

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, 2 February 2023.

PRESENT

Cllr P White (Chair), 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

In Attendance

Miss D Letremy (Minute Clerk)

45. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Mr C Aspey and Mrs G Wainwright, both with consent and there were no declarations of interest.

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

There were no items to be brought up under any other business.

47. REPRESENTATION**i. Vacancies**

Governors noted that two Co-opted Governor seats were vacant.

ii. Re-appointment

RESOLVED: Governors noted the following matter of representation:

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr K Stephenson	Co-opted	23 March 2023

48. MINUTES OF THE MEETING HELD ON 8 DECEMBER 2022

The minutes of the meeting held on 8 December 2022 were distributed to Governors in advance of the meeting.

RESOLVED: That the minutes of the meeting held on 8 December 2022 were approved and agreed by the chair as a correct record with the following amendments:

- i. Head Teacher's Report and Governors' Questions (Minute 33d refers)



The SEND policy had also been re-written since the 25 November meeting with Cllr White and Mrs Travis.

ii. Section 106 Funds (Minute 39 refers)

The Chief Executive had visited Meltham on her annual visit.

iii. Any Other Business (Minute 42 refers)

(b) Meltham Out Schools Ofsted Report

49. MATTERS ARISING

Action points were considered from the previous meeting.

a. Matters Arising – Governing body self-evaluation (Minute 31b refers)

The Head teacher sent a self audit form to Governors for consideration.

ACTION: Governors to complete the self audit at the next meeting.

Rev J Dracup joined the meeting at this point.

b. Policies for review by the Full Governing Body (Minute 31d refers)

Mr K confirmed that the Health and Safety inspection had been arranged to take place on Tuesday 7 February 2023.

c. Reports from Committees – Resources Committee (Minute 32b refers)

The Head teacher informed Governors that the IT three year plan had been discussed and arrangements were being made to sell on equipment that would be wiped of all information.

Q: What is usual practice?

A: They have been collected and scrapped but they actually work so it seems a shame to do this and we are supposed to be an eco school.

Governors noted the importance of ensuring they were completely wiped of all information.

Q: Are there any names on there?

A: No.

Governors suggested giving to a charity for recycling and confirmed that they were happy for the Head teacher to make a decision on this.

d. Head Teacher's Report and Governors' Questions – Parental and stakeholder engagement (Minute 33b refers)

Q: What is the objective of Governors?

A: To observe and fact find, depending what you are visiting to look at. There is a standard format to report back to Governors.

ACTION: Head teacher to send the visit form to Governors.

- e. Head Teacher's Report and Governors' Questions - Leadership (Minute 33g refers)

Northorpe Hall were coming in next week to review the wellbeing action plan and Miss Varley had completed the wellbeing lead training.

ACTION: Head teacher to send the updated wellbeing action plan to Governors following the Northorpe Hall visit.

50. REPORTS FROM COMMITTEES

- a. Resources Committee

The minutes of the Resources Committee meeting were distributed to Governors in advance of the meeting,

Mr K Stephenson gave verbal feedback at the meeting, highlighting the following areas:

- The budget was looking strong with a high carry over. The question was asked of school, why was so much money being carried over? There was a need in Year 1 and there were needs identified in the three year plan for IT so Governors advised to move forward with these.

Q: Is this significantly different to what was originally projected?

A: Yes, due to an unexpected amount of £46,000.00 coming in. There is an additional 1% to be spent.

Q: Is this what the IT plan is about then?

A: No, there has always been a plan.

Q: Is this what the £20,000 is being spent on?

A: No, the IT pot was approximately £10,000.00 and there is still approximately £8,500.00 available that IT have been told to spend.

Q: Have you factored in to the three year plan who is coming up for retirement and the back fill strategy?

A: It is not factored in in terms of budgeting. The problem is that people who were considering retirement are now considering doing a couple more years, which is not just a teaching issue. As of yet, nobody has turned round and said the best teachers can't be employed if they are upper pay scale so the best teachers can be continued to be appointed. However; ECT's are being appointed, which does come with more of a commitment in regards to support.

Governors noted the importance of the quality of teaching staff and the impact that this had on the school along with the importance of balance.



RESOLVED: That the SFVS has been scrutinised and signed off by the Chair.

- Gas and electric was high but this had been budgeted for.
- There was some more funding allocation coming in.
- The three year plan was in place.
- The school fund boiled down to school trips. There had been some social media talk about school trips during the cost of living crisis. This could be covered this year but was something that needed to be looked at going forward. A pool had gone out to year 4 parents.

Q: Has anything come back from the poll?

