



CHESTER LE STREET CHURCH OF ENGLAND (CONTROLLED) PRIMARY SCHOOL

**MINUTES OF THE MEETING OF THE INTERIM EXECUTIVE BOARD HELD VIA ZOOM
6 MAY 2020 AT 10.30AM**

Present: Mrs B Watt (Chair), Ms R Butler (Headteacher), Mr B Piercy, Ms C Robinson, Mrs C Scott and Mrs H Smith

Also present:

Mr S Round , Clerk to the Interim Executive Board

		Action
131	<p><u>Introduction</u></p> <p>The Chair welcomed Governors to the meeting.</p>	
132	<p><u>Declaration of Interest</u></p> <p>The Clerk invited Governors to declare any personal interests in agenda items at this or any point during the meeting.</p> <p>The following declarations of interest were received:</p> <p>Mrs B Watt – Governor at Witton le Wear Primary School Mr B Piercy – Governor at Framwellgate Moor Primary School, Trustee at Durham Sixth Form and Independent Investigator. Ms C Robinson – Governor at Kirk Merrington Primary School Mrs C Scott – Headteacher at Seaham Harbour Nursery and Governor at Our Lady Star of the Sea Primary School Mrs H Smith – Headteacher at St Oswald’s C of E Aided Primary School, Executive Headteacher at Bede Burn Primary school and Governor at Thornhill Academy</p>	
133	<p><u>Apologies for Absence</u></p> <p>There were no apologies for absence.</p>	
134	<p><u>Headteacher’s Update</u></p> <p>The Headteacher reported on strategies which had been implemented in response to the COVID19 pandemic for Chester Le Street CE Primary School. The Chair stated that the school had responded extremely well to the pressures presented by the pandemic. The report included the following:</p> <ul style="list-style-type: none">• Arrangements for key workers to access care and the number of students in school• Ensuring adequate but also fair and equitable staffing levels	

- **Number of staff absences due to COVID-19 (shielding/ self-isolating/confirmed cases)**

It was reported the school currently provides education for ten pupils, nine Key Worker children and one child containing an Educational Health Care Plan (EHCP). Members noted that numbers were expected to increase. Staff are attending school on a rota basis, working in two teams with a required amount of staff, a first aid responder continued to be present each day.

There had been several personal issues which staff had been dealing with, however they remained supportive during their own difficult times. It was reported that three staff were currently absent. This was due to either self-isolation for underlying health conditions or staff who appeared to have symptoms of the coronavirus.

- **Procedure for conducting welfare check with students and ensuring arrangement for students with EHC Plans and vulnerable groups**

The admin team and a member of SLT were deployed to make welfare calls to families / students on either a daily, weekly or twice weekly basis.

A Member asked if there had been any issues raised in relation to child protection. The Headteacher state that following on from some welfare calls, other agencies had been involved with a small minority of families but there were reasons identified which did not pose a risk to pupils. Three case conferences had transpired since Lockdown procedures were adhered. Members noted that the Deputy Headteacher was responsible for completion of the Safeguarding spreadsheet each Tuesday and providing documentation to the Local Authority.

A student who had previously displayed extremely challenging behaviour in school has settled successfully following implementation of a personalised programme and close liaison between with school staff and social worker.

The Headteacher reported that social workers would be contacting schools regarding child protection issues should they arise.

- **Arrangements for FSM students not in school**

The school had responded quickly in relation to free school meals pupils. There had been issues in relation to the vouchers.

Members requested clarification to the issues

The Headteacher advised that there had been issues redeeming the vouchers for some parents but for genuine reasons and the school had offered support with this. All parents were now in the process of receiving ordered and backordered vouchers which had been emailed to parents.

- **Arrangements for remote/on-line learning**

The Headteacher reported that as a result of clear and structured guidance from SLT, staff ensured quality work was sent to students. All staff were effectively utilising the time available to them to work at home to provide

high quality on-line learning activities for students as well as producing structured and detailed curriculum planning.

Students had received a paper-based work pack compiled from teaching and learning resources relevant to the ability and year group of each student.

Instructions have been provided to parents/carers as to how to access the online area and return work to school. However, a member commented that the monitoring of this was crucial in terms of work being uploaded on a weekly basis and co-ordination of returned work to teaching staff so that there could be an understanding of the impact that this was having on learning.

