

DRAFT



MINUTES OF THE FULL GOVERNING BODY MEETING
HELD ON THE 29th OCTOBER AT 6.00pm
DUE TO EXCEPTIONAL CIRCUMSTANCES WITH CORONAVIRUS
HELD VIA TEAMS

Members of the Governing Body

Name	A/P/U	Category of Governor	Date of end of tenure	Designated Role
Mrs Sarah Tomlinson	Y	H/T		Headteacher
Mr Richard Strachan	Y	Co-opted	19/05/2023	Chair
Mrs Angela Holden	Y	Co-opted	13/05/2021	
Mr Rob Burrows	Y	Co-opted	23/11/2021	
Ms Jackie Stringer	Y	Co-opted	13/05/2021	
Mrs Jen Hughes	A	Parent	08/03/2021	
Mrs Joan Bailey	Y	Staff	15/10/2021	
Mrs Stephanie Crane	Y	Co opted	09/05/2023	
Mr Chris Bate	Y	Co-opted	09/05/2023	
Mrs Hayley Rigby	Y	Parent	13/02/2024	
Mr Colin Meachin	Y	LA	09/07/2024	
Vacancy		Co-opted		
Linda Giansante		Governor Clerk		

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Non-Confidential

1. APOLOGIES

Apologies for non-attendance were received from Jen Hughes.

RESOLVED: That the apologies received were duly accepted.

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2. DECLARATION OF PECUNIARY INTEREST

The Governors were asked to declare any potential conflict of interest or pecuniary interest with the business to be discussed during the meeting.

RESOLVED: That no further action be required.

3. MEMBERSHIP/CONSTITUTION

The Governors noted that:

- There is 1 co-opted vacancy
- Vice-Chair vacancy. This item will be discussed more at the Governor Development Session on 4th November
- Staff Governor appointment. Joan Bailey has agreed to be Staff Governor for a further 12mths

RESOLVED: That no changes have been made since last meeting.

4. MINUTES OF LAST MEETING

Governors considered the non-confidential minutes of the last meeting, which had been circulated in advance of the meeting.

RESOLVED: That the non-confidential minutes of the last meeting held on 24th September 2020 were confirmed to be a true record and had been signed by the Chair.

ACTION: Clerk to email minutes from FGB2 24th September to Chair for signing by email.

5. MATTERS ARISING

To consider any matters arising from the last meeting.

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ACTION PLAN

Work Stream	Agenda No	Date Opened	Action Manager	Action	Action Update	Target Date	Status
Gov	11	12.09.19	SBM	Clerk to check if it is compulsory for the gifts & hospitality register/Pecuniary Interests are to be displayed on website. Yes, it is compulsory for the P.Ints. Chair to create table for website – SBM is to complete this. Chair has spoken to SBM.		Sept 2020	Ongoing
Gov	9	21.11.19	HT	Headteacher to reschedule Learning Visits with Mrs J Hughes & Mrs A Holden. To be rescheduled. Initial meeting held. Future dates to be confirmed when school re-opens.	Core subject leaders to contact Jen Hughes to have Team meetings. Staff presentation will be virtual. Each of the 4 Acting Assistant Headteachers will present at differing FGB's	Sept 2020	Ongoing
Pres	1	16.01.20	Mr Baxendale	Mr Baxendale to video absent & new Governors at a later stage. Hayley Rigby, Ange Holden & Colin Meachin to be videoed when school re-opens. All video's need going again	Steph sent the video to Mr Baxendale so only the outstanding gov's need to be videoed. Video to be sent to gov's that have not seen it yet	Sept 2020	Ongoing

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Minutes	4	07.05.20	Clerk	Clerk to print minutes from FGB 13 th February 2020 for signing by the Chair on behalf of the committee at the next meeting at the school. Clerk to email Chair	Done	Closed
Minutes	4	11.06.20	Clerk	Clerk to print minutes from FGB 7 th May 2020 for signing by the Chair on behalf of the committee at the next meeting at the school. Clerk to email Chair	Done	Closed
Minutes	4	09.07.20	Clerk	Clerk to print minutes from FGB 11 th June 2020 for signing by the Chair on behalf of the committee at the next meeting at the school. Clerk to email Chair	Done	Closed
P.Int	2	24.09.20	Chair	Chair to review Pecuniary Interest Forms when all received in school and arrangements made for website to be updated.	4 or 5 received and placed on Teams in draft mins	Ongoing
Memb	3		H/T	The Headteacher to clarify staff Governor appointments with staff further.	Done	Closed
Memb	3		Clerk	Clerk to add Staff Governor appointment on next agenda.	Done	Closed
Election	5		Clerk	Clerk to put Election of Vice Chair on November agenda.	Done	Closed
Election	5		Govs	Governors to put forward nominations for Vice Chair.		Ongoing
Mins	6		Clerk	Clerk to email minutes from FGB 9 th July to Chair for signing by email.	Done	Closed
Govs	12		Chair	Chair to chase up Code of Conduct with governors not present at meeting.	Done	Closed
Govs	12		Chair	Chair to invite Angela Holden to participate in HTPM.	Not necessary	Closed

