



**MEETING 2 PART ONE MINUTES  
OF THE LOCAL GOVERNING BODY MEETING  
OF MILL VIEW PRIMARY SCHOOL**

<b>Date</b>	<b>Tuesday 13<sup>th</sup> October 2020 at 6pm</b>
<b>Venue:</b>	<b>Virtual Meeting via Teams</b>

<b>Attending (Governors):</b>	
Stephen Webb (SAW) - Chair Laura Edwards (LE) Vice Chair Ali Gibbons (AG) Sam Glendenning (SG) Joanna Disley (JD) Hailey Kelso (HK) Jane Beston (JB) Denise Noble (DN) James Brown (JBr) Anuska Dostalova (AD)	Co-opted Governor Co-opted Governor Staff Governor Staff Governor Parent Governor Parent Governor Parent Governor Co-opted Governor Co-opted Governor Parent Governor
<b>Apologies:</b>	
Kate Doyle (KD)	Principal
<b>Also in Attendance:</b>	
Debbie Tomkinson	Clerk

<b>AGENDA ITEM 1</b>	<b>WELCOME, APOLOGIES FOR ABSENCE (Statutory) AND CONFIRMATION WHETHER MEETING IS QUORATE</b>
<b>Discussion:</b>	SaW welcomed all to the meeting. The apologies of KD were accepted.

<b>AGENDA ITEM 2</b>	<b>DECLARATION OF PERSONAL &amp; PECUNIARY/BUSINESS INTEREST (Statutory)</b>
<b>Discussion:</b>	There were no declarations of interest in relation to any of the agenda items.

<b>AGENDA ITEM 3</b>	<b>PART ONE MINUTES OF MEETING – September 2020</b>
<b>Discussion:</b>	The Part One minutes of the meeting in September 2020 were circulated in advance of the meeting and accepted as a true and accurate record. All agreed.
<b>Decision</b>	<b>RESOLVED: That the Part One minutes of the meeting in September 2020 were accepted as a true and accurate record. All agreed.</b>

<b>AGENDA ITEM 4</b>	<b>AOB</b>
	SaW requested that governors be provided with a Covid-19 update following two positive cases of Covid-19 being confirmed in the school.  Governors were advised about the situation in an email from the Chair of Governors at the time of the notifications and a further update was provided.

The Principal was confirmed as a positive case on the Saturday and advice was sought from Public Health England (PHE). At this point, PHE did not see this as an emergency and so in a meeting between SE, SaW and AG it was agreed that a cautious approach would be taken to the closure of bubbles.

Subsequently, the parents of a child in Y2 informed school that both they and their child had tested positive. At this point, PHE contacted again and they reviewed the risk assessments and determine who would have been in contact with any of the confirmed cases in the 48-hour period from when symptoms began.

On the guidance of PHE, all classes with the exception of Y2 were advised to remain open. PHE also advised that AG was able to remain in school despite having shared an office with the Principal. Following a discussion between SaW and SE, it was agreed that AG could be on site to meet and greet pupils but could then work from home in order to safeguard her.

SE stood by the initial decision to take a cautious approach in the first instance and that all decisions had been made in line with PHE advice.

Once staff had been informed of the positive cases, two further contacts with the child were identified and these staff were told to self-isolate. Further advice was sought from PHE from a different advisor who provided the same guidance as had previously been given to the school.

**Q: What would happen if AG tested positive?**

**A: AG advised that she had not had any close contact with any other person. She completes a tour of the school every day but will stand in the doorway of each class for less than one minute. During this time she will wear a mask and would not touch anything without it being immediately sanitised. There was no contact with any of the children within the 48-hour timescales. The school is also taking a cautious approach with staff and if they have a cough, they will be advised to obtain a test.**

**Q: What would happen in terms of leadership if AG became ill. How will school run?**

**A: The learning mentor has been taken off timetable and she will be a presence in the school. She will not see her children unless it is an emergency and if this is necessary, any meetings will be socially distanced. There is a number of staff who are very good at supporting emotional wellbeing and they have already checked-in with staff. The front of house team have taken a lead on ensuring everything that needs to happen is done so but with minimal movement about the school.**

SE has spoken to AG about increasing the number of personnel who sit at senior leadership level but in the event that no senior leaders were available, the MAT would be able to step-in and support the school through consultation with the LGB.

