

St John Chrysostom Federation Extraordinary Governing Body Meeting Minutes

Quorum: 6 (met at this meeting)

Chair: Tayo Adebowale

Clerk: David Pearce

Date of meeting: 13 October 2020

Venue: via Conference video call

Attendance

Name	Governor type	'End of Term of Office' date	(P)resent / (Ap)ologies / (A)bsent
Tayo Adebowale	Foundation	18/12/20	P
Gareth Elswood	Exec. Headteacher (EHT)	N/A	P
Sandra Palmer	Foundation	18/12/20	P
Syed Murtuza Baker	Parent	18/12/20	P
Joanne Cleaver	Staff	18/12/20	P
Sam McVaigh *	Co-opted	09/01/21	P
Dr Husseyn Salem	Co-opted	31/03/24	P
Miranda Hall	Local Authority	18/12/20	Ap
Iqra Choudry	Parent	18/12/20	Ap
Fr Ian Gomersall	Foundation	<i>ex officio</i>	Ap
Nazia Arfin	Co-opted	09/01/21	Ap
Walid Omara	Co-opted	09/01/21	Ap

* left the meeting early, see end of item 3

Others present

Name	Role
Anne Burke	Federation Business Manager
David Pearce	Clerk, One Education

Agenda Items

1	Welcome and apologies		
<p>The Chair welcomed everyone to the 'remote' FGB meeting via conference video call, as a result of Covid-19 lockdown.</p> <p>The Chair thanked governors for attending the extraordinary meeting, arranged at very short notice due to exceptional circumstances.</p> <p>Apologies were received and accepted from Miranda Hall, Nazia Arfin, Iqra Choudry, Fr Ian Gomersall and Walid Omara.</p>			
	Actions or decisions	Owner	Timescale

2	Declaration of interest in an item on this agenda		
The EHT declared an interest in the single item agenda.			
	Actions or decisions	Owner	Timescale

3	Request for school to school support		
<p>Governors had previously received and noted a briefing note from the EHT.</p> <p>The Governing Body has received a request from the Diocese of Manchester for the Executive Headteacher to support a one form entry primary school in January 2021 for the Spring term.</p> <p>The current Headteacher of the school, in Salford, has resigned and the school has asked for an experienced executive school leader to lead their school in the interim period until a new Headteacher is appointed. It is anticipated that this would be for at least one term.</p> <p>Typically, the school would ask for the EHT to be present onsite for at least two days a week, although this would vary from week to week depending on the needs of the two schools within the Federation and the supported school.</p> <p>There is a draft Memorandum of Understanding (MoU) that specifies the professional relationship to be established, including ongoing reviews, amendments and termination.</p> <p>The HoS St Chrysostom's is the named senior Federation leader who has delegated authority in the absence of the EHT. Both Heads of School agree that the Federation has capacity for this support to proceed.</p> <p>Governors will monitor the impact of external work in the usual way via updates at planned Governing Body meetings. The EHT will continue to attend all GB meetings for the Federation; as well as committee meetings on a best endeavours basis.</p> <p>Governors noted that the additional income generated would be used to release senior staff to complete leadership duties in the absence of the EHT and increase spending for the children e.g. on new ICT equipment or additional Teaching Assistant (TA) support in classes with high needs.</p> <p>At this stage, the Diocese requires a 'Yes' or 'No' response in terms of availability of the EHT.</p> <p>A number of governors had provided responses prior to the meeting, and a consolidated set of responses was screen shared.</p> <p>The overwhelming responses from governors, by email, were to approve the school to school support.</p> <p>Governors considered each response in turn.</p> <p>A foundation governor commented, 'It seems to me in these unusual days we have a moral obligation, not least as a church school, to give help, if we can, to schools in need when we have resource to help'.</p> <p>Q. Could the school confirm that this release will not impact on the day to day running of the</p>			

schools during these unusual Covid-19 circumstances?

The two Heads of School are very experienced leaders and they know what their roles are. All necessary systems and procedures are in place with established protocols.

Q. If the GB took the view that the arrangement is not working, can the GB request the support work to stop?

The MoU will be presented at the next FGB meeting. It includes information on the terms of engagement and how to trigger the termination of the agreement. The MoU allows for ongoing review by both parties involved, including termination with a notice period.

Q. Would the EHT be the HT of the school requiring support?

Yes, the EHT would be an employee of the other school. However, the SJC Federation GB would not be accountable for any aspect of the EHT's work at the other school. It would be a secondment as opposed to a consultant HT role.

A governor had provided a number of detailed points for consideration (C):

C. There will be additional demands on staff time as a result of children's absence due to covid.

Response. Covid is already a key focus within the school at the moment. The school is coping well, with attendance in the 90% and above.

C. There is the potential for additional staff absences due to covid.

Response. The EHT will present the first half term of attendance data at the next FGB meeting. So far the school has required supply teachers on two occasions, for three days in total across both schools. Both schools have two additional, fixed term, teachers in place since the start of term who provide additional teaching capacity.

C. Staff who have had covid may experience 'long covid' and need a phased return.

Response. Two staff, including the EHT, have had covid and have returned to work on a phased return basis. This is HR best practice approach.

C. There is the need for supporting the local community in these challenging and stressful times.

Response. The school continues to encourage parents to work closely with the school. The school already provides support through laptops and with food parcels where needed. So far, there has not been an increase in cases being referred to social services. Parents are keen for their children to be back at school as this enables them to be fully engaged in their own jobs. Engagement with parents is ongoing.

Q. What aspects of work will the EHT need to stop during the school support period?

The EHT will attend all FGB meetings but may find that he is not able to attend all of the committee meetings if there is a clash. The EHT will not be able attend some of the staff meetings; staff training sessions; being a presence at the school gate for parents; nor monitoring of a number of year groups. This will also be a developmental opportunity for senior staff.

A parent governor expressed his support, and noted all of his questions had been answered.

A governor noted that this is a good reference point for other schools, in terms of the support that the Federation will provide to another school in these challenging times.

A governor confirmed his approval for the school to support, then left the meeting due to another commitment.

** Sam McVaigh left the meeting*

Governors approved the request for the EHT to be put forward as a potential candidate to

provide school to school support in Spring term 2021.			
	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Request for EHT to provide school to school support approved 	Governing Body	

4	Any other business		
There was no other business.			
	Actions or decisions	Owner	Timescale

Date and time of next meeting:	Tuesday 1 December 2020 at 6.00pm
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