

**THE BLAGREAVES FEDERATION**

**FULL GOVERNING BOARD MEETING VIA MICROSOFT TEAMS**

**TUESDAY 2<sup>ND</sup> FEBRUARY 2021 AT 6.15PM**

**MINUTES**

**Present**

**Governors:** Michelle Bailey, Andy Cokayne, Tamara Dale, Paul Hassall, Jane Hill, Sukhjinder Mahal, Lorna Reid, Jenny Watson (arrived where stated), Debbie Tomlinson, Sadaf Shah, Rabinder Singh, Chris Warren

**Apologies**

**Absent**

Michelle Cockroft, Oliver Januszewski,

**Associate Members:** Kim Harford-Smyth, D O'Donnell

**Clerk in Attendance:** Amanda Skidmore

**ACTION  
BY**

The meeting commenced at 6.20pm

FG4/1/2.2.21

**Attendance Register**

Electronic register was completed after the meeting.

FG4/2/2.2.21

**Apologies for Absence and Consent**

No apologies were given.

FG4/3/2.2.21

**Quoracy**

The meeting was established as quorate.

FG4/4/2.2.21

**Membership**

P Hassall stated that there is still one vacancy which has been advertised for. J Hill reported that there have not been any responses to this.

FG4/5/2.2.21

**Declaration of Interest**

T Dale declared that she was a director of an educational company providing video services to schools.

The clerk informed the board that she was still awaiting the details of the KCSIE and RPI from one governor.

FG4/6/2.2.21

**Governor Profile**

T Dale shared a profile document on screen with the governors during the meeting. She asked all governors to complete their profile by the next meeting. P Hassall commented that a governor article in the school newsletters would raise awareness of this profile.

FG4/7/2.2.21

**Minutes of last meeting (1<sup>st</sup> December 2020)**

The minutes of the previous meeting on 1<sup>st</sup> December 2020 were reviewed.

**AGREED: It was proposed by A Cokayne and seconded by S Mahal that the minutes of the full governing board held on 1<sup>st</sup> December 2020 be agreed as a true and accurate record. Governors unanimously agreed.**

The confidential minutes of the previous meeting on 1<sup>st</sup> December 2021 were reviewed.

**AGREED: It was proposed by S Mahal and seconded by C Warren that the confidential minutes of the full governing board held on 1<sup>st</sup>**

Chair's Signature: ..... Date: .....

The Blagreaves Federation Full Governing Board Minutes held on 02/2/21.

**December 2020 be agreed as a true and accurate record. Governors unanimously agreed.**

FG4/8/2.2.21

**Matters arising of previous minutes**

Minutes

FG3/12/1.12.20 - P Hassall explained that they had completed the letter to LA. Following the resources meeting two weeks ago, the letter is on hold. Due to the current lockdown the drain on resources is not as great as pre-Christmas. It looks unlikely that the school will go into negative budget. This will continue to be monitored. A Cokayne stated that the SBMs will monitor the line items in the budget to ensure that data will be available if needed.

Confidential Minutes

There were no matters arising.

FG4/9/2.2.21

**Policies**

J Hill shared the policy schedule during the meeting. Governors to look at schedule and to check to see if they agree/disagree.

**ACTION:** Governors to check policy schedule by next FGB meeting.

**Govs**

Governor Code of Conduct

**Q:** CW asked – should it read schools/federations rather than schools/trust?

**A:** TD replied – I will amend this.

**ACTION:** T Dale to amend policy to reflect school/federation by next FGB meeting.

**TD**

Governor Allowance

No amendments requested.

Governor Induction

**Q:** AC asked – Why have some items been put in twice in the three lists and others haven't? Could we (old and new governors) have a map for each school, to be included in the induction policy?

**A:** TD replied – Yes, I will sort this.

**ACTION:** T Dale to amend policy to ensure items are not repeated in lists by next FGB meeting.

**TD**

**ACTION:** HTs to provide map to induction policy and sent to governors.

**HTs**

HT Delegated Powers

J Hill reported that there is a big difference between what GJS HT can spend (£45,000) and what RIS HT can spend (£5,000). J Hill suggested that £15,000 would be a reasonable amount for both headteachers to be executed under delegated powers. Anything above this would be agreed at FGB. During covid it was also requested that the spending card limit be increased to £500 in order to buy free school meals in bulk. J Hill explained that the spending card is not a credit card. It has a spending code in the budget.

