

CROSBY RAVENSWORTH C of E (Aided) SCHOOL BOARD OF GOVERNORS

Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ

School telephone: 01931 715265

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MINUTES OF FULL GOVERNING BODY MEETING, 10 JULY 2020

This is the record of a meeting held remotely via Zoom to continue the review of the re-opening of the school after the Coronavirus lockdown.

Board members able to attend:

Linda White	(Chair)	(LW)	Foundation Governor
Debbie McCall	(Vice Chair)	(DMcC)	Foundation Governor
Tom Cripps	-	(TC)	Foundation Governor
Tom Hollis	-	(TH)	Parent Governor
Liz Lindwall	-	(LL)	Foundation Governor
Duncan Priestley	-	(DP)	Staff Governor, ex officio
Marie-Louisa Raeburn	-	(MLR)	Parent Governor
John Walton	-	(JW)	Foundation Governor

Others attending:

Kate Nye (joined at item 3)		(KN)	Teaching Assistant, Class 2
Chloe Randall	(Clerk)	(CR)	

LW welcomed Tom Hollis to his first meeting as a new Governor, apologising that the board was unable to welcome him in person and assuring him that his efforts were very much appreciated.

1 PRAYERS: in the absence of SF, LW asked DMcC to open the meeting with a prayer:

“Father, thank you for the progress that has been made in fighting this pandemic. We pray that moving forwards we secure your guidance and can continue to serve this community. Amen.”

2 PROCEDURAL MATTERS

2.1 Apologies had been received from:

- Neil Hughes (Local Authority Governor)
- Alan Woodward (Foundation Governor)
- Susan Pattinson (Staff Governor & Teacher, Class 1)
- Stewart Fyfe (ex officio Governor)

2.2 The minutes of the meeting of 26 June 2020: no objections to Version 5 had been received or were raised at the meeting, so the minutes were ratified for publication.

2.3 Committee reports:

2.3.1 Resources:

TC said that he was not aware of any specific issues from the Resources Committee’s responsibilities. He challenged DP when they were due to receive the next budget statement, and DP confirmed that David Nattrass (School Business Manager) had been working on the spreadsheets earlier that week with Pauline Cleasby (his successor). DP understood that there were no surprises anticipated, and confirmed that as DN’s last working day would be next Tuesday he anticipated the paper being circulated by then. JW asked when PC would be taking over the role, and DP confirmed it would be on 1 September.

2.5.2 Pupil Progress

As previously minuted, it is very difficult for any comment to be passed on pupil progress in the current circumstances.

3 MAIN BUSINESS

3.1 Headteacher's report:

3.1.1 DP said that he was focussing very much on what is happening in class for this report. The transition to larger numbers of pupils for the last two weeks of term had been quite seamless. It had been terrific to see the children; and both pupils and staff had been delighted to be together again. The returning children had settled in very quickly. Three pupils (two of whom had only joined the school a couple of months before lock down) had said that it had felt like 'their first day at school all over again' and they had been a bit nervous. It was clear, however, that it took them only twenty minutes to get over that feeling, and they were 'grinning from ear to ear' very soon after arrival. The staff had been concentrating on doing 'fun things' in class, making the children enjoy their time, and that the feedback from both children and parents had been good.

3.1.2 LW asked DP if things had been disjointed, with the latest wave of children only appearing in two sets of two days a week? DP said it was fine in his class, and he felt it had worked well. Home-learning was on the website, so the children in school had access to that as well as those at home. Then in class they were able to add in art and physical education – fun things such as clay sculpting once the English and Maths are done.

3.1.3 DP said that for the last week of term he was going to start something he wished he had thought of earlier. The practice had become for the children in class to spend the first thirty or forty minutes each morning working on the home-learning on the website. As this had become the regular practice, it made sense for the children at home to join the session via Zoom, and it should help them to continue to feel part of the school community.

3.1.4 KN joined the meeting at this point, and confirmed that it had been a very good week for her too. She had not experienced any issues with having two separate groups, and all were getting on with appropriate work.

