

**THE GOVERNING BODY OF SLAITHWAITE CE(VC) J & I SCHOOL**

Minutes of the meeting of the Governing Body held at 6.00 pm at the School on Thursday, 23 September 2021.

**PRESENT**

Mrs N Bailey (Chair), Mrs E Bradley (Head teacher), Reverend G Holdsworth, Mrs D Kaye, Mrs D Sharpe, Mrs C Simpson, Mrs B Swift, Mr T Szoradi, Mrs E Trescott, Mrs P Wood.

**In attendance**

Ms C Stephen (Meeting Clerk)

Mr C Hudson (Deputy Head)

Mrs J Humphries

Reverend Holdsworth opened the meeting with prayer.

No.	Item	Action
1.	<p><b><u>ELECTION OF CHAIR</u></b></p> <p>Governors noted that it was up to the Governing Body to decide on how long a chair's term of office should be. However, the LA's recommendation, which was in line with the National Governance Association (NGA) guidance was that the Governing Body should choose to elect a new chair every year, or there should be a minimum length set for a term of office. The <a href="#">Department for Education (DfE) guidance</a> also recommended a change from time to time, in order to keep the board fresh and moving forward.</p> <p>Governors were informed that it was important, when considering this item, to be conscious of succession planning for this key role, so that any change in chair did not impede the boards effectiveness.</p> <p>Governors were mindful that when discussing the election of Chair, all candidates who had been nominated or proposed for the position were required to leave the meeting.</p> <p>Before deciding to re-appoint a current chair, it was recommended that Governors should consider carrying out a chairs 360 review.</p> <p><b>RESOLVED:</b> (i) No nominations to be considered from absent governors  (ii) That the Chair be elected for a term of office ending on the date of the first meeting after the first anniversary of their election.  (iii) In the case of a tie, a secret ballot would be held. If this resulted in a further tie, a toss of a coin would decide between the candidates.</p> <p>Mrs Natalie Bailey was nominated and seconded. There were no other nominations.</p>	

	<p><b>RESOLVED:</b> That Mrs Bailey be elected Chair for a term of office ending on the date of the first meeting after the first anniversary of their election.</p> <p><u>360 Review</u></p> <p><b>RESOLVED:</b> That Governors note the recommendation that they undertake a 360 review of the current chair.</p> <p>Mrs Bailey informed governors that she would not be standing for election as Chair in 2022 and that succession planning should begin.</p>	
2.	<p><u><b>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</b></u></p>	
	<p>Apologies for absence were received from Mrs S Brown (Consent).</p> <p>Mr Tierney and Mr West were also absent.</p> <p>(a) <u>Approve the Governors' Code of Conduct</u></p> <p>Governors were informed that the NGA had updated its model code of conduct and were encouraged to adopt it. They noted that much of the content remained unchanged, however, updates included:</p> <ul style="list-style-type: none"> <li>• The Nolan Principles were now included within the code in full.</li> <li>• Three new statements had been added which covered equalities, inclusive practice and the expectation that those governing on academy committees (local governing boards) would abide by their scheme of delegation.</li> <li>• New statements were clearly marked to allow for easy review of the updated code.</li> </ul> <p><b>RESOLVED:</b> That the Governing Body agrees to adopt the NGA's revised Code of Conduct.</p> <p>(b) <u>Declaration of Business Interest information</u></p> <p>Governors were reminded that they were required to update and publish their Declaration of Business Interest information on the school website, in order to meet statutory compliance requirements.</p> <p>Governors noted that there was a requirement, as part of the LA's Financial Audit, for <b>all</b> governors and those members of staff involved in the procurement of goods, to complete the register of business interest form. This could be completed online and Governors were provided with the website link to do so. Once the form was completed, it would be returned to the school for retention and should be made available for inspection by Kirklees Audit as part of their audit process. It was noted that a failure to complete this form could impact on the judgement a school received.</p>	All governors

