



Styal Primary School

Valuing the Individual to Believe and Achieve

Styal's bespoke curriculum is broad and balanced taking into account our school's unique characteristics and location. Styal's values underpin all that we do in school fostering independence and resilience. Our children take on the shared responsibility for our community, to drive it forward and make it the best it can be. A love of, and a respect for, the natural environment is prioritised within our curriculum. An emphasis is given to physical and mental wellbeing as these underpin the development of the whole child.

MINUTES OF A VIRTUAL MEETING OF THE STYAL PRIMARY SCHOOL FGB HELD ON THURSDAY 26th MARCH 2020

Governors in Attendance: Claire Holliday (CH) Chair of Governors
Alicia Bellshaw (AB) Interim Head Teacher
Jane Shaw (JS)
Shelley Hennessey (SH)
Christopher Dodson (CD)
Anne- Marie Wedd (A-M W)
Carole Arrowsmith (CA)
Natalie Grandison (NG)
Dave Newbury (DN)
Paul Hampton (PH)

Also in Attendance: Maria Wilson (MW) Clerk to Governors
Sara Chignell (SC) Interim Deputy Head

PART ONE: NON-CONFIDENTIAL BUSINESS

	Due to restrictions in place regarding safe distancing as a result of the COVID-19 pandemic no face-to-face meeting was possible. Approval had been secured by the Chair of Governors to hold the meeting virtually using TEAMS. Governors approved . An abridged agenda was discussed focusing on essential decisions needing to be made.	
		Actions
1	APOLOGIES AND AOB ITEMS Joanne Hudson was unable to join the meeting due to technical difficulties.	

	<p>The meeting was quorate.</p> <p>The following items of additional business were raised for discussion in Item 15: AOB:</p> <ul style="list-style-type: none"> • The skills matrix. • The reconfiguration of the F&P/P&C Committees. <p>Governors requested a pause in discussion at 8pm to join the national applause for the NHS workers. This was agreed.</p>	
2	<p>CONFLICTS OF INTEREST</p> <p>The annual pecuniary interest forms had been completed by all Governors.</p> <p>The following conflicts of interest were noted:</p> <ul style="list-style-type: none"> • Jane Shaw: Governor at Wilmslow High School • Dave Newbury: Independent Grammar School employee <p>No conflict was declared with the business of the meeting.</p>	
3	<p>MEMBERSHIP</p> <p>The following points were noted:</p> <ul style="list-style-type: none"> • There are no changes to the membership of the Board of Governors. • Currently there is one vacancy for a Co-opted Governor in accordance with the constitution. • Shelley Hennessey's term of office expires on the 12th September so a Staff Governor election will need to be held in the second half of the Summer Term 2020. If schools remain closed due to the COVID-19 situation until September an election would need to be held in the Autumn Term 2020. SH could be appointed as an Associate Governor for the autumn term. 	
4	<p>PART ONE MINUTES AND MATTERS ARISING</p> <p>The Part One minutes from the autumn term meeting held on the 2nd December 2019 and their attendant action log had been circulated to Governors in advance of the meeting.</p> <p>The minutes were accepted as a correct record of the discussion held with two small amendments to be made:</p> <ul style="list-style-type: none"> • The school was working towards maintaining the Sport Gold Mark not achieving it. • Information regarding the school intake should have read 12 for 2019 and 21 for 2020. 	

	<p>Action: To amend the Autumn Term Part One minutes in two places</p> <p>There were no further matters arising from the minutes.</p> <p>The action log was reviewed and the following points made:</p> <ul style="list-style-type: none"> • A-MW will complete Exclusions Training when CE resumes its training schedule. (The schedule was suspended on the 17th March 2020.) • Action: Clerk to resend the PREVENT link to Governors. • Action: Governors to send the Clerk their PREVENT certificates to lodge on Governor Hub (GH) • Q: Is the renewal of the photocopier contract to be discussed today? A: A-MW advised the meeting that she had looked at the proposals and returned them to Sally Hunt (School Business Manager). Under the current circumstances there is no urgent need to discuss the situation today. <p>Action: To send her report regarding the photocopying contract to Governors</p> <p>SC joined the meeting.</p> <ul style="list-style-type: none"> • The Learning Walk scheduled for the 23rd March 2020 where DN and JS were reviewing Geography had been cancelled due to COVID-19. • Action: To forward previous Learning Walk feedback to the Clerk to lodge on GH • Action: To ask Jenny Nolan to show CH how to upload documents to the school's website 	<p>Clerk</p> <p>A-MW</p> <p>Clerk Govs</p> <p>A-MW</p> <p>JH</p> <p>CH</p>
<p>5</p>	<p>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</p> <p>The Part One minutes from the following Spring Term meetings had been circulated to Governors in advance of the meeting:</p> <ul style="list-style-type: none"> • Learning & Achievement held on the 27th February 2020 • Finance & Premises/Personnel & Communications held on the 3rd March 2020 <p>Governors had no questions regarding the minutes.</p> <p>Action: To email amendments to the Teaching & Learning and the Finance & Premises minutes to the Clerk</p>	<p>AB</p>

