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SUMMER Term 2020

The Governing Board of Daresbury Primary School

Minutes of the Full Governing Board Meeting held remotely on Thursday,  
9 July 2020 at 17.30.

Meeting commenced 17.31

Composition of Governing Board:

Present	Name	Category of Governor	Date of end of tenure	Designated Role
✓	Mr M Pocock	Trust	31 August 2020	Chair of Governors, Arts, Safer Recruitment Trained
✓	Mrs J Grimes	Trust	31 August 2020	Literacy
✓	Mr J Lavery	Trust	7 June 2024	
✓	Mrs E Robinson	Trust	30 June 2023	
✓	Mr M Sherwin	Trust	26 March 2023	Vice Chair, Training and Support, ICT, Mathematics
				Children and Young People in Care, Child Protection and Safeguarding, Anti-Bullying champion, Educational visits, Safer recruitment trained
✓	Mrs H Watts	Trust	31 August 2020	
	Mrs A Windridge	Trust	31 August 2020	SEND, Science
	Mr P Mackenzie	Parent	2 May 2023	
✓	Mr J Paget	Parent	22 February 2021	Pupil Premium
✓	Mrs Z Unsworth	Staff	10 July 2022	
✓	Mrs K Zuger	Staff	31 August 2020	SRE, Safer recruitment trained
				Principal, Safer recruitment trained, Child Protection, Children and Young People in Care
✓	Mrs C Roberts			
✓	Mrs A Dunabin			Clerk to Governors

Prior to the meeting all Governors present had agreed to meet remotely.

**1. Apologies**

Apologies had been received and were accepted from Mrs Windridge and Mr Mackenzie.

**2. Declaration of pecuniary interests.**

Mr Pocock declared his relationship to Mrs Pocock, manager of Moore pre-school.

Mrs Zuger is on the committee of Moore pre-school.



### 3. Membership

- i. Mr Joe Lavery was welcomed to his first meeting of the Governing Board as a Trust Governor.
- ii. Mr Pocock's, Mrs Watts' and Mrs Windridge's terms of office as Trust Governors will end on 31 August 2020. All their applications have been approved for a further four year term.
- iii. Mrs Grimes will resign at the end of her term on 31 August 2020 and there will then be a vacancy for a Trust Governor. Mrs Grimes was thanked for her time as a Governor and stated that it had been a privilege to serve on the Governing Board. Governors thanked Mrs Grimes for all her support for the Governing Board and for the school.
- iv. Mrs Zuger's term of office as staff Governor will end on 31 August 2020. Staff have elected Mrs Zuger for a further four year term.

### 4. Minutes of the meeting held on 27 February 2020.

The minutes were **agreed** and signed by Mr Pocock (Chair of Governors).

### 5. Matters Arising

None to record.

### 6. Chair's Action

None to record

### 7. Principal's Report including Safeguarding

The Principal referred to her previously circulated report and highlighted the following:

- The school is currently open to limited numbers – 50-58 children – all vulnerable children are now back in school. This has gone well for two and it has been more challenging for the third.
- An email has gone to parents sharing some statistics; engagement over the lockdown period has been 98%. The lowest it ever fell to was 90%. This speaks volumes for the quality of provision. Staff did chase families who were not engaging and gave them support to do so.

On behalf of the Governing board the Chair recorded thanks to all staff as those figures are outstanding. The Principal advised that she is very proud of everything the staff have done. The achievement has been phenomenal with a small number of staff. The daily videos have been well received as have the weekly special mentions. A lot has been done to engage the children and it has been a virtual opening of the school. The variety of communication has been extensive.

- Online interviews were held for MDAs and three have been recruited; there will be six MDAs from September so one can be assigned to each class bubble.
- Two children will leave the school from September so the NOR for September will be 168 possibly 169.
- Trust updates – the rebranding is going ahead, a name is yet to be agreed. Work is being done on personnel and staff across the Trust.



There will be a new performance management policy.

