

Friarage Community Primary School

Friargate
 Scarborough YO11 1HS
 Telephone: 01723 374 244
 Email: admin@friarage.n-yorks.sch.uk

Full Governing Body meeting 2nd July 2020 at 4:00 pm The meeting was held virtually

PRESENT Chair Vice Chair Headteacher	Cllr Janet Jefferson (JJ) Mrs Rhona Liley (RL) Mrs Cheryl Cappleman (CC) Ms Alison Langley (AL) Mrs Carolyn Read (CR) Mrs Amanda Cooper-Haywood (ACH) Mr Adrian Vipond (AV) Mr Tim James (TJ) Rev Geoff Bowell (GB) Mr Daniel Pickett (DP) Mr John Scoble (JS)	Trust-Appointed Governor Trust-Appointed Governor Staff Governor Trust-Appointed Governor Trust-Appointed Governor Associate Member Parent Governor Trust-Appointed Governor Parent Governor Trust-Appointed Governor
IN ATTENDANCE Clerk Scalby Learning Trust CEO School Improvement Lead Finance Manager	Ms Dominika Jureczko (DJ) Mr David Read (DR) Mr Chris Kirkham-Knowles (CKK) Stephen Bowling (SB)	
NOT PRESENT	Mr Jim Martin (JM)	Trust-Appointed Governor

Planned actions			
Item	Activity	Person responsible	Deadline(s)
7	Chair to write to the LA thanking them for the funding provided to cover the additional costs of restructure.	JJ	
9	Chair to write to those members of staff who took voluntary redundancy.	JJ	

The meeting started at **4.00 pm**.

Item	Minute	Action
1.	Apologies for absence and to determine whether any absences should be consented to. Apologies had been received from Mr Martin. The absence was given consent. The meeting was quorate.	
2.	Declaration of Governors' interests. Mrs Jefferson declared that she is a Scarborough Borough Councillor and a North Yorkshire County Councillor and chairs the NYCC Young People's	

	<p>Overview and Scrutiny Committee and is on the board of the Local Safeguarding Partnership. She is also a member of LAC (Looked After Children) Group at the Council, member of SACRA and a member of the Scarborough Borough cabinet.</p> <p>Mrs Liley declared that she is a Cayton Parish Councillor.</p>	
3.	<p>To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection.</p> <p>None was declared as confidential.</p>	
4.	<p>Notification of urgent other business.</p> <p>None was notified.</p>	
5.	<p>To approve as a correct record the minutes of the last meeting of the Local Governing Board</p> <p>The minutes were approved as a correct record, to be signed by the Chair.</p>	
6.	<p>To consider matters arising from the minutes.</p> <p><u>Building work on St Sepulchre St.</u> The Headteacher reported that she had discussed the governors' concerns with the property owner who agreed to accommodate them.</p>	
7.	<p>Finance Update.</p> <p>The Finance Manager drew the governors' attention to the budget monitoring documents and highlighted the following:</p> <ul style="list-style-type: none"> • Some income estimations were changed due to the impact of Covid-19. This included educational trips being cancelled and a loss of income. • The school received the Opportunity Area grant for a writing project. • Capital income was received, which would be spent on fencing. • Further income towards the restructure costs was received from the LA. <p>The CEO explained that the funding to cover the costs of restructure, which were higher than predicted, was received from the LA as a result of earlier negotiations. The LA had taken the budget surplus on academisation on the understanding that additional funding would be provided to the school in case the restructure costs were above the prediction. This was now received.</p> <p>It was decided that the Chair would write to the LA thanking them for this funding.</p> <p><u>Expenditures</u></p> <ul style="list-style-type: none"> • Savings included swimming costs and caretaking. • A relief caretaker was employed as the existing one was shielding due to Covid-19. • Next year's budget was in progress. The ESFA had put back the deadline till September. The budgets would be submitted on time. 	<p>JJ</p>

