

**MINUTES OF A MEETING OF THE LOCAL GOVERNING BOARD  
OF WYBUNBURY DELVES CHURCH OF ENGLAND PRIMARY SCHOOL  
HELD VIRTUALLY VIA TEAMS ON 1<sup>ST</sup> JULY 2020**

<b>Governors Present:</b>	Kathryn Chesters Neil Arnott (NA) Kate Hughes (KH) Mandy Branders (MB) Janet Clowes (JC) Helen Hunter (HH) Elizabeth Taylor (ET) Lisa Taylor (LT) Rachel Brodin (RB)	Headteacher Chair School Business Manager
<b>Also in Attendance</b>	Hilary Cummings	Clerk to the Governors

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**Part One Minutes – Non Confidential**

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The meeting was held virtually due to the COVID-19 pandemic, and was opened with a prayer.

**1. APOLOGIES AND ANY OTHER BUSINESS (AOB) ITEMS**

No apologies were received as all governors were present.

There were no items of other business.

**2. CONFLICT OF INTEREST**

There were no conflicts of interest declared for the meeting.

**3. MEMBERSHIP**

There were no changes to the governing board to note, but it was believed that there were 2 vacancies.

Attempts to recruit locally had been hampered by the lockdown, but the vacancies had also been notified to CDAT.

**4. PART ONE MINUTES AND MATTERS ARISING**

The Part One minutes of the meeting on 2<sup>nd</sup> April were reviewed and **agreed** as a true record of the meeting, with 1 correction as follows:

- Item 5 – The school closed on 20<sup>th</sup> **March** (not April as noted)

The minutes would be corrected and forwarded to the Chair and School Business Manager, who would collate copies for signing when possible.

**ACTION: Clerk to correct minutes from 2/4 and forward to Chair and SBM.**

The Action list was reviewed, and all actions had been completed with the following exceptions:

- When the new link Director for the school is appointed Headteacher to invite him/her to governor's meeting to learn more about the school. **Action c/f.**
- Establish a Pre-school work stream. **Action c/f.**

The **Relationships and Health Education Policy** had been circulated prior to the meeting, for governors to review. Governors also heard that, following consultation with staff, the school had purchased a Church Schools' resources package, and the Christopher Winter package for teaching Sex Education. The year 6 materials in this package would not be used, but rather the year 5 module run twice.

Governors agreed that the policy was very comprehensive and liked the detail given for each year group. It was regretted that parents could not be invited into school to review the resources, but the **policy was approved to go out to parents for consultation**

## **5. CHAIR'S ACTION**

There were no Chair's actions to report.

## **6. FINANCE**

### **a) Budget vs Actuals for 2019/20**

A budget update had been circulated prior to the meeting, and governors noted that there could be a slightly higher than expected carry-forward at the end of the year. The school had also been able to carry out work in the Year 1 garden and classroom to ease the transition from Early Years to Year 1. It was hoped that the Sports Premium grant could be used to put in a track for the 'Daily Mile'.

With regard to the Covid-19 situation, governors heard that the only impact on funding had been from the closure of the Out of School Club (OOSC). All other funding had been received as usual. Approximately £3.5K had been spent responding to the crisis and equipping the school appropriately. It was not expected that the school would be able to reclaim these costs and they were not in a deficit position.

**Governors approved the following items of expenditure:**

- Schools UK Staff Absence Insurance – quote received for £5,160.
- Repair of boilerhouse roof – quote received for £2,800

### **b) Budget 2020/21**

Initial drafts of the budget for 2020/21 indicated a possible in-year deficit of approximately £20K. However, governors noted that this was a cautious forecast, where potential income from the OOSC had been reduced, and additional funding for expected new EHCPs had not been included. If the OOSC was able to operate, then the expected deficit would reduce to approximately £10K.

Years 2 and 3 showed significant in-year deficits, but were based on current staffing levels, with many factors still unknown.

Governors heard that the budget would be submitted to CDAT for consideration and should be agreed in August.

c) Staffing Structure 2020/21

The staffing structure had been approved at a previous extraordinary meeting of the board on 23<sup>rd</sup> April. The total cost was £722,693, but this included staffing costs for the pre-school provision and OOSC, which were funded separately.

**7. PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES**

Normal committee meetings and governor visits had been suspended due to the Covid 19 pandemic, but governors had met several times virtually, to review developments and the documentation as appropriate. All minutes from these meetings had been circulated and agreed.

The Headteacher thanked governors for giving their time to attend the meetings, and for their support and challenge in difficult circumstances.

**8. PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING**

A comprehensive report had been circulated in advance of the meeting. The Headteacher reviewed the report, highlighting the following areas:

- **Covid-19** – As only 1 bubble had been required for Year 1, the school had also been able to welcome back year 6 in 2 bubbles. Calls from parents asking for their child to be given a place as a keyworker child, were increasing. The school was helping where possible, but governors heard that the keyworker provision was now full.
- **Safeguarding** – A number of referrals had been made to the ChECS (Cheshire East Children's Consultation Services) and SCiES (Safeguarding Children in Educational Settings) teams. Families had received support as needed.
- **SEND** – 3 children had an EHCP, with one child currently in school. The paperwork for 2 additional EHCPs was ready for submission, but Cheshire East were not accepting further applications at this time due to the Covid-19 situation.
- **Pupil Premium** – 3 children were in receipt of the PP, but the number eligible for Free School Meals had increased to 15.

**Governor question:** Do we know if any children coming into Reception will qualify for PP?

Response: One of our pre-school children will qualify, and we are sending information to parents to encourage them to apply if appropriate.

Governors agreed that the recent publicity around FSM, together with the difficulties caused by Covid-19, and the widespread reliance on benefits, would likely remove some of the stigma around FSM.

- **School Development Plan** – Updates to the SDP had been noted in purple, but some areas would need to carry forward into next year. These would be combined with new priorities for 2020/21.

- **OfSTED** – It had previously been announced that all school inspections would be suspended until at least September. An update on this and the wider opening of schools was expected before the end of the week.
- **Term dates 2021/22** – The dates, which aligned with Cheshire East term dates, had also been checked with Shavington High and were the same. **Governors approved the term dates for 2021/22.**

In addition to her report, the Headteacher had also circulated the results of parent and staff surveys. The parent survey would close in 2 days, but results to date were extremely positive, and the Headteacher had responded to some individual comments and queries as appropriate. As expected, the responses showed a mix of opinions on the return to school. The Headteacher noted that the data from the survey was more useful than that from the parent forum, as it provided a wider, more representative sample.

The staff survey, which was anonymous, also revealed mixed responses regarding levels of anxiety around the current situation. However, Governors agreed that staff responses and comments were overwhelmingly supportive of the school and indicated that the school leadership had handled the situation well.

**Governor question:** The question about keeping within usual working hours suggests a number have not been able to do this. Is this different from what you would expect in normal circumstances?

Response: Staff interpreted that question in different ways. Some saw it as keeping within their total weekly hours, whilst others thought it meant keeping within their usual working day. We do not believe that any staff have worked *additional* hours, but they may have worked *different* hours. In view of this, it is likely that the responses would be more negative in normal circumstances, as most teachers have had a more manageable workload and work-life balance than usual. We have not asked the question before but will re-do the survey in more normal times for comparison.

## 9. DIRECTOR’S REPORT

The Headteacher’s report outlined the main points which had been addressed.

## 10. MEETINGS

Dates for future meetings would need to be agreed with the CDAT clerking service. However, it was agreed that the school would move to 2 board meetings per term, and KC would survey governors to find the best days and times for people.

### **The meeting moved to Part 2**

**Signed**.....

**Dated**.....