

**ST MATTHEW'S PRIMARY SCHOOL  
FULL GOVERNING BODY - MINUTES OF ONLINE MEETING  
WEDNESDAY 14<sup>th</sup> OCTOBER 2020 at 17.00**

**PRESENT:**

R Mottershead (RM) Chair  
D Lucarelli (DL)  
A Gurria (AG) from 17.35  
C Bates (CB)  
R Herbane (RH) from 17.10  
C Jagger (CJ)  
J Murphy (JM)  
R Warwick (RW) from 18.10  
N Perry (NP)

|               |                                    |
|---------------|------------------------------------|
| T Davies (TD) | Headteacher                        |
| A Lewis (AL)  | Assistant Headteacher – from 17.15 |
| L Steel       | Assistant Headteacher              |

**CLERK:**

E Silver

| Item | Agenda Item  | Action |
|------|--|--------|
|      | <p><b>WELCOME</b><br/>The Chair welcomed everyone to the meeting and thanked them for attending.</p>   |        |
| 1    | <p><b>APOLOGIES FOR ABSENCE</b><br/>There were apologies from R Platt. A Lewis and A Gurria had advised they would be joining the meeting late. John Parkin did not attend the meeting<br/><br/>It was noted that the meeting was quorate.</p>   |        |
| 2.   | <p><b>DECLARATIONS OF DIRECT/INDIRECT PECUNIARY INTERESTS</b><br/>There was one declaration of interest – CB reminded the meeting that she is H &amp; S rep for the National Education Union (NEU).</p>  |        |
| 3.   | <p><b>ELECTION OF CHAIR AND VICE CHAIR</b><br/>Since the Vice Chair had not arrived it was agreed that this election should be postponed till later in the meeting so that he could confirm he was willing to stand again.<br/><br/>TD chaired the meeting for the Election of the Chair. Both RM and DL were willing to stand again as Co-Chairs for a further year. There were no other nominations. RM and DL withdrew from the meeting.<br/><br/>NP nominated DL and RM as Co-Chairs and the nomination was seconded by CJ.<br/><br/><b>Rosa Mottershead and Debora Lucarelli were unanimously re-elected as Co-Chairs for the academic year</b></p> |        |
| 4.   | <p><b>MINUTES OF THE FULL GOVERNING BODY MEETING – 8<sup>th</sup> JULY 2020</b><br/><b>Matters Arising/Agreed Actions Update</b><br/>The meeting approved the minutes as an accurate and complete record of the meeting. It was noted that because of the extraordinary nature of the meeting that there were no actions or matters arising. It was also noted that all the minutes from the summer term have now been approved and will be available on the website in the usual way.<br/><br/><i>R Herbane joined the meeting at 17.10</i></p>   |        |

