

## **THE GOVERNING BODY OF SLAITHWAITE CE (VC) JUNIOR AND INFANT SCHOOL**

Minutes of the meeting of the Governing Body held at 6.00pm at the School on Wednesday, 25 September 2019.

### PRESENT

Mrs N Bailey (Chair), Mrs E Bradley, Mrs S Brown, Mrs C Crebbin, Mrs D Kaye, Mrs J Saripo, Mrs BCA Swift, Mr T Szoradi, Mrs E Trescott, Miss C Wadsworth, Mrs P Wood.

*Mrs Crebbin, Mrs Kaye and Mrs Saripo had sent their apologies and had notified the meeting that they would be late.*

### In Attendance

Ms C Stephen (Minute Clerk), Mrs P Cherrington (Acting Deputy Head Teacher), Ms J Ashcroft (Shadow Clerk)

#### 1. ELECTION OF CHAIR

The Meeting Clerk took the chair.

Governors decided:

- (a) Nominations would be accepted from governors not present at the meeting should there be any.
- (b) The term of office of the Chair would last until the next AGM.
- (c) A tie would be resolved by the toss of a coin.

Nominations were taken. Mrs Bailey was nominated by Mrs Bradley and seconded by Mr Szoradi. No other nominations were received. Mrs Bailey was elected by a unanimous show of hands.

RESOLVED: That Mrs Bailey be elected to serve as Chair until the next Annual meeting.

Mrs Bailey took the chair.

#### 2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

(a) Governors decided:

- (i) To grant consent on an individual basis depending on the circumstances.
  - (ii) To approve and sign the model Code of Conduct.
  - (iii) To confirm that the Governing Body had published their Declaration of Business interest Information on the School website.
- (b) The Governors' Code of Conduct was approved by the meeting. Those governors present signed the relevant document which was kept by the clerk in order that the remaining governors could sign at the next meeting of the Full Governing Body.
- (c) Declaration of Business Interest forms were collected from those governors present. This information would be uploaded to the school website and be

added to as further information was received.

(d) **Action: Mrs Bradley to check that GIAS information was up to date.**

Apologies for absence were received from Mrs S Brown (Consent), Mrs C Simpson (Consent), Mr S Tierney (Consent) and Mr C West (Consent).

There were no declarations of interest.

*Mrs Kaye entered the meeting at this point.*

Concern was raised about attendance at Governors' Meetings. The clerk informed the meeting that the standard practice was that a governor would lose their place on the governing body if three consecutive meetings were missed, unless there were extenuating circumstances and consent was granted retrospectively by the Chair. It was felt that this rule was unsatisfactory as the business of the Governing Body could not be effectively dealt with if attendance could not be relied upon. Measures that could be taken to help facilitate attendance needed to be discussed.

RESOLVED: That attendance at meetings be added to the agenda of the next meeting of the Full Governing Body.

3. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

The following items were notified to be brought under Any Other Business:

- Mark Colley's visit and Head Teacher's Appraisal
- Achievement and Progress Core Group Meeting
- Staff Code of Conduct
- Policies
- Pay Committee

4. REPRESENTATION

The following matters of representation were noted:

End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs Natalie Bailey	Co-opted	30.09.2019

Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs Emma Trescott	Co-opted	16.07.2019

5. ELECTION OF VICE CHAIR

Governors decided:

- (a) Nominations would be taken from governors not present at the meeting, should there be any.
- (b) The term of office of the Chair would last until the next AGM.

(c) A tie would be resolved by the toss of a coin.

The Chair asked for nominations for Vice-Chair.

Mr Szoradi nominated Mrs C Simpson. This was seconded by Mrs Bradley. Mrs Simpson was elected by a unanimous show of hands.

RESOLVED: That Mrs Simpson be elected Vice-Chair of Governors.

