

**BANKS LANE JUNIOR SCHOOL GOVERNING BOARD MINUTES****AUTUMN TERM 2020**

Date: 19 November 2020

Time: 4.30pm

Venue: Video Conference

**GOVERNORS PRESENT**

Mr J Vali (Acting Chair), Mrs A Power, Mrs A Boulderstone, Mrs J Patel, Mr D Bennett, Mrs K Pixton, Mr P Thomas, Mrs E Battersby, Mr T Ellison, Ms J Sturch, Mr A Bassett, Mr E Milner (Headteacher)

**IN ATTENDANCE**

Mr A Lane Governor Support Officer

Clerk	<b><u>OPENING THE MEETING AND ELECTION OF CHAIR</u></b>
	<b><u>Election of Chair</u></b>
	It was noted that Mrs J Graham had declared an interest in the position of Chair prior to the meeting. Additional nominations or expressions of interest were invited; there were no further candidates.
	It was unanimously RESOLVED that Mrs Graham be elected Chair for the agreed term of two years.
	In the absence of Mrs Graham due to work commitments, Mr Vali took the chair.
1.	<b><u>WELCOME AND APOLOGIES</u></b>
	Governors were welcomed to the meeting by the Chair. Mr Ellison, new staff-governor, was welcomed to his first meeting. Apologies for absence were received from Mrs J Graham and Mrs Humphreys (who was unable to remotely access the meeting) and accepted by the governing board.
2.	<b><u>LENGTH OF TERM OF OFFICE</u></b>
	Governors duly AGREED a continuation of the current arrangements. Terms of office will be for two years, with the Chair and Vice Chair remaining in office until the date of the autumn term meeting 2022.
3.	<b><u>ELECTION OF VICE CHAIR</u></b>
	It was noted that Mr J Vali had declared an interest in the position of Vice-Chair prior to the meeting. Additional nominations or expressions of interest were invited; there were no further candidates.
	It was unanimously RESOLVED that Mr Vali be elected Vice-chair for the agreed term.
4.	<b><u>DECLARATION OF INTERESTS</u></b>
a)	<b><u>Declaration of Business Interests</u></b>

	Governors were asked to declare any business, financial or personal interests in any agenda items; Mr Vali made a declaration in his capacity as an employee of Stockport Homes.
	Governors were reminded that they should declare any interest which arose during the meeting.
b)	<u>Business Interest Form</u>
	Copies of the Business Interest form 2020-21 had been circulated prior to the meeting. Governors were requested to complete and sign the form electronically and return it to school for upload to the website.
c)	<u>DBS Checks and Section 128 Checks</u>
	It was confirmed that DBS checks were in place for all governors and that Section 128 checks have been carried out.
5.	<u>CHAIR'S ACTION</u>
	The Chair had been in regular and close contact with the Headteacher during the current situation. Due to this and the agreed financial delegation limits, no Chair's actions had been necessary.
6.	<u>HEADTEACHER'S TERMLY REPORT</u>
	<p>The LA had advised that in the current climate there was no requirement for a written Headteacher's Report; this would be expected from the spring term.</p> <p>Governors had been provided with the School Improvement Plan (SIP) and Covid report. The Headteacher was confident that all the SIP priorities were being addressed. All middle and senior leaders had been involved in its compilation and it built on the recommendations of the Ofsted report.</p> <p>The Headteacher updated the governors upon matters arising from the Covid Report:</p> <ul style="list-style-type: none"> <li>• Costs – these amounted to c£26k. Funds had been committed for extra cover in the office. C£2.5k had been committed for extra cleaning costs. There was a significant outlay to date on cleaning materials with c£3.5k thus far compared to c£600 for the whole of last year. The outlay would rise further due to the evolving picture on staffing and cover. <b>Would costs be reimbursed to the school by central government ?</b> The school had been led to believe so initially, but now understood that this would have to come out of its budget unless it was in deficit. This would likely have an impact on next year's budget.</li> <li>• Pupils – 86 children had had to self-isolate so far, with one testing positive over half-term. To date, the school had not had to resort to closing a bubble.</li> <li>• Staff – 76 days absence had been recorded, 35 of which were for non-teaching staff.</li> <li>• Risk Assessment – this was being updated regularly. Parents were requested to wear face masks when on school premises. The great majority were compliant. Parent governors testified to the effectiveness of the school measures.</li> <li>• Processes – there was regular early morning checking on communications from parents which could influence school class arrangements for the day.</li> <li>• Christmas - there had been a recommendation from the LA that the school finishes on 16 December and arrange for home learning on 17 and 18 December.</li> </ul>

