

HOLT HOUSE/CARTERKNOWLE SCHOOL

**MINUTES OF THE MEETING HELD ON
23 JUNE 2020**

Present: Alison Warner (Chairperson); Jenny Bywaters;
Helen Haynes; Tim Sushams; Jenny Johnson;
Michelle Powell; Nikki Rees; Jayne Robinson;
Shabnam Shah; Amanda Livesey

Associates: Gaynor Tyrrell; Gill Clark; Roberta Reilly

In Attendance: Jane Smith (Clerk to the Governors)

1. Apologies for Absence

Apologies for absence were received from Josh Fisher.

Tim Sushams had sent belated apologies for previous meetings.

Alison welcomed Governors to the meeting.

2. Declaration of pecuniary interests relevant to this agenda

Governors were asked to declare any pecuniary interests relevant to the agenda. There were no pecuniary interests declared.

3. Confirmation of the minutes of the previous meeting and report on matters arising from the minutes

Resolved: That the minutes of the meeting held on 26 November 2019 be approved and signed.

Matters arising from the minutes

- Training on the New Inspection Framework had not happened as the School had received an Ofsted visit and was no longer in RI.
- The Staff Wellbeing group was going well, it was agreed that Helen and Nikki would meet to discuss if this group should continue and report to the next meeting.
- Roberta was thanked for the computers from PlusNet
- There had been a meeting to discuss the budget.
- Jane was asked to contact the LA regarding the roof.
- The condition of the driveway would be discussed when things were calmer.
- Helen would report on community activity in the Autumn term.

ACTION

Helen/Nikki

Jane

Nikki/Shabnam

4.

Headteacher's Verbal Update

This had been previously emailed to Governors and Helen spoke to this item:

- The School had closed on 18 March 2020, the School had been working towards lockdown and a Home Learning offer which included Purple Mash.
 - Helen had been extremely proud of her staff team to establish support for key workers and vulnerable groups. Springwood provision had been established at Holt House School.
 - There had been many anxious parents and this had been a very stressful and constantly changing period for everybody.
 - Learning packs had been delivered to children and the VLE established.
 - Home Learning provision had been described/included in Newsletters which had included other educational websites. Parents had also been informed of how to contact School/teachers and offered lots of reassurances.
 - Pastoral support had been agreed and children had been contacted weekly.
 - All pupils had received an equal 'offer' (home learning or School) and the School was able to identify which children were not accessing Purple Mash and a solution offered.
 - Teachers phoned all families monthly.
 - Every child at Holt House School had received, from Easter, a learning pack and these had been delivered by staff.
 - Roberta had secured 10 additional computers and that these had been given to pupils who had been unable to access IT provision.
 - Staff had been encouraged to make videos for their pupils and that these had been a success. Shabnam expressed her thanks to the School for the face to face contact at Carterknowle School. Amanda stated that children were missing the connection with the School and thanked staff for their videos, in particular the stories read by the teachers. Nikki expressed her thanks to all staff for their hard work and support which had been very much appreciated by parents.
 - There had been lots of positive feedback/comments from parents who had appreciated the support received from the Schools.
 - Springwood provision was explained, there had been between 9 and 17 children attending on different days and this had been appreciated by parents.
 - The Carterknowle site had been re-opened after half term and numbers had increased. There were 4 groups at Carterknowle and 3 groups at Holt House. There had been 2 Governing Body meetings, Trade Union involvement, staff consultation and risk assessments and it had been agreed to increase the numbers of vulnerable children where possible. It had not therefore been possible to open to other year groups.
- 43% of pupils at Holt House were accessing part/full time education:
 50% of pupils at Carterknowle were accessing sometime in School.
 The Schools were now informing parents that the Schools were full to capacity. Targeted provision was in place for pupils in School.

Tim asked if the vulnerable children not accessing School would receive additional support/group work in September?

Yes, definitely and there was currently a lot of analysis taking place in School to bridge any gaps. Roberta stated that she had observed a drop in pupils' abilities and gaps in learning. Gill stated that there had been an adjustment period necessary for some pupils.

