

THE BLAGREAVES FEDERATION

FULL GOVERNING BOARD MEETING VIA MICROSOFT TEAMS

MONDAY 22nd SEPTEMBER 2020 AT 6.15PM

MINUTES

Present

Governors: Michelle Bailey, Andy Cokayne, Tamara Dale, Paul Hassall, Jane Hill, , Sukhjinder Mahal, Lorna Reid, Jenny Watson, Debbie Tomlinson, Sadaf Shah,

Apologies

Rabinder Singh (*following the meeting*)
Michelle Cockcroft,

Absent

Oliver Januszewski, Chris Warren

Associate Members:

Clerk in Attendance: Amanda Skidmore

**ACTION
BY**

The meeting commenced at 6.24pm

FG2/1/22.09.20 **Apologies for Absence and Consent**

Michelle Cockcroft sent her apologies prior to the meeting. Rabinder Singh sent his apologies prior to the meeting. These were accepted by Jane Hill on behalf of the governing board.

The meeting was established as quorate.

FG2/2/22.09.20 **Declaration of Interest**

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

FG2/3/22.09.20 **Register of Pecuniary Business Interests/Governor Eligibility**

J Hill will email business interests form to governors.

ACTION: J Hill to email pecuniary business interests form to all governors by end of week. **JH**

It was determined that all previous governors are still eligible to be governors on the federated board. J Hill reported that D Costema resigned from the Gayton Board; T Dale reported that G Pyman resigned from the Ridgeway Board. The board now has a total of 14 governors.

J Watson entered the meeting at 6.30pm.

S Mahal entered the meeting at 6.30pm.

FG2/4/22.09.20 **Election of Chair and Vice Chair**

The clerk thanked the chair and vice chairs of both governing boards for their service last year. The clerk explained that there had been one nomination for chair for the federated board (P Hassall). The governing board were asked whether there were any other nominations. Nobody else was nominated. S Mahal proposed P Hassall. This was seconded by A Cokayne. P Hassall agreed to assume the position of chair for the period of 12 months.

AGREED: Governors unanimously agreed that P Hassall be elected chair of The Blagreaves Federation for a period of 12 months.

P Hassall nominated S Mahal for the position of vice-chair. This was seconded by M Bailey. S Mahal agreed to assume the position of vice-chair for a period of 12 months.

AGREED: Governors unanimously agreed that S Mahal be elected vice chair for a period of 12 months.

FG2/5/22.09.20

Governing Board, Standing Orders and Terms of Reference

J Hill reviewed the documents that were provided to governors prior to the meeting. J Hill commented that previously at Gayton the deputy head and school business manager have attended governing board meetings. At Ridgeway this has not taken place. J Hill asked whether governors wanted school business managers and deputy heads to attend the meetings. It was suggested that deputy heads would attend all FGB meetings as part of their professional development. It was suggested that a written report would be requested from SBMs rather than the SBM attending every meeting. Exceptions to this would be resources meetings and any other meetings determined as necessary. Deputy Heads and SBMs will have no voting rights.

AGREED: Governors unanimously agree that deputy heads attend all FGB meetings and that SBMs attend resources meetings and any other meeting determined necessary.

ACTION: J Hill to amend TOR to include changes to deputy heads and SBMs by next FGB meeting.

JH

FG2/6/22.09.20

Board Membership Matters

Vacancies

J Hill reported that there is one vacancy for a parent governor. S Shah agreed to take on the role of parent governor, which leaves one co-opted governor position.

Q: JW asked – Where do we usually get co-opted governors from?

A: PH replied – It can be a variety of places ranging from Rolls Royce, Derby Moor or through a governance recruitment agency. Before we take this any further, we should do a skills audit. J Hill stated that Gayton have recently done a skills audit. Ridgeway has also done one reasonably recently. This will be amalgamated and brought to next FGB meeting in December 2021.

ACTION: Clerk to itemise Board Membership Matters for December 2021 FGB.

Clerk

FG2/7/22.09.20

Committee Membership

It was agreed that governors would take on the following committee roles:

Pupil Progress

S Mahal
J Watson
M Bailey
C Warren
P Hassall
M Cockroft

Resources

O Januszewski
R Singh
A Cokayne
S Shah
D Tomlinson
L Reid

Dates of Meetings

J Hill stated that a list will be sent tomorrow. P Hassall stated that a meeting will need to be arranged between chair, vice-chair, head teachers and clerk.

ACTION: J Hill to send list of finalised meeting dates to governors by end of the week. **JH**

ACTION: P Hassall/clerk to arrange agenda setting meetings for chair, vice-chair, head teachers and clerk by October 2020. **PH/clerk**

Governor Roles

It was agreed that governors would take on the following link governor roles within the federation:

SEN and Looked After Children– L Reid and M Cockroft

Safeguarding – S Mahal

Safer Recruitment – R Singh

Pupil Premium/Sports Premium/Catch up Premium – P Hassall (G) and J Watson (RI)

Mental Health and Wellbeing – A Cokayne

Core Subjects – C Warren (Maths) and O Januszewski (Literacy) (J Hill to ask O Januszewski)

Headteacher Appraisal – S Shah and C Warren with S Mahal to arbitrate if needed.