A: No. We are okay for the next two years but it is going to become more difficult not to leave any child behind.

Q: What did we ask?

A: What they thought they could afford.

Q: Is it worth finding out which trips they would most like to go to?

A: I think we would make this decision and it would be a shame.

Q: We did say we would put the budget upto £2,500.00 didn't we?

A: Yes, this would only cover one trip. We could do a staycation with Cliffe House coming here which isn't as good but it is something.

Q: Is this significantly cheaper?

A: It is the buses that are ridiculously expensive. A Choir visit has had to be reduced to make the visit affordable.

Q: Could the Cliffe House trip be changed so that all children go at the same time and the parents do the transport?

A: It would make some difference.

Q: Can they cater for 60 children?

A: I don't know. They used to have an overspill room but they now use rooms for functions. For the families who are saying that they can't afford the trip, shaving a small amount of, won't make it affordable for them.

The Chair informed Governors that a request could be made to Crossroads to subsidise trip costs.

ACTION: The Chair to contact Crossroads.

Q: What is the Section 106 project?

A: The entrance area, re-building and developing two intervention rooms.

Q: Have all Governors seen the drawings?

A: The Resources committee have.

ACTION: Drawings to be distributed to Governors at the next meeting.

- The committee discussed and approved the Health and Safety Policy and a Health and Safety audit had been arranged.
- It was queried why governors were not receiving all health and safety reports minor and major.

ACTION: Health and Safety statistics to be presented to Governors at future meetings.

b. Standards and Effectiveness Committee

The minutes of the Standards and Effectiveness Committee meeting were distributed to Governors in advance of the meeting.

Mrs M. Henkin

~~Mrs H Travis~~ gave verbal feedback at the meeting, highlighting the following areas:

- Year 3.
- Reading and phonics.
- KLP meeting report.
- End of term 1 data and the information that was available, how often and what was useful to Governors.

Q: What is the main Ofsted drive if it is not data?

A: Effective curriculum and early reading as well as safeguarding. There are just as many if not more schools still presenting three sets of data to Governors, however; some schools have moved away from this.

Q: Is this discussion coming back to standards?

A: Yes.

- The following policies were reviewed and approved:
- Anti-Bullying Policy
- Positive Behaviour
- SEND Policy
- It was agreed to adopt the Kirklees Online Safety Policy with some amendments
- Industrial action

51. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head teacher's report had been distributed to all Governors prior to the meeting. The following key points were highlighted:

i. Industrial Action

The school opened based on the risk assessment for FSM, LAC, children with an EHCP and children awaiting an EHCP. This went fine with a couple of reasonable questions from parents but not many complaining other than families whose circumstances had changed so they had a younger child



who was not FSM or they had not got round to applying for FSM. Consideration was given to maintaining positive working relationships in school and there had been some good discussions with everyone being understanding of each other. Overall, morale had been maintained. Social Services the Head of the Virtual school got in touch regarding some LAC on the list who did not want to come in because their friends were not in.

Q: How many staff were not in?

A: most of the teacher staff were not in and the decision was made not to cover teaching staff with support staff. There were only four teachers in school but there is some indication that there will not be as many striking teachers next time, if this goes ahead.

Q: were any queries raised about remaining open for that group children which identifies that group of children?

A: Nobody has raised this but it very much occurred to me. The original plan was to simply open the classes of the teachers who were in but Kirklees Catering said they would not provide meals for FSM children and that the children would have to queue up for hot meals on the day. An emergency pyramid meeting was held to discuss this and the decision was made to ensure all FSM children got a meal on the day. Most local schools stuck to this.

Governors noted their full support for the decision made by the Head teacher.

Q: Did all of the children invited in attend?

A: Most of them, there were only 3 or 4 down, one being the LAC.

Q: Did you have any where one sibling attended and the other didn't?

A: Those who had one child who was not on FSM.

Q: Did any teachers call in sick?

A: Not other than those who were sick before the strike day and this absence continued. The National Tutoring went ahead along with the Kirklees lessons.

Q: Did people let you know before hand?

A: I asked and all of my teachers told me.

ii. Staffing

All necessary referrals had been made for Year 1 pupils, however; support was needed in this year group now. The idea was to look at a behaviour support worker role for Year 1 because staff were being pulled from all over the place, which had a significant knock on effect. Back fill supply could do the job of the ETA and the usual ETA could do some of this role, along with the behaviour mentor. A longer piece of recruitment was needed to find someone with specialist skills for this role. Ethos Academy had been approached regarding this and they had sent a specific model advert, that would be used to advertise this role, which would hopefully attract the right candidate. Gill was also making a visit to Beaumont Academy.

