



**MINUTES OF A VIRTUAL MEETING OF THE FULL GOVERNING BOARD
 AT HAVANNAH PRIMARY SCHOOL HELD ON THURSDAY 2nd APRIL 2020**

Governors Present: George Hayes (GH) Chair
 Stef Williams (SW) Head Teacher
 Alex Thompson (AT)
 Suzanne Hayes (SH)
 Kath Bennett (KB)
 John Sherwood (JS)
 Emma Fearn (EF)
 Ann Holland (AH)
 Kate Jones (KJ)

Also in attendance: Maria Wilson (MW) Clerk to the Governors

PART ONE: NON-CONFIDENTIAL BUSINESS

Due to restrictions in place regarding safe distancing as a result of the COVID-19 pandemic no face-to-face meeting was possible. Approval had been secured by the Chair of Governors to hold the meeting virtually using ZOOM. Governors **approved**. An abridged agenda was discussed focusing on essential decisions needing to be made.

		Actions
1	<p>APOLOGIES AND AOB ITEMS</p> <p>Governors were welcomed to the meeting by GH.</p> <p>There were no apologies to receive. The meeting was in full attendance.</p> <p>Deb Ball and Sophie Slater-Baynes had not been invited to the meeting because, as Associate Governors, they have no voting rights at FGB level. This had been agreed by the Chair of Governors.</p>	

<p>2</p>	<p>CONFLICT OF INTEREST</p> <p>Governors had completed their annual pecuniary interest forms at the autumn FGB meeting. The following conflicts of interest were identified:</p> <p>Alex Thompson: employed by the Congleton Education Community Partnership; Governor at Goostrey Primary School</p> <p>George Hayes: employed by Cambridgeshire County Council and Cheshire East County Council; Director of East Cheshire Chamber of Commerce and Enterprise; Sister: Martha Hays employed in the Local Government department of Congleton Town Council; Governor at Buglawton Primary School; Member at Crewe Engineering and Design UTC</p> <p>John Sherwood: Member of the Labour Party; Member of 38 Degrees; Member of ICHEME</p> <p>No conflict of interest with the business of the meeting was anticipated.</p>	
<p>3</p>	<p>APPOINT A VICE-CHAIR OF GOVERNORS</p> <p>AT had been elected Chair of Governors at the EGM held on the 16th March with effect from the 3rd April 2020 but no Vice-Chair had been elected.</p> <p>The Clerk advised the meeting that she had received one nomination for the post of Vice- Chair: Mrs Suzanne Hayes.</p> <p>No further nominations were received from the meeting.</p> <p>SH was asked if was prepared to accept the role. She agreed. SH was unanimously approved as Vice-Chair.</p> <p>GH asked when AT's term of office as Chair of Governors moving forward would be due for review. The Clerk advised that it would be the Autumn Term FGB meeting. It was agreed that SH's term of office would be due for review at the same time.</p>	
<p>4</p>	<p>RATIFICATION OF ASSOCIATE GOVERNOR STATUS</p> <p>The Clerk advised the meeting that this approval had not be recorded in the Autumn Term FGB Part 1 minutes.</p> <p>Deb Ball (DB), School Business Manager, and Sophie Slater-Baynes (SS-B) were the school's two Associate Governors.</p> <p>The Governing Board retrospectively approved their appointment for the term of one year until the Autumn Term FGB meeting.</p> <p>It was further agreed that they would have voting rights in their respective committees: DB at Leadership & Management and SS-B at Teaching & Learning but not at FGB level. This was a unanimous</p>	

	decision.	
5	<p>BUDGET 2020-2021</p> <p>The 3Yr Budget Plan; the Financial Report to the L&M Committee and the L&M Committee meeting minutes from the 16th March 2020 meeting had been circulated to Governors in advance.</p> <p>There were no questions asked of the documents presented.</p> <p>The budget 2020-2021 was proposed by AT and seconded by AH. Governors unanimously approved the budget.</p>	
6	<p>SCHOOL FINANCIAL VALUE STATEMENT (SFVS)</p> <p>The new SFVS Dashboard document had been circulated to Governors in advance of the meeting. SH advised Governors that she would upload the SFVS as soon as she had the updated information to populate the last question. This was reliant on a discussion between GH and DB. In addition, the date of the School Improvement Partner (SIP) visits was needed.</p> <p>Action: To send the dates of the SIP visits to SH</p> <p>Action: To lodge the SFVS on to Governor Hub for Governors to proof read prior to approval</p> <p>Action: To read and approve/recommend amendment of the SFVS document by 5pm on Friday 3rd April 2020. Response to be sent to GH copying in the Clerk</p> <p>Action: GH to submit to CE on approval prior to the deadline date of the 24th April 2020 (an official extension to the original date of the 31st March 2020)</p> <p>Thanks were extended to SH for completing the new format document.</p> <p>Action: To decide where the evidence file for the document should be stored</p>	<p>SW</p> <p>SH</p> <p>Govs</p> <p>GH</p> <p>SW/DB</p>
7	<p>TERM DATES 2020-2021</p> <p>It was noted that Governors had not received a copy of the dates. SW apologised stating that they had been sent out to parents and were on the school website.</p> <p>Governors asked if a review had been conducted, as previously, agreed, of the impact of the two week May half-term holiday on attendance figures. Governors wanted to know if taking a two week</p>	

