

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, 21 September 2023.

PRESENT

Mr K Stephenson (Chair), Mr C Aspey, Mrs D Davis (Interim Head Teacher), Rev J Dracup, Mrs A Flooks, Mrs M Hinkin, Mr M Nolan, Mr G Sagar, Mrs G Wainwright, Cllr P White.

In Attendance

Mrs E Booth (Minute Clerk)
Mr J Baseford (Observer/Assistant Head Teacher)
Mr P Gibbins (Observer/Head Teacher)
Ms G Turner (Observer/Deputy Head Teacher).

1. ELECTION OF CHAIR

No election of Chair was necessary as Mr K Stephenson was elected Chair for 1 year at the full governors' meeting held on Thursday, 13 July 2023.

2. AN INTRODUCTION OF THE NEW INTERIM HEAD TEACHER TO THE GOVERNING BODY

Mrs Davis had recently been appointed as Interim Head Teacher at the School in the absence of Mr Gibbins.

She thanked all the Governors for asking her to be Interim Head. She would present her report later in the meeting and hoped that it would be helpful and insightful.

3. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Mr P Needham, with consent.

There were no declarations of interest.

Mr Sagar and Rev Dracup arrived at this point – 7:06 pm

3.1 Approve the Governors' Code of Conduct

Governors had been sent the 2023 copy of the NGA code of conduct which governors were encouraged to adopt.

RESOLVED: That the Governing Body agrees to adopt the NGA's Code of Conduct and the governors present confirm they have read the code of conduct and agree to adhere to the contents of the Governors Code.

3.2 Declaration of Business Interest Information

All Governors were required to complete a business interest information form online. The link for this was on the Agenda circulated for this meeting.

ACTION: Governors to complete the Declaration of Business Interest Information form if not already done so.

RESOLVED: That the once the remaining Registers have been received the school will publish the Declaration of Business Interest information on the School website as required by the DfE.

3.3 Get Information about Schools (GIAS)

It was highlighted that in the interests of transparency, the Governing Body must ensure that its record on Get Information about Schools (GIAS) remained up to date and checked regularly when changes on the Governing Body occurred.

RESOLVED: 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.

ACTION: Mrs Oldham, School Business Manager (SBM) to update GIAS.

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

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

- Behaviour

5. REPRESENTATION

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

Resignation

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr A Bolland	Foundation	13 July 2023

5.2 Governor noted that there were 3 vacant Co-opted seats.

Mr Richard Noon was still interested in becoming a Co-opted Governor. He had been unable to attend this meeting as an Observer and had sent apologies.

ACTION: Mr Stephenson to invite Mr Noon to the next meeting of the Full Governing Body.

Mrs Travis had left the Governor Body at the end of the Summer term. Her responsibilities were SEN and secondary links. This left a skills gap. It would be useful to find new Governors with these skills.

ACTION: Governor Clerking Service to contact the Chair with how they could help with recruitment of Co-opted Governors. For example, via Inspiring Governance.

5.3 A Foundation Governor was required following Mr Bolland's resignation.

ACTION: Rev Dracup to assist in finding a foundation governor.

5.4 Governors noted that a parent election was required to fill one vacant seat.

ACTION: Mrs Oldham (SBM) to send out an election for a parent Governor.

CLr White confirmed that the Governing Body constitution stipulated 2 parent Governors.

6. ELECTION OF VICE-CHAIR

Before requesting nomination's, it was agreed that the term of office of the Vice Chair would be 1 year. There were no nominations from Governors not present at the meeting.

Nominations were sought.

RESOLVED: That Mrs Hinkin be elected Vice Chair for a period of one year (unanimous).

7. REVIEW OF COMMITTEES

7.1 **RESOLVED:** That the Committee Membership and structure is as follows:

Standards and Effectiveness Committee

Mr Carl Aspey
 Rev John Dracup
 Mr Phil Gibbins
 Mrs Melissa Hinkin
 Mr Phil Needham
 Mr Michael Nolan
 Mr K Stephenson

Resources Committee

Mr Carl Aspey
 Mrs Annette Flocks
 Mr Phil Gibbins
 Mr Gary Sagar

Mr Kevin Stephenson
 Mrs Gill Wainwright

Cllr Paul White

Complaints Committee

Rev John Dracup
Mrs Melissa Hinkin
Mr Michael Nolan

Staff Dismissal Committee

Mrs Melissa Hinkin
Mr Gary Sagar
Cllr Paul White

Appeals Committee

Rev John Dracup
Mr Kevin Stephenson
Mrs Gill Wainwright

- 7.2 **RESOLVED:** That the Head Teacher's Performance Management committee is as follows:

Mrs Annette Flooks
Mr Phil Needham
Mr Michael Nolan

Governors noted that the Head Teacher appraisal must take place before 31 December 2023.

