

# **BANKS LANE JUNIOR SCHOOL GOVERNING BOARD MINUTES**

## **SUMMER TERM 2020**

Date: 7 July 2020

Time: 5.00pm

Venue: Video Conference

### **GOVERNORS PRESENT**

Mrs J Graham (Chair), Mr J Vali, Mrs A Power, Mrs A Boulderstone, Mr M McDermott, Mrs J Patel, Mr D Bennett, Mrs K Pixton, Mr P Thomas, Mrs J Knott, Mrs E Battersby, Ms J Sturch, Mr A Bassett, Mr E Milner (Headteacher)

### **IN ATTENDANCE**

Mr A Lane                      Governor Support Officer

#### **1. WELCOME AND APOLOGIES FOR ABSENCE**

Governors were welcomed to the meeting. An apology for absence from Mrs J Humphries was received and accepted.

Introductions from those present then ensued.

The Headteacher commented with concern that the Microsoft Teams application for this meeting did not allow him to see any of those in attendance, which he found unsatisfactory. Governors echoed this.

The Chair praised the work of the Headteacher and Deputy Headteacher as well as all school staff for securing a "good" judgement for the school from Ofsted; the support of governors, including the Monitoring committee, was also cited. When the time was right, a celebration would be held to mark this. This had received local press coverage.

#### **2. DECLARATION OF BUSINESS INTERESTS**

Governors were asked to declare any business, financial or personal interests in any agenda items; no declarations were made.

#### **3. CHAIRS ACTION**

It was noted that the Chair had been in regular contact with the Headteacher due to the current circumstances. The Headteacher recorded his immense gratitude to Mrs Graham for the amount of her own personal time she had committed and cited her work on the school's risk assessment form.

The Chair confirmed the significant amount of work the SLT had invested in updating its risk assessment form, the current version of which had been sent to governors.

#### **4. HEADTEACHER'S REPORT**

The main focus of the Headteacher's verbal report was the work of the school during the Covid-19 situation and the arrangements which the school was making for a full school re-opening in September.

This would be a huge logistical challenge.

The HT paid tribute to all his staff for their professionalism and commitment during these very challenging times. It was their work which had kept the children safe.

The school had been supporting 49 Year 6 children as well as 54 children of key workers; the

children had been taught in different bubbles. There had also been demands in terms of social care for vulnerable children, with 13 Operation Encompass cases since the lockdown. **How did this compare to prior ?** This denoted a big spike. There had been scrupulous record-keeping and the work of Jackie Giles was commended.

There was disappointment that the LA had failed to reply on more than one occasion to the school's enquiry as to whether it could distance teach pupils via Zoom. Because of this and pressing circumstances, the school had gone ahead with this

Governors were asked to note the incredible work ethic and dedication of staff and that the February half-term was the last time staff had had a break, having worked over the Bank Holidays and term breaks.

**What was the position on Information Governance ?** This would be looked at in greater detail at Resources committee – **ACTION 1**

**How would the school provide home learning if there was a second wave of the virus ?** Government advice was that the school should be ready to provide this as soon as the following day.

**What had been the financial impact of covid-19 ?** The school had incurred an additional cost of c£7k. The government's position on this had changed from promising to fund such costs to allowing it to fall to the school to bear.

**Would there be governor visits in September ?** These would be permissible but not at the expense of compromising the integrity of the bubbles.

**Where were/would FSM children with packed lunches eating ?** They would be in the classroom.

**Had the issues of childcare arrangements in Offerton been factored in to drop-off and collect arrangements ?** The school had not finalised looking at this.

**What was the situation regarding cleaners changing gloves ?** This would be impractical due to them getting their hands wet on a regular basis.

**What was the school's risk assessment based on ?** It had formulated its own, but with some parts based on the LA model.

**Were outside agencies coming in to school ?** Officials such as the Speech Therapist were coming in and were working in break-out areas.