Staff Capability

No amendments requested.

Anti-bullying

Presented. No amendments required.

Collective Worship

Presented. No amendments required.

Complaints Procedure

No amendments requested.

Children Missing in Education  
No amendments requested.

Medicines in Education  
No amendments requested.

Teacher's Pay  
No amendments requested.

**AGREED: It was proposed by S Mahal and seconded by C Warren that all policies be agreed in line with requested amendments. Governors unanimously agreed to this proposal.**

FG4/10/2.2.21

**Training**  
E-Safety

J Hill reported that this was a work in progress. There are many courses available but costs and time bring question to their appropriateness.

Pupil Premium.

P Hassall attended PP training. He stated that the training indicated that there were explanations as to why the PP was introduced. He also suggested that since 2019, there has been a move away from an annual discussion of PP to a three-year plan with light-touch reviews. J Hill and T Dale agreed that this would be a sensible move. P Hassall to upload the presentation to GH for all governors to look at.

**ACTION:** P Hassall to upload presentation of PP to GH by next FGB meeting.

**PH**

FG4/11/2.2.21

**Head teacher report**  
GJS

In addition to the documents provided to the governors prior to the meeting, the following information was added:

J Hill stated that there are currently 120 pupils in school with an average of around 60% (34% of total on role) attendance on any given day.

Exclusions - Pupil A – all four incidents have been for bullying of more than one child. This has flagged the pupil up with the LA but the behaviour panel have agreed that a move of school is not appropriate. Social Care were looking at mental health support but the panel would not fund this. Vicki Clark has challenged this decision and they have now agreed to fund this at a cost of £1,800.

Pupil D was a one-off incident.

Pupil B and C – we are currently working with parents. D Costema is looking into referrals but Newton's Walk will only take one pupil at a time.

**Q:** AC asked – Are all vulnerable children attending school during lockdown? What do we do if they don't attend? How is this monitored?

**A:** JH replied – The majority of these are in full-time. We rarely need to follow up with these.

**Q:** PH asked – During this lockdown, are we undoing the good work that was done in the autumn term?

**A:** JH replied – It is impossible to say. One of the only things we have been unable to measure was the impact according to DfE document. This is difficult to measure with how much help a child has received at home. We are looking at the impact with how many children are engaging – identifying children that aren't engaging with online learning. These children have been offered devices. All children are online and engaging.

**Q:** SM asked – How are you monitoring this engagement?

**A:** DO'D replied – We can monitor this in the viewing platform – who is accessing, who is handing in work etc.

**Q:** SM asked – In terms of what is being handed in, how are you measuring the engagement with the work that is being done?

**A:** DD replied – Staff are collating which work is not being handed in, marking work etc. During weekly meetings, we speak to children who haven't been uploading any work.

**Q:** SM asked – What about feedback and engagement with parents?

**A:** DO'D replied – Every member of staff sees the children through video calls and if we don't see them we ring the parents directly. J Hill reported that before Christmas, D O'Donnell wrote to those not engaging to find out if there were problems. D Costema has spoken to SEN parents – some were struggling with the level of work or the amount of work. She has set up a separate team with SEN tasks. Parents are good at letting us know if they can't access or if they have difficulties.

**Q:** SM asked – What's been the comparison between lockdowns?

**A:** JH replied – We haven't measured this as children weren't handing work in first time round. We've not had any complaints this time round.

### RIS

In addition to the documents provided to the governors prior to the meeting, the following information was added:

Authorised absences are higher due to a change in attendance codings. There have been more phone calls from parents struggling to keep children engaged. The school is not eligible to take in these children. We don't have the devices like GJS. The activities we have been doing are short and sharp as children at this age shouldn't be in front of a screen for any length of time. This has required more engagement from parents. There is a similar tracking model in place to GJS. There are also live sessions based on wellbeing and social interaction. There is a daily class call, a whole school call, and a drop in also available.

