

**MELLOR PRIMARY SCHOOL TRUSTEE BOARD MINUTES****SUMMER TERM 2020**Date: 1<sup>st</sup> July 2020

Time: 6.30pm

Venue: Video Conference

**TRUSTEES PRESENT**

Mrs K Aldred, Mrs B Ansty, Mrs H Greatorex, Mrs L Gwyther, Mrs L Hadfield, Prof D Hoult (Chair), Mr B Humphrey-Taylor, Mr D Johnson, Mr J Nicholson (Headteacher), Mrs K Scott, Mrs C Smith.

**IN ATTENDANCE**

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

1.	<b><u>WELCOME AND APOLOGIES FOR ABSENCE</u></b>
	Trustees were welcomed to the meeting. There were no apologies for absence. A warm welcome was extended to the four trustees recently appointed by the Members. The Chair invited all trustees to introduce themselves.
2.	<b><u>DECLARATION OF BUSINESS INTERESTS</u></b>
	Trustees were asked to declare any business, financial or personal interests in any agenda items; no declarations were made.
3.	<b><u>DECLARATION OF ANY ITEMS TO BE DISCUSSED UNDER ANY OTHER BUSINESS</u></b>
	Mrs Hadfield requested updates relating to Year 6 transition and vulnerable pupils. The Headteacher confirmed that these would be covered within his Report at item 4.
4.	<b><u>HEADTEACHER'S VERBAL REPORT</u></b>
	The Headteacher was invited to address the meeting. He advised that plans were continually having to be amended to reflect the most up to date government advice. There were currently just over 100 children attending school; the detail of the bubbles was outlined. The number of keyworkers' (KW) children in attendance has almost doubled since the previous report to an average of 20 per day. Some parents of Reception, Year 1 and Year 6 pupils, having previously indicated that they would not be returning to school this term, have contacted the Headteacher to ask whether their children could be accommodated. Requests were also received for children to move from the KW to Year group bubbles. DfE guidance stated that such requests could be agreed provided that the school had capacity and therefore more pupils have now been allocated a space. The Headteacher noted that there were plans for Years 2-5 to have some time in school before the summer holidays; in general all plans have been well received by the parent community.  There are 7 pupils with an EHCP; 5 of these are back in school. There are 4 pupils in receipt of free school meals; 2 of these are back in school. During the summer holidays

	<p>free school meals pupils will continue to be supported via Edenred.</p> <p>The school's resilience coach is providing support to vulnerable pupils; four additional pupils have also been referred. <b>Are these four pupils in school or receiving support at home?</b> The DHT clarified that three of the four had met with the coach so far.</p> <p>The Headteacher noted several enquiries from parents about the possibility of taking holidays during the autumn term in lieu of a summer holiday together. The DfE has not yet released any guidance on this, or on whether families will be fined if their children do not return to school in September.</p> <p>A staff wellbeing survey was carried out with very positive results. Five members of staff initially stated that they would welcome a counselling conversation before returning, but a follow-up with each one indicated that the return to school had been so positive that this was no longer necessary.</p> <p>Conversations have taken place around the merits of home learning versus live lessons; the local authority stance is that live lessons are not necessary. <b>How should trustees respond if they are approached by a parent requesting more information?</b> Trustees should refer parents to the Headteacher.</p> <p>The Headteacher outlined DfE plans relating to catch-up funds to support pupils' learning; no firm guidance upon the allocation of the funds has yet been received.</p> <p>The school will be closed to all pupils for the summer holidays to ensure that staff get a proper break. It was noted that Stockport LA does not receive any additional government funding to support the provision of holiday clubs for vulnerable children.</p> <p>The Headteacher is in close contact with Marple Hall School to support the transition of Year 6 pupils into the setting. Documentation has also been passed on to New Mills high school. Parents will receive a school report indicating where their children were up to before lockdown; this will be emailed out at the end of term. It is hoped that some Year 6 activities can still take place to celebrate the end of their primary school career.</p> <p>A staff meeting looked at how to manage the transition of new pupils into Reception. The Headteacher will create a powerpoint document to be uploaded onto the school website and the Early Years lead will do the same for incoming Nursery pupils. It has been decided that teachers will remain in their year group and will not move up alongside their current class.</p> <p>There has been no official guidance on the return to school in September. Staff will come into school for Inset days on the Tuesday and Wednesday; KS1 &amp; 2 pupils will have a staggered return on the Thursday and Friday. The Reception cohort will be gradually welcomed into school over the following week and Nursery will be integrated the week after.</p> <p>The board noted that the phonics screening, usually undertaken by Year 1 pupils, would be carried out with that same cohort in Year 2. SATS would take place in 2021 as usual.</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>
5.	<u>RESOURCES</u>
	<p>The SBM was invited to address the meeting. She explained that approximately £24,000 income from before and after school care had been lost due to Covid-19. It was anticipated that a further £10,000 would be lost in the autumn term as normal take-up of out of school care was not anticipated; the grouping of children in bubbles would also be problematic. Forest School income has also been impacted as toddler groups and other school have been unable to enjoy sessions.</p>

