



**MINUTES OF A MEETING OF THE GOVERNING BOARD OF MANOR PARK
PRIMARY SCHOOL AND NURSERY
HELD VIRTUALLY ON 22nd OCTOBER 2020**

Governors Present:	Mr G. Mason	GM	Chair
	Mr. S. Cotterill	SC	
	Mrs. L. Dalzell	LD	left at the end of part 1
	Miss E. Holden	EH	
	Mr P. Jones	PJ	
	Mrs C. Walley	CW	
	Mr. L. Williams	CLW	
	Mr R. Woollam	RW	
	Mrs J. Hopkinson	JH	
Mr P. Deakin	PD		
Also in attendance:	Mrs. S. Pomeroy		Clerk to Governors School Business Manager -left at the end of part 1 Deputy Headteacher, Associate member - left at the end of part 1 Associate member - left at the end of part 1
	Mrs K. Crosland		
	Mrs S. Jeffery		
	Ms J. Nichols		

PART ONE - NON- CONFIDENTIAL BUSINESS

1. APOLOGIES AND AOB ITEMS

The headteacher informed governors that he would be late arriving for the meeting. Stewart Gardiner was not present at the meeting and no apologies were received.

There were no items of any other business tabled for discussion at the meeting.

2. CONFLICT OF INTEREST

There were no conflicts of interest to declare with the business to be discussed at the meeting.

SG still needs to complete his Declaration of Interests on Governor Hub. **ACTION**

3. MEMBERSHIP

There were no changes to receive to the membership of the board of governors.

The headteacher joined the meeting at 5:10 pm.

4. PART ONE MINUTES AND MATTERS ARISING

The part one minutes of the governing board meeting held on 24th September 2020 were confirmed as a correct record. The Chair will sign a copy of the minutes and provide to the school for retention. **ACTION**

The Action Log was reviewed and the following matters arising were discussed:

- A survey on pupil access to IT equipment at home for remote learning is outstanding. **ACTION**
- The governor monitoring schedule is still in progress and will be presented to governors at the FGB meeting on 19.11.20. **ACTION**

It was confirmed that all other actions were met and closed as appropriate.

5. CHAIR'S ACTION

The Chair confirmed that no action had been taken on behalf of the governing board since the last meeting of the full board of governors.

6. FINANCE UPDATE

Items a) to e) on the agenda were covered by the SBM's report which was circulated to governors via Governor Hub prior to the meeting. The SBM highlighted the following points to governors from her report:

- JN had raised a query prior to the meeting on whether the budget is based on the current funding formula. The SBM confirmed that this is the case; the budget is based on a worst-case scenario. It removes the Teachers' Pay and Pension Grant and this is the reason why a deficit is predicted in Year 3 of the forecast.
- The teachers' pay award is accounted for in the budget.
- The School Fund deposit account stands at £38,308.91 and includes historical nursery debt still being repaid. Some of the children to whom this debt relates have left the school and therefore not all this amount will be repaid. This account will be closed when the school converts to academy status.
- The headteacher raised concerns with Cheshire East and with the local MP over Covid-19 costs. The school subsequently received around £12,000 from the DfE in response to its claim.

Q. Have Cheshire Academies Trust (CAT) seen the budget plan?

R. Yes, and they have no issues with the figures.

- The school has not yet received any feedback on its SFVS submission from March 2020.

Q. The school had to contribute £10,000 to the kitchen and boiler works? Was this an issue for the budget?

R. No, the budget was able to absorb this cost. The costs relate to the removal of asbestos in the brick work.

Q. Will the new boiler be more economical?

R. The new boiler will be more efficient. The previous boiler was oil-fuelled, and the oil was expensive. Also, the school had to pay for repairs on the old boiler.

Q. Is there any more asbestos present in the school?

R. There is no surface mounted asbestos in the school.

7. PASTORAL REPORT

SJ provided a verbal update to governors:

- The Learning Mentor role (LM) is now 0.5 as the post holder is also employed on a 0.5 basis as the teacher of the Explorer provision. Further children have been identified as requiring interventions since the re-opening of school in September 2020.
- Pastoral work is the responsibility of all staff.
- The school has attended Early Help assessments, organised by the Family Support Worker.
- The school has no significant concerns over pupil well-being. A considerable amount of work on resilience has been carried out in the past and this has been of benefit to the children.
- The children have returned to school ready to learn.

Q. Can the Learning Mentor role be fulfilled in the long term on a 0.5 basis?

R. The current arrangement is working well. The LM was never a full-time role as previously three afternoons per week were allocated to PPA cover. It is important for the class teachers to also take on some responsibility for pastoral care.

The headteacher further commented that the 0.5 role taken on by the LM as teacher of the Explorer group is of great benefit to the school.

