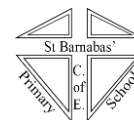


**Minutes of the Meeting of the
Governing Body of Heaton St Barnabas' CE Primary School
Monday 13th July 2020**



Present: Mr I Grant (IG, Chair), Mrs D Smith (HT), Mrs J Arif (JA), C Chorlton (CC), Mohammed Ali (MA)
In Attendance : Mr W Suleman (WS, Business Manager), P Naylor (Clerk).

The meeting started at 10.00am with a prayer from CC.

27/19	<p>Welcome and Apologies for Absences. Chair welcomed all to the meeting. Chair explained that due to the on-going Covid-19 emergency, this meeting was arranged to be socially distanced meeting. All Governors were notified and provided with supporting papers. All Governors were asked to approve the attendance of representatives but if they any Governor wished to attend, they were asked to notify the Head Teacher in advance. HT reported that no other Governor indicated that they wished to attend. No apologies were given.</p>	
28/19	<p>Declarations of Interest – None</p>	
29/19	<p>Notification of Any Other Business and Order Variation</p> <ul style="list-style-type: none"> • Covid-19 plan/reopening the wider school in September. This matters to be heard in Item 31/19. 	
30/19	<p>Finance update 2020/21 Budget plus 2 years. WS presented the <i>Approved Budget 20/21 and Predicted budget 2021/22 and 2022/23.</i> WS highlighted key points,</p> <ul style="list-style-type: none"> • 20/21 budget plus 2 years. <ul style="list-style-type: none"> - 20/21 budget indicates an In-Year Deficit of -£7,727. This is mainly due to the additional costs associated with the Covid-19 emergency. - 2021/22 budget indicates an In-Year deficit of -£1,185. This is as a result of adjustments of certain costs. - 2022/23 budget indicates a surplus of £3,871. This is based on costs remaining similar to the present. - Cost recovery will be negotiated where appropriate, as certain services have not been necessary during Lockdown. - There is a potential to make savings on salaries over the 3 year period, but only as a result of natural staff movement. <p>Governors commented on the reduction in Teaching staff costs. WS reiterated that any potential savings would be realised through natural staffing changes.</p> <p>Governors commented on the reduction in cost Development and training and suggested that the on-going Covid-19 emergency could lead to the need for more training. HT explained that currently most CPD training is being delivered virtually and as a consequently is costing less.</p> <p>Governor commented on the reduction in Catering Supplies.</p>	

	<p>WS explained that the high level of expenditure in 2019/20 is due to the provision of food parcels during Lockdown.</p> <p>Governors commented on the expenditures on Agency Supply Teaching Staff.</p> <p>WS explained that this was not required during Lockdown. However, it is unclear as to how absences linked to Covid -19 will be managed next term.</p> <ul style="list-style-type: none"> • Year-end review. <ul style="list-style-type: none"> - Carry forward for 2019/20 is £43,578. This is slightly less than was predicted. The additional costs are linked to the Covid-19 emergency. • 20/21 Quarter 1 Actual and budget monitoring. <ul style="list-style-type: none"> - Costs linked to the on-going covid-19 emergency are reflected in the budget. - Income is running in line with proposed funding schemes. - Supply Teachers insurance claims will cover the costs. <p style="text-align: center;">Governors approved Quarter 1 budget monitoring.</p> <ul style="list-style-type: none"> • Covid-19 impact-cost and funding. <ul style="list-style-type: none"> - The additional cost is £13k (approximate). - This includes additional caretaker and cleaner hours, additional cleaning equipment and resources, curriculum and home learning costs and postage linked to end of year reports. - The school does not qualify for any Government support in covering these costs. - Cost recovery will recoup approximately £6k. • Building and Site. <ul style="list-style-type: none"> - KS1 Toilets will be upgraded. The work is scheduled for the summer holidays. Three quotes were requested and the preferred quote is £28k. - Work was completed on the collapsed drains. - The leaking flat roof remains high priority with LCVAP applied for 2019/20/21. <p>Chair thanked WS for his report.</p>	
31/19	<p>Head Teachers report (Head Teacher’s Report to Governors distributed prior to meeting).</p> <p>HT highlighted key points from her report.</p> <ul style="list-style-type: none"> • Re-opening Covid-19. <ul style="list-style-type: none"> - During the Lockdown period, the school catered for 17 Keyworker children. Staff supported this provision on a rota basis. - The school did not reopen to selected groups on 1st June. - The school reopened to Reception pupils on 15th June, to Y1 pupils on 17th June and Y6 pupils on 22nd June. - To date 68 pupils are attending school. 	