- The Government's FSM voucher system was in place and working.
- Helen informed Governors of the numbers of enquires received from parents, the daily emails from Andrew Jones, Local Authority and 48 DfE updates. This had been an extremely busy period for the Schools.

Next Steps/Transition

- All new starters had visited Holt House and Carterknowle Schools. F2 were visiting with their parents in 8 separate groups. Y6 had the opportunity to visit their Secondary Schools. On 8 July 2020, Transition picnics had been arranged for all year groups (under social distancing).

Jenny Johnson asked if they included Y2 and Y6 pupils and they did.

- Reports would be sent to parents on 1st and 2nd July.
- The School was awaiting DfE guidance for September provision.
- Staffing

There were 2 members of staff shielding at home: there had been lots of recruitment across the Schools and there was a temporary staffing structure in place in Carterknowle in lieu of a permanent staffing structure.

- Governors noted the many questions regarding bubbles in September and the implications for PPA cover. The possibility of closing Friday afternoons was noted and that parents would need sufficient notification of this to enable them to plan for September. Helen and Alison would await DfE guidance and meet to discuss communication with parents. It was noted that Nikki believed that parents would be supportive of closing on Friday afternoons if the School was clear about the reasons for this. It was noted that some Schools were already closing at Friday lunchtimes. Amanda commented on the positive parental support and that this would continue if the School was transparent and allowed sufficient time for parents to plan. It was noted that the School must protect teachers' PPA. Helen expressed her thanks to all staff for their hard work and flexibility. She also expressed her thanks to the Governing Body, and in particular to Alison for her support during this challenging period. Alison also expressed her thanks to the staff on behalf of the Governing Body.

Shabnam asked what plans were in place for September to 'close the gap' on learning? The School was already discussing the 'recovery curriculum'.

- The following development days were agreed:
1st and 2nd September 2020: 7 June 2020 and 19, 20 and 21 July 2020 (twilights).
- The RSE draft Policy had been circulated to parents and there had been no parental feedback, there had been consultations with parents and staff and the final Policy had been circulated to parents and no responses received. After discussion

Governors approved the Policy for September.

- There had been a re-organisation of MAST and the School had a new MAST worker.
- Alison reported that 2 members of staff were leaving Carterknowle and a member of staff was going on maternity leave at Holt House. It was hoped that there would be an opportunity near the end of term to say goodbye to Gill and Hannah who were wished well in their new roles. All Governors were invited to Carterknowle field on the last Friday of term at 11:30 a.m. A cleaner at Holt House was retiring at the end of the year and Alison would write a letter of thanks on behalf of the Governing Body.

5. Safeguarding Report

Helen and Alison would complete the report and email the responses to the LA. Alison would circulate the outline of the report when completed. Gaynor stated that all Governors would be issued with a Gmail address to ensure that the School was GDPR compliant.

6. Review Governing Board membership and governor end of term dates

After discussion and due to the current COVID 19 situation it was agreed that:

- Michelle and Jayne's term of office would be extended to 31 October 2020
- Gaynor would continue as an Associate Governor
- Shabnam would continue as an LA Governor
- Alison and Amanda's term of office be extended to 31 October 2020

7. To confirm the Performance Management Governors and the External Advisor

It was agreed to retain Peter Heaton as the External Advisor for the next academic year. Helen had booked a consultation tomorrow with Adrian Francis regarding her CPD.

Alison and Amanda were confirmed as the Performance Management Governors.

8. Any other urgent business

Alison thanked all Governors for attending the meeting and for their support to the School during this challenging period.

9. Date and time of the next meeting

It was agreed that FGB meetings would be held at 4:30 p.m. and that the next FGB would be held in early October. Currently Committee meetings were held during the day and Nikki asked if individual Committees could agree their own start times? It was agreed that the timings of Committees would be considered in the Autumn term. Helen stated that hybrid meetings should also be considered in the future.

Meeting closed at 6:05 p.m.