



Minutes

Spring Term 2021

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

Wednesday 3 February 2021
via Microsoft
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 Suzanne Hall	Headteacher
	Dr Letizia Alterno	Parent Governor
	Mr Courtney Reece	Parent Governor
	Mr Sam Dainty	Parent Governor

Also Present:	Miss Maria Unwin	Clerk to the Governing Board
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Absent:	Mrs Rachel Swanwick	Foundation Governor
	Mrs Debbie Dorobat	Foundation Governor
	Mr Ryan Selby	Staff Governor

Prior to the start of the meeting, the Clerk confirmed that the meeting was quorate, and all governors had consented to a virtual meeting.

1 **Welcome/Introductions/Opening Prayer**

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

2 **Introduction to GovernorHub**

The Clerk updated governors on GovernorHub progress which has been designed by governors for governors and explained how the system will be used to support them and the governing board.

Governors who have not yet registered were asked to follow the instructions in the email from no-reply@governorhub.com received on Friday 8 January 2021.

Governors noted some information requires updating in GovernorHub, such as committee responsibilities, and the Vice-Chair. It was requested that the Governor Support Service update the information.

ACTION: Clerk/Governor Support Service

3 **Apologies and Consent for Absence**

3.1 **Apologies for Absence**

Apologies for absence were received from Mrs Debbie Dorobat and Mr Ryan Selby.

3.2 **Consent to Absence**

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

ACTION: Governor Support Service

4 **Agree Any Other Urgent Business**

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

- Workshops on Communication and Finance

5 **Register of Business, Pecuniary and Personal Interests**

Governors were requested to complete the declaration section on their personal profile on GovernorHub and list:

- 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 declarations were made.

ACTION: All Governors

6 **Minutes**

RESOLVED: that the minutes of the meetings held on 2 December 2020 and 26 January 2021 be approved as a correct record and marked as signed by the Chair subject to the following amendment:

2 December 2020

Item 12.8 (Greenfield St Mary's Governors Strategy), should read as Meta-cognition Training.

7 Matters Arising

2 December 2020

- 7.1 Arising from minute 9.8 (School Improvement Report), the Headteacher had not yet had any contact with Mrs Eileen Arthur but this will be picked up again in due course when circumstances allow.
- 7.2 Arising from minute 11.3 (Reports or Minutes from Committee Meetings – 5 Point Overview Report), Mr McGuffie noted that he was not able to send videos to his class as the file was too large for his system. It was noted that a Google Classroom for governors could be set up if required.

26 January 2021

- 7.3 The Chair noted that the proposal that was sent in the letter to parents was different to what was recorded in the minutes. Governors agreed that whilst the message in the minutes and the letter are consistent, the letter goes into further detail to make it clearer for parents to understand. Governors agreed that they were happy that the minutes were accurate and that the letter sent out was representative of what was agreed, albeit in great detail.

8 Governor Appointment and Governor Vacancy Recruitment

8.1 Governor Appointments

The recruitment of a Local Authority governor is on hold until lockdown is lifted.

8.2 Governor Vacancy Recruitment

The recruitment of a Local Authority governor is on hold until lockdown is lifted.

9 Headteacher's Report including School Business Critical Decisions

The Headteacher's Report (including school business critical decisions) had been circulated prior to the meeting.

Main points referred to:

- 9.1 The Headteacher noted that this report covers November 2020 – January 2021 and is a shortened version of the usual report, as there are a lot of things that are not happening at the moment, so only necessary information has been included.
- 9.2 There are now 209 children on roll. Since September 2021, there have been three new children enter the school and one child leave. There have been two appeals upheld. There are now 31 children in class 3.
- 9.3 Behaviour in school is extremely good.
- 9.4 The Headteacher had updated the Curriculum, Policy and Standards (CPS) Committee on school improvement.

The school is still continuing with various aspects of school improvement that are relevant to lockdown and online learning.

