Forsbrook C.E. (C) Primary School

Minutes of the Extra Ordinary Meeting of the Full Governing Board held via Zoom on Wednesday 6th May 2020 10.30 am

Present: Mrs C. Bratt (Chair), Rev I. Coates, Mrs G Hampton, Mrs W. Keeble, Mrs M. Lilley, Mrs K. Minor

(Headteacher), Mr K. Reid.

In attendance: Mrs N. Mitton (Clerk to the Governors)

The meeting was opened with a prayer.

		ACTION
	Apologies and attendance	
	Apologies were received and accepted from Rev J. Roberts. An interest was also declared.	
	Mrs K. Cooke, Mrs S Herbet & Mrs T Leese all declared an interest in the agenda item and therefore were not present at the meeting. The Chair of Governors asked that it be noted that they were available to attend.	
	Declarations of interest	
	There were no further declarations of interest.	
	Furlough of nursery staff	
	Furlough of nursery staff was raised at the FGB meeting last week but at that time no guidance had been received from County nor HR. Since the meeting the headteacher has received confirmation that staff employed in the nursery can be furloughed. The nursery continues to receive government funding and therefore a calculation is used for the percentage ratio split based on the government funding and parent fees.	
	The headteacher has reviewed this and advised governors that it is around a 50/50 split. Nursery would therefore continue to pay 50% of the staffing costs and apply for furlough support from the government for the other 50%.	
	The nursery manager and headteacher have discussed how they would identify staff to furlough. They propose that governors consider keeping leaders in the workplace and furloughing the remaining staff. This will ensure that the nursery continues to operate effectively and safely. Governors asked for staff numbers. With the model proposed, 11 staff would be furloughed at a cost of around £12k per month. This would leave five staff who would continue to work. Governors were reminded that there is contingency in the budget but the nursery is likely to lose between £30 - £50k based on provision returning to normal in September. Governors were also asked to note that visits, open days and the usual level of marketing of the nursery had not taken place due to Covid19 therefore the cohort may not be full which may result in greater financial losses.	
	The headteacher asked governors to consider three key questions:	
	 Should nursery staff be furloughed? If so, do governors approve of how staff have been identified? Will governors pay the 20% salary top up? 	

After school club staff were also raised, staff have been paid in full thus far, governors were asked to determine if from the 1st June they should receive 80% or continue with 100% pay. A furlough claim will be backdated to March. A governor asked how this might be different, it was confirmed that staff have already been paid in full for March, April and payroll has passed for May, thus they will receive full pay for May too. Governors accepted that only 80% will be received from the government to support these payments.

There was a discussion regarding differentiating between those staff working and those being furloughed and sustaining working relationships post Covid19. Whilst there was some concern about hardship, the general view was that furloughed staff should not be topped up to 100%.

Furloughed staff will receive interim contracts, HR are currently in discussions with the unions.

There was a discussion regarding hardship, governors asked if the school could loan the top up to staff if they disclosed hardship. It was confirmed not. The headteacher would ask any staff member who had financial concerns to discuss them with her. Governors had great concerns about causing conflict between staff. As lockdown eases and students numbers increase staff will have to return, this will need to be considered as claims can only be made on a monthly basis.

Governors asked if there was any talk of furlough from the nursery staff, discussions have remained confidential between the headteacher and nursery manager. Contracted hours was raised, six of the eleven are full time, the rest have contracts ranging from 6-13 hours. Three have TA roles too.

Governors were asked to vote:

Resolved: that the proposal to furlough some of the nursery/out of school club staff was approved.

Resolved: that all furloughed will receive 80% of their salary only.

Governors asked that with the support and guidance of HR, the headteacher along with the nursery manager agree the operational process for identifying staff and rolling out the furlough.

Governors were thanked for their compassion, the meeting ended.

Chair	Dated	