ACTION: To set a date for the appraisal review and mid-term review once the Head Teacher has returned to the School.

- 7.3 **RESOLVED:** That the terms of reference of committees be reviewed by each committee at their first meeting and be brought back to ratification to the next full GB meeting.

8. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES.

RESOLVED: That the Governors with Specific Responsibilities are as follows:

Special Educational Needs Governor (SEN)

Cllr Paul White

Governor for Looked after Children, Safeguarding and Child Protection

Mr Kevin Stephenson

Early Year Governor

Mrs Annette Flooks

Wellbeing Governor

Mr Phil Needham

Health & Safety Governor

Mr Kevin Stephenson

Governor Training Contact

Mr Carl Aspey

Website Compliance Governor

Mr Carl Aspey

9. 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:

- (a) Planning and conducting the affairs of the school to remain solvent.
- (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.
- (c) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.
- (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.

RESOLVED: The financial limits of this delegated authority remain as £5,000.

10. MINUTES OF THE MEETING HELD ON 13 JULY 2023

RESOLVED: That the minutes of the meeting held on 13 July 2023 were approved and signed by the chair as a correct record subject to the following amendments:

Minute 104(v)

Amend the third sentence to read 'The metal end posts, however, were not in need of padding.'

Minute 105(c)

Delete the following sentence from the sixth paragraph. 'Mrs E Walsh added that the Head Teacher....etc'

10. MATTERS ARISING

Action points were considered from the previous meeting.

(a) Representation (Minute 101 refers)

Mr Noon would be invited to the next Governors meeting. A parent election would go out shortly.

(b) Matters Arising (Minute 103(a) refers)

It was confirmed that Governor Clerking Service had communicated by e-mail regarding when Mrs Hinkin was elected Vice Chair, and the length of term of office.

(c) Matters Arising (Minute 103(b)(i) refers)

Mrs Oldham (SBM) was to send out self-audit forms to Governors to those who had not returned it.

ACTION: Mrs Oldham to ascertain who has completed the form and who has not. To re-send the form to those Governors who still need to complete this.

(d) Matters Arising (Minute 103(b)(ii) refers)

Due to the absence of the Head Teacher the self-evaluation and NGA skills audit to be carried forward to the next Governing Body meeting.

ACTION: Governor Clerking Service to carry forward Governing Board Self-Evaluation and NGA skills audit to the next meeting Agenda.

(e) Matters Arising (Minute 103(c) refers)

The Action to complete Business Interest Forms had already been discussed at this meeting. See Minute 3.2.

(f) Reports from Committees (Minute 104(a) refers)

The previous Interim Head Teacher had been asked to make a case study report on SEN available to Governors. Mrs Davis, the new Interim Head would report on SEN in her Head Teacher's Report later in this meeting.

(g) Reports from Committees (Minute 104(a) refers)

Amendments to the Online Safety Policy regarding smart watches and staff mobiles would be discussed at the next meeting of the Standards & Effectiveness Committee. Mr Aspey was leading on this.

(h) Reports from Committees (Minute 104(b)(v) refers

Mr Stephenson confirmed that the metal posts had been painted yellow.

(i) Reports from Committees (Minute 104(b)(vi) refers

This would be covered under Agenda item 16 later in the meeting.

(j) Reports from Committees (Minute 104(b)(vii) refers

The Chair reported that there was a delay to the Section 106 monies being released to the School. Mrs Oldham (SBM) had written to Kirklees and they had not heard from the other two Meltham schools. The money had to be split at the same time. An agreement had been sent to all 3 schools.

(k) Interim Head Teacher's Report (Minute 105(c) refers)

Mrs Walsh had now left as Interim Teacher. The action to add data targets to the SDP would not be carried forward.

