

**MINUTES OF THE VIRTUAL SPRING TERM MEETING OF THE
GOVERNING BODY OF RAWMARSH RYECROFT INFANTS SCHOOL
HELD ON THURSDAY 4TH MARCH 2021 AT 5.15PM**

PRESENT:

Mr C Oxer (Chair), Mrs K Blythe (Acting Head), Mr S Holmes, Mrs J Tate, Miss K Paisley.

Also attending: Miss N Davies (Clerk).

1. APOLOGIES FOR ABSENCE

Mr. Wagstaff, Mrs Abbott and Mr Quhill - Apologies accepted.

2. DECLARATION OF INTERESTS

There were no declarations of interest in relation to any item on the agenda.

3. ITEMS OF URGENT BUSINESS

The chair determined there would be no items of urgent business considered later on the agenda.

4. THE HEAD TEACHER'S TERMLY WRITTEN REPORT

The Head teacher's termly report and accompanying documents, having been circulated with the agenda, were discussed as follows:

4.1 Business Critical Issues

- a) Review of risk assessments and safeguarding including asymptomatic testing for pupils and staff (where applicable), pupil and staff wellbeing, continuity of learning including provision of remote education.**

Mrs Blythe talked through the key points of her report and confirmed that school are currently working to the 'Covid Secure' Risk Assessment and Lateral Flow Testing Risk Assessment. Both documents have been provided to Governors and are live documents which are amended in line with the latest government guidance. Mrs Blythe informed Governors that all staff in school had opted in to take part in Lateral Flow Testing.

Mrs Blythe confirmed that the numbers of pupils in school during the current lockdown is significantly higher than the previous lockdown in March 2020. Staffing arrangements have been organised to ensure there is a teacher and 2 teaching assistants in school for each year group bubble with the other teachers from each year group teaching remotely from home via zoom for the pupils not currently attending school. This has worked well and school have received positive feedback from parents/carers regarding the remote learning package available for children. Governors have been provided with information following an online remote learning survey completed by parents/carers.

The Remote Learning Policy along with Remote Learning information has been posted on the school website under the key information section for easy access.

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Remote Learning: Each week, a learning planner with supporting resources has been uploaded to each class page for use alongside the daily live zoom lessons. Parents are encouraged to upload their child's completed work to Class Dojo and are able to communicate directly with their child's class teacher. Printed packs are available for children who require these. School have loaned a number of devices to families who were unable to access online learning. Mrs Blythe said she had been disappointed with the uptake of remote learning from families who had accepted these devices.

Staff have been in regular contact with families during lockdown via zoom lessons, class dojo, and welfare telephone calls. Where staff have not seen any of this contact, doorstep home visits have been carried out.

Governors had been provided with a Governor Data Pack prior to the meeting with end of Autumn Term Progress and Attainment information.

Mrs Blythe informed Governors that prior to children's return to school on Monday 8th March, a 'Masked Reader Event' has been planned for World Book Day via Class Dojo. Incorporated into this event will be a message for children with reassurance about the return to school.

Governor Questions:

What is the plan for when children return to school on Monday 8th March?

Mrs Blythe said that structures were in place for the mental health and wellbeing of pupils and staff would initially be focused on settling children back into school and into routines. Plans have been made for pupil progress meeting to checks for gaps in learning and actions will be put into place when these children have been identified.

Will Parents Evenings take place this term?

Mrs Blythe confirmed that Parents Evenings will take place via telephone before the Easter Break.

4.2 Compliance Issues

a) Final determination of Admission Arrangements for pupil entry in September 2022 (VA schools only)

This is not applicable as Ryecroft is an Infant School.

b) Updates and amendments to statutorily required information to the content of the school website:

i) the number of individuals (if any) earning over £100K in £10K bandings
This is not applicable.

ii) a link to the DfE 'Schools Financial Benchmarking' website

This link has been added to the school website in the parents section under 'useful links'

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- iii) the school's remote education offer

This is located in the key information section of the school website under 'Remote Learning'.

- iv) information regarding the Covid-19 catch-up premium

This is located in the key information section of the school website.

- v) publication of admission arrangements for pupil entry in September 2022

This can be found in the Key Information section of the school website under the heading 'Admissions' and contains the relevant links to the LA.

