

**Minutes of Water Street Governors Meeting
Thursday 15TH October 2020 - ZOOM**

Present:	Jo Tamsons Stuart Anslow Sarah Bruno Rebecca Vaughan Jules Swain Jenny Macnab (non-voting) Susan Overson – clerk	Nick Swain Amanda Stodart-Hall Sarah Oliver Jay Cundell-Walker
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PART 'A' - PROCEDURAL		
1	Welcome and Introduction Welcome given by JT	
2	Apologies for absence None received – full governing body present	
3	Notification of urgent other business <ul style="list-style-type: none"> • Holiday request from staff member for leave during term time 	
4	Declaration of interest in agenda items None declared	
5	To approve as a correct record, the minutes of the meeting held on 24th September 2020 These had been circulated prior to the meeting. <i>Accepted as a true and accurate record</i>	JT to email signed copy to SO for file

6	<p>Matters arising from the minutes for which there is not a separate agenda item</p> <ul style="list-style-type: none"> • Parent Governor elections – options instead of paper ballots discussed • Prevent Training 	<p>SB to look into electronic versions</p> <p>SO to send link to all governors</p>
PART 'B' – SCHOOL IMPROVEMENT		
7	<p>Governor Training</p> <p>No governors had attended any training this half term.</p> <p>Link to NYCC training and also Lancashire Training sites to be emailed to all governors</p>	<p>SO to action</p>
8	<p>School Improvement Plan & Link Governors</p> <p>Link Governors for 2020/21</p> <p>SEND – JC-W Safeguarding – AS-H & SB Finance – NS, RV & JT H&S – NS KS2/Maths/English – JS KS1/Maths/English – SO Early Years – AS-H Spelling – NS Curriculum – JT & JC-W More Able - SO</p> <p>The Covid19 Recovery Plan will form part of the School Improvement Plan.</p>	<p>SB/JS/JT to look at this</p>
9	<p>Policy Review</p> <ul style="list-style-type: none"> • Appraisal – this is a NYCC policy. Governors accepted it but commented on the need to review this is happening effectively on an anonymised basis. • Budget Management Policy – NYCC policy. Governors accepted this <p>Discussion took place on regulations for a school audit. Veritas now carry out themed audits and school had never been chosen for one of these.</p>	<p>JS to look at anonymised appraisals after half term.</p>

	<p>The governors are able to request a full audit and will ask for a quote from Veritas</p> <p>Governors agreed that when the Pay Policy and H&S policy are received in school that they could be emailed out and ratified by email.</p> <p>JC-W brought up the subject of the Staff Wellbeing policy. This was brought up as an agenda item just prior to lockdown and although a working party had been set it had been put on hold. JC-W and SB were to be the working party for this Policy. SA confirmed that this would be part of the Covid19 recovery plan</p>	<p>JT to action</p> <p>SA to action</p> <p>Suggestion to hold a Zoom call with Andrea Metcalfe who has worked hard on pupil and staff wellbeing</p>
PART 'C'		
10	<p>Premises</p> <p>An update was given on several small jobs that had been carried out over this half term.</p> <p>Planned works for half term break include</p> <ul style="list-style-type: none"> • Renewal of guttering (school to fund) • Closamat toilet to be installed in the old KS1 girls toilets (NYCC) • Raising and levelling of drain outside the main entrance gates (NYCC) 	
11	<p>Health & Safety Update</p> <p>No health and safety visit had taken place this half term.</p> <p>New routines and proceeds had all been implemented due to Covid19</p> <p><i>Governors asked how the children and staff were adapting to the new routines</i> Response – the children were doing really well and getting used to the idea of their bubbles. Lunchtime is the most challenging time and staff are missing their opportunity to socialise in the staff room.</p>	
12	<p>Any Other Business</p> <ul style="list-style-type: none"> • A member of cleaning staff had submitted a holiday request for one week off during term time. This staff member is also employed as a Breakfast Club staff member, MSA and relief GTA. In the past permission has not been 	<p>Governors refused the request so as not to set a precedent</p>

	<p>granted for time off during term time – as stated in the contract of employment</p> <ul style="list-style-type: none"> • Letter had been received from NYCC with the name of a lady who had requested to become a LA governor. Discussion took place as to suitability • Community governor vacancy • SB gave the governors feedback on home schooling due to Covid19 isolation. She stated that the information was excellent. Very impressed with the Zoom calls. Seesaw, the online learning platform, worked very well. Her children had felt very well connected with school during the 14 day isolation period • Ruth Taylor, Y4 classteacher, had finished work early due to Covid19 risks in late pregnancy Y4 will be covered by Kate Jackson each morning and Caris Kingam pm. • We have several staff off school with illness but nothing Covid related. This includes 2 teachers, 4 TA's and 1 MSA. School are in the process of trying to put together a bank of supply staff. • We will advertise for a GTA, on a fixed term contract until 31st August 2021 to help with this. 	<p>JT to contact the person to see if they still want the position</p> <p>SA to action</p>
	Meeting closed at 7.45pm	