A short discussion took place. Mrs Turner confirmed a writing strategy was in place. Staff were very positive on return to School in September. Mrs Davis highlighted that the conditions for learning were there. There was the right climate and culture.

Governors added that last year had been difficult for the School with a number of staff changes, creating instability. Mrs Davis added that the School would now move forward.

(l) Policies for review by the Full Governing Body (Minute 108 refers)

The attendance policy and EYFS policy had not been seen by all Governors.

ACTION: Mrs Oldham (SBM) to circulate the policies again by e-mail.

11. REPORTS FROM COMMITTEES

There were no reports from committees with it being the beginning of the academic year.

12. HEAD TEACHER'S REPORT/DATA REPORT AND GOVERNORS' QUESTIONS

Mrs Flooks left the meeting at this point – 8:45 pm.

The Interim Head Teacher's Report dated 21 September 2023 was tabled at the meeting. The following points were highlighted:

(a) Staffing

The report detailed several staffing structures and staff responsibilities. Mrs Davis would complete her interimship by 4 November 2023. She explained her background to Governors. This included expertise in behaviour, restorative practice in education, teaching and learning and quality of

education. Mrs Davis had also worked in an HR capacity and undertaken advanced safeguarding.

(b) School Development Plan (SDP)

Mrs Turner, Deputy Head Teacher was asked to explain Target 1, which was to improve children's writing. This would be through audit, improved assessment, moderation, evaluation, and innovation.

Mrs Vicky Taithe and the Senior Leadership Team had put together a writing strategy to support teachers. This focused on the use of quality core texts, using the Little Wandle scheme, and the use of dictation to support handwriting. The children were taught to use their own strategies to improve their work. There would be regular progress meetings and monitoring sessions to ensure consistency.

ACTION: Mrs Turner to send the writing strategy to all Governors.

Q: What do you mean by a progress meeting?

A: This meeting is for the children. We will be monitoring the levels alongside Mrs Taithe and why a child is at that level. We will be using criteria to allocate a level to each child.

Mr Baseford answered the following question:

Q: In terms of the monitoring sessions, is it normal practice to monitor in a positive way?

A: We are part of a Pyramid of Schools. Staff from other Schools will come into our School to monitor. We invite staff to observe our phonics delivery. This is all done in a positive way.

Mrs Davis added that the School already had a monitoring and evaluation calendar in place.

Target 2 was around SEND. Developing independence in emotional response and self-regulation across the whole School. There was more work to do.

Target 3 was SIAMS preparation and a review of the whole church school effectiveness. The School had to be totally committed to Christian values.

(c) Quality of Education – Grade 2

Mrs Davis reported that she had seen some very good teaching and learning as well as calm environments.

(d) Behaviour and Attendance – Grade 2 (3)

General behaviour across school was good. A small cohort have real behavioural needs and exacting provision. Staff were now logging every incident in detail on CPOMS. A table was included in the Head Teacher's report, detailing the number of incidents per student year group.

Attendance was currently at 95.6%. Overall attendance for the last academic year was detailed on a table for Governors.

Holiday requests needed to be addressed in respect of procedure. This year between start of term and today 21 September 2023, 17 absence requests were received totalling 65 school days. Last year in the same period School had received 3 absence requests totalling 19 days.

This needed to be acted on quickly. Good, consistent attendance at school was crucial to a child's future prospects. There were currently national concerns around attendance. If the unauthorised absence was 5 consecutive full days or more in any one term, a fine would be issued. Parents needed to be more aware, and it was important to communicate this message.

Q: Is this a symptom of the cost-of-living crisis do you think?

A: It is hard to say whether it is or not.

A Governor mentioned that attendance problems seemed to be a growing culture, where School was becoming optional. Covid had probably not helped the situation.

Governors were informed that the attendance officer was based at Honley High School. Reducing absence continued to be a priority within the Honley High School Partnership. A new Partnership policy was being devised.

(e) Safeguarding: Effective

Mrs Davis considered that Safeguarding was effective. Mrs Turner was highly skilled and had trained Mr Baseford. Staff needed training on CPOMS logging. It was important to report and record incidents immediately.

Q: What do the Grade's mean on the Head Teacher's Report against each heading?

A: These align with the Ofsted gradings of 1,2,3 or 4. 2 being good.

(f) SEND register

Mr Baseford had compiled the SEND report for Governors. He was thanked for doing this by Mrs Davis.

