

**Hoyle Court Primary School Governing Board
Minutes of the Full Board Meeting
Held on 16 July 2020**

The meeting commenced at 6:38pm.

Present: Judy Walton (JW), Simon Kemp (SK), Tim Phillips (Head), Adrian Metcalfe (AM), Liz Will (LW), Roger L'Amie (RL), Ben Dickinson (BD), David Pike (DP)

In Attendance: Nageena Khan - Clerk to Governors

Welcome and Introductions

JW chaired the meeting in Chair's absence; she introduced the meeting and welcomed all.

75/19 Apologies for Absence and their Acceptance

Apologies were received from Val Sherred and Ros Sheridan, these were accepted. The meeting was quorate.

It is RL's last meeting, he thanked everyone he has worked with over the years; the school has had a number of great governors on the Board. Governors thanked RL for his long standing commitment and wished him well, he will be missed.

76/19 Any Other Business and requests for Agenda order variations

- Risk Assessment to be covered first
- A confidential item from Head

77/19 Declarations of Interest for Items on this Agenda

DP declared an interest as Regional Officer for the NEU.

78/19 Minutes of the Previous Meeting; FGB 06 May 2020, EFGB 14 May 2020, EFGB 21 May 2020, EFGB 17 June 2020

- 06 May- minutes were approved as an accurate record of the meeting, proposed by DP, seconded by LW.
- 14 May- amendment- AM was present at the meeting. The minutes were approved as an accurate record of the meeting, proposed by AM, seconded by Head.
- 21 May- minutes were approved as an accurate record of the meeting, proposed by SK, seconded by Head.
- 17 June- minutes were approved as an accurate record of the meeting, proposed by SK, seconded by DP.

A copy of all above minutes will be signed and kept in the governor file.

79/19 Matters Arising from these Minutes not covered by the agenda

- **Succession planning, response to the LA external review, governor appointments, safeguarding visits, Health and Safety and disaster recovery to be carried forward to the future meetings.**
- Fire separation- the Council have informed that the school is responsible for paying for the work; contractors will be completing the work over the summer holidays. After some further discussions Head has an agreement from the Council that they will pay for the work. The Council also agreed to pay for the collapsed kitchen ceiling.
- **DP to carry out a health and safety visit at school on Wednesday 02 September 2020.**

80/19 Headteacher's Report

Preparations for Academic Year 2020-21 (Inc. Covid-19 September Wider Reopening Risk Assessment)

Action

Govs

DP

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Date.....

A model risk assessment from North Yorkshire was used as Head felt that it was more detailed. JW and DP found the risk assessment to be clear and more user friendly, the guided approach was more helpful. Head reported that he felt much safer having completed the risk assessment. There are some grey areas around reopening and bubbles; primaries are expected to be in bubbles of thirty however, where this is not practical to deliver the curriculum there is flexibility.

Challenges with Bubbles of 30- remaining in bubbles of 30 will be difficult when setting for Maths in KS2.

- Setting was going to take place in Year3/4 next year due to a wide gap of ability in Maths in this cohort, exacerbated by the lockdown, however this will not be possible due to pupils working in bubbles. The Maths Leader has planned for the cohort to work on number and place value for the first half term after which they will be set into ability groups.
- Phonics is also taught across Year 1 and Year 2 and pupils are divided into a number of different ability groups. Phonics remains a priority in school in order to improve outcomes.

Q: JW- what date did we put on the risk assessment for the first review?

The date of review is the first day back even before the school reopens. National messages could change during this period impacting on the risk assessment.

The focus next term will be on the assessment process and how to plug gaps as well as wellbeing for children. Many children have not been to school for six months, an unprecedented situation, therefore it is important to prepare children for learning again.

DP informed that NEU is offering some free CPD courses for staff members and training on mental wellbeing in children and young people is scheduled to take place on 22 August 2020. Staff members have completed some training around children dealing with trauma; the SENCO and Deputy Head are mindful of ensuring children are settled and happy and it is unknown how pupils will feel when they return in September 2020.