**Q: What is the number of cases in a school before it is required to close?**

**A: PHE do not share this information although if there were a number of cases, a school may be required to close to under-take a deep clean.**

The remote learning plan is in place for Y2. There were two live sessions on the day of the meeting and children are given tasks which they submit via Seesaw. Feedback from parents has been positive. Parent governors agreed that the plans had worked well and there is good continuity with staff. It was suggested that there could be some improvements to the system to make it more user-friendly for both parents and children. There is currently lots of information available but that it is not currently cohesive and some of the forms are quite difficult to use.

It was agreed that the Y2 parent governors would work with AG on the remote learning to provide greater parental experiences of the provision.

It was agreed that if all senior leaders were ill, SaW and SE would consult and a letter of notification would be sent to all parents. This course of action was agreed by the LGB.

	AG thanked the School Business Manager and office team for setting up the systems for remote learning. She also said that the school had felt very supported by the Trust.
<b>Actions</b>	<b>Parent governors to work with AG on providing feedback on the remote learning provision.</b>

<b>AGENDA ITEM 4</b>	<b>REVIEW OUTSTANDING ACTIONS</b>
<b>Discussion:</b>	<p>Governors to complete and return the annual declarations of personal and pecuniary interest forms to the clerk. Any governors who had not already done so were asked to complete and record the annual declarations form to the clerk. ONGOING</p> <p>Clerk to invite AB to the October meeting. COMPLETE</p> <p>Governors were asked to consider both positive and areas for development and to provide this information to the clerk by Monday 6th October. Clerk to collate the information for circulation in advance of the next LGB meeting. COMPLETE</p> <p>Discussion on impact statement to be deferred to the October meeting. Included on agenda. COMPLETE</p> <p>Governors to consider how they are able to complete their link governor responsibilities virtually. Included on the agenda. COMPLETE.</p> <p>Clerk to email DN to enquire if she would like to join the vision and strategy working party. COMPLETE</p> <p>AG to lead and convene the vision and strategy working party. AG provided an update on the vision and strategy group which has met twice since the previous LGB meeting to discuss potential plans to open a nursery. Initially, the preferred option was to use the building next to the school. There has been a meeting with a senior surveyor and it is clear that this would not be an attractive option. The local authority have taken the restrictions off the leasehold and they are talking to one other school who may be interested in using the building.</p> <p>The preferred option is now for a portable building on the site. The best quote is £80k which is above the £72k previously agreed and so it would be necessary to look at other revenue streams. The size of the building would be a little bigger than the minimum size required. SE was of the view that given the school's financial position, the Trust are likely to look favourably on using reserves in the short term to enable the project to be completed.</p> <p>It will be necessary for there to be a consultation period of four weeks. The Director of Operations has suggested that permission to extend the age range from 2-11 be sought. There are currently no plans to take two-year olds but have an agreement that the school can take two-year olds will give the school more flexibility. It has been suggested that the application to extend the age range be made in parallel with obtaining planning permission so that the nursery could open in September.</p> <p><b>Q: When will the consultation start?</b> <b>A: The formal letter is ready to be sent to all interested parties. They will then have four weeks to respond. School will be actively chasing input from some parties such as the local authority. All responses will need to be considered in the application to the Regional Schools Commissioner (RSC).</b></p> <p>It was agreed that governors would need to consider and agree a decision on the proposal to open a nursery by December to allow work to take place for the next academic year.</p>

	<p>SaW and KD to review and complete the QA document for governors' consideration. The QA document is to be included on the agenda for the November meeting. ONGOING</p> <p>Parent questionnaires to be considered in the Spring term. ONGOING</p> <p>Governors to complete mandatory training modules if they have not already done so. A further update on training was discussed under agenda item 9. COMPLETE</p> <p>JD to review the new training modules offered through the NGA's Learning Link. A further update on training was discussed under agenda item 9. COMPLETE</p>
<b>Actions</b>	<b>A decision on whether to apply to open a nursery to be made by December.</b>

<b>AGENDA ITEM 5</b>	<b>VISION AND STRATEGY</b>
<b>Discussion:</b>	<p>SaW reported in KD's absence that in light of current circumstances, the SDP and SEF are fit for purpose. Relevant data has only just been completed following pupil assessments and this information will be included on the agenda for the next meeting.</p> <p><b>TRUST SURVEY</b></p> <p>Governors received and noted the results of the Trust staff survey for Mill View staff.</p>
<b>Actions</b>	<b>Review of assessment data to be included on the agenda for the next meeting.</b>

