tour of the classrooms, corridors and changes made. Governors noted significant changes to the ICT suite, classrooms and corridors. RC advised that there is now much less general movement through school and the school is lucky in that most classrooms have their own separate outdoor entrance/exit. The walk round was much appreciated by Governors.

**GQ:** If **RC** tests positive how does this affect the bubbles? A. RC is in the office bubble so this would not affect teaching and pupil bubbles. The school office keeps a register of all contacts with each bubble.

GQ: Is there a third deputy in case both RC and the deputy head need to isolate? A. Some crossover of roles can be introduced as necessary.

**GQ:** Has there been an impact on cleaning staff? A. No this continues as normal with some deep cleaning every day. The additional cleaning of hot spot areas such as ICT suite is done throughout the day by teaching staff and assistants. It was agreed that the Health and Safety governor will attend the school to see the changes first hand and advise where necessary. This to be arranged after the school day between the head and governor.

## PART 'C' - Other

## 1.11 Policies

The following policies were circulated to all Governors prior to the meeting:

Attendance Policy Pupils

It was agreed this requires amendment and will come back to a future meeting.

- Behaviour
- Children Missing Education Protocol
- Code of Conduct for Parents
- Code of Conduct
- Flexible Working and Job Share guidance

**GQ:** The behaviour policy states 'parents will be informed' should this specify how? A. It will almost certainly be by phone but it was agreed best to leave it unspecified.

**GQ:** Are the children aware of the policy and in particular the Coronavirus restrictions? A. Yes this was part of the childrens induction last week and there are ongoing reminders and work on the golden rules and the coronavirus rules. The children have been amazing in their acceptance and comfort with the various rules.

With the following amendments

- There is a typo in the behaviour policy.
- There is a typo in the code of conduct for parents 2<sup>nd</sup> para third bullet point delete 'any'.

All the above policies were approved by governors. It was noted that all policies must now be adapted to cover coronavirus protocols.

## 1.12 **Governor Vacancies**

There are now two vacancies as discussed at 1.6 above.

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1.13	Safeguarding / Child Protection including updated Keeping Children Safe in		
	Education		
	The most up to date version is on the shared drive and all governors must read and		
	let the school business manager know by email that they have read it so that there is		
	a log. RC asked if governors would like a short training update on safeguarding as part		
	of a future governors meeting. This was agreed.		
	<b>GQ: What is the school doing on childrens wellbeing?</b> A. there is a lot of work on		
	this ongoing. Children are encouraged to talk about what lockdown was like and it is		
	an ongoing topic in PHSE.		
	RC highlighted to Governors the child protection cases and safeguarding concerns in		
	school.		
1.14	Review FGB Constitution/ Standing Orders/Skills set	Clerk	
	The NGA has produced an updated skills set pro forma. The clerk will send this to all	All	
	governors to complete and return.	Governors	
1.15	How has this meeting impacted on the welfare and progress of our pupils?		
	Governors reviewed the risk assessment and operation of the school under the		
	new coronavirus protocols.		
	Governors were updated on McKie Mastery.		
	<ul> <li>Governors reviewed succession planning for the role of Chair.</li> </ul>		
1.16	AOB		
	The governors section on the school web page requires updating. Following		
	the meeting the Chair and clerk considered the information. The instrument of	Head	
	government is fine. The list of current governors requires updating by the		
	school.		
	Is it possible for a staff member to be a governor (other than and in addition to	Clerk	
	the staff governor)? The clerk to check this.		
	The staff governor had been requested to convey the thanks and appreciation		
	of the way RC has cared for staff during the current situation.		
	<ul> <li>It was reiterated that any questions on the governor led nursery model should</li> </ul>		
	be sent to RC in advance of the next meeting when the issue will be further	All	
	discussed with the aim of a decision being made by the end of October	Governors	
	2020 as to whether to progress to a wider consultation with parent and other		
	stakeholders.		
1.17	Confidential staffing/school updates		
	No matters were discussed.		
1.18	Date of Next Meeting 12 October 2020 at 6.15pm		
	12 October 2020		
	9 November 2020		
	14 December 2020		
	11 January 2021		
	8 February 2021		
	8 March 2021		
	12 April 2021		
	10 May 2021		
	14 June 2021		
	12 July 2021		
Please	Please note: The colour coding above links to the three key roles of governance questioning;		
DED for 'cotting strategic direction'			

There being no other business the Chair closed the meeting at 19.32pm

RED for 'setting strategic direction',
BLUE for 'holding Headteacher to account for educational performance'
GREEN for 'ensuring financial health, probity and value for money'.

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