4.3 Monitoring of the School Improvement Plan

a) Update on progress and impact of priorities within the School Improvement Plan

Governors had been provided with updated copies (End of Autumn Term Reviews) of the School Improvement Plan prior to the meeting. This includes the COVID 19 Catch up Funding Plan. These documents are also available for Governors to view in the Governor's secure section of the school website.

b) Reports from governors undertaking designated governance roles

Due to the current circumstances, School have limited the number of adults visiting the school premises. During this time, Governor's Meetings have taken place virtually via Zoom therefore there have not been any Governor visits to school at this time. Mrs Blythe is regularly in contact with Mr Oxer via telephone.

4.4 Compliance with Financial Responsibilities

a) Budget Monitoring Report

Governors are regularly updated on the progress on the school budget. A budget update report and summary document were provided to Governors prior to the meeting. Mrs Blythe talked Governors through the key points.

b) Completion and Approval of the Schools Financial Value Standard

Governors had been provided with an electronic copy of the Schools Financial Value Standard prior to the meeting. During the meeting, Mrs Blythe shared her screen and talked Governors through the key points of the document.

Governors were in agreement to accept and approve this document.

Signed.....Date.....
Mr C Oxer (Chair of Governors)

5. GOVERNING BODY MINUTES

5.1 Approval of the Minutes

Governing Body Minutes from the virtual meetings held on Thursday 21st January 2021 and Tuesday 23rd February 2021 were accepted and verbally approved by Governors during the meeting.

5.2 Matters Arising from the Minutes

There were no matters arising from the minutes to report.

6. ANY OTHER BUSINESS

6.1 To consider any other urgent business agreed by the chair at item 3

There was no urgent business agreed by the Chair at item 3.

6.2 Approval of the Governing Board Terms of Reference/Scheme of delegation

Governors had been provided with updated Terms of Reference/Scheme of Delegation documents prior to the meeting. Mr Oxer discussed a slight adjustment to the 'Resources' document on the section regarding recruitment in light of the current circumstances and the COVID 19 pandemic.

Governors were in agreement to accept and approve the updated Terms of Reference/Scheme of delegation documents. These documents were verbally approved during the meeting.

6.3 Approval of Business Continuity Plan.

Governors had been provided with a copy of the Business Continuity Plan prior to the meeting. (Telephone Numbers had been removed from the document to comply with GDPR requirements).

Governors were in agreement to accept and approve the Business Continuity Plan and this was verbally agreed during the meeting.

6.4 Approval of Data and E-Security Breach Prevention and Management Plan.

Governors had been provided with a copy of the Data and E-Security Breach Prevention and Management Plan prior to the meeting. This was a requirement following the recent GDPR audit (A report was provided to Governors in October 2020).

Governors were in agreement to accept and approve the Data and E-Security Breach Prevention and Management Plan and verbally agreed this during the meeting.

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Obsolete IT Equipment

Mrs Blythe asked Governors to consider and give approval for the safe disposal of a number of obsolete and broken ICT items. A number of items had already be recycled for use in classrooms etc, however these particular items were beyond repair or unable to be updated and were therefore obsolete. Mrs Blythe confirmed that the schools' IT provider Tristar would safely dispose of these items.

Governors were in agreement and gave approval for the items to be disposed of.

Head Teacher Recruitment

Mr Oxe informed Governors that following the initial recruitment panel meeting held virtually on Thursday 25th February 2021, the head teacher job advertisement was now live. A virtual short listing meeting is planned for Wednesday 24th March.

Thank you to Staff & Mrs Blythe

Governors again recognised the hard work of staff in school during these difficult times and asked for their thanks to be passed on.

Mrs Tate also passed on Thank you to Mrs Blythe on behalf of all staff for her support with mental health and wellbeing of both staff and pupils. Mrs Blythe is always available to discuss any current concerns or potential issues going forwards. Mrs Tate confirmed that messages of thanks are always passed onto staff verbally and via weekly briefings.

7. CONFIDENTIALITY

Staffing matters within the Head teacher's Termly Report are considered to be confidential and not to be discussed outside of the meeting.

8. DATES OF FUTURE MEETINGS

Meetings are scheduled as follows:

Thursday 18th March at 5:15pm (Full GB for school update following re-opening)
Wednesday 24th March at 12 Noon-2:30pm (Recruitment Panel Short listing Meeting)
Thursday 15th April at 5:15pm (Full GB re appointment of Head teacher)
Thursday 1st July at 5:15pm (Full GB Summer Term Meeting)

Signed.....Date.....
Mr C Oxe (Chair of Governors)