

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

Minutes of the meeting of the Governing Body held at 6.00 pm at the School on Wednesday, 30 September 2020.

*The Clerk attended via a Zoom link.*

### **PRESENT**

Mrs N Bailey (Chair), Mrs E Bradley, Mrs S Brown, Mrs C Crebbin, Reverend G Holdsworth, Mrs D Kaye, Mrs CL Simpson, Mrs BCA Swift, Mr T Szoradi, Mr S Tierney, Mrs E Trescott, Miss C Wadsworth, Mr C West, Mrs P Wood.

### **In Attendance**

Ms C Stephen (Minute Clerk), Mrs L Shackleton (Associate Governor), Mrs K Hall (School Business Manager), Mr C Hudson (Deputy Head Teacher)

Reverend Holdsworth opened the meeting with a prayer.

### **1. ELECTION OF CHAIR**

The Meeting Clerk took the chair.

RESOLVED: (i) That nominations would be accepted from governors not present at the meeting should there be any.

(ii) That the term of office of the Chair would last until the next AGM.

(iii) That a tie would be resolved by the toss of a coin.

Nominations were taken. Mrs Bailey was nominated by Mrs Swift 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 AGM.

Mrs Bailey took the chair.

The next item was taken out of agenda order.

### **2. FINANCIAL MANAGEMENT AND MONITORING**

Mrs Hall, the school's Business Manager, had shared the relevant documents with governors prior to the meeting. She invited questions and highlighted the following points:

The school budget figures shared referred to Period 6. Overall, approximately 35% of the annual budget had been spent so far. A full breakdown of Income and Expenditure had been provided by Mrs Hall.

Mrs Hall clarified the figures for catering. A Service Level Agreement had been taken out with the Local Authority at a cost of approximately £23k. Income of almost £29k

was also shown but this amount left the budget as soon as it was received as it was the grant to cover the cost of free school meals for KS1.

The catering budget was slightly overspent because vouchers had been provided during lockdown for those pupils eligible for Free School Meals. A claim had been submitted and this spending had been reimbursed by the government; this was shown in the budget.

School had overspent on Repairs and Maintenance. to the tune of £3898 The extra expenditure had been spent on new library cupboards, an outside tap near Oak classroom and a partition in Cherry classroom. Some other areas of the budget were underspent and overall, the budget balanced. Further spending would be eligible to be refunded by the LA.

RESOLVED: That the auditing of the School Fund report be deferred until the next meeting of the Full Governing Body because of the long-term illness absence of the Business Manager.

Governors discussed the proposition that a member of the Finance Committee meet with Mrs Hall to undertake a review of the school budget.

RESOLVED: That Mrs Kaye meet virtually with Mrs Hall to review the school's monthly budget.

Governors thanked Mrs Hall for her input.

Mrs Hall left the meeting at this point.

The agenda order resumed at this point.

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

There were no Apologies for Absence nor Declarations of Interest.

#### (a) Protocols on Apologies and Consent to Governor Absence

RESOLVED: That Governors agreed to grant consent on an individual basis depending on the circumstances.

#### (b) Code of Conduct

RESOLVED: That Governors agreed to approve and sign the model Code of Conduct.

The Governors' Code of Conduct was approved by the meeting. Reverend Holdsworth had not received the relevant documentation and had therefore not yet read the Code of Conduct.

**ACTION: Reverend Holdsworth to read the Governors' Code of Conduct.**

#### (c) Declarations of Business Interests

Declaration of Business Interest forms were available for completion online. This information would be uploaded to the school website and be added to as further information was received.

**Q. Would Mrs Bradley be notified when governors had submitted their Declarations of Business Interest forms so she could then put the details on the school's website?**

A. The clerk was not aware what would happen.

**ACTION: Ms Stephen to notify the Governors' Clerking Service and to ask them to follow this up.**

(d) Get Information About Schools (GIAS)

GIAS had been checked and was up to date as of 29 September 2020.

(e) Alternative Arrangements for Remote Meetings

Governors discussed the format of future meetings in the light of the global Covid 19 pandemic.

RESOLVED: That future meetings of the Governing Body take place remotely via Zoom, until such time that it was deemed safe to meet in person.