	<p><b>RESOLVED:</b> That Governors be asked to complete the register of business form as soon as possible if they have not already done so.</p> <p><b>RESOLVED:</b> That the school publish the Declaration of Business Interest information on the school website as soon as it is in a position to do so.</p> <p>(c) <u>In the interests of transparency, the Governing Body must ensure that its record on Get Information about Schools (GIAS) remains up to date.</u></p> <p>Governors were informed that all maintained school governing bodies and academy trusts had a legal duty to provide all of the governance information requested on the Department for Education (DfE) GIAS web page in so far as the information available to them. This would increase the transparency of governance arrangements and also enable schools and the DfE to identify more quickly and accurately individuals who were involved in governance, and who governed in more than one context.</p> <p><b>RESOLVED:</b> That Governors note the requirement to provide all governance information to the DfE and ask that the school continue to do this on behalf of the Governing Body.</p>	to follow the link in the agenda to complete the Business Interest forms.						
3.	<p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u></p> <p>The following Items were notified to be brought up under Any Other Business:</p> <ul style="list-style-type: none"> <li>• Site security</li> <li>• Two Gates Supporters Update</li> <li>• Letter from the Diocese regarding Academisation</li> <li>• Head Teacher’s Performance Review</li> </ul>							
4.	<p><u>REPRESENTATION</u></p>							
	<p>4.1 To report the following matter of representation:</p> <p><u>Appointment(s)</u></p> <table border="0" data-bbox="343 1800 1262 1872"> <thead> <tr> <th><u>Name</u></th> <th><u>Category</u></th> <th><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td>Mrs Diane Sharpe</td> <td>Staff</td> <td>07/09/2021</td> </tr> </tbody> </table> <p>It was noted that Mrs Jodie Humphreys had been elected to the role of Parent Governor in July, 2021 and had submitted her DBS; school had received no notification that this had been dealt with.</p>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mrs Diane Sharpe	Staff	07/09/2021	
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>						
Mrs Diane Sharpe	Staff	07/09/2021						
5.	<p>ELECTION OF VICE-CHAIR</p> <p><b><i>Mrs Kaye joined the meeting at this point.</i></b></p>							

Governors noted that it was up to the Governing Body to decide on how long a vice-chair's term of office should be. However, the LA's recommendation, which was in line with the National Governance Association (NGA) guidance was that the Governing Body should choose to elect a new vice-chair every year, or there should be a minimum length set for a term of office. The [Department for Education \(DfE\) guidance](#) also recommended a change from time to time, in order to keep the board fresh and moving forward.

Governors were informed that it was important, when considering this item, to be mindful of succession planning for this key role, so that any change in chair did not impede the boards effectiveness.

Governors were mindful that when discussing the election of Vice-Chair, all candidates who had been nominated or proposed for the position were required to leave the meeting.

**RESOLVED:** (i) No nominations to be considered from absent governors.  
(ii) That the Vice-Chair be elected for a term of office ending on the date of the first meeting after the first anniversary of their election.  
(iii) In the case of a tie, a secret ballot would be held. If this resulted in a further tie, a toss of a coin would decide between the candidates.

Mrs Emma Trescott was nominated and seconded. There were no other nominations.

**RESOLVED:** That Mrs Trescott be elected Vice-Chair for a term of office ending on the date of the first meeting after the first anniversary of their election.

6. REVIEW OF COMMITTEES, INCLUDING HEADTEACHER'S PERFORMANCE MANAGEMENT WORKING GROUP

(a) Committee Membership

**RESOLVED:** That the membership of the following committees be as follows:

(i) Curriculum Committee

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

(ii) 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  
Mrs P Wood

(iii) Achievement and Progress Core Group

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

(iv) Complaints Committee

Mrs D Kaye  
Mrs C Simpson  
Mrs B Swift

(v) Staffing Committee

Mrs N Bailey  
Mrs E Bradley  
Mrs S Brown  
Mrs J Humphries  
Mrs D Kaye  
Mrs C Simpson

