

**DRAFT MINUTES OF THE MEETING OF THE GOVERNING BOARD
OF St MICHAEL'S IN THE HAMLET PRIMARY SCHOOL HELD AT 8PM ON
MONDAY 29TH JUNE 2020
(via Zoom)**

PRESENT

Amanda Patmore - Chair
 Dave Patmore - Vice Chair / L.A. Governor
 Laura Moreton - Headteacher/Staff Governor
 Laura Pilgrim - Vice Chair / Parent Governor
 Rachael Brackenridge - Teacher Governor
 Judith Roberts - Associate Governor
 Keith Hitchman - Co-opted Governor
 Rona Lucas - Co-opted Governor
 Nena Mitchell - Co-opted Governor
 Oonagh Jaquest - Parent Governor

ALSO PRESENT

Karen Brown – Clerk

	Amanda the Chair welcomed everyone to the meeting	Action
	APOLOGIES FOR ABSENCE	
	An apology for absence was sent by Michael Nickeas. The absence of Jonathan Ellis was acknowledged but no communication had been received.	
	DECLARATIONS OF INTERESTS	
	None	
	MINUTES OF LAST MEETING	
	MATTERS ARISING	
	<p>Governor Challenge: <i>Oonagh Jaquest wanted to draw attention to the fact that a discussion about trying to co-opt a more diverse range of governors had been omitted from the minutes. She thought that action was going to be taken regarding this. Keith Hitchman reiterated that a discussion had happened, and he also felt that the governors needed to be more representative of the diverse back grounds of the children who attended the school.</i></p> <p>Response: <i>Amanda - Chair had compiled the minutes in the absence of a clerk, she apologised that the discussion had not been minuted but moving forward from the previous discussion she had put together a list of roles and responsibilities relevant to the vacant governor posts.</i></p> <p>Chair asked Governors to approve minutes. Minutes were approved.</p>	

	<p>FINANCE - BUDGET</p>	
	<p>Laura - HT talked through the budget. Copies of this had previously been shared with Governors ahead of this meeting. She thanked Karen who was the schools original budget officer and who had now returned to work. Karen and herself had worked extensively on this budget in the last few weeks</p> <p>Key points are</p> <ul style="list-style-type: none"> • Capital funding may be increased and should continue. Key Stage One building work which involves upgrading Year 1 classrooms which are currently small is going ahead. This is more important to do now because COVID-19 and social distancing. The cost is approximately £45,000 and it is presumed that this cost will be reimbursed to school but not until later in the school year. School has already started to get quotes for the building work, one quote has already been received. It is hoped that the work could begin during the summer holidays. One of the companies giving a quote has been used before by school and their work was of a very high standard. • Consultation and restructuring off school had been put on hold, but it was hoping that this would resume soon. • 2020 / 21 balance carried forward £133,000 deficit • 2021 / 22 balance carried forward £9,335 deficit • 2022 / 23 balance carried forward £91,000 in the black <p>These figures have been achieved by</p> <ul style="list-style-type: none"> • The deletion of a two-day role, this still needs to be approved by HR. • It was found that some figures in previous budgets had been set historically high, so savings were made here. • Some savings could be made relating to impending consultation and restructure. <p>In addition, school has advertised for an additional teacher for support and for intervention. She was pleased by the amount of applications that they had received which showed that school was held in high regard and she thanked Laura Pilgrim for help with short listing . School are interviewing six candidates; Laura is proposing that they take the teacher from September even though the restructuring is not coming into effect until December. This will enable whoever is appointed to hit the ground running</p>	