#### 4. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

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

- St John's Golcar letter
- PSHE Policy
- Leave of Absence

#### 5. REPRESENTATION

The following matter of representation was noted:

##### Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Reverend Graeme Holdsworth	Foundation Diocesan	30.09.2020

The relevant paperwork had been obtained from the Governor Clerking Service and submitted to the Diocese.

#### 6. ELECTION OF VICE-CHAIR

RESOLVED: (i) That nominations would be taken from governors not present at the meeting, should there be any.

(ii) The term of office of the Chair would last until the next AGM.

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

The Chair asked for nominations for Vice-Chair.

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

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

7. REVIEW OF COMMITTEES

(a) Committee Membership

RESOLVED: That membership of committees be as follows:

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. Currently, only Mrs Bailey had up to date Safer Recruitment training. Mrs Bradley had been unable to update her own training because of the Covid 19 restrictions but had been advised by the LA that the need to do so had been postponed until virtual training became available.

**ACTION: Mrs Bradley to inform other governors on this committee about online Safer Recruitment training when it became available.**

Pupil Discipline Committee

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

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  
Mr S Tierney

(b) 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.

8. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

Mrs Bailey recommended that governors with Special Responsibilities read Document 5 (sent out with the paperwork for this meeting) which outlined the responsibilities involved in taking on this role.

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  
Governor Training Contact – Mrs B Swift  
Religious Education Governor – Mrs S Brown and Reverend G Holdsworth  
Collective Worship and SMD Governor – Mrs S Brown and Reverend G Holdsworth  
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 – Mr S Tierney

**ACTION: Mrs Kaye to forward the E-Safety Policy to Mr Tierney.**

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 – Mrs N Bailey  
Wellbeing Governor – Mrs S Brown

#### Class Link Governors

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

Mrs Bradley informed governors that curriculum leaders would email the latest Action Plans to the relevant Governors.

Governors were mindful of the especially heavy workload that had fallen upon teachers and asked Miss Wadsworth to speak to staff about how governor visits be maintained virtually, without being burdensome to staff.

**ACTION: Miss Wadsworth to discuss virtual governor visits with staff.**

#### 9. CHAIRMAN'S DELEGATED POWERS

RESOLVED: That the Governing Body delegates to the Chairman 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.

10. 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.

11. MINUTES OF THE MEETING HELD ON 14 JULY 2020

RESOLVED: That the minutes of the meeting held on 14 July 2020 be approved and signed by the Chair as a correct record.

12. MATTERS ARISING

Covid 19 Update (Minute 99 refers)

The promised Government grant to fund catch-up following lockdown had been announced and would amount to £80 per child per year, paid in three instalments. The first instalment would be based on the numbers submitted in the October 2019 Census whilst the second and third would be based on the January 2020 Census. The total amount to be received would be approximately £13k. No guidance had been given on how this money was to be spent. SLT had begun discussions on this topic, informed by the baseline data provided by class teachers which identified gaps in Writing, Reading and Maths.

**Q. What had the baseline data revealed?**

A. Some pupils had maintained the level they were achieving in March but many had returned at a lower level. Levels in Reading had suffered least but there were significantly lower levels in both Maths and Writing with pupils being approximately a term behind where they were expected to be. SLT were

currently reviewing the information and would share it with staff in order that plans be made to remedy the situation in the near future.

**Q. Would Year 1 last year (now Year 2) have Phonics' testing?**

A. Yes. This was scheduled to take place before Christmas.

Mrs Beckett had provided a written report for governors about how pupils were settling back into the routines of school.

### 13. REPORTS FROM COMMITTEES

No committee meeting had taken place.

### 14. 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 highlighted the following points:

#### (a) School Re-Opening

- Numbers on roll remained stable. Class sizes were similar to last year, but space was stretched because of the way classrooms needed to be organised.
- Mrs Bradley welcomed Mr Hudson to the school; he was settling in well, despite the unusual circumstances.
- The number of Teaching Assistants remained the same. However, interviews were to take place on Friday, 2 October 2020 for another TA to support the needs of a child with an EHCP in Reception. Ten candidates had applied and three were to be interviewed.
- An extra lunchtime supervisor had been employed who was to begin work on Monday, 5 October. Mrs Cherrington and another member of staff had been working through lunchtime to provide supervision for Oak Class. A second had been employed on a temporary contract until July 2021 after consultation with Mrs Bailey.

Governors were disturbed to learn that staff were not taking a proper break and that some were not taking a lunch break at all. They felt this would impact on their wellbeing, especially as term progressed. Discussion took place about how this could be changed.