| Item | Agenda Item   | Action |
|------|---|--------|
| 5.   | <p><b>HEAD TEACHER'S REPORT</b></p> <p>TD noted that his report to the meeting was long and detailed to ensure governors were updated on all that was happening during this challenging period. He thanked all the staff for their outstanding hard work in challenging circumstances. He asked governors to note the high attendance rates being achieved at the school (children self-isolating are counted as present in these statistics) – this is an excellent indication of the confidence that parents have in the new Covid-19 arrangements. Attendance is close to the usual level and far higher than at many other primary schools. He noted that everyone; staff, parents and children are co-operating well with the new requirements and there is a determination in the school to make the arrangements work.</p> <p>He asked governors to note that pupil numbers in the school are reduced this year; this is largely due to the high number of children (28) who have returned permanently to their home countries during lockdown and the summer. This reduction in numbers will have an impact on the school's financial situation. Fortunately, the increase in funding per pupil means that the overall income from the school is still higher than the level for previous years and therefore no drastic changes will be needed but the anticipated carryover will be significantly reduced.</p> <p><i>A Lewis joined the meeting at 17.15</i></p> <p>The Safer Streets project has been delayed but it is anticipated that the trial will take place after half term. There will be a closure of Norfolk street for traffic during school drop off and pick up and an additional partial closure on Broad street. Governors asked about what happens to people that need to travel during these times and TD advised that the road blocks are movable so if a teacher was delayed by traffic they would be able to come onto site but that staff would need to plan their journeys to avoid the key periods (maximum of 50-60 minutes closure). The liaison with staff for this project is still to be done but people will need to adjust their schedule if they want to park on the school site – it is not unusual at other schools for the gates to be locked for these periods to improve safety. It was noted that on Broad street there may be potential problems with refuse collections and ARU staff who use the area.</p> <p>TD advised the Meeting that a total of almost £60k was raised by the Parent Fundraising Campaign. This was an incredible effort and means the school has a carryover of a similar amount from last year which will go a long way towards meeting the new funding short fall resulting from the loss of letting income for 2020/21. Without the generosity of parents, the school would have no reserves to act as security in these uncertain times.</p> <p>Governors asked questions in the following areas:</p> <ul style="list-style-type: none"> <li>• There is likely to be a small number of additional children joining the school during the year but currently children on the current waiting list are in years that the school is already full. Other local schools, both in the city and Cambridgeshire, are facing similar challenges. It seems likely that the number of children will remain similar until the Covid-19 threat is over. Year 3 is already over PAN following a successful appeal but overcrowding in the classrooms would be a particular problem this year.</li> <li>• Governors noted that the Head teacher was concerned that staff were tired and asked for more explanation. TD and one of the staff governors confirmed that whilst there is not more work all the teachers are having to be more vigilant and every activity needs to keep to a tight schedule. Keeping up this level of scrutiny every day is very tiring. In addition, staff have needed to be very creative to make things work within the new limitations e.g. the way TAs work has been very different. Staff have to be thinking all the time about whether they are doing everything necessary to keep people safe in the school and this is an added pressure.</li> <li>• It was noted that there is revised guidance on shielding for vulnerable people. TD noted that 2 members of staff had not returned in this category and that all other staff in the group have individual Risk Assessments, but further implications have not yet been assessed. Even in Tier 3 areas, like Liverpool, there is no recommendation that vulnerable staff should be working from home.</li> </ul> |        |

| Item | Agenda Item   | Action |
|------|---|--------|
|      | <ul style="list-style-type: none"> <li>The school have been able to maintain the carefully planned bubble system to date and interactions are minimal.</li> </ul> <p>Governors thanked the Head and staff for all they are doing to make the Covid-19 arrangements so successful in these challenging circumstances.</p>  |        |
| 3.   | <p><b>ELECTION OF VICE-CHAIR</b></p> <p>RH confirmed he was willing to stand again as Vice-Chair for a further year. There were no other nominations.<br/>RH withdrew from the meeting.</p> <p>DL nominated RH as Vice - Chair and the nomination was seconded by NP.</p> <p><b>Ricardo Herbane was unanimously re-elected as ViceChair for the academic year</b></p>   |        |
| 6.   | <p><b>RAISING STANDARDS</b><br/><b>School Development Plan</b></p> <p>A detailed list of what is being done is given in the Headteachers report. Work is ongoing to ensure all the planning processes are reviewed and appropriate for the current way of working. To ensure there is resource to meet the current challenges some of the longer-term targets have been suspended. The key focus has to be on</p> <ul style="list-style-type: none"> <li>Keeping the school open and safe</li> <li>Ensuring there is an ongoing Catch up plan</li> </ul> <p>Staff meetings have been used to prepare for the opening of school this term and review initial procedures. Later meetings include training on Google classroom and ones towards the end of term will be scheduled when the needs have been reassessed. All meetings are currently online which does make it harder to introduce new initiatives, so these are being put on hold for the time being. If things do not change in the next year then this decision will be re-evaluated. Performance Management for class teachers are currently underway and is providing an opportunity to both reflect on the challenges of both last year and the on year ahead and to identify emerging common themes across the school.</p> <p>Parents evenings will be taking place online at the usual time after half term.</p> <p><i>AG arrived at 17.35</i></p> <p>There has been an early round of assessment for all children to get an overall picture of where the gaps in learning are. All the data will be analysed and looked at in more detail at the next TLOC meeting but early judgements are that for Reading and Maths the children are not too far behind what would be expected in a normal year but that writing is the area where the lack of regular teacher intervention has had the biggest impact.</p> <p>Pupil Premium, SEND and EAL children have been the most likely to have fallen behind and many had a very different experience during Lockdown. It was noted that some children moved into the PP group during Lockdown. Teachers are confident however, that as long as children are able to stay in school then the process of catching up is manageable. Sarah Barratt has expanded the team of parent volunteers who are regularly listening to children reading. AL noted that for Year 2 the main issue is a lack of comprehension of what is being read so help will be targeted in this area.</p> <p>The school will receive almost £49k for the Catch Up Premium and the decision as to how to spend it will be made once further information on the National Tutoring programme is available. It may be more cost effective for the school to use some of the money to employ an additional HLTA to do the work with catch up groups.</p> <p>Governors asked about the following areas:</p> |        |

