

MELLOR PRIMARY SCHOOL GOVERNING BOARD MINUTES**SUMMER TERM 2020**Date: 26th May 2020

Time: 6.30pm

Venue: Video Conference

GOVERNORS PRESENT

Mrs K Aldred, Mrs L Gwyther, Mrs L Hadfield, Mr D Hoult (Chair from item 5 onwards), Mr B Humphrey-Taylor, Mr J Nicholson (Headteacher), Mrs C Smith

IN ATTENDANCE

Mrs A Bowker	School Business Manager
Ms J Castledine	Governor Support Officer
Mrs G Parkin	Deputy Headteacher (DHT)

1.	<u>WELCOME AND APOLOGIES FOR ABSENCE</u>
	<p>Governors were welcomed to the meeting by Mrs Smith, Acting Chair (AC). There were no apologies for absence to consider.</p> <p>The AC explained that Mrs Gwyther had stepped down from the role of Chair recently and extended thanks to her for all her support and hard work whilst in this role.</p>
2.	<u>DECLARATION OF BUSINESS INTERESTS</u>
	Governors were asked to declare any business, financial or personal interests in any agenda items; no declarations were made.
3.	<u>DECLARATION OF ANY ITEMS TO BE DISCUSSED UNDER ANY OTHER BUSINESS</u>
	The AC declared an item in relation to GovernorHub.
4.	<u>CO-OPTION OF NEW TRUSTEE</u>
	<p><i>The DHT joined the meeting 6.41pm.</i></p> <p>The AC explained that Mr Hoult had expressed an interest in being co-opted onto the trustee board; his CV had been circulated prior to the meeting. If appointed, Mr Hoult's intention was to step down as a Member at the next Members' meeting.</p> <p>Comments from the board were invited; trustees indicated that they were in favour of Mr Hoult's co-option. It was noted that Mrs Aldred had not yet joined the meeting; the Clerk stated that recent email correspondence with Mrs Aldred indicated that she was in favour of Mr Hoult's co-option.</p> <p>It was proposed by Mrs Smith, seconded by Mrs Hadfield and unanimously AGREED that Mr Hoult should be co-opted onto the trustee board with immediate effect.</p> <p><i>Mr Hoult joined the meeting.</i></p> <p>The AC congratulated Mr Hoult on his appointment to the board.</p>

5.	<u>ELECTION OF CHAIR</u>
	<p>Expressions of interest in the position of Chair had been invited from the board prior to the meeting; no expressions had been received.</p> <p>Mr Hoult expressed an interest in the Chair's position. It was proposed by Mrs Gwyther, seconded by the Headteacher and unanimously AGREED that Mr Hoult should take the position of Chair with immediate effect until the date of the autumn term meeting 2020.</p> <p>Mr Hoult in the chair.</p> <p>Mr Hoult thanked the trustees for their support.</p>
6.	<u>HEADTEACHER'S UPDATE</u>
	<p>The Headteacher submitted a Covid-19 report which was received and discussed.</p> <p>Trustees were informed of a slight increase in the average number of pupils attending school. Staff are working on a two weeks on, two weeks off rota basis at school with wraparound care being offered until 5pm.</p> <p>The Headteacher acknowledged a range of comments from parents in relation to online home learning opportunities.</p>
7.	<u>RESOURCES</u>
	<u>Budget Update</u>
	<p>Mrs Bowker made the meeting aware that due to Covid-19 some income streams had temporarily dried up and the school was also incurring additional expenses.</p> <p>The Chair acknowledged the increase in expenditure and reduction in income, noting that the school was heading for an in-year deficit of slightly over £60,000 by the end of August 2020. He expressed some concern that the current financial year had begun with a carry forward of £124,000 and that half of this figure had now been spent. It was agreed that whilst the Finance committee would not meet this term (in line with NGA guidelines regarding governing board activity during Covid-19), the Chair, Mr Humphrey-Taylor, Mrs Bowker and the Headteacher would meet to look at the draft budget for 20-21 prior to its presentation to the board on 1st July.</p> <p><i>Mrs Aldred joined the meeting 7.03pm</i></p>
8.	<u>BUSINESS</u>
a)	<u>Previous Full Board Minutes</u>
	<p>The minutes of the previous board meeting held on 4.3.20 had been circulated prior to the meeting; they were AGREED to be an accurate record and APPROVED for publication, subject to the following minor amendment:</p> <p>Item 8a – remove the word 'co-opted' to read <i>It was noted that the Members had emailed all governors inviting them to nominate prospective governors.</i></p> <p>Thanks were recorded to the DHT and Mrs Bowker for taking the minutes at previous meetings.</p> <p>A vacancy for chair of the Education committee was noted; an appointment into the role would be made at the next board meeting in July ACTION</p> <p>The Chair explained that he and the Headteacher had discussed trustee meetings going forwards, explaining that future meetings may be more frequent but shorter in length. The Chair agreed to bring the proposed meeting schedule for 20-21 to the July board meeting</p>