3.1.5 DP said that although he would have liked to be able to give more notice to parents, he had invited all parents of children leaving at the end of this term for a socially-distanced picnic. The Action Ants (physical education company) are coming in to do "water bomb volley ball" and other games such as an obstacle course. All Class 2 children will be attending school for that last day for a 'little bit of laid-back ceremony.' LW asked if SF or anyone else from the church was involved? DP said no – he had thought of it, but SF has no availability that week and DP was conscious that any gatherings had to be limited to a maximum of 30 people – something he had confirmed with Kym Allen (Health and Safety advisers).

3.1.6 Looking forward to September would be DP's priority in the coming week. The Governors would be aware of the current Government guidance, and DP's instinct was that the school should start operating as a single bubble in the new year. This was within guidance due to the size of school, and presents fewer practical difficulties than

the two bubble model (eg, it removes the need for staggered breaks). DP said that the fact that his son (in Year 7) would be starting the new year in a bubble of 240, travelling on a school bus with children of all ages, helped to put his thinking in to context. The primary schools at Temple Sowerby, Asby and possibly Tebay were also thinking along the same lines, and Kym Allen would be joining a Zoom chat next week with these heads to discuss practices and procedures. The downside to being a single bubble is that if one child tests positive for Covid the whole school is affected, but as several families have children in both Classes, they would still face this problem in a two bubble model. JW commented that common sense would have to prevail. DP said that two children had told him today that the risk of being killed by a shark attack was greater for them than the risk of dying from Covid, but that he was nonetheless mindful of his huge sense of responsibility to the community in weighing up this decision.

3.1.7 DP also reported that SP had asked him what to prepare for the September curriculum – whether it should be narrowed down in the short term to focus on Maths and English to help those who had missed out catch up. DP explained to Governors that it was his belief that the school should plan for a full broad, balanced and rich curriculum, but be prepared to be flexible if it became apparent that the children needed a narrower focus. He was planning that the first week of the new term should concentrate on assessments to identify if there are children who are behind as a result of the Covid lockdown. If any are identified, the school can then apply for extra resources, although it was not yet clear what form these might take – possible one to one tuition.

3.1.8 JW asked if the Key Stage 1 Standard Assessment Tests are being replaced with the new system in the next term? DP said that he understood that the new system had been suspended for a year due to Covid, but that SP would be better placed to clarify this.

3.2 Pupil welfare: LW asked if there was anything else to add to this subject, but it was felt that this had been fully covered above.

3.3 Staff welfare:

3.3.1 LW enquired about staff welfare, and KN responded “It is good!” LW asked if they were finding it a very different end of summer term? KN said it was actually a slight wind down, and DP confirmed that this was unique in his experience as a teacher. Normally the end of any term was usually a wind up, with assessments, planning and keeping hyperactive children enjoyably occupied with sports days and end of term assemblies. The end of term is normally the hardest part, but this year is quite different. DP reported that the children gave him a “birthday party” today (his birthday) with party games and a birthday cake. SP reported by e-mail that “School has been absolutely lovely, it’s been great to be back and I would say staff welfare is very good.” JC also commented by e-mail that “School has gone very well. All the children who have returned, have settled very easily and loved spending time with their classmates. They all seem to be happy too which is great.”

3.3.2 DP said he had asked other non-teaching staff for their input to the welfare discussion:

Freda, the school cook, had said she had really enjoyed coming back to work and it had helped restore structure to her day. The provision of cold lunches was ‘fiddly’ with particular preferences for each child’s sandwiches, and she was

hoping they could return to hot dinners in September – which would be possible if the school was operating as one bubble without the need for staggered breaks.

Pauline, School Administrator, had said that she felt that measures put into place had been right and appropriate and had helped her to feel safe. She was looking forward to returning into school in September.

- 3.3.3 LW asked if the teaching staff were happy with the decision about Planning, Preparation and Assessment time from a previous meeting. DP said he thought they were, and that with all children expected back at school in September, the school would be able to revert to the normal system of PPA time being provided during school hours. KN confirmed that she had heard no indication that anyone feels otherwise. LW asked if SP had been pleased when the decision had been relayed to her, as she felt it was important for staff to realise that Governors were prepared to listen and respond, and undertook to contact SP and JC direct to confirm that this response had met their concerns.

SP responded: “The PPA money is very much appreciated and we are looking forward to returning in September.”