<p>6</p>	<p>FINANCIAL MATTERS</p> <p><u>Approve the draft annual budget for 2020-2021</u> A copy of the school's budget papers had been available for the F&P/P&C meeting on the 3rd March 2020. The 3 Yr Plan had been circulated to Governors in advance of the meeting.</p> <p>Q: Can we approve the document today? A: It was agreed that a further meeting of the F&P/P&C meeting was required before this could be done.</p> <p>Action: To review the budget at a future meeting prior to recommendation at the FGB</p> <p><u>To review Budget v Actuals for the current year 2019-20</u> Governors were advised that this item had been reviewed at the F&P/P&C meeting on the 3rd March. A deficit carry forward of £7,688 was projected for Y1; £30,016 for Y2 and £102, 522 for Y3.</p> <p><u>To update Governors on progress against the 3 year budget plan</u> Governors were advised that cost cutting options needed to be explored for Y2 and Y3 to redress the projected deficit figures.</p> <p><u>To set and evaluate the cost of the staffing structure for 2019-20</u> Governors were advised that this process is currently in progress with a view to redressing the projected deficit figures.</p> <p><u>To review and approve the School Financial Value Statement (SFVS) to be submitted at the end of March</u> This document had been circulated to Governors in advance of the meeting. CH and Sally Hunt had completed the document over a period of two and a half days.</p> <p>A new feature of the SFVS is the Dashboard: which Governors were directed to. CH advised Governors that this is a useful insight into the school showing its percentage expenditure on various items as a percentage of total expenditure. Moving forward information from this document would be reviewed in F&P meetings.</p> <p>To note:</p> <ul style="list-style-type: none"> • The school spends approximately 45% of its total expenditure on staffing which is mid-range compared to similar schools nationally. • The school spends a lot of money on supply teachers putting it in the top 20% of similar schools nationally. • Expenditure on premises puts the school in the top 10% of similar schools nationally. <p>Q: Why is this? A: The answer to this was uncertain as the school does not spend a lot of money on premises. This item refers to Paul</p>	<p>F&P Comm</p>
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	<p>Docherty's salary. He is a full-time Site Manager who works 5 hours per day.</p> <p>Q: Surely this item cannot just refer to the Site Manager? A: The suggestion was made that it might also include the one-off expenditure on the new boiler.</p> <ul style="list-style-type: none"> • The school's expenditure on teaching resources placed it in the lowest 10% of similar schools nationally. Governors were advised that this was on account of the school receiving two grants which had been spent on teaching resources. • The Dashboard shows the school's reserves and balances as a medium risk in comparison to similar schools nationally. • Average teacher costs are broadly in line with similar schools. • The Senior Leadership as a percentage of school workforce is in the highest 20% of similar schools nationally. • Pupil teacher ratios are broadly in line with similar schools. • Teacher contact ratios are lower than recommended. • The predicted percentage pupil number change in 3-5 years at -4.3% is a medium risk. • The average class size puts the school in the top 10% of similar schools nationally • The outcomes data from the Inspection Summary Data Report indicates that progress in reading, writing and maths is either below or well below average. <p>Governors were asked to read the SFVS checklist to be familiar with its content.</p> <p>CH advised the meeting that the deadline for SFVS submission had been extended by CE from the 31st March 2020 to the 24th April 2020.</p> <p>Action: To circulate the SFVS for Governor approval</p> <p>Action: To read and approve/recommend amendment to the SFVS</p> <p><u>To review and approve the Manual of Internal Financial Procedures (MIFP)</u> The MIFP had been circulated to Governors in advance of the meeting. Governors were advised that the document was a work in progress: it was the bible of school management. Governors were further advised to look through the document and be familiar with its key elements.</p> <p>One addition to the document this year has been the inclusion of an Emergency Business Continuity Plan to include a COVID-19 section.</p>	<p>CH</p> <p>Govs</p>
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	Action: To read the Manual of Internal Financial Procedure and approve/recommend amendment to it	Govs
7	<p>PART ONE HEAD TEACHER’S REPORT AND MATTERS ARISING</p> <p>Governors were advised that no written Report had been presented: it was not deemed appropriate at the current time. Instead AB presented the following verbal report:</p> <ul style="list-style-type: none"> • 5 members of staff are either self-isolating or choosing to shield members of their family. • The school has remained well staffed throughout the closure period. AB advised the meeting that this is a possible benefit of employing a number of part-time staff members. • The school has remained open every day. The number of children on site has varied. Details of the children who are receiving support were referred to the Part 2 minutes. • An Easter holiday rota has been compiled. All members of staff have been asked to complete one day per week. There will be two members of staff on site at any given time. All members of staff have agreed to support the rota. It has been further agreed that members of staff will receive days off in lieu at a later stage in the year. All parents have been emailed regarding the Easter provision. Dependent upon responses the school might not need to open at all. <p>Q: How many key workers’ children are entitled to remain at school? A: Families registered interest for 8 children. Initially the school was anticipating between 15 and 20 children. However the majority of those families have found a way to keep the children at home. Government advice was to leave children in school as a last resort.</p> <ul style="list-style-type: none"> • There had been discussion of opening a hub for children to attend. This had, though, been rejected unless staffing shortages prevented schools remaining open. <p>Q: Did Styal have the lowest number of pupils in attendance? A: No some schools had already closed because there were no children. (One school was named) Most schools were looking after a similar number to Styal. Wilmslow High School had only had 8 pupils on site today. AB repeated the point that the Government’s message was very strong that attendance at school should be as a last resort.</p> <ul style="list-style-type: none"> • Plans are in place to monitor vulnerable children: all Special Educational Needs and vulnerable pupils have been assigned a key worker who makes contact with them twice a week and reports back to AB; for pupils with an Educational Health Care 	

