

**BANKS LANE JUNIOR GOVERNING BOARD MINUTES****SPRING TERM 2021**

Date: 18 March 2021

Time: 4.30pm

Venue: Zoom call

**GOVERNORS PRESENT**

Mrs J Graham (Chair), Mr J Vali, Mrs A Power, Mrs A Boulderstone, Mrs J Patel, Mr D Bennett, Mr M McDermott, Mrs E Battersby, Ms J Sturch, Mr T Ellison, Mr A Bassett, Mr E Milner (Headteacher)

**IN ATTENDANCE**

Mr A Lane

Governor Support Officer

1.	<b><u>WELCOME AND APOLOGIES FOR ABSENCE</u></b>
	Governors were welcomed to the meeting. Apologies for absence were received from Mr P Thomas and Mrs J Humphreys and accepted by the governing board.
2.	<b><u>DECLARATION OF BUSINESS INTERESTS</u></b>
	Governors were asked to declare any business, financial or personal interests in any agenda items; no declarations were made.  A declaration was recorded for Mr Vali due to his employment with Stockport Homes which may contract for work with the school.  Governors were reminded that they should declare any interest which arose during the meeting.
3.	<b><u>DECLARATION OF A.O.B.</u></b>
	No extra items were declared at item 13.
4.	<b><u>CHAIR'S ACTION</u></b>
	There had been no Chair's actions since the previous meeting. The HT, however, advised that he and the Chair of governors had been in regular dialogue (as well as meeting in person). This included agreeing a recruitment and selection timetable for the post of Deputy Headteacher.  At this point, the HT recorded his congratulations to Mr Bassett on securing his headship. He also expressed his disappointment at losing the quality of Mr Bassett, but paid tribute to his significant contribution during his four years in post. In turn, Mr Bassett thanked governors for both their support and challenge to him in a professional capacity. He also expressed his personal thanks to Mr Milner for his leadership and support.
5.	<b><u>HEADTEACHER'S TERMLY REPORT</u></b>
	The Headteacher's Report had been circulated to the governors prior to the meeting and questions were invited:  <b><u>School Return</u></b> The school had been pleased to have such high attendance on the 8 March return. Only

three children had not attended. The HT cited the contributory reasons for the three children in question. There had been a small minority of children who had presented significant challenges to the staff team. The return had been marked by various of the following: refusal to come in to school or refusing to do work, not listening when asked, negative responses to requests, anger, kicking out at staff, extreme tiredness, complaints of noise, a small number of parental confrontations/critical emails. The HT stressed that staff had at all times been committed to maintaining calm in school and preserving the pupils' wellbeing.

#### Covid catch Up

The school had appointed Nicola Windas to lead 'Covid catch up' within school. Mrs Windas had been proactive in setting up many initiatives. She had also led a "return to school" survey which had been used to target support. Governors were referred to the previously circulated document.

The school had bought into Lexia, an intervention programme, as well as buying back into a national tutoring programme at a cost of £2,700. Twelve TAs were delivering two wellbeing toolkits each for 86 children. TAs were delivering 1-1 support for ten children. Mrs Giles was also working closely with five bereaved children and supporting two families where the parents were very poorly.

#### Staffing

- As indicated earlier, Mr Basset was due to take up his headship. Interviews for the vacancy were due to take place on 28/29<sup>th</sup> April.
- There was now a vacancy for the lunch time supervisor post.
- The Site Manager would be off work for a number of weeks due to sickness absence.
- A member of the office staff had tested positive for Covid which had meant closing the school office temporarily. Helen Ford would be working part-time to provide cover in the running of the office.

#### Risk Assessment

The School Risk Assessment had been reviewed; it was largely unchanged with the only significant difference being the increased numbers of children and staff involved.

#### Covid Cases

The school was continuing to check the admin email each morning at 7.30am for positive Covid cases.

#### Lateral Flow Testing

The HT commended that the staff for now testing twice weekly.

#### Easter Holiday Track and Trace

The HT intended to run the same system that the school had used during the February half term.