**Q. Were there areas that teachers could drop in order to ease their workload?**

A. It was difficult to know where and staff were so conscientious that they wanted to maintain standards. Staff were not required to submit their planning and there was just one shortened staff meeting a week. Science training, due to take place on 23 October, had been cancelled. Bringing in supply staff had been discussed at the staff meeting but this would be difficult because of the bubble system.

Staff governors admitted that it was hard work but that they recognised that the situation was temporary and that there was a need for the extra input. Mrs Bradley explained that staff had not been directed to cover lunchtimes but that they had seen the need and stepped up to the mark because of the commitment they had to the welfare of the pupils.

RESOLVED: That staff welfare, specifically in relation to lunchtime, be reviewed at the next meeting of the Full Governing Body.

Governors were keen to support staff and Mrs Bradley felt that this would be appreciated. There had been some complaints from parents which had affected morale and Mrs Bradley asked that governors make others in the community aware of the sacrifices staff were making.

RESOLVED: That Mr Hudson upload pictures of lunchtime activity to Twitter, along with a Tweet thanking staff for their hard work.

RESOLVED: That Mr Szoradi monitor Facebook and respond to negative comments.

- Attendance was 92.96%. Some pupils had had to isolate pending Covid test results for members of their households, all of which had been negative thus far. School was pleased with this figure.
- 23 students were in receipt of Pupil Premium.
- School had again bought into the Pennine PE Partnership and coaching would take place on Wednesdays and Thursdays.
- Several policies had been reviewed and were recommended for approval by the Full Governing Body:

(b) Teacher Appraisal Policy

RESOLVED: That the Teacher's Appraisal Policy be adopted by the Full Governing Body.

(c) Safeguarding Policy

RESOLVED: That the Safeguarding Policy be adopted by the Full Governing Body.

(d) Online Safety Policy

RESOLVED: That the Online Safeguarding Policy be adopted by the Full Governing Body.

(e) Colne Valley Hub

The Colne Valley Hub had provided an excellent service during lockdown in supporting vulnerable families, in partnership with Slaithwaite Mutual Aid. Food parcels had been delivered, grow packs had been made available and free places had been provided for some pupils at the After-School Club and the Holiday Club. Mrs Bradley commended the hard work of the Hub Co-ordinator. Mrs Bradley thanked the governors who had been involved with this work.

The School Improvement Plan and the Self Evaluation form were under development.

**ACTION: Mrs Bradley to send the baseline data to the Standards group.**

(f) Pupils

Pupils had made a very positive start to learning and were pleased to be back in school. They had adapted well to the new regime of sitting in rows and other Covid-safe measures.

(g) Staffing

Teachers' appraisal meetings would take place with the lack of data from last term to be taken into consideration.

There was an increase in TLR payment from band 2b to 2c for Mrs P Cherrington who was part of the senior leadership team. She would now be taking over from the Head Teacher doing the SENCO role. The email was circulated around all the governing body for approval & it was all approved in order she could enrol onto the course. HR were consulted beforehand by Mrs Bradley.

RESOLVED: That the Pay Committee would accept emailed recommendations for pay awards.

(h) Covid-19

There was an up to date Covid 19 risk assessment available on the school website. This was fluid and changed in response to government announcements. The cabin was to be used as an isolation unit should anyone in school display symptoms. Temperatures were taken daily. The SEND policy was available on the school website.

RESOLVED: That the SEND policy be adopted by the Full Governing Body.

(i) Website

The British Values statement had been uploaded to the website. The Curriculum Statement had been reviewed and would be uploaded to the website.

(j) Building

All external painting had been completed during the summer. The school's contribution of £1800 had not yet been taken from the school's DFC.

A design had been drawn up for changes to Oak playground after consultations with staff and children. Funding of approximately £20k had been obtained. Governors thanked Mrs Trescott for her work in this area and for obtaining quotes for the work.

RESOLVED: That the decision about which quote to proceed with be delegated to Mrs Trescott.

A boiler had sprung a leak, but the impact had been less than it might have been as the kitchen, one of the areas affected, had been serving packed lunches rather than cooked meals. A new boiler was being installed, the cost of which would be met via the LA as the school had bought into its Maintenance Contract.

Mrs Trescott was looking into problems with water in another area of the school.