**Q:** CW asked – Have we got a platform like Dojo?

**A:** TD replied – Yes, Teams for live calls; google drive for parents to access; class dojo for feedback etc; a home reading book exchange set up by M Bailey. There has been varying degrees of engagement from parents. There is remote learning, learning packs are dropped through the doors, stationery is provided.

**Q:** CW asked – How many of those not attending are regularly engaging with class call?

**A:** TD replied – Our tracking is tight. Any time a child logs in or a parent is uploading all of this is monitored. Calls are made if this is not happening.

**Q:** AC asked Of 18vulnerable children, how many attend?

**A:** TD replied – Most of these attend part-time at least. Those that aren't have had risk assessment. Those that aren't are being supported by daily calls.

**Q:** SM asked – What is being given to vulnerable families in terms of free school meals and how is this monitored?

**A:** TD/JH replied – We are giving vouchers rather than food parcels.

T Dale reported that a parent feedback questionnaire was sent to families. This has been positive. Some parents had issues which have been addressed individually. In terms of staffing, Kim will be taking mat leave in summer term and an internal recruitment is ongoing internally.

FG4/12/2.2.21

### **School Development Plans/Catch Up Plans**

This item will be deferred due to lockdown.

- FG4/13/2.2.21 **Correspondence**  
None
- FG4/14/2.2.21 **Items of Confidential Nature**  
There were no items of confidentiality.
- FG4/12/2.2.21 **Any Other Business**  
**Q:** AC asked – How are staff doing? What proportion are absent due to shielding/self-isolation? How is their mental wellbeing?  
**A:** TD replied – At least one member of staff per week has been off since November. Long covid symptoms have affected a couple of staff members. Staff are exhausted. This was reinforced by K Harford-Smyth, who commented that staff are taking on roles they don't usually do. T Dale reported that staff don't see each other and it is therefore quite lonely. One member of staff is collating positive messages to send to all staff.
- Q:** AC asked – Can you put positive comments on a message board?  
**A:** KH replied – Yes this is a good idea.
- M Bailey commented that SLT are very supportive.
- Q:** JW asked – Do you have access to Andy Cope's work place balance?  
**A:** TD replied – Yes, we've had some of the Andy Cope training. There's not being a lot of CPD training going on as we can't cover staffing.
- J Hill reported that it is very similar situation for GJS. The last week had been difficult to get support. SLT have been conscious of impact on staff and D O'Donnell is now hosting weekly quizzes in the evening for staff to socialise. A February walking challenge has also been set up which will raise funds for charity. Many staff have signed up to do this. Teacher/TA been given autonomy to decide how they were going to work teaching in school and remote learning.
- Q:** AC asked – Is there anything that governors could encourage/support help you with?  
**A:** JH/TD replied – A message to staff would be nice showing appreciation.
- ACTION:** P Hassall and A Cokayne to send messages of appreciation to staff at RIS and GJS by February half term. **PH/AC**
- Catering provision  
T Dale reported that they are still waiting on final costs for the catering. S Whitehead has asked if it would be possible to be agreed electronically through GH when the costings come through.
- AGREED: Governors unanimously agreed to the catering provision being agreed electronically once all information has been collated.**
- FG4/15/2.2.21 **Key Impacts**  
Headteachers report  
Wellbeing of staff
- FG4/16/2.2.21 **Future Agenda Items**  
None
- FG4/17/2.2.21 **Date of Next Meeting**  
The next Full Governing Board meeting will be held at 6.15pm on Tuesday 20<sup>th</sup> April 2021
- FG4/18/2.2.21 **Meeting Closed**  
The meeting closed at 7.44pm

Action Points

- Governors to check policy schedule by next FGB meeting.
- T Dale to amend policy to reflect school/federation by next FGB meeting.
- T Dale to amend policy to ensure items are not repeated in lists by next FGB meeting.
- HTs to provide map to induction policy and sent to governors.
- P Hassall to upload presentation of PP to GH by next FGB meeting.
- P Hassall and A Cokayne to send messages of appreciation to staff at RIS and GJS by February half term.

**Govs**

**TD**

**TD**

**HTs**

**PH**

**PH/AC**