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Govs	12		Clerk	Clerk to move Scheme of Delegation and Governor link responsibilities to November meeting agenda.	Done		Closed
Govs	12		Chair1	Chair to confirm with Governors not at the meeting that they have read the updated KCSIE.	Done. It is in key docs on Teams		Closed

6. FINANCE

Budget Update Report

The Headteacher highlighted the following:

- A thorough budget plan was shared with Governors prior to the meeting
- The forecast if staffing etc stays as predicted shows a projected carry forward of £5,223 which is positive
- The carry forward does not include the catch-up funding of approx. £14K
- The Devolved Formula Capital of 19K from last year and this year will be used to purchase some canopied areas to provide an outside classroom, this is beneficial as the ventilation is paramount
- The Resource Provision and Early Years will access the canopied area
- Any further Devolved Formula Capital will be used to source fencing, quotes have been sourced and the school is happy to go with wood that has a 15yr guarantee. The work is underway
- The forecast for 2020/21 carry forward has a robust total of £101,275
- There has been a lot of modifications in school due to the need for extra classroom space
- Extra cleaning due to Covid19 will continue
- Extra funding for a child is still unknown at the moment
- Only one SLA has not been signed, there is an issue with the transportation of meals, we will be tied into it for a 3-year term. Discussions continue and the board will be updated with the outcome

Q. Governors asked why the income for Early Years was £9,312 in 2019/20 and is only £4,735 in 2020/21?

A. This is constantly being adjusted, it is predicted that the figure will keep changing and going up.

RESOLVED: The Headteacher was thanked for her finance update.

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7. LEADERSHIP AND MANAGEMENT

Update on Current Provision

The Headteacher advised that:

- Entry Data has been shared with Governors in Teams
- At the beginning of the Autumn term, a baseline assessment was conducted in Reading, Writing & Maths
- The children sat the Summer Term test from their previous year group to show what learning had been retained to inform gap analysis and subsequent teaching
- Teacher judgement was used to assess writing
- The new EYFS framework to create a baseline for those in the Foundation Stage
- During the last week of Autumn Term 1, the children will re-sit the same Summer Term progress measure. This data will be input into the schools tracking system and used to inform future planning
- The school is now teaching in year group bubbles
- Phonics report has been shared with Governors in Teams
- A member of staff has had their own son test positive for Covid19. The staff member came to school while awaiting the results. Potentially this could affect 8 staff and a whole year group. A plan is being put into place, so this doesn't happen again
- A remote learning report has been shared with Governors in Teams
- The remote learning report explains the Class Dojo, what is expected of teachers when they have a pupil self-isolating when the rest of the class is in and for whole class/year group closure. The DHT monitors if a teacher is ill, so others can take over
- An attendance overview and weekly attendance figures for Autumn had been shared with Governors in Teams
- Current Attendance is 94.6%
- The figures don't include anyone isolating
- Currently as of 23rd October the school has 19 children off due to Covid related reasons
- 5 children have taken more than a 5 day holiday, 4 are yet to return

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- 1 child is out of the area, but still on roll which pulls the figures down
- We have had no positive tests for both children and teaching staff
- 2 parents have tested positive through their place of work, they only had slight symptoms
- Northern Headteachers have discussed the regional impact of isolation and how it is affecting pupils. It is inevitable that areas impacted by Covid will suffer more, the data is being collected and will be worth looking at. Regional variations in progress in learning will be interesting
- We have a cooperative community that is keeping the school Covid free as much as possible. It is a remarkable success story.

*Q. Governors asked if it would be helpful to show previous years data to compare?
A. No, as it is not comparable, we moved away from Target Tracker to Insight. The baseline has been set and now we need to accelerate learning & teach accordingly. Phonics is already showing progress in age related expectations.*

*Q. The percentages don't come to 100%, why is this?
A. The data shows the percentage of pupils working at or above age-related expectation. So, a figure of 53% is that percentage working at or above and 47% working below.*

*Q. What does Dojo mean?
A. It is the name of the system the school is using to communicate to pupils at home. It is a free platform and parent friendly. It is a good form of communication; awards can be attached to it. Homework is accessed and teacher feedback given also.*

*Q. Does the child out of area still count on the attendance figures?
A. Unfortunately, yes.*

*Q. Does anyone post-holiday quarantine count on the attendance figures?
A. The quarantine does not count, but the holiday does. We need to double check this. The Headteacher at Weaver Vale Academy Trust is currently collating figures so that we get a wider picture of how this is affecting schooling.*

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Q. Can we have the Year groups added to the reports, not just the names of classes?

