

**GLADSTONE ROAD PRIMARY SCHOOL**  
**MEETING OF THE GOVERNING BODY**  
**CHAIR, VICE CHAIR, COMMITTEE CHAIRS & HEADTEACHER**

**Wednesday 13<sup>th</sup> May 2020 1.00pm**  
**Virtual Meeting via Zoom**

**Minutes**

**Present:**

Mr G Johnson	Headteacher
Ms J Pepper	Chair of Governors
Mr T Drake	Vice Chair of Governors
Mr R Williamson	Chair Resources Committee
Ms C Govan	Chair School Improvement Committee
Miss V Lewis	Clerk

**1. Governor Response from Leaders' Impact Report**

JP: thank you for the set of documents – told us a lot about what is going on. Still important to challenge, question the content. Thank you to all who had contributed.

GJ: found the format and response document extremely useful – perhaps a good template to use moving forwards. Nothing urgent beyond what's covered by this meeting was raised. Other areas for future consideration can be addressed once we're back in school.

JP: was a useful way of raising thoughts that can be addressed at the meeting.

RW: obviously was very comprehensive but it was a lot to digest all at once. Sometimes useful to have someone to pick out the key points from such a wealth of information. Perhaps a brief key notes headline page?

GJ: can do this definitely.

JP: lots of comments that can be picked up when we are back operating normally.

CG: felt very inclusive and was good to see comments and responses from staff. Would be good and very useful to do this again.

JP: comments made by governors could be answered by appropriate staff, having had time to find the information / data etc needed. Really valid questions. Hopefully good momentum.

GJ: in all the governor visit reports it definitely felt that governors had got under the skin of the school.

**Action:** None Required.

## **2. Staffing Update – GJ verbal report**

### **a) Staff Resignations & Recruitment**

2 resignations received.

- 1 x from an NQT Y3 teacher – have been able to internally recruit from existing fixed term contracts due to end in August.
- 1 x SENCo – was expected and has prompted a refreshed SLT format which will help us to move forward the way we want. Current SENCo is moving to Coventry University to work with PGCE students and is looking forward to her new post.

Tina Jenkinson has naturally evolved into the role (partly whilst the SENCo was on sickness leave) and is keen to take this on. TJ has already started the SENCo qualification online.

Kate Middleton will continue to act as Assistant SENCo. There is a backlog of work for the team to undertake and we can now really get on top of this.

Introduced a second learning mentor post which will be especially key when we reopen. TJ working very hard behind the scenes completing ECARs, EHCPs etc. Planning for the future also. Time to look at children who do not have an identified need but who are raising flags for lower level needs such as poor attendance, lack of parental involvement etc. Have started this process with a letter to parents of children who have been flagged by poor attendance, attainment, progress and parent involvement. Parents have been grateful and receptive. Been able to talk to them about issues for them which we can address and help with.

No teacher recruitment required.

### **b) Revised Leadership Structure**

Leadership Structure has been refreshed and there is a staff member in each post. Moving away from deep dives and towards whole school continuity and forward planning. Phase Leaders all in place. One of the AHs contracts has been extended so we will still have 3 x AHs. Feel very confident.

### **c) Revised Inclusion Team Structure**

JP: feel really pleased with the way the inclusion team is coming together – is now what it needs to be to support those children who need support to thrive but who aren't meeting the usual thresholds.

GJ: a key part of TJ's vision is to empower teachers and TAs to take ownership of their children needing this support.

**Action:** None Required.

## **3. Budget Headlines – GJ verbal report in support of budget docs circulated**

### **a) 2020/21 Original Start Budget**

The excellent deep dive report prepared by RW with CS raised some excellent points. The 3 year c/f balance in the original budget was a £55k deficit but after some changes such as: -

- offsite games being brought in house
- minibus leases ended (not used and very expensive)
- supply budget reduced – staffing from within
- consumables / resource savings
- savings made on SENCo salary costs (not replaced – TJ taking on this role as part of her Asst Head role)

It is now a +£90k c/f. This stability of having a stable 3 year budget without deficit outcome will allow us to look at future planning more freely without so much worry.