(vi) Pupil Discipline Committee

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

(vii) Staffing Dismissal Committee

Mrs N Bailey  
Mrs B Swift  
Mr T Szoradi

(viii) Dismissals Appeal Committee

Mrs D Kaye  
Mrs C Simpson  
Mr S Tierney

(ix) Pay Committee

	<p style="text-align: center;">Mrs N Bailey Mrs E Bradley Mrs J Humphreys Mrs D Kaye Mrs C Simpson Mr T Szoradi</p> <p>(b) <b>RESOLVED:</b> That membership of the Head Teacher’s Performance Management Working Group be as follows:</p> <p>Head Teacher’s Performance Management Working Group.</p> <ul style="list-style-type: none"> <li>• Membership –</li> </ul> <p style="margin-left: 40px;">Mrs N Bailey Mrs D Kaye Mr C West Mrs B Swift</p> <ul style="list-style-type: none"> <li>• Appointing the external adviser – an education professional.</li> <li>• Setting the date for the annual review and mid-term review.</li> </ul> <p>(c) <u>Committee Terms of Reference</u></p> <p><b>RESOLVED:</b> That the Terms of Reference for each committee be agreed at the first meeting of that committee.</p>	
7.	<p><b><u>TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES</u></b></p> <p>In line with their general responsibilities for standards of education within the school, Governors were required to keep themselves informed about what was happening within school. One way of doing this was to delegate the responsibility for specific areas to different individual link governors, who were encouraged to visit the school and report back to the governing body on their observations and findings.</p> <p>Governors were asked to consider appointing link governors to the following positions:</p> <ul style="list-style-type: none"> <li>• Special Educational Needs Governor</li> <li>• Governor Training Contact</li> <li>• Governor for Looked After Children</li> <li>• Child Protection Governor</li> <li>• Early Years Governor</li> <li>• Safeguarding Governor</li> <li>• Wellbeing Governor</li> <li>• Equality Governor</li> <li>• Pupil/Sports Premium Link Governor</li> <li>• Attendance Governor</li> <li>• Website Compliance Governor</li> </ul> <p>Governors noted that it was good practice for link governors to focus their school visits in line with key school priorities, as identified within the School Development Plan.</p>	

**RESOLVED:** That the following be appointed to serve as governors with special responsibility for the areas noted below:

Special Educational Needs – Mrs P Wood  
 Looked After Children – Mrs P Wood  
 Safeguarding – Mrs N Bailey \*  
 Child Protection – Mrs N Bailey\*  
 Pupil Premium/Sports Premium – Mrs N Bailey\*  
 Wellbeing – Mrs S Brown  
 Governor Training – Mrs B Swift  
 RE and Collective Worship– Mrs S Brown and Reverend G Holdsworth  
 Literacy – Mrs J Humphries  
 Numeracy – Mrs D Kaye  
 Early Years – Mrs E Trescott  
 Equality – Mrs B Swift  
 Science – Reverend G Holdsworth  
 Assessment – Mrs N Bailey  
 PE and Technology – Mrs C Simpson  
 Outdoor Learning – Mrs D Kaye  
 Behaviour – Mrs C Simpson  
 Music and Art – Mrs C Simpson  
 ICT/E-Safety – Mrs D Kaye  
 PSHE – Mrs D Sharpe and Mrs P Wood  
 Health and Safety – Mr T Szoradi  
 Humanities – Mrs J Humphries  
 Communication – All Governors  
 Languages – Mrs N Bailey  
 PREVENT – Mrs E Trescott  
 Early Careers Teacher – Mrs D Kaye

Governors would receive syllabi and Action Plans from the subject teachers with whom they were linked to better inform them of the work of the school.

\*It was noted that succession planning would be needed regarding these two roles. Safeguarding training would be available in school in September 2021. Mr Szoradi was to attend the checking of the Single Central Record at a date to be arranged.

**RESOLVED:** That the following be appointed to serve as link teachers for individual classes:

Oak – Mrs E Trescott  
 Cherry – Mr T Szoradi  
 Beech – Mrs B Swift  
 Hazel – Mrs D Kaye  
 Willow – Mrs J Humphries  
 Sycamore – Mrs S Brown

8. 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:

	<p>(a) Planning and conducting the affairs of the school to remain solvent.</p> <p>(b) 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.</p> <p>(c) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.</p> <p>(d) 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.</p> <p><b>RESOLVED:</b> That the financial limits of the Head Teacher's delegated authority be approved as a £10,000 spending limit and £12,000 budget virement.</p>	
9.	<u>MINUTES OF THE MEETING HELD ON 7 JULY 2021</u>	
	<b>RESOLVED:</b> That minutes of the meeting held on 7 July 2021 be approved and agreed by the Governing Body.	
10.	<u>MATTERS ARISING</u>	
	<p>(a) <u>Matters Arising – Minute 72(a) refers</u></p> <p>Governors were reminded to return their Stakeholder Questionnaire by Wednesday, 29 September 2021.</p> <p>(b) <u>Head Teacher's Report and Governors' Questions – Minute 74 refers</u></p> <p>Governors were reminded that the training session on the school's Vision and Values would be held on 22 October 2021 and were encouraged to attend.</p> <p>(c) <u>Governor Training and Governor Visits</u></p> <p>Mrs Bradley passed on thanks from the staff to the Foundation Governors and Wellbeing Governor who had been very supportive throughout the pandemic, sending emails and gifts to encourage staff.</p>	Mr Hudson to send a copy to Mrs Humphries
11.	<u>REPORTS FROM COMMITTEES</u>	
	There had been no committee meetings held since the previous meeting of the Governing Body.	
12.	<u>HEAD TEACHER'S REPORT/DATA REPORT AND GOVERNORS' QUESTIONS</u>	

