

**LOCAL GOVERNING BODY OF ZETLAND PRIMARY SCHOOL**

**NOTES OF A VIRTUAL MEETING HELD ON WEDNESDAY 29 APRIL 2020**

**Governors Present:**

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

**Parent Governors:** Mrs K Daniels

**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

Ms A Dixon (Newly elected parent governor, awaiting trustee ratification)

*The meeting was held virtually and started at 5.00 pm. Of the 9 governors in post at the time of the meeting 8 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 Mrs M Mamoulides and Ms A Sands (new trust appointed governor, awaiting trustee ratification).  RESOLVED to consent to the absences of the above named governors.  **ACTION: Clerk** | | |
| **2**.  2.1  2.2  2.3 | **ANY OTHER BUSINESS**  No items were declared for consideration under Any Other Business.  The CEO welcomed everyone to the meeting and outlined the reasons for the meeting. He also gave a brief overview of virtual meeting conduct.  Governors had been provided with a Head Teacher’s report in advance of the meeting. The report addressed all items on the meeting agenda, which had been set by the board of trustees. It was agreed that the governing body would arrange to meet again in a fortnight. **ACTION: Clerk** | | |
| **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  4.2.1  4.2.2  4.2.3  4.3 | | **BUSINESS CRITICAL DECISIONS**  The Head Teacher highlighted key points from his comprehensive report;  Staffing Matters  The school had now received notice of resignation from the Caretaker. This matter had been discussed in depth by the Finance Working Party and was also reported at the previous local governing body meeting. It was proposed that appointment to the post was postponed until after the summer term and that the health and safety responsibilities would also be delegated to an office staff member. The Vice-Chair **questioned** if there was a list of Caretaker responsibilities which went beyond the normal role, which the school could refer to when discussing appointment to the post and future costs. The Head Teacher advised that the current Caretaker was skilled at contractor management, health and safety testing, low level joinery and decorating. The CEO noted that there may be expertise already within the trust, which the school could draw upon.  The Head Teacher also informed governors of a confidential staffing matter which had been detailed within the Head Teacher report.  The Head Teacher confirmed that all staff members had met their performance management targets to date, as agreed with the unions and the trust.  Budget Management  The School Business Manager had been working with the Head Teacher to produce the outturn. This had been submitted to the Trust Finance and Business Manager. The draft budget would be presented to governors in the summer term. | |
| **5.**  5.1  5.2 | | **MONITORING HOW THE SCHOOL IS CONTINUING TO PROVIDE CARE**  Vulnerable Pupils  The school had introduced a rag-rating system to identify and support vulnerable pupils. All parental contact details had been checked and updated. The school would contact vulnerable families twice each week and maintained regular contact with Social Care. Two vulnerable pupils were attending school each day. Home visits were conducted regularly and work was hand delivered to vulnerable pupils. Communication with families of Looked After Children (LAC) and children with Education, Health and Care Plans (EHCPs) was ongoing.  Free School Meals  The new FSM voucher system had now been implemented. There had been some initial issues but these had been resolved by the school. The school had delivered meals to eligible families before the system had been set up. | |
| **6.**  6.1  6.2  6.3 | | **SAFEGUARDING**  A Designated Safeguarding Lead or Deputy Designated Safeguarding Lead was onsite during operating hours, at all times.  CPOMS continued to be used by staff members to log contact made with families and any identified concerns for the DSL or DDSL to action.  The Head Teacher had met with Julie Barnet, trust Safeguarding Lead. Additionally, the Head Teacher was contacted on a daily basis by Mrs Julie McDowell, who was the school’s allocated Local Authority (LA) contact. The school was able to raise concerns with Mrs McDowell and she would provide advice or liaise with the relevant LA teams. | |
| **7.**  7.1  7.2 | | **ANY ISSUES ARISING FROM HOW THE BUILDING IS CURRENTLY BEING USED AND REMOTE WORKING FOR STAFF**  Premises  The building continued to be effectively managed in the caretaker’s absence. Areas of the school had been closed, which made cleaning areas used easier and helped minimise risk. Staff members and pupils continued to adhere to social distancing guidelines as much as reasonably practicable. However, social distancing was difficult with younger pupils.  Remote Working  Teaching Assistants had undertaken some online Continuous Personal Development (CPD), which had been identified by the Senior Leadership Team (SLT). Remote working was going well and staff members were positive and remained in contact with each other. | |
| **8.**  8.1  8.2  8.3  8.4  8.5 | | **SUPPORT BEING GIVEN TO PARENTS AND CARERS TO HELP THEM EDUCATE THEIR CHILDREN AT HOME**  There had been two emergency staff meetings in the week resulting in Lockdown being announced. This meant that staff had already agreed to ensure consistency in the work being sent home to pupils. All work issued was age appropriate, reflected work which had been taught in school and did not rely on IT equipment, so it was accessible to all. Positive feedback had been received from parents and pupils.  The school website had been populated with a range of tasks, support services and resources, which families could access. The school would support all families who did not have access to IT equipment and hard copies of work was available upon request.  The government had announced that laptops would be provided to vulnerable children. Governors **questioned** if the trust had received any further guidance since this announcement. The CEO advised that there were approximately 52 pupils from across the trust, who would be eligible for a laptop. However, the Local Authority (LA) had only been provided with 500 laptops to distribute across all schools within the LA. It was apparent that there would not be enough laptops to meet requirements. Therefore, the schools would have to look at resources and consider loaning out equipment. The Head Teacher highlighted that the school did have some devolved IT funds which could be used in exceptional circumstances.  Governors acknowledged the hard work and dedication demonstrated by all staff members. They asked the Head Teacher to pass on their message of gratitude to staff members. **ACTION: Head Teacher**  Governors gave consideration to the re-opening of the school in the future and how this may be achieved safely, with a phased approach. There was also a need to ensure clear lines of supply for Personal Protective Equipment (PPE) and robust risk assessments would need to be in place. | |
| **9.** | | **ANY OTHER BUSINESS**  There were no further items for the local governing body to consider. | |
| **10.**  10.1  10.2  10.3 | | | **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.  Governors scheduled to meet again virtually before this date on; **13 May 2020 at 5.00 p.m.**  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 5.50 p.m.  These minutes have been approved by the local governing body as a true record of proceedings:  **Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |