

**MINUTES OF THE MEETING OF  
THE GOVERNING BODY OF ST MICHAEL IN THE HAMLET PRIMARY SCHOOL  
HELD AT 5.00pm ON WEDNESDAY 07 OCTOBER 2020 VIA ZOOM**

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**PRESENT**

Laura Pilgrim – Chair  
Rachel Brackenridge  
John Ellis  
Keith Hitchman  
Oonagh Jaquest  
Rona Lucas  
Nena Mitchell  
Laura Moreton  
David Patmore

**ALSO PRESENT**

Terry Brown – Clerk  
Judith Roberts – Associate Member  
Ken Heaton – School Improvement Partner

**20/01 WELCOME**

The Chair welcomed governors to the meeting.

**20/02 REGISTER OF INTERESTS**

- i. Governors were requested to complete their declarations of interest on Governorhub.
- ii. There were no new declarations in respect of agenda items.

**20/03 APOLOGIES FOR ABSENCE**

There were no apologies for absence. L Moreton introduced K Heaton, new School Improvement Partner. Mr Heaton thanked governors for inviting him to the meeting and stated that he looked forward to working with governors and staff at the school.

**20/04 GOVERNORHUB UPDATE**

The Chair read out a message from Cllr Barbara Murray which urged governing boards to focus on the wellbeing of headteacher's and senior leaders.

## **20/04 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting 29 June 2020 were approved as a correct record. There were no matters arising.

## **20/05 FINANCE REPORT**

L Moreton gave a report, the key points were as follows:

- i. Governors were provided with the local authority finance officers report. The report had been reviewed in detail by the Resources committee. The budget had been set in June but did not include the COVID-19 catch up funding which was allocated in September.
- ii. The catch-up funding came with very strict guidelines on how it could be used. It was up to the headteacher how to allocate the funding, as long as it was in line with the guidelines.
- iii. Given the school's context the headteacher had determined that the best use of the funding would be to engage a supply member of staff, with an expertise in Key Stage 1, as an HTLA for the academic year.

### **Governor Challenge**

Governors asked the following questions:

- i. What was basis for how much catch-up funding was allocated?
- ii. If the catch-up funding was focussed on KS1 What was being done for other year groups?
- iii. How many Covid-19 bubbles were there?

L Moreton responded as follows:

- i. The amount of catch-up was determined by the numbers of pupils on roll.
- ii. The use of an HTLA to support KS1 would free up other staff to support other Year groups with targeted interventions and booster classes. As after school provision was not in place for this term because of Covid-19, this meant after school staff could provide support during the school day.
- iii. There was a bubble for each class.

## **20/06 COMMITTEE REPORTS**

Governors had previously been circulated with the minutes of the Standards and Resources committees Of 23<sup>rd</sup> September.

There were not matters arising from the minutes.

## **20/07 POLICIES**

Governors reviewed the following policies:

- i. Class Dojo Policy
- i. Covid-19 Contingency Plan

### **Governor Challenge**

- i. How were staff coping with the additional expectations as a result of Covid-19?
- ii. How were staff workloads being managed taking account of their wellbeing?
- iii. Where there safeguards in relation to parents using Dojo?

L Moreton responded as follows:

- i. The additional work detailed in the contingency plan only apply if a class bubble is required to isolate. Generally, staff were working harder, but staff were dedicated and motivated and staff helped and supported each other.
- ii. Senior leaders had discussed at length about setting targets for staff that were challenging but achievable and did not overwhelm staff. There had been staff wellbeing sessions which were welcomed by staff. Staff can access external counselling support should they wish to do so. Mental health and wellbeing of children and staff was a key priority.
- iii. Dojo interactions were managed by a teacher, senior leaders have access to all messages on Dojo. The policy explains the process if inappropriate messages were posted. Messages can be deleted, and parents' access can be restricted/denied. Any problems would be addressed to the parents directly.

Governors agreed the policies.

## **20/08 HEADTEACHER'S REPORT**

Governors had previously been circulated with the Headteacher's report.  
Arising from discussion:

- i. The staff book had been updated to take account of Covid-19 and distributed to all staff. The INSET days had focussed on a thorough review of all aspects of managing Covid-19.
- ii. Attendance was 96.4% as per DfE guidance this does not include class bubbles that had been sent home or individual families who were self-isolating.
- iii. The CPOMs online system for recording safeguarding concerns/incidents was fully in place. L Moreton thanked the safeguarding team for their hard work in challenging circumstances. There had been an increase in Early Help Assessment Tools (EHATs) many of which included social issues such as housing.
- iv. The elections for School Council were to take place next week.
- v. As much as possible was being done to manage Covid-19 risks. Expenditure on Covid-19 was being monitored in order to claim it back where possible. Children had responded well to the changing circumstances. L Moreton praised the cleaning staff for their hard work in ensuring thorough cleaning reduced the risk of Covid-19 transmission. One member of the cleaning staff was working throughout the school day. L Pilgrim had attended Covid-19 training.

Governors thanked L Moreton for her report and asked if there was anything more governors can do to support the school. L Moreton thanked governors for their support and stated that any level of contact was welcome.

## **20/09 GOVERNING BODY ITEMS**

Governors considered the following items:

- i. The code of conduct had been uploaded to Governorhub.
- ii. Governors were requested to update their biographies for the website.
- iii. L Pilgrim agreed to send the list of class/link governors to L Moreton, who would share the list with staff.
- iv. Governors were reminded of the training on offer through Governors Services.

- v. J Ellis was to resign from the governing board due to work commitments. It was agreed to co-opt Phil Watson and Rebeca O'Hare

**20/10 ANY OTHER BUSINESS**

Governors considered the following items of any other business:

- i. The Haven was unable to operate currently due to the Covid-19 restrictions.
- ii. There had been two incidents of the car park gate hitting staff cars. It was agreed to request the Health & Safety consultant draft disclaimer for staff to sign.
- iii. Governors agreed that proposed staffing restructure for consultation.
- iv. The post of School Business Manager had been advertised but there were no suitable applicants.

**20/11 DATE AND TIME OF NEXT MEETING**

Wednesday 3rd February 4.30pm