Safeguarding

The Headteacher informed Governors on the amount of work ongoing for the Safeguarding of vulnerable children and work with agencies and families.

School Organisation

The Headteacher provided details of the September 2020 school organisation. Consideration was provided by Members to the three proposals. Members discussed the viability of required classrooms linked to the expected staffing arrangements. Members questioned the Headteacher of the rationale to the Senior Leadership Team and Senior Management Team, an overview was presented identifying the key concept and roles and responsibility of each employee.

Discussions ensued regarding the requirement of an additional teaching contract to cover a 0.6 Maternity period. Both financial and educational aspects were considered, and the proposed outcome was a creation of an M1 teaching post for the capacity of the academic year.

Attendance

Attendance figures were noted. Members continue to monitor the attendance of disadvantaged pupils and challenge the impact of actions taken to improve their attendance.

Staff Wellbeing

Governors noted that the Headteacher and Deputy Headteacher had ensured that staff wellbeing had been maintained to the highest standard. Face to face meetings had continued to develop during the Lockdown procedure including regular emails to ensure the health of employees remained a priority. Social media platforms had been created as a motive to promote and boost staff morale.

A Member asked if the IEB could further supplement staff wellbeing.

Following a lengthy discussion Mrs Smith provided examples of the platforms currently implemented within her establishment. The Headteacher welcomed the idea and proposed for Mrs Smith to liaise with the school and help support current and future multimedia resourcing offered by school

Behaviour

Overall there had been a significant improvement in behaviour right across school. Members noted that it continued to be a priority for all leaders in school as a sustained approach is evident to change a long-standing culture of inappropriate behaviour. New policies and procedures have been embedded and are extremely positive impact both with children and staff. There have been many comments from parents about the positive changes made in school. Leaders will continue to strive for excellence in behaviour and attitudes across the school.

Residentials Update

The Headteacher informed Members that the trip to Dukes House Wood had been rescheduled during the Autumn term due to the ongoing Pandemic. Consideration was provided to Marrick Priory several parents had requested refunds (letter stated refund is non-refundable) as they will not be sending their child now even if the trip does go ahead. The Chair requested that the IEB be consulted on future residential trip selection prior to booking. Mrs Smith discussed the insurance cover that her establishments sustain to enable protection of finances for occurrences that could result in cancellation.

AGREED ACTION:

- (a) Plan C was selected by Members for approval of September 2020 school organisation setup;
- (b) M1 teaching post to be created for one academic year to cover a maternity period;
- (c) Full refunds to be provided to parents and carers for the cancellation of the Residential trips;
- (d) Future residential trip selection to be presented to Members prior to booking.

Mrs C Scott left the meeting

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Budget Update – Forecast of Outturn

The Headteacher reported on the current position regarding the 2019/2020 budget and referred to the Forecast of Outturn Statement.

The Headteacher updated members on the school finances. It was reported that she had met with Mr A Turnbull, school funding officer, and that the budget had been costed to the end of the financial year

The draft budget plan for 2020/2021 was presented for Members consideration and approval. A fall in pupil numbers had resulted in a decrease in the budget which provided a £56628 shortfall to enable a planned budget to be set.

Schools Financial Value Standard (SFVS)

Members considered the assessment form which had been circulated with the Spring agenda with reference to the summary of agreed remedial action and timetable for reporting back.

	<p>The Headteacher confirmed that she would maintain regular dialogue with the School Funding Officer regarding the budget and to keep up to date with developments/opportunities in relation to the budget.</p> <p>Members agreed the Schools Financial Value Standard.</p> <p>AGREED ACTION:</p> <p>(a) Budget plan 2020/2021 to be considered in detail in line with the priorities for the school;</p> <p>(b) The Chair of Governors sign the assessment form prior to it being returned to the Local Authority before 31 March 2019.</p>	<p>Members</p> <p>Chair</p>
136	<p><u>Action taken by the Chair/Vice Chair under emergency powers</u></p> <p>No action had been taken under the Chair's emergency powers since the last meeting.</p>	
137	<p><u>COVID19 Annex to Safeguarding Policy</u></p> <p>Governors considered the updated Safeguarding Policy which had been amended in line with Government guidance relating to the Coronavirus pandemic.</p> <p>Governors agreed the updated policy.</p>	
138	<p><u>Virtual Meetings Policy / arrangements</u></p> <p>Governors considered and agreed the Virtual Meetings Policy.</p>	
139	<p><u>Minutes</u></p> <p>Members received and agreed the minutes of the full Interim Executive Board meeting held on 24 February 2020, which were to be signed by the Chair as a true record.</p> <p>AGREED ACTION:</p> <p>Minutes to be signed by the Chair at the next available opportunity.</p>	<p>Chair / Clerk</p>
140	<p><u>Matters Arising</u></p> <p>The Action Points relating to the Spring Term 2020 full Governing Body meetings were received. It was confirmed that all actions were completed.</p> <p>The following updates were provided:</p> <p>Minute Reference 110 (Vision and Ethos of the School)</p> <p>Mrs Smith participated in a review of the Vision and Ethos of the school with the Senior Leadership Team. Teaching and learning had been the focus and now that the Headteacher was in place it was considered an appropriate time to look at the Vision, Values and Ethos as a Church School moving forward.</p>	

