

## Minutes of Governing Body Meeting, 6<sup>th</sup> July 2019, Via Zoom.

Present:	P Perry Chair R Campbell (Head teacher) Kate Davies B Calvert G Firth S Moss N Wiltshire
In Attendance:	A Clarkson Bursar Y Scott Clerk
Apologies:	C Ditch Katrina Davies C Gilbey A Womersley (none received)

<b>20/48</b>	<b>Receive Apologies for Absence – COVID</b>	
<i>Summary of Discussion</i> (including questions and responses)	<i>Lead – Chair</i> <i>Purpose - Decision</i> Apologies received in advance via email  <b>Agreed by all governors</b>	
<b>Actions Arising / Resolutions 20/48</b>		
Chair to contact AW re nonresponse		<b>Chair</b>

<b>20/49</b>	<b>New Declarations of Interest and Interests Relevant to this Meeting – COVID</b>	
<i>Summary of Discussion</i> (including questions and responses)	<i>Lead – Chair</i> <i>Purpose – Information</i> Sent via email prior to meeting with Nil returns required – Nil received	
<b>Actions Arising Resolutions 20/49</b>		
N/A		<b>NA</b>

<b>20/50</b>	<b>Agree Minutes of Past Meeting and Consider Matters Arising - COVID</b>	
<i>Summary of Discussion</i> (including questions and responses)	<p><i>Lead – Chair</i>  <i>Purpose – Information</i></p> <p>Requested in advance via email                  20/43b Completed documents tabled in advance of this meeting by Bursar, delayed due to COVID. Complete.</p>	
<b>Actions Arising / Resolutions 20/50</b>		
Previous minutes a true reflection and accepted as such unanimously		<b>N/A</b>

<b>20/51</b>	<b>Consider Meeting Focus – Covid Update by Headteacher</b>	
<i>Summary of Discussion</i> (including questions and responses)	<p><i>Lead – Headteacher</i>  <i>Purpose - Information</i></p> <p>Chair of governors has delivered a comprehensive update to all governors in advance of this meeting, the Chair has also continued throughout the pandemic to have Zoom and socially distanced meetings with the Headteacher.</p> <p>In addition, there has been regular correspondence from both the Chair and the Headteacher to Governors with comprehensive updates regarding school.</p> <p>Brief further update;                  We haven't planned the September protocol and start guidance yet in relation to COVID updates due to continual government changes. SLT meet Wednesday 8th July for a full day to address the ongoing government guidance.</p> <p>New guidance released on Friday 3rd July, appears to be robust and encouragingly it has more detail in addressing the challenges we face as a school. There appears to be fewer loop-holes in this new document. It has a pragmatic approach and much more flexibility relevant to school circumstances, whilst still delivering the required safeguarding and protocol needed to meet the Covid situation.</p> <p>There is more detail regarding staggered start times for pupils and much less direction that seems unachievable than was found in previous documents. Therefore, we are more hopeful that the guidance will be relevant and attainable than previously encountered.</p> <p>The staff have been outstanding throughout these unprecedented times, delivering within the smallest of time windows. There have been steep learning curves regarding education and communicating via different formats, colleagues and teams have adapted with pace to the challenging times, essential CPD online training completed and people continually adapting to different circumstances to be productive within school life. What the school has achieved is inspiring during a very difficult period.</p>	
<b>Actions Arising / Resolutions</b>		
Resolved: Governors would like to also place on record a well-deserved thanks to all school staff. They would also like to thank the teaching staff for the quality of provision across multiple key stages delivered via home learning combined with in school provision.		<b>N/A</b>