The Head Teacher had presented her written report on matters of interest relating to the school prior to the meeting, for which she was thanked.

Rather than the Head Teacher going through her report at the meeting, it was decided that the time would be more effectively spent answering questions submitted to her prior to the meeting as well as those arising at the meeting itself. The following points were noted:

a) Safeguarding

Governors had received updated Safeguarding Policies. All Governors present confirmed that they had read Parts 1 and 2 of Keeping Children Safe in Education.

All staff had signed the Staff Code of Conduct.

b) Teacher Appraisal

A date needed to be set for a meeting of the Governors' Teachers' Pay Committee before the end of October.

c) Covid 19

All requirements of the latest Covid 19 Risk Assessment were in place and had been approved by governors.

There were currently fifteen children absent from school with Covid 19, from five out of six classes. Remote learning was available to those well enough to access it.

**Q. Had any guidance been provided by either government of the Local Authority regarding the number of Covid cases it would take to trigger a school or class closure?**

A. No. If members of staff were absent either because of illness or because they were unable to make other arrangements to care for a sick child, then the logistics of this might cause closures. In the latter case, being paid would be at the Head Teacher's discretion.

The Local Authority had asked schools to provide a Contingency Action Plan for Covid 19. Mrs Bradley had begun to write this. Some measures were still in place, over and above the government's regulations including the use of separate entrances, KS2 having lunch in their classrooms and whole school assemblies were still taking place remotely. However, these measures were under review and it was hoped that Harvest and Christmas celebrations would take place in church but the situation was fluid and would be reviewed as necessary.

c) Queen's Platinum Jubilee

The date of Friday, 27 May 2022 was proposed as an extra day's holiday to celebrate the Queen's Platinum Jubilee.

Governors to approve this date.

d) Policies

The Teachers' Pay Policy had yet to be agreed by the unions and would be brought to the next meeting of the Full Governing Body.

The Curriculum Statement had been sent to all governors and the SEND Working Party where it had been well received.

**RESOLVED:** That the school's British Values Statement be approved and uploaded to the school's website.

Matters Arising from the Head Teacher's Report**Q. How was the curriculum set? Were pupils involved in the process?**

A. In the spring term, the School Improvement Plan (SIP) was reviewed and a questionnaire was sent to pupils to find out what they wanted to learn. The topics were discussed before they commenced and after they were completed; pupils were integrally involved in the way the curriculum was taught.

Unfortunately, this had not been possible with remote learning and many of the fun elements of learning had been lost.

Staff were also consulted. Whilst the content of the curriculum could not be changed, there was "wiggle room" in how it was delivered, taking account of both children's and members of staff's preferences. Teachers collated pupil's responses and these were taken to the school council for discussion. A parental survey was also undertaken and it was hoped that new ideas would be generated by parents' experiences of remote learning.

**Q. How did school identify pupils who had fallen behind during lockdown and how had the "Catch-Up Funding" been used to help them make accelerated progress?**

A. Assessments had been carried out to identify approximately a hundred children who needed extra help after the lockdowns. Teachers and support staff had provided interventions in the summer term as this was felt to be more effective than employing tutors who did not know the children. This had been justified by the improvement in assessment data in July.

**Q. Why was there such a gap in achievement between boys and girls in Year 1?**

A. There were only ten boys in this group, three of whom had EHC Plans, one who had virtually no home support with remote learning and another who was summer born. This meant that five out of the ten had some sort of special need which had impacted on the data.

**Q. Was school concerned about the predicted rise in birth-rate in the next five years?**

A. School's PAN was set at 23. This was based on the square footage of the school. How to accommodate more pupils would ultimately be a Local Authority problem.