BD reported that the PPSM has sent a lot of ideas and resources to staff members around mental health.

Q: DP- is it now a requirement for parents and staff to report immediately about the outcomes of testing?

Head replied yes.

- Handwashing facilities are available per key stage
- Extra-curricular activities will not be able to take place from September 2020; however wraparound care will be offered.
- The Behaviour policy has been amended to reflect changes in school after a long period of closure for many pupils. **Head to circulate the policy to governors.**
- New signage is going up across school.
- Cloakrooms continue to be out of use due to the risk of contamination.

Head

DP thanked Head for presenting a very thorough risk assessment to governors and involving them in the process.

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Q: AM- parents must report the results of a test. I think it would be useful to send a simple bullet point list of what to do and what not to do etc. to make it very clear. Could we do this? Could we also have it displayed around school?
Head to create an information sheet for parents and circulate this before the start of the new term.

Head

Q: AM- can we ask parents to sign the sheet and return it to school so we know that everyone has read and understood it?

Head explained that it could take a long time to receive signed copies back. Using School Ping allows the school to see who has officially opened the message. The information sheet will be sent out via School Ping and email.

Q: AM- in terms of the usage of entrances is there any chance of opening the side entrance? If you install a gate there it provides another entrance and can ease congestion.

Head reported that he looked into this a few years ago as he wanted a permanent gate at this entrance however planning permission was rejected. **Head to contact the local Councillor regarding this matter.**

Head

Q: DP- Can you look at translating the information sheet for parents who do not speak English as a first language?
Head to do this.

Head

DP exited the meeting at 7:15pm.

80/19 Governor Vacancies and Appointments

Two new co-opted governors were selected before lockdown and it was hoped to invite them to a Full Board meeting before appointment.

Q: SK- we do not know what will happen in the autumn term. It might be worth having a socially distanced induction meeting with them. Could I suggest JW and Chair meeting with them face to face first then inviting them to the next meeting?

This was agreed.

Chair,
JW

81/19 Correspondence

- Some concerns were raised from parents regarding difficulty obtaining the FSM vouchers. AM and Head have been involved in this and the matter has been resolved.
- Every child on FSM has been entitled to summer vouchers of £105 per child. All received their vouchers this week.
- A concern was raised by parents regarding social distancing amongst reception children. This matter has been resolved and will not occur again. Governors understood the challenges faced trying to ask young children to observe social distancing. DfE guidance has changed recently and it is important to inform parents when any guidance changes.
- School Bus- the latest edition encouraged school leaders to have a break over the summer, governors reiterated this message to Head. Due to the pace at which guidance is changing it is important to have an internal communication plan; if Head required governor support over the summer governors can all be contacted and meet if necessary. **Governors were asked to inform school if their contact details have recently changed.**
- Anti-Racism Charter- DP circulated the document for information. Head reported that the document was very good and will be implemented in the new academic

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year; the SENCo and PPSM may want to lead on this. A BAME staff member may also wish to be involved. The school's approach to equality including LGBTQ will be reviewed in September 2020.

82/19 Committee Reports Since the Last Meeting- Finance and General Purposes 10 July 2020

The majority of the discussions are covered within the Headteacher's report.

Budget Update- The Carry Forward from the last meeting was £59,094. The projected Carry Forward for this year was £31,999, however since last Friday the carry forward has been reduced by another £6k.

The Carry Forward for this year is currently £25k. The updated monitoring form has been circulated to governors, the QTR1 budget forecast was ratified by the Full Board.

Covid-19 Expenditure- additional expenditure has been incurred due to Covid-19, particularly around extra cleaning. The SBM has accounted for this expenditure separately in case it can be claimed back from central government and will submit a claim.

The area not eligible for claiming back is lost income. The school has lost £19k worth of income; £15k for breakfast and after school club income and £4k for staffing.

83/19 Headteacher's Report (*enclosure*)

- Covid 19 Update

The staff room and nurture room have been swapped around. Staff members have appreciated this change; BD reported that the staffroom is now a much nicer space and the new nurture room has cosy lighting and children enjoy being in there.