| Item | Agenda Item   | Action |
|------|---|--------|
|      | <ul style="list-style-type: none"> <li>• whether there had been any impact on high achieving children, but teachers confirmed that they were not seeing a wider range of ability than normal.</li> <li>• With the focus on English and Maths how is the school ensuring that adequate time is allocated to other subjects and were advised that Curriculum Leaders are evaluating this and will be reporting back</li> </ul> <p><b>Remote Education Policy</b></p> <p>This was circulated to governors by email that morning and it was agreed that all governors should review and confirm their approval or advise of changes by email during the rest of the week. TD advised that the Local authority had sent round a framework which the school had customised. He was very pleased that the school now had a policy in place in case it needs to be used later in the year. It provides an opportunity to discuss what can be done and a framework for teachers if a class bubble needs to be closed down because of infection or if the whole school had to revert to online teaching. In summary a weekly timetable will be drawn up with English, Maths and one other subject each day. Instruction will be done through online professionally recorded lessons e.g. White Rose, BBC Bitesize. It will be the job of the teacher to review available material and select prerecorded material, to set accompanying activities and to monitor the work handed in and provide feedback. This is good practice pedagogically and removes the stress of live teaching whilst allowing families to access at convenient times. It is planned that there will be a 1 hour slot each day where the class teacher is available to take questions in a Google meeting room. It is hoped that this will provide contact and motivation for children that are struggling with the work at home.</p> <p>Google classroom is planned for launch soon but this has been held up because only half the Chrome books ordered have been delivered to the school, delaying staff training. The IT Leader is currently recording training videos. Once this is up and running children will be able to hand in work each week – 3 pieces will be marked, and feedback provided but children can submit additional pieces. This will enable teachers to monitor children’s engagement whilst working at home.</p> <p>TD advised that the current plan is that primary schools should stay open even if there is further Lockdown, but these arrangements may be needed if classes need to self-isolate for 2 weeks or longer periods.</p> <p>Where individual children need to self-isolate the teacher will not have time to arrange Google meetings each day, but all other aspects will be in place so that children will be able to continue home learning. In reply to a question TD advised that even if Google classrooms are not set up in time the school have other ways to deliver the necessary material.</p> <p>TD advised that the customised policy needs to be approved by the Board before being sent to the Local authority as soon as possible (deadline 22 October).</p> <p><b>Action: Governors to confirm approval or amendments by email to the headteacher by end of week</b></p> <p><i>Richard Warwick and Chris Jagger joined the meeting at 18.10</i></p> <p>Governors asked about what their responsibilities would be if the whole school needed to go back to remote teaching. The key responsibilities are outlined in the policy:</p> <ul style="list-style-type: none"> <li>• Monitoring the school’s approach to providing remote learning to ensure education remains as high quality as possible</li> <li>• Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons</li> </ul> |        |

