



Markeaton Primary School, Bromley Street, Derby DE22 1HL

**MINUTES
Full Governing Board Meeting**

Thursday 16th July 2020 at 5.00 pm via Teams

<u>Item</u>	<u>Topic</u>	<u>ACTIONS</u>
46/20	<p><u>Present – This was a virtual meeting due to the Coronavirus crisis</u></p> <p>Steph Marshall Power, Chair (SMP), Ian Johnson, Headteacher (IJ), Nicki Jenkins, Vice Chair (NJ), Joanne Fleay (JF), Laura Martin (LM), Matt Ball (MB), Louise Wilber, Staff (LW), Emma Edge (EE), Emma Balfour (EB).</p> <p>Clerk: Billie Welford</p> <p><u>Apologies for Absence –</u> Lauren Gascoyne</p>	
47/20	<p><u>Review of membership</u></p> <p>This was due to be SMP's last meeting which would leave vacancies for 2 co-opted governors and the Board would be without a Chair. However, SMP said that she would continue in her role for the foreseeable future if necessary. SMP said that if she was to leave then meetings will not be quorate as there should be at least 8 governors on the board. BW to investigate as this has never arisen before. NJ thanked SMP for her offer to stay on as Chair as this would ensure stability. SMP felt that this was a good time to state that she is happy to continue in her role if Governors are happy with that. All Governors unanimously agreed to this.</p> <p>SMP has issued application forms to 3 potential new Governors. One is a parent and the other two are from Inspiring Governance. SMP said that when the forms are returned it is essential that they have highlighted skills that the Board is lacking.</p> <p>SMP said that the Governor Newsletter is complete and waiting for MB to feedback SMP to finalise and send to LW to review.</p> <p>Governors discussed the return to normal with meetings and visits to school. NJ said that this gives Governors connectivity to school. IJ said that Governors are welcome to join staff on the 2 inset days in September. NJ said that she was hoping that the LA would send some guidance.</p> <p>SMP thanked IJ for the extremely detailed SEF section 5 on EYFS. IJ asked if there is an early years Link Governor. SMP said that there is not but hoped that one of the 3 potential governors might be experienced in this area.</p>	<p>BW</p> <p>Agreed</p> <p>MB/SMP/ LW</p>

48/20	<u>Declaration of interests</u> Governors were asked if they had any interests to declare regarding the content of this meeting. None declared.	
49/20	<u>Review of minutes from FGB 21 May 2020</u> The minutes had been circulated to Governors prior to this meeting. The minutes were accepted by all Governors as a true record of the meeting. They were signed and dated by the Chair.	Accepted
50/20	<u>Matters arising</u> There were no outstanding actions from these minutes.	
51/20	<u>Review of minutes from FGB 26 May 2020</u> The minutes had been circulated to Governors prior to this meeting. The minutes were accepted by all Governors as a true record of the meeting. They were signed and dated by the Chair.	Accepted
52/20	<u>Matters arising</u> There were no outstanding actions from these minutes.	
53/20	<u>Minutes from Resources 25 June 2020 (for information only)</u> The minutes had been circulated to Governors prior to this meeting, for information only. They were discussed by all Governors but will be presented at the next committee meeting for signing.	
54/20	<u>Matters arising</u> There were no questions raised from these minutes.	
55/20	<u>Headteacher's report</u> This report had been circulated prior to the meeting. Governors were asked if they had anything to raise but no questions were asked at this stage. SMP said that she had noticed that numbers of pupils attending has increased, evidencing that staff and parents are comfortable with the risk assessments in place. IJ said that he had spoken to the LA regarding attendance at other schools. Year1 were the lowest attending groups and unsurprisingly Year6 the highest. Year numbers have grown more over the past 3 weeks resulting in the opening of another bubble. With the exception of 2 families, there have been good reasons why other children have not returned to school. SMP stated that the focus today should be on how the school will move forward. Governors agreed to this. SMP read out a section of the HT report stating that school have decided to use the recovery curriculum guidance to support what is done in the classroom. Staff had attended a middle leadership team meeting and podcasts are available for staff to listen to. SMP asked how this was going. EE said that when school reopened in June the focus was on the recovery curriculum, This had also focused on 5 ways to wellbeing. EB had been 'on tap' for access to further support. The children have been resilient and very excited to come back to school and now need to learn to be learners again as a lot of their skills have 'dropped off'. Teaching will have to be flexible in September and learning objectives will be delivered alongside the recovery curriculum. IJ said that we need to judge what we need before we move on. We need to plug gaps and continue to evaluate. SMP asked how the plans for full return will be communicated to parents. IJ said	

