

**GLADSTONE ROAD PRIMARY SCHOOL**  
"Learning to Succeed"

**MEETING OF THE GOVERNING BODY**  
**Virtual Meeting via Zoom**

**DATE:** Tuesday 22<sup>nd</sup> September 2020

**TIME:** 5.30 p.m.

**PRESENT:**

Ms Jane Pepper  
Mr. Garry Johnson  
Mr. Ray Williamson  
Mr. Peter Southward  
Mrs. Helen Kindness  
Mrs. Jane McLeod

Mrs. Michaela Livingstone  
Mr. Teddy Sulman  
Ms Cheryl Govan  
Mrs. Helen Halliday (Associate)  
Mrs. Kate Hill (Associate)  
Miss V Lewis (Clerk)

**MINUTES**

1. Welcome from the Clerk

The Clerk welcomed governors to the first meeting of the new school year.

**Action: None Required.**

2. Governing Body Membership / Vacancies

Clerk informed the governing body that there are currently two co-opted governor vacancies, following the resignation of Tim Drake whose children have all now left GRPS. Once the Governor Audit has been completed we will know what type of skills we are seeking when appointing new members.

**Action: None Required.**

3. Nomination of Chair

Governors were asked for nominations for the role of Chair for school year 2020/21. JP confirmed she would be happy to serve as Chair once again for this school year and there were no other expressions of interest.

**It was therefore confirmed that JP would be the chair of governors for school year 2020/21.**

**Action: Update records.**

**By: Clerk**

4. Nomination of Vice Chair

Governors were asked for nominations for the role of Vice Chair for school year 2020/21. CG volunteered and governors all agreed.

**It was therefore confirmed that CG would be the vice chair for school year 2020/21.**

5. Chair's opening remarks

Great to see you all again, suspect another challenging year ahead! Seems we may be meeting via zoom for some time unfortunately, but we can do our best. Technically the governing body could meet in person as it falls outside the Rule of 6 but due to people's vulnerabilities it's understandable to meet remotely at present. Though if governors feels comfortable doing so they can come into school for their focus / link area visits which would be conducted as safely as possible.

Great start to the school year and fantastic to see children back in school, enjoying learning and playing!

Reminder that there are a number of annual 'business' items to complete at this agenda and then hopefully time to discuss the start of the new year, issues arising and next steps.

Taking part in a Chair's programme run by the NGA. Non staff governors should have received an email with a link to a questionnaire to complete about JP's abilities. Please complete this if you can, it will be helpful with the course's progress. The programme runs October to June. Hopefully strengthen JP's Chair-ship and also the governing body as a whole.

**Action: None Required.**

6. Apologies

Apologies received from: -

RB – has a work commitment.

SD – no contact but as works with RB perhaps at the same staff commitment.

MM: since joining the governing body MM has only attended one meeting, and during lockdown when meetings were taking place remotely she did not get in touch. HK advised she may be having technical difficulties re email. Clerk to get in touch to check MM still wishes to remain on the governing body and to advise that attendance at meetings should happen as often as possible. Also to offer technical support.

**Action: Contact SD re absence**

**By: Clerk**

**Action: Contact MM re her ability to come to meetings, her intentions  
re the governing body and technical support**

**By: Clerk**

7. Confidentiality

26. Staffing – discussions to be recorded in Confidential Minutes.

**Action: None Required.**

8. Declaration of Interest in any Agenda Item

There were no matters identified as being of pecuniary interest to any governor.

**Action: None Required**

9. Correspondence

None received.

**Action: None Required.**

10. Governor Responsibilities – including Code of Practice & Scheme of Delegation

Governors were asked to sign the Governor Code of Practice agreeing to appropriate levels of input, training and outlining their responsibilities as stakeholders for 2020/21. Can be returned electronically or by post/in person.

Governors also considered the (unchanged from 2019/20) Scheme of Delegation and agreed it remained correct and relevant in terms of responsibilities.

GJ: with regard to teacher recruitment it would be best practice to have a governor representative on the Panel. And whilst this is included on the Scheme of Delegation, in practice it doesn't always happen.

JP: if any recruitment / interviews Clerk can email members for availability. Do any governors need to have Safer Recruitment training / refresher?

RW: a representative for all teacher vacancies or only for those of a certain seniority?

JP: all teachers, best practice.

It was confirmed that Committee Terms of Reference and Chairs will be discussed at the first meeting of each in due course.