- 9.5 The CPOMS system is now fully implemented into the safeguarding system. This information is especially relevant to the mental health safeguarding of children during lockdown.
- 9.6 Remote learning is working well and a positive response from parents has been received from the developments in this area.
- 9.7 Staff are accessing training from EdTech in the spring term in the area of remote learning.
- 9.8 The school has offered a full and rounded curriculum even during lockdown.
- 9.9 Staff are accessing whole staff training on the effective development of long-term memory and detailed training on metacognition is being undertaken.
- 9.10 There is high engagement on Google Classroom. The school continues to provide printed packs for those who are not able to access Google Classroom.
- 9.11 The school has been provided with two devices from the government scheme which have been allocated out.
- 9.12 Wherever possible, the school is offering the full curriculum both in key worker care and in online learning.
- 9.13 Weekly wellbeing sessions and Google Classroom sessions are being held with classes.
- 9.14 There are lots of activities taking place this week focussed on children's mental health.
- 9.15 There has been a lot of positive feedback and praise from parents on the virtual learning package being offered to children.
- 9.16 The staff meeting timetable was listed.
- 9.17 Governors noted the very positive feedback that the Headteacher and Senior Leadership Team are receiving about the online learning, as well as delivering learning programmes for key worker children. It is an achievement in these times. Governors appreciate this work being done and they note the positive response from parents and carers.

RESOLVED: that the Headteacher be thanked for her report.

10 **Rising Key Worker Care Numbers Update**

- 10.1 Year 1 children are divided into two groups on a daily basis. Year 3 have occasions where they are divided in two groups as they exceed 15.

- 10.2 Staff were pleased to hear that governors were thinking more carefully about the risks associated with rising numbers. There is some staff anxiety still but the Headteacher is working with individuals to discuss their anxieties.
- 10.3 There will be some financial implications because of rising numbers, as the school has had to draw in extra staff to manage the other bubbles. Staffing is at capacity now. There is a small contingency that can cover these financial implications.
- 10.4 Numbers are still as high but no longer seem to be rising.
- 10.5 The Headteacher explained that she is working with parents and asking them to flex their working days where possible on days where bubble numbers are slightly lower in order for the school to be able to accept the children, and parents have been accommodating of this.
- 10.6 There are approximately 49-50% of children currently attending school.
- 10.7 **Governor Challenge/Support:** A governor asked if the Headteacher is still happy with the decision made by governors.

The Headteacher advised that the arrangement is working at the moment. If there was another class that increased to 15, school would not be able to accommodate this.

11 Remote Learning Strategy

- 11.1 Staff confidence is growing in this area.
- 11.2 The majority of children are well-engaged.
- 11.3 Pastoral checks take place weekly. Some children have daily check-ins with Mrs Barlow, Pastoral Lead.
- 11.4 A number of SEND children are in school
- 11.5 The full curriculum being offered.
- 11.6 There are some concerns for staff wellbeing given they are in school and providing remote learning. Producing videos is taking a lot of time. The Senior Leadership Team is addressing individual concerns and looking at where the school can make efficiencies to reduce workload for staff. Staff are servicing the bubbles in school and then preparing content for Google Classroom after a day of teaching.
- 11.7 The school has been allocated two devices through government scheme and have applied for further devices. The school is also able to apply to the authority which will be done.
- 11.8 **Governor Challenge/Support:** A governor asked how many requests the school had received for devices.

The Headteacher explained that parents are not necessarily requesting devices, but Headteacher had sent questionnaires to assess how children were able to access online learning and found that some children are accessing learning through a mobile phone and others have a shared device between three children. These responses are ranked in order of priority.

Seven more devices have been applied for through government and the school will be applying to Local Authority for those who do not meet government criteria but are struggling to access a device for learning.

- 11.9 **Governor Challenge/Support:** A governor asked if any families had requested extra data to allow children to access the internet.

There had been 22 families request this in first lockdown and they now have access to this.

- 11.10 **Governor Challenge/Support:** A governor asked who keeps the laptops/devices after children return to school.

The school keeps the devices.

- 11.11 **Governor Challenge/Support:** A governor asked what the criteria is for children to be given a device.

Children who are entitled to Free School Meals/Pupil Premium are entitled to claim a device. There are four Free School Meal pupils and five children who are adopted and entitled to Pupil Premium, so the school can claim a total of nine devices for these children. There have been two devices received so far and the Headteacher has applied for seven more.

