

**LOCAL GOVERNING BODY OF ZETLAND PRIMARY SCHOOL**

**NOTES OF A VIRTUAL MEETING HELD ON WEDNESDAY 13 MAY 2020**

**Governors Present:**

**Trustee Appointed Governors:** Mrs M Hill, Mrs S Leng (Chair), Mr P Robinson, Mr J Douglas (Vice-Chair), Mrs M Mamoulides and Mrs B McGlasson

**Parent Governors:** Mrs K Daniels (part of the meeting)

**Head Teacher:** Mr S English

**Staff Governors**: Mrs M Fellows and Mr P Richardson (Deputy Head Teacher)

**Clerk:** Mrs Lisa Noteyoung, Redcar and Cleveland School Governance Support Service

**Also Present:**

Mr C Faulkner, Chief Executive Officer, Ironstone Academy Trust

*The meeting was held virtually and started at 5.00 pm. Of the 13 governors in post at the time of the meeting 10 were present and the required quorum was met at all times during the meeting.*

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| **1.** | **APOLOGIES AND CONSENT TO ABSENCE** | | |
| 1.1  1.2 | Apologies had been received from Mr D Thompson, Ms A Dixon and Ms A Sands.  RESOLVED to consent to the absences of the above named governors.  **ACTION: Clerk** | | |
| **2**. | **ANY OTHER BUSINESS**  No items were declared for consideration under Any Other Business. | | |
| **3.**  3.1  3.2 | | **DECLARATIONS OF INTEREST AND ANY DECLARATION OF GIFTS**  Governors were given an opportunity to declare any interest in a specific matter to be discussed at the present meeting, as well as the acceptance of any gifts, hospitality, awards, prizes or any other benefit which might be seen to compromise the personal judgement or integrity of an individual.  No such declarations of interest were made by governors on this occasion. | |
| **4.**  4.1  4.2  4.3  4.3.1  4.3.2  4.3.4  4.3.5  4.3.6  4.3.7  4.3.8  4.4  4.4.1  4.4.2  4.5  4.5.1  4.5.2  4.6  4.7  4.8  4.8.1  4.8.2 | | **HEAD TEACHER’S REPORT**  **Purpose**  A copy of the Head Teacher’s report had been circulated in advance of the meeting for governor’s consideration.  **Discussion/ Challenge**  The following key points were brought to governors’ attention;  SECTION A: STAFF WELLBEING  Staffing  The Head Teacher advised that the school were able to continue to operate the staffing rota devised to meet the needs of the key worker group. Following a recent announcement from the government advising that schools should open to key year groups (Nursery, Reception, Year 1 and Year 6) from 1 June 2020. The Head Teacher had begun planning and had estimated that the school could meet the needs of small groups of pupils, using a phased return approach.  Sickness  Staff moral remained high and the number of staff members who were self-isolating had remained the same. The Head Teacher had advised these staff members to seek  medical guidance in the event of their twelve-week period ending in the second week of June 2020. HR had explained that there were grey areas at present, in identifying exactly what information schools could request. The Head Teacher felt that it was appropriate and in the best interests of the individual staff to have further discussions with their GP or any other relative medical professional to support their decisions. The school would continue to be as supportive as possible during this time.  The Head Teacher highlighted that individual risk assessments would need to be in place for children and staff members with medical conditions, in light of government advice. He highlighted that this would be problematic under current guidance, as a member of staff in a medium/high risk group may require social distancing to happen and this could not yet be guaranteed in school. There was a need to carefully assess an acceptable level of risk.  The CEO advised that the trust was working hard to ensure robust risk assessments were in place. The trust had begun planning for a phased return and were developing safety guidance for staff members and pupils, who would be kept in small consistent groups. Once plans and risk assessments were complete, governors would be required to meet to make recommendations to the board of trustees, who would ratify each of the schools’ risk assessments. A staff survey had been put together and was almost ready to circulate. Staff members would be asked to share their concerns and the trust would work with staff members to alleviate any worries. Additionally, a parent/carer survey would be issued, to canvas the views of parents regarding the wider opening. Parents would be notified of the school’s provision offer as soon as it was available.  