<p><b>20/52</b></p>	<p><b>Consider Meeting Focus – Academic Year 2020-2021 Update - COVID</b></p>
<p><i>Summary of Discussion</i>                  (including questions and responses)</p>	<p><i>Lead – Headteacher</i>  <i>Purpose – Information</i></p> <p>Covid Recovery Including;</p> <ul style="list-style-type: none"> <li>a) Class Structure</li> <li>b) Curriculum</li> <li>c) Welfare and Pastoral</li> <li>d) Finance and HR</li> </ul> <p>In the new academic year, we have a single reception class intake, with other smaller class groups than we are used to which will be conducive to small group interventions to support acceleration of learning. We are aware that the reception class at 28 pupils is bigger to start the year, however there is flexibility in place within the academic year plan. If we welcome more reception children, the class has been created to support movement if needed. The class set up this year is;</p> <p>Reception class                  Year 1 class                  Year 1-2 class                  Year 2-3 class (across 2 key stages, note the new curriculum is skills led. How it has been formed is to enable the team to allow management of learning giving them the correct diet of education for their pupils age and abilities).                  Year 3-4                  Year 4                  Year 5                  Year 6</p> <p>The 2020-2021 academic year introduces the new curriculum that had previously been noted in FGBM, with a delay to the start. The trial period has not been completed during the summer term due to Covid 19. However, staff guidance and planning has continued over 2 inset days via online team meetings and more recently where changes to working practices have allowed staff meetings within school.</p> <p>Summary from the Bursar;</p> <p>As you can see the May monitoring report has been adapted to provide more detail as requested by governors in the last meeting. Points of note are;</p> <ul style="list-style-type: none"> <li>a) EHCP top up funding is very personal to the child and moves with the child, the funding has gone down already as another child is moving away. Such changes have a knock on effect for staffing and support. This in turn impacts finance, dependent on how staffing hours change and what flexibility for such shifts have been factored into the original contracts. We may have more children coming in with SEN without an EHCP in place which equates to a considerable amount of work for the SENCO. To reiterate however EHCP funding is only provided from the date of sign off, it is not back dated. To provide evidence of need can often include investing support with a child for up to 12 months before funding may be issued, and this is not guaranteed. We have one EHCP that is pending for a new student due to start with us in September. Funding can range from £1000- £7500 again however this funding range does not cover the TA salary required to support a child.</li> <li>b) We have added assumptions re COVID impact on the budget. There has been an automatic reduction in paid for school meals, but there will also be a reduction in payments to NYCC Catering. It has been agreed at LA level that</li> </ul>

we will be charged for the average number of UFSM meals we would have during period. The catering services will charge us 60% of our normal average figures for UFSM during the COVID period. We will still be in receipt of the allocated UFSM funding from the government for this period.

- c) The main areas of change for the budget is the reduction of staffing. We have reduced TA provision which is equivalent to £40,000 in outgoings. Being proactive now is key to prevent any urgent need to be reactive to change and financial impacts when we are progressing into the next academic year. School has responded to the governors' requests from previous meetings regarding the budget needs - we continue to take a proactive approach. At this stage putting in place steps in the short term to ensure we are being rigorous in our financial planning, taking cost effective measures wherever possible fulfils a responsible approach to our financial long term management.
- d) We have been able to support the financial plan - ending TA contracts due to breaks of service where posts have not been renewed due to departure of children/SEN need. This process has allowed us at this point to avoid redundancies. Redundancies require a longer timescale of preparation and delivery and still have cost implications. At this time due to the forward planning of appropriate contracts, staff cuts have been made with the overarching caveat that this will be reviewed in the Autumn term. We continually strive to actively manage the financial implications we have in school and do not wait when issues need attention. Finance working party will regroup in Autumn to review the financial position and feed back to the full governing body.
- e) The Government announcement re new funding initiatives to lessen the educational gap post Covid, could equate to approx. £40 per pupil if they follow the normal funding protocol. However, they may well allocate money according to differing criteria of need which could result in considerably less funding (e.g. if they look at deprivation indicators). Again, this is an uncertain funding quantum and whilst we are hopeful to be in receipt of this there is no firm detail as to allocation at this point.