FG2/8/22.09.20

Minutes and Matters Arising (1st September 2020)

The minutes of the previous meeting on 1st September 2021 were reviewed.

AGREED: Governors unanimously agreed the minutes of the full governing board meeting held on 1st September 2020.

There were no matters arising.

It was discussed that due to covid-19, it was difficult for chairs to physically sign the minutes. Consequently, in line with NGA guidance, it was agreed that the chair would send an email to the clerk confirming that the minutes were accurate and thereby acting as electronic signature. The chair's name must be typed at the bottom of the email. The email must state that the minutes have been reviewed and confirmed by the board as an accurate record of the meeting and any decision making.

ACTION: Chairs to send emails to clerk with their name at the bottom of the email, confirming that the minutes have been reviewed and confirmed by the board as an accurate record of the meeting any decision making. Ongoing.

Chairs

FG2/9/22.09.20

Head Teacher's Delegated Power

T Dale stated that paying for meals is beyond her delegated powers, but Ridgeway have always paid for these upfront and then taken this to FGB for authorisation. Previously, therefore, T Dale has been authorised to go above her delegated powers for this particular company only.

AGREED: Governors unanimously agreed to authorising T Dale to go above her delegated powers for school meals for the agreed catering company.

It was suggested that finance committee should read resources committee.

ACTION: J Hill to change 'finance committee' to 'resources committee'.

JH

FG2/10/22.09.20

Head teacher report

J Hill and T Dale reported that they are looking at how to present the headteacher's report as they are currently in different formats. It was suggested head teachers provide the report in a powerpoint format.

AGREED: Governors unanimously agreed to head teachers presenting their reports in powerpoint format.

Ridgeway

T Dale reported that parents can drop off their children between 8.30-9am. Most parents are not entering the building. This has been good for the youngest children who often struggle with leaving parents when they are allowed into the building. Attendance is better than expected – 97% across the school for first week. Last week there was a slight dip but this week it has returned to 97% so far. Microsoft Teams are used for staff meetings, assemblies and parent meetings. Remote learning contingency plan is in place with additional PPA time in place. Class layouts – staff are trying different ways to keep children safe whilst providing effective learning for children. Good hand hygiene is being reinforced. Communication with staff – a daily update is being provided to keep staff in the loop. T Dale reported that children are happy to be back in school. Areas to develop – lunchtimes. A cold packed lunch can only be provided due to having a servery rather than a kitchen but the school is continuing to look at options. Wrap around care is not yet operational but this is being reviewed. Planning is ongoing and will be completed at inset training on Friday. Catch-up plan is ongoing as not yet had guidance for catch-up funding. Can't effectively teach in differentiated groups for Read, Write, Inc. so adapting to accommodate this is ongoing, looking at intervention without mixing bubbles. 3:15pm collection is very busy on Uplands Avenue. Bid for traffic calming measures has gone in but this may not happen until March. Referrals to health (single point of access) is not happening at all. Tests – waiting up to 4 days for results which has had an impact on staff who are being tested and those needing to cover classes. This is very challenging.

Q: AC asked – What liaison do you have with St Georges re traffic calming?

A: TD replied – We've tried but had little success. A Cokayne stated that he knows somebody on SLT. T Dale stated that they were invited to the traffic meeting but they didn't attend. A Cokayne stated that he will have a chat with T Dale and then his contact on SLT

Q: AC asked – Are you having to report attendance to LA? Where do we stand in comparison to other schools?

A: JH replied – LA have access to DfE reporting system. We don't get feedback from them. We've talked to our cluster group. I'm happy with our attendance but I will ask our head teacher group for comparative information.

Q: AC asked – What is the staff attendance like?

A: TD replied – One staff member is on long term sick; two have been off for 3 days waiting for test results.

Q: AC asked – What are the staff stress levels like?

A: MB replied – Everyone is working together. We're all tired but we're all helping each other.

Q: AC asked – Are there any members of staff that are out of that support group that may need extra help?

A: MB replied – I can't think of anybody.

Q: AC asked – Who is providing support to you?

A: TD replied – Jane and vice versa.