	<p>Plan a teacher and teaching assistant had provided personal plans which have been sent out.</p> <ul style="list-style-type: none"> • Members of staff have been deployed to work on the curriculum. • Teaching assistants are completing on-line training units. <p>The meeting paused at 8pm for the NHS appreciation applause.</p> <ul style="list-style-type: none"> • The parents of children entitled to Free School Meals (FSM) have been contacted and offered food parcels. AB advised the meeting that last week only 6 of the 13 eligible families collected a food parcel from school. This week the number has increased to 10 out of 13. AB further advised the meeting that the sustainability of providing food parcels is under review as she and SC cannot continue to shop for the contents of the parcels. Chartwells have agreed to make up the parcels. They will be reimbursed at some point by the Government. The Government has also promised a redeemable voucher system. • AB has created a WhatsApp chatroom including all members of staff. • A Facebook site has been launched. Currently it has 80 followers. • AB informed the meeting that the LA and the Government are sending out daily communications providing advice for schools. The latest emphasises the importance of maintaining safeguarding process and procedure where ideally the Designated Safeguard Lead (DSL) and the Deputy Designated Safeguard Lead (DDSL) should be on-site. If this is not possible risk assessments should be provided to cover all eventualities and the DSL should be on call at all times during the school day. <p>Initially it was stated that there needed to be a First Aid trained member of staff on site. Now the guidance is that it is a requirement to have first aid kits on site only. AB has re-circulated the school's First Aid Policy to all members of staff and designated First Aid trained members of staff are on call. All teaching staff have also been required to complete on-line First Aid training.</p> <p>AB advised Governors that this is a constantly changing situation.</p> <p>Governors thanked AB and all members of the school community. WELL DONE!</p> <p>Action: To send a letter to members of staff thanking them for their professional and exceptional response to the COVID-19 emergency</p>	<p style="text-align: right;">CH</p>
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	<p>Governors were advised that feedback from parents had been very positive: the school had handled the situation calmly ensuring that all families felt looked after during these unprecedented times.</p> <p>There was a ROUND OF APPLAUSE for the school community.</p>	
8	<p>SCHOOL DEVELOPMENT PLAN (SDP)</p> <p>There was no discussion of the SDP at this meeting. It was noted that relevant sections of the SDP had been discussed during both committee meetings.</p>	
9	<p>STRATEGIC GOVERNANCE – ORGANISATIONAL ARRANGEMENTS AND CLERKING ARRANGEMENTS FOR 2020-2021</p> <p>The Clerk offered to leave the meeting but this was not deemed necessary.</p> <p>Governors agreed to purchase the same ChESS clerking buy back as previous years: statutory (for FGB meetings) and 1-10 bundles for the committee meetings.</p> <p>Governors also requested that MW remain as their clerk.</p>	
10	<p>CONFIRM TERM DATES AND HOLIDAYS FOR NEXT ACADEMIC YEAR 2020-21</p> <p>The 2020-2021 term dates are on the school website.</p> <p>Governors approved the 2020-2021 published term dates.</p>	
11	<p>GOVERNOR MONITORING, TRAINING AND DEVELOPMENT</p> <p>CA advised the meeting that she had completed her third and final CE Governor Induction Training module.</p> <p>There was no further discussion of this item as all CE training had been suspended from the 17th March 2020.</p>	
12	<p>SCHOOL POLICIES</p> <p>The following policies, as listed in the agenda, were circulated to Governors in advance of the meeting:</p> <ul style="list-style-type: none"> • Relationships and Sex Education (RSE). • Equality Duty Policy objectives. • Complaints Policy (the CE Model Policy) <p>In addition the Safeguarding Policy was circulated.</p>	