Governors thanked Mrs Bradley for her report.

15. SAFEGUARDING

All governors, with the exception of Reverend Holdsworth who had not received the documentation, had read Keeping Children Safe in Education Part 1.

**ACTION: Reverend Holdsworth to read Keeping Children Safe in Education Part 1.**

The Safeguarding Policy had been adopted by the Full Governing Body (Minute 14 (c) refers).

Whilst no child had been subject to safeguarding concerns at the time of Mrs Bradley writing her report, there were now three pupils who were giving cause for concern. Outside agencies were involved and it was possible that Child Protection Plans could be issued.

16. AUDIT OF HEALTH AND SAFETY (Minute 86 (a) refers)

RESOLVED: That Mrs Bradley and Mr Devlin be delegated to conduct the Health and Safety Audit.

The Health and Safety Executive had rung on 7 September to check the school's measures. This was a thirty-minute conversation after which no concerns were raised. The Executive would be making spot checks on schools.

17. FINANCIAL MANAGEMENT AND MONITORING

This item had been covered out of agenda order earlier in the meeting (Minute 2 refers).

18. 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 as the policy had not been released by the LA.

19. POLICIES FOR REVIEW BY THE FULL GOVERNING BODY

Whistleblowing Policy

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

20. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2022-23

**ACTION: Mrs Bradley to check the school's PAN on 1 October 2019 when it became available.**

Discussion of this item was deferred until the next meeting of the Full Governing Body.

RESOLVED: That if a response were needed regarding the PAN before the next meeting of the Full Governing Body, governors delegated the decision to Mrs Bradley and Mrs Bailey.

21. ANNUAL REVIEW OF DEDICATED HEADSHIP TIME

Mrs Bradley was unable to take any headship time at the moment due to the extra demands presented by Covid-19.

RESOLVED: That governors continued to monitor this.

22. SCHOOL DEVELOPMENT PLAN

This item had been covered as part of the Head Teacher's Report.

23. GOVERNOR TRAINING AND GOVERNOR VISITS

Governor visits would not be permitted under the Covid Risk Assessment.

24. ANY OTHER BUSINESS

(a) Letter from St John's Golcar

A letter had been received from St John's School in Golcar explaining that they had changed the criteria about admission being dependent on church attendance as the church had been closed for a significant amount of time because of Covid 19.

(b) PSHE Policy

The PSHE Policy had been reviewed.

RESOLVED: That the PSHE Policy be adopted by the Full Governing Body.

Mrs Bradley left the room at this point.

(c) Leave of Absence Request

Mrs Bailey informed governors that Mrs Bradley had requested a Leave of Absence for a period of seven days in the Spring Term.

Mrs Bradley had consulted HR and had been informed that governors had to approve the request before it could be submitted to the LA.

RESOLVED: That a Leave of Absence of seven days in the Spring Term be granted in principle to Mrs Bradley, subject to approval by the Local Authority.

Contingency arrangements would be made to fulfil her role in Mrs Bradley's absence.

Q. Where did staff stand if they were forced to isolate after returning from a holiday that had already been booked?

A. Mrs Bailey did not know.

**ACTION: Mrs Bailey to investigate the rules concerning staff's position should they need to self-isolate on returning from holiday.**

Mrs Bradley re-joined the meeting.

Mrs Bailey asked if Governors would like to raise any other issues.

**Q. Had parents raised any concerns about how their children had coped during the lockdown?**

A. Mrs Beckett had included this in the report she had sent to governors. This would be circulated to parents this week. School had been pro-active in bringing children into school during lockdown. The Hub had provided support to one family whose child had SEN and had struggled to cope. A mental health and wellbeing service, the Ladder Group, was now extending its services to Primary aged pupils.

**Q. Were children asking questions raised in their minds by the extensive coverage of the pandemic?**

A. They were being given opportunities to raise any such thoughts in extended circle time. The Education Psychology Service had provided some excellent resources which school had incorporated into the curriculum which helped promote good mental health.

Mrs Bradley suggested incorporating the next Finance and Resources Committee meeting into the next meeting of the Full Governing Body.

RESOLVED: That the next Finance and Resources meeting be combined with the next meeting of the Full Governing Body.

25. DATE OF NEXT MEETING

RESOLVED: That the next meeting of the Governing Body be held at 6.00 pm at the School on Wednesday, 18 November 2020.

26. 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.