Q. Have there been any unintended benefits of the bubble system?

R. Yes, some aspects of school life were changed to meet Covid-19 requirements and the children have responded well to these changes. For example, lunchtime has been staggered and the children are mixing with smaller numbers. This has had a positive effect on behaviour. The drawbacks of the bubble system are that events like assemblies and sports activities are difficult to organise.

8. ATTENDANCE AND BEHAVIOUR REPORTS

Attendance and Behaviour reports were circulated via Governor Hub prior to the meeting which covered items a) to d) on the agenda.

The headteacher highlighted the following matters from the reports:

- Attendance is good; it currently stands at 95.9% and at 96.2% if Reception children are removed from the figures.
- Punctuality is good, with only a small number of children causing concern.
- 35 children have been required to self-isolate due to Covid-19 and the length of time has varied from one day to two weeks.
- The school is not currently operating its usual attendance incentives and attendance is still good. The need for such incentives will be reviewed when the current pandemic is over.
- Behaviour in school is good.

Q. There were 15 recorded incidents of children on “red”. How does this compare to the average for the autumn term?

R. The figures this year are better than what the school would normally expect. The autumn term is a time when the children are settling into new routines with a new teacher and it is often necessary to reinforce the school rules. The bespoke provision offered by the Explorer class has helped with behavioural issues.

Q. Is the current Year 2 class the same group of children which caused some concerns when they were in Reception?

R. Yes, and some of these children are accessing the Explorer group.

Q. How do the rest of the children view the Explorer group?

R. It is viewed as a class like any other in school. The children join the Explorer group at the beginning of the day and then return to their own class at lunchtime. They also play out with their year group.

Q. Has the school experienced any incidents of inappropriate behaviour from parents?

R. There has been one incident involving a dispute between parents in the community which has spilled over into school. Two parents have been banned from the school grounds.

- There has been one registered racist incident which was dealt with according to the school’s Behaviour Policy.

Q. Are the children taught about racism?

R. This forms part of the PHSE curriculum. It is a delicate issue and the age and maturity of the children are considered when making a judgement about a racist incident and how to deal with it.

The headteacher informed governors that the school had received a visit from OFSTED inspectors on Tuesday 20th October 2020 as part of its programme to assess how schools are managing the return to full education of their pupils. Senior leaders were involved in conversations with the inspectors around all aspects of the school’s full re-opening in September 2020. A short, factual letter will be provided to school following the visit and the headteacher will circulate this to parents with a covering letter. The visit was a positive experience.

Q. Should governors have been involved in this visit?

R. No, the visit was unlike a normal OFSTED inspection and only senior leaders were required to be involved.

Q. What was the purpose of the visit?

R. It was designed to assess the impact of Covid-19 on education. It was not related to the school's previous OFSTED visit and schools were selected at random.

9. OPAL (OUTDOOR PLAY AND LEARNING)

EH and SJ provided an overview of the OPAL programme to governors:

- It is a mentor supported school improvement programme. It addresses all 18 areas that a school must plan for if they want to sustainably improve the quality of play.
- An audit of play provision at lunch time and break times has been carried out.
- The programme aims to give the children ownership of their play, to promote independence and creativity and to make the best use of resources.
- The programme involves introducing risk into play in a positive way.
- The field has been opened up and wellies introduced.
- EH is the governor representative for OPAL.
- The Mid-day Assistants will receive training and become known as play leaders.
- It is a long-term programme involves changing the attitude of the adults in school towards play.
- Covid-19 restrictions are affecting the introduction of the programme.
- The OPAL programme fits well with the school's Early Years Provision.

Q. What is the school expecting to see as a result of this programme?

R. The outside environment will be filled with children engaged in activities of their own choosing. There will be lots of natural materials available for the children to make use of. Ideas include willow structures and a giant sand pit. A video is available on the OPAL website which provides a good overview of the programme.

Q. Is there a cost to the programme?

R. Yes. The school signs up to the programme and then it takes two years to embed and become part of the school's culture. The MPSA has contributed £4,500 to the start-up costs and the remaining costs of £5,500 will be funded from the Sports Grant.

Q. What happens if a child is hurt during one of the activities?

R. There is a considerable amount of training involved in the programme and the children are taught about safe play. Parents are also informed about the programme. There are policies and risk assessments in place as part of the programme. It is approved by the Health and Safety Executive. Once the programme is embedded fewer staff are required and there are less incidents. Any accidents would be dealt with under the schools' normal procedures.

10. SAFEGUARDING

- a) There were no incidents to report to governors.
- b) The headteacher confirmed that staff safeguarding training is up to date and that safeguarding forms part of every staff briefing. He also confirmed that the Single Central Record (SCR) is up to date.

c) There are currently no Looked After Children in school.

Q. Will safeguarding be part of the OSFTED report from the recent visit?

R. The school does not have any information on this. OFSTED did inspect the SCR as the school has appointed a member of staff since March 2020.

11. EXCLUSIONS

There have been no exclusions in the autumn term 2020.

