

**RENISHAW PRIMARY SCHOOL**

**MINUTES OF THE VIRTUAL GOVERNING BOARD MEETING**

**Held by TEAMS meeting on 22<sup>nd</sup> October 2020 at 5pm due to COVID-19 Lockdown rules.**

Present: Simon Fuller, Brian Ridgway, Julie Meiner, Michelle Lewis, Terri Homyard and Stephen Forrest, Matthew Bullock. Samantha Wardle joined at 5.30pm

In Attendance: Samantha Ward (Clerk to the Governors)

**ACTION**

**1/10.20 Welcome**

Brian welcomed everyone to the meeting.

**2/10.20 Apologies**

No apologies were received prior to the meeting.

**3/10.20 Declaration of interests**

None were declared

**4/10.20 Annual paperwork**

1. Governors Paperwork – Register of Business Interests, Instrument, Terms of reference. Allowances etc

Register of Business interests – completed

Instrument of Government – reviewed and accepted as still correct

Terms of Reference – reviewed and updated

Governor Allowances – reviewed with decision not to adopt

**5/10.20 Adoption of Teachers Pay Policy**

All agreed

**6/10.20 Governor Structure**

BR to remain as Chair

JM to remain as vice chair

Samantha Wardle is welcomed as new staff governor (post was advertised whilst in COVID – 19 lockdown replacing Jayne Bentley who sadly passed away)

All governors agreed the above

**Samantha Wardle joined the meeting**

**7/10.20 Head Teachers Report**

Written and attached

COVID Attendance report

2 families had to quarantine when they returned from holidays overseas, a week's holiday becomes 3 weeks off school.

Sam Wardle has taken the roll of SENCO

We will receive £14,000 from the Government for catch up funding with an initial payment of £3,000 being paid now.

JM Where is the money going?

SF Staff support, existing staff additional hours.

JM I am worried about staff mental health doing extra hours!

SF We have identified a trained councillor, with a plan to have 3 afternoons mindfulness within class bubbles.

Finance including budget report attached

This includes all the proposed staff increases whilst still retaining a healthy budget

We have made some savings

Using different contractors for work such as recent roofing works and emergency lighting.

Looking at boiler servicing this seems over inflated.

BR We need a finance committee if we are to do more of this independent of DCC. We need a plan with a spreadsheet consisting of local plumbers and electricians that are reliable, efficient and cost effective.

**8/10.2020 Premises**

Caretaking

Our current caretaker is increasingly finding it difficult. This has led us to review the service we currently receive many factors have led to this review and I would like to propose that we actively seek to either employ our own cleaning and caretaking staff or contract a different company as you know DCC have recently contracted out the service to VERTAS.

All Governors agreed that the Head Teacher should start to look for an alternative and give notice on the current provision.

HEAD

**9/10.2020 Staffing**

Hazel Taub has retired

BR Can a letter of thanks be sent from the Governors.

SF We have 7 staff at lunchtime including Qualitas staff a member of staff for each bubble. More engagement in play and better liaison with class teacher.

3 staff would like to go to upper pay scale 2

All staff were making sufficient progress towards their appraisal targets to warrant their pay increases as set out in the attached paperwork.

There is also a national pay rise for all teaching and non-teaching staff.

Ms Wardle is doing SENCO award

Mrs Clark Allan is doing NPQSL

Miss Morgan would like to do EYFS moderation lead practitioner.

SF Are the Governors happy to accept these recommendations?

BR We are more than satisfied that everyone is making good progress and agree to your recommendations.

SF First Aid Training will be given in 2 groups of 10

JM How is staff mental Health?

SF Yes we are tired, staff are giving everything. I will ensure everyone knows that there are places we can signpost them to.

SF There are now no helpers in the office, it is currently a 39-week contract, part of the finance group looked at how we can make best use of an underspend in the office.

BR Can the Head monitor this and we will look at it again in 2-3 months.

CLERK

HEAD

SW took over the meeting to explain her plans for her SENCO award  
 I would like to look at part of the SENCO policy and re write it as part of my award,  
 I believe it should be a co-production working together with parents. Looking at wording  
 and negativity, to give it more substance written for the parents by the parents more user  
 friendly. I have sent invites to parents and received 4 responses It is written for  
 professionals not parents.  
 JM I would like to be involved in this.  
 BR Are you going to update us at the next meeting.

### **10/10.2020 Academy update**

SF We had been knocked back and wondered why?  
 Julie from RSC said don't give up, perhaps look at starting your own. LEAP are very keen  
 for us to submit an application in 2021.  
 We have also spoke about becoming a federation, we need to think about succession  
 planning for the governing board as a lot of you have children leaving. Marsh Lane have 3  
 vacancies. Lenthall Primary have also shown an interest in this.  
 EIS is nowhere to be seen.  
 JM We need to find out more about becoming a federation.  
 ML & MB Marsh Lane would have a lot to gain, not so sure what we would get.  
 SF I have sent you some Government information about Federations by email for you to  
 read.  
 SF Streamlining, not replicating and sharing expertise would be our gains.  
 BR Our school is very strong and we could lead this proposal.  
 SW Our SLT is strong and we could upskill and be part of this federation.  
 JM Staff wellbeing needs to be considered I think there is worse to come with COVID-19  
 SF MP Lee Rowley is coming on 6<sup>th</sup> November 2020  
 SF We need to lead the uplift of education in our area.

### **11/10.2020 Policies**

See list

### **12/10.2020 Confidential**

See separate confidential minutes

### **13/10.2020 Any other business**

SF We have £12,000 in DFC budget that we need to spend, our thoughts were to improve  
 the condition of the toilets. Do any Governors have any thought on this?  
 JM Do staff have adequate equipment for use in these changing times laptops,  
 microphones etc.  
 SF Yes  
 BR Perhaps a dry play area  
 SF Please email any thoughts you might have to me.

### **14/10.20 Date and Time of the Next Meeting**

3<sup>rd</sup> December 2020 at 5pm

**Meeting closed**

**ACTION**