	<p>Minute Reference 113 (Minutes) Mrs Scott and Mr Piercy met with HT to discuss findings of 1st/PR meeting held on 20 January 2020;</p>	
141	<p><u>Policies</u></p> <p>The following school policies had been circulated with the agenda:</p> <ul style="list-style-type: none"> • Contingency Planning • Teaching and Learning Policy 2020 • Positive Reinforcement Policy 2020 • Marking and Feedback Policy 2020 <p>It was agreed to adopt the new policies.</p> <p>AGREED ACTION:</p> <p>The Headteacher make staff aware of the new policies.</p>	Headteacher
142	<p><u>Monitoring Link Governor Reports</u></p> <p>No formal monitoring visits had taken place since the last termly meeting due to the Covid-19 pandemic and social distancing rules.</p>	
143	<p><u>Training Planning, Feedback and Impact</u></p> <p>The Clerk confirmed that he would provide a copy of the Governing Body's Training Profile to the Chair.</p> <p>AGREED ACTION:</p> <p>Copy of Governing Body Training Profile to be forwarded to the Chair</p>	Chair
144	<p><u>Governing Body Action Plan</u></p> <p>The Chair reported that it was not possible to complete the actions from the Action Plan and would continue with this once the school returned following the closure.</p> <p>AGREED ACTION:</p> <p>Governing Body Action Plan to be presented at termly meetings to ensure that the Governing Body can monitor progress towards the priorities.</p>	Clerk
145	<p><u>Governance Update</u></p> <p>Members received the Governance Update briefing paper which included information on a range of national and local issues.</p>	

	<p>AGREED ACTIONS:</p> <p>(a) Ensure Member details are up to date on Get Information About Schools (GIAS);</p> <p>(b) Subscribe for email alerts from gov.uk;</p> <p>(c) Email the Governance Service to arrange a Governance Review if necessary;</p> <p>(d) Adopt an Induction Policy for New Members;</p> <p>(e) Circulate briefing papers electronically at the start of term to Members;</p> <p>(f) Liaise with the Clerk during the agenda setting process to ensure a personalised agenda;</p> <p>(g) Ensure at least one Member and your Headteacher have attended Safer Recruitment training and that this is up to date;</p> <p>(h) Ensure all Members access Safeguarding training and ensure that this is up to date;</p> <p>(i) Chair and Vice Chair to attend the termly Chairs' Briefing.</p>	<p>Chair / Headteacher</p> <p>All Members</p> <p>Chair</p> <p>IEB</p> <p>Chair</p> <p>Chair</p> <p>Members</p> <p>Members</p> <p>Chair / Vice Chair</p>
<p>146</p>	<p><u>Report of the Schools Advice and Support Team</u></p> <p>Members received a briefing paper from the Schools' HR Advice and Support Team which provided information on new and updated school policies.</p> <p>AGREED ACTIONS:</p> <p>(a) Adopt all new policies;</p> <p>(b) Ensure staff are aware of new and updated policies.</p>	<p>Headteacher</p>
<p>147</p>	<p><u>School Funding Update</u></p> <p>Members received an update from the School Funding Team on a range of financial issues for information.</p>	
<p>148</p>	<p><u>Dates of Future Meetings</u></p> <p>The following dates for meetings of the full Interim Executive Board were agreed:</p> <p>Summer Term 2020: Wednesday 8 July at 2.30pm</p>	

There being no further business the meeting closed at 12.00pm

Signed
Chair

Date