



**Gateway Primary School
Meeting of the Full Governing Board
Tuesday 9th June 2020 1.30 pm**

This is the third meeting of the FGB during lockdown

Governors Present:

Mike Wright	MW	Parent Governor
Scott Galbraith (Chair)	SG	Parent Governor
Natasha Stone	NS	Staff Governor
Clare Bladen	CB	Headteacher
Kayleigh Anstee	KA	Staff Governor

In attendance:

Jonathan Smith	JS	OCC Governor Services
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1.	Welcome, apologies, quorum		
	SG Welcomed all to the meeting. Apologies were received from Mike Wright and these were accepted. Mike has been deployed outside the area and consequently will be unavailable to attend Governor meetings before November.		
2.	Declarations of any other urgent business		
	Three items of additional business were declared		
3.	Declarations of business/pecuniary/other personal interest in any agenda item		
	No pecuniary interests were declared		
4.	Minutes of Full Governing Body meeting May 19th 2020		
	There were considered an accurate reflection of the meeting held on May 19 th 2020 and were approved by Governors present		
5.	Matters arising and actions from the meeting held on May 19th 2020		
	Item 6	<p>Covid risk assessment made available to parents</p> <p><i>CB confirmed that a more user-friendly version of the risk assessment will be made available to parents. CB reminded Governors that the OCC model risk assessment had arrived in school at 'the last minute' and that Gateway's risk assessment had been an amalgam of the OCC model combined with a number of</i></p>	CB

		<i>assessments reflecting best practice at other schools. The published risk assessment will not include staff names and the more complex operational aspects of the plan.</i>	
	Item 7	Scrutiny of OCC evidence of £80,000 historic overspend <i>SG explained that he had met with Kim James and other senior officers at OCC to discuss the forensic origins of the £80,000 overspend. (see item 7)</i>	SG
	Item 8	Governor Recruitment <i>The 'Inspiring Governance' has identified two applicants who have demonstrated an interest in joining the Governing Body. One of the candidates has served as a school Governor in the past. It was agreed that CB and SG would hold a conversation with each candidate before proceeding. This meeting will establish the skills and experience that each can bring to the Governing Body and attempt to establish how these relate to the needs of the Board and the school. Mike Markham (ICT) is able to temporarily join applicant Governors to the system so, if required, they can observe meetings prior to progressing their application.</i>	SG/CB
6	<p>Headteacher's verbal report to include:</p> <p>CB has produced a written report and this was circulated on GovernorHub.</p> <p>6.1: Reopening Arrangements</p> <p>The key points are:</p> <ul style="list-style-type: none"> • 73% of Reception children, 71% of Year 1 children and 78% of Year 6 children have attended. • All but three members of staff have returned to work. Staff have worked with commitment and vigour and make the reopening plan work without any serious issue. Their resourcefulness and 'can do' attitude has been outstanding. • The three members of staff that are not attending have legitimate reasons for not being in school. • The SENDCo has carried out risk assessments for all children in receipt of an EHCP. She has also made regular 'phone calls to parents of children who are on the SEND register. She has been in contact with outside agencies to ensure that all applications and procedures continue to run effectively. • The school caretaker has adjusted his shifts to provide more comprehensive cleaning coverage. Hard surfaces, door handles and flush handles are cleaned throughout the day. • Hand sanitisers are used on entry to and exit from each room and toilets • The school has received adequate supplies of PPE and this is reordered and delivered once a week. • There are strict maximum limits on how many people are to be in each room at any one time and these details are available outside the room. 		