99 Year R children expected in September so can support 4 teachers.

RW: gives us the extra time and opportunity to make further savings and address any issues beyond 3 years. More to be done to further boost school numbers if appropriate / possible.

GJ: our reputation is growing from what we're hearing. Marketing is crucial.

JP: our online and home learning presence is feeling warm and mentoring and welcoming so hopefully these are all good steps forward.

RW: some recommendations from marketing meeting – a staff member designated as the responsible PR person in the school to take control of promotional work and marketing.

JP: fully support the 4 classes in Year R but as they move through the school will the organisation of the year group need to be re-discussed as they will be a small year group and hence small classes of 24/25?

GJ: what we have budgeted for is fixed term teachers in the posts for the number of classes we have. But yes we will need to be looking to fill incoming classes to 30 again. I have been rejecting out of catchment applications of children with high need or behavioural issues as we didn't have the capacity to manage but we do now, so we will be able to take out of area applications and boost numbers that way now.

#### b) 2020/21 Summary / Updated Start Budget

RW: small number of things that can make big differences over time.

CG: everything feels so much better and less dire now.

JP: yes, the staffing restructure in 2019 was painful but necessary and has led to a well-shaped and purposeful staff reconfigured to a positive workforce – to what we need.

GJ: there was a heavy reliance of teachers on the behaviour team but staff have now been supported to empower them to take ownership of their own classes and children. Strong staff team. Reputation is more positive, we look more in control and confident.

JP: this will peter through and we'll get new family interest.

CG: the more positive stuff on socials and in the media is so important and will make a difference.

GJ: feedback from staff who have friends from other schools who are perhaps not doing as much as us at present will also be seen in a good light.

RW: onsite PE – very important in terms of saving money. I know there are / were some reservations but it doesn't mean that the governing body is in any

way trying to undermine operational decisions. We all think you're doing the best for the children and the school.

GJ: absolutely, thank you.

CG: even fake grass in the playground will be attractive to prospective parents.

GJ: we can always review and go back to some offside games etc down the road. At this time, this is the best option.

GJ: also altered residential a little bit. The existing Y4 trip to Whitby had very little curriculum and PE benefit and/or link so they will now be going on an outdoor education centre visit with activities such as kayaking, climbing etc. This will further enhance PE planning, provision and objectives.

GJ: competitions and squads won't be changing.

JP: quality of PE provision will be much better.

All governors agreed the updated version of the budget from 20/21.

**Action:** Submit start budget.

By: CS

**Action:** Update school finance systems with new budget content

By: VL

#### **4. Transition Arrangements – GJ verbal report**

##### **a) Staff Allocation / Transition Work**

Evolved over the last few weeks. Planning on telling staff their placements for September after half term. They can then start working with their current and next class concurrently. In some cases staff are moving with their class but not always possible.

Will be trying to iron out transition issues with our own staff and feeder nurseries / receiving secondary Y7 staff whilst still closed.

TAs are currently being directed to do CPD on days when they are not on the school rota. The CPD has been targeted to their September roles. Increasing curriculum knowledge etc. Also investigating ways to use TAs to start supporting children who are not accessing the online learning.

However, we have no idea what the rota can or will look like after half term, dependent on school re-opening and guidance.

##### **b) Subject Leadership**

Subject leaders are working with teams and have been allocated a subject. These teams have been developing the curriculum for consistent content across all year groups. These teams will continue from September.

Have also found that some staff have excelled in leadership qualities during this time and we have been able to begin cultivating this further and will continue to do so.

##### **c) Assessment / Monitoring / Immediate Priorities upon re-opening**

Baseline assessments were completed just prior to school closures which was good timing. The immediate need on re-opening is to re-establish the children settling back into school, routines and education. We can then try to work out

how to teach and backfill what they have missed. This probably won't feature further formal assessments but will be more teacher led; focussing and looking at what is needed.

RW: for the pupils not accessing online support and work at home and whom we can't be sure have accessed any home learning it has obviously been, and continues to be, very difficult. It seems like there is a cohort / group who is going to need a lot of additional support to recoup this lost learning.

GJ: this was why it was key to get the SLT and inclusion team in the right place. All hands on deck!