## 6. REVIEW OF COMMITTEES

*Mrs Crebbin entered the meeting at this point.*

The following was decided:

### Curriculum Committee

Mrs N Bailey  
Mrs E Bradley  
Mrs S Brown  
Mrs C Simpson  
Mrs B Swift  
Mr T Szoradi  
Miss C Wadsworth

### Finance and Resources/Premises Committee/Health and Safety

Mrs N Bailey  
Mrs E Bradley  
Mrs D Kaye  
Mr T Szoradi  
Mrs E Trescott  
Mr C West  
Ms P Wood

### Achievement and Progress Core Group

Mrs N Bailey  
Mrs E Bradley  
Mrs S Brown  
Mrs C Crebbin  
Mrs C Simpson  
Mrs B Swift  
Mr T Szoradi  
Mr C West  
Ms P Wood

### Complaints Committee

Mrs D Kaye  
Mrs C Simpson  
Mrs B Swift

### Staffing Committee

Mrs N Bailey  
Mrs E Bradley

Mrs S Brown  
Mrs C Crebbin  
Mrs D Kaye  
Mrs C Simpson

It was recommended that those serving on this committee complete the Safer Recruitment training. The clerk informed governors that the only Huddersfield based training was being held in the near future. Mrs Bradley thought this session was already full. It was felt that more such training opportunities were needed.

#### Pupil Discipline Committee

Mrs N Bailey  
Mrs D Kaye  
Mrs C Simpson  
Mrs B Swift  
Mr S Tierney

Mrs Bradley and Mrs Swift had attended training on Permanent Exclusion in November, 2018.

*Mrs Saripo entered the meeting at this point.*

#### Staffing Dismissal Committee

Mrs N Bailey  
Mrs B Swift  
Mr T Szoradi

#### Dismissals Appeal Committee

Mrs D Kaye  
Mrs C Simpson  
Mr S Tierney

#### Head Teacher's Appraisal Committee

Mrs N Bailey  
Mrs D Kaye  
Mr C West  
Mrs B Swift

#### Pay Committee

Mrs N Bailey  
Mrs C Crebbin  
Mrs D Kaye  
Mrs C Simpson  
Mr T Szoradi

#### Terms of Reference

It was agreed that the terms of reference for each committee be agreed at the time each committee met and that the chair and Vice-Chair be elected at this time.

## 7. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

Special Educational Needs Governor – Mrs P Wood  
 Governor for Looked After Children – Mrs P Wood  
 Safeguarding Governor – Mrs N Bailey  
 Child Protection Governor – Mrs N Bailey

**Action: Mrs Cherrington to replace Mr Tierney’s photograph with that of Mrs Bailey as Safeguarding Governor.**

Governor Training Contact – Mrs B Swift  
 Religious Education Governor – Mrs S Brown  
 Collective Worship and SMD Governor – Mrs S Brown  
 Literacy Governor – Mrs N Bailey  
 Numeracy Governor – Mrs D Kaye  
 Early Years Governor – Mrs C Crebbin  
 Equality Governor – Mrs B Swift  
 Science Governor – Mr S Tierney  
 Assessment Governor – Mrs N Bailey  
 PE and Technology Governor – Mrs C Simpson  
 Outdoor Learning Governor – Mrs D Kaye  
 Behaviour Governor – Mrs C Simpson  
 Music and Art Governor – Mrs C Crebbin  
 ICT and E-Safety Governor – Mrs D Kaye  
 PHSCE Governor – Mrs L Shackleton  
 Health and Safety Governor – Mr T Szoradi  
 Humanities Governor – Mrs C Crebbin  
 Community Governor – All Governors  
 MFL Governor – Mrs N Bailey  
 PREVENT Governor – Mrs E Trescott  
 Pupil Premium –  
 Wellbeing Governor – Mrs S Brown

### Class Link Governors

Oak – Mr T Szoradi  
 Cherry – Mrs L Shackleton  
 Beech – Mrs E Trescott  
 Hazel – Mrs N Bailey  
 Willow – Mrs B Swift  
 Sycamore – Mrs S Brown

Mrs Bradley distributed copies of the Subject Action Plans (these had already been uploaded to the school’s website) to the relevant Governors.

## 8. CHAIR’S DELEGATED POWERS

RESOLVED: That the Governing Body delegates to the Chair the power to carry out the following delegated duties:

- (i) Change of date of a scheduled meeting, for good reason.
- (ii) Chair’s powers to grant retrospective consent to absence in the event that a Governor would have become disqualified if the matter had to wait for the next Governors’ Meeting.
- (iii) To determine in advance of a Meeting whether any items of agenda should be deleted from the copy to be made available at the School.