#### *Question*

*We had previously discussed getting the finance working party together to meet. This would still be good to do regarding the additional government funds that will be available to get the structure in place that is needed to work through the forecast budget. We still require this notwithstanding the cuts you have made, with a wider ranging conversation to where the resources should go over the next 3-4 years.*

Agreed. The best time to schedule would be after the census which is the first week of October as we don't have the financial data until then regarding income as the census provides this.

It would be best to have this mid-October prior to the November 2<sup>nd</sup> meeting so that deliberations can be shared. The Chair and the Headteacher will notify the finance panel of a date nearer the time.

*What about afternoon playtimes and routines etc that do not cross over key stages?*

Everything must be reviewed and re validated now, we are managing this within the SLT meeting and will advise the wider team when the routines have been developed to meet the changes to the class structure.

*What about the welfare and pastoral care for pupils on return to school, there must be concerns re pupil re integration?*

	<p>We have allocated 3 ATAs across the 3 key stages, this is going to help with continuity. All staff have been trained under Compass Buzz at some level. For the ATA and HLTA members of the team their time has not been fully allocated yet, to ensure that we can manage and support pastoral needs.</p> <p>In addition, we have allocated our SEN children to have more of a key worker based approach. This enables someone they are seeing daily to be the one to support their needs more widely. They are more likely to be able to support them with their needs as the trust and building of relationships is very well set up within the new curriculum provision. Being a key worker for a child, they are well placed to monitor and support their social and emotional wellbeing. Also, we just do not know who may need the support, these have been testing times that may impact many of our children in different ways and not necessarily those that have key workers.</p> <p>Whether they have key workers or not the flexibility of staffing across the key stages allows teaching assistants to develop relationships and understand pupils more within their areas of support. During the last 3 months we have also had all staff completing online training within the pastoral and mental health genre to address what we felt would be greater areas of need and to cover such eventualities.</p>
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**Actions Arising / Resolutions 20/52**

Chair and Headteacher to Liaise with Bursar and publish meeting date	RC/Chair
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<b>20/52b</b>	<b>Consider Meeting Focus – Academic Year 2020-2021 Update</b>
<i>Summary of Discussion</i> (including questions and responses)	<p>Lead – Headteacher                  Purpose - Information</p> <p>It is with regret that JC has confirmed with me today that she will not be returning in September and will be retiring for personal/medical reasons. This will be hugely difficult for the whole team who are not aware yet of her decision, they will be notified as soon as is possible. Under the current circumstances JC is unable to return, this will not be a role that can be fully replaced, she has very much made the pastoral role her own and has been an incredible asset to pupils, families and her colleagues alike.</p> <p>The SLT will be delivering pastoral provision into the new academic year with a combination of support directly from the SLT and through other routes which will be planned and shared in the coming weeks with the wider team.</p>