	<p><b>Q. Was school full because it attracted SEN pupils?</b> A. No. Reception was full at a time when others in the area were not and there were no SEN pupils in this cohort.</p> <p><b>Q. How was Read, Write, Inc going?</b> A. There had been an SLT day held in July about the programme which then led to whole staff training. All KS1 pupils had been assessed and been put into groups of similar ability. Years 3 and 4 had also undergone this process with some pupils who needed more help being put into a group with others in a lower year. So far assessments had been positive. Reading for pleasure was also being promoted with story books being chosen to take home to read. The scheme was enjoyed by both pupils and staff. Interventions had also been purchased for use with KS2 pupils, fewer of whom needed help.</p> <p><b>Q. Why was the rate of progress in Maths in Years 3 and 4 slower than in other groups?</b> A. These children had had a full eighteen months of disruption because of Covid 19 and the timing of the assessments had not been favourable. Data had shown improvements in July and school was looking how to best support individual pupils who had made less progress than others. School used Fischer Family Trust targets for end of Key Stage and no dip was anticipated in these for these groups.</p>	
13.	<p><b><u>FINANCIAL MANAGEMENT AND MONITORING</u></b> <b><u>School Fund Audit</u></b></p> <p>The School Fund Audit had been presented by email to all governors who had had the opportunity to ask questions.</p> <p><b>RESOLVED:</b> That Governors confirm they had viewed and received a copy of the School Fund Audit.</p> <p>The Full Budget Report had not been circulated in time for discussion at this meeting due to a clerical error.</p> <p>This item had now been circulated to governors and would be discussed at the next meeting of the Finance and Resources Committee.</p>	Governors to read the full budget report and submit questions.
14.	<p><b><u>SCHOOL DEVELOPMENT PLAN: PRIORITIES 2021/22</u></b></p> <p>The School's Self Evaluation Form had been shared with governors and would continue to be updated and shared throughout the year.</p> <p>The School Improvement Plan had several targets, including:</p> <ul style="list-style-type: none"> <li>• Improving Reading and Writing Skills" across the whole school.</li> <li>• Review Early Years' practice and procedures in light of the new curriculum.</li> <li>• Developing the role of Middle Leaders and their involvement in school improvement and monitoring.</li> <li>• Continue to develop the school's self-evaluation to reflect the SIAMS framework and Ofsted criteria.</li> </ul>	

	<ul style="list-style-type: none"> <li>Review SEND practice and provision across the school to ensure that all stakeholders are involved and the needs of all learners are met.</li> </ul> <p>Mrs Cherrington was to attend the next meeting of the Full Governing Body to give an overview of the changes brought in by the new curriculum in EYFS.</p>	
15.	<b><u>GOVERNING BODY DEVELOPMENT: ACTIONS AND PRIORITIES 2021/22</u></b>	
	The Governors' Skills" Audit was to be completed and returned to School by Wednesday, 29 September, 2021. A Working Party would then be set up to look at Skills" gaps and strengths.	
16.	<b><u>SAFEGUARDING</u></b>	
	<p>An update had been given in the Head Teacher's Report. Currently, there were no children on official safeguarding plans, though some pupils were being carefully monitored in case this should become necessary.</p> <p>All relevant safeguarding information had been sent to the High School to ensure a continuity of care for vulnerable pupils.</p> <p><b>Q. Had safeguarding been an issue during lockdown?</b></p> <p>A. There had not been a spike in safeguarding concerns, perhaps because additional support had been available from the Colne Valley Hub, with which school worked closely. Out of school clubs and activities had been provided to ease pressures at home, as well as meals, advice etc.</p> <p>School had worked hard on identifying and supporting around twenty pupils who did not qualify for Pupil Premium but who still suffered from poverty.</p>	
17.	<b><u>CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2023/24</u></b>	
	<p>Governors were informed that the process and timeline that Kirklees Council would follow for the statutory consultation about coordinated schemes, and admission arrangements including the proposed published admission numbers (PAN) for the academic year 2023/24, would be communicated with all Head teachers via HeadsUp and also available on the <a href="#">Kirklees website</a> and Kirklees Business Solutions website, when available.</p> <p>Governors noted that a 6-week period of consultation needed to take place between 1 October 2021 and 31 January 2022, should admission authorities wish to consult on any changes to admission arrangements. Kirklees local authority was the admission authority for community and voluntary controlled schools and a 6-week consultation would take place during the above dates; the date is to be confirmed.</p> <p>The Governing Body was asked to:</p> <p>(i) Consider the contents of the consultation report and the key dates to be published on the Kirklees website.</p>	