JC commented that “We have done lessons every day but allowed plenty of time for play, as I feel that is what they need. This has meant the workload of preparing home learning and teaching is not as great as I expected, therefore I hope it is not too late to ask that I do not wish to be paid the extra 10% for PPA this month as my hours certainly do not merit it. I only speak for myself, I know Susan has had extra pressures with home educating her own children.”

- 3.4 LW then advised the Governors that KN had requested two days unpaid leave in September to attend a wedding abroad. LW said that as unpaid leave for KN had already been approved for September for a sponsored bike ride (which was no longer possible), she had approved this request and hoped that Governors agreed. This was unanimously endorsed, and LW said she would confirm the request to KN in writing.

3.5 Policies:

- 3.5.1 LW asked DMcC to update the meeting on the progress that had been made with updating policies. DMcC said that she realised that there had been a large number of policies to be reviewed this week, but she did feel they were coming to the end of the important ones. The volume of work had arisen for two reasons:
- The revision of the policy schedule by Government at the beginning of the year and relayed to the school via Kym Allen. This now required the majority of policies to be reviewed on an annual basis
 - The need for Covid-related addendums to some of the more important policies
- Whilst DMcC felt it was important that the reviews of the larger policies needed to be completed, there was a growing feeling that the need for annual revision of some of the more minor policies was less essential – a view which LW had confirmed with Governor Services at Cumbria County Council.

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3.5.2 The next big policy to be introduced would be Keeping Children Safe in Education, due in September. JW pointed out that Annex H listed all the amendments and should be the focus of attention – the whole policy being some 119 pages. He pointed out that Part 1 was of particular importance to the staff as it set out their responsibilities to the children and they should all read this in full.

3.5.3 DMCC said that a Health and Safety Inspection from Kym Allen had been due this term, but because of Covid had been postponed to the next academic year.

4 STATUTORY RESPONSIBILITIES AND GOVERNING BODY MATTERS

4.1 LW said that she would like to thank MLR for her services as a Governor, and that the board had been very grateful for her input. She said they would all like to wish MLR and her children well in their new school, and MLR pointed out that she hoped she and her children would still be seeing their friends as they were only changing school, not moving house.

4.2 Governor Welfare

4.2.1 TC said that when he had first seen the subject “Governor welfare” it had taken him by surprise and he has asked himself “Are we ill?” Then he had realised he had been blissfully unaware that some of us are overwhelmed with various issues. He felt that a lot of this was donkey work and little to do with the actual governance of the school, but he recognised that a disproportionate workload fell on some Governors due to the small size of the school. TC offered to look at ways in which this workload could be reduced? He wondered if there would be any room in the school budget which could be used to ameliorate this somehow? LW said she would certainly welcome any reduction in the workload and a fresh pair of eyes would be very useful.

4.2.2 DP said that he had been speaking to JC, who was also a Governor at Shap Primary School where she held responsibility for Health and Safety. She said it really is the toughest role other than Chair. DP felt that the problem was exacerbated by lack of response from other Governors when policies were circulated for comment, and that as a bare minimum, such requests should have an immediate reply so that the H&S Governor would at least know they were achieving something.

PARAGRAPHS 4.2.3 AND 4.2.4 REMOVED TO THE CONFIDENTIAL MINUTES

4.2.5 LW said that it was good to have these difficult subjects aired, and that she was grateful that TC had offered to look for ways in which the burden could be reduced. These were matters that needed to be reflected on over the summer holidays and brought back to the fore early next term.

ACTION:	All Governors to reflect over the summer – the next full board meeting will have this item on the agenda	ALL Clerk	
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4.3 Structure of the Board:

4.3.1 Parent Governor vacancy:

With MLR’s departure, DP reported that he had invited parents to nominate themselves for this role in a recent newsletter.

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4.3.2 **Vacancy on Resources Committee:**

For the same reason, LW asked for another volunteer to serve on the Resources Committee? TH volunteered, was proposed by LW and seconded by TC (a close run thing, TC was on the verge of being proposer!).

4.3.3 **Governor Skills Audit:**

LW said that with new Governors on board, and Governors' skills and experience developing in leaps and bounds, she thought it would be appropriate to undertake a fresh Skills Audit over the summer.