	<ul style="list-style-type: none"> • Query for additional costs with Covid-19. Because the school had an in-year surplus, it was possible Friarage would not be eligible to claim the costs back. <p>The CEO thanked the Finance Manager for his work under the changing circumstances of Covid-19 pandemic.</p>	
8.	<p>To receive and ask questions – Headteacher’s report. Report and questions to focus on</p> <p>8a Staff re-structuring update</p> <p>8b Safeguarding Update</p> <p>8c School reopening update</p> <p>8d Plans for wider opening to other year groups</p> <p>8e Planning for Autumn term</p> <p>The Headteacher drew the governors’ attention to her report and highlighted the following:</p> <ul style="list-style-type: none"> • Leaders ensured that all pupils had access to learning through on site provision or home learning. Pupils had access to the learning tasks either through the school website or by safe collection from school. School had increased the expectations regarding home learning and those who did not appear to be engaging are contacted and supported to do so. • Leaders had ensured that access to school during the COVID-19 pandemic was as safe as it could be by completing thorough risks assessment which had been positively received by staff and unions. • School was currently open to key worker/vulnerable pupils, approx 35 (from nursery to Y5) and to 37, Y6 pupils. From the 3rd July we would welcome back a further 19 Year 5 pupils. • Redundancy and Restructuring processes were now coming to a successful conclusion which enabled a more financially stable start to the new academic year. <p><u>Onsite provision</u> There were 60-65 pupils on-site each day who were taught in year group bubbles. The children enjoyed coming back to school and it was positively received by the parents. Staff were following the risk assessment guidelines to protect the children and staff.</p> <p><u>Home learning</u></p> <ul style="list-style-type: none"> • Staff were asking parents to contact the school regarding home learning. Staff responded to emails from children and parents, commented on children’s work etc. • Previous engagement rate of 46% was raised to 59% for home learning and learning at school. Staff contacted those parents whose children had no engagement in learning. • The parents had been receiving text messages weekly with information about how to access the home learning site and send work back to the school. 	

Question: A governor enquired how 59% compared with the engagement rate at Newby and Scalby Primary School.

Answer: Mr Kirkham-Knowles explained that it would be unfair to make a direct comparison as both schools had a different demographic and processes. The staff kept trying to raise engagement; however, until learning becomes compulsory again in September they could only keep contacting them. The level of contact with parents was the same at Friarage as it was in Newby and Scalby.

The CEO added that Friarage had a smaller roll than Newby and Scalby. The engagement figures were comparable if one took into consideration the difference in roll numbers. Definitely, both schools had a better picture than national.

The governors commended the staff for their hard work under difficult circumstances.

The governors commented that, from their observation, the school website and the learning materials for children were easily accessible.

Safeguarding

The staff phoned all vulnerable pupils on a regular basis. The school was also in contact with social workers to make sure all vulnerable children were safe.

Risk Assessment

The risk assessment was completed as scheduled and very positively received by the unions.

Planning for Autumn term

The recruitment was proceeding as planned, an interview was scheduled for 13th July.

The Headteacher assured the governors that the school was following the guidelines regarding pregnant staff members needing to shield during the pandemic.

Restructuring and redundancy

The Chair thanked the selection committee for their work. The meetings had been conducted virtually.

Question: The School Improvement Lead enquired about staff wellbeing, highlighting that redundancy would have impact on all staff.

Answer: The Headteacher assessed staff wellbeing was good. This week a member of staff displayed Covid-19 symptoms and was awaiting the result of test. Staff were following guidance, including informing the parents of those children who might be affected.

There was a time in April when a staff member developed symptoms; however, they had been self-isolating at the time so there was no exposure.

Question: A governor enquired whether another member of staff would take the bubble over.

Answer: The staff member was covering at the time so there was no need for arranging cover.

Question: A governor enquired how the school was planning to accommodate for the expected number of pupils in autumn term.

	<p>Answer: The Headteacher explained that the guidance shows the children would not need to socially distance. It was the teachers who needed to maintain 2 meters' distance.</p> <p>The School Improvement Lead added that part of the discussions between the primary schools was not lowering the expectations for the pupils due to Covid-19. Teachers would go into the new academic year expecting the children to reach the levels they would normally be.</p> <p>Question: A governor enquired about the celebration for year 6. Answer: The Headteacher explained that this would be arranged in the autumn term.</p>	
9.	<p>To deal with any matters agreed for consideration under point 4 above – urgent other business.</p> <p><u>Governor questions.</u> It was noted that Mr Martin had sent his questions prior to the meeting. Question: A governor enquired about Free School Meals vouchers and whether there was any indication they were misused. Answer: The Headteacher explained that she was not made aware of any misuse of the vouchers.</p> <p>Mr Martin had sent his thanks for the fundraising efforts.</p> <p><u>Staff redundancy</u> It was decided to write to the members of staff who took voluntary redundancy. Chair to action.</p> <p>The governors and the CEO were invited to the farewell zoom meeting with staff.</p> <p><u>CEO recruitment.</u> The CEO explained that he had been planning to retire at the end of term. However, since the CEO recruitment was delayed due to Covid-19, Mr Read decided to continue in his post until Christmas.</p>	JJ
10.	<p>Date of next meeting.</p> <p>A calendar of meetings across the Trust would be circulated to all governors.</p>	

The meeting ended at **4:49 pm**

Signed.....

Date.....