**Action: File returns as per procedure**

**By: Clerk**

**Action: Investigate options re Safer Recruitment Training and circulate to governors**

**By: Clerk**

11. Confirmation of Committee Membership

Governors discussed the previous year's committee membership and the following was decided for 2020/21: -

**Resources Committee**

GJ, JM, PS, RW, RB, HH (A), KH (A)

**School Improvement Committee**

GJ, TS, JP, HK, CG, SD, MM, HH (A)

The School Improvement Committee has more members but this may well be addressed by recruitment of new co-opted governors in due course.

Governors may attend meetings they are not on the committee for but will not have voting rights. Associate governors do not have voting rights.

**Action: Update records to reflect committee memberships**

**By: Clerk**

12. Appointment of Child Safeguarding and Attendance Governor

It was proposed that the same governor have responsibility for safeguarding / attendance and LAC. CG agreed to accept this responsibility again. There were no further proposals/nominations.

**CG was appointed.**

**Action: Update records**

**By: Clerk**

13. Appointment of Looked after Children Governor

CG accepted this role as per Agenda Item 12.

**Action: Update records**

**By: Clerk**

14. Appointment of Pupil Premium Link Governor

There were no nominations from those present but it was suggested that SD may be interested / valuable in this link role. Clerk to approach SD for her views. Mrs Jenkinson will continue to act as the school staff lead for Pupil Premium.

**Action: Approach SD re Pupil Premium Link role**

**By: Clerk**

15. Appointment of SEND Governor

HK advised she was happy to continue this role until her term of office ends in January 2021, and it was felt continuity in this area at this time was a good idea even if only for the first term.

**HK was appointed.**

**Action: Update records**

**By: Clerk**

16. Appointment of three Governors for Head teacher Performance Management

This year RW, CG and JP took part. RW, JP and PS agreed to undertake this role in 20/21 (with advice from a Local Authority Adviser).

**PS, JP and RW were appointed.**

**Action: Update records**

**By: Clerk**

17. Appointment of (3) Governors to serve on Complaints Panel

Defer until after recruitment of new governors. Will be discussed again at the meeting on 19.1.21.

**Action: Agenda further discussion 19.01.21**

**By: Clerk**

18. Appointment of Governors to serve on statutory committees

- Pupil Discipline
- Staff Discipline
- Staff Dismissal Appeals

Pupil Discipline = TS, PS, TBC

Staff Discipline = RW, TBC, TBC

Staff Dismissals = TS, HK, CG

**Action: Update records**

**By: Clerk**

19. Appointment of Health & Safety Link Governor

It was clarified that this does not have to be a non staff governor. **JM happy to continue.**

**Action: Update records**

**By: Clerk**

20. Register of Business Interests

Governors asked to complete the annually required pro forma indicating their business interests and return via post or email asap.

**Action: Compile pro formas and file as per procedure**

**By: Clerk**

21. Register of Hospitality

Governors asked to complete the annually required pro forma indicating if they had been in receipt of gifts or hospitality and return via post or email asap.

**Action: Compile pro formas and file as per procedure**

**By: Clerk**

22. Reminder of Meeting Dates for School Year 2020 / 2021

<b>Whole Governing Body: -</b>	<b>Resources Committee: -</b>	<b>School Improvement Committee:</b>
22.9.20	17.11.20	5.1.21
19.1.21	9.3.21	13.4.21
15.6.21	18.5.21	13.7.21

NB. All meetings are scheduled for 5.30pm.

Additional single meeting Pay Committee Meeting scheduled for 13.10.20 at 5.30pm. Members TBC agenda #25.

Meetings currently planned to continue via remote means. Face to face and / or blended meetings will resume in due course.

**Action: Circulate dates for the year to all governors**

**By: Clerk**

## 23. PAN Consultation

Governors were asked to consider admission number arrangements for 2021/22 school year.

GJ: propose we remain as we are with 4 form entry throughout except for our current Y2 which is only 3 form. Number on roll increasing slightly and gradually, and the school's reputation is definitely growing.

JP: I agree.

GJ: Fixed term teaching contracts are a bit of a safeguard if numbers reduce as we will not end up with excess staff, but can opt to extend contracts if and when required.

RW: we were looking at ways to promote the school, what are this year's plans? Is it worth resurrecting the working party?

GJ: can't have 'open' events at present. Would love to hold more interactive events etc but not possible at present. Word is getting out there still, our re-opening press article / photos were lovely! A lot of what is already happening such as the new website, better press coverage, increased social media presence were the things raised by the working party so things are happening.

