



**MINUTES OF A MEETING OF THE GOVERNING BOARD OF  
MIDDLEWICH PRIMARY SCHOOL  
HELD REMOTELY ON 23<sup>rd</sup> JUNE 2020 AT 3PM**



**Governors Present:**

Lee Turner	(LT)	Chair
Sandie La Porta	(SLP)	Headteacher
Cheryl Bertoni	(CB)	
Jane Mayhead	(JM)	
Stuart Mayhead	(SM)	
Robert Bunn	(RB)	
Vicky Williams	(VW)	
Amy Harding	(AH)	
Alison Sumner	(AS)	
Kate Nielsen	(KN)	
Lucy Lee	(LL)	

**Also in attendance:**

Hilary Cummings	(HC)	Clerk to the Governors
Kathy Spreadbury	(KS)	Observer
Gemma Reynolds	(GR)	Observer
Bev Stephens	(BS)	Bursar

**PART ONE – NON-CONFIDENTIAL BUSINESS**

		<b>Actions</b>
<b>1</b>	<b>APOLOGIES &amp; ADDITIONAL AOB ITEMS</b> No apologies for absence had been received.	
<b>2</b>	<b>CONFLICT OF INTEREST</b> No conflict of interest was declared specifically for the meeting.	
<b>3</b>	<p><b>MEMBERSHIP</b></p> <p>a) Governors welcomed Kate Nielsen and Lucy Lee to their first full board meeting following their election as parent governors.</p> <p>The resignation of Kate Mayne at the end of January was noted.</p> <p>b) The terms of office of Alison Sumner and Cheryl Bertoni were due to expire before the end of term. Both governors had expressed a willingness to continue and were duly co-opted for a further term of 4 years each.</p> <p><b>ACTION: Clerk to update GH</b> <b>ACTION: BS to update GIAS</b></p> <p>c) Governors noted the 3 vacancies for co-opted governors and agreed to review the other applications for the parent governor roles, to see if there were skills that could benefit the GB.</p> <p>Laura Platt had been invited to attend the spring FGB, which had subsequently been cancelled due to the Coronavirus crisis.</p> <p><b>ACTION: Invite Laura Platt to next FGB meeting.</b></p>	<b>BS/SLP</b>

	<p>It was noted that Barbara Halliwell had missed a number of meetings, so the Chair would contact her to see if she wished to continue as a governor.</p> <p><b>ACTION: LT to contact BH</b></p>	<p><b>LT</b></p>
<p><b>4</b></p>	<p><b>PART ONE MINUTES AND MATTERS ARISING</b></p> <p>The part one minutes of the meeting held on 27<sup>th</sup> November 2019 were confirmed as a true record. The chair would sign a copy and drop it into the school office.</p> <p>All actions had been completed except for the following:</p> <ul style="list-style-type: none"> <li>• BH &amp; ME to attend the next available LA exclusions training <b>Action c/fwd</b> until dates become available</li> <li>• SLP to invite ME into school next term to look at Reading <b>Action c/f</b></li> <li>• 2019/20 Pupil Leadership team to be invited to attend the spring term FGB. <b>Action removed</b></li> <li>• Science Leads and Ambassadors to be invited to attend the spring term FGB. <b>Action c/f</b></li> <li>• Investigate the use of Facebook to publicise events and raise the profile of the school. <b>Action removed.</b></li> <li>• Send information to staff about subject link governors and how to view part 1 minutes. <b>Action c/f</b></li> </ul> <p>Actions for governors to sign the Code of Conduct and read the Keeping Children Safe in Education would be picked up in the autumn term.</p>	<p><b>BH/ME SLP</b></p> <p><b>SLP</b></p> <p><b>AH</b></p>
<p><b>5</b></p>	<p><b>CHAIR'S ACTION</b></p> <p>The Chair confirmed that he had spoken regularly with the Headteacher over recent weeks and had approved all plans and risk assessments for the wider re-opening of the school.</p>	
<p><b>6</b></p>	<p><b>FINANCIAL MATTERS</b></p> <p>Governors had reviewed the 3 year budget plan prior to the meeting, and were very pleased to note that a positive carry forward had been achieved in 2019/20, and the budget showed a predicted surplus at the end of 2020/21. Whilst year 3 still showed a deficit, this was not unusual and of no real concern at this point.</p> <p><b>Governors approved the budget for 2020/21</b></p> <p>The Headteacher noted that a portion of the Devolved Formula Capital (DFC) needed to be spent by August, and would probably be used for IT equipment.</p> <p><u>SFVS (Schools Financial Value Standard)</u></p> <p>LT and SM had met with BS in March to complete the SFVS, and been very impressed by the systems and controls in place. The SFVS had been submitted on 19<sup>th</sup> March, but no response had been received as the deadline had been extended due to the Coronavirus.</p> <p><b>ACTION: BS to upload the SFVS to GH for final approval.</b></p> <p><u>MoIFP (Manual of Internal Financial Procedures)</u></p>	