| Item | Agenda Item  | Action |
|------|--|--------|
|      | <p>Monitoring by the Board will only be necessary if a significant number of lessons are being delivered using remote learning and that in future the Headteacher's report will include a standing item on how much learning is delivered remotely</p> <p><b>Action: Headteacher's report to include standing item on Remote learning including logging if it is Nil</b></p>   |        |
| 7.   | <p><b>SAFEGUARDING UPDATE</b><br/> <b>Safeguarding and Child Protection Policy plus appendix</b><br/> The Board carries out an annual review of the Safeguarding Policy. AL advised that there have only been minor tweaks to the main Policy. However, an Appendix has been added to deal with Covid-19 arrangements. This document includes awareness that a lock down may impact Mental Health and that the school has a duty to report concerns and liaise with external agencies even when children are not able to come into school. It details protective measures specific to the arrangements for Covid-19 and how attendance is monitored. There is emphasis on teachers being aware of out of school safeguarding situations e.g. County lines exploitation.</p> <p>Governors asked how the school can monitor what is happening when children are not in school and were advised that during the last lockdown senior staff kept weekly contact with children of concern. Where necessary the school provided a laptop or printed out the packs. No significant changes were seen in the number of Safeguarding incidents reported. Reporting is done on an online reporting system which teachers have been trained to use but training for other staff was delayed by the lockdown.</p> <p>Safeguarding training to cover the new additional requirements has been delivered to all staff and will be sent to governors for them to undertake.</p> <p><b>Action: Safeguarding training to be sent to all governors</b></p> <p><b>The Board unanimously approved the Safeguarding Policy and Appendix</b></p> <p><b>Child Protection whistleblowing Policy (to raise awareness)</b><br/> This document was circulated to governors to make them aware of the contents</p> <p><b>eSafety Policy (to raise awareness)</b><br/> This document was circulated to governors to make them aware of the contents</p> |        |
| 8    | <p><b>RESOURCES FOR LEARNING</b><br/> It was noted that the agenda for this FGB meeting also includes the work that would normally be done at the Resources COmmittee meeting this half term. TD advised that he had met informally with CJ, RH and Adrian Strowger (Business Manager) to review the school's financial position.</p> <p>The forecast is currently for an outturn of £61.5k, a slight increase on the original budget figure of £52k. Both income and expenditure are below budgeted figures. However, there are still some big unknowns including expenditure required to cover staff absence if rates of infection were to increase significantly. The supply budget was underspent in the summer term. Having a predicted carry forward of this size is helpful in case of any emergencies or additional requirements for 1 to 1 support. It was noted that the carry forward is very similar to the amount raised by parents and without their incredible support the school would have no buffer this year.</p> <p><b>Finance Report</b><br/> a) <b>Draft Pay Policy 2020</b><br/> In the Headteachers report TD advised that there is one significant decision that the Board need to make. The minimum of the main pay range has been uplifted by 5.5% and the minima and maxima of all other pay ranges have been lifted by 2.75%. Governors have discretion as to whether or not to apply the 2.75% to just the bottom</p>  |        |

| Item | Agenda Item  | Action |
|------|--|--------|
|      | <p>and top of the pay ranges or also to all of the points in between (e.g. to either just UPS1 and UPS3, or also to UPS2). The pay policy provided by EPM is that the 2.75% would apply to all points and this is the figure included in the budget forecast.. This retains the overall integrity of the pay structure of the school, fits with the practice adopted by the overwhelming majority of all schools, fits with union recommendations and mirrors the similar decisions that have been made in previous years.</p> <p><b>The Board unanimously approved the application of a 2.75% increase to all points on the pay scales.</b></p> <p><b>b) Other model personnel Policies</b></p> <ul style="list-style-type: none"> <li>• <b>Management of Sickness Absence</b></li> <li>• <b>Flexible Working</b></li> <li>• <b>Discretionary Leave of Absence</b></li> </ul> <p>TD advised that the Board have one decision to make related to changes made to the managing sickness absence and discretionary leave of absence policies. Both these policies have been updated to include the introduction of statutory bereavement pay from April 2020. This is the pay that a member of staff would be entitled to in the event of the death of one of their children. Governors have two options in relation to this: to pay a member of staff their full salary for two weeks in this scenario, or to have them apply for statutory bereavement pay for those two weeks which would give them 90% of their full salary.</p> <p><b>The Board unanimously approved the first option; that a member of staff who suffered the death of a child should be paid their full salary for two weeks.</b></p> <p>A governor asked a question about whether there had been a change in payment for religious holidays. A review of the previous version indicated that in neither revision were religious holidays paid. Concern was expressed as to whether this was discriminatory since all Christian holidays are within paid holiday periods. TD noted that these decisions were normally based on legal precedent.</p> <p><b>Action: TD to discuss this matter with EPM and find out when payment for religious holidays was withdrawn</b></p> <p><b>The Board unanimously approved the following policies:</b></p> <ul style="list-style-type: none"> <li>• <b>Management of Sickness Absence</b></li> <li>• <b>Flexible Working</b></li> <li>• <b>Discretionary Leave of Absence (subject to clarification about pay for religious holidays)</b></li> </ul> <p><b>c) School Contract Regulations, Financial Regulations for Schools and Camb's Scheme for Financing Schools (raising awareness)</b></p> <p>These documents were circulated to governors to make them aware of the contents</p> |        |
| 9    | <p><b>GOVERNANCE</b></p> <p>TD noted that the Pecuniary Interest form which needs to be updated each year was emailed out with the papers.</p> <p><b>Action: Governors to complete and return the form by email to the headteacher</b></p> <p><b>a) Link Visits</b></p> <p>Link visits have not taken place during Covid-19 but need to start again wherever possible. It was noted that governors have been appointed to the key curriculum areas including Maths, English, Science, Pupil Premium, SEND, H &amp; S and Safeguarding and that these visits should be prioritised. Where there is a Curriculum Leader then</p>   |        |