ML: a lot of good word of mouth from social media also. Lots going on.

JM: staff visibility is also really working well as promotion of the school. Staff are approachable and giving a welcoming and happy vibe.

JP: get the sense that communication during lockdown was very well received and appreciated. The support for families during lockdown has raised the profile of the school.

JM: the tone of communication has been very well received too - letters are clear, honest and at the right 'level'. Reassured by it.

GJ: Y6 celebrations were also unique and well received. Also, hopefully the bus can be a real focal point for parent engagement and positivity too.

KH: thinking about new families who didn't experience our offer during lockdown perhaps a virtual event, interviews with pupils?

HH: Scarborough College did a lovely montage for Year R parents which was really lovely and well received. Would be good to do something similar and really sell us.

JP: social media is so important. Also, in lieu of visits from school to nurseries, maybe pre-recorded stories to play to nurseries etc.

JM: may be some mileage in new local radio station which goes live from 1<sup>st</sup> October.

JP: takes work and time but is the way we can continue our positive growth and promotion.

JM: good feedback from new parents about how their children are enjoying school and settling in.

**Action: Complete and return PAN proforma**

**By: GJ**

## 24. Governance Skills Audit

Governors were asked to consider and complete the Governance Skills Audit as soon as possible to all skills to be assessed and 'gaps' filled with training. Will also feed into how to most effectively recruit to the current governor vacancies. Responses will be compiled and then discussed around 'what we're looking for'. Also, if anyone is aware of someone with solid skills and a genuine desire to be on the governing body feel free to send details to Clerk.

**Action: Complete and return Audit Form**

**By: Governors**

**Action: Compile Audit responses & meet with Chair**

**By: Clerk**

25. Establish Pay Committee for single meeting 13.10.20

JP, RW will act as representative members on this single meeting committee which will agree GJ's recommendations re appraisal and staff progression. Also approach RB, as he had expressed an interest previously. Meeting time can be flexible but ideally 4pm ish.

*Updated 24.9.20 – RB happy to be involved in the Committee and Meeting. Meeting scheduled for 4pm.*

**Action: Contact RB to see if he would like to be involved in this Meeting/Committee**

**By: Clerk**

26. School Updates

**Reopening: barriers / solutions / next steps:**

GJ: because school had been open during lockdown and we had undertaken the wider opening before the Summer for EYFS, Y1 and Y6 on top of the Key Worker children HH had already done a huge amount of work on logistics and practicalities. The SLT has all worked really hard and therefore we haven't had any massive hiccups. We were able to reopen in September knowing for the most part our systems were tried and tested. Our only real issue was the opening / intake on Day 1 but by Day 2 that was altered and resolved successfully. Every member of staff had been in school at work before September so had resolved any anxieties. It feels safe. Parents are on board, communication has been a strength and we don't seem to be getting any complaints. Families have worked with us and were patient with our first few days.

Parents now have 8.40 – 9.05 to drop children off at the various entrances to stagger the flow. Small safety concern regarding the use of the gates from the lower school playground onto the bottom of Wykeham Street Bridge but highways are due to install barriers very soon. The morning routine works really well, no congestion. Lots of staff out, but teaching staff are now in classrooms waiting or arrivals and children come in gradually. Being visible and present at the gates in the mornings also allows the SLT to do the parent / pastoral side of things.

At the end of the day children leave at staggered times and from different exits. Parents are improving with their social distancing in the playgrounds.

Another complication was lunchtimes. Opted to do only sandwiches until October. Lunchtime was a bit difficult at first but after the first few days this settled down and is working perfectly now.

The actual day and transitions are very smooth and children have adjusted well to them.

With regards to behaviour management and managing issues arising, teachers are far more confident and the SLT are not getting involved so much.

We had 97% attendance on the first few days which was excellent. Absences were due to holidays / quarantine after holidays. The percentage dropped to 85/86% during last week (week 2) due to parents reacting to the media's pressure about symptoms, testing etc. School is encouraging parents to be responsible for their own decisions regarding their child's attendance and reaction to symptoms. If any child presents as unwell with possible symptoms whilst in school they are monitored and assessed by SLT so teachers don't need to spend time sorting this out when they are teaching. Parents have been very supportive and understand we are not sending children home on a whim. Parents are being more cautious but sensible for the most part. Back up to 90% for Week 3 so far which isn't bad at all.

JP: the national average for week 1 was 88%. Natural to err on the side of caution.