	<p>The Headteacher was averse to this on educational grounds as it would mean pupils being out of school for three weeks. The HT's preference was for school to finish on Friday 18 December and arrange home learning on 21/22 December while using those two days for staff inset. Governors supported this and agreed that the Chair effect a Chair's action in conjunction with the Headteacher with governors being informed of the outcome – <b>ACTION 1</b></p> <ul style="list-style-type: none"> <li>• New fleeces had been procured for staff.</li> <li>• Remote learning – Mrs Senegles, who was working from home, was carrying out Zoom lessons for a small number of children, who were self-isolating. Google classrooms were ready to be used if bubbles had to close. The DHT described how hard staff had worked to arrange this and drafting a related policy. He stressed, however, that its effectiveness was dependent on parental support. A governor commended the school on the quality of the remote learning packs. <b><i>What was the school doing for children without IT hardware at home ?</i></b> It had sent home I-Pads and had just received delivery of three laptops, although this was a long way short of the 43 promised by the DfE.</li> <li>• SEND – the school had just held its first virtual workshop for parents and this had been successful. Clare Frost had just qualified as a SEND practitioner. In view of this, governors approved the HT's recommendation of a TLR point to her. The school was looking to have from next September a SENCO in school every day on a job-share basis between two teachers.</li> <li>• Carol Concert – it was intended to hold a virtual concert. It was also intended to allow for singing in school, with windows open and face masks worn.</li> <li>• The Governors recorded their appreciation of the professionalism and resilience of staff working without breaks. The Chair commended particularly the work of the support staff and especially the Site Manager.</li> </ul>
7.	<u>BOARD DEVELOPMENT</u>
a)	<u>Governing Board Development Plan</u>
	<p>The Development Governor encouraged colleagues to take advantage of the various training sessions, including the new governor induction. Governors reported back on training attended/planned.</p> <p>The Clerk also referenced the NGA on-line training.</p>
b)	<u>End of Term of Office</u>
	There were no terms due to end.
c)	<u>Consideration of Vacancies</u>
	There were currently two co-opted vacancies.
d)	<u>Induction, Training and Succession Planning</u>
	This was not reported on
e)	<u>Stockport Governor Conference</u>
	The 2020 GOVAS conference was postponed due to Covid-19. A date for the 2021 conference will be circulated in due course.
8.	<u>RESOURCES</u>
a)	<u>Budget Update</u>