	<p>and support the children some of whom may have been Isolated or in a difficult situation due to lockdown. The post will be a one-year contract this will change the figures initially.</p> <p>The government has said there will be a cash injection to encourage children to ‘catch up’ but she wanted to make the point that money given from the government in the past has been taken away from the local education authority. So, she wishes to do what is best for their children now not wait until a cash injection is received.</p> <p>Governor asked if interviews for the teacher post were taking place face to face.</p> <p>HT replied that they are, interviewers were kept to a minimal and social distancing will be applied, interviews will be on the 2nd July</p> <p>Headteacher asked for the budget to be agreed by Governors. Budget was agreed.</p>	
	<p>GENERAL UPDATE</p>	
	<p>HT is having meetings with the new reception intake there is a lot of anxiety from parents. Things to interest them have been put on the website, activities to interest them. Also, reception children have been invited to school in social groups, the children are only going outside of school, but it is just to alleviate their anxiety</p> <p>Children are getting their reports it is slightly different from other years, but it is important to keep continuity</p> <p>Home hub has been continuing, there are 108 children attending now, so school is at capacity. Laura wanted to thank staff for their commitment to keeping it all going</p> <p>Year 6 prom will be on the 10th of July 4:00 PM to 6:00 PM, it will be outdoors in the yard and adhering to social distance and public health regulations. There's a rainbow theme, Laura invited the governors to attend if they want to. There will be a DJ, if it rains the following Tuesday is the reserved date. School will notify local houses, even though they don't anticipate too much noise</p> <p>ClassDojo is up and running, it's a social networking platform for parents to communicate with school, parents can personally message teachers Rachael Brackenridge said it's been lovely, and things have been shared new babies and new puppies. It only operates between the class and is only for the pupils of that class and the teacher, it's nice for children to see each other and to see what the other children are getting up to.</p>	

	<p>Judith Roberts joined this meeting at 20.47</p> <p>Governor Challenge: <i>.She hadn't signed her child up to it because her child is back in school but had concerns about a social media group in school. If she chooses not to sign up for her child she would be in effect excluding her.</i></p> <p><i>A second governor also had concerns about Dojo. she been researching it and found that 31 different agencies have access to that data, and as someone who considers herself to be quite tech savvy it was very difficult to unpick some of that data. Anything that is free often means that the receiver is considered a commodity.</i></p> <p><i>There then followed a discussion about the difference between link data and identifying data.</i></p> <p>Response: <i>HT felt that if parents wanted to engage then they can, if not they don't have to, and it was purely as a means of engaging with children and so far that only been positive feedback.</i></p> <p>Governor Challenge: <i>Has school thought about how this will work in the long term, if parents are not opting in children might feel excluded.</i></p> <p>Response: <i>HT said that for some families it was their only communication with school, and she was trying to provide as many different platforms of possible.</i></p> <p>Governor Challenge: <i>Covid 19 is not going away and much of the stuff that is being put in place in school and by teachers will continue in September and that is his concern about ClassDojo It is difficult because if school is using something parents feel that school is advocating and endorsing it and there has been a concern about data issues related to this app on the phone this governor didn't want to be negative just raise awareness.</i></p> <p>Response: <i>HT was glad that governors are raising these concerns. She also felt that regardless of what politicians are saying that blended learning will be carrying on. She feels that it was good to have this technology but also good to think about the long-term implications of this technology.</i></p>	
	<p>PLANS FOR SEPTEMBER</p>	
	<p>Laura did want to draw everyone's attention to the fact that although the media is saying that everyone will be back at school in September, the feeling of the Liverpool Primary Heads was</p>	

	<p>that it won't be all children. This is still an unknown situation; goal posts are constantly moving whatever happens she intended to do keep children at the forefront of everything that school did and take it a few weeks at a time.</p> <p>September plans are to have a safe capacity and currently school is at capacity. She's going to let parents know what dates are set in the school year, staff training days and holiday dates but again everything is up in the air .</p> <p>She has scheduled in transitions meetings for staff. She wants to make it clear that recovery curriculum is not just about children catching up academically, some children have been quite traumatised, and it is about reintroducing children back into school. Priority is to try and get school into order to create an environment that is safe and congenial very quickly</p>	
	<p>GOVERNING BODY ITEMS</p>	
	<p>Election of chair At this point Laura Pilgrim stepped out of the meeting.</p> <p>There then followed discussion concerning Amanda leaving the role of chair. Laura was the only candidate for the vacant chair post. Laura was slightly worried about taking on a 3-year term and she's asked if she could do a one-year term. The governors felt that this was a good idea, with the option to extend. This is unusual but governors felt that these were exceptional times. Dave Patmore offered to give her as much support as possible as the vice chair, governors agreed that if Laura would accept they would like her to be Chair for a one-year term. Laura Pilgrim accepted the post.</p> <p>Co-op Governors</p> <p>There is one governor vacancy and there may possibly be another one. Governor Challenge: <i>Can something actively be done about the lack of diversity on the governing board.</i> Response: <i>Chair - a job description of roles has been drawn up by herself and she felt it was very important to get the right people with energy and enthusiasm for the job.</i></p> <p><i>HT reiterated this</i></p> <p>Governor Challenge: <i>Would the board consider exercising positive discrimination to get one or two BAME Co-opted governors?</i> Response: <i>Chair felt that she had to say again that it is crucial to the school that it is the right person of the job.</i></p>	<p>Action Vacant Governor post to be</p>

