



Minutes

Summer Term 2021

Meeting of Greenfield St Mary's CE Primary School Governing Board

Wednesday 14 July 2021
via Microsoft Teams
at 7.00pm

Present:	Dr Mark Rahn	Parent Governor (Chair)
	Mr Graham McGuffie	Foundation Governor
	Reverend Barbara Christopher	Foundation Governor
	Mrs Ruth Broadhurst	Foundation Governor
	Ms Sara Keaney-Duckworth	Foundation Governor
	Mrs Sarah Roberts	Foundation Governor
	Mrs Debbie Dorobat	Foundation Governor
	Mrs Suzanne Hall	Headteacher
	Mr Courtney Reece	Parent Governor
	Mr Sam Dainty	Parent Governor
	Dr Letizia Alterno	Parent Governor

Also Present: Miss Maria Unwin Clerk to the Governing Board

Absent: Mrs Rachel Swanwick Foundation Governor
Mr Ryan Selby Staff Governor

Prior to the start of the meeting, the Clerk confirmed that the meeting was quorate.

1 Welcome/Introductions/Opening Prayer

The Chair welcomed everyone present and The Reverend Barbara Christopher opened the meeting with a prayer.

2 Apologies and Consent for Absence

2.1 Apologies for Absence

Apologies for absence were received from Mrs Rachel Swanwick and Mr Ryan Selby.

2.2 Consent to Absence

The governing board gave consent to those governors who had apologised for their absence.

ACTION: Governor Support Service

3 Notification and Agree Any Other Urgent Business

The Chair and governors agreed that there was enough time and available information to discuss the following item at the end of this meeting at 'Any Other Urgent Business'.

- PTFA Balloon Race

4 Register of Business, Pecuniary and Personal Interests

Governors were requested to complete and 'confirm' the declaration section on the governors personal profile on GovernorHub ([GovernorHub Quick User Guides 2021](#)) and list if they have:

- Any business, pecuniary and personal interests relating to companies (goods and services) and/or;
- Personal relationships with pupils, volunteers and members of staff associated with the school where a matter may be discussed at the meeting.
- Details of any other schools where they are governors.

Governors were reminded that they are required to update GovernorHub with any new declarations whenever any circumstances change.

No further declarations were made at this point in the term.

RESOLVED: that the Headteacher will arrange for the information on the register

ACTION: Headteacher/Mr Selby

5 Minutes

RESOLVED: that the minutes of the meeting held on 12 May 2021 be approved as a correct record and 'marked as signed' on GovernorHub by the Chair.

6 Matters Arising

6.1 Arising from minute 12.16 (School Development Plan (SDP)/School Improvement Plan (SIP)/SEF), it was noted that the parental questionnaire had been sent out with the newsletter and it did not yield many responses. As it was within the newsletter, it was thought that some parents had not noticed it. This will be re-launched in September on its own.

ACTION: Headteacher

7 School Staffing Update

- 7.1 The Headteacher updated governors that the school had been successful in recruiting a teacher for two days per week to share a class with Mr Selby, in order for him to fulfil his leadership responsibilities. There has also been a full-time teacher recruited to cover Mrs Parkin's secondment next year.
- 7.2 Settling days have been held with the new teachers where possible. One had been impacted by a bubble closure in Year 2; these settling in days will now be held next week for this teacher.
- 7.3 The Year 2 bubble that had closed will return to school on Tuesday 20 July 2021. There are five members of staff isolating as a result of this bubble closure, and it has also impacted staffing in Diamonds; this has been covered internally.
- 7.4 The Year 4 bubble returned to school following a bubble closure on Monday 12 July 2021. There had been two families who breached isolation rules by bringing their isolating children to watch the Year 6 sports day. The Headteacher asked the parents to take the children home and the parents were rude to her in return. This breach of isolation has been reported to the Local Authority.
- 7.5 The teacher recruited to cover Mrs Parkin's secondment is a Newly Qualified Teacher (NQT). Mrs Parkin will continue to teach in the class on a Friday to cover the NQT's permitted time away from teaching time.
- 7.6 **Governor Challenge/Support:** A governor asked if the two new members of staff are happy to be in school and if they are adjusting well.