**Had there been any "runners" ?** There had only been one instance, with children showing great self-discipline.

**Would the school be communicating to parents ?** Yes, this would be in clear terms.

**Will assemblies happen ?** No, but this could change if circumstances improve.

Concern was expressed at the contradictory advice provided by central government. The Headteacher was thanked by the Chair for his usual detailed report to governors. Mr Vali also recorded his appreciation of the school's sound financial stewardship.

Governors commended all the work of SLT and all other staff during this unprecedented situation.

b) Covid-19 update

This had been covered above.

5. RESOURCES

a) Budget Update

The budget was largely unchanged from that which had been presented at the May Resources committee meeting. The covid-19-related expenditure had been referred to. The HT added that

he was looking at extending the disabled toilet to help meet the needs of a pupil with challenging physical needs who was due to arrive in September. A quote of c£50k had been obtained. It was hoped, however, to include this in the planned building work and that the school would only have to underwrite 10% of this cost.

b) Approval of Budget 2020/21

This had been approved at the Resources committee meeting.

c) Approval of Buybacks

These had been agreed.

d) Approval of SFVS documentation

This had been signed off and submitted to the LA.

6. BUSINESS

a) Full Governing Board Minutes

It was RESOLVED that the minutes of the meeting held on 20 November 2019, copies circulated previously, be approved. They would be signed off when it was physically possible to do so

Matters arising

There were no matters arising.

b) Action points

These had been completed.

c) Committee Minutes

It was RESOLVED that the minutes of the Resources committee meeting held on 12 May 2019, copies circulated previously, be approved, subject to the correction that, due to the current circumstances, Mr Bennett had not been able to inspect the asset management register.

d) Governing Board Contingency Plans

The Governing Board noted the requirement for a contingency plan in the event of the Chair and Vice-Chair being unavailable. It was confirmed that the residual governors on the Monitoring committee – Mr Bennett, Mrs Knott – would be the next points of contact.

e) Policies

The following policies were approved: Safeguarding (with covid-19 annex), Anti-bullying, Data Protection, Medical conditions, Wellbeing, Governor visits, Young carers

Governors would review any other policies such as the Pay policy which would be ready for September.

There were no other policies to review at the current time.

7. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

- Governance update
- Governor development
- The impact of Covid-19 on educational establishments
- Assessment update 23.4.20
- Information Governance
- Schools Finance
- Admission Arrangements and Term Dates

Governors noted the guidance within the reports.

8. DATES

a) Full Governing Board

To be confirmed by the Clerk – **JOINT ACTION 2**

b) Committee Meetings

As above.

To be confirmed by the Clerk – **JOINT ACTION 2**

9. ANY OTHER BUSINESS

a) End of Term of Office

Governors agreed that Mr Bennett be re-appointed as a co-opted governor with effect from 1 September 2020.

b) Chair of governors

Mrs Graham gauged first impressions from new governors and availed herself to them for any queries/feedback they might have.

c) Governors to Confirm/Update GovernorHub Details

The Clerk requested that governors check their current GovernorHub details and update where necessary. **ACTION 3**

The Clerk undertook to send up to date information through to the School Business Manager for submission to Get Information About Schools (GIAS). **ACTION 4**

The Pay and Pay Appeals committee membership was approved as follows.

Pay: J Vali, D Bennett, P Thomas

Pay Appeals; J Sturch, K Pixton, J Patel

With no further business to discuss, the Chair thanked everyone for attending and the meeting was closed at 5.50pm.

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**MEETING ACTION POINTS**

<b>ACTION POINT</b>	<b>ACTION REQUIRED</b>	<b>ACTION FOR</b>	<b>DATE ACTION TO BE COMPLETED</b>
1	Consider Information Governance	Resources committee	Next meeting
2	Circulate autumn term governing board/committee meeting dates	GSO	Post meeting
3	Governors to check their current GovernorHub details and update where necessary	Governors	July

4	The Clerk to send up to date information through to the School Business Manager for submission to Get Information About Schools (GIAS).	GSO	July
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