	<p>(ii) To record confirmation of their PAN and any comments in the meeting minutes.</p> <p>Send any feedback or comments to <a href="mailto:pupiladmissions@kirklees.gov.uk">pupiladmissions@kirklees.gov.uk</a> by the closing date.</p> <p><b>RESOLVED:</b> That Governors will:</p> <ul style="list-style-type: none"> <li>(i) Consider the contents of the consultation report and the key dates to be published on the Kirklees website.</li> <li>(ii) Confirm the school's PAN of 23.</li> <li>(iii) Send any feedback and comments to pupil admissions before the closing date of 31 January 2022.</li> </ul> <p><b>RESOLVED:</b> That power be delegated to the Chair of Governors to agree to a PAN of 23 should the response be required before the next meeting of the Full Governing Body.</p>	
18.	<p><b><u>POLICIES FOR REVIEW BY THE GOVERNING BODY</u></b></p>	
	<p>Governors were aware of their responsibility for monitoring school policies, ensuring that they were fit for purpose as well as being implemented properly. It was also important that schools had all statutory polices in place and, where appropriate, placed on the school website.</p> <p>As part of a Kirklees LA initiative to improve governance in Kirklees, along with related services the LA provided to schools and academies, School Governor Services had offered additional support to Governing Bodies and schools, in order to ensure compliance with statutory requirements.</p> <p>The Governing Body was asked to either complete the LA's updated statutory policy review cycle template, which had been sent to Governors prior to the meeting, or alternatively forward the school's current list of policies and policy review cycle to <a href="mailto:Kirklees.governors@kirklees.gov.uk">Kirklees.governors@kirklees.gov.uk</a>. Governors noted that the list would be checked by the school's Business Support Officer (School Governor Services), in order to ensure all statutory policies were in place and, going forward, used to place the review of each individual policy on the appropriate agenda, in sufficient time.</p> <p>Governors noted that School Governor Services Governor Clerking Service had updated its resources and documentation in line with the latest DfE guidance. The Governing Body was encouraged to refer to these resources in order to gain a better understanding of their role and responsibilities in relation to school policies.</p> <p><b>RESOLVED:</b> That the Governing Body agrees to send the school's current list of policies and policy review cycle to School Governor Services.</p> <p><b>RESOLVED:</b> That following policies had been reviewed and approved by the Full Governing Body:</p>	

	<ul style="list-style-type: none"> <li>• Teacher Appraisal Policy</li> <li>• Whistleblowing Policy</li> <li>• Safeguarding Policy</li> <li>• Charging and Remissions Policy</li> </ul> <p>The E-Safety Policy would be reviewed at the next meeting of the Full Governing Body.</p>	
19	<p><u>DATA PROTECTION ACT (DPA) GENERAL DATA PROTECTION REGULATION (GDPR) AND INFORMATION SECURITY – GOVERNORS USE OF PERSONAL EMAIL ACCOUNTS</u></p>	
	<p>Governors were informed that schools must take measures to keep personal data secure, this being the case under the current DPA and under the GDPR. By permitting Governors to use personal email accounts, it was unlikely that the school would be doing enough to safeguard personal data.</p> <p>It was reported that many households shared computers or email accounts. In addition to this, home computers often remembered passwords, which meant that there was a risk of access to school data by family members or, worse still, by anyone who gained unauthorised access to the computer being used by Governors, either by theft or hacking. Personal email accounts often 'synced' with other devices by default, which meant that an email saved to a Governor's personal smartphone might also appear on their PC, tablet and on their online cloud account.</p> <p><b>Data Subject Rights</b></p> <p>Governors noted that under both the DPA and the GDPR, individuals had rights with regard to their personal data. The most commonly exercised of these rights was the right of subject access. Governors further noted that if an individual made a subject access request (SAR), the school was obliged to provide them with a copy of their personal data subject to various exemptions.</p> <p>Governors were informed that responding to a SAR would involve carrying out extensive searches for the requester's personal data and, in many cases, this would involve searching emails. Governors who used email addresses which did not belong to the school for school governance related work reasons, which contained the requester's personal data, were obliged to consider the contents of these email accounts when responding to the SAR. This raised a number of issues. For example, if a Governor used an email account which belonged to their employer, that employer would be unlikely to provide the school with access to the email account to carry out searches. Furthermore, if a Governor was away on holiday and an urgent search of their emails was required in their absence, this would not be possible on a non-school email account. This would make it difficult, if not impossible, for the school to meet strict timeframes and deadlines for complying with a SAR.</p> <p>Governors were informed that, in view of the of the issues Governors using personal email accounts could create, Kirklees Council was</p>	