- A new type of web site is being considered which would be pre-populated with all statutory documentation. Governor information may be put on Governor hub. The vice chair advised that he would look at information for Governor hub.
- The new school building will be installed by Modulec. They have visited the school and will put in a new temporary road to access the site for the building. No road closures will be required. A survey of the playground will be required before the installation of the temporary road to establish any degradation of the playground which will need to be put right if it occurs following the build. The completion date should be 20 August 2020. The building may not have a brick casing by this date, but all the internal fixtures and fittings will be in place.
- Recovery plan – from September three classes will operate during the normal school day and the other three will come in at 9 am and finish at 3.30 pm.
- From a Teaching and Learning perspective September to October will be the recovery plan which will concentrate on maths, English, PHSE and PE. The school has bought into Jigsaw for PHSE. Assessments will be done subtly, and the identified gaps will be plugged. Two adults are assigned to each bubble. Seesaw will continue to be used. Staff are most concerned about writing and think that there will be big gaps to plug. The school is in a good position to go with a shorter recovery programme. There may be some children who receive additional interventions after the October half term.

*Q: If you discover that a large percentage of children will be behind at half term will you continue with the recovery curriculum?*

*A: Yes, we will make the assessments and make the decision to continue or not.*

*Q: Have we got any targets?*

*A: We have run over the targets for the summer term to the end of the first half term in autumn?*

*A: Have you got a plan for introducing other subjects?*

*A: Science would have to be re-introduced first; IT is across the whole school and children will be having MFL. There are some subjects that we can't do eg music. When writing has come back we can introduce writing in other foundation subjects.*

*Q: What about a second wave?*

*A: We know what we can and can't do, we now have a model that we can work with.*

*Q: Have you had any feedback regarding being closed over the summer holidays.*

*A: No feedback at all.*

- The MAT has approved a further INSET day on Wednesday, 2 September. Children will come into school on 3 and 4 September. Reception will start on 7 September; transition has not been possible.
- All the new children have been in the outdoor area on individual visits to meet the teacher and the TA. Distant transitional work has been

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done. W/C 7 September will be a transition week and the reception children will all start full time on 14 September.

**8. School Improvement Plan**

The School Improvement Plan has been written and will be circulated W/C 13 July. The SIP from last year has been impacted because of lockdown in terms of outcomes; but much of the rest of it has been completed. A large element of the SIP for next year is to do with the new MAT curriculum. The behaviour aspect will be tied down. Leadership and Management focuses on ensuring that the new NQT and RQTs are secure.

EYFS - the focus will be on the new outdoor area.

The SEF is also completed and will be circulated.

**9. Budget 2019-210 and 2020-21**

The budget has been done centrally by the MAT team and the Principal; it was submitted to the MAT board and approved by them. There was £50k additional income this year. Extra expenditure amounted to £39k. The cost of a new teacher has been included in the 2020-21 budget and a balanced budget has been set.

*Q: What about claims for expense relating to Covid-19?*

*A: The government has now said that a lot of things we thought we could claim for we now can't. We need to wait and see. Any additional costs from September will have to be covered by the school budget.*

*Q: What about staff absence insurance?*

*A: It is something we can look at and maybe something that the MAT arranges centrally. It has not been built into this year's budget.*

There is £502k of income which is an increase of £25k. Expenditure is predicted to be £518k which will result in an overspend of £3k which is much less than first predicted,

**10. Calendar of Dates for 2020-21**

To confirm that the full governing board meetings for the next academic year will be held as follows:

Autumn term      Thursday, 5 November 2020 at 17.30

Spring Term      Thursday, 25 February 2021 at 17.30

Summer term      Thursday, 10 June and Thursday, 8 July 2021 at 17.30

Governors agreed that the committees would meet virtually next term.

The Principal's performance management review will take place on 29 September 2020 with the interim review on 9 February 2021.

**Meeting closed 18.54 following discussion of confidential business**

Mr M Pocock, Chair of Governors, Daresbury Primary School

Signed by email.....Date 9 November 2020