	<p>holiday in May had reduced absence and term time holidays in the second half of the summer term.</p> <p>SW advised that the data had not been collected. Whilst it was noted that this would be impossible to collate for the current year, 2018-2019 data could be compared to 2017-2018 data.</p> <p>SW further added that it would be difficult to see the real impact on account of CE suspending the fixed penalty fine system and then reintroducing it.</p> <p>It was also discussed that it would be difficult to change the 2020-2021 holiday structure now as the dates had already been sent to parents.</p> <p>Challenge: Had there been an issue for two members of staff with children at schools in other local authorities?</p> <p>Response: The two week holiday does have an impact but it was not an issue for the two members of staff.</p> <p>It was noted that it has always been the case that different local authorities have different holidays. It is not the two week element which causes concern.</p> <p>SW added that the main issue would be for families with siblings at Eaton Bank Academy and Havannah. Governors were advised that Eaton Bank Academy was following the Fallibroome Multi-Academy Trust guidelines and, as a High School, had no flexibility on account of the timing of GCSE exams.</p> <p>Action: To provide comparison data for the Summer 2018 and Summer 2019 terms for the Summer 2020 Leadership & Management Committee meeting agenda</p> <p>Action: To add an item to the summer 2020 Leadership & Management agenda: To receive attendance data Summer 2018 and Summer 2019</p> <p>Governors unanimously approved the 2020-2021 term dates.</p>	<p style="text-align: center;">SW</p> <p style="text-align: center;">Clerk</p>
<p style="text-align: center;">8</p>	<p>GOVERNANCE ARRANGEMENTS 2020-2021</p> <p>The Clerk offered to leave the meeting for this item. This was not deemed necessary.</p> <p>Governors approved the continuation of the existing service level agreement: clerking support for the FGB and committee structure. This was the statutory buyback plus 10 bundles.</p> <p>It was further agreed to review the buyback on an annual basis.</p>	

<p>9</p>	<p>COVID-19 UPDATE</p> <p>Action: GH to forward the LA email regarding pay expectations for members of staff working over the Easter holidays to AT</p> <p>SW advised the meeting of the following information regarding the current situation:</p> <ul style="list-style-type: none"> • The school remained open to provide for the children of key workers; vulnerable pupils and those with an education health care plan (EHCP). • To date the school has had between 2 and 5 pupils in attendance. The Government has made it very clear that pupils should remain at home if at all possible. • A staff rota had been established with all available members of staff being prepared to help. SW, EF and SS-B are in attendance to reduce the need for staff to commit to more than two days over a two weeks period. This would continue over the Easter holiday. Currently 3 to 5 children are anticipated over the Easter holiday with no-one expressing the need to be in school on the bank holiday days. • Meals have been provided by the school to date. They will not be provided over Easter. After Easter 57 pupils' families will receive vouchers linked to a designated supermarket. The school is using Eden Red, a recommended company. • SW, EF and SS-B have been in telephone communication with vulnerable pupils and those with an EHCP working at home on a daily basis. This will resume after Easter. • Members of staff have been emailing families on a daily basis to ensure that all is well with the children. • Members of staff have been using Facebook to read the children stories. • Pupil reports will be emailed to parents/guardians as scheduled on Friday 3rd April 2020. • SW advised Governors that there would be a staff meeting held via ZOOM at 11am on Friday 3rd April 2020 to provide an update. • A letter will be sent to parents over Easter. • An addendum to the Safeguarding Policy has been written and lodged on Governor Hub for Governors to read. Initially the Designated Safeguard Lead or Deputy Designated Safeguard Lead had to be on site. This has now changed: one or both individuals just need to be contactable 24-7. • The school is still hosting pupils from Bosley Primary School and will continue to do so after Easter. They have a separate room where they are based. <p>SW advised the meeting that it has been a real team effort: the atmosphere in school has been calm and settled; the meals-on-wheels service has worked well; the school has received many very</p>	<p>GH</p>
----------	---	------------------