Q: How many children are we talking because you have no children on a my support plan in Year 1?

A: We have started writing them for two of them and CCI are coming in. There are also two children potentially going to specialist provision.

Q: Have they been accepted?

A: Potentially and in addition to this, a child has left to be home schooled and a member of staff has had to be given four weeks notice as they could not support the high needs of the child who needs support in Year 1.

Q: Could the child who has left due to elective home schooling return to school?

A: Yes.

Q: Have you got anybody internally interested in this role?

A: Possibly one but they have a child in this year group which might prove to be difficult.

Q: What if we can't get anybody in four weeks time?

A: At the moment there are people there but there is a gap behind them. They are currently being very helpful and rotating round but this is not sustainable.

Q: Are we alleviating the stress by rotating or is there an alternate approach?

A: The alternate approach may well be suspensions and part time timetables. The new guidance on suspensions and permanent exclusions is very clear and part of my duty is to keep children and adults safe.

Q: Do you have to pay to permanently exclude a child?

A: I don't know, we have never had to do this.

Q: What is your assessment of the root cause and are you testing for autism?

A: It is a combination of social and emotional needs for some pupils and referrals have been made but it is not diagnosis. There is an awful lot to lay at the feet of the pandemic with a lot of children struggling with speech and language. A lot of children can not talk about or express their feelings. All of the children were noticed in foundation stage but not at the level it is currently at.

Q: Are you seeing similarities with the current foundation year?

A: we have some concerns that are more traditional SEND.

Q: Is this similar in other schools?

A: Yes, it is common in Year 1.

Q: In comparison to pre-pandemic, is this different?

A: I think so, it feels different, the children are different, they are far less resilient and communication is not as easy. It is interesting but very challenging as you used to be able to draw a rough correlation through



sub-groups but it doesn't seem to work like this anymore. There is no map or rule of thumb as we haven't experienced this before.

Governors noted their financial support for the recruitment of a Behaviour Support Worker.

iii. Exclusions

The highlighted child was the child that had now left.

Governors noted how challenging this had been for staff.

Q: Are there new special schools being built?

A: Yes, a few.

iv. Progress

The learning scrutiny process was ongoing, meetings were being held with teachers and Little Wandle had been implemented. The impact of this would be reported to Governors.

The Governors thanked the Head Teacher.

52. GOVERNOR TRAINING AND GOVERNOR VISITS

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

53. GDPR REPORT

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

54. HEAD TEACHER WELLBEING

The Head teacher informed Governors that dedicated headship time was being taken, other than when there was a course or conference on the same day.

Q: Are you generally taking Tuesday mornings?

A: Yes.

55. SCHOOL DEVELOPMENT PLAN 2022/23

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

56. SAFEGUARDING

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

57. SECTION 106 FUNDS

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

58. POLICIES FOR REVIEW BY FULL GOVERNING BODY

The following policies had been distributed to Governors in advance of the meeting:

- a. Health and Safety Policy
- b. Anti-Bullying Policy
- c. Positive Behaviour Policy
- d. SEND Policy.

RESOLVED: The Governors approved the following policies:
 Health and Safety Policy
 Anti-Bullying Policy
 Positive Behaviour Policy
 SEND Policy.

The Governors noted that the following spring term items had all been considered and discussed:

- Wellbeing and mental health
- Cost-of-living crisis
- Schools plans for 2023 exmas
- Schools Education Recovery Plan
- School Improvement/Development Plan.

Q: Was the action plan produced from the recovery plan a two year plan?

A: Yes.

Q: Has this finished then?

A: No, it is still there in planning folders for staff, it is just not a thing any more. It is just part of regular teaching now.

Q: Can we have a summary of the impact of this?

A: Yes.

ACTION: The Head teacher to arrange for a summary of the school action plan and impact to be presented to Governors in the summer term.

Governors discussed the possible lasting impact of the pandemic, on adults as well as children.

59. ANY OTHER BUSINESS

There were no items raised.

60. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meeting of the Full Governing Body will be held at 7:00pm on Thursday, 23 March 2023.

RESOLVED: That the committees meet on the following dates:

Standards & Effectiveness Committee

Thursday, 9 March 2023 at 6:00 pm.



Resources Committee

Thursday, 9 March 2023 at 7:00 pm.

51. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of the agenda, minutes and related papers be excluded from the copy to be made available at the School in accordance with the Freedom of Information Act and excluded as confidential under Regulation 15(3) School Governance (Roles, Procedures and Allowances) Regulations 2013 from the copy of the minutes to be circulated to staff.

The meeting closed at 9.11pm.



23rd March 2023