**Action:** None Required.

## **5. Discussion re Prime Minister Boris Johnson's Announcement on Sunday 10<sup>th</sup> May 2020**

GJ: What we have done at present is, in response to quite a lot of parent concern and query, put a holding message on our socials, the website and also by email to our staff who are also worried. This basically says we are awaiting further specific and more explicit guidance from the DfE and local authority which will be disseminated as soon as we have a plan.

GJ: The LA has been very supportive and also Scarborough Heads have been communicating. After we get guidance we can look at planning for staffing and provision. We are looking at staff who can / can't attend work so we know who we can use. Also, obviously, each school is different; for us YR, 1 and 6 means we're talking 300-350 children especially considering the key worker and vulnerable children already attending. Therefore we have a much bigger concern and logistical difficulty re social distancing and safety.

CG: unions are really not keen. The government plan is very contradictory and not easy to work out.

JP: I get NAHT updates and the guidance seems like it isn't yet something we can work with.

CG: our classrooms don't seem big enough to spread 15 children 2m apart. Don't see how it is possible. Fairly certain as a parent I won't be sending my child back on 1<sup>st</sup> June.

GJ: there have been a lot of contact from parents already advising they are not intending to send their child(ren) back at the start of June if this is indeed the plan. This is actually quite helpful in a way. Though equally a lot of parents are now or will soon be returning to work and need the childcare.

TD: has the government said all schools HAVE to open on 1<sup>st</sup> June?

RW: they haven't yet confirmed that 1<sup>st</sup> June is the definite date. What they announced was that they are assessing the data and numbers over the coming weeks with the intention that schools may return after 1<sup>st</sup> June. They have said they will try to give schools as much notice as possible.

TD: Lindhead have sent out a short survey to parents asking for their intentions to give school a guide. Realise this won't necessarily be possible at GRPS.

GJ: we need to wait for the guidance and then decide on steps.

TD: the parents group on FB seems to suggest most parents wouldn't want to send their children back to school at this time.

CG: in Scarborough our infection rate has thankfully been quite low but inevitably with the fact people can now travel to the coast we will get more visitors and our number of infections may increase. Which won't be known for a little while.

RW: any actual identified cases of the virus in our school?

GJ: We have arranged the rota over the past 7 weeks so that staff have only needed to go in one day per fortnight. 34 pupils in school today but logistically it will be so different if we need to open to a greater degree to 300 pupils.

JP: there will need to be extensive risk assessments re playtimes, drop offs, lunchtime, moving around corridors. There is a lot to consider.

CG: how can we ensure the teaching is being correctly delivered – rather than childcare. If schools have reopened for children and those children are in school they are there to be taught, not for childcare.

RW: it can't be normal but surely something is better than nothing – especially for those not doing accessing home learning. Numbers will gradually increase after parents start going back to work and the country continues to reopen.

JP: we will need to be able to reassure parents that risk assessments have been undertaken and provide security and confidence that it is safe to send children in. We need clarity of guidance before we can start looking at the practicalities of re-opening.

GJ: Unions will be meeting with LA on Friday and as soon as we know anything I will advise governors.

JP: perhaps meet again after guidance released and to discuss the school offer.

GJ: I think that's a good idea.

JP: perhaps you could also pass on governors' thanks to staff about how hard everyone is working.

RW: maybe there will be positives to come from this such as new processes, online learning etc.

GJ: lots more people using systems such as EExAT (online system in Year R to upload pupils' learning journeys at school and home) which is a system that parents are appreciating more now. Also, interactive homework is proving really useful and will save a lot of time. A lot of social media and email input. Short reports in lieu of parents evenings which were uploaded to the MyChildAtSchool parent portal / app were well received.

JP: there will be the need to meet again – shall we set a date now or wait until we know more from released guidance?

GJ: we could have a more informal meeting at 1pm next Wednesday? Perhaps include the other members of the governing body and SLT?

JP: sounds good. Focus on updates to reopening guidance etc.

Send an email about this meeting and invite them if they wish to attend.

**Action:** Distribute notes from this meeting and invitation to attend  
Next week's Zoom meeting to full governing body and SLT.

By: Clerk