

THE GOVERNING BODY OF MELTHAM CE (VC) PRIMARY SCHOOL

Minutes of the Meeting of the Governing Body held at 7:00 pm via ZOOM on Thursday, 18 March 2021.

PRESENT

Cllr P White (Chair), Mrs K Archer, Mr C Aspey, Mr A Bolland, Cllr K Buchanan, Reverend J Dracup, Mrs A Flooks, Mr P Gibbins (Head Teacher), Mrs M Hinkin, Mr P Needham, Mr M Nolan, Mr K Stephenson, Mrs H Travis and Mrs G Wainwright,

IN ATTENDANCE

Ms L Lancaster - Minute Clerk.
Mrs G Turner (Deputy Head Teacher)

59. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

There were no apologies for absence or declarations of Interest.

60. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

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

- a) Schools Out. The AGM Meeting is week commencing 29th March 2021. There are no updates.

61. REPRESENTATION.

Governors are asked to report the following matters of representation:

a) End of Term of Office

| <u>Name</u> | <u>Category</u> | <u>With Effect From</u> |
|----------------|-----------------|-------------------------|
| Cllr White | Co-opted | 09.01.2021. |
| Melissa Hinkin | Foundation | 06.04.2021. |

- b) Governors were asked to note the Parent Vacancy.

ACTION: Parent Governor Vacancy to be put on hold and reviewed in March 2021.

c) Appointment of a Co-opted Governor

From 6 April 2021, Mrs M Hinkin will cease as Foundation Governor and will assume the Co-opted Governor role.

RESOLVED: That Governors invite Mrs Hinkin to serve a term as a Co-opted governor from the 7th April 2021.

Cllr P White has discussed with Mr A Bolland that he could take the Foundation Governor Role, which he is in agreement to support.

ACTION: Mrs M Hinkin forwarded the Application Form to Cllr P White for his completion, and then to forward to Mr A Boland for formal approval.

- d) **ACTION:** Governors agreed to reconfirm Cllr P White's term as chair after his reappointment.

62. MINUTES OF THE MEETING HELD ON 28 JANUARY 2021

RESOLVED: That the minutes of the meeting held on 28, January, 2021 be approved and signed by the Chair as a correct record subject to the following amendments:

Minute 49 i)

'There are 240 children whose parents are critical workers not attending School' should read 'There are 240 critical worker children but not all are attending school'.

Minute 49 j)

'It is highly likely that 106 funds can be used for this purchase' should read 'It is highly likely that Section 106 funds can be used for this purchase'.

Minute 49 o)

'Ransomware; BB is expensive;' should read 'Ransomware; Broadband is expensive'.

Minute 49 t)

'Therefore, Rebecca will start SENCO training' should read 'Therefore, Rebecca Myers will start SENCO training'

Minute 56 a)

'Schools Out should read'

63. MATTERS ARISING

There are no matters arising.

64. REPORTS FROM COMMITTEES

a) Standards and Effectiveness Committee

The Standards and Effectiveness Committee discussed the:

- Impact of the reopening of the school, in terms of children's expectations.
- Progress whilst working from home.
- The impact on Social and Emotional wellbeing whilst being at home.
- The missed areas of learning and how to assess gaps.
- The Remote Learning Survey was assessed, showing amazing results.
- The year 2 Phonics.
- Covid infection cases.

b) Resources Committee

The Resources Committee discussed:

- Teachers' Pay.
- IT Progress is good with much resolved, for now and into the future, including the status of the Broadband Contract.
- There has been expenditure on the forestry school and additional sports provision.
- There are good expenditure plans in place, which can be flexibly re-allocated if required, whilst avoiding staff cuts.
- The plan includes expansion of Foundation and the use of the land beyond the bridge. The expenditure picture is looking healthy, bolstered by expansion of housing in Meltham, good numbers of pupils in the pipeline, and provision in reception.

Q: Any thought given to using funding to support extra senior management team time?

A: Good point. There has been an increase of time out of class; but need to ensure we get this right. The Head Teacher is developing the right model but this year hasn't allowed deployment. The plan is to develop leadership capacity. In the short term, Mrs Gill Turner is out of class; there are two non-class based senior leaders. This will run until half term for review again and extend until the end of the academic year.

A governor stressed that we should be concerned if there is insufficient time for strategic planning and it has to be monitored. The funding should be used. For example, the School could resource additional sports time, which should free up a class teacher.

Ms Varley is returning next year. Ms Wendy Haynes is losing a day (20%) but she can be used to offer more leadership release time. (She is getting more than a substantive post).

ACTION: There will be an OFSTED review in the near future. Focus and time must be explicitly given by the Senior Leadership Team to address these issues over the next 12 months.

The School has resourced much Wellbeing work this year. SEND work needs including but cannot be accommodated in the current environment. The SEND plan will roll over into next year. The Head Teacher is able to give designated time to another resource.