Q: AM- you are proposing a ten-minute gap for staggered starts. If it proves not to work will you review this?

Head replied yes, it has worked well so far but if the time needs to be extended this will be implemented.

Q: SK- with current arrangements have you found any issues with arrivals and pickups? Do you envisage that there may be some difficulties?

Head informed that the lower car park will continue to be out of use resulting in approximately ten extra cars on the street outside school. Head has spoken to some of the residents and they continue to have good relations with the school. It may become very busy in September 2020 when more children return to school, but overall it is quieter than in previous years and the majority of parents adhere to the one-way system.

Q: SK- it has recently been in the news regarding a huge number of people visiting tourist spots and the reaction of local residents to this. Is it worth writing to local residents informing them about the plans for September so that they can avoid pickup or drop off times if possible.

Head to write to local residents informing them of the plans for September 2020.

Head

HLTA Role- this has now been formally recognised as a role, providing security for both the school and for the staff member.

End of Year Reports- the reports followed a different format this year. BD reported that the reports felt more personal as they were shortened to fit onto one A4 sheet,

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however it felt unusual writing reports for children that teachers have not seen for months. The reports were given to children that are in school to take home and posted out to families of children who had not yet returned to school.

- The Chromebooks have been distributed to children and the system worked satisfactorily.
- There will be no community events held next year due to the pandemic.
- Behaviour- it is remarkably quiet around school. No children are allowed to walk around school which provides an unusual atmosphere, but is unavoidable unfortunately.

Q: SK- I raised this before; there is some evidence of other schools around the country where teachers have reported that children have been quieter in themselves and more reserved. Have staff members at Hoyle Court noticed anything similar?

BD reported that school is generally quieter due to fewer children being in school. The school tries to ensure that there are opportunities for socialisation. Teachers have not reported that children are quieter, however this will be monitored over the autumn term.

Q: LW- do we know if many people have been affected by the virus? Have more pupils from BAME been affected?

Head stated that he has not been notified by any parents and there have been no cases reported locally. A mini PSHE lesson is delivered every day and the resources in school are very extensive.

Q: Clerk- has the school looked at any funding that can be applied for during Covid-19?

Head replied no. **Clerk to send information on any available funding for schools.**

Clerk

- Staffing Update (inc. Staffing Structure 2020-21)

The structure was shared.

- PPA- staff that are covering PPA will remain in separate Key Stages so that there is more consistency in teaching.
- Teachers have remained in the same year groups as last year; there were no requests received to move year groups.
- There has been some movement between support staff in order to better meet the needs of children.

- Renewal of Contracts (carried over from last meeting)

Staff Insurance- the school opted for the same amount of cover as last year.

Other contracts including Education Psychologist support, Attendance Service, ESW support and the SEND service were reviewed and purchased based on the needs of the school. Head sought advice from the new SENCO regarding the SEND support packages and the same amount of support as last year has been purchased. A benchmarking exercise would be useful to carry out. **This will be included as an item on the agenda for the F&GP Committee meeting in January 2021.**

Clerk,
SBM

84/19 Sport Premium Report 2019-20

The school received £19k per year. Some of the money has not been spent last year due to Covid-19 and school closure, however the majority of the allocated funds have been spent.

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Q: JW- has there been any issue with having to repay money that was not spent?

Head replied no, the money will not be clawed back but will be ring-fenced to spend on the identified areas. James Coulson will be leading sports and managing the sports premium from September 2020. He had submitted the new spending plans to Head.

85/19 Pupil Outcomes Summary 2019-20

Q: JW- how do we assess end of year outcome?

KS2- Head explained that there were no SATs or national testing this year and no national reporting taking place. Hoyle Court was invited by the LA to submit teacher assessments and this data will be used as part of a benchmarking exercise with other local schools. The teacher assessments were in line with the data presented to governors and a rigorous process took place to ensure the data submitted was as accurate as possible.