	<p>positive and grateful emails from parents.</p> <p>Challenge: How does the staff rota work? Do members of staff work for two weeks and then have two weeks off? Response: No members of staff are divided into teams. This works well if members of staff have their own children to look after. Two weeks on/two weeks off would be too difficult to manage. The team approach works in the case of illness too. The length of this situation is also so uncertain that it would be unfair if someone had worked two weeks and then isolation ceased and the other staff had not done a stint.</p> <p>SW explained that one team is on per day. A team comprises of a member of the SLT, a teacher and teaching assistant.</p> <p>Challenge: There are two members of staff and a member of the SLT for 5 children? Response: That is correct. Multi-flex is also in school.</p> <p>Challenge: Why is Multi-flex in school? Response: They are providing a sport element to the day. Other schools are also using them.</p> <p>Some Governors expressed concern: Multi-flex are not essential to look after the number of children and, the more people attending school, the greater the risk to members of staff and children. It was questioned that Multi-flex were being paid unnecessarily. SW advised the meeting that they would have to be paid for anyway. SW further added that this was an operational decision made. The provider was only contracted to Havannah School so there was little risk. Their presence enabled SW to send members of staff home. SW further added that their presence provided cover when the meal-on-wheels were taken out to families.</p> <p>SW agreed to look into the use of Multi-flex after Easter. Currently the school was still operating on a day by day basis. She added that there would always need to be a school employee on site for insurance purposes. After Easter when there was no meals-on-wheels service things would be different again.</p> <p>One Governor expressed grave concern over the meals-on-wheels service adding that this put members of the school staff at risk and it was not essential. SW countered this comment by stating that the school has to provide meals. There is just one day left before the holiday. After Easter the voucher system would be employed. The Governors asked why vouchers could not be provided for Friday 3rd April.</p> <p>Action: To liaise with DB to find out if the voucher system could be used on Friday 3rd April 2020</p>	<p style="text-align: right;">SW</p>
--	--	---

	<p>The following discussion took place:</p> <ul style="list-style-type: none"> • Meals-on-wheels had only been employed week commencing 30th March 2020 because families did not collect the prepared lunch box. The facility was to reach the school's most needy families. • Challenge: What happened when staff went to the home? Response: The meal was taken up the path/drive; the door was knocked; the member of staff retreated to a safe distance to await collection of the meal and left. Gloves were worn. The member of staff did not enter the house. <p>Challenge: Had the risks been noted? Response: They had been.</p> <p>Challenge: Even the risk that the virus can remain live on packaging for three weeks? Response: One Governor refuted this claim.</p> <p>Challenging: Is the school ignoring the risk? Response: It is not.</p> <ul style="list-style-type: none"> • Governors were concerned that putting the Head Teacher in this position with one day of the half term left was unreasonable. Governors were concerned at the additional work it would cause DB at the end of the day. Governors expressed support for meals-on-wheels to be delivered for one last day. One Governor was concerned about how the parents would react with a change in circumstances at the last minute. <p>It was agreed that an alternative for the Friday would be explored. If it was physically possible to send out vouchers this would be done.</p> <p>EF left the meeting at 4.43pm.</p> <p>The meeting moved to Part Two and then returned to Part One.</p>	
10	<p>AOB</p> <p>Governors were advised that they need to appoint a new School Improvement Partner (SIP) in the summer term as Lise Houldsworth had been in situ for three years. A change after three years is deemed good practice.</p> <p>Challenge: Why is it deemed good practice? Response: The aim of a SIP is to provide independent quality assurance for the school. They need to provide objective advice and support. In addition, a school's priorities might change and a different specialism be needed.</p>	

	<p>GH advised the meeting that it was very unusual for him to say his goodbyes to the Board under these circumstances. He thanked the Board of Governors for their support and work done for the school adding that he was confident that the school was in a strong place moving forward.</p> <p>Governors thanked GH for all of the hard work he had invested in the school over the previous 9 years.</p> <p>Challenge: Do the parents know that GH is leaving? Response: They have not been informed. Governors deemed it appropriate that parents be informed.</p> <p>Action: To write a letter to parents</p> <p>The Clerk asked if it would be appropriate for Governors to write a thank you letter to members of staff for their hard work over the past two weeks. It was agreed that this should be done.</p> <p>Action: To write a letter to members of staff to thank them</p>	<p style="text-align: center;">GH</p> <p style="text-align: center;">GH</p>
--	--	---

The meeting moved to the Part 2 agenda.

The meeting ended at 4.53pm.

..... Chair

..... Date