	<ul style="list-style-type: none"> - The pupils are organised in protective bubbles and two members of the cleaning team is employed to be available throughout the day to clean toilets, classrooms and areas of heavy traffic. Governors enquired as to whether there has been any case of Covid-19. HT explained that one non-teaching member of staff reported having symptoms but has since recovered. • Pupil Premium Edenred vouchers scheme. <ul style="list-style-type: none"> - Only 25 out of the possible 80 families eligible for FSM collected or showed an interest in collecting the packed lunches. - Staff delivered food parcels for some of the most vulnerable families on a weekly basis to ensure that they were not going without food. • Staffing Structure. <ul style="list-style-type: none"> - Staffing for 2020/21 is full and complete. (<i>Staffing profile for 2020/21 previously sent to Governors</i>). - There will be significant changes for some class teachers to enable them to work in phases to help develop their professional expertise as well as give strength to areas of school that are needed. • Curriculum 2020. <ul style="list-style-type: none"> - New themes and topics have been developed across school which will maximise on learning potential and cover all the key skills required. - A number of support staff will return from maternity leave. This will give the school additional capacity to support pupils to re-engage back to school in the autumn. - As a result of the lost teaching time and as it is likely that some pupils have not engaged in the home learning, the school will plan the curriculum to include time for those pupils who need support to 'catch-up'. - Baseline assessments will take place in September. Weeks one and two will focus on helping the pupils to settle back into school and to learn the new infection control measures. The assessments will take place in week three or four. - Pupil well-being will be a priority. The pastoral team will support individual pupils who needing help getting back into school and families who are reluctant to return their children. • Ofsted Inspection. <ul style="list-style-type: none"> - Ofsted inspections will be suspended until January 2021 however, Ofsted inspectors will be visiting school to see how they are functioning following reopening. Visits will not be graded but the outcome of discussions with the school will be published in a brief letter. - The school is in the window for Ofsted inspection in 2021. Due to Covid-19 Lockdown, it is likely that this will be deferred. 	
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	<ul style="list-style-type: none"> • SEN. <ul style="list-style-type: none"> - The school has received 60 referrals for Reception with two referrals for Children with SEN. In addition there are two appeals for Special School in progress. - Transition discussions have taken place for those SEN pupils moving to High School. • Safeguarding. <ul style="list-style-type: none"> - The Safeguarding Team have been very busy during the summer term supporting the most vulnerable families and also checking on the well-being of all of our pupils. • Covid-19 plan/reopening the wider school in September. <i>(Presentation to Governors).</i> HT highlighted key points, <ul style="list-style-type: none"> - The plan will include using protective bubbles for all classes and limiting any mixing of these bubbles. - Temperature checks will be undertaken before the pupils enter school. Break times will be ‘zoned’ with seven playtimes throughout the day. - Different entrances to school will be used by different classes with staggered start and finishing times. - Two staff rooms will be use. <p>Governors asked about families with more than one child. HT explained that parents are asked to drop-off their children of at the latest time and to pick them up at the earliest time.</p> <p>Governors asked what would happen if a pupil in a bubble became sick. HT explained that if a pupil was positive for Covid-19, then the whole bubble will self- isolate and the classroom deep cleaned.</p> <p>Governors asked about arrangements should the school need Supply Teaching. HT explained that the school will need to arrange for cover but must minimise the number different people entering the school.</p> <p>Governors asked about assemblies. HT confirmed that there will be no whole school assemblies but individual class assemblies will take place.</p> <ul style="list-style-type: none"> - HT explained that the Care Club will have a mixed bubble of pupils as these bubbles will be smaller. - Governors asked about the Care Club start time. - HT explained that this will be 8am the earliest and 4pm the latest to enable deep cleaning. <p>Chair thanked HT for her report and offered praise for the significant amount work undertaken during this period.</p>	
32/19	<p>Safeguarding update. See Item 31/19.</p>	
33/19	<p>Pupil Holiday dates 2021-2022</p> <ul style="list-style-type: none"> • Governors agreed to the Pupil Holiday dates for 2020/2021 and for the Pupil Holidays dates for 2021/2022. 	

34/19	<p>Any other business referred from above.</p> <ul style="list-style-type: none"> • Governor resignations. Chair explained that Chris Chorlton and Trefor Howorth will not return to the Governing Body next academic year. On behalf of the Governing Body, Chair expressed thanks and gratitude. • The well-being of school staff. Chair acknowledged the changes prompted by the Covid-19 emergency but raised a concern as to the long hours the HT and other staff seemed to have worked. Chair suggested that emails after 5pm should be limited. HT explained that in September all staff will need to be off the premise by 4pm this may influence the pattern of work. Chair again, expressed his gratitude to all school staff for their commitment and hard work and asked Governors to consider any low cost/no cost incentive which could be given to staff to show appreciation and to support staff morale. Staff Governors indicated that food orientated incentives were usually welcomed and appreciated. Governors agreed that staff should be given free lunches during September. HT explained that planned well-being sessions will also be arranged. <p>Chair again extended his praise and gratitude to HT and the whole staff team across the school for their commitment and hard work since the start of the academic and in particular during this Covid-19 emergency.</p> <p>CC ended the meeting with a prayer.</p>	
35/19	<p>Date of next meeting</p> <ul style="list-style-type: none"> • 20th October 2020 at 5:30pm. 	