	<p>strongly recommending that all Governors who used personal email accounts be provided with school email addresses as soon as possible.</p> <p><b>RESOLVED:</b> That Governors be issued with school email addresses as soon as possible and that these be shared with the School Governor Services Business Support Officer for the school.</p>	
19.	<p><b><u>EVOKE KIRKLEES PARTNERSHIP</u></b></p> <p>Governors received a newsletter prior to the meeting in connection with the Evoke Kirklees Partnership. They noted that Evoke was a partnership set up by the Arts Council England in 2017 to help increase and improve access to high quality creative and cultural activities.</p> <p>Evoke Kirklees was requesting conversations with Head Teachers, Governors and Academy Trust Board members to discuss how it could improve current offers of creative activity to meet the expressed needs and priorities of all schools and academies across Kirklees.</p> <p>Creative activity was defined in this context as the process through which children and young people applied their knowledge, skill, intuition to imagine, conceive, express or make something.</p> <p>The Evoke Kirklees approach involved working with representatives from the education sector, the local authority, and the arts and cultural sector to design and deliver new creative offers.</p> <p>As part of the partnership, the Associate Learning Partners for Art at Kirklees Council had worked closely alongside a wide range of artists and cultural organisations to produce the following offers to date:</p> <ul style="list-style-type: none"> <li>• Our Biennale Children’s Art Festival</li> <li>• Woven Festival</li> <li>• Bespoke Arts Award programmes</li> </ul> <p>However, Evoke Kirklees was aware that the above offers did not suit all schools’ and academies needs and circumstances. It was recognised that schools and academies operated under a number of constraints: budgets, resources, time, curriculum and so on. Therefore, the partnership wanted to ensure that more schools and academies were able to influence the design and delivery of new programmes, so that their children and young people would have the opportunity to participate in creative activities of their choice.</p> <p>Representatives from Evoke Kirklees had asked if they could meet individually with Head Teachers, Governors and Academy Board Trust members from across Kirklees to discuss the following:</p> <ul style="list-style-type: none"> <li>• Your views on the gaps in the provision of creative activity opportunities</li> <li>• What are your priorities and what are the barriers that need addressing?</li> <li>• What are your ideas and solutions?</li> <li>• How can Evoke best support your needs?</li> </ul>	

	<p>Governors noted that they could access further information about the Evoke Kirklees Partnership via its website: <a href="http://www.evokekirklees.org">www.evokekirklees.org</a></p> <p>Governors were encouraged to contact Dr. Greg Bond (Evoke Network Manager) for information and to discuss further the partnership offer. <a href="mailto:greg@evokekirklees.org">greg@evokekirklees.org</a></p> <p><b>RESOLVED:</b> That this item be deferred until the next meeting of the Full Governing Body because of the pressure of time and number of items needing to be covered in Any Other Business.</p>	
20.	<p><b><u>GOVERNOR TRAINING AND GOVERNOR VISITS</u></b></p> <p>(a) <u>Governor Visits</u></p> <p>Reverend Holdsworth had visited school to conduct a Leavers' Assembly as well as leading both worship in school and family worship in church.</p> <p>Mrs Swift and Mrs Brown had visited to look at the Read, Write Inc scheme.</p> <p>(b) <u>Governor Training</u></p> <p>More Governor training was available and Governors were asked to access the list of opportunities online.</p>	
21.	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p><b><i>Mr Devlin, the school caretaker, joined the meeting for this item.</i></b></p> <p>(a) <u>Site Security</u></p> <p>Vandalism had occurred to play equipment and to outdoor storage facilities in a daytime attack during the school's summer break. The police had allocated a crime number but had not attended the scene.</p> <p>Consultation between the Head, the Caretaker, the Chair and Mr Szoradi had resulted in the incident being posted on Facebook to raise public awareness of what had happened and to deter the culprits from returning. Mr Szoradi had also launched a Facebook page to appeal for donations to cover the cost of replacing unusable equipment and so far, £1,304 had been raised.</p> <p>Governors thanked Mr Szoradi and everyone who had donated or posted supportive comments. Reverend Holdsworth suggested that the positive response of local people would make an encouraging story in The Hub newspaper and would also act as a further deterrent in a positive way.</p> <p>Mrs Bradley asked governors for ideas on how to deter people from vandalising the school. She emphasised that this was the first major incident of its kind and even then, the school building had not been broken into.</p>	