12. SEND/PUPIL PREMIUM REPORTS

The SEN report October 2020 was circulated via Governor Hub prior to the meeting. SJ highlighted the following matters from the report to governors and invited questions:

- There are now four children in school with an EHCP as a further one was issued yesterday. A further needs assessment for a Year 3 child needs to be signed by the parents and is then ready to be submitted to the Local Authority.
- The number of children on the SEN register has increased.
- The focus is now on cognition and learning, rather than behaviour.
- The Explorer Group is a good resource for children who are working at levels significantly below EXP. The number of children accessing this provision is limited to 14 to ensure that a bespoke curriculum can be provided.
- The Explorer group is intended to be transitory and children will not necessarily need to access the group throughout their time at the school.

Q. Has the national closure of schools had an impact on the number of children requiring SEN support?

R. It has not impacted on the number of children on the SEN register, but the school has found that more children require access to intervention programmes, especially for phonics.

Q. Are the children in the Explorer Group receiving a broad, balanced curriculum?

R. These children will experience the wider curriculum provision in the afternoons when they return to their class.

The headteacher explained that the school offers the necessary support for children who require an EHCP before the plan and the funding is received from the LA.

13. HEALTH AND SAFETY UPDATE

The SBM informed governors that the annual Cheshire East Health and Safety audit has not taken place due to Covid-19. There are no outstanding issues from the previous report and the school is ready for the next inspection.

14. SCHOOL WEBSITE

The headteacher confirmed that he regularly reviews the school website to ensure that it is compliant. OFSTED looked at it as part of their recent visit to school. It was noted

that a governor has not recently monitored the website and that this needs to be included on the governor monitoring schedule. **ACTION**

15. ACADEMY CONVERSION UPDATE

The chair informed governors that the expected date of conversion is now expected to be 1st January 2021 rather than 1st December 2020. An EFGB is scheduled to be held on 2nd November 2020 where governors will be asked to ratify the decision to join Cheshire Academies Trust. The chair requested that governors read the relevant documents posted on Governor Hub prior to the meeting and prepare questions in advance.

16. GOVERNOR MONITORING, DEVELOPMENT AND TRAINING

- a) RW has taken on the link role for governor training.
- b) A programme of training will be available through CAT once the school has converted to academy status.
- c) There were no governor monitoring reports to receive at this meeting.

17. SCHOOL POLICIES

Governors **approved** the Pay Policy for Teachers.

18. RESIDENTIAL VISITS

The school has decided not to cancel the planned Year 5 residential visit as it will have to refund the money. The situation will be reviewed in the summer term 2021. The school will not commit to any further residential visits due to the Covid-19 restrictions.

19. DIRECTOR'S REPORT AUTUMN TERM 2020

The Director's Report contained the following items:

1. School Governance Liaison and Update
2. NGA Update and Resource Packs
3. Governor Monitoring
4. Academy Updates
5. Assessment and Accountability 2020-21
6. Admission Authorities for Academies, Voluntary Aided, Free and Foundation schools
7. Ofsted-Autumn Plans
8. Assessment for Newly Qualified Teachers
9. Cheshire East Information, Advice and Support Service
10. Keeping Children Safe in Education September 2020
11. Can-do conference
12. Updated Education HR Policies
13. Updated Education HR Policies
14. Schools' Funding 2021/22
15. CESC Multi-agency assessment toolkit
16. Home to school transport and Covid-19
17. National Award for Special Educational Needs Coordinators

18. Educational News Roundup
19. National Covid-19 News Roundup

The clerk circulated the report to governors prior to the meeting and highlighted a number of items. Governors noted the report.

20. MEETINGS

The dates of the meetings of the full board of governors for 2020-21 were confirmed as below:

Autumn term 2020

- 2nd November 2020 (EFGB)
- 19th November 2020
- 8th December 2020

Spring term 2021

- 21st January 2021
- 25th February 2021
- 25th March 2021

Summer term 2021

- 29th April 2021
- 27th May 2021
- 1st July 2021

21. ANY OTHER BUSINESS

None.

22. IMPACT STATEMENT

How has the Board of Governors helped move the school forward in this meeting?

- **Ensure clarity of vision, ethos and strategic direction;**
Governors asked questions on the planned introduction of the OPAL programme.
Governors approved the Pay Policy for Teachers.
Governors were asked to prepare questions on the planned conversion to academy status.
- **Hold the Headteacher to account for the educational performance of the school;**
Governors challenged the provision for SEN children.
Governors received pupil attendance and behaviour reports.
- **Oversee the financial performance of the school, ensuring value for money;**
Governors ensured that the school is in a healthy financial position.
- **Promote the highest possible standards for Safeguarding;**
Governors checked that safeguarding training and the SCR are up to date.

The meeting moved to the Part Two agenda.

Chair: Amey

Dated: 19/11/2020