The Headteacher explained that both are delighted to have been appointed and fit in with the school very well. The NQT will be mentored by Ms Karen Blackburn and Mr Ryan Selby will be their Induction Tutor, so there is a lot of support around them.

8 COVID-19 Risk Assessment Review

- 8.1 The Headteacher explained that it is good practice to review the risk assessment when there is a positive COVID-19 case in school.
- 8.2 The majority of positive cases in school have come from those pupils who have older siblings who have tested positive and then passed on to their younger siblings. The children in Year 4 who tested positive had no symptoms whatsoever and remained asymptomatic even when they tested positive on the PCR test and afterwards.
- 8.3 One parent had asked the school if it could review the risk assessment in terms of carrying out temperature checks on children upon entry to school each day. In view of bubbles and isolation periods coming to an end, this is not something that will be introduced at this point.
- 8.4 From 16 August 2021, there is no legal obligation for under 18's to isolate, nor anybody who is double vaccinated, if they are a close contact of somebody who has tested positive.

Whilst bubbles are being removed, the school may need to revert back to a bubble system if there is an outbreak of COVID-19 across the school whilst infection rates are brought under control.

- 8.5 There will be another briefing on 25 August 2021 from the Local Authority which will give the latest guidance on what school should do, and arrangements will therefore be reviewed closer to the time.

- 8.6 **Governor Challenge/Support:** A governor asked, if the government said that bubbles are to be removed, are schools able to go against that advice and keep bubbles in place.

The Headteacher advised that they would be able to if there is good reason, for example, a large outbreak across school. This would be done with advice from Public Health.

- 8.7 In line with government advice, from 16 August 2021, if a child within a class tests positive, all children in that class would be asked to go for a PCR test. If this is negative, they can remain in school.

- 8.8 Governors agreed that the school should follow all government advice, unless advice is received that means the school needs to reinstate tighter measures.

- 8.9 **Governor Challenge/Support:** A governor suggested that the report be RAG rated under each scenario.

- 8.10 **Governor Challenge/Support:** A governor suggested that the governing board should decide on whether visitors to school should be expected to wear masks.

Governors responded that they think they should follow government guidance, unless there is an outbreak and Public Health advises that masks should be reintroduced.

- 8.11 **Governor Challenge/Support:** A governor asked if staff would continue to wear masks to teach.

The Headteacher advised that the majority of staff are no longer wearing masks and that most staff are now double vaccinated. There are only occasional times when staff are not able to socially distance that they choose to wear a mask, or if there is a member of staff who comes across various bubbles throughout the day, such as the School Business Manager.

- 8.12 The Headteacher advised that the school completes a COVID-19 screening test with visitors upon entry to the school.

- 8.13 Governors noted how well the school has done in relation to bubble closures. There have been very few children out of school for isolation periods and governors believe this is due to the hygiene routines that have been instilled into the children by the school.

9 Governing Board Health Check

9.1 The outcome of the responses to the Governing Board Health Check were shared on GovernorHub, and they show a very positive picture.

9.2 The Clerk advised that she would complete the GovernorHub form, taking the response that had the largest percentage from each question.

ACTION: Clerk

10 Governors Committee Dates for Academic Year 2021–2022

10.1 The governor dates for 2021-2022 were shared on GovernorHub.

10.2 It was noted that the governing board meeting in October 2021 would be held on 20 October, not 13 October as previously stated.

11 Governors Duty Rota 2021–2022

11.1 The duty rota was shared on GovernorHub.

11.2 Governors agreed the rota for the ensuing year.

12 Governors Code of Practice 2021–2022

12.1 Governors were asked to update their declaration for the Governors Code of Practice on GovernorHub.

ACTION: All Governors

12.2 It was noted that there have been no changes from the previous version.

13 Governors Directory 2021–2022

13.1 Governors were asked to update their information for the directory and to submit this to the school office before the start of the new academic year 2021. Those governors who have not yet created one were asked to do this for the new academic year, too.

