

Hartington CE Primary School – Board of Governors

Minutes of Governor Focused meeting held on Wednesday 21st October 2020 – 4:30 in school.

Governors Present: TB (Head Teacher), AI (Co-Chair + Parent), JF (Staff + Temp Clerk), SB (Local Authority), KW (Parent), JD (Foundation), TP (Co-Opted). and DH (Co-Opted).

Associate Members Present: None

Apologies-: LB MBE (Co-Chair + Foundation),

Minutes written by JF temporary Clerk to Governors.

Minute No	Details	Action
Procedural Matters		
Purpose of Meeting	<p>AI welcomed everyone to the meeting and read a prayer for the guidance of the governors, staff, pupils and the school.</p> <p>The purpose of the focused meeting was to discuss in greater depth agenda items from the previous FGB on the 16th September identified by the Co-Chairs of governors. It was also proposed and agreed that for all documentation that is forwarded to governors prior to a meeting any questions are to be emailed to the head teacher prior to the meeting to ensure this information is available at the meeting which will utilise time spent in the meeting. As we are a small school with limited governors it is an inefficient use of governor time to divide the governing body into separate committees which in turn will feedback relevant information at a FGB meeting. Therefore, it was a unanimous decision by all governor present that all governors are on all committees.</p>	
Item – 1 21-10-2020	<p><i>* Update from Head to Governors on Covid impact</i></p> <ul style="list-style-type: none"> - Covid measures - Current and 'Recovery' curriculum - Contingency curriculum - Current Government guidance <p>TB had a meeting via Microsoft Teams with Paul Hunter (Link Advisor) and Gayle Shields (Senior Link Advisor) on 13th October 2020. This was to discuss how the school had adapted during the Covid 19 pandemic and the measure put in place. As part of the meeting TB completed the Education Improvement Service documentation which bullet pointed all actions and next steps undertaken since the implementation Lockdown on the 20th March 2020.</p> <p>80% of the pupil returned to school when it re-opened in June. Throughout the period before the summer vacation teaching focused on skill based tasks, finding out what work pupils had undertaken at home and renewing their friendships. During this time the pupils worked in small groups developing confidence, self-esteem and resilience. The school adhered to all government guidelines regarding Vulnerable, SEND, Pupil Premium, Looked After Children and those children who were part of the transition process ie: children starting and leaving school. The governing body and parents were continually updated with all relevant information entering school from the DfE and Local Authority. When school re-opened in September the pupils quickly settled back into the new routines, engaging with staff and the adapted curriculum and time table. As part of these ongoing changes parents were not allowed into school, different drop off and pick up times, social distancing and regular hand sanitizing. Staff revisited key skills (times tables/spelling and reading) and focused on PSHE (mental, emotional and physical wellbeing). The 'Rainbow (Recovery) Curriculum' was introduced and the teaching of the curriculum carried on from March where it had</p>	

