

**THE GOVERNING BODY OF MELTHAM CE (VC) PRIMARY SCHOOL**

Minutes of the meeting of the Governing Body held at 7:00 pm at the School on Thursday, 4 May 2023.

**PRESENT**

Cllr P White (Chair), Mr C Aspey, Rev J Dracup, Mrs A Flooks, Mr P Gibbins (Head Teacher), Mrs M Hinkin, Mr P Needham, Mr M Nolan, Mr G Sagar, Mr K Stephenson, Mrs H Travis, Mrs G Wainwright.

**In Attendance**

Mrs E Booth (Minute Clerk)

**77. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST**

There were no apologies for absence or declarations of interest.

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

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

- Section 106 discussion/decisions.

**79. REPRESENTATION**

**RESOLVED:** That the following matters of representation be noted:

**End of Term of Office**

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs A Flooks	Co-opted	31 August 2023
Mrs H Travis	Co-opted	31 August 2023

**RESOLVED:** Mrs Flooks agreed to be re-appointed for a further period of office as a Co-opted Governor from 1 September 2023.

**Re-appointment**

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr P Needham	Co-opted	1 September 2023

**Resignation**

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr A Bolland	Foundation	4 May 2023

**ACTION:** Governor Clerking Service to action the above amendments to the Governing Body.



Governors noted the two Co-opted vacancies on the Governing Body. With the resignation of Mr Bolland, there would be a Foundation governor vacancy.

A short discussion took place regarding replacement Governors. One person was mentioned as maybe having an interest in becoming a Co-opted Governor.

**ACTION:** Rev Dracup agreed to find someone willing to take up the position of Foundation Governor. There would be Diocesan forms to complete.

A Parent Governor vacancy also existed. The parent election would be put back until September 2023.

## 80. CHAIR SUCCESSION PLANNING

Cllr White had stated his intention to step down as Chair at the last meeting. Since then Mr K Stephenson had put himself forward as a new Chair. He had been on the Governing Body for eight years already, and knew the School well including the senior leadership team. He would also be able to liaise with Cllr White.

Cllr White would remain on the Governing Body as Co-opted Governor. He intended to carry on for the next 12 months.

**ACTION:** Governor Clerking to include Election of the Chair on the next Agenda.

Governors wished to consider the Vice Chair position at the annual meeting in September 2023. Mrs Hinkin was not sure of her term of office dates as Governor and of her approved term as Vice Chair.

**ACTION:** Governor Clerking to confirm the term of office for Mrs Hinkin and also how long she had been appointed as Vice Chair for. Details to the Chair and Mrs Hinkin.

## 81. MINUTES OF THE MEETING HELD ON 23 MARCH 2023

**RESOLVED:** That the minutes of the meeting held on 23 March 2023 were approved and signed by the Chair as a correct record subject to the following amendment:

Minute 69(b)

Correct the spelling of Rev Dracup.

## 82. MATTERS ARISING

Action points were considered from the previous meeting.

(a) Representation (Minute 64 refers)

A Parent Governor election would be held in September 2023.

(b) Matters Arising - Governing Body skills audit (Minute 66(a) refers)

The NGA skills audit had not yet been sent out to all Governors. It was decided to complete these before the new Chair was appointed. The audit would help with the recruitment of new Governors as it would highlight the gaps in skills needed.

**ACTION:** Jackie Oldham (School Business Manager) to send out self-audit form to all Governors.

**ACTION:** Governor Clerking Service to add 'Governing Board self-evaluation' and 'NGA skills audit' to the next Agenda for discussion.

(c) Reports from Committees (Minute 66(d) refers)

There was a form to complete to apply for funding from Crossroads to subsidise school trips. Rev Dracup added that the form was not entirely appropriate to the task in hand.

(d) Reports from Committees (Minute 67(b) refers)

Statistics regarding incidents had been discussed at the recent Standards & Effectiveness committee meeting.

83. REPORTS FROM COMMITTEES

(a) Resources Committee

Mr Stephenson, Committee Chair, reported on the recent Resources meeting.

- The Section 106 monies had been confirmed. Quotes for the project management would be considered later in this meeting.
- There had been no health and safety incidents since the last meeting.
- The budget was up-to-date with £151,000 as a carry forward. Forecasts for 2023/24 and 2024/25 meant this would disappear within 18 months.
- Budgets were dropping, staffing costs rising, plus other costs rising.
- There was the need to look at cost savings. For example, appointment of early career teachers, a day of teaching time for the senior leadership team.
- The 3 year budget forecasts were a problem, as the School did not know what their income would be going up to.

