



LOCAL GOVERNING BODY OF ZETLAND PRIMARY SCHOOL

MINUTES OF A VIRTUAL MEETING HELD ON MONDAY 2 MARCH 2021

Including Confidential Appendix

Governors Present:

Trust Appointed Governors:	Mr J Douglas (Vice-Chair), Mrs S Leng (Chair), Mrs B McGlasson, Mrs M Mamoulides, Mr P Robinson, and Ms Amy Sands
Parent Governor:	Mrs A Dixon and Mrs K Daniels
Head Teacher:	Mr S English
Staff Governors:	Mrs M Fellows and Mr P Richardson (Deputy Head Teacher)
Clerk:	Miss Joanne Shaw Redcar and Cleveland Governance Support Service
Also Present:	Mrs T Barnes, Zetland Primary School

The meeting was held virtually and started at 4:00pm. The required quorum was met at all times during the meeting.

1. APOLOGIES AND CONSENT TO ABSENCE

- 1.1 Mrs M Hill was not in attendance at the meeting, although no apologies had been received.
- 1.2 RESOLVED to consent the absence of the above-named governors.
ACTION: Clerk

2. ANY OTHER BUSINESS

No items were declared for consideration under Any Other Business.

3. DECLARATION 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. RESOLVED no such declarations were made on this occasion.

Governors agreed to discuss agenda item 10 prior to item 4.

10. SCHOOL BUSINESS MANAGER'S REPORT

10.1 Purpose

To provide governors with an insight into the finance of the school.

10.2 Discussion/Challenge

10.2.1 It was reported that the management accounts included a medium-term plan which showed an in-year deficit for the school due to increased spending throughout the pandemic on cleaning supplies and staffing. The School Business Manager (SBM) asked governors if they would find a monthly COVID-19 report beneficial. Governors confirmed that they would.

10.2.2 New catch-up premium allocations had been based on the October 2020 census data which had resulted in an increase of funding equating to three pupils. The predicted reserves for the school were high at 18%. A meeting between the SBM, Head Teacher (HT), Chair and Vice Chair had been planned for 17 March 2021 to discuss long-term expenditure. Governors were informed of present staff sickness figures. To cover staff absence, the school had employed four supply staff members to work until the Easter 2021 break. Governors were advised that an office staff member had expressed an interest in completing a School Business Manager's training course. Completion of the course would contribute to future proofing skills and knowledge within the school. Governors **approved** the request. The SBM advised that the current staff absence cover provided from the LA did not include administration or casual staff members. She added that the school would use their outturn to cover the costs of those staff who were shielding.

10.3 Outcomes

Governors approved the request for an office staff member to complete a School Business Manager training course.

4. MINUTES AND MATTERS ARISING

4.1 Purpose

Minutes of the local governing body meeting held on 16 November 2020 had been circulated in advance of the meeting, to be approved and signed as a true record. Governors also had an opportunity to question progress with any matter discussed at the above meetings, which would not arise during the present meeting.

4.2 Discussion/Challenge

4.2.1 General Amendment – Name Change

It was highlighted that Mr Robinson's name had been used in place of Mr Richardson's and should be changed.

4.2.2 Matters Arising from Item 5.2.5 – Online Teaching Platform Recommendation

The Chair asked for an amendment to be made on the name of the person who recommended the online platform for reading.

4.2.3 Matters Arising from Item 24.1 – Name Clarification

The Clerk had highlighted a section of the draft minutes where she was unclear on the Caretaker's name. The Chair had replied that the Caretaker's name was Mrs Luxmore.

4.2.4 Matters Arising from Item 9.2.1 – Name Amendment

The Chair highlighted that her surname was incorrect in the draft minutes.

4.3 Outcomes

RESOLVED that the minutes of the previous meeting be approved and signed by the Chair at a later date.

ACTION: Chair

5. HEAD TEACHER'S REPORT

5.1 Purpose

To report on matters such as attendance, safeguarding and Coronavirus, staffing, pupil wellbeing, attainment, curriculum development, stakeholder communication, premises, trust contribution and analysis against Key Performance Indicators (KPIs).

5.2 Discussion/Challenge

5.2.1 Governors were provided with a new format of the Head Teacher's report which aimed to simplify the reporting process through a red, amber, green (RAG) system.

Safeguarding

5.2.2 The number of child protection pupils had increased during the pandemic. All pupils were presently in school except one who continued to be supported by the school and their social worker. All pupils continued to receive regular communications from teachers via phone calls and Microsoft Teams. Parents shared they had found school support extremely helpful.