	<p>that he is putting together a back to school plan which will include start and end times. Parents need to know the direction that school is moving in. We have had a focus on mental wellbeing anyway and are committed to this approach. NJ said that it was difficult to see how year groups will move safely around the school when all children return. IJ said that he was concerned about this initially but social distancing will not play such a huge part now. There have been discussions about whether there should be class or year group bubbles. There is a real need for children and staff to continue with the cleaning routines and hand washing but IJ is not overly concerned. The staff, however are more mobile. NJ said that the plan should include how another lockdown would be managed. IJ said that he would follow the guidance and this would all be included in the pack. LM asked when it will be available for parents. IJ said that he does not want to rush the plan and have to recall it. He hoped that it could be sent to parents on Friday but said that realistically some things may be sent out over the summer. LM said that there had been a lot of parents approaching her about wraparound care and whether this will be reinstated in September. IJ said that it would and that he is in the process of planning how it will work.</p> <p>IJ said that Reception children will have the longest time slot for dropping off and picking up and this will not be at the gate.</p> <p>SMP asked about restarting the meta cognitive material again. EE said that she had not restarted it yet and it is difficult to say. The emphasis will be on learning to learn and a focus on 'how do we learn best'. There will also be extra emphasis on maths and English skills. EB said that phonics needs to be included too.</p> <p>IJ said that if he can't get the pack out to parents by Friday then he will reassure them through the Parent Update that it will be sent asap. SMP said that the Covid19 crisis has been managed well at school and bubbles had been closed whenever there was a need. IJ said that the most recent test that had been done had returned negative and the person involved will return to school tomorrow.</p> <p>Site Management Team - SMP had sent a thank you letter to the Site Management Team which will be put into envelopes and distributed by Ade. The letter gives huge thanks for their efforts during this crisis.</p> <p>Staff – See separate confidential minute.</p> <p>Home Learning – SMP asked how home learning has been. IJ said that this is an area that has been revisited a lot. Some parents wanted more material but on the whole most were happy. Although some schools are using different learning platforms, Microsoft Teams seems to be the natural progression for Markeaton. Teams will continue to be used for staff meetings that can be held remotely. EB commented that regarding special needs children, school will look at more Teams for shielders in September. EE said that on the other hand she felt that too much material had been sent out to parents. She felt that staff should be more specific about what is expected. One or two pieces of the children's best work should be submitted for checking. LM agreed with this and said that the situation had been challenging for her. The feedback from parents though was that the effort that staff have put in has been outstanding. NJ agreed with this. EE said that assignments can be set using Teams too. JF asked how well the app had been accepted. LW said that the feedback from the children was great and that on average around 24-26 out of 30 children had participated.</p>	
56/20	<p><u>Safeguarding</u></p> <p><i>See separate confidential minute</i></p>	

57/20	<p><u>Policies for review</u></p> <p>All policies requiring a Covid19 addendum have been reviewed and accepted by the Governors:</p> <p>RSE Policy Safeguarding Policy Addendum Safeguarding Appendix Attendance Policy Addendum Behaviour Policy Addendum Performance Management Review Addendum GDPR Privacy Notice Addendum Infection Control Policy Sharps Policy</p> <p>The following Risk Assessment documents have also been updated:</p> <p>Risk Assessment for Staged Re-Opening Covid 19 Cleaning Cleaning Schedule First Aid and PPE Office Protocol and Timetable Middays/Kitchen Protocol and Timetable Hints and Tips for Parents for children returning to school from 1st June</p>	Accepted
58/20	<p><u>Determination of confidentiality</u></p> <p>Staff details Safeguarding</p>	
59/20	<p><u>What difference has this meeting made to our pupils?</u></p> <p>Governors have considered ways to keep children safe during their reintegration into school. There has been an emphasis on wellbeing and learning how to learn again.</p>	
60/20	<p><u>Dates of next meetings and items to include</u></p> <p>FGB 17 September 2020 at 5.00 pm – Skills Audit Resources 8 October 2020 at 5.00 pm Curr 22 October 2020 at 5.00 pm</p> <p>Full list of 2020-2021 dates on Governorhub.</p> <p>SMP gave thanks to all.</p>	

The meeting ended at 6.30 pm.

Signed _____ Dated _____