	<p>LT and SM had reviewed the manual as part of their work on the SFVS, and were pleased to recommend it to governors for approval.</p> <p><b>ACTION: BS to upload MoIFP to GH for final approval.</b></p>	
7	<p><b>PART ONE HEADTEACHER’S REPORT AND MATTERS ARISING</b></p> <p>Governors reviewed the Headteacher’s report, outlining school actions since the start of the Coronavirus outbreak, and also the risk assessments that had been completed. It was noted that the risk assessments were being continually reviewed and updated in light of changing circumstances.</p> <p>The Headteacher emphasised the challenge of managing the situation with changing numbers of keyworker children, whilst at the same time wishing to have as many children as possible in school. Staff had been split into two teams; one school based and one working from home. The number of school-based staff had increased as numbers of children in school had risen. Teachers not with a pupil group in school had been planning remote learning, including Zoom lessons for years 4,5 and 6.</p> <p>With regard to reopening further in September, all schools were awaiting further information from the DfE.</p> <p>Governors heard that end of year reports had been completed, with achievement and progress based on pupils’ work before lockdown.</p> <p>SLP described the measures taken to protect staff wellbeing, noting how this directly affects their work with children. In conclusion, the Headteacher noted:</p> <p><i>“The dedication and efforts of all staff have been commendable. They have risen to the demands made of them at this most challenging and difficult time, taking on new roles and carrying out additional work to support the children in our community. This also includes the catering staff who have provided hot meals, not just to the pupils attending school, but also to some families who had to remain at home.</i></p> <p><i>As headteacher during the coronavirus crisis, my overriding memory will be of the way the staff stepped up and continue to step up; their commitment and willingness to do everything they can to support the children and the whole community in unprecedented times.”</i></p> <p>Governors added their thanks to SLP for her leadership and exceptionally hard work. SLP had ‘kept everyone going’ whilst always working in the best interests of the children.</p> <p>Governors with children in the school added that the home-learning provision had been excellent, with children benefitting from the structure.</p> <p><b>Question:</b> Do you anticipate that anxiety among staff may impact upon them returning in September?  <b>Response:</b> We have invited staff back in gradually, ensuring that they feel safe and supported, and taking into account individual circumstances. All staff will have been back at some point before the summer break. Our impression is that staff are keen to return.</p> <p><b>Question:</b> Have you started thinking about the recovery curriculum?  <b>Response:</b> Yes, CB and KS have completed training and have prepared activities to ease children back into the different environment. We have also started looking at the learning curriculum, and how best to support children when they return. There will be a particular focus on reading.</p>	

	<p><b>Question:</b> Is there any way children's work can be reviewed and feedback given? It is difficult for parents to judge the standard of work, particularly in English. Response: We have not had the capacity to collect work in and mark it, our focus has been on ensuring that sufficient work is available. It has been very challenging to get the balance right and take all circumstances into account.</p> <p><b>Question:</b> A lot of work has been set. Is there any guidance on what parents should prioritise? Response: We have said that there is no expectation on children to do all of the work, it is there for those who want it.</p> <p>Governors suggested that parents be reminded of this and noted that it might be helpful to make Maths answers available.</p>									
<b>8</b>	<p><b>CHES</b></p> <p>Governors agreed the reappointment of the Cheshire East Clerking service, on the same basis as the current year.</p> <p>Governors to delegate agreed all other ChESS purchases to the school.</p>									
<b>9</b>	<p><b>DIRECTOR'S REPORT</b></p> <p>The report had been available to governors on GH.</p> <p>It was noted that the introduction of the new RSE curriculum would be delayed due to the need for full consultation, but that it would be introduced as soon as possible.</p> <p>The Clerk advised governors that she would continue to post relevant updates on GH to help them perform their role effectively during the coronavirus pandemic.</p>									
<b>10</b>	<p><b>SCHOOL POLICIES</b></p> <p>Governors reviewed and approved the following policies and risk assessments which were available on GH.</p> <ul style="list-style-type: none"> <li>• Annex to the Behaviour Policy</li> <li>• Addendum to the Safeguarding policy.</li> <li>• Risk assessment for the wider opening of the school</li> <li>• Breakfast Club risk assessment</li> <li>• Zoom risk assessment</li> </ul> <p>Governors felt the risk assessments were very comprehensive and thanked the Headteacher.</p>									
<b>11</b>	<p><b>MEETINGS</b></p> <p>Governors agreed the dates for future meetings as posted on GH.</p> <p>The dates for the autumn term were as follows:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Pupil Welfare, Curriculum &amp; Partnerships</td> <td>Thursday 15th October at 4pm</td> </tr> <tr> <td>Pay Committee</td> <td>Wednesday 11th November at 4pm</td> </tr> <tr> <td>Safeguarding, Finance &amp; Staffing</td> <td>Friday 13th November at 8am</td> </tr> <tr> <td>FGB</td> <td>Wednesday 25th November at 5pm</td> </tr> </table>	Pupil Welfare, Curriculum & Partnerships	Thursday 15th October at 4pm	Pay Committee	Wednesday 11th November at 4pm	Safeguarding, Finance & Staffing	Friday 13th November at 8am	FGB	Wednesday 25th November at 5pm	
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<b>12</b>	<p><b>ANY OTHER BUSINESS</b></p> <p>There was no other Part 1 business.</p>									

The Chair thanked staff present, for their work both in school and as governors, and all staff left the meeting at this point, apart from SLP and GR

**The meeting moved to Part 2**