Ideas discussed ranged from installing security cameras and more secure fencing and gates to not altering the welcoming appearance of what was a rural school with very few problems with vandalism.

The cost of a decent CCTV system could be covered from the school's DFC but at a cost of at least £2,000. The Caretaker raised the idea of converting the current boiler room to an internal storage facility once the old boiler was replaced. As secure outside storage was prohibitively expensive, this could be a good option. The school garage could also be used to store equipment.

**RESOLVED:** That the money raised via Facebook be used to replace equipment which had been damaged in the attack.

**RESOLVED:** That the cost of dummy security cameras and the necessary signage be explored and that a review of security lighting, particularly at the rear of the building, be undertaken.

***Mr Devlin left the meeting at this point.***

(b) Update from Two Gates Supporters

Mrs Trescott informed governors that a meeting which had generated many ideas for fundraising had taken place. These ideas would be publicised via Class Dojo and a new meeting would take place to include new members and to firm up which ideas would be used.

Ideas included:

- Handing out leaflets promoting Two Gates Supporters at the next Family Service on 3 October 2021.
- A new parent mixer session in the form of a cheese and wine party to be held at Vanilla Bean on 13 November 2021, to which staff and governors were invited.
- Hallowe'en party involving all the Slaithwaite Primaries to be held on 30 October 2021 at a venue to be confirmed.
- Christmas Fayre, possibly linked to one of the Christmas services at the church or to the switching on of the Christmas lights, again at a location to be decided.
- Christmas book gift for pupils.

Remote fundraising options included:

- Selling child-designed tea towels.
- Raffle hampers

The group also suggested funding a trip to the cinema or to the pantomime at the Lawrence Batley Theatre for pupils.

A "New Parents" meeting was to take place on 14 October 2021 at The Commercial Inn at 6.45pm.

Mr Szoradi to inform the public via Facebook how the money raised was to be spent.

	<p>Governors asked that their thanks be conveyed to the Two Gates Supporters for their generosity and enthusiasm in supporting the school.</p> <p>(c) <u>Letter from the Diocese</u></p> <p>Mrs Bradley had received a letter from the Diocese, outlining their new strategy regarding the academisation of Church Schools.</p> <p>This included a review by schools of their attitude towards academies and a suggestion that they should look at available, existing MATs as the formation of new MATs was no longer permitted and neither was the possibility of a school being a stand-alone academy, operating outside a MAT. An eleventh MAT was to be created within the diocese for schools which did not have an obvious local MAT to join. Information sessions would be held throughout the year to support schools in their decision-making process.</p> <p>Some discussion took place on the topic and the issue would be reviewed in the coming months.</p> <p>(d) <u>Head Teacher's Performance Management Review</u></p> <p>Mrs Bailey was to email possible dates to the relevant panel.</p>	Mrs Bailey to email dates to relevant people.
22.	<p><u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u></p> <p><b>RESOLVED:</b> That the next meeting of the Governing Body be held at 6.00 pm on Wednesday, 24 November 2021, preceded by a meeting of the Finance and Resources Committee at 5.00pm.</p> <p><b>Agenda item: Skills' Audit Action Plan</b></p> <p><b>RESOLVED:</b> That a meeting of the Skills' Audit Working Party be held at the school on Wednesday, 10 November 2021 at 3.30pm.</p>	
23.	<p><u>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u></p> <p><b>RESOLVED:</b> That no part of these minutes, agenda or related papers be excluded from the copy to be made available to the school, in accordance with the Freedom of Information Act.</p>	
	<b>Meeting Close Time: 8.45pm</b>	