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	<p>been left. Staff modelled positive language, delivered activities which allowed pupils to overlearn and revisit previous skills and concepts, and all successes celebrated to help build self-esteem and boost confidence. In class 1 the pupils use their I-pads every morning to practice number bonds, multiplication tables and spellings. They are encouraged to challenge themselves by setting their own targets. It was found that the Class 2 pupils have a greater understanding about what is happening in the world and just wanted to get back to some normality within the school regarding their learning. After the initial work within the Rainbow Curriculum the children requested that these activities cease.</p> <p>TB reported that some pupils were failing to report incidents to staff members and were going home reporting them to parents. A letter has been sent home asking parents to encourage their child/children to report incidents when they happen to a member of staff so they can be dealt with before they go home. Parents have been reminded that they can email or phone the school to arrange a consultation should they have any worries.</p> <p>KW -Asked what children were reporting at home?</p> <p>TB – Replied that children were falling out and not reporting incidents to the member of staff on duty. It was also noted that parents were finding it difficult not being able to access staff as much as they had in the past (Open door policy) due to Covid 19 and social distancing. TB reiterated that the class teacher should be the first point of contact and not herself. Due to the pupils being taught in three groups TB is not readily available in the mornings due to having to be in class, as some members of staff don't start work until 9am. To help with the staffing issue regarding the 'Meet and Greet' AI & LB have been manning the entrance door on a rota to help. AI felt that a lot of the problems were due to lack of communication. TB stated to the governing body that parents were still accessing all teachers at the end of the school day regarding work, incidents, behaviour etc so she was surprised when parents had informed a governor about their lack of access to teaching staff. Parental exchanges which required more privacy and a longer consultation had also been provided during this first term.</p> <p>The pupils taught in class 1 are Y1/EYFS, class 2 - Y5/6 and Y2/3 & 4 in the hall. This allows for more focussed teaching based on individual progress and access to the curriculum. The I-Pads allow the pupils greater independence to follow their own learning pathway whilst revisiting key skills.</p> <p>AI – Asked if the pupils would catch up as they were revisiting last years' curriculum and as the government had stated that every child would be back on track by July 2021. TB stated that she wasn't going to set that target at the present time as she did not want to put an unrealistic pressure on both staff and children. This will be reviewed at the end of the autumn term. Tb reported that some pupils initially found it very difficult to formulate a sentence together of more than six words, when they returned to school in September. Now they are writing sustained pieces again. Pupils learn by quality first teaching, modelling of language and skills and being encouraged to 'have a go' and not be afraid to get it wrong. TB said she was pleased with the progress at the end of autumn term 1.</p> <p>TP asked if Ofsted had started visiting schools again. AI informed the FGB that no full inspection will be undertaken before January 2021. Interim visits are being undertaken covering 3 main areas, Remote learning, Recovery Curriculum and talking to the Senior Leadership Teams. No observations will be undertaken and they are reported to be being very supportive. At present they seem to be focusing on grade 3 & 4 schools not those who currently hold a good or outstanding grade. TP Asked if we had that information ready. TB said that she had relayed back information to the Local Authority regarding the criteria Ofsted are requiring and relevant information has been uploaded onto the school web site ie: updated policies and risk assessment</p>	
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under the Covid 19 tab on the policies menu. Copies of all information sent to parents and governors are on the schools system. Staff were informed electronically, face to face and through virtual meetings. The questions that will be asked are ‘What did we do during lockdown?’; ‘How did we bring pupils back to school?’; ‘How are we teaching?’; ‘What are you doing to prepare for any further lockdown or pupil having to self-isolate?’. The Home learning page that was set up during lockdown with lessons, links to numerous web sites where online learning could take place, Physical activities, Collective worship ideas, stories and fun games. A private Forum was also set up for staff and children to share what they were doing during the home learning period. In some instances, pupils didn’t have access to the internet or poor connection, in these circumstances paper copies were made available, also EYFS & SEND pupils can’t always access computers so paper copies were made available. TB & JF were in school during the whole of lockdown, they spoke to parents and pupils on numerous occasions, encouraging them and giving guidance on access to activities, links, forum and passwords. Families did miss the face to face contact and are still feeling isolated due to not being allowed in school.

Due to government funding a Learning Platform via Google is in the process of being set up. Staff have received initial training but will require further support. Joe at IT Just Done (the schools IT provider) is assisting with this. This will allow staff to teach remotely, upload pre-recorded lessons, teach a self-isolating child via a ‘Google’ link, while teaching the rest of the class and upload lessons. This system is GDPR compliant but staff will have to be aware of the ‘Keeping Children Safe In Education (KCSIE)’ and including keeping pupils safe on line. Once up and running staff intend to use the application in school to help both pupils and staff familiarise themselves with how to use the system. Following this it has been suggested that parents will require support and the opportunity to practice at home. A crib sheet to help parents will be compiled. Due to some families having more than one child and them each requiring their own devices plus parents may also be having to work from home it was decided that paper copies of lessons would also be required. Videoed lessons uploaded can be accessed at different times of the day which would help to alleviate device issues. AI felt that the expectations on parents were unrealistic and that some pupils have already had 6 months off and that having some pupils in school and some at home would be challenging for the school to deliver accessible lessons. JD said that the expectations were correct and that if we didn’t have them then parents wouldn’t. TB stated that she understood it would be difficult for parents as some would be unable to give their child the same support as a teacher. The huge expectations that have been placed on parents were immense. It was felt that children had learnt different experiences during their home learning time and were more confident to have a go. They had returned to school with a positive impact to learning.

