



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	Correspondence <ul style="list-style-type: none"> All Governors confirmed they had read the NGA newsletter. <p>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. RC to arrange.</p> <ul style="list-style-type: none"> GW agreed to reread the staff wellbeing document highlight any omissions and bring to the board. It was noted that all courses are now remote and governors are asked to identify any courses they are interested in. 	Head GW All Governors

Signed:

Date:

1

	<p>check coronavirus protocols. The process would begin with a phone call to the school rather than an unannounced visit.</p> <p>RC emphasised that feedback from parent governors in particular on how parents and carers are finding the systems is welcomed.</p> <p>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.</p> <p>GQ: Will the Risk assessment go on the website? A. Yes, it is already up there.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	
PART 'C' – Other		
1.11	<p>Policies</p> <p>The following policies were circulated to all Governors prior to the meeting:</p> <ul style="list-style-type: none"> • Attendance Policy Pupils <p>It was agreed this requires amendment and will come back to a future meeting.</p> <ul style="list-style-type: none"> • Behaviour • Children Missing Education Protocol • Code of Conduct for Parents • Code of Conduct • Flexible Working and Job Share guidance <p>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.</p> <p>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.</p> <p>With the following amendments</p> <ul style="list-style-type: none"> • There is a typo in the behaviour policy. • There is a typo in the code of conduct for parents 2nd para third bullet point delete 'any'. <p>All the above policies were approved by governors. It was noted that all policies must now be adapted to cover coronavirus protocols.</p>	Head
1.12	<p>Governor Vacancies</p> <p>There are now two vacancies as discussed at 1.6 above.</p>	

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. GQ: What is the school doing on childrens wellbeing? 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 The NGA has produced an updated skills set pro forma. The clerk will send this to all governors to complete and return.	Clerk All Governors
1.15	How has this meeting impacted on the welfare and progress of our pupils? <ul style="list-style-type: none"> • Governors reviewed the risk assessment and operation of the school under the new coronavirus protocols. • Governors were updated on McKie Mastery. • Governors reviewed succession planning for the role of Chair. 	
1.16	AOB <ul style="list-style-type: none"> • The governors section on the school web page requires updating. <i>Following the meeting the Chair and clerk considered the information. The instrument of government is fine. The list of current governors requires updating by the school.</i> • Is it possible for a staff member to be a governor (other than and in addition to 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. • It was reiterated that any questions on the governor led nursery model should be sent to RC in advance of the next meeting when the issue will be further discussed with the aim of a decision being made by the end of October 2020 as to whether to progress to a wider consultation with parent and other stakeholders. 	Head Clerk All Governors
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 note: The colour coding above links to the three key roles of governance questioning; RED for 'setting strategic direction', BLUE for 'holding Headteacher to account for educational performance' GREEN for 'ensuring financial health, probity and value for money'.		

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

Signed:

Date:

4