Q: Is it possible during Head Teacher Well Being that there can be an action regarding schools progress on strategic planning. This needs to be formal.

A: Yes.

Mr Phil Needham is working with younger people within music. There is a great music hub in Kirklees e.g. musical inclusion. Music helps across the curriculum.

The Head Teacher circulated his detailed report prior to the meeting. The following items were discussed:

a) Catch Up

Children have returned, and are very tired. Results of blended learning allowed parents to work around shift patterns, etc. The School is trying to do targeted maths work through blended lessons. The School is delivering short after lunchtime sessions, which leaves more time for relationships and the Curriculum. The School has to enable catch up but KS2 French is being excluded currently. Year 6 has only one term left which is difficult.

b) Value Added

The Head Teacher Appraisal is value added. A second meeting with Mr David Rushby took place. A discussion regarding Covid and the safe return to school took place.

The summer term visit needs to focus on strategy, in preparation for OSTED. Qualitative learning was discussed but there is a need to review assessments.

c) Covid Vaccinations

50% staff have been vaccinated which should raise confidence and has been very positive. Eligible staff are special provision and teachers and adults working in mainstream.

d) SEF

The SEF has been redone, with the Early Years Section outstanding. It is very different.

e) OFSTED and SIAMS

Bookings have been made for the summer term but not started yet.

The Framework for Inspection has changed and stakeholders need to understand this process. Mr David Rushby and the Head Teacher are planning on producing an OFSTED file.

A governor communicated that OFSTED doesn't start until September 2021.

Q: Is it same framework up to lockdown?

A: Yes.

The Head Teacher has looked at Art for the Deep Dive. This subject is a strength owned by two teachers. Reading and early reading will be included by default.

Q: Did you get support on Deep Dives?

A: Had one booked in pre lockdown to do PHSE, which never took place. Staff have benchmarked against deep dives from other schools.

ACTION: Mr Phil Needham to distribute the slides.

f) School Development Plan

Social and Emotional training has been completed this week. There is a Wellbeing Website for parents to access, and teaching resources. The Head Teacher wants to roll into SEND for sustainability.

ACTION: Mr Phil Needham stated that pupil voice is very important. He wanted to record formally for the record that it was an excellent session and a great strength of the school.

g) Staffing

There has been the addition of one more person. There have been no changes to teaching administration.

Lunchtime staff: two people were recruited two but one left. Will be advertising again. There is an advert in Headlines to search for possible community interest.

Leadership Team Recruitment: There have been 7 really good applications, recruited against a very specific job description. There is a short list of 3 people. Applicants have been sent remote learning phonics lessons. There are interviews on Tuesday, 23 March, 2021. Assessments will include reflection on the task, an in tray exercise and formal interview.

h) CEPD

The training course will be refreshed to include a new OFSTED schedule. SIAM's inspection has some very positive information. The Curriculum review will include Religious Education (RE) and when we look at curriculum we will include RE and Reverend John Dracup and the Head Teacher will meet to talk about the Trinity and the Eucharist. Next Term's assemblies are at the planning stage.

i) Staff Training

Staff training data outstanding for consolidation into the report

j) Staff Wellbeing

Positive on the whole. It is very busy. All staff are tired.

k) Attendance

97.6% attendance. There are (17) families requiring work; there are ongoing issues pre lockdown. These families need to be confident with the pandemic and their mental health. There has been a case of a family requesting holiday during term time.

Q: Is there guidance from Kirklees?

A: Yes. But it requires sensitive negotiation with families.

There is support from the Honley Partner Attendance Officer, with whom the School collaborates.

Q: Is the support of 17 families a reflection of non Covid times?

A: These 17 families are known to the Head Teacher.

l) Premises

There is a programme of improving the outdoor environment. Quotes have been received for the purchase of new canopies. These will provide shelter for KS2, with seating, and can be used as an outdoor classroom. Hopefully, this project will be completed by the end of this academic year. Developing ideas around the space for the KS2 playground.

Considering a “shuttered”, sheltered canopy in Reception, which will produce improved indoor/outdoor provision. To note, that there cannot be retrospective application for the Meltham Town Council funding. Mrs Jackie Oldham will raise the bid.

m) Teaching and Learning/Catch Up Expenditure

The SEN room is lovely. Catch up funds will be allocated to Social and Emotional enhancements. The School will buy re-upholstered settees and flooring. There will be a dedicated room to help with sensory child development.

There is funding available to start 1:1 Coaching of Years 5 and 6 Maths after Easter. There is no swimming but music provision is up and running.

n) Targets for KLP visit and Teacher Appraisal

SEF is complete, with the exception of EYFS. The clarity in appointments starts next week.

o) Deputy Head Appointment

Mrs Gill Turner is the substantive Assistant Head Teacher. If Mrs Gill Turner is successful with her application, the Head Teacher will backfill with a teacher. There will be no permanent appointment this year.

p) Head Teacher Appraisal Targets

A key measure will be value added. There will be effective uses of assessment.