12 **School Policies for Review**

Policies that had been received and signed-off by the Curriculum, Policy and Standards Committee had been included in the Headteacher's report.

13 **Management of Health and Safety**

Mrs Ruth Broadhurst had circulated a Healthy and Safety report prior to the meeting.

There are a number of issues that cannot be fixed until lockdown restrictions are lifted. The school is doing what it can when it can.

There is damage outside of the Year 1 classroom and it is expected to be an expensive job to fix.

The plans for the flood work, drainage system and riverbank wall are all in the process of being completed. The Local Authority is considering the most effective way of doing this. In the meantime, the Local Authority is being more proactive in the cleaning up of the drains around the area of the school.

The [Health & Safety School Governor Checklist](#) had been circulated to all governors prior to the meeting.

RESOLVED: that Mrs Broadhurst be thanked for her report.

14 **Reports or Minutes from Committee Meetings**

A summary document of recent committee meetings had been sent to governors in advance.

Questions and comments were welcomed.

- 14.1 In the first lockdown, the school received £4.5k from the government to make the school COVID- 19 secure and this was implemented in the first lockdown. Then from November to 31 December 2020, schools were able to claim towards staffing costs for any staff that were in isolation and cover was required because their bubble was still open. The school did not need to use this much; there had been one Teaching Assistant who was covered for two weeks.

The extra Teaching Assistants needed to accommodate extra bubbles will be an additional spend which could be a significant amount depending on the length of this lockdown. It is not known at this point whether there will be any recovery funds made available to schools for the costs associated with this latest lockdown.

- 14.2 The governor account still owes the school budget a sum of money. Whilst there is no rent coming in from school lettings, it is not easy to top it up. Once the school is able to start lettings again, there will be funding available for this.

RESOLVED: that the information be received and noted.

15 **Local Authority Agenda Item for Action**

15.1 **School Prevent Self-Assessment**

The Headteacher updated governors on the completion of the schools Prevent Self-Assessment.

This had been completed at the October meeting, and will be reviewed again in October 2021.

15.2 **Oldham Council School Holiday Plan 2021-22**

Governors were made aware of the Oldham Council School Holiday Plan 2021-22 that has been issued to schools. The 2021-22 Holiday Plan sets 193 days to allow schools more flexibility. The total number of school days for pupils must total 190 days.

It was noted that all schools must have confirm their individual school holiday pattern for 2021-22 to Oldham Council by February half-term 2021.



It was noted that the school holiday pattern for 2021-22 had been agreed by governors last year.

16 Local Authority Agenda Item for Information

Schools Forum

Governors were asked to access and note the summary papers outlining discussions held at the meetings of the Schools Forum [Schools Forum](#) during the Autumn term on 30 September 2020 and 18 November 2020.

Governors discussed the funding allocations that had been considered at the Schools Forum meeting, particularly in relation to the high needs block.

RESOLVED: that the information be received and noted.

17 School Website Compliance

Governors were reminded of their duty to ensure that the school website is up to date (with all relevant web links working) and that the website must meet all statutory requirements. www.gov.uk/guidance/what-maintained-schools-must-publish-online

Governors can access an audit template to review the school website on GovernorHub.

An audit had been carried out recently, and there are a few areas that need to be updated. There are some areas of information that can now be held on GovernorHub.

The Headteacher asked whether office staff are allowed access to GovernorHub in order to assist with administrative tasks. The Clerk thought that this should be possible but would seek confirmation from the Governor Support Service.

ACTION: Clerk/All Governors

18 Chair of Governors Update

There was no report available from the Chair.

All governors were asked to ensure that they view the full report from the [Chairs Briefing](#) and weekly Briefings [Briefing to schools](#) regarding COVID-19 and Oldham Learning which can be found on GovernorHub on the Oldham Governor Service resources tab.

ACTION: All Governors

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

There were no updates available.