| Item | Agenda Item  | Action |
|------|--|--------|
|      | <p>governors should contact this person and if possible organize a Google meet online or if it is necessary to visit the school and the member of staff is comfortable then this must be done with social distancing outside school hours when there are no children around.</p> <p>There was some discussion as to whether for some visits e.g. Outdoor Space there needed to be a visit with children in the school. TD advised that unnecessary visits are being discouraged at this time to reduce the possibility of infections. When Ofsted visit schools to do Supportive visits these are done as socially distanced fact-finding meetings with the Headteacher and there is no tour of the school or visits to individual classrooms.</p> <p>It was agreed that Link Visits should not take place until after the Parents evening to help manage the workload of individual teachers (mid- November). Ideally a number of visits should take place before the next FGB.</p> <p><b>Action: RM to send email with priority visits that should take place this term so individual governors can discuss with responsible staff member the best way to carry out the visit.</b></p> <p><b>b) Committee Membership and Link Governors (including Committee for Head teacher’s Performance Management)</b></p> <p>Head Teacher’s Performance Management is done in the second half of the autumn term by a panel of 3 governors (not staff governors or a governor who has declared they are a personal friend). The commitment is for 3 years on a rolling cycle and it was noted that AG has completed his 3 years leaving DL and RH on the panel and NP offered to join the panel and this was agreed by the other governors. The panel meets with the Head and the Local Authority advisor (who helps with the process) to review if objectives set for the year have been met.</p> <p><b>Action: NP to attend Head Teacher’s Performance Management Training</b></p> <p><b>Action: Panel of 3 governors and Head teacher to agree a date and invite LA advisor</b></p> <p><b>c) Governor Vacancies/Parent Governor Election</b></p> <p>It was noted that there are still 2 vacancies for Parent Governors. RH advised that he had been reviewing online voting software and had identified one that provides a tried and tested system with privacy and security at a reasonable cost called “Choice Voting”. It is already used by Schools and Universities so references can be obtained. This package gives both digital and paper options for casting votes and the Returning Officer is able to ensure there is no double voting. A paper option is needed for parents that are not able to get online. The cost is £130 +VAT for 1200 votes. He has carried out an initial test run successfully but will work with other governors to do a final test. He advised that the system can be used to send out information for voters and the system will generate unique links for individual voters to maintain confidentiality. The Head and Governors thanked him for doing this research and it was agreed this package should be used. It was noted that there is normally an opportunity for prospective candidates to meet the Chair and the Co-Chairs confirmed that their email addresses can be sent out so parents can contact them to understand the role better.</p> <p><b>Action: TD to send out an email to request nominations after half term and the election to be run as soon as possible</b></p> <p><i>Ricardo Herbane left the meeting at 19.00</i></p> |        |
| 9    | <p><b>AOB</b></p> <p>There was no other business. The Chair and governors thanked the Head, Senior Leadership team and staff for all the work that is being done in these challenging times.</p>   |        |

| Item | Agenda Item  | Action |
|------|--|--------|
|      | Parent governors confirmed that parents are also very happy with all that the school is currently doing.<br><br><i>Richard Warwick left the meeting at 19.07</i>   |        |
| 10   | <b>DATES OF FUTURE MEETINGS</b><br>Discussion was had as to whether a separate TLOC was needed (as had been done in this meeting by combining FGB and Resources Committee). It was agreed that separate dates should be booked for all meetings and decisions regarding the possibility of combining meetings made closer to the time. All meetings will continue to be held online.<br>Salary Committee (Finance minus Staff Govs) – Wednesday 11 November at 17.30<br>TLOC – Wednesday 18 November at 17.30 – all governors to be invited<br>Resources Committee – Wednesday 2 <sup>nd</sup> December 17.30<br>FGB – Wednesday 9 <sup>th</sup> December at 17.30 |        |
|      |  |        |

The meeting closed at

Signed:..... Date:.....