

MINUTES OF THE AUTUMN TERM MEETING OF THE GOVERNING BODY OF
RAWMARSH RYECROFT INFANT SCHOOL HELD VIA ZOOM ON
THURSDAY 19TH NOVEMBER 2020 AT 5.15PM

PRESENT:

Mr C Oxe (Chair), Mr N Quill (Vice Chair), Mrs C Smyth (Head), Mrs K Blythe (Deputy Head), Mr M Wagstaff, Mr S Holmes, Mrs J Tate

Also attending: Miss N Davies (Clerk).

1. APOLOGIES FOR ABSENCE

Father Parkinson is unable to access Zoom, however he is in contact via telephone, is provided with necessary documentation and gives verbal approval where required.

Apologies received and accepted for Father A Parkinson.

Mr Jones

Governors have recently been informed about the sad news that Mr Jones, a member of the Governing Board has sadly passed away. A letter and card on behalf of pupils, staff and governors, have been sent to the family of Mr Jones with a few personal touches. Mr Jones will be sadly missed by all who knew him in the local community.

2. DECLARATION OF INTERESTS

There were no declarations of interest.

3. ITEMS OF URGENT BUSINESS

There were no urgent items of business.

4. EXECUTIVE LEADERS REPORT

Governors had been provided with a copy of Mrs Smyth's report prior to the meeting. Mrs Smyth informed Governors that since writing her report, the number of pupils in school has reduced slightly to 171. This is due to some pupils moving house and transferring to a school closer to the new address.

Mrs Smyth talked Governors through the key points of her report.

Updated Risk Assessment

Governors were provided with an updated risk assessment document on 4th November 2020. Risk Assessments are reviewed weekly and amendments made when required in line with circumstances at the time. School have recently (12th November 2020) closed 2 Year Group Bubbles due to possible contact with a staff member who has tested positive.

This was from an external transmission. School will reopen to all pupils on Monday 23rd November 2020. There has previously only been a very small number of staff who have 'crossed bubbles' to provide support to children with SEN, however following the recent bubble closures the decision has been made that no staff at all will be crossing bubbles and all staff have been asked to wear mask when using communal areas such as corridors. Mrs Smyth and Mrs Blythe have attended a virtual meeting regarding the recent bubble closure and answered questions about the situation. School has been deep cleaned to ensure no transmission within school.

Governor Questions:

SH: Have school been advised to stop staff crossing over bubbles and do staff still have PPA time? CS confirmed that school had themselves made this decision moving forwards to try to prevent another closure such as which has just happened. Staff do still have full PPA time.

Remote Learning

Remote Learning is working well with positive feedback from parents. Parents were particularly positive regarding the zoom lessons that have taken place over the past week as they motivate the children to want to take part and welcome the direct communication with their class teacher. The Remote Learning policy has been updated to include the zoom meeting live lessons. Class Dojo continues to be a good way for parents and staff to communicate and for children to share their home learning efforts. Mr Quhill confirmed that the positive feedback from the teachers also motivates the children to want to take part and complete their work.

Governor Questions:

SH: Have there been any remote learning issues raised by parents. CS/KB: Confirmed that work packs have been printed where requested and school continue to use Class Dojo and Zoom lessons as these seem to be simple to use and accessible to the majority of parents via phones/tablets etc.

Mrs Blythe confirmed there were a number of laptops in school for children if required. These have been set up suitably for the children. Governors discussed the loaning policy for this equipment. Mr Holmes confirmed that an acceptable use policy is required to be signed by parents prior to loaning.

School Improvement Plan

Governors had been provided with electronic copies of the latest School Improvement Plan priorities which are 1. Quality of Education, 2. Vulnerable Groups, 3. Mental Health and Wellbeing.

Governors were in agreement to approve the School Improvement Plan.

