



**Minutes of a virtual meeting of the Governing Body of Mickle Trafford Village School
held on 18th May 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	
Natalie Harrison	
Linda Peate	
Ian Ford	
Cat Oakes	
Neil Gordon	
<u>In attendance:</u>	
Tracy Averill	Associate Member, School Business Manager
Cat Oakes	Clerk to Governors

1. Apologies

All Governors were present.

2. Declarations of Interest

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

3. Membership

The Clerk reminded Governors that there were 2 Co-opted Governor vacancies and an LA Governor vacancy. All vacancies should be considered regularly and filled as required in order to fill any skills gaps.

The Chair informed of 2 candidates that he was aware of. Other Governors had received expressions of interest.

It was agreed that an advert should be put together to be given out in the local community with an application form. The Clerk asked if the Governing Body had any skills it required covering in light of the recent Governor terms of office that had ended. Governors agreed that candidates within the local community who had time and commitment to the school would be welcomed.

Action: Clerk to prepare advert and form for sending on to local businesses, groups etc.

4. Minutes of the previous FGB meeting

Resolved: That the minutes of the Full Governing Body meetings held on 25th February 2020 be approved as a true record and signed electronically by the Chair.



The actions were considered and it was noted that some had not been possible due to the Covid-19 pandemic.

- Linda Peate confirmed that the IT Asset Register had been completed before lockdown.
- Natalie Harrison informed that, if at all possible, she would attend to complete the Asset Register before the end of term.

Governors re-confirmed that there were no declarations of hospitality to declare as they had via email in March 2020.

STRATEGIC

5. Covid-19 updates

The school weekly updates had been circulated to Governors before the meeting for information.

The Headteacher shared the recently completed draft plan for school's increased opening for EYFS, year 1 and year 6. Governors were informed that, the school had completed a full assessment based on government guidelines and had concluded that all key worker children, EYFS, Year 1 and Year 6 pupils could be accommodated in terms of space. Each group would be a bubble and the groups would not cross. However, Year 6 could not return to school due to staffing.

Q: Are all parents opting to send their children back?

HT: We have 43 confirmed places across all year groups to date.

The Headteacher informed that the school was still unclear about how many pupils it would need to accommodate as parents had not confirmed their decisions. However the school had since been instructed by the Local Authority not to take any further action until it had confirmed whether it would support school's increased opening. This was awaited later in the week.

The DHT informed that some parents had responded with requests and expectations that the school could not fulfil. Governors discussed that, it would be helpful for the risk assessment to be completed and provided to parents but noted that this could only be done when the Local Authority allowed.

The Headteacher talked the Governing Body through how the key worker children (expected 30 children outside of EYFS, Year 1 and Year 6) "bubble" would be positioned and would move around their allocated space. The Headteacher informed that the draft plan was based on all key worker children attending. The position could change if this was not the case.

Q: How will lunchtimes be staffed?

HT: We have 1 Midday Assistant able to return to work and a TA who is on the rota.

Q: Would pupils bringing a packed lunch help with lunchtimes?

HT: The problem is that teaching staff need a break at lunchtime rather than the preparation of meals.



The Headteacher talked Governors through the draft plan for the EYFS “bubble” and showed how this worked with staffing and space.

The Headteacher then talked Governors through the Year 1 bubble and explained how they would be split between the Year1 and Year 3 classrooms which would required an additional TA to support.

The Headteacher then informed Governors that the plan did not then allow for Year 6 to return to school. This was disappointing as the Headteacher would want to offer the cohort a chance to say goodbye to the school before going to secondary school.

Governors felt that it was difficult to discuss the plan for Year 6 until all parents had made a decision as to whether to send their child to school. It was highlighted that many parents did not realise the need to make a decision in order for the school to plan.

Q: Could a supply teacher be brought into Year 6?

HT: This could be considered when further advice is received.

Governors thanked the Headteacher for the draft plan currently in place and continued to discuss whether the school was in a position to open based on other local schools deciding not to open for children other than key workers.

A Governor challenged the need for the Headteacher to ask parents more directly whether they classed themselves as Key Workers and as Key Workers were they planning on sending their children to school rather than cohort parents.

Another Governor requested that the Headteacher make it clear to parents that there will be blended learning with an emphasis on emotional health and socialising. The Headteacher agreed and felt it was also important that parents understood that children may not be taught by their previous class teacher.