<b>AGENDA ITEM 6</b>	<b>EDUCATION</b>
<b>Discussion</b>	<p><b>Pupil Premium</b></p> <p>Governors received and noted the PPG data provided in advance of the meeting.</p> <p>AD, as PPG link governor, advised that she had spoken to AG via email and had reviewed the PPG report and she highlighted that there had been a significant amount of work that has taken place on tracking PPG and spending.</p> <p>There have been some savings due to Covid-19, for example it is not possible for the mixed-age sensory circuits programme to take place. All staff have now been trained so that children will now have sensory breaks throughout the day. Whilst some of the actions have had to be paused, there are still a lot of activities taking place.</p> <p>One big positive in relation to PPG data is that it is not significantly different at the start of 2020 to the position at the start of 2019. In some cases, there has been an improvement from the previous year.</p> <p>The work that has taken place on ensuring staff understand PPG is significant. SE acknowledged AG's role in driving this change. Previous PP reviews had identified lots of areas of concern but SE reported that now there is efficient spending of money in the right areas, analysis of needs is done ahead of time and AG knows what interventions are required.</p> <p><b>Sports Premium</b></p> <p>The Sports Premium report was circulated in advance of the meeting. Many of the actions have been curtailed because of Covid. There are some activities that still take place such as cricket and measures are in place to ensure that the cricket teacher has minimal crossover with bubbles.</p> <p>Teaching assistants are taking the lead in improving playground equipment but until bubbles are allowed to cross there is no possibility of playing sport.</p>

	<p>There has been a change of sports provider and next term children will be able to work with gymnastics and dance specialists.</p> <p>It is unlikely there will be a significant saving as the school is still buying expert coaching sessions. It was confirmed that it has not been possible to start swimming sessions.</p> <p><b>Monitoring of Teaching and Learning – broad and balanced curriculum</b></p> <p>Prior to the meeting, governors were invited to consider how they fulfil their link governor roles and to submit their responses to the clerk.</p> <p>It was agreed that a lot of work can take place remotely. The role of link governors is to ask questions and challenge leaders and this is something that can take place virtually. HK has met with the School Business Manager and Director of Operations via Teams and this has worked well and HK reported that she felt well-connected.</p> <p>A decision was made in the previous meeting not to have subject link governors but to invite teachers to a meeting to talk about their subjects. It was recognised that the timing needs to be appropriate to staff so that they do not become overloaded and AG to advise staff of the plans.</p> <p>JBr advised that he will contact Alison Brennan, GDPR trustee to discuss data protection issues.</p> <p>There was a recognition that it may in some circumstances be difficult for staff to be released for a meeting with a governor and it was suggested that it may assist if there was a meeting calendar detailing when meetings should take place throughout the year.</p> <p>A request was made for guidance on how to conduct the meetings. It was noted that the NGA have useful guidance on governor monitoring including suggested questions. DT to circulate relevant guidance to link governors.</p> <p>It was agreed that virtual meetings can be very beneficial. AG will ask relevant staff to contact governors with a view to setting up a meeting and governors to advise AG if they have not been contacted by their member of staff.</p>
<b>Actions</b>	<p><b>Clerk to circulate NGA guidance to relevant link governors</b></p> <p><b>AG to request that area leads contact their link governor to arrange a virtual meeting</b></p> <p><b>Timetable of governor visits to be created</b></p>

<b>AGENDA ITEM 7</b>	<b>FINANCE</b>
<b>Discussion</b>	<p><b>Benchmarking</b></p> <p>HK requested that benchmarking priorities be discussed at the next meeting when the new School Business Manager will be in attendance.</p> <p><b>Approval of expenditure</b></p> <p>It was confirmed there were no items of expenditure requiring approval.</p>
<b>Actions</b>	<b>Benchmarking to be included as an agenda item for the next meeting.</b>