**Q. Will the salary element come back from the Government?**

A. The teaching staff increase was 5% with the Government only paying 0.5% of that. We can predict what is going out, but not what is coming in.

- A short discussion took place regarding work force planning and the need to manage risk. Who was coming up for retirement ? Back filling was the time to make the savings.
- The Head Teacher would consider early career teachers. Maternity leave made the situation very difficult, as the workforce was not fixed. Next year, there could be five or six high needs children, and then five or six staff would be needed for this.
- A Governor commented that it was good to have a mix of new and experienced teachers.
- The Head Teacher commented that it also depended on who applied for the vacant posts. Recruitment was not easy at the moment. NQT teachers now had a two year support package. Non-contact time needed to be covered.
- The ~~PAN~~ was slightly down, but the School was nearly full again. —  
*numbers on roll were -*

**Q. Is it likely the Local Authority will pull back the underspend?**

A. It has never happened before.



**Q. What can a budget underspend percentage be?**

A. We are looking at 5% - ie £100,000.

**(b) Standards & Effectiveness Committee**

Mrs Hinkin, Committee Chair, provided feedback from the recent Standards & Effectiveness committee meeting.

- There had been a rise in incidents, but these were 'low level'. Serious incidents had reduced. There had been increased reporting.
- A rota for staff in Year 1 had helped. Allowing staff to see for themselves the challenges in Year 1. The situation was improving but was still challenging. A behaviour support worker had been appointed to Year 1.
- The annual safeguarding audit and review was complete – Grade 3, 100% complete. Grade 3 was the highest grade.
- Most of the staff had completed an online course in radicalisation. Not every school had to do this training but it was compulsory in this area.

**84. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS**

The Head Teacher's report had been distributed to all Governors prior to the meeting. The following points were highlighted and questions invited.

**(a) Governor visits**

Mrs Hinkin had completed her visit and circulated her Governor visit report to all Governors.

Mr Nolan and Mr Sagar had completed their visit and would be submitting their written report shortly. A verbal update was given by them to Governors.

The visit was focused on Teaching and Learning which was target 3 of the SDP. They had considered phonics, tutoring and the new assessment policy. Tutoring post covid had brought the children up to expected standard. This support had been through an external provider. In phonics the launch phase was progressing. Consistency was needed across the School, with staff being the key to this. Mr Nolan said he would be re-visiting the maths scheme.

Mrs Flooks would carry out a visit to EYFS and Jenny Osborne on 22<sup>nd</sup> May 2023. Rev Dracup would visit in the Summer term with Rupert Madeley from the Diocese with regard to SIAMS inspection preparation.

**(b) Parents' questionnaire**

The results of the parent questionnaire had been circulated to all Governors prior to the meeting.

The Head Teacher reported that the 2023 response rate had been good with the survey sent before the Easter holidays. Comparisons had been made with the previous questionnaire. 89% of children were thought to be happy in School (down from 93%). 94% felt safe at school, last year being 95%, but no one had disagreed. The school responded well to concerns. A small number were not happy last time, but now they were agreeing on this. The School was felt to be well led and managed, only 1% disagreed. All agreed that children are treated fairly. Overall, the Head Teacher felt that families had re-considered their position.

**Q. If a child did not feel safe at school, can the parents make contact ?.**

**The option to leave a comment at the end of the questionnaire was not put on.**

A. Yes of course, I do talk to parents who have any concerns.

(c) Staffing

Current children on roll was 417 with another new child starting in Year 6. One year group was over PAN.

The up-date on teaching staff was given in full on the report. The Head Teacher informed Governors that Emma Wimpenny, who returned to full time in September had not got the capacity to take on the EYFS leadership role. The School had always managed without an EYFS lead. This would be shared between the teachers. Jenny Osborne was planning for this year and next year. All the new starters in Reception would meet Nicola Mottram as part of transition. She would cover Jenny Osborne's maternity leave in EYFS 4 days a week.

(d) Teaching and Learning

SATS would begin next week, commencing on Tuesday 9 May 2023.

(e) Special Educational Needs

The numbers on register were noted on the report.

(f) Update on the Head Teacher

Governors had already been informed that the Head Teacher would be taking some time away from his post due to family illness. The well-being of the Head Teacher was discussed.

A positive meeting had been held with the Chair of Governors, and chairs of the committees with the prospective Interim Head.

Mrs E Brayford, Senior Kirklees Learning Partner (KLP), had also recommended the appointment. The proposed applicant had recently successfully supported another school as an Interim Head. The appointment would be a secondment and would need the agreement of the Governors at Meltham and the Governors at her present School.

The dates to be covered initially would be 15 May 2023 to Tuesday 25 July 2023. Children and parents would be informed on Friday next week. The teachers would be asked to do this in their class, an assembly would be held on Friday also. Letters would be sent out to parents.