There was a lengthy discussion on the challenge created by Local Authority instruction to schools. It was agreed that a reminder letter could be sent to parents in any event to try to get more confirmation of likely pupil numbers.

The Headteacher informed that before and after school provision could not be provided under the current government guidelines. Governors asked that parents be informed of this as soon as the Local Authority allowed school communication.

There was then a discussion about Year 6 and the impact on the budget of providing a supply teacher. It was considered important that school resources be applied effectively where they would have most impact based on their only being half a term left of the academic year.

Governors wished for the Headteacher to make it clear in the letter that it was for the parents to choose whether their children returned to school and that they should be encouraged to confirm their choice.

The Headteacher informed that all soft toys and furnishings needed to be removed from classrooms ahead of any extended opening.



Resolved: That the draft plan be approved subject to further instruction being received from the Local Authority / Government.

REPORTS

6. Headteacher's report

The Headteacher's report had been provided to Governors before the meeting for consideration.

Q: How will staff who feel they cannot return to school be considered?

The Headteacher provided the policy and informed that any members of staff that did not fall into a category to remain at home would be offered unpaid leave should they not wish to return. Those who wished to continue to be paid would need a doctor's note unless they fell into a category that prevented them being able to return to work.

The Headteacher informed that staff, whilst at home, had been undertaking training including mental health and wellbeing.

7. Admissions

Governors noted that the EYFS was expected to be full in September and that there was an equal mix of boys and girls.

Q: Has there been a good uptake for the after school club?

HT: We have had quite a few parents request places for the after school club including reception children starting in September.

8. Daily register

The Headteacher informed that a daily register was completed for key worker children. This would continue.

A teacher was also contacting parents if they were not engaging with online learning for a period time to see if there were any problems.

The Headteacher had telephoned every parent as a courtesy call.

STATUTORY

9. Policies

Resolved: That the following policies be approved:

Virtual meeting Policy
Working from Home Policy
Bereavement Policy
Safeguarding Policy

10. Asset Register

Action: Natalie Harrison to audit the Asset Register before the end of term if possible.



11. Single Central Record

Action: Clare Arnold to audit the Asset Register before the end of term if possible.

FINANCE

12. Budget update

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

The SBM highlighted the following:

- a) 2019/20 carry forward was £50,429. There was an over spend of £45,925 on the 2019/20 budget. The 2019/20 carry forward had therefore been used to counteract the over spend.
- b) Future predicted deficits would require Governor consideration.
- c) Pupil numbers forecast for the next 3 years identified a projected slight increase in numbers.
- d) Unspent balances at the end of the last financial year were:
 - DFC - £13,970.17
 - School funds - £10,688.33

Q: What could school funds be used for to support the school currently?

SBM: School funds can be spent on improving the whole school for pupils. DFC funds must be used on building work or IT.

Q: Can the balances be carried forward?

SBM: Yes.

Governors discussed the lost income from Clubhouse due to the school not being able to provide the provision during the pandemic and being closed to all but Key Worker pupils.

Q: Will the school be expected to readjust the budget due to this?

SBM: We have not been able to furlough the employed staff as there were not on payroll on 18th March. I have been in touch with the DFE and Local Authority about this but feedback has not been positive and it is likely that we will have to challenge it.

A Governor felt that the school should challenge the rejections of furlough payments to recently employed staff due to the exceptional circumstances. The SBM will keep Governors informed of any response.

Q: Will the clubhouse create an income during the financial year to recoup the loss this term?

SBM: The projected income has been included in the budget and provides for a deficit.

It was agreed that Natalie Harrison would attend the postponed budget meeting on 26th May.

Resolved: That the budget update be received.

13. Benchmarking and catering tender

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The SBM informed that tenders for catering were due by the end of next week with a moderation meeting planned for 8th June. Interviews will be held on 11th June. Natalie Harrison and Johnny Williamson confirmed that they would be available to support.

14. Date of the next meeting

Resolved: That the next meeting of the Governing Body will take place on 7th July at 5pm. This will be a virtual meeting via Microsoft Teams.

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

SIGNED.....

DATED.....

Actions

Clerk

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

Governors

2. Natalie Harrison to audit the Asset Register before the end of term if possible.
3. Clare Arnold to audit the Asset Register before the end of term if possible.