ACTION: All Governors

14 Governors' Skills Audit

14.1 The updated version of the governors' skills audit had been uploaded on to GovernorHub. The results of this will help identify any gaps in skillset that governors might wish to see in the candidates for the Local Authority Governor role.

14.2 The Chair explained that there are two applicants for the Local Authority role and he gave a brief overview of each candidate's background. Both are strong candidates.

15 Lead & Link Governors Updates (including Reports from Governors School Virtual Visits)

15.1 A virtual visit had been carried out with Ms Karen Blackburn, focussing on English and what the focus and challenges have been. Despite restrictions, there have been a lot of work carried out in English with developments in both reading and writing. The Write Stuff implementation has continued despite disruptions. School has been able to use a grant to buy new resources for classes.

15.2 The Chair of the Curriculum Policy and Standards Committee fed back on the items of discussion at the last meeting.

The committee is extremely grateful that despite the difficulties the school has experienced, it has made a real virtue of looking at children's progress, gaps in learning and identifying key priorities for support for children. The committee was also grateful that the school was courageous to take on the Year 4 multiplication test which has yielded important information that will help teachers and children. The committee had also discussed the parental questionnaire and were briefed on who would cover the SEND duties whilst Mrs Parkin is on secondment.

15.3 Mrs Broadhurst had met with Mrs Parkin to discuss SEND. There is a large number of children requiring monitoring at the moment as they are experiencing mental health problems due to the impacts of COVID-19.

There are two Educational Health Care Plans (EHCP) in progress at the moment and a few more to be dealt with. Mrs Parkin had fed back that she really enjoyed the course that she was able to attend and explained what she had based her essay on and how this work can be fed back into the school. Mrs Parkin is looking forward to her secondment with the QEST Team and is interested to learn how other schools manage their SEND work. Mrs Parkin explained that she has a new three-way grid on how to monitor children who are on the SEND list.

15.4 The Chair advised that he has been processing a formal complaint around SEND provision. The interim findings are that the school does not have a case to answer. The school did everything that it reasonably could within the code of practice. There are a few minor points to be aware of in the interest of continuous improvement. The Chair has taken advice from the Local Authority in investigating this.

15.5 Mrs Broadhurst and Dr Alterno had attended training on SEND and it was very clear that the Local Authority approach is changing to become more inclusive and more cooperative with schools. The expectation is that all staff should be trained in SEND. It was suggested that all governors should also have training in SEND to be aware of the key issues. Mrs Broadhurst advised that as a minimum, all governors should read chapter 6 of the Code of Practice 2015.

ACTION: All Governors

15.6 The Chair of the RE and Worship Committee fed back that Mrs Dorobat and the Headteacher are setting up a calendar for the single central record (SCR) check. The CPOMS system is effectively supporting the school.

The committee had carried out the policy reviews required, except the Social Networking Policy which has been passed to the Curriculum, Policy and Standards Committee for review. The committee was very impressed with the attendance profile and recognises that absences relating to COVID-19 were necessary. The valued support from the Jigsaw programme has now been implemented.

- 15.7 The Chair of the Resources Committee fed back from its recent meeting. The budget update provided demonstrated that there is the ability to proceed with the staffing structure in place, with a projected surplus of approximately £16,000. The Headteacher advised that it is not expected that this will be the actual surplus at year end as there are some areas of expenditure not itemised on this budget. The projections for future years are showing a deficit budget as staffing costs increase and governors will therefore need to monitor the budget very carefully over the next 12-18 months to ensure the budget is balanced.