GJ: it will go up and down probably. We have around 30 children isolating at present but no positive tests for children or staff currently. All Bubbles open and operating.

RW: any difficulties getting tests?

HH: it isn't easy to get tests. I was unwell on a Friday and was trying to get a test until Saturday at 9.30pm when I was able to book one in Hull. 24 hours to get a test and result took 48 hours.

CG: took 3 days to get a test for my stepson but got result the following day.

KH: Got a test booked same day in Driffield but took 72 hours for results.

HH: the difficulty we have is that some members of staff cannot get to any test centres beyond Scarborough and so have been off the full 14 days. Same with some of our families.

JP: need to monitor the impact this has on staffing levels which will have logistical issues.

GJ: can cause issues with key times such as lunchtime. 6 TAs and 1 teacher currently isolating / testing / awaiting results.

GJ: we've introduced some further measures following the developments from the government / increasing numbers of cases last week and this week. Worked out a plan for staff who were coming into contact with multiple bubbles to not have to do this. For example PPA used to release 4 teachers at once and be covered by someone outside the bubble. Now only release one teacher at a time with their class covered from within existing bubble staff. Year groups working independently to manage PPA release. Staff can work from home.

JP: measures that reduce the risk are key and also acknowledging that working in this way is quite exhausting. A completely unique situation.

GJ: at lunchtimes, staff will be allocated to year group bubbles and not cross bubbles. Staff meetings will now not be held altogether in person, looking at other ways of working.

### **School Development Plan:**

GJ: lots to do! Ofsted expected at some point, sneaky suspicion we'll be selected. They will be looking at how children have settled, barriers arising, solutions put in place, adherence to guidance, how are learners engaged and working – we have no problems with any of this.

They will also be looking at our Curriculum – they want to see what the school has done to adapt the curriculum and what's our plan for lost learning and moving forward. During lockdown the SLT ensured teachers were working from home effectively, and now it is brilliant because this work on the curriculum has been done and we can / have been able to hit the ground running. We didn't know what we'd be getting on Day 1, we opted to fully open from day 1, rather than phased opening, and it was definitely the right decision and has been successful across the board. Children have settled so well and we've been able to start teaching immediately. HH leading us through the next phase.

HH: a huge amount of work was undertaken by teaching staff and subject leaders during lockdown. Our curriculum on paper looks outstanding – this is the intent part of what Ofsted are looking for. The curriculum was written for a school operating normally, not during a pandemic or after 6 months of being closed to the majority of pupils. So, after the first pastoral settling week, teachers and children were keen to get started with where the children are and lost learning etc. What we've discovered is that some of our adjustments for Covid such as washing hands, staggered lunches, shorter playtimes etc mean that the timetable doesn't allow as much teaching time as we would like. Looked again at the guidance and we have flexibility until the Summer term to adapt the curriculum to close the gaps, recoup lost learning, fit in missed learning whilst encompassing a broad and balanced curriculum. So subject leaders are now looking at their planned curriculum and then planning out how missed learning can be caught up on whether this is quite quickly in a concentrated way or on a more lengthy 3 year plan such as in Science. Each subject leader is working out where this can be infilled.

However, we have also got to continue teaching the 'current' content. The government is clear we can't trade off any subjects in lieu of catching up others. We need to ensure we are teaching the key components of the curriculum so children don't fall further behind. What teachers are finding is that



what used to be a 90-minute lesson may now be 40 minutes due to other time constraints. Look at teaching the most effective and efficient way – streamlining things to ensure children catch up but continue to build on their learning. This is ongoing now. On Monday we have a virtual twilight session where subject leaders will be sharing their progress and plans virtually.

JP: just really challenging to manage the uncertainty and expectations. We will all learn from the process and this unprecedented time. Rolling and malleable plans. Have you thought about what to do re learning for children during short term isolation absences etc?

ML: year groups are providing a weekly pack to the office which office staff are distributing once notified by Mrs Moreno in Attendance.

JP: are we ensuring staff are being supported – they are all working very hard.

GJ: all supporting each other though obviously, yes, the work pace and adjustments are intensive. Having sent out a letter this week to parents we are getting returns back giving us their preferences regarding learning if a bubble needs to close for any reason. These responses will allow us to get plans in place if the worst case happens.

GJ: the subject leaders are condensing the curriculum and also getting some pupil voice on their learning via survey monkey as a baseline and then again at a later point for progress. Phase Leaders conducting deep dive interviews with subject leaders to prepare them for any Ofsted visits. Book scrutiny in a couple of weeks which will be subject leader led, to get an idea of what baseline we have. Tight programme, but should be ok.