**RESOLVED:** Governors approved the appointment of the Interim Head on a secondment basis from 15 May 2023.

The Head Teacher explained that he would be doing various tasks before taking the leave. This included a review of the SDP, the SEN report had already been done. Also, the 23/34 SIP to set priorities for next year and pre-planning for the academic year 23/24 in respect of timetables, worship dates etc. Gill Turner, Deputy Head would have the capacity to complete the Teaching and Learning part of the SDP.

There had to be a plan from September 2023 onwards if the Head Teacher could not return then. Emma Brayford would discuss extending the secondment until October half-term. This would need the agreement of the board of Governors at the other school. The Head Teacher talked about the



financial implications of this which would have to include Meltham CE paying the Interim Head salary over the Summer holiday period.

85. GOVERNOR TRAINING AND GOVERNOR VISITS

(a) Governor Visits

This had already been discussed under the Head Teacher's Report.

(b) Governor Training

Rev Dracup had completed SIAMS training on SIAMS inspections. The training highlighted the need to do actual theology. There was no Ofsted style grading or pass or fail. Any improvements needed would include support to do this in a positive and constructive way. Wendy Haynes at the School had done a similar course.

86. SAFEGUARDING

This had covered under the Head Teacher's Report, section 15.

87. Wellbeing and Mental Health – Head Teacher, Staff and Pupils

The wellbeing of the Head Teacher had been discussed under Minute 84(f).

88. KLP VISIT

There were no KLP visits to report on.

89. POLICIES FOR REVIEW BY FULL GOVERNING BODY

The Charging and Remissions policy had been considered at the Resources Committee and now need full governor approval.

**RESOLVED:** That the Charging and Remissions Policy be approved and adopted.

90. MONITOR RECOVERY PREMIUM FUNDING

The tutoring money had provided funding to 16 children. 13 were showing signs of progress and it was going well. The school had not had the capacity for the school staff to deliver this. The teacher providing the tutoring was very good and it had worked well.

Moving forward the cost to the school for tutoring was 75% from the school's own budget. There was only a 25% grant from the Government. A number of schools were not doing tutoring because of the cost.

Funding for pupil premium would decrease next year.

91. CONSIDER STAFFING ARRANGEMENTS FOR 2023/24

This had been covered under the Head Teacher's Report, section 6.

92. ANNUAL EVALUATION OF A GOVERNING BOARDS EFFECTIVENESS

The NGA 'Governing Board self evaluation questions' had been completed at the last meeting on 23 March 2023. The data would now be discussed at the next meeting – noted under Minute 82(b).

93. MONITOR SCHOOL IMPROVEMENT PLAN AND REVIEW GOALS

This had been covered under the Head Teacher's Report. The Head Teacher added that the SDP would have a full RAG rating at the next meeting and was on-going.

94. REGISTER OF BUSINESS INTEREST

Governors expressed a preference to complete this form at the point of the AGM, as was normal.

**ACTION:** Governor Clerking Service to add to the AGM agenda in the Autumn term.

95. ANY OTHER BUSINESSSection 106 monies

A document had been sent to all Governors to read. The Chair said that he had read the document and had also spoken to Jackie Oldham, School Business Manager about this.

The construction cost for the project was £100,000. Three quotations had been provided from different contractors. Some had exclusions applied, such as engineer fees, health and safety, CDM regulations etc.

Governors discussed the quotations.

**Q. Is there one contractor amongst these quotes who will do a good job?**

A. Mr Facey from AHR has done all the drawings and obtained planning permission for the school. AHR is an architectural practice with an office in Huddersfield and has a good reputation.

The Chair added that references would be taken up. A meeting would take place with Jackie Oldham, the Chair and the contractor next week. The school was working on a budget.

**RESOLVED:** That Governors recommend Mr P Facey, of AHR being granted the contract subject to the references and the additional meeting.

96. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

**RESOLVED:** That the next meetings of the Full Governing Body will be held at 7:00pm on the following dates:

Thursday, 13 July 2023

**Agenda Items:**

- Election of the Chair
- Discussion regarding the 'Governing Board



self-evaluation' and NGA skills audit.

Rev Dracup gave his apologies in advance of the meeting on Thursday, 13<sup>th</sup> July 2023.

**RESOLVED:** That the committees will meet on the following dates.

Standards & Effectiveness Committee

Thursday, 29 June 2023 at 6:00 pm

Resources Committee

Thursday, 29 June 2023 at 7:00 pm

97. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

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

*The meeting closed at 9:15 pm.*

Signed: 

Date : 13-7-23