He explained that the totals would change over the next few months as Additional Needs Plans (ANP) and My Support Plans (MSP) were agreed.

Percentages were shown around primary/secondary needs and the abbreviations were explained in detail. Percentages of children on EHCP's, MSP's, ANP's and Pupil Premium SEND (EX EYFS) were detailed. The total number of children on the School roll was 416.

(g) Church School Effectiveness

Christian values and scripture needed to be further embedded throughout the school. Collective worship assemblies to include scripture from the Bible. The school entrance needed to demonstrate the School's Church Status.

(h) Staff Training

Governors also needed to read Part 1 of the Basic Safeguarding Training (KCSiE).

ACTION: Mrs Oldham to send out the document to all Governors. All Governors to read.

Staff had spent two days at the beginning of term on modelling of behaviour support. Mrs Turner said this had been very beneficial.

(i) Summary

Mrs Davis summarised the report by saying that the school had many positive features. This included staff teamwork and expertise, a supportive and welcoming governing body, parents who are passionate about their children's learning, and delightful children.

In assembly three reminders were given about behaviour. Setting out the standards and expectations. She was 'walking' the school every day, and on the school gate every day and evening. Governors were welcome to 'walk' the school with her.

In SEND provision needed to be tailored and bespoke. It could be improved. This would involve staffing, financial consideration, physical environments, and precise training. The creation of a physical 'Learning Zone' for the most vulnerable. Operate the 'Learning Zone' as an 'outreach' facility to 'move the rhythm of the needs of the children'.

Staff training to include informed practice in relation to behaviour and SEND Relational work. Beth Varley was the Mental Health Lead, but was currently on maternity leave.

Mr Aspey left the meeting at this point – 9:15 pm

Parents could complete 'parent view' available on the Ofsted website. Other ideas included undertaking a parent voice, pupil voice and staff voice.

Mrs Davis was thanked by Governors for her informative and comprehensive report.

Mrs Wainwright left the meeting at this point - 9:20 pm

Governors commented that the school had always been in a positive place and behaviour had always been good in school up until recently.

Q: There have been several SEND recommendations, will these be detailed in a SEND Plan?

A: These will all be included in the SDP; it will be amended.

Q: **For writing, have we got a detailed plan?**

A: Yes, we have a detailed plan for writing, which is Target 1 of the SDP.

14. GOVERNOR TRAINING AND GOVERNOR VISITS

(a) Governor Training

There was no Governor training to report.

(b) Governor Visits

Rev John Dracup would visit school this half term to discuss SIAMS. Further Governor visits would be arranged at the next meeting.

ACTION: To set dates for Governor Visits to school at the next meeting of the Full Governing Body.

Mrs Davis left the meeting at this point – 9:35 pm

15. GOVERNING BOARD SELF-EVALUATION AND NGA SKILLS

This would be led and actioned by Mr Gibbins (Head Teacher) on his return to School.

ACTION: Governor Clerking Service to carry this Agenda item forward to the next meeting.

16. FEEDBACK REGARDING THE IMPACT OF £20,000 ADDITIONAL SUPPORT FOR YEAR 1

Mrs Turner reported that Katie Kenny had been employed in Year 1 and had made a significant impact. She was able to manage the children and support the staff. She had been a great asset to the SLT.

Incident reporting had moved on to CPOMS when Mrs Walsh was the Interim Head Teacher.

This reporting took a lot of time to do. Katie Kenny had been instrumental in carrying out CPOMS recording. However, the children still needed this extra support, and the provision of an 'learning zone' specific to them. Katie Kenny was still at the school. The Chair agreed that the £20,000 was making an impact.

17. SCHOOL DEVELOPMENT PLAN: PRIORITIES 2023/24

This had been discussed in the context of the Head Teacher's Report.

ACTION: Governor Clerking Service to add this to the Agenda for the next meeting.

18. GOVERNING BODY DEVELOPMENT: ACTIONS AND PRIORITIES 2023/24

This would be discussed when Mr Gibbins (Head Teacher) on his return to School.

ACTION: Governor Clerking Service to add this to the Agenda for the next meeting.

19. SAFEGUARDING

Safeguarding was detailed in the Head Teacher's Report. Mrs Turner informed Governors there was a child protection conference due for 1 child at the end of the month. Also, family court proceedings, ongoing, for one child.