	<p>The following discussion was held:</p> <ul style="list-style-type: none"> • The RSE Policy was approved by Governors • The Equality Duty Policy objectives had only been lodged on GH this afternoon. It was agreed to carry discussion of this item forward to the summer term. <p>Action: To add an item to the Summer Term FGB agenda: To approve the Equality Duty objectives</p> <ul style="list-style-type: none"> • It was noted that the Complaints Policy circulated was not the current CE model policy. Action: To forward the model CE Complaints Policy to Sara Chignell <ul style="list-style-type: none"> • Q: In the Safeguarding Policy should one or two Governors be named? A: It was agreed to include both CA and CH. <p>Action: To amend the Safeguarding Policy to include both CA and CH and to replace the existing document on Governor Hub</p> <ul style="list-style-type: none"> • Action: To send the Data Protection Policy to SH to upload to GH 	<p>Clerk</p> <p>Clerk</p> <p>AB</p> <p>SC</p>
<p>13</p>	<p>PLANNED RESIDENTIAL VISITS</p> <p>The following discussion was held regarding this item:</p> <p>Q: Has the Conway visit been cancelled? A: It has not been cancelled yet but it will be.</p> <p>Q: What are the dates scheduled for the visit? A: It is scheduled for the 13th July 2020.</p> <p>AB advised Governors that just before school closed she was informed that the risk assessment for the visit had been submitted. She added that if the visit was cancelled it would be covered by the school's insurance.</p> <p>The Clerk raised the issue of sole occupancy of the site. AB advised that the school would be at Conway with pupils from other schools. It was suggested that the school think carefully about hygiene, hand washing and social distancing if the visit was to go ahead.</p> <p>Action: To approve the Conway residential visit risk assessment if the experience goes ahead</p>	<p>Govs</p>
<p>14</p>	<p>MEETINGS</p> <p>The date of the summer FGB meeting was agreed:</p>	

	Thursday 25th June 2020 at 7pm.	
15	<p>ANY OTHER BUSINESS</p> <p>CH advised the meeting that a recommendation had been made to combine the F&P and P&C committees moving forward as staffing and personnel matters were closely linked to finance. This was approved.</p> <p>CH further advised the meeting that a new Pay Committee would be created from the previous P&C Committee. CA will chair the meeting. The Committee will meet once per year in the Autumn Term to review the Head Teacher's performance management recommendations and the Head Teacher's performance management. Verbal feedback will be reported to the autumn term FGB meeting.</p> <p>CH advised Governors that the Governing Board constitution requires a Steering Committee to meet. The Committee comprises of the Head Teacher and the chair of each committee: CH, JS and CA.</p> <p>Q: Do Governors want to reconvene the meeting or disband the Committee? A: It was agreed to reconvene the meeting to create agendas relevant for the term.</p> <p>Q; Does the Clerk need to be in attendance? A: No the individual committee chairs will advise the Clerk of agenda items.</p> <p>Action: To recreate the Steering Committee to advise the Clerk regarding agenda setting</p> <p>A copy of the 2020 NGA Skills Audit had been circulated to Governors in advance. CH advised Governors that this is a different audit to the one circulated to F&P governors for completion to include in the MIFP.</p> <p>Action: To complete the skills audit and return to CH</p> <p>Action: To complete the finance skills audit and return to CH</p>	<p>CH</p> <p>Govs</p> <p>F&P Govs</p>
16	<p>IMPACT STATEMENT</p> <p>Governors received a comprehensive overview of the school's provision for its vulnerable pupils during the COVID-19 school closure. They were assured that safeguarding, first aid and EHCP process and practice were being effectively monitored. They were assured that the school was responding to the constantly changing</p>	

	<p>situation. Governors also reviewed the impact the situation was having on members of staff.</p> <p>Governors received the school's 3 YR budget plan and SFVS Dashboard which enabled them to review the school's financial position. Governors agreed that decisions needed to be made regarding the current budget deficit and reviewed a range of cost saving options. They were also able to compare the school's expenditure of various items expressed as a percentage of total expenditure compared to similar schools nationally. Closer scrutiny of these discussions will be progressed through the Finance and Premises Committee meetings.</p> <p>The meeting structure of the Governing Board was reviewed and amended to enable more efficient and complaint actions to be taken. The Personnel and Communications Committee was disbanded. The members of this committee would sit on the Finance and Premises Committee. The rationale behind this was to connect discussions regarding staffing and finance under one committee. Additionally it was agreed to reconvene the Steering Committee to enable the formation of more focused agendas at a time when key decisions need to be made to move the school forward.</p>	
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The meeting moved to the Part Two agenda.

The meeting ended at 8.30pm.

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..... Date