	This had been covered at the Resources committee meeting.
b)	<u>Approval of Budget 2020-21</u>
	This had been approved at the above meeting as well as the summer term governing board meeting
c)	<u>Presentation of School Fund Audit Certificate OR Approval of School Fund Audit Arrangements</u>
	This would come to the spring term meeting – <b>ACTION 2</b>
d)	<u>SFVS</u>
	Governors discussed preparations for the completion of the SFVS paperwork and its return to the LA by 31 <sup>st</sup> March 2021. The school was awaiting receipt of the new LA proforma. This would come to the spring term Resources committee meeting – <b>ACTION 3</b>
9.	<u>BUSINESS</u>
a)	<u>Committee Structure and Membership, Appointment of Linked Governors, Review of Committee Remits</u>
	Governors had discussed and reviewed committee structure and membership and link governors at the school-based agenda meeting. The Headteacher confirmed that link governors were already making contact with relevant individuals in school. Updated model committee remits had been circulated prior to the meeting; these were AGREED by the governing board. These had also been approved in the previous half-term in the Strategic Plan
b)	<u>Policy List</u>
	This was covered at Resources committee.
c)	<u>Review of revised Governor Code of Conduct</u>
	Governors were referred to the previously circulated document and considered the proposed amendments. The Governing Board Code of Conduct 2020-21 was duly adopted
d)	<u>Previous Governing Board Minutes</u>
	It was RESOLVED that the minutes of the meeting on 24 September copies circulated previously, be approved and authorised for publication.
e)	<u>Action Points from Previous Meeting</u>
	The actions had been completed
f)	<u>Committee Minutes</u>
	The minutes of the following committee meetings were noted by the governing board. Steering – 15 September Resources – 6 October
g)	<u>Policies</u>
	Governors considered and APPROVED the following policies which had been circulated prior to the meeting: <ul style="list-style-type: none"> <li>• Appraisal</li> </ul>

	<ul style="list-style-type: none"> <li>• Complaints</li> <li>• Safeguarding - Governors undertook to read Annex A to the safeguarding policy and confirm on GovernorHub.</li> </ul> <p><u>Pay Policy</u></p> <p>The Headteacher confirmed that a detailed consultation upon the 2020 Pay policy had been held with school staff. The policy was APPROVED by the governing board.</p>
h)	<u>Safeguarding Policy Covid-19 Annex</u>
	The annex had been circulated prior to the meeting and was noted by the board.
i)	<u>Keeping Children Safe in Education 2020</u>
	Governors undertook to read the revised document and confirm on GovernorHub.
	A governor queried whether it was possible to use the Docusign website to allow for this confirmation. The Clerk undertook to look into this – <b>ACTION 4</b>
10.	<u>BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY</u>
	<u>Governance and Governor Development</u>
	Governors were invited to consider their own training and development needs and those of the whole governing board.
	<u>School Improvement 2020-21</u> <u>Assessment Update</u> <u>Schools Estates Update</u> <u>DfE Update upon PSHE</u> <u>SEND</u> <u>SHAPES Alliance Update</u> The guidance was noted by the board.
	<u>Schools' Finance</u> Governors noted the requirement to submit the SFVS to the local authority by 31.3.21.
	<u>Early Years Update</u> Governors noted the questions to support the understanding of EY work within their school.
11.	<u>DATES</u>
a)	<u>Full Governing Board</u>
	28 January, 18 March 2021 at 4.30pm
b)	<u>Committee Meetings</u>
	Steering – 14 January 2021 at 9.15 am Resources – 9 February 2021 at 4.30pm
12.	<u>ANY OTHER BUSINESS</u>
a)	<u>Sharing Email Addresses with GOVAS and NGA</u>
	Governors AGREED to share their email addresses with GOVAS and the NGA.
b)	<u>Inclusion of Contact Details on GovernorHub</u>

	Governors were made aware that their contact details were visible on GovernorHub to all members of the governing board. The Clerk advised that the LA must have a postal address to contact governors.
c)	<u>School Website Compliance</u>
	Governors were advised of two new finance-related requirements detailed within the guidance <i>What Maintained Schools Must Publish Online</i> .
	Governors reiterated their appreciation of the sterling work of staff.
	With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 5.49 pm.

**BANKS LANE JUNIOR SCHOOL  
AUTUMN TERM 2020 GOVERNING BOARD MINUTES  
MEETING ACTION POINTS**

<b>ACTION POINT</b>	<b>ACTION REQUIRED</b>	<b>ACTION FOR</b>	<b>DATE ACTION TO BE COMPLETED</b>
1	Chair's action on deciding on term date end	Chair/HT	Post-meeting
2	Consideration of SFA	Governing Board	Spring term GBM
3	Discussion of SFVS submission	Resources committee	Spring term committee meeting
4	Look into DocuSign facility	GSO	Post-meeting