20 Governor Personal Development and Training

Governors and Lead Governors were encouraged to book on all relevant E-learning and training through [GovernorHub Training](#)

ACTION: All Governors

21 **Governing Board Health Check**

Governors were requested to complete the GovernorHub [Governing Board Health Check](#) which uses the Ofsted Framework to guide your governing board self-review

It was agreed that this task would be delegated to each committee to answer the relevant questions to their committee. Committees were asked to bring this back to the next meeting.

ACTION: All Committees/Governor Support Service – agenda item

22 **Drills**

22.1 **Fire Drill**

A successful fire drill had taken place on 3 February 2020. Some doors were left open which has been picked up with staff.

22.2 **Critical Incident/Lockdown/Dynamic Lockdown/In Drill**

A critical incident drill had not yet taken place so far this term.

ACTION: Headteacher

23 **Clerk Update**

The Clerk provided updates on:

GovernorHub

GovernorHub is progressing well after it was launched on 8 January 2021 for all schools who have an SLA with the Governor Support Service. Governors are encouraged to spend some time having a look around the platform and using the 'washing line'.

Oldham Learning

Patsy Kane OBE is currently the CEO of Oldham Learning and Clare Cheetham is the Deputy CEO of Oldham Learning.

Digital and Remote Learning

Patsy Kane CEO of Oldham Learning has asked that governors are aware that digital and remote learning has become a major aspect of the delivery of learning and all schools are now required to have a quality digital curriculum. It would be helpful to have a Lead Governor – Digital and Remote Learning who has ICT skills and maybe contacts.

Oldham Learning can organise a network and training to support governors. If a school hasn't got a governor who is able to take on the role, they may want to consider joining up with another local school. Governors who want to volunteer to join a network please email their interest to gbsupport@oldham.gov.uk

It is really important that governors and the Chair make sure their school knows how many students lack access to devices or data. The school can apply for data support and there is funding for laptops coming through from different sources all the time. The school will need their information to be able to respond to these offers. More information can be found: [here](#)

The combined GM Authority have been campaigning for funding and refurbished tech/ bundles schools can register the needs of their school here: <https://www.gmconsult.org/digital/gm-tech-fund-school-requirements/>

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

24 School Lettings

- 24.1 There had been no school lettings.
- 24.2 The Headteacher explained that there is an ongoing issue with polling day for May 2021 in terms of use of the school building. There have been ongoing discussions with the Local Authority on this. Somebody from the Local Authority will be visiting the school tomorrow and it is highly likely that the school will be instructed to close for polling day.
- 24.3 There is the option to have Year 6 home learning for that day. However, there is still a concern regarding so many people accessing the school building, even though it will be confined to one end of the building.
- 24.4 The Headteacher advised that there are two options; close the school to all children and add an extra teaching day in July 2021, or accept that there are risks involved and that the school will mitigate the risks as much as possible and inform Year 6 families that remote learning will take place on polling day.
- 24.5 **Governor Challenge/Support:** A governor commented that the Year 6 classroom may not be suitable for polling day. Under current rules, there must be a separate entrance and separate exit, so this would not pass the risk assessment.
- 24.6 The Local Authority has looked at other venues but to date, there have not been any feasible options. The church could possibly be available as an option.
- 24.7 **Governor Challenge/Support:** A governor commented that there would be wider issues with drop-off and pick-up times and car parking to consider.
- 24.8 Governors agreed that they categorically do not want to close the school, but if they have to, they will. This is preferable to keeping school open to pupils and having Year 6 at home for remote learning.

25 **Date and Time of Next Meeting/Future Meeting**

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

Wednesday 24 March 2021 at 7.00pm.

ACTION: Headteacher/Governor Support Service

26 **Any Other Urgent Business**

The following items of Any Other Urgent Business were agreed for discussion and tabled at agenda item 4.

26.1 **Workshops on Communication and Finance**

The Headteacher will be in contact with governors involved to set up these sessions. Governors agreed that 3.30pm on Thursdays would work well.

ACTION: Headteacher

27 **Confidentiality**

There were no items of confidentiality.

(There being no further business, governors were thanked for their attendance and the meeting was closed with the saying of the Grace at 8.25pm).

Signed: _____
Chair

Date: _____