JP: these things are also valuable in their own right and best for the children.

GJ: yes, needed doing any way. Need to get outcomes up.

KH: a lot of condensing the curriculum is being done at class teacher level too more informally.

GJ: prior to lockdown we had published a consultation powerpoint on the website regarding the proposed changes to Relationships Education. Overall good response from parents but that was some time ago and it feels appropriate to refresh with parents with a letter this term and then roll out the new curriculum.

Parents Evenings will be held via phone call, parents will book a time slot on MyChildAtSchool in the usual way.

The Inclusion Team have a lot of plans and are also updating systems and records. Their backlog is reducing. The children accessing the Hubs before lockdown are now going into class more and Hub time is reducing. The team's work is having a positive impact. Meltdowns are now fewer and further between but are also much lower level in terms of intensity.

Hot meals are going to start 12<sup>th</sup> October with a big promotion. There will be a vegetarian and halal option each day, though we will be starting with a basic, popular menu before rolling more variety out. Will still be served in classrooms in disposable cartons.

### **Face Masks:**

GJ: the government guidance on our return was that masks were not required for children and staff at primary phase level. We decided to see what happened on the first few days. There were only a couple on day 1 and 2 and not since. However, we have introduced parent masks on the yard from Monday due to increasing case numbers and in line with government advice. Staff are also wearing them as an example on the playground at the start and end of the day. Had no issues with this.

JP: need to be mindful of risks and increasing awareness.

### **JP Governor Visit 09.09.20:**

JP: our governor role is still so valuable. The children all seemed very happy and settled and

comfortable when I visited. They seemed so ready to learn and be all together. Second day in, a visit to assess and note how the school is operating, adapting and complying with guidance and the constantly updating risk assessment. The attitude of staff was positive and 'can do'. Lots of things to be anxious about but these were absolutely being tackled by a team approach. The school looked good, despite covid adjustments. The new kitchen, attractive inviting spaces – work hasn't stopped. Everyone is making sure the school is as good as it can be. Having walked past the school and spoken with people everything I'm hearing is very positive.

CG: playtimes seem calm and fun. The teaching staff also seemed really empowered and excited about the new term and challenges.

#### **CG re Governor Visits Autumn Term:**

CG, JP and GJ came up with a set of 3 criteria to look for on link governor visits which can then be recorded on the model template form to feed back to the governing body. The criteria are:

- 1) School re-opening
- 2) Teaching
- 3) SEND

Each criteria has been assigned a senior leader and then a 'best fit' governor. The proposal is that the work being done against these criteria will be completed by half term so to arrange to visit and look at the impact after Half Term.

TS: been very reassured that the school and staff have done such a good job and congratulate everyone. Would also like to be included in the governors looking at Criteria 2 (Teaching).

JP: is there anyone who could also be involved in Criteria 3 with HK?

HK: perhaps CG as LAC link or incorporate this into the Criteria one and shorten the scope of 3.

JP would like to come in and do follow up visit before half term also. Will arrange with GJ direct.

GJ to recirculate this document with some dates / other amendments.

HK: not able to come into school at present to see lots of children due to being on staff at Childhaven. Doesn't seem this would be wise.

JP: perhaps we can work out a covid secure way and make arrangements nearer the time.

RW: 19.10.20 resources committee pre-meeting with CS (also possibly RB). Still happy to come in and do this. Clerk to confirm with CS.

#### **Staffing:**

GJ: Staff appraisals ongoing. Lots of constructive work happening and to be done as well as a lot of thanks and gratitude. Two teachers may have to move onto the performance capability process. TA appraisals nearly completed, which has been a great opportunity for validation and morale so a really positive experience.

JP: So important to value the TAs and needs to be a robust procedure.

HH: The main thing I've noticed is that in September 19 the morale of TAs was incredibly low, but now they are so pleased to be valued at their appraisal and feel so positive.

GJ: would like to do this termly, and perhaps governors could be involved as/when we return to normal.

**The remainder of discussions under this agenda heading are recorded in Confidential Minutes.**

**Action: Recirculate amended Autumn 1 Governor Visits document**

**By: GJ**

27. A.O.B.

Nothing raised.

**Action: None Required.**

**The Meeting was closed by the Chair at 7.50pm**

Signed \_\_\_\_\_ Dated \_\_\_\_\_