Gayton

J Hill reported that they currently have staggered start and finish times. It is calm throughout drop off and pick up. Parents are concerned about traffic at the St. George's end. Sibling drop off is working well in the hall. Children are doing really well. D Costema provided help with those she thought may struggle to come back into school by getting them in in June. There was an attendance drop last week to 93% but it is back up this week. Staff meetings are taking place via Microsoft Teams. The same curriculum is being followed for those isolating at home and those at school. Daytime cleaning is well established. All teams of people are working well in developing strategies to enable children to get the best possible plans for children. Still to look at after school clubs; currently there is one year group a day for hot dinner but

uptake is low so this will be reviewed after this three week cycle. Need to think about what to do if bubble needs to shut and providing meals for free school meal children. Little guidance on how to decipher between cough and cold; staff are off because their own children are off. Tried to liaise with pool about opening the gate but this is proving difficult.

Q: AC asked – How are you assessing stress levels at Gayton?

A: JH replied – Mental health lead is about to send out a staff questionnaire. Staff are generally good at telling us if a staff member is struggling. D Tomlinson stated that because there's a TA with every teacher there isn't such a feeling of isolation. This is helping to settle children and staff. We are trying our best to accommodate different levels of anxiety, trying to adjust thing.

Q: SM asked – How have the teachers found dealing with all the needs of the children?

A: DT replied – Plans are being adjusted on a daily basis. It is working. J Hill added that the inset on Friday will be given to planning to adjust for the range of abilities.

Q: SM asked – Have the government released information on SATS and other tests?

A: JH replied – Yes, they will go ahead. Negotiations are ongoing regarding league tables.

Q: SM asked – Is the long-term plan to keep the class bubbles?

A: JH replied – The plan was for autumn term guidance but fully re-opening won't take place before Christmas.

FG2/11/22.09.2
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School Development Planning

J Hill reported that this hasn't been done this yet as time has been needed to gain an understanding of the school priorities. This will be provided at the next meeting.

FG2/12/22.09.2
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Policy Review

Education Child Protection Safeguarding – There have been no major changes to this policy.

SEND – Request to change the name to the new SEND governor.

ACTION: J Hill to change SEND lead governor role on policy by next meeting.

JH

AGREED: Governors unanimously agree the changes to SEND and ECPS policy.

J Hill reported that a discussion has been had concerning streamlining those policies brought to governors. It was suggested that head teachers produce a report ready for analysis for next meeting.

AGREED: Governors unanimously agreed that head teachers should produce a streamlined policy report.

ACTION: Head teachers to produce streamlined policy report for analysis by next FGB meeting.

HTs

FG2/13/22.09.2
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Keeping Children Safe in Education

All governors must read section 1 and 2 and send an email to clerk to confirm this has been completed.

ACTION: Governors to read section 1 and 2 of KCSIE document and inform clerk by email that they have done so.

Govs

Governor Visits

T Dale informed the governors that specialist visits and professionals can visit school after school not when children are in with appropriate PPE. The guidance may change. P Hassall stated that there is no need to meet in

FG2/14/22.09.2
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person with governor meetings, but this may be needed for monitoring purposes. P Hassall proposed that no governor visits take place until the next meeting in December so that the school can gain a better understanding of what is going on. S Mahal will need to do single central records audit. HT appraisals could meet at Gayton if governors were happy to do this. It was agreed that other than for the safeguarding single central records check, no other governor should go into school.

Training

P Hassall stated that the skills audit has already been discussed. He stated that not much training is currently taking place other than some training via Microsoft Teams. This item will be deferred to next meeting. If there is anything relevant J Hill will email to new link governors.

FG2/15/22.09.2
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ACTION: J Hill to email new link governors for any relevant training.

JH

Key Impacts

Head teacher reports – return to school

Determination of Confidentiality of Business

There were no items of confidentiality.

FG2/16/22.09.2
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Correspondence

None

Date of Next Meeting

FG2/17/22.09.2
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The next Full Governing Board meeting will be held at 6.15pm on Tuesday 1st December 2020.

The meeting closed at pm. **8.15pm**

FG2/18/22.09.2
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ACTION POINTS

FG2/19/22.09.2
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J Hill to email pecuniary business interests form to all governors by end of week. **JH**

J Hill to amend TOR to include changes to deputy heads and SBMs by next FGB meeting. **JH**

Clerk to itemise Board Membership Matters for December 2021 FGB. **Clerk**

J Hill to send list of finalised meeting dates to governors by end of the week. **JH**

P Hassall/clerk to arrange agenda setting meetings for chair, vice-chair, head teachers and clerk by October 2020. **PH**

Chairs to send emails to clerk with their name at the bottom of the email, confirming that the minutes have been reviewed and confirmed by the board as an accurate record of the meeting any decision making. Ongoing. **Chairs**

J Hill to change 'finance committee' to 'resources committee'. **JH**

J Hill to change SEND lead governor role on policy by next meeting. **JH**

Head teachers to produce streamlined policy report for analysis by next FGB meeting. **HTs**

Governors to read section 1 and 2 of KCSIE document and inform clerk by email that they have done so. **Govs**

J Hill to email new link governors for any relevant training. **JH**