Policies

Prior to the meeting, Governors were provided with a number of policies for review. These are all also available on to view on the Governors secure area of the school website and included: Pay Policy, Teacher Appraisal Policy, Safeguarding Policy, Records Management Policy, Health & Safety Policy, Remote Education Policy, Behaviour Policy and Social Media Policy.

Governors were in agreement that the above mentioned policies be approved.

Pupil Premium Strategy and Sports Premium Funding Statements

Prior to the meeting, Governors were provided with electronic copies of the Pupil Premium Strategy and Sports Premium Funding Statement. These are also available to view on the school website.

Governors were in agreement that both the Sports Premium Funding and Pupil Premium Strategy statements be approved.

GDPR Update

Governors had been provided with a copy of the DPO audit report and GDPR outcomes report supplied by the School Business Manager Mrs Marson. Governors noted two areas overall highlighted as red and requiring attention:

- 1) Although the school already has a Business Continuity plan, but this needs to be amended to include data incidents.
- 2) School needs to begin completing Data Privacy Impact Assessments for any high risk data actions e.g. data transfer. It also needs to collate all data sharing agreements that it has with companies/organisations that it shares pupil data with.

School has already started work on the above mentioned requirements. Due to current COVID 19 circumstances there has been a delay in completion however this will be addressed as soon as possible.

Governors discussed the risks of digital data breach and Mrs Blythe confirmed school are already in discussions with the school IT company (Tri-Star) regarding the possibility and cost implications of replacing the servers and related equipment which is due upgrading. There are intermittent wifi issues within school which need to be addressed as soon as possible. Mrs Blythe confirmed she will discuss this with Mrs Marson and investigate further.

Mr Quhill confirmed that providers must be GDPR compliant and it is illegal for them to use a 'privacy shield' as these are deemed unlawful.

School Fund

Mrs Smyth confirmed that the School Fund Account has been externally audited and no matters have arisen or been detected. Governors were asked to approve the School Fund Account for the 2019/2020 financial year.

Governors were in agreement that the School Fund Account for the 2019/2020 financial year be approved.

Register of Interests.

The update of the Register of Interests is almost complete and a summary report will be posted on the School website by the end of the week.

Consultation of Admission arrangements and Planned Admission Numbers (PAN) document.

There have been no amendments made to the current intake number of 60 pupils, therefore Governors were asked to approve the PAN document.

Governors were in agreement that the PAN document be approved for an intake of 60 pupils for the 2022/23. The return slip has been completed and returned to the Local Authority by N Davies.

5. GOVERNING BODY MINUTES

Governors had been provided with Minutes for the previous meeting held on 1st October 2020 and were asked to approve this document.

Governors were in agreement that the minutes of the meeting held on 1st October 2020 be approved. There were no matters arising from the minutes.

6. ANY OTHER BUSINESS

Local New Housing Development

Mr Oxer informed Governors about an area of new housing close by to school which is believed to be intended to be used as accommodation for vulnerable adults.

Christmas in school

Mrs Smyth and Mrs Blythe confirmed that school would try to continue with all the usual traditions held in school at Christmas time (although this would be in a slightly different way this year) to ensure children in school experience the magic of Christmas as they usually would when in school at this time of year.

Planning for after the Christmas Break

Mr Oxe asked if any plans were in place for the return to school after the Christmas Break. Mrs Blythe confirmed that school were hoping to continue as it is currently with the current systems in place as these are working well. Risk assessments will continue to be reviewed regularly and amended where necessary.

Thank you to staff

Mr Wagstaff asked for thanks to be passed onto all staff for the extraordinary lengths they go to in school during this time. Mrs Smyth confirmed this would be passed and thanked Governors for their support.

7. CONFIDENTIALITY

There were no items considered as confidential during the meeting.

8. DATES OF FUTURE MEETINGS

Autumn Term Meeting 2 – Thursday 10th December 2020 at 5.15pm

Spring Term Meeting – Thursday 4th March 2021

Summer Term Meeting – Thursday 1st July 2021

Signed.....

Date.....

Mr Chris Oxe (Chair of Governors)