Health and Safety

- 5.2.3 A new premises report had been developed Janette Luxmore, Lisa (Surname), and the SBM. It was noted that Mrs Luxmore had completed Premises Management training. A Health and Safety audit had been planned to take place toward the end of the Spring term. It was reported that some staff training was outstanding due to lockdown restrictions.

Attendance

- 5.2.4 The HT advised he was pleased with the level of pupil attendance and engagement. Engagement in learning included the use of Seesaw, paper-based work, taking phone calls and being present on Microsoft Teams. Engagement on Microsoft Teams had varied with Years 3 and 4 having a lower participation rate. Year 5 pupils and their parents had engaged well with Microsoft Teams which had created bonding opportunities amongst the school, children, and families. SEN engagement had also increased. The school had created different activities for pupils such as animal projects to maintain a fresh yet consistent approach to education. Governors **queried** whether engagement levels differed based on gender. The HT suggested male pupils had engaged more but further insights would be needed to find out why as the curriculum had been balanced between topics and activities for all pupils regardless of gender.
- 5.2.5 The school would open to all students on 8 March 2021. In the first week of schooling, pupils would participate in Red Nose Day and teachers would focus on motivational and interpersonal skills such as face to face communication, friendships etc. to provide children with a technology break. Governors **asked** if the school had praised pupils who had engaged with learning during the pandemic. The HT replied that all children would be praised for their hard work rather than on engagement levels. He explained that for some children, small tasks had been a big effort and as such it would not be a fair way to praise pupils.

Inspection Report

- 5.2.6 It was reported that some areas of the current inspection had not progressed due to national lockdown restrictions. Instead, the school had focused on remote education and embedding the work they had prepared in the Autumn 2020 term. Teachers would include inspection report goals/targets within School Development Plans. The HT advised that this aspect of his report could be discussed in more detail at the next Local Governing Body (LGB) meeting.

Community Engagement

- 5.2.7 It was noted that wider community engagement activities had not taken place up to the time of the present meeting.

Staff Development

5.2.8 See confidential appendix.

5.2.9 See confidential appendix.

Performance Data

5.2.10 Performance data had been captured at the end of the Autumn term and would be reassessed in the Summer term to identify gaps and refine the curriculum. Governors **questioned** how the school would assess pupils. The HT replied that formal testing would not take place due to the government's decision to cancel Standard Assessment Tests (SATs). Instead, teachers would complete pupil assessments. Mr Richardson contributed that there was a lack of clarity from secondary schools regarding required learning for Year 6 pupils. He added that the trust's Data Analyst – Anthony Conlin - had suggested that students complete an informal SAT based on a previous year's papers to complement teacher assessments. Governors **shared** concerns that school should not put pressure on children to catch up with learning. The HT advised that assessments would not take place until the Summer term.

Finance and Business

5.2.11 Governors agreed this item had been discussed previously.

Contextual Information

5.2.12 It was noted that the school's nursery would be at capacity by the May 2020 half term break.

6. SCHOOL IMPROVEMENT PLAN UPDATE

Governors agreed this item had been discussed previously.

7. SELF-EVALUATION UPDATE

Governors agreed this item had been discussed previously.

8. GOVERNOR FEEDBACK

8.1 Purpose

Governors to provide feedback on any virtual monitoring activities.

8.2 Discussion/Challenge

Early Years

- 8.2.1 Mr Robinson shared that he had enjoyed visiting the school and was pleased to see how positive staff and pupils were. Mrs Fellows commented that EYFS pupils had adapted to different ways of learning very well. Each day they had participated in story time and physical education. They had also taken part in “show and tell” live lessons to develop conversational skills. It was highlighted that both parents and children had enjoyed this aspect of remote learning. A parent governor contributed that their child’s confidence had increased through this work.

Safeguarding

- 8.2.2 Mrs McGlasson contributed that she had continued to participate in structured SEND conversations with the school and that she planned to work with the SBM on a single centre record check.