A. Yes.

Q. Do we have any figures for Covid self-isolating figures?

A. It is 19, luckily still pretty low.

Q. Are we keeping track of Covid?

A. It is reported to the teacher and the staff are informed. It will become a problem if a Resource Provision Teacher or any teaching staff doing 1:1 have a problem. At the moment we are happy not to introduce any supply staff from agencies as the risk is too high, the agencies cannot guarantee the same member of staff. A member of staff on long term sick has been replaced with an agency worker because it is long term and 1:1.

RESOLVED: That the Headteacher was thanked for her update.

ACTION: Mrs Rigby to share screen shots of Dojo at the next meeting and further explain its capabilities.

ACTION: Headteacher to add Year groups to data reports, not just the names of classes.

8. POLICIES

Governors reviewed the following policies:

- Safeguarding Policy.

RESOLVED: That the Safeguarding Policy is adopted.

Q. Governors asked if everyone had done the Safeguarding awareness training?

A. Yes. Hayley Rigby did through school, everyone has completed now.

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9. ADMIN

Website

The website has been reviewed and is up to date. Governors have noticed that the Governor list is not up to date.

ACTION: Headteacher to update website with Colin Meachin and Steph Crane. Also, to add the latest Safeguarding & Behaviour Policies.

Q. Governors asked if there are virtual tours on the website?

A. They are not launched yet; it has been very hard to arrange. They are due to launch on Monday. It will be beneficial as the school has a long list of parents waiting to look around.

10. GOVERNANCE

Review and plan to meet Governors Training needs

Modern Governor access is within the Training folder on Teams.

Any training undertaken is to be updated on the spreadsheet.

Set Objectives for the Governing Board linked to SDP

The objectives will be discussed on the Strategic day on 12th November 6pm.

11. CURRICULUM, TEACHING AND LEARNING

The Headteacher advised the following:

- Remote learning has already been discussed
- Subject Leaders are due to present in Teams meeting, starting in the January meeting

12. DIRECTORS BULLETIN

RESOLVED: That the Clerk highlighted the salient points.

It was noted that the included in the Bulletin is a list of questions that Governors should ask, most of which have been covered, so it is reassuring that the board are doing things in a correct manner.

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Q. Governors asked if the grant for trees can be taken advantage of?

A. The school received this grant 2 years ago.

13. COMMUNICATION TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS

The Chair highlighted the following:

- The school had received information from the Local Authority indicating that it now qualified for group 3 status. The Chair has also sought advice from ECM Advisor regarding ISR ranges of HT and other staff to fit in with group 3 status.
- The Pay Policy had been approved with the exception of the ISR range for Headteacher's pay. School group 2 status had the range as between .15-.21. This has been set for a number of years. It is proposed to change the ISR range to between .15-.24 to reflect the Group 3 status. We now have the Resource Provision and over 100 more pupils. This range would accurately reflect the school and provide flexibility in ensuring we can retain and recruit talented senior leaders. The calculation to move the school to group 3 was confirmed as:
 - 55 Nursery x 3.5 = 192.5 points
 - 285 x 7 = 1995 points
 - 13 ECHP x 10 = 130 points
 - Total = 2317.5

RESOLVED: That the Governors approved the Pay Policy as amended to reflect the amended ISR range for the Headteacher.

RESOLVED: That the Governors acknowledge the group 3 status.

ACTION: Chair to email Governors Code of Conduct to sign by return email

14. DECISION SUMMARY

- Safeguarding Policy was approved
- Budget update has been received
- Assurance that Website has been updated
- Data reports have been received
- School moved to group 3 status
- Headteacher ISR range has been amended to reflect group 3 status

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- Governors supported and challenged the leadership team by asking questions

16. DATE AND TIME OF NEXT MEETING

The next meeting will be on Thursday 26TH November 2020 at 6.00pm.

Signed:Date:

ACTION PLAN

Work Stream	Agenda No	Date Opened	Action Manager	Action	Action Update	Target Date	Status
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Mins	4	29.10.20	Clerk	Clerk to email minutes from FGB2 24 th September to Chair for signing by email.			
L&M	7		Mrs Rigby	Mrs Rigby to share screen shots of Dojo at the next meeting and further explain its capabilities.			
L&M	7		H/T	Headteacher to add Year groups to data reports as well as the names of classes.			
Admin	9		H/T	Headteacher to update website with Colin Meachin and Steph Crane. Also, to add the latest Safeguarding & Behaviour Policies.			
Comm to Chair	13		Chair	Chair to get advice from ECM Advisor to ISR ranges of DHT and other staff to fit in with group 3 status.			
Comm to Chair	13		Chair	Chair to email Code of Conduct to Governors to electronically sign by return email			