AI asked how would pupils be assessed and would results be adjusted to reflect the lockdown? TB informed the meeting that the present Y2 pupils would sit the Y1 Phonics test in autumn term 2 which they had missed due to the lockdown and at the end of KS1 year SAT’s tests in May 2021 would be taken as would KS2 SATS.

TP – stated that “Expectations lead to unhappiness, manage today in the ‘Now’, Zero expectations.” AI reiterated that we have to be prepared with the learning platform for the possibility of a further lockdown and produce packs of paper copies. The question was raised as to if I-Pads could go home for pupils to use? TB stated that this would be dependent on insurance, home school agreement and who would replace the I-Pad if they accidentally got broken or damaged! AI stated that families that hadn’t their own I-Pad probably couldn’t afford to pay for a replacement. TB felt that this solution was untenable as the school could possibly have to replace all 18 I-Pads. AI suggested that an IT technology audit be undertaken among the families. KW & AI are to collate this. TB stated that Elton were not going down the line of using a learning platform as it would be too difficult for a small school so would continue to upload

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	<p>files to the web site. KW felt that more parents were working from home and that structured lessons would be better than lessons via the Learning Platform. TB said that staff would work with parents to support learning. At present we have 18 pupils in the school who are being taught via an individual curriculum, which at times is proving challenging.</p> <p>Due to the pupils being taught in three groups, 4 more computers have been purchased for the hall and a large interactive TV. Funding from the government has been applied for but not yet confirmed.</p> <p>TP has been very supportive during the whole Covid pandemic forwarding letters/documents/information from his daughter's school. These have helped focus the content of letters sent to our parents.</p> <p>Pupils have proved resilient since their return to school and have coped well with all the restrictions and changes. It was felt that during the lock down period pupils couldn't see an end date, but with self-isolation they know it is only for 10/14 days so their attitude to learning remains constant during these absences. Some parents had informed the school that they had found the Forum difficult to access despite receiving support from the SBO. The cause of the difficulty seemed to be due to having to access the website then the forum with a username + password. Due to the pupils being able to load personal photographs and share their work with each other the Forum had to be secure and GDPR compliant.</p> <p>The Cornerstones scheme of work which the school follows has been updated this academic year. It has moved away from downloading lesson plans to teachers being able to adapt pre written lessons plans electronically to suit their pupil's needs. At present both schemes are being used in unison but by September 2021 the original scheme will be phased out leaving Cornerstones Maestro in its place. The original programme has assessment and individual age related expectations and will continue to be referred to. The Cornerstones Maestro curriculum assesses the pupil's progress and attainment through the success criteria of the lessons delivered, which the teacher uploads. Science is taught in isolation but links are made to the content of this curriculum where ever possible. The scheme of work doesn't include RE but the school follows the RE agreed syllabus 2020/2025. A 'Deep Dive' into curriculum areas will be undertaken during an Ofsted inspection and evidence of teaching must be maintained. A recovery curriculum was created for the return in September, which was called a 'Rainbow Recovery Curriculum' (Copy to governors). Due to the resilience and self-confidence of our pupils the full content of this curriculum has not been delivered. PSHE and the daily delivery of Collective Worship continually underpin the children's spiritual, moral, social and cultural development (SMSC) and understanding of British Values.</p>	
<p>Item – 2 21-10-2020</p>	<p><i>* Structure of meetings and future dates</i></p> <ul style="list-style-type: none"> - New Governors - Posts for new Governors/ Clerk -circulate info from TP <p>AI welcomed DH to the meeting and apologised for not welcoming her at the beginning as she hadn't realised it was her first session due to AI not being present at the last FGBM on the 16th September.</p> <p>A further member of the community has expressed an interest in becoming a governor. Their letter of introduction had been forwarded to the FGB before the meeting. Following discussion JD proposed that they be accepted and SB seconded. JF is to write a letter and invite them to the next FGB, as an associate, on the 25th November.</p> <p>The dates of the 2020/2021 FGB meetings have been added to the web site and emailed out to governors. 25th Nov, 27th Jan 2021, 17th Mar, 19th Mar and 14th July. JF stated that the March 2021 date may need altering due to the budget requiring approval.</p>	