The Chair asked all governors to familiarise themselves with the guidance and to forward any concerns directly to the Head Teacher or Chair.  Staff Wellbeing  Governors **questioned** if the school would remain open during the half term holidays. The Head Teacher advised that if the school were to open to key groups on 1June 2020, as proposed, then the school would need time to plan and staff members also needed a break. It was preferable for the school to close to all pupils during the half-term holidays. Governors were in agreement that the school should be closed during the holidays to support planning and aid staff wellbeing. The Head Teacher noted that the Local Authority were also supportive of this decision.  *Mrs K Daniels left the meeting*  Remote Working  Teaching Assistants (TAs) were currently completing on-line courses and supporting directed work from the Senior Leadership Team (SLT). There were no concerns regarding staff wellbeing at the time of the meeting. Communication remained a strength of the school and staff members felt able to voice their concerns and were well supported.  SECTION B: PUPIL WELLBEING  Safeguarding arrangements  The Head Teacher iterated that there was always a Designated Safeguarding Lead (DSL) on site at school when children were in attendance. A supervision meeting with Mrs Julie Barnett, Trust Safeguarding Lead, had taken place and the Safeguarding Link Governor had been updated. Use of CPOMs continued to be effective when sharing information amongst staff members and tracking communication with families and external agencies.  Contact with pupils not in school had continued. The next round of contacts would happen in the coming week. Staff members had been provided with a sheet to complete each time they made contact with a family and any issues would be brought to the attention of the Head Teacher. There was one family having issues with IT access and the school were exploring options to support this family.  SECTION C: PARENTS AND OUR COMMUNITY  Communication  The Head Teacher advised that there had been no concerns raised directly to school regarding community-based issues. Visits into the community indicated that the school catchment area was relatively settled. However, upon the return of more pupils into school, there was the likelihood that disclosures requiring social care assessment may increase.  School Visits Update  The school was currently in the process of refunding parents for contributions towards London, Raby Castle and the Reception trip to the theatre. This would total £2500.  SECTION D: OTHER SCHOOL MATTERS  The Head Teacher informed governors that he had placed a significant emergency (and previously unbudgeted) order costing £1400, for items such as cleaning chemicals, hand sanitisers, wipes and other required Personal Protective Equipment (PPE). He had made the order based on the government announcement and out of concern for any supply shortages in the event of phased openings after May half –term. All items ordered would need to be used during the coming months. The trust had since secured a reliable source of PPE via the Local Authority.  SECTION E: IRONSTONE ACADEMY TRUST  The Head Teacher Board continued to meet weekly, with meetings having a specific focus, alternating between Finance with the Trust Finance and Business Manager and Safeguarding with Mrs Julie Barnett. Ongoing meetings were also focusing on responding to Government guidance.  **Outcomes**  Governors to arrange to meet and review plans to open the school more widely to proposed key year groups. **ACTION: Head Teacher/ Governors/ Clerk**  Governors to familiarise themselves with current guidance and to forward any concerns directly to the Head Teacher or Chair. **ACTION: Governors** | |
| **5.** | | **ANY OTHER BUSINESS**  There were no further items for the local governing body to consider. | |
| **6.**  6.1  6.2 | | | **DATE AND TIME OF FUTURE MEETINGS & APPROVAL OF DOCUMENTS FOR INSPECTION**  Governors were reminded that the summer term meeting was scheduled for 4.00 p.m. on Monday 15 June 2020.  RESOLVED that the agenda and supporting documents of the present meeting be made available for public inspection with the exception of any document deemed confidential.  **ACTION: Clerk**  Meeting closed at 5.40 p.m.  These minutes have been approved by the local governing body as a true record of proceedings:  **Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |