

Hartington CE Primary School – Board of Governors
Minutes of a meeting held on Thursday 19th March - 6.00pm in School

Governors Present: None

Associate Members Present: None

Apologies-: None

This meeting was cancelled due to the Coronavirus pandemic

Minutes written by JF temporary Clerk to Governors.

Minute No	Details	Action
Procedural Matters		
	<p>Due to the outbreak of Coronavirus, the meeting scheduled for 19th March was postponed until further notice.</p> <p>Due to certain documents requiring approval the following action was taken.</p> <ul style="list-style-type: none"> • 10-3-2020 – emailed to Governors - SFVS document for their perusal. • 13-3-2020 – Results of parental questionnaire completed during parents evening. Financial Skills and Specific Skills audit results. • 13-3-2020 - 2020/2021 Budget emailed to Finance committee (TB,JF,JD,Al,LB) • 23-3-2020 – email re Governor transparency during Covid19 • 27-3-2020 – email re Future Governor meetings during Covid19 	
1-19-3-2020	<p>23-3-2020 – email sent to governors re further meetings during Covid 19 pandemic</p> <p><i>I would be grateful if you could access the following link regarding governor meetings and read the information provided. If the link doesn't work please copy and paste it into a new tab.</i></p> <p>https://www.governorsforschools.org.uk/news/holding-governing-board-meetings-during-the-coronavirus-pandemic/</p> <p><i>As we do not have approved procedures in place for holding meetings remotely or voting on documents etc we need to put such procedures in place.</i></p> <p><i>Therefore as temporary Clerk to Governors I am writing to you all asking for approval to agree to hold governor meetings via telephone and email. All documents that require approval will need to be done via email so we require a paper trail for audit purposes.</i></p> <p><i>So please reply to this email with your decision ASAP so other documents can be emailed to you for approval.</i></p> <p>27-3-2020 – 2nd email sent to governors re transparency</p> <p><i>As temporary Clerk to Governors I am writing to you all asking for approval to agree to hold governor meetings via telephone and email. All documents that require approval will need to be done via email so we require a paper trail for audit purposes.</i></p> <p><i>For those of you who have already replied regarding your approval to the new governing meeting format please would you also use the following example as a basis</i></p>	

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	<p><i>for your response to amend how we propose and approve agenda items in addition to those of you who have not yet responded:</i></p> <p><i>I (name of governor) approve/ do not approve the temporary proposed amendment to the way meetings are held at Hartington C of E Primary School due to the restrictions laid down by government on Tuesday 24th March 2020 regarding the Corona virus pandemic.</i></p> <p><i>During these unprecedented times and in an effort for the Governing Body as part of the SLT of this school to remain transparent, we need all governors to approve the proposed system of using email to approve documents sent via email. Thereby this will serve to adapt the present system of having to physically attend a full governor or committee meeting for the approval of documentation.</i></p> <p>Following this email all governors replied with their approval of governor meetings being conducted through email and telephone conversations (emails on file)</p>	
<p>2-19-3-2020</p>	<p>SFVS</p> <p>Following the emailing of this document on 10-3-2020 to all governors no questions or amendments were registered. The SFVS was emailed again on the 18-3-2020, as it was apparent the governor meeting wasn't going to go ahead and approval was required so the document could be sent to DCC before The 31st March. It was also emailed again on the 23-3-2020.</p> <p>Following this the document was approved by all governors (emails on file) and the document was signed by the Co-Chair of Governors (AI) and emailed Jane Wallhead at DCC on the 30-3-2020 (acknowledgement received).</p>	
<p>3-19-3-2020</p>	<p>Budget</p> <p>11-3-2020 - email sent to finance committee: <i>With regard to the budget, please can you look through and send any questions you have regarding its content. Then again if you approve it I would be grateful of a written statement saying that you approve it, so we can show transparency.</i></p> <p><i>Once you have all approved it I will email the rest of the governors of your approval before asking for their approval. Then the Co Chairs of Governors will be able to sign the Annex 1 and return to the schools finance officer at DCC.</i></p> <p><i>Thanks again for your help in this matter.</i></p> <p>The budget was approved by the finance committee and details forwarded to the rest of the governing body on the 29th March:</p> <p><i>Following the visit from the Schools Finance Patch officer on Tuesday 25th February the budget for 2020/2021 has been set. The final budget report was sent out to the finance committee of JD, LB, AI, TB & JF and written approval of the budget given via email as in line with the new amendments made for governor meetings.</i></p> <p><i>The schools projected finances remain in line as was stated at the previous FGB meeting on 23rd January and continue to be healthy for the next academic year.</i></p>	