## 9. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:

- (i) Planning and conducting the affairs of the school to remain solvent.
- (ii) Establishing proper financial management arrangements and accounting procedures which comply with the Local Authority's financial regulations and standing orders, and maintaining a sound system of internal controls.
- (iii) Ensuring the funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.
- (iv) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it.

RESOLVED: That the Governing Body consent to the Head Teacher spending up to £10k without question, as appropriate and having the power to vire up to £12k between budget accounts without question, as appropriate.

## 10. MINUTES OF THE MEETING HELD ON 16 JULY 2019

RESOLVED: That the minutes of the meeting held on 16 July 2019 be approved and signed by the Chair as a correct record.

## 11. MATTERS ARISING

- (a) Matters Arising – Safeguarding – (Minutes 70 and 85(b.) refer

Safeguarding training had been held last week and had been attended by several governors.

- (b) Any Other Business – 50<sup>th</sup> Anniversary Celebrations – (Minute 93(a.) refers

School had produced a commemorative tea towel to celebrate the school's 50<sup>th</sup> anniversary.

- (c) Any Other Business – Summer Fair – (Minute 93(d.) refers)

The exact amount raised for the school by the Summer Fair was £955. Governors recorded their thanks.

## 12. REPORTS FROM COMMITTEES

### Finance Committee Meeting held on 25 September, 2019 at 5.00pm

Mrs Kaye had been elected as Chair of the committee. Mr Szoradi had been elected as Vice-Chair. The model Terms of Reference had been adopted.

The School Fund had been audited internally and had been sent for external audit. Governors had examined the document which was shared with the meeting of the Full Governing Body.

The committee had looked at the up to date budget accounts. None of the contingency fund had yet been spent. The budget was on target for this period in the financial year.

A premises update had been received. The work that had been due to take place over the summer holiday on the fascias and roofs had proved unsatisfactory as the contractors had behaved in an unprofessional way and had failed to complete the work to a decent standard. Not all works had been completed and classes had been disrupted by the presence of the builders. This had resulted in staff having to come in during the holidays to make the school fit for children at the start of term. Mrs Bradley had spent most of the summer dealing with the problems caused by the contractors and had made many phone calls to Asset Management who had employed the company. The site had been left unfit for children and school had only been able to open at the start of term because of the efforts of staff.

One section of the roof had an internal drainage system which had been roofed over, causing the classroom below to flood when water inevitable sat on the roof. Mr Lynch from Asset Management had visited the site and suggested that an external drainage system be added to this area of roof but governors were unhappy with this proposal as it was a flat roof with no slope to take water to an external system. Governors felt that the roof should be reinstated with the drainage system it was originally designed to have. A "second opinion" would be useful and Mrs Bailey offered the services of her brother who was a roofer and would give an impartial opinion on what would work; this could be used to inform further discussion with the LA.

**Action: Mr Lynch to be invited into school to meet with the Chair of Governors and other members of the Finance Committee who were able to attend.**

RESOLVED: None of the works undertaken to be signed off by the school until acceptable steps had been agreed in writing with Mr Lynch to resolve the situation to the satisfaction of all parties.

### 13. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

Mrs Bradley's report had been circulated prior to the meeting. Comments and questions were invited.

Mrs Bradley further explained the situation regarding staffing, about which all governors had been contacted.

Miss Millward was due to come back to work as a classroom teacher on a phased return, having been supported by school throughout her absence. Mrs Cherrington was to continue as Acting Head until the end of the summer term. Miss Millward had tendered her resignation, effective from July. This would leave a vacancy for a Deputy Head Teacher which would be advertised nationally.

**Q. When would the Deputy Head's Post be advertised?**

A. The recruitment process would begin in January with an appointment made, ideally before Easter in time for the candidate to take up the post in September, 2020.

Mrs Bradley would send a letter to parents outlining the situation.

Governors thanked Miss Grey who had been employed on supply and had worked extremely hard to provide continuity for Miss Millward's class and had maintained very high standards.

**Action: Mrs Bradley to pass on the Governors' thanks to Miss Grey.**

Mrs Cherrington had worked very hard to provide a smooth transition to the school for SEN pupils who were settling in very well, along with the other new students.

14. SAFEGUARDING

This had been covered in the Head Teacher's Report.

