



**Minutes of a virtual meeting of the Governing Body of Mickle Trafford Village School held on 7<sup>th</sup> July at 5pm**

**This meeting was held via Microsoft Teams at the agreement of all Governors due to the Covid-19 pandemic and government regulations in force at the time**

<u>Present:</u>	
Wendy Lyon	Head teacher
Karen Burnett	
Johnny Williamson	Chair of Governors
Lucy Ward	
Clare Arnold	
Linda Peate	
Ian Ford	
Neil Gordon	
<u>Apologies</u>	
Natalie Harrison	
<u>In attendance:</u>	
Tracy Averill	Associate Member, School Business Manager
Cat Oakes	Clerk to Governors

**1. Apologies**

Apologies had been received from Natalie Harrison.

Resolved: That the apologies for absence above be received.

**2. Declarations of Interest**

No declarations of interest were made specific to the business being discussed at the meeting.

**3. Membership**

**Vacancies:**

The Chair requested whether there were any updates from Governors on vacant positions.

There was a discussion in relation to the Co-opted Governor vacancies and LA Governor vacancy. Potential for a staff member to be appointed as a Co-opted Governor was considered. Johnny Williamson informed that he knew of a potential volunteer.

Action: Advert prepared by the Clerk to be placed.

**Skills matrix:**

The skills matrix was considered. Governors that a member of the local community would be useful based on the scores included.

Action: Governors to send updated scores as necessary.

**4. Minutes of the previous FGB meeting**

Mickle Trafford Village School  
Full Governing Body meeting, 7<sup>th</sup> July 2020



Resolved: That the minutes of the Full Governing Body meetings held on 18<sup>th</sup> May 2020 be approved as a true record and signed electronically by the Chair.

Actions:

Clerk

1. Clerk to prepare advert and form for sending on to local businesses, groups etc – completed.

Governors

2. Natalie Harrison to audit the Asset Register before the end of term if possible – to be carried over.

## **STRATEGIC**

### **5. Recovery Action Plan**

The recovery action plan had been circulated to Governors for consideration.

The Headteacher informed that the school had opened for reception, Year 1 and Year 6. Many positive comments from staff and parents had been received. There were some initial issues which had been quickly resolved. Currently there were 2 reception bubbles, 1 year 1 bubble, 2 year 6 bubbles and 2 key worker bubbles. The school was averaging 92-100 pupils a day. National average was approximately 17% so the school was significantly over this.

The Headteacher suggested that a survey be sent to parents for their feedback in order to then prepare the contingency plan that the school will be required to have for September should a further lockdown be required.

The Headteacher informed that additional cleaning was a burden but all teachers were doing it as required.

### **6. Wider school opening from September**

The Headteacher informed Governors of the changes required for September to allow the school to open for all pupils. The following was highlighted:

- PPA will be completed at home and additional staff room space will be provided to allow the school to be split into zones.
- Class bubbles will be consistent, teachers and TAs can move across bubbles but this will be limited as much as possible.
- Staff that need additional shielding have been accommodated where possible.
- Year 2 will be moved to the hall to provide additional space and doors directly outside. The Year 2 classroom will become an intervention room.
- Lunch will be in the classrooms. A UFSM hot option will be provided and delivered to the classroom by teachers and TAs assigned to the bubble.
- NHS test and trace information will be provided to parents are required in the guidance.
- Attendance will be compulsory from September and parents will be informed.
- External coaching is allowed although cover will be provided by staff where possible. When used any external coaching will be risk assessed.
- School uniform will return in September.
- Wrap around care can open and bubbles should be kept together as far as possible.



The Headteacher confirmed that she will look at those children wanting the provision and will limit the bubbles being mixed as far as possible. Different spaces will be used for each after school bubble with 2 members of staff for each bubble save for the hall. Expecting to have 2 bubbles (clubhouse and hall).

- All playtimes from September will have to be outside to allow cleaning time in the classroom.
- Government guidelines are that full curriculum should be in place by summer term 2021. The Headteacher had no significant concerns that this could not be met based on assessments on pupils returning and expect catch up to have been completed by October half term.