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	<p><i>As governors (not in the finance committee) are you in agreement that the members of the finance committee approve the budget for 2020/2021 on your behalf? Please respond to this email regarding your decision. If you have any questions about the budget please don't hesitate to contact the finance committee and they will reply to your query.</i></p> <p>No questions were raised and the budget was approved via email (on file) Annex 1 was signed by Co-Chair AI and will be sent back to the patch officer after the Easter break.</p>	
<p>3-19/03/20 (3.A)</p> <p>(3.C)</p>	<p>Minutes of the meeting 23rd January 2020</p> <p>Amendments and acceptance of Minutes: These were circulated prior to the meeting but have not yet been approved.</p> <p>Actions List: This was circulated to governors prior to the impending meeting on the 19th March to remind them of the actions on the list.</p> <p>Unfortunately due to the Coronavirus and the compulsory Government lockdown many training events have had to be cancelled or postponed eg: 17-3-2020 GDPR audit review 2hr DCC GDPR training for staff & Governors 24-3-2020. 2-4-2020 Ofsted readiness training. 15-6-2020 E-Safety training for staff/parents/pupils/HYPAC and wider community.</p>	
<p>4- 19/03/20</p>	<p>Head Teachers Report</p> <p>This was written for the meeting but due to Covid 19 taking effect didn't get sent out prior to the meeting on 19-3-2020. Subsequently an extra paragraph was added, before this document was sent to governors, explaining what had been put in place to minimise the impact of Covid 19 on the pupils learning.</p>	
<p>5-19-3-2020</p>	<p>SIP</p> <p>The spring term action plan has been updated and the summer one written. Both documents have been sent out to governors. Due to Covid 19 and spring term being cut short many targets have been transferred to the summer term SIP. <i>Green text represents 'completed' and red text means 'still to do'</i> Included on the summer term SIP are the actions taken for home school learning, this is constantly being reviewed.</p>	
<p>6-19/3/2020</p>	<p>Ofsted</p> <p>Due to the outbreak of Coronavirus Ofsted and SIAMS inspections have ceased as it is deemed unsafe for outsiders to visit schools. It is unsure as to when these will recommence due to the current climate and uncertainty. It is hoped to rearrange the 'Ofsted Readiness' training for all governors once it is deemed safe for people to move around freely.</p>	
<p>7- 19/3/2020</p>	<p>Policies</p> <p>A coronavirus risk assessment has been completed and forwarded to all governors for their approval, which was unanimous. The document has since been sent to all staff including caretaker and cook.</p>	
<p>8-19/3/2020</p>	<p>SIAMS</p> <p>The SIAMS tool kit is still to be completed and KJW has been looking at it during</p>	

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	lockdown. TB & KJW are hoping to complete it during the coming weeks.	
9-19/3/2020	<p>Web Site</p> <p>A Home learning tab has been created on the website for pupils to access suitable learning web addresses, lessons and activities etc during the schools closure. JF has spoken to It Just Done who has created a forum for the children to upload photographs, work or just chat to their friends. This is password protected and each pupil has a unique login and password. The forum also has a password so only school/pupils and their parents can access it. New initiatives, activities, tasks and projects etc. are constantly being added to the site and parents informed via text or email. Parents are also able to access staff via the telephone.</p>	
10-19/3/2020	<p>Term of Office</p> <p>LB's term of office as Foundation Governor was due to expire in April. I have been informed that:</p> <p><i>At present without any PCC meetings or an AGM, the guidance is that all those holding a particular office – churchwardens, secretaries, treasurers, and foundation governors will have their appointments automatically renewed.</i></p> <p>So at this time LB's term of office will be extended for a further four years but will require voting on once we resume meetings.</p>	
11-19/3/2020	<p>Staffing Advice Sourced from HR and Payroll</p> <p>Payment of all permanent staff remains the same during this enforced isolation due to the Covid 19 Outbreak</p> <p>Supply staff which were to undertake hours of a specified period of time (2 days per week until the end of the summer term) – Payment is to be honoured by the school. (email to co-chair of governors to seek permission and confirm this commitment)</p> <p>Supply staff which were employed to support a specific child and which was also dependent on funding – Payment is to be denied due to child being absent from school. The staff member is not eligible for furlough payment due to being employed through Derbyshire County Council (email to co-chair of governors to support and confirm outcome)</p>	
12-19/3/2020	Due to the Coronavirus outbreak all visitors, facilitators, professionals are banned from visiting the school until the government deems it safe to return to normal life.	

These minutes have been written to record actions taken due to the Coronavirus outbreak and Governor Meetings being cancelled.

Next FGB meeting: To be arranged.

Signed Date

Signed Date

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