	<ul style="list-style-type: none"> All information regarding the reopening plan has been communicated to the school community via Parent Hub, Dojo and Facebook. CB has established an email account through which parents can share, any concerns and queries. A member of staff is tasked with responding to any queries received via Facebook. <p>A Governor asked if the school had received any safeguarding concerns during this time. CB explained that any concerns identified through messages on the class Do Jo or from teacher contact sheets, are recorded on C-POMS. Senior staff meet weekly to discuss any such issues and appropriate action is taken. For example, any family who are not participating in home learning are contacted by school staff. CB confirmed that there have been no major safeguarding referrals during lockdown.</p> <p>CB confirmed that NS has delivered the welcome packs to the families of September 2020 reception class children.</p> <p>A Governor asked if parents had been supportive of the reopening plan. CB explained that parents had been hugely supportive, selfless and cooperative. They have naturally organised pick-ups and drop-offs to avoid any sense of crowding.</p> <p>In answer to a question CB confirmed that the atmosphere around the school had been calm and organised. The social bubbles reduce movement around the school and natural turbulence and, consequently, the environment is quiet and untroubled.</p> <p>SG thanked CB and senior staff at the school for this work.</p> <p>6.2 Staffing Issues</p> <p>It has not been possible for the school to recruit a member of staff to replace Allie Lee. Consequently, KA will provide 0.2 teaching of Peacock class in September 2020. This situation will be reviewed when a colleague returns to the school from maternity leave in January 2021.</p> <p>A recently recruited member of staff has secured the position as secretary to a teaching trade union. The role requires the colleague to be 'released' from teaching one day a week to fulfil her union responsibilities. CB will confirm arrangements in this regard.</p>	
7.	<p>Finance developments in relation to historic £80,000 overspend</p> <p>SG has met with Kim James and other senior officials at OCC in relation to the £80,000 historic overspend borne by the school. Governors remain surprised that a deficit of this dimension could accrue in such a short period of time. Although clear forensic evidence was not presented at the meeting, it was suggested that the overspend related to financial mismanagement of the nursery school at this time. There will be an additional meeting on 15th June and SG confirmed that he will continue to request for clarification and evidence in relation to the deficit. Governors agreed to the following actions;</p> <ul style="list-style-type: none"> A balanced budget will be presented for the next three years and as a consequence, the deficit will not grow. SG and CB have brokered an arrangement with OCC whereby deficit recovery will only commence once the school is OFSTED 'good' and this situation is likely to be realised within two-years. 	SG

	<ul style="list-style-type: none"> • However, the school will immediately establish a contingency fund into which, for example, £1,000 savings will be deposited each month. Senior staff feel that a £1,000 a month target is challenging but agree that this level of saving is achievable. • Therefore, at the point at which deficit recovery commences, the school will have the capacity to contribute around £24,000 (if required) thus cushioning the potential impact of recovery payments thereafter. • The Business Manager will secure this fund to ensure that it is not reconciled by OCC without the consent of Governors and senior staff. 	
8.	<p>Other Gateway issues to bring to the attention of Governors</p> <p>8.1: CB reported that plans are in place to 'rotate' the Brightstart building during the August summer holiday. The contractors have suggested that the pre-school will be able to relocate to the new building in September. It is hoped, therefore, that the bungalow will be available for occupation by Gateway children, after the October half term break. The building will require redecoration and SG will attempt to enlist the voluntary support of colleagues/parents in this regard.</p> <p>8.2: CB explained that 5 days of additional school improvement support have been made available to the school. However, OCC support for English and maths has been withdrawn until September 2020.</p> <p>8.3: Two members of staff will receive training in the administration of medicines in order to support a child in KS1 with type 1 diabetes. The county diabetes nurse and the child's parents have already been engaged in this process. The resulting care plan will be approved by all parties.</p>	SG
9.	<p>Date of next FGB</p> <p>Meeting 14th July 2020 – 1.30 pm</p>	
10.	<p>Summary of Actions</p> <ul style="list-style-type: none"> • Recruitment of additional Governors (CB/SG) • Any developments in relation to £80,000 deficit (SG) • Establishment of Contingency Fund in support of the deficit (CB) • Decorating plans to support refurbishment of the bungalow. (SG) • July FGB to include feedback from OCC Strategy Group meeting and any staffing issues for September 2020 (JS) 	