Year 6 teachers were confident children would do very well in their tests this year and RWM for KS2 was on track to be much improved.

KS1- figures are a reflection of where the school feels it is currently. There remains work to be done at KS1, however pupils have shown progress this year. The current Year 1 and Year 5 cohorts are strong in terms of ability and the school is working hard to continue raising standards across all year groups.

Phonics is a major focus and will be a top priority for the new Deputy Head in September 2-2020 with work already started.

86/19 Pupil Premium Report 2020-21

A number of children in receipt of Pupil Premium have SEND needs and are low ability. Progress is satisfactory, however there are some children that need further support in order to improve progress. The Deputy Head will be leading on Pupil Premium as part of Teaching and Learning and Head proposed to have a named governor for Pupil Premium to scrutinise the plans and data on a termly basis. This will be raised at the Full Board meeting in the autumn term.

87/19 SEND Report 2020-21

Head reported that the proportion of SEND children in Year 2 and Year 3 is high and some children are not performing as well as they should be. Other areas compare very favourably. The SENCo will take on management of SEND and it was **agreed to scrutinise data at Board level every term with triangulation from the SEND governor.**

SENCO,
Chair

Q: JW- the lost learning will have widened the gap further, is that correct?

Head replied yes, Hoyle Court is in the same position as every other school in the country and has done the best it can under difficult circumstance. Parents have been very supportive.

88/19 Safeguarding Update (Safeguarding Report 2019-20)

The school does a significant amount of work around safeguarding, meeting and exceeding the statutory requirements. Training is also very reassuring. There are some areas that are incomplete this year due to Covid-19 that will have to be moved to next year's action plan. **JW will continue monitoring this as the named governor for Safeguarding with Head.**

JW,
Head

Signed.....

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89/19 Attendance Report 2019-20

Before closing school in March 2020 the whole school attendance figure at the end of the spring term it was 95.4%, a three-year upward trend. Many parents chose not to send their children into school in the last week before school closure. Daily attendance figures are reported to the DfE.

90/19 Impact of Governor Training and Visits to School/Virtual Meetings- Chair’s Visit to see current RA in practice

Chair visited school on 30 June 2020 and observed the risk assessment in action and was pleased to see everything that has been put in place to make the school a safe environment.

91/19 Policy Review – none for review

None.

92/19 Any Other Business referred from item 76/19 above

EHCP- a child joining in Reception in September 2020 has an EHCP. There are a number of children in school with EHCPs requiring 1-1 support and this is managed with existing staffing, however the new child will require 1-1 support all the time and staff members will require training to support this child. After discussion with Chair and the SBM it has been decided that the school will need to employ an additional member of staff to support the child.

Q: LW- Is a mainstream setting suitable for the child? Will we be ready to support the child in September?

Head informed that there will be a very slow phased return for the child. The SENCO feels that the school will be able to meet the child’s needs and training and specialist support will be provided. The school will receive some funding for the child, however it is not enough to employ someone. The role will be offered as a fixed-term contract so that if the child leaves the school will not have to make someone redundant. Governors thought that it was good for other children to be in a class with children with such needs and praised the school for having an inclusive ethos.

Q: JW- will the costs for this be reflected in QTR2?

Head replied yes.

Q: JW- will there be someone who will be shadowing the support staff member in case she is absent?

Head replied yes, three staff members are being trained up in order to be able to meet the child’s needs. Head would also like to learn Makaton so that he can provide support if required.

Chair has drafted some words from governors for Head to forward to staff members tomorrow.

Governors thanked Head, the school has never had a period like that in recent months. Head stated that staff members have been exemplary and the pandemic has brought the team even closer together. He thanked governors for their continued support. The Board thanked RL once again for his commitment and expertise whilst being a governor at Hoyle Court.

Head

93/19 Date of Next Meeting- 15 October 2020 at 6:30pm

Dates for next year were agreed.

As there was no further business JW thanked all for attending and the meeting closed at 8:43pm.

Signed.....

Date.....