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	<p>Due to the volume of work involved with the position of Clerk to Governors JF is finding it hard to complete the work in the time allotted and is finding that she is having to complete some of this work during her SBO hours due to the overlapping of the tasks. The extra focused meetings on top of the 6 FGB meetings are going to create further work. Due to this TB requested that the Clerk to Governor hours be increased to 3 hours per week. Following consultation, while JF was out of the room answering the phone, it was agreed by the FGB to increase the hours if JF would agree to remain as clerk. JF agreed to continue as clerk for the next academic year, when she would reconsider.</p> <p>It was agreed that all reports, policies, Head teachers report and any other paperwork would be forwarded prior to the meeting allowing governors time to read and return any questions they may have, to save time during the FGB meetings. Actions etc could then just be minuted and policies signed off.</p>	
<p>Item - 3 21-10-2020</p>	<p><i>* Promotional marketing material</i> <i>KW</i> <i>- Newsletter- circulate the last draft</i> <i>- Adverts/ Video</i></p> <p>KW has very kindly produced a draft 8-page promotional Governor Newsletter with articles about events, curriculum and services the school is able to offer. It also included photographs. Once the final draft has been passed LB has agreed to get the newsletter professionally printed by Green-Aways and the cost covered by the Community Group. The newsletter is hoped to encourage potential families into the school. This will be distributed along with the November edition of the N & V's to potential households (not holiday homes). It was suggested that an electronic copy be sent to local estate agencies, copies be taken to the new housing estates at Harpur Hill.</p> <p>Any events that the school undertakes need to continue to be forwarded to the local newspapers to hopefully get them published. Thanks to Becky Cassidy we received a fantastic write up following the Macmillan Virtual Tea Party in memory of Bel Kerr. This was in many of the local papers.</p>	
<p>AOB 21-10-2020</p>	<p>A pupil has come up with the idea of recycling writing implements. A letter has been written to families and a flyer sent out with the N & V's. An article is to be compiled, by the children of class2, for the newspapers to help promote the fundraiser. SB and the post office have kindly agreed to be a collection point along with the school. SB requested a poster for display in the school. The initiative is also to be advertised on the village website, face book and social media.</p> <p>The advert/video regarding the EYFS area is on hold due to the area requiring a 'Make Over'. Due to Covid 19 restrictions we are unable to have sand/ water, dressing up clothes and soft toys. Further resources have been purchased and will require attaching to the walls and fences ie flower chalk boards. Scooters have also been purchased for the class 2 pupils along with additional PE and playtime equipment. The area needs to look active and vibrant to engage children. The weather also isn't helping as resources need painting etc. AI suggested a work party be set up. TB said that the work would be undertaken next term in order to advertise the area before parent's start looking at schools for their little ones.</p> <p>Dave Gibbs's position as care taker has been confirmed today so he can now be allocated jobs to complete apart from the general cleaning of the school. He is to look at repairing the two benches that are situated on the path leading to the playground. The retaining wall on the veg plot is to be painted and a possible mural designed for the front. SB is to approach Lucy Annott for the art work as part of a community wild flower project. It was felt that this may not be undertaken until the summer when the wood would be dry. A possible suggestion was that the mural be painted onto vinyl and pinned in place for the video.</p>	

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	<p>The wind break for the reflective bench has been approved, with a specific size and resources are being sought. David Chapman has agreed to fund £200 from the Local Project Fund. LB has completed the application and the money will be paid to the PTA then forwarded to school.</p> <p>The late Eva Mannion memorial collection is to be donated to school as she thoroughly enjoyed her time with the children. She is to be cremated on the 30th October and a card of condolences has been sent to the family.</p> <p>KJW will officially finish on the 31st October 2020, her last teaching day will be 22nd October where she will be presented with a Blue John earrings, two mugs and a painting of Hartington Church from the staff/governors and pupils. A letter of thanks from the governors is to be sent. Due to Covid, parents and governors will not be allowed into school for her leaving assembly but the children will have a party lunch and Collective Worship to wish her well.</p>	
	Meeting closed 6:30pm	

Signed Date

Signed Date

Co-Chair of Governors - Liz Broomhead MBE & Alison Ivins