**Actions Arising / Resolutions 20/56**

Resolved: The Chair and Governors wish JC well in retirement and thank her for her dedicated years of service to the school and particularly regarding her role as Pastoral Lead which has been delivered with outstanding levels of professionalism, care and compassion.	<b>NA</b>
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20/53	Consider Meeting Focus – SIP - COVID
<p>Summary of Discussion (including questions and responses)</p>	<p><i>Lead – Headteacher</i>  <i>Purpose – Information</i></p> <p><i>Documents tabled in advance of meeting to all governors:</i></p> <p><i>School Improvement Update (2019-20) and Planning (2020-21)</i>                      a) <i>SIP Review (Tabled)</i>                      b) <i>COVID Recovery Plan (to be drafted following guidance for Sept)</i></p> <p>SIP was suspended at start of COVID 19 and not expected to re start until September on a full return to school if there are no further Government changes.</p> <p>Essentially the objectives highlighted in orange/red detail that we have been unable to achieve these tasks fully at lockdown. We were on track to fulfil our SIP objectives until March but there has been no possibility to continue some of the work. The plan now would be to pick up where we paused in this SIP as opposed to completing a totally new SIP for the next academic year.</p> <p>To be able to continue from where we paused in March the suggestion is that we draw up a COVID recovery plan strategy to run alongside and concurrently with the SIP regarding pastoral, wellbeing and academic needs as the children return, subject to governor agreement. Approx. 65% of objectives were already completed and with the additional requirements for the COVID recovery plan we believe this is enough for the staff to action. We also believe that if we achieve our objectives within the current SIP that we are then able to reflect with the FGB to adapt the SIP in the latter part of 2020-2021 academic year.</p> <p>The additional reasons for this plan are for the wellbeing and mental health of all staff. Currently we should have been near the end of the new curriculum trial. We would have been implementing and adapting this throughout the staff meetings and inset days. Staff have instead been preparing and delivering online learning, in class schooling, observing and following Covid safety measures and we feel it is paramount that we balance all the needs in school. We feel that the mental health and wellbeing of the staff would be detrimentally affected without this.</p> <p><i>Questions;</i></p> <p><i>Is there a paper for the recovery plan yet?</i></p> <p>No, the government guidance document was only released last Friday but this will be completed by the SLT in the coming weeks.</p> <p><i>This year, year 3 students had already been a flagged area for stats, with tasks set and being addressed for this area. How are we were going to continue to catch them up when even more time has been lost and equally the same question applies for year 5 pupils going into year 6. How are we addressing this educational recovery?</i></p> <p>Our first steps in the initial 3 weeks of the new academic year will be to baseline test all children from year 2 up to year 6. This is not what we would choose in normal circumstances. However, with much less teacher assessment to review for pupils we don't feel we have a secure data source and the baseline test will therefore give us a secure start point for attainment.</p>

	<p>Furthermore, we are moving away from GL assessment that we have used over the last 3 years or more. A significant challenge the teachers noted from GL was that even though it gives very comprehensive reports on children and their performance you lose seeing the physical work the child has undertaken.</p> <p>We hope by using a paper based format the targeted strategies will be clearer and more appropriate for the teachers.</p> <p>Also, we have smaller class sizes which will support, theoretically, the closure of gaps. We also must be realistic that the current cohort of year 5 students will possibly have results that create a dip of data. This group has been continually monitored throughout the pandemic. More targeted home learning was delivered to Y5; live Zoom lessons were implemented in Maths and English to try to increase engagement - investing more time and resources into this area of probable need.</p> <p><i>Do you feel that you have the flexibility and resources to cover such needs, being able to respond rapidly to the testing results to bridge the gap?</i></p> <p>To be honest the staff absolutely have the skills to do this, but the flip side, as implied in the question, is the <i>capacity</i>. The impact of Covid on staff health and mental wellbeing, school finances, contracts that we have had to end, retirement, SEN needs etc. means we anticipate challenges in all these areas. This will of course impact capacity, but again we have smaller classes due to numbers which we feel will help, but there is no doubt we will be putting more on the teachers and TA staff due to such exceptional circumstances. We do address all these issues through SLT and support via focus groups, it is however a challenge. We as a team are skilled enough to be fleet of foot – but do we have capacity to be fleet of foot? We hope so and will be watching closely to see how and where we can manage the needs.</p>
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<b>Actions Arising / Resolutions 20/53</b>
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All agreed that the unusual circumstances allow for the SIP to continue with a COVID recovery plan alongside.	<b>NA</b>
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20/54	Policy Update –
<p><i>Summary of Discussion</i> (including questions and responses)</p>	<p><i>Lead – Chair</i> <i>Purpose - Decision</i></p> <p>Policy documents all tabled in advance to all governors.                      Already reviewed digitally – to be noted.</p> <ul style="list-style-type: none"> <li>a) Behaviour Policy (COVID amendment)</li> <li>b) Child Protection Policy (COVID amendment)</li> <li>c) Guidance for Safer Working Practices (COVID amendment)</li> </ul> <p>Policies to be reviewed:</p> <ul style="list-style-type: none"> <li>d) HR Policy Declaration</li> <li>e) Charging and Remissions – note change of review frequency</li> <li>f) GDPR Policies and Privacy Notice</li> </ul> <p>Deferred updates:</p> <ul style="list-style-type: none"> <li>g) SRE</li> </ul>