Reading Acquisition. The library has been redeveloped. There are many great, new, reading resources, both physical and electronic.

q) School Trips

Cliffe House has, unfortunately, been cancelled. The Robin Wood Trip will go ahead. Year 5 has gone. There is only one curriculum group trip left which could have progressed, but it isn't the right thing to do in the current environment. The Head Teacher will write to parents saying trips cannot progress this year due to the impact of class 'bubbles' on cost increases. Clearly, this may become unaffordable for parents.

r) Policies

STEFFI. One point to note about the RSE Policy. It has been reviewed but must be repeated, and adjusted, prior to its natural review cycle, as many resources have been released for RSE. The deadline is September, 2021.

s) Sex Education

Parents have been communicated with regarding Sex Education. This section has not had to be changed as it aligned to the framework e.g. not requiring parental meetings.. The School was not inundated with parents wanting engagement.

t) SEND

The SEND number has increased by 2. There has been the intake of one Yr. 4 child with additional needs and one child removed onto ANP.

The School is busy with reviews of EHCP and the natural ANP cycle. Ms Dawn Wimpenny, the Senior SEN, and the team, does an outstanding job. The Head Teacher wished to record a formal record that this work area is incredible.

Many schools have SENCOs who are not classroom based. This is an area which needs attention. The Head Teacher will focus on the SEND aspects of the School Development Plan next term.

u) Health and Safety

Covid creates the same issues as in the autumn term, 2020, but the School is now testing lateral flow twice a week. No positive cases have been found via this process. Advice recommends face coverings used in all common areas. This will be reviewed at Easter, 2021. There are a number of people absent. The NHS app is used by the School, with the Head Teacher responsible for contact tracing, which is an extensive task. If the app pings staff have to go home. The School has had to use budget to resource missing staff. Kirklees Council has suggested that, perhaps, staff could be encouraged to turn the tracking off when in school and on when in school.

v) Safeguarding

Early health assessments for families have commenced on the morning of 18 March, 2021. Parental referrals to mental health are encouraged, and are on the increase.

The Safeguarding audit has been completed. There are no exclusions (except for Covid). There is a Covid Addendum which also includes infection control.

Q: Is there a different approach taken to exclusions? Is there a more sympathetic approach?

A: There are not many exclusions. There is a lot of understanding and patience. The School doesn't have enough space to help angry and/or frustrated children to e.g. cool off.

Q: Is it a fine line between caring and consideration of the impact on other children?

A: Yes. Inclusion is difficult and emotive.

Q: Has there been an increase in children with additional needs?

A: There have been discussions. There have been increases in enquiries about children's possible additional needs.

TEACHER APPRAISAL POLICY & TEACHER PAY POLICY

RESOLVED: That the Kirklees Policy has been circulated. The Governing Body Approved the Kirklees Policy Recommendations.

66. HEAD TEACHER WELLBEING

The Head Teacher reported that he is fine. It is difficult to be more strategic during these months. Much curriculum work has been completed, which is a framework required for distribution to wider staff.

ACTION: Mr Carl Aspey wished to formally record that it is to the Head Teacher's credit to be performing the way he is and to say thank you.

Q: Do we need to be looking at wellbeing for the entire staff team?

A: The Head teacher doesn't know. A lot of it is confidential.

Q: Overall how happy is the teaching staff? Do we need to look at other areas for funding?

A: Teaching staff has had quite a lot of extra funding, normally allocated to PPA and MFL time. There are extra forest school and sporting coaches. Staff has a tremendous workload; they have a little bit more time which helps.

Mr Carl Aspey says the SLT is very supportive of wellbeing and teachers do feel supported, which is helpful.

The Head Teacher cannot see any problems on the horizon. Staff are good at self-care. There are well posted mechanisms for staff needing help and the Head Teacher is approachable. There is good cover staff.

Staff are supporting each other well but bubbles makes it harder to network. Communication is more difficult.

WhatsApp groups have improved connectivity/been beneficial.

67. GDPR

This Policy appears to be outstanding from Kirklees.

ACTION: To add to the forthcoming Agenda.

(Mail exchange/vulnerability does not apply).

68. GOVERNOR TRAINING AND GOVERNOR VISITS

None.

69. ANY OTHER BUSINESS

The One contract is up for renewal on 1st April, 2021. Ms Jackie Oldham to get further information. Not received yet. Outstanding.

ACTION. E-mail with details to be sent to the Resources Committee Members for a decision. It is **resolved** that the subsequent decision made by the Resources Committee Members will be accepted by the Governing Body.

70. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meetings of the governing body will be held as follows:

Resources Meeting: 6 May, 2021 at 7.00pm

STEFFI Committee: 6 May, 2021 at 6.00pm

Full Governors Meeting: 20 May at 7.00pm

The meeting finished at 21.00 hours.

71. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

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