**Q: If we need to extend bubbles for wrap around care will there be additional staffing costs?**

**HT: It might require some overtime costs. Staff can move round so will need to consider once numbers are known. Will need to have specific collection times as children will be in different places.**

**Q: What are the expected numbers for wrap around care?**

**HT: Based on the current uptake, the most expected in the infant bubble is 19 so may need 2 bubbles. There would be 8 in the junior's bubble on current information so only 1 bubble would be needed.**

The Headteacher informed that wrap around care would be opened 3-5pm as a trial on certain nights from the following week starting with reception and Year 1. The charge would be £8.50. Wake up shake up to start from September and a risk assessment was needed.

### **Holiday provision**

The Headteacher informed Governors that holiday provision had been discussed within the cluster and would be shared across schools to provide consistent bubbles including pupils from other schools. The school would host for 2 weeks.

**Q: Is the school doing catch up over the summer for pupils?**

**HT: The holiday club will not be for catch up.**

**Q: Is there any funding available for supporting pupils that might need additional support over the holidays?**

**HT: There is but the school does not know if it will get an allocation.**

**DHT: There is not likely to be a significant impact in doing catch up classes in the summer holiday. If received funds would be better spent in the autumn term.**

There was a lengthy discussion in relation to how bubbles would work for holiday club and after school provision. It was noted that the requirements were onerous but subject to change between now and September.

The Headteacher reported that Ofsted inspections will remain on hold but Ofsted could visit to see how schools were managing reopening. National assessments would take place in summer term 2021.



Governors discussed the contingency plan required should a further lockdown be required. The Headteacher anticipated that parents will request online lessons. The DHT was concerned that many pupils would not have access to technology so this needed to be accounted for.

Resolved: That the update be received with thanks and plan for September opening approved subject to changes in government guidance.

## **REPORTS**

### **7. PPF**

The Headteacher reported that the number of children eligible for PPF is increasing due to the current circumstances. Impact reports were being completed and will be published on the website.

The SPF impact report was being completed and will be published on the website.

### **8. Impact**

Governors considered their impact during the academic year. The following was highlighted:

- Bringing after school care in house to benefit the budget
- School dinner improvements
- Support through Covid-19
- Play House – Christmas
- Financial management and scrutiny of the budget
- Attending Governor:staff curriculum evening
- Adapting to virtual meetings to continue to provide support during the lockdown period

### **9. Chairs action**

There had been no urgent action required by the Chair since the last meeting.

### **10. Data**

The DHT informed that data was being collated to be used as the starting point for next year's planning.

### **11. Budget**

The budget update had been circulated to Governors before the meeting for consideration.

The SBM informed that alterations to the budget required respective approval as they had needed to be made by 1<sup>st</sup> June after the budget meeting held on 22<sup>nd</sup> May. These included:

- Noting the predicted loss of income for the after school club due to the closure during the summer term.
- An overspend in the hygiene budget due to additional requirements for Covid-19

There was a lengthy discussion in relation to budget meetings and it was agreed that the SBM would circulate documents to Governor following each meeting for information rather than waiting for the next meeting.

Resolved: That the budget update be received.

### **12. Date of the next meeting**



Resolved: That the next meeting of the Governing Body will take place on 22<sup>nd</sup> September at 5pm. This will be a virtual meeting via Microsoft Teams.

The Headteacher thanked Natalie Harrison and Clare Arnold for their recent support.

**13. Pay Policy**

Resolved: That the 2020/21 Pay Policy be approved with the acknowledgement that amendment may be required to the DHT payscale.

**14. Chair 2020/21**

Resolved: That Clare Arnold and Natalie Harrison share the position of Chair in the next academic year.

Karen Burnett left the meeting

**15. AOB**

The Headteacher requested Governor approval to the school being open for the first 2 weeks of the summer holiday to host the cluster summer camp. The charge would be £50 a day.

**Q: Is the charge in line with the Charging Policy?**

**HT: The charge was decided as a cluster. Due to the circumstances it was felt that school facilities should be offered at a reduced rate as a cluster to meet the needs of children and families this summer.**

**Q: Is there any cost involved to ensure the school does not make a loss?**

**HT: No as I will open and close the school. The DHT will also assist.**

Resolved: That the charging rate for the school being used for holiday club be approved in the exceptional circumstances.

SIGNED.....

DATED.....

**Actions**

1. Governor advert prepared by the Clerk to be placed.
2. Governors to send updated scores as necessary.
3. Natalie Harrison to audit the Asset Register before the end of term if possible.