	<p>Additional costs due to Covid-19 are currently around £5,000 – additional cleaning materials, screens for the school office, purchase of PPE. The school should be able to make a claim for this expenditure at some point.</p> <p>The school would normally submit a 3 year budget forecast to the DfE but only information for two years has been requested this time.</p> <p>The Chair thanked the SBM for her report. He noted that the budget for 2020-21 allows for incremental progress up the scale for staff who are entitled to apply. A small in-year deficit is anticipated due to the budget's assumptions relating to reduced out of school provision.</p> <p>The Headteacher noted that some difficult decisions had to be made as a deficit budget cannot be set. The school is therefore not buying back into the Behaviour Support Service - the support of a resilience coach has already been engaged and it is felt there are the appropriate skills within the staff team. The school has also not bought back into the School Improvement service; the Headteacher outlined reasons for this decision. It is envisaged that staff training for the coming year will be delivered as a whole staff on one specific area of development - with psychologist Julie Hurst and with some in house-based training.</p> <p>The Chair acknowledged the need to make some prudent decisions and the 20-21 budget was duly APPROVED by the board.</p>																
6.	<b><u>BUSINESS</u></b>																
a)	<b><u>Full Board Minutes</u></b>																
	<p>It was RESOLVED that the minutes of the meeting held on 26.5.20, copies circulated previously, be approved. The Clerk undertook to provide a paper copy of the minutes for the Chair's signature</p> <p style="text-align: right;"><b>ACTION</b></p>																
b)	<b><u>Action Points from the Previous Minutes</u></b>																
	<p>The actions raised at the previous meeting were duly reviewed as follows:</p> <table border="1"> <thead> <tr> <th>MINUTE POINT</th> <th>ACTION REQUIRED</th> <th>ACTION FOR</th> <th>UPDATE</th> </tr> </thead> <tbody> <tr> <td>8a</td> <td>Chair to the Education committee to be elected at the board meeting on 1<sup>st</sup> July</td> <td>Whole board</td> <td>Completed</td> </tr> <tr> <td>8a</td> <td>Meeting schedule for 20-21 to be shared at the board meeting on 1<sup>st</sup> July</td> <td>Chair</td> <td>Completed</td> </tr> <tr> <td>8b</td> <td>Parent trustee election to be held at the start of the autumn term</td> <td>Clerk/Headteacher</td> <td>Completed</td> </tr> </tbody> </table>	MINUTE POINT	ACTION REQUIRED	ACTION FOR	UPDATE	8a	Chair to the Education committee to be elected at the board meeting on 1 <sup>st</sup> July	Whole board	Completed	8a	Meeting schedule for 20-21 to be shared at the board meeting on 1 <sup>st</sup> July	Chair	Completed	8b	Parent trustee election to be held at the start of the autumn term	Clerk/Headteacher	Completed
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c)	<b><u>Trustee Length of Service</u></b>																
	<p>A proposal to introduce a maximum length of service of 8 years for trustees was considered by the board. The Chair advised that the Members had thought this was a good idea, noting that it was in line with NGA guidelines. Comments were invited; a trustee voiced support, stating that fresh ideas should always be welcomed. The proposal was duly APPROVED in principle by the board.</p>																
d)	<b><u>Governance Structure and Committee Membership</u></b>																
	<p>The Chair issued a brief explanation to the board; comments were invited. <b><i>Is there a link with teachers built into the structure?</i></b> A discussion ensued and it was agreed that Mrs</p>																

	Gwyther would take on the role of Staff Liaison trustee. The Chair advised that the DfE did not recommend the appointment of a teacher trustee onto a board, but suggested that their board should be willing to consider any teacher proposal in relation to this.
e)	<u>Committee Terms of Reference</u>
	The terms of reference for the four committees named below were considered and duly APPROVED by the board: <ul style="list-style-type: none"> <li>• Finance &amp; Resources</li> <li>• Education &amp; Standards</li> <li>• Pay &amp; Performance Management</li> <li>• Health &amp; Safety</li> </ul>
f)	<u>Appointment of Committee Chairs</u>
	The Chair invited nominations: Mrs Ansty was nominated by the Headteacher, seconded by Mrs Gwyther and, as there were no more nominations, APPROVED as Chair of Education and Standards committee. Mr Humphrey-Taylor was nominated by the Headteacher, seconded by Mrs Gwyther and, as there were no more nominations, APPROVED as Chair of Finance and Resources committee. Mr Humphrey-Taylor was nominated by Mrs Gwyther, seconded by the Chair and, as there were no more nominations, APPROVED as Chair of Health & Safety committee. Mr Hoult was nominated by the Headteacher, seconded by Mrs Hadfield and, as there were no more nominations, APPROVED as Chair of Pay and Performance committee.
7.	<u>DATES</u>
	<u>Full Governing Board and Committee Meetings</u>
	All dates had been set for the coming academic year and would be posted on GovernorHub. It was not yet clear whether boards would be able to meet face to face in the autumn term.
8.	<u>ANY OTHER BUSINESS</u>
a)	<u>Appointment of Members</u>
	The appointment of Mrs Sue Pollard and Mr John Longworth as Members was noted.
b)	<u>Governing Board Consitution</u>
	The current constitution had been uploaded to GovernorHub prior to the meeting.
	The Chair extended the board's thanks to the Headteacher and school staff for all their hard work and commitment. With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 7.52 pm.

**MELLOR PRIMARY SCHOOL  
SUMMER TERM 2020 TRUSTEE BOARD MINUTES  
MEETING ACTION POINTS**

<b>MINUTE POINT</b>	<b>ACTION REQUIRED</b>	<b>ACTION FOR</b>	<b>DATE ACTION TO BE COMPLETED</b>
6a	Clerk to provide paper copy of the previous minutes for the Chair's signature	Clerk	Autumn term