ACTION:	Clerk to circulate latest edition of the Governor Skills Audit over the summer holiday – Governor holiday task!	CR	
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4.4 **Link Governor items – Training**

JW said that he had been in touch with Governor Services over the provision of governor training. The staff were all currently working from home and it was unlikely that any courses would be provided before October at the earliest. He had asked for a course on Governor Roles and Responsibilities to be reinstated as soon as possible, and Governor Support had confirmed that if three schools participate, it would be provided free of charge. LW undertook to pursue the interest of the other schools originally interested via their Chairs of Governors.

TC said that he had completed three on-line webinars on subjects relating to Strategic Leadership. Each had taken about three hours and he had learnt more about how things were being done in other schools, rather than how to be a governor. LW confirmed that she was booked for these webinars in the coming week.

5 **ANY OTHER BUSINESS**

5.1 **Date of next meeting**

DP felt there would be a lot of sense in having a meeting at the end of the first week of the new term, and it was agreed that this should take place at:

1530 hours, Friday, 4 September

Thereafter it was thought that it should be possible to revert to the normal schedule of the two Committees meeting in the first half term, followed by the full board meeting. DP took the opportunity to thank the Governors for their support through this series of Covid-instigated meetings, and he felt that they had served the school well.

5.2 **Format of meeting**

NH had asked if meetings still needed to be conducted by Zoom. Various concerns were put forward: several Governors were very conscious of the need to continue shielding; others were mindful of the difficulties of snow and ice in winter, and it was also recognised that for some it was easier to find time to Zoom from wherever their current location might be than to get to Crosby Ravensworth. There was also the view that it was important to physically be in the school when safe to do so, and that for some people, interaction was better in person. The proposal of moving to a hybrid meeting, with those able and willing to be in school to do so, and those unable to be physically present joining by Zoom on the large plasma screen. TH cautioned that it would be

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important to ensure that those physically present and those Zooming were on an equal footing, but it was felt that with care and good chairmanship, this could be achieved.

ACTIONS:	The supportive meeting on 4 September to be by Zoom. The next Full Governing Body meeting to be trialled as a hybrid.	DP DP/Clerk	
	Dates for the traditional meetings to be circulated by Clerk and Chair	LW/Clerk	<i>Below!</i>

5.3 DATES FOR NEXT MEETINGS:

Zoom meeting (as agreed above): Friday, 4 September 2020, 1530 hours

Autumn Term 2020-2021**Hybrid Resources Committee**

Monday, 28 September 2020, at 1530 hours

Hybrid Pupil Progress Committee

Wednesday, 30 September 2020 at 1530 hours

Hybrid Full Governing Board

Wednesday, 14 October 2020 at 1530 hours

Spring Term 2020-2021**Hybrid Resources Committee**

Monday, 25 January 2021, at 1530 hours

Hybrid Pupil Progress Committee

Wednesday, 27 January 2021 at 1530 hours

Hybrid Full Governing Board

Wednesday, 10 February 2021 at 1530 hours

Summer Term 2020-2021**Hybrid Resources Committee**

Monday, 10 May 2021, at 1530 hours

Hybrid Pupil Progress Committee

Wednesday, 12 May 2021 at 1530 hours

Hybrid Full Governing Board

Wednesday, 26 May 2021 at 1530 hours

Feedback:**Version 1 circulated to LW, DP, DMcC at 1740 hours, 10 July 2020**

LW: "Excellent job, thank you. Have corrected a few typos as I read (highlighted in pink). Apart from that I am happy with them." 1834 hours, 10 July 2020

Version 2, with amended typos, recirculated as above at 1840 hours, 10 July 2020

DMcC: "Thank you Chloe. Super quick turn around and again you've captured the main points beautifully. Since Linda has corrected grammar etc, I have no further additions and am happy to adopt the minutes." 2038 hours, 10 July 2020

LW: "Please could you add Jane's comments below to the Minutes if it's not too late. I think her input is important re both pupil and staff welfare. Also her comment re PPA." 1049 hours, 11 July 2020

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Version 3 includes the comments of JC at 3.3.1 and 3.3.3, and was recirculated at 1120 hours, 11 July 2020.

Version 4 includes dates for meetings in academic year 2020/2021 and was recirculated at 1700 hours on 12 July 2020.

DP: “That's great. Yes, I'm happy with that Chloe. Well done. Some nice comments from the staff there. I know Jane and Susan were both very sorry to miss the meeting.” 1129 hours, 13 July 2020