AGENDA ITEM 8	COMPLIANCE
Discussion	<p><b>Chair's Action</b></p> <p>SaW advised he had not taken any urgent decisions on behalf of the LGB since the previous meeting but had been involved in the Principal's appraisal process. He had also met with the Chair of the Trust Board and Chairs of LGBs in their termly meeting. Most of the items discussed at this meeting had been covered in the course of the current agenda. He also advised there had been an in-depth discussion on Principal well-being and development. Further discussions will take place at the next Chairs' meeting.</p> <p><b>Principal's Action</b></p> <p>On behalf of KD, AG advised governors that work is taking place on the outdoor area and the first phase is due to be completed over half-term. The second phase – replacing the canopy will take place in the first two weeks of November.</p> <p><b>Safeguarding</b></p> <p>SE completed a safeguarding review and his report was included in the papers for the meeting. During the safeguarding review, SE looked at all outstanding actions which had all been completed.</p> <p>Attendance for pupils is 98% which is higher than normal.</p> <p><b>Q: What is the procedure around attendance when children are isolating or a bubble is closed? Are children monitored to ensure they are engaging with home learning?</b>  <b>A: The procedure that has been in place following the Y2 bubble closure is that the learning mentor will contact any family who was not in attendance and it is hoped that they will then engage. If the children still do not engage, there will be further contact which will be supportive asking if there are any issues that the school can help with. The same procedure will be followed for those children who are self-isolating.</b></p> <p>The school is keen to ensure that all children are able to continue their learning and any child who is self-isolating will have work set for them.</p> <p><b>Q: Will the children be classed as present for the purposes of attendance?</b>  <b>A: There are a number of different codes depending on the particular circumstances. If a whole class bubble was closed, they would get the working from home attendance mark.</b></p> <p>It was suggested that some parents may not be able to help their child due to work commitments and may be concerned that they are receiving a call from school. AG agreed that the procedure could be reviewed to include an explanation to the parents about the purpose of the call. It is important that the sequence of learning is maintained but staff are aware that all families have different circumstances.</p> <p><b>Policy Update (for information)</b></p> <p>There were no updates or any policies requiring approval.</p>

AGENDA ITEM 9	GOVERNANCE
Discussion	Board Development

	<p>At the previous meeting, governors were asked to provide their views on the strengths and areas of development for the Board. The report of collated responses was circulated in advance of the meeting.</p> <p><b>Strengths</b></p> <p>Governors recognised the importance of governor training and the LGB has a very good training record. There were three distinct areas of strength – impact, team work and link governance.</p> <p>It was suggested that the governance review would be a useful document to append to the annual impact statement that is completed at the end of each academic year and reviewed by governors and all agreed that this would be a useful addition.</p> <p><b>Development areas</b></p> <p>Governors’ preparation for an Ofsted inspection was a common theme in governors’ responses. SE advised that Ofsted are currently inspecting schools on their plans for remote learning and the return to school. He did not anticipate that an inspection would take place before Christmas. The position after this was uncertain but SE did not think that Mill View would be imminently inspected. It was agreed that the Ofsted preparation work which has been put hold as a result of Covid will be revisited in the Spring term.</p> <p><b>Impact Statement</b></p> <p>The Impact statement was circulated in advance of the meeting and approved by governors.</p> <p><b>Training</b></p> <p>The training spreadsheet was circulated in advance of the meeting. This had been updated by JD to include two trust-wide training sessions in November and December. Training modules highlighted yellow were identified as a priority and all governors to endeavour to complete these by the next meeting.</p> <p>JD will also audit the spreadsheet to highlight if particular modules are essential, desirable or optional and DT to forward details of all NGA training modules to JD.</p> <p>It was agreed that training linked to a link governors’ role is essential and such training to be prioritised by link governors.</p>
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<b>Actions</b>	<p><b>Clerk to provide details of NGA training modules</b></p> <p><b>JD to audit training spreadsheet</b></p> <p><b>Ofsted preparation work to re-start in the Spring term.</b></p>
<b>Decision</b>	<b>Resolved: That the Impact Statement for 2019/20 be approved. All agreed.</b>

<b>AGENDA ITEM 10</b>	<b>ANY OTHER BUSINESS</b>
<b>Discussion:</b>	There were no items of AOB

<b>AGENDA ITEM 11</b>	<b>DATE OF NEXT MEETING</b>
<b>Discussion:</b>	Tuesday 17 <sup>th</sup> November 2020 at 6pm

**Further discussions took place under the Part Two agenda.**