PREVENT training was to be held on 13 November 2019 from 3.45-5.00pm. Governors were invited to attend.

15. FINANCIAL MANAGEMENT AND MONITORING

All governors received copies of the latest budget report, including the Cash Flow and T5 documents. No concerns were raised.

16. TEACHER APPRAISAL AND TEACHER PAY POLICIES

(a) Teacher Appraisal Policy

RESOLVED: That the latest version of the Teacher Appraisal Policy to be adopted by the full Governing Body.

(b) Teacher Pay Policy

This would be considered at the next meeting of the Full Governing Body.

17. POLICIES FOR REVIEW BY THE FULL GOVERNING BODY

(a) Whistleblowing Policy

RESOLVED: That the latest version of the Whistleblowing Policy be adopted by the Full Governing Body.

18. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2021-22

**Action: Mrs Bradley to check the school's PAN on 1 October 2019 when it became available and to contact Mrs Bailey if it had changed from the usual figure of 23.**

**Q. Had any appeals been rejected?**

A. Several had been disallowed; two had been successful.

19. CONSULTATION ON FAIR ACCESS PROTOCOLS

**Action: Governors to follow the link given in the agenda to Business Solutions and to give their feedback to Mrs Bailey who would submit it to the LA no later than 25 October 2019.**

20. SCHOOL DEVELOPMENT PLAN

Mrs Bradley shared the Action Plan regarding the SIAMs report with governors.

**Action: Governors to consider this and be ready to discuss it at the next meeting of the Full Governing Body.**

**Action: Governors' Clerking Service to add SIAMs Action Plan to the agenda of the next meeting of the Full Governing Body.**

21. GOVERNOR TRAINING AND GOVERNOR VISITS

Mrs Trescott, Mrs Bailey, Mrs Swift and Mrs Saripo had met with Mrs Bradley and Mr Madeley from the diocese on 12 September 2019. The meeting had proved helpful and Mr Madeley was keen to engage with the school.

The RE curriculum was to be discussed in school on 25 October 2019 between 9.00 am and midday. The vision and values of the school would be looked at and governors were invited to attend. Parental opinions on the school's identity as a church school would be sought at the forthcoming parental consultation evening.

Governors were also given the SIAMs inspection Framework to inform their thinking.

Mrs Bailey, Mr Szoradi, Mrs Brown, Mrs Swift, Mrs Trescott and Mrs Saripo had attended the school's three-yearly Safeguarding Training on 19 September 2019.

22. ANY OTHER BUSINESS

(a) Mark Colley's Visit and Head teacher's Appraisal

This would take place on 21 November, 2019 when the following schedule would be followed:

9.00 am – Data inspection

10.30 am – Maths Scrutiny (Mrs Kaye to attend)

1.20 pm – Head teacher's Performance management (At least two governors from the Head teacher's Appraisal Committee to attend)

(b) Data

Some of the data would be externally validated sometime in November. The Achievement and Progress Core Group was to meet on 20<sup>th</sup> November, 2019 at 1.30pm.

(c) Staff Code of Conduct

The latest version of the Staff Code of Conduct had been adopted by the school, signed by all staff and was available on the staff room noticeboard.

(d) Policies

A new Data Protection Officer had been appointed. This was Mrs Roz Batley who was responsible for GDPR at Moor End Academy and the primary schools in its academy trust.

The new Data Protection Policy and Privacy Notice had been validated by Mrs Batley.

RESOLVED: That the new Data Protection Policy and Privacy Notice be adopted by the Full Governing Body.

(e) Pay Committee

As only two members of staff were eligible to move up the main pay scale, it was agreed that Mrs Bradley would contact members of the Pay Committee by email with information regarding this.

RESOLVED: Mrs Bradley to email the spreadsheet giving details about teachers' pay to the Pay Committee.

**Action:       Governors' Clerking Service to add Teachers' Pay Committee to the next agenda of the Full Governing Body.**

Teacher appraisals had begun and would be completed within the next two weeks. Targets for the coming year would be set in line with the SIP's priorities.

23. DATE OF NEXT MEETING

RESOLVED: That the next meeting of the Governing Body be held at 6.00 pm at the School on Wednesday, 27 November 2019, preceded by a meeting of the Finance Committee at 5.00 pm.

24. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.