	for discussion.	ACTION
	The Headteacher suggested that some of the meetings could be held virtually.	
b)	<u>Trustee Nominations and Appointments Process</u>	
	<p>The draft process had been circulated prior to the meeting and was duly APPROVED by the board. Mrs Smith will chair the panel.</p> <p><i>When are we planning to hold a parent governor election to fill the vacancy?</i> The election procedure will take place in September.</p> <p>ACTION</p> <p>There are currently 3 trustee vacancies on the board. Mrs Smith stated that a parent had expressed an interest in a position on the board; the Chair stated that one nomination had been received which would be passed on to the panel for consideration.</p>	
c)	<u>Risk Assessment (in relation to return to school)</u>	
	<p>The Chair thanked the Headteacher and team for all their hard work on the Risk Assessment; questions and comments were invited. It was noted that the risk could not be completely eliminated; it was still important that good practice was followed in terms of health and safety. The Risk Assessment was APPROVED by the trustee board.</p>	
d)	<u>Return to School Strategy</u>	
	<p>The school has decided to invite the Year 6 cohort to return to school first, followed by Year 1, Reception and Nursery. Year 6 pupils will be split into bubbles depending upon which high school they are moving on to. If Marple Hall School holds a transition event before the end of term, transportation of the whole bubble to the setting will be more manageable.</p> <p>The DHT has worked on the keyworker provision; Year 6 children of keyworkers (in the first instance) will have to decide whether to stay within the keyworker bubble or transfer into a Year 6 bubble. If a child moves out of the keyworker bubble they will no longer be eligible for wraparound care. <i>Can additional keyworkers' children join the keyworker bubble?</i> Parents will still be able to access a keyworker place but as Year 6 return, the school will have some clarity upon the impact of this. If there is a substantial influx of keyworkers' children at this point it may impact upon the school's capacity and the return to school offer for Reception and Nursery.</p> <p><i>Can parents who indicate that their children will not be returning to school change their minds in a couple of weeks if they feel more confident?</i> The Headteacher stated that parents changing their minds would compromise the school's ability to implement a structured and controlled return. Parents who respond to the survey stating that their children will not be returning will not be able to change their minds later this term. The meeting agreed that this should be made very clear to parents in all correspondence.</p> <p><i>The government has indicated that parents who do not send their children back to school could be fined; would we be looking to do that?</i> This would be a decision for Mellor Trust to make in the future.</p>	
e)	<u>Responses to Parent Questionnaire</u>	
	<p>Data relating to parents' responses had been shared prior to the meeting and comments were invited.</p> <p>Trustees expressed a hope that parents would be respectful of each others' decisions but noted that some strong opinions may be expressed on social media. The Headteacher stated that his letter to parents about the return to school would include a reminder for the parent community to be respectful.</p>	
f)	<u>Safeguarding Policy Covid-19 Annex</u>	

	Governors noted the document.
9.	<u>BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY</u>
	<ul style="list-style-type: none"> • 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. The Headteacher commented that the LA did not support the use of Zoom and advised that he felt confident using the platform as no personal information was being shared.
10.	<u>DATES</u>
	<u>Full Governing Board</u>
	1 st July 2020, 6.30pm The Headteacher reminded the board of DfE guidance that meetings should be avoided if possible. He informed the trustees that a staff wellbeing survey was underway; systems were in place to support staff when they returned to work. He was mindful of the need to structure staff meetings appropriately. <i>Will the school close for the summer holidays?</i> No formal guidance has been received.
11.	<u>ANY OTHER BUSINESS</u>
a)	<u>Member Appointment</u>
	Trustees were informed that Dr Tom Howling had been appointed as a Member.
b)	<u>GovernorHub</u>
	Mrs Smith asked all trustees to set up a GovernorHub log-in to ensure that meeting papers were available to everyone via the platform. Trustees agreed that they were happy for their papers to be visible to the Members on GovernorHub.
c)	<u>Miscellaneous</u>
	<i>Now we've agreed the Risk Assessment, what are the next steps? Can the board support you in any way?</i> The Headteacher stated that the amended document would be sent out to all parents tomorrow. Staff would then begin to prepare the school for pupils' return on 10 th June. <i>What happens if a pupil displays Covid-19 symptoms?</i> The whole bubble will have to remain at home for 14 days and the classroom space will be deep cleaned. Staff from that bubble will also remain at home for 14 days. Thanks were recorded to the Headteacher, DHT and Mrs Bowker for all their hard work.
	With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 7.50 pm.

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SUMMER TERM 2020 GOVERNING BOARD MINUTES
MEETING ACTION POINTS**

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
8a	Chair to the Education committee to be elected at the board meeting on 1 st July	All governors	1 st July
8a	Meeting schedule for 20-21 to be shared at the board meeting on 1 st July	Chair	1 st July
8b	Parent governor election to be held at the start of the autumn term	Clerk/Headteacher	First half of autumn term