	<p>Significant change to SRE from Government policy. This will, going forward be re branded as RSE originally with a start date of September 2020. The major change being that parents will no longer have the right to exclude their children from this compulsory education, except for the small part of the training that relates to sexual intercourse.</p> <p>Being aware of this change, significant work has been completed by HB and RC, alongside the government guidance, in preparation for the Autumn 2020 roll out. The work is almost complete, but as the roll out has been delayed to Summer 2021 we will be bring the document to you for full review in the Autumn term.</p> <p><i>Questions;</i></p> <p><i>Can we have clarity on what mental health training the staff have had and if station can support via SSAFA and RAFBF?</i></p> <p>We have had whole school Compass Buzz training, which specifically focused on upskilling mental health, with all staff at level 1, some at level 2 and 3. NW and KD (governor not staff team) also completed level 4 in the strategic use of Compass Buzz. In addition, over the last 4 weeks HB has developed remote training supported by the NYCC wellbeing lead that has been delivered to school staff.</p> <p>We don't want this to drop off - it is essential to support the children's, parents' and staff's mental health and wellbeing and we have had active support in place with teachers contacting parents throughout this period to achieve this. We have also been liaising with Early Help, who have approached us to ask if we would be a hub for workshops and drop in sessions that they deliver due to our approach to mental health and wellbeing within school.</p> <p><i>We would want as much notice as possible on the SRE change as this has been quite controversial, can we request this?</i></p> <p>Of course, it is structurally a big change, we have a working document that we will have to you asap to for review.</p>
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<b>Actions Arising / Resolutions 20/54</b>	
<p>Resolutions:</p> <p>The above policies tabled in advance of the meeting have been adopted unanimously.</p> <p><b>Agreed (6) Abstain None</b></p>	<p><b>NA</b></p>



<b>20/55</b>	<b>Discuss AOB</b>	
<i>Summary of Discussion</i> (including questions and responses)	<p><i>Lead – Chair/Clerk</i>  <i>Purpose – Information</i></p> <p><i>Departure of Phil Perry as Chair (operating virtually until November).</i></p> <ol style="list-style-type: none"> <li>1) Sincere thanks, passed from all governing body and Leeming RAF CP School to the Chair for all his ongoing support and resilience throughout his tenure. In what has been a challenging period including Ofsted, ongoing financial management and the COVID pandemic - it has been fast paced and his manner and experience has been an asset to the school. He will continue throughout the summer remotely, liaising with the head, before resigning from his position prior to the opening meeting of the new academic year.</li> <li>2) The Chair himself passes his thanks to the bursar for her professionalism and skill in how she delivers often difficult news to governing body, thanks to the Clerk to the Governors for her enthusiastic support and guidance to the governors. Thanks indeed also go to SLT and all the staff throughout the school in every role, that continually deliver outstanding care and support to our children and families that creates a wonderful happy environment for learning.</li> </ol> <p><i>Sensory Garden</i></p> <p>Question raised re possibility of opening Sensory garden on 30<sup>th</sup> September when head of RAFBF on site. Agreed in theory, if garden completed and Covid regulations allow. A small party from station with photographers will be welcomed with a small number of school representatives at the garden.</p>	
<b>Actions Arising / Resolutions</b>		
NA		NA

<b>20/56</b>	<b>Confirm Date of Next Meeting - COVID</b>	
<i>Summary of Discussion</i> (including questions and responses)	<p><b>2<sup>nd</sup> November 2020 via Zoom 2pm</b></p>	
<b>Actions Arising / Resolutions 20/56</b>		
NA		