Governors had discussed different Health and Safety circulars which will be covered on Mrs Broadbent's next Health and Safety visit. The school has been allocated funding from the SCA (previously LCVAP) for completion of the Year 6 roof. The school were able to pay some of the cost from the governors' budget. The original company who did the roof work, BB Roofing, have been awarded the bid. A financial report was given to the committee, and this will be shared with governors.

16 Drills

16.1 Fire Drill

A successful fire drill had taken place on 13 July 2021.

16.2 Critical Incident/Lockdown

A successful critical incident drill had taken place on 13 July 2021.

The Headteacher explained that there was a lack of urgency with the children as they were coming into the school. The Headteacher plans to revise the system so that the drills are done on two separate days so that the children are not complacent.

17 Clerk Update

The Clerk provided the following updates:

17.1 GovernorHub Updates

- Governor Registration on GovernorHub

All governors are registered on GovernorHub.

- Governor Declarations of Interest

Mr Ryan Selby and Mrs Rachel Swanwick need to update their declarations of interest.

- Governors DBS recorded on GovernorHub

All governors have a DBS recorded on GovernorHub,

- Governors Prevent Training
(Prevent Training link: www.elearning.prevent.homeoffice.gov.uk)
Mrs Sara Keaney-Duckworth, Mr Ryan Selby and Dr Letizia Alterno had not completed the declaration to confirm they had completed Prevent Training.

It was noted at Dr Alterno had previously advised that she will not complete the training until it is mandatory.

ACTION: Headteacher/Mr Selby/Mrs Sara Keaney-Duckworth

17.2 General Clerks Updates

- **Senior HMI Ofsted Inspector**

Governors were made aware that Emma Gregory, Senior HMI Ofsted Inspector will be speaking to Oldham Chairs of Governors at the Chairs Briefing on Monday 20 September 2021 at 6.00pm. All governors are invited to [book on](#) and attend this session.

- **[Oldham Learning](#)**

[Oldham Learning](#) newsletters are uploaded onto [GovernorHub](#).

- **Virtual Governor Training**

Governors will be allocated a place via GovernorHub on any virtual governor training that is relevant to their role and lead area of responsibility. Governors can cancel the booking if they are unable to attend.

- **Digital and Remote Learning**

It is recommended that all Oldham school governors watch the recording of the recent Governor Training that was delivered by Louise Astbury (OSFC EdTech Demonstrator School Lead, Assistant Principal Oldham Sixth Form College and School Governor).

The slides for the presentation are in [GovernorHub](#) resources.

The video YouTube link: [Supporting Digital Strategies in Your School](#) (43mins)

- **Coronavirus - COVID-19**

The [Oldham Council website](#) will be updated with any key developments in the local situation. Governors, clerks, staff and parents can sign up for weekly for email alerts here:

www.oldham.gov.uk/info/200609/contact/1425/sign_up_to_email_alerts

Additional support is available to look after your mental health and wellbeing being on the. [Oldham Council](#) website.

18 Date and Time of Future Meetings

RESOLVED: that the next meetings of the governing board should be held on:

- Wednesday 20 October 2021 at 7.00pm
- Wednesday 1 December 2021 at 7.00pm
- Wednesday 2 February 2022 at 7.00pm
- Wednesday 23 March 2022 at 7.00pm
- Wednesday 11 May 2022 at 7.00pm
- Wednesday 13 July 2022 at 7.00pm.

Governors agreed to hold the next meeting in person, should the expected relaxing of rules allow this to happen.

ACTION: Headteacher/Governor Support Service

19 Any Other Urgent Business

The following items of Any Other Urgent Business were agreed for discussion and tabled at agenda item 7.

19.1 PTFA Balloon Race

It was noted that the PTFA are holding a virtual balloon race to raise funds for the school if anybody would like to partake.

There is also a clothing bin in the visitor car park if anybody has any clothing donations.

20 Confidentiality

There were no items of confidentiality.

21 Closing Prayer

(There being no further business, governors were thanked for their attendance and the meeting was closed with the saying of the Grace at 8.10pm).

'Marked as Signed' by the Chair on GovernorHub Date: