



CHESTER LE STREET CHURCH OF ENGLAND (CONTROLLED) PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE INTERIM EXECUTIVE BOARD HELD VIA ZOOM ON WEDNESDAY 8 JULY AT 2.30PM

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

Also present:

Mr S Round , Clerk to the Interim Executive Board

		Action
149	<p><u>Introduction</u></p> <p>The Chair welcomed Members to the meeting and provided recognition to the Headteacher and all staff for their hard work and understanding during such difficult conditions.</p> <p>The Chair provided an update on the current staffing arrangements and issued appreciation on behalf of the IEB to Ox close Governors and Mr Harrison (Headteacher) for the continuation of the success in the secondment between both schools.</p>	
150	<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</p>	
151	<p><u>Apologies for Absence</u></p> <p>Members received and accepted the following apologies for absence:</p> <p>Mrs C Scott – Work Commitments Mrs H Smith – Work Commitments</p>	
152	<p><u>Headteacher's Update</u></p> <p>The Headteacher presented the following information to Members:</p> <p>Members learnt that it had been a smooth re-opening with a phased return which had been successful. The children were settled and happy, and staff were providing a suitable environment. The IEB thanked the Headteacher and Staff for their dedication and hard work during this difficult period.</p>	

In response to questions, the Headteacher confirmed that the Risk Assessment for re-opening school had been circulated to Members and thoroughly discussed, specific challenges were addressed and included staggered start and finishing times, separate entrances, breaktime and lunchtime arrangements

The school has recently welcomed back more pupils in bubbles of no more than twelve. All staff are now in school for normal hours other than one who is shielding. The Headteacher has sought HR advice for two members of staff requiring flexibility in work hours and this has been accommodated. One member of the admin team is currently absent but will shortly have a phased return from next week.

Each bubble has one teacher and one teaching assistant and there is one spare un-assigned teacher in order to increase capacity should more children of key workers return. The risk assessment and arrangements are working well. There are staggered start and end times to the day and for play and lunch sessions and areas.

Members asked if this was well received by parents?

The Headteacher confirmed very positive feedback from parents about the arrangements, including posts on the school's social media page. Smaller numbers of pupils have allowed time for more individualised support for children and the project-based learning has facilitated a more experiential. Support for home learning has been provided by a teacher who will be commencing maternity leave, who uploads projects each Friday lunchtime linked to school-based learning. Each day pupils have lessons in phonics, maths, reading, writing and a designated topic. Feedback from parents has again been very positive.

Members noted that the Deputy Headteacher had been responsible for ensuring there is regular contact via phone calls with vulnerable children not attending and submits attendance returns to the Local Authority each week. Staff have contacted each child in their class twice during the partial closure to keep in touch and check on their wellbeing. Any concerns were escalated to the Deputy Headteacher.

Plans are being made for teaching and learning for the Autumn term when all pupils are due to return. There will be a strong focus upon health and wellbeing and basic skills. Staff will be delivering the curriculum as far as possible following autumn term plans.

Members questioned if the curriculum intention had been shared with parents?

The Headteacher advised it had not, with rationale to support she explained her intention to promote the clarity and ensure approval from the Diocese. The Headteacher had informed staff that provision will need to be adapted to meet the needs of pupils, some of whom will not have been in school for many weeks. There will be a clear framework of non-negotiables and timescales for each day which have been agreed at a staff meeting.

A Member asked about getting the right balance for staff in relation to wellbeing. It was reported that fortnightly focussed meetings were taking place to challenge staff.

In addition to this it was reported that out of staff, only one was presently absent and this was a good indicator of morale being boosted as attendance had improved. A discussion ensued regarding a wellbeing strategy and CPD and it was noted that check- in meetings took place with staff. It was also noted that staff had not been challenged in this way before, yet most staff had engaged.

Governors asked if there was anything, they could do to support staff welfare during the current challenging situation.

The Headteacher reported that staff had responded excellently to the Covid-19 pandemic. There has been varying degrees of uncertainty. The Local Authority's (LA's) advice to delay the reopening of schools was appreciated. The school has tried to reassure staff. The Headteacher advised that it is a learning process and the school can make changes and adjustments if staff have concerns and feel it is necessary

A Member asked if there were plans to introduce RSE?

The Headteacher confirmed that plans were ongoing for September. Support was well received from the PSHE Association on developing the knowledge, skills and attributes to keep children young people healthy and safe.

Members asked the Headteacher to outline the approach to the curriculum for the Autumn term.

The Headteacher informed Governors that school would be moving to a thematic and experiential curriculum which in the autumn term will have a focus on the outdoors and there will be 'WOW' days and events. Maths will be delivered using White Rose resources with a focus upon place value and number and there will be a 'cold write' approach to writing in order to assess pupils' skills and knowledge allowing staff to identify and plan to address any gaps. The Learning by Questions (LbQ) app will be used to support the school's new approach with a focus. There will also be a renewed emphasis upon the use of IT across the school. Sixty tablets, sixty Chromebooks and ten iPads will support learning and computing and Purple Mash (2Simple) to enhance the curriculum.

The Headteacher is aware that the success in supporting pupils and filling any gaps in knowledge and skills will be dependent upon the quality of teaching and learning and therefore leadership monitoring and evaluation activities will include scrutiny of pupils' books.

A question was raised on all the additional areas that had been developed by SLT whilst most pupils had not been in attendance and if this was feasible when all pupils were expected to return in September. Members noted that SLT would ensure meetings were structured, responsibilities were shared and ensure time management was operated appropriately.

	<p>The Headteacher reported that a Summer term review of her practice had taken place with Mr C Young, School Leadership Advisor (SLA) and objectives had been set for herself with interim support to be provided. Members noted that targets had been reviewed during Spring term for all staff. The Headteacher confirmed that most staff are well on their way to achieving set targets and those requiring further work or additional support measures had been implemented.</p> <p>The Headteacher provided an overview to the KS1 and KS2 teaching times expected for September. A robust process was in place and the rationale was shared with Members.</p> <p>A Member asked about Chris Young's report following his visit to the school and if the school required any developments. Members were informed that the report was very promising, highlighting good practice in processes. Some developments highlighted included assessment and developing the model curriculum, pathways and linking them to individual learning plans and investigating a wider range of accreditation.</p> <p>It was reported that Ofsted may visit in the Autumn term and areas that were highlighted in the last Inspection report may be scrutinised. The school had moved forward in terms of safeguarding, staff were now working with SLT to move the school forward and behaviour was a perception. The number of behavioural incidents had reduced, and the school had evidence on how staff had dealt with them.</p>	
153	<p><u>Budget Update 2020/2021</u></p> <p>The Headteacher reported on the current position regarding the 2019/2020 budget and referred to the Forecast of Outturn Statement, which gave a forecast of the school's expected carry-forward balance from the 2019/20 financial year. She confirmed that due to staffing changes, this is lower than originally anticipated. Members noted that potential additional costs incurred as a result of the Covid-19 pandemic response may further impact the budget.</p> <p>The Headteacher informed Governors that she was due to meet with the School Finance Officer with an expectancy to gain greater clarity of the school financial position which would be reported in the Autumn term.</p>	
154	<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>	
155	<p><u>Minutes</u></p> <p>Members received and agreed the minutes of the full Interim Executive Board meeting held on 6 May 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>	Chair / Clerk

156	<p><u>Matters Arising</u></p> <p>The Action Points relating to the Summer 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 134 (Headteacher’s Update) The Headteacher confirmed that full refunds had been provided to parents and carers for the cancellation of the Residential trips following the ongoing Pandemic.</p> <p>Minute Reference 134 (Headteacher’s Update) An M1 teaching post had been created for one academic year and assigned to a new member of staff to cover a maternity period.</p> <p>Minute Reference 135 Budget (Update – Forecast of Outturn) The Chair of the IEB had signed the Schools Financial Value Standard assessment form prior to it being returned to the Local Authority before 31 July 2020 deadline.</p> <p>Minute Reference 141 (Policies) The Headteacher confirmed informing staff of the new policies.</p>	
157	<p><u>Policies</u></p> <p>The following school policies had been circulated with the agenda:</p> <ul style="list-style-type: none"> • Safe touch <p>It was agreed to adopt the new policy.</p> <p>AGREED ACTION:</p> <p>The Headteacher make staff aware of the new policies.</p>	Headteacher
158	<p><u>Safeguarding update from DHT</u></p> <p>The Headteacher informed Members on the amount of work ongoing for the Safeguarding of vulnerable children and work with agencies and families. Members received key information presented by the Deputy Headteacher in advance of the meeting.</p>	
159	<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>	
160	<p><u>Training Planning, Feedback and Impact</u></p> <p>The following Members reported on training they had recently undertaken:</p> <ul style="list-style-type: none"> • Ms Butler – DSL Safeguarding 	

161	<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>IEB Action Plan to be presented at termly meetings to ensure that the Governing Body can monitor progress towards the priorities.</p>	Chair
161	<p><u>Dates of Future Meetings</u></p> <p>The following Autumn term dates for meetings of the Interim Executive Board were agreed:</p> <ul style="list-style-type: none"> • Monday 21 September 2020 at 2.00pm • Wednesday 21 October 2020 at 2.00pm • Monday 16 November 2020 at 2.00pm • Wednesday 9 December 2020 at 2.00pm 	
162	<p><u>Any Other Business</u></p> <p>It was reported that Members would be invited to any school events that would be taking place in the future and a calendar of events would be shared with them.</p> <p>The Members conveyed their thanks to staff for the hard work they had undertaken during the Covid-19 pandemic and that they should take advantage of the school holidays to rest and re-charge.</p>	

There being no further business the meeting closed at 4.30pm

Signed

Chair

Date