	<p>Governor Challenge: <i>Wouldn't positive discrimination be a good thing if it showed that the school governors are representative of the diversity off to school, the diversity of the parents?</i> <i>Another governor suggested that if this role was advertised that this role should be advertised in certain places which would be seen by BAME people. He suggested the Muslim Business Centre might be a good place to approach.</i></p> <p>Response: <i>Chair felt that she was too busy to take this forward and she was happy to pass the job of recruiting co-opted governors to someone else.</i></p> <p>Oonagh Jaquest suggested that co-opted governors should be recruited in the same way that anyone was recruited for a job. maybe flyers could be made, the job marketed and then an interview. Chair again said that she couldn't do this in her role as chair before she left the post. A deadline was suggested but considered too soon. Laura Pilgrim who had been elected at this meeting as the next chair said that she would get the text together with the deadline for that the first week in September to advertise the co-opted post, school will try to the lack of diversity amongst the governing body</p>	<p>advertised to encourage diversity on the Governing Board deadline 1st Week September</p>
	<p>STAFFING Laura Moreton wanted to outline future staffing plans and staffing problems.</p> <p>Key points are</p> <ul style="list-style-type: none"> • School is recruiting for two teachers • Also recruiting for a school business manager that is a new post and the deadline for that is Friday the 10th July. As it is late in the term if there are not enough candidates she will re advertised in September • Some staff were not yet back in school, staff with shielding issues, two are clinically vulnerable, one is flatly refusing to come back into school, one member of staff is BAME <p>The point was made that BAME staff are entitled to a separate risk assessment.</p> <p>One of these members of staff had type 2 diabetes but there are a large number of staff back who were also clinically vulnerable, and things had been put in place for them in school for them to</p>	

	<p>continue doing their job. The member of staff concerned is in a support role and that does not lend itself to remote learning. HT is worried how long school can support these staff, both of the staff are being referred to occupational health because she needs advice. Advice from the government is vague on what is clinically vulnerable.</p> <p>Governor Challenge: <i>Based upon the results of the occupational health report are there adjustments that can be made in school?</i></p> <p>Response: HT Adjustments have been made by school full members of staff who are in the same position as these two staff She appreciates that they are anxious but there are expectations of what is reasonable and other staff are mostly all back</p> <p>Laura wanted to thank the staff have gone above and beyond and during this difficult time and she doesn't want to focus on anything negative because so much positive stuff concerning staff have been going on.</p> <p>She recognised that some staff have been affected by the ongoing situation and she has engaged with staff on a 1 to 1 basis. Some staff are accessing counselling. She has scheduled mental health and wellbeing as a focus for inset days. One teacher has been given the responsibility for social and emotional welfare.</p> <p>Two staff have put in requests for reduced hours from September before lockdown. One is a cover supervisor on a rota system and also her mum’s primary carer. She wants to take 2 weeks unpaid leave up to the summer holiday. She wants to drop from 5 days to 3 and drop Mondays and Fridays. This would be really difficult as on those days staff are stretched and need capacity and it would have a detrimental effect on school.</p> <p>CHAIR: Over the years school has tried to be fair about work / life balance but the needs of the children have to come first.</p> <p>After discussion it was suggested that HT could discuss with her if she was open to dropping 1 day.</p> <p>The other request was from someone who was asking to drop from 4 to 3 days. Her role was bigger and didn't lend itself to a 3 day a week post. She is an effective member of staff who liaises with parents. A solution maybe to link her up with another member of staff to form a team of 2 in this role and see if they could forward that way.</p>	
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	Governors agreed to this.	
	ANY OTHER BUSINESS	
	None	Action
	<p>HT thanked everyone for attending the virtual meeting.</p> <p>The Governors and HT wanted to formally thank Amanda Patmore for all her hard work over the last 10 years as Chair and the last 15 years on the Governing Body</p> <p>DATE OF FUTURE MEETING No date set for future meeting.</p> <p>MEETING ENDED 10.35pm</p>	<p><i>Meeting dates to be set</i></p>