Mental Health and Wellbeing (MHWB)

- 8.2.3 The Chair highlighted that she and two other governors had formed a MHWB team to ensure messages and issues remained visible for all staff and pupils. She added that a support platform called Headstart had been put in place through the Local Authority (LA) and that the MHWB team had requested further information. The MHWB team had also developed staff, parents, and pupil surveys to gauge levels of support required during the COVID-19 lockdown restrictions. Two governors had begun a Psychological Wellbeing course to enable them to provide crisis support. A Year 1 teacher, Miss Clarkson had written a report on the present climate and its effects on children and staff. The report noted challenges such as unpredictable staff absence and balancing wellbeing across teams. The report also highlighted positives such as increased teamwork and kindness. The HT advised that he had read the report and put additional measures in place to prepare for children returning to school.
- 8.2.4 The Chair asked governors if they would be happy for all future communications to be sent to their Ironstone Trust email address. Governors confirmed they would be. Mrs Daniels and Mrs Mamoulides advised that they had been unable to access their email accounts at the time of the meeting. The school’s office staff had been made aware of the issue. Once issues were resolved, the school’s office staff would forward all email addresses to the Clerk.

8.3 Outcomes

- 8.3.1 School to forward all updated governor email addresses to the Clerk.
- 8.3.2 Clerk to update email records once the updated list had been received.

9. STAKEHOLDER ENGAGEMENT AND COMMUNICATION

Governors agreed this item had been discussed previously.

11. FINANCIAL MONITORING 2020/21

Governors agreed this item had been discussed previously.

12. IT IMPROVEMENT STRATEGY

12.1 Purpose

Mr Faulkner had requested all trust schools to review their IT Strategies and update governors.

12.2 Discussion/Challenge

12.2.1 Prior to September 2020, the school had developed a three-year strategy which included investing in an IT Suite refurbishment, interactive TVs, and additional computers. The school also planned to improve access to iPads, develop a post-lockdown approach to use laptops efficiently and continue with Seesaw for homework tasks as of September 2021. The server warranty for the school was close to expiry and although the server was working without issue, the HT suggested he would like to transition to cloud storage. He advised that as staff may require training for the transition, he felt the best approach would be to renew the existing warranty for twelve months and then move to a cloud platform.

12.2.2 Mr Richardson informed governors that Reading Plus had been delivered to Year 5 and 6 pupils and that the programme had complemented the school's approach to teaching and learning very well. He explained that Reading Plus developed bespoke programmes based on a reading assessment. It then recommended appropriate books for each child which supported them to increase reading pace and improve vocabulary and comprehension. He reported that Reading Plus would not replace teaching but would be used as a support tool.

12.3 Outcomes

The governing board confirmed that the following decisions had been reached in the present meeting.

- Replace all whiteboards with Interactive TVs.
- Lease or buy an additional 30 iPads.
- Transition school IT storage on to a cloud-based platform.

13. SCHOOL RISK REGISTER

13.1 Purpose

To ensure that appropriate consideration of risk was taken in the school to maintain the safety of staff and pupils.

13.2 Discussion/Challenge

The school planned to use the September 2020 risk assessment for reopening in March. The risk assessment would be amended to reflect the latest guidance on facemasks replacing visors. The HT shared concerns that facemasks could affect teaching and learning due to children not being able to read teacher emotions and/or finding it difficult to hear properly when they could not see the teacher's mouth.

14. GOVERNANCE DEVELOPMENT

14.1 Purpose

To ensure good management of governance on the LGB.

14.2 Discussion/Challenge

The Clerk provided a membership update for the LGB, advised on the date for the upcoming Chair's Briefing and future training opportunities for governors such as induction, Safeguarding and SEN. The HT advised that Verito had provided the school with support when completing annual GDPR audits.

15. IRONSTONE ACADEMY TRUST UPDATE

Minutes from the most recent meeting of the board of trustees has been circulated for information purposes.

16. ZETLAND PRIMARY SCHOOL POLICY REVIEW

16.1 Purpose

In accordance with the agreed policy review schedule, policy documents were reviewed regularly and as and when changes in statutory requirements were introduced.

16.2 Discussion/Challenge

The HT informed governors that the school would receive an additional £300 for catch-up funding and that the school would begin catch-up work once staff were back in school.

17. ANY OTHER BUSINESS

There were no items raised as Any Other Business.

18. APPROVAL OF DOCUMENTS FOR INSPECTION

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

19. IDENTIFICATION OF MATTERS FOR TRUSTEES

There were no additional matters identified for trustee's consideration.

27. DATE AND TIME OF FUTURE MEETINGS

Governors were reminded that the next meeting was scheduled to take place at 4:00pm on Monday 7 June 2021.

Meeting closed at 5:35pm

These minutes have been approved by the local governing body as a true record of proceedings:

Chair: _____

Date: _____