20. HEADTEACHER AND STAFF WELLBEING

Mrs Davis had given excellent feedback on the School.

The positivity of staff was way above what it had been at the end of term in July.

The Chair said it was planned for Mr Gibbins to return to school on 6 November 2023. Mrs Davis would remain in post up to 5 November 2023. It was possible to employ Mrs Davis as a consultant, coming to School to do restorative work, which would reduce pressure on the SLT. Mrs Davis would cover some Fridays in School as Mr Gibbins needed some Friday's out of School. This would cost money - £3000 to £4000. This would provide leadership cover on the Fridays.

Q: Is there sufficient support for Mr Gibbins wellbeing?

A: Support will continue from Kirklees throughout.

21. POLICIES FOR REVIEW BY FULL GOVERNING BODY

Copies of the following policies had been distributed prior to the meeting via Kirklees Business Solutions.

RESOLVED: That the Kirklees Model Appraisal Policy 2023 is adopted and approved.

RESOLVED: That the Kirklees Model Complaints Policy 2023 be adopted and approved.

ACTION: Consideration and approval of the Attendance Policy, EYFS Policy and Whistleblowing Policy to be carried forward to the next meeting. **Governor Clerking Service** to add to the next Agenda of the Full Governing Body.

22. ANY OTHER BUSINESS

Behaviour had been covered under Minute Number 12(d).

23. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meeting of the Full Governing Body will be held at 7.00 pm on Thursday, 7 December 2023. _

Agenda Items

- a) Governing Board Self-evaluation and NGA skills audit
- b) Policies – approval of Attendance Policy, EYFS Policy and Whistleblowing Policy
- c) School Development Plan Priorities 23/24
- d) Consultation on Admission arrangements 25/26 to include PAN

RESOLVED: That the committees meet on the following dates:

Resources – 6:00 pm on Thursday, 19 October 2023

Standards & Effectiveness – 7:00 pm on Thursday, 19 October 2023

ACTION: Governors noted the Information Items noted after the Agenda. Consultation on Admission Arrangements for 2025/26 to be added to the next Agenda as an item. **Governor Clerking Service to note.**

Requirement to record confirmation of the School PAN in the meeting minutes.

24. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That Minutes 12(f), 12(i) (delete the third paragraph), and minute 19, and 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 10:10 pm.

Please see over for the Action Log.

ACTION LOG

Number	Action	By Whom
1	To complete the Declaration of Business Interest form if not already done so.	All Governors
2	To update Get Information about Schools (GIAS)	Mrs Oldham
3	To invite Mr Noon to the next FGB meeting	Mr Stephenson
4	Governor Clerking to advise on help with the recruitment of Governors.	Governor Clerking Service
5	Rev Dracup to assist with finding a foundation	Rev Dracup

	governor.	
6	To send out an election for a Parent Governor.	Mrs Oldham
7	To set a date for the appraisal of the Head Teacher.	Mr Stephenson
8	Mrs Oldham to re-send the self-audit forms to Governors who had not returned them.	Mrs Oldham
9	Governor Clerking Service to carry forward Governing Board Self-evaluation and NGA skills audit to the next meeting.	Governor Clerking Service
10	Mrs Oldham to circulate the attendance and EYFS policies again to all Governors.	Mrs Oldham
11	Mrs Turner to send out the Writing Strategy to all Governors.	Mrs Turner
12	Mrs Oldham to send out Part 1 of the Basic Safeguarding Training (KCSiE) to all Governors. All Governors to read.	Mrs Oldham/ All Governors
13	To set dates for Governor Visits to School at the next meeting.	Mr Stephenson
14	Governor Clerking Service to carry forward the Agenda item 'Governing Board Self-Evaluation and NGA skills' to the next meeting.	Governor Clerking Service
15	Governor Clerking Service to add 'School Development Plan Priorities 23/24' to the Agenda of the next meeting.	Governor Clerking Service
16	Approval of the Attendance Policy, EYFS Policy, and Whistleblowing Policy to be carried forward to the next meeting. Governor Clerking service to add to the Agenda. All Governors to read the policies (see also action log number 7)	All Governors Governor Clerking Service
17	Consultation on Admission arrangements for 25/26 to add to the next Agenda. Governors to record the PAN in the meeting minutes.	Governor Clerking Service/Governors