- Risk Assessment
- Safeguarding matters
- Vulnerable children

	<ul style="list-style-type: none"> <li>• Remote learning</li> <li>• Numbers in school</li> </ul> <p>These had been covered above.</p> <ul style="list-style-type: none"> <li>• Racist, bullying, homophobic incidents</li> <li>• Physical interventions</li> </ul> <p>There were no incidents to report</p> <p>The Headteacher was thanked for his report and there not being any further questions, it was RESOLVED that the Headteacher's report be received.</p>
6.	<u>WELLBEING</u>
	<p>Governors' attention was drawn to the relevant link.</p> <p>Mrs Boulderstone reported back on the staff wellbeing survey which had been shared with the Resources committee and then conveyed by the School Business Manager to all staff. Already, fourteen responses had been received. Mrs Boulderstone would collate all responses, review them and share more widely with governors – <b>ACTION 1</b>. The Chair thanked Mrs Boulderstone for all her work on this, while governors commended the ongoing dedication of staff.</p>
7.	<u>GOVERNOR DEVELOPMENT</u>
a)	<u>Vacancies and End of Term of Office</u>
	<p>Governors noted a vacancy on the board for a co-opted governor.</p> <p>There were no terms of office due to finish imminently. Mrs Pixton's was due to finish in the autumn term.</p> <p>The Clerk clarified Mrs Humphrey's governorship in that she wished to continue, but was not able to remotely access meetings.</p>
b)	<u>Governing Board Development Plan, Induction, Training and Succession Planning</u>
	<p>The Development Governor had attended the termly briefing. It was noted that a number of courses had been cancelled, including one on pupil premium, which one of the governors had been planning to attend.</p>
8.	<u>BUSINESS</u>
a)	<u>Full Governing Board Minutes</u>
	<p>It was RESOLVED that the minutes of the full governing board meeting held on 28 November 2020, copies circulated previously, be approved and subsequently signed by the Chair and authorised for publication.</p>
b)	<u>Pay Committee Recommendations</u>
	<p>The Pay committee chair reported that all recommendations which had been received from the Headteacher had been approved.</p>
c)	<u>Policy Review</u>
	<p>No policies had been identified as due for review.</p>
d)	<u>Approval of Inset Dates</u>
	<p>The HT was due to meet with his counterpart at the Infant school to look at these. He intended to earmark four days for inset and keep one floating day. Once identified, they would be circulated to the governing board for approval and submitted to the LA before the</p>

	closing date – <b>ACTION 2</b> . It was intended to revisit team teach training for staff on one of these dates.
9.	<u>RESOURCES</u>
a)	<u>Resources/Finance Committee Minutes</u>
	The minutes from the previous meeting held on 9 February 2021 were noted by the board.
b)	<u>Ratification of Policies</u>
	The various policies had been considered/approved by the Resources committee.
c)	<u>Budget Update</u>
	The HT would provide the committee with a breakdown of the reprographics costs at the summer term meeting – <b>ACTION 3</b>
d)	<u>Approval of the Budget 2021/22</u>
	This had been approved at the meeting and would be ratified at the summer term board meeting
e)	<u>Approval of School Fund Audit Arrangements</u>
	The school fund account had been audited on 9 February. The HT added that the school was looking at replacing all twelve interactive whiteboards with large I-pads.
f)	<u>Changes to the Buyback of LA Services</u>
	These were currently under consideration as not all service costs had been received in school.
g)	<u>SFVS</u>
	The SFVS had been approved and would be signed off by the Chair for submission to the local authority by 31.3.21.
h)	<u>Scheme of Delegation 2021-22</u>
	The form had been circulated prior to the meeting and was duly APPROVED by the governing board.
10.	<u>TEACHING AND LEARNING</u>
a)	<u>Teaching &amp; Learning Committee Minutes</u>
	This committee was currently on hold due to the current circumstances.
b)	<u>Ratification of Policies</u>
	Not applicable.
11.	<u>BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY</u>
	<ul style="list-style-type: none"> <li>• Governance Update</li> <li>• School Estates</li> <li>• Safeguarding</li> <li>• Equality Act</li> <li>• Early Years</li> </ul> <p>Governors noted the guidance within the reports.</p>

12.	<u>DATES</u>
a)	<u>Full Governing Board</u>
b)	<u>Committees</u>
	The Clerk had agreed dates with the HT and Chair and would circulate these to governors – <b>ACTION 4</b>
13.	<u>ANY OTHER BUSINESS</u>
	Governors were advised that a single Director was to take charge over both Stockport and Tameside LAs. It was agreed that the school needed to be mindful of any SLA changes with this development.
	With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 5.45 pm.

**SPRING TERM 2021 GOVERNING BOARD MINUTES  
MEETING ACTION POINTS**

<b>MINUTE POINT</b>	<b>ACTION REQUIRED</b>	<b>ACTION FOR</b>	<b>DATE ACTION TO BE COMPLETED</b>
1	Evaluate responses from staff survey	Alison Boulderstone	Post-meeting
2	Provide Resources committee with reprographics costs	HT	Summer term meeting
3	Circulate 2021/22 inset dates to governors for approval	HT	Post-meeting
4	Circulate summer term governing board board/committee dates to governors	GSO	Post-meeting