

THE GOVERNING BODY OF MELTHAM CE (VC) PRIMARY SCHOOL

Minutes of the meeting of the Governing Body held at 7:00pm at the School on Thursday, 30 September 2021.

PRESENT

Cllr P White (Chair), Mrs K Archer, Mr A Bolland, Rev. J Dracup, Mrs A Flooks, Mr P Gibbins (Head Teacher), Mrs M Hinkin, Mr P Needham, Mr M Nolan, Mr K Stephenson, Mrs G Wainwright.

In Attendance

Ms L Lancaster (Minute Clerk)

1) APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Mr C Aspey, and Cllr K Buchanan and Mrs H Travis.

There were no declarations of interest.

- a) **ACTION:** That the Governing Body will complete their Declaration of Business Interests online.
- b) **RESOLVED:** That the Governors have reviewed and will adopt the NGA Code of Conduct.

2) NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

The following item was notified to be brought up under Any Other Business:

- Academisation.

3. REPRESENTATION

To note the following matters of representation:

End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Kate Buchanan	Co-opted	18/09/2021

RESOLVED: That the Governing Body confirmed the re-appointment of Cllr Kate Buchanan to the Co-opted role with effect from 18/09/21 for a further year's term.

Governor Parent Vacancy

The Governor Parent vacancy is to be parked until the School returns to 'normal'. The process will be to publish the vacancy on Headlines, together with a form which can be used for nominations. If more than one person applies, it will go to a vote.

Q: What skill sets are missing from the Governing Body?

A: Although there has been no audit for the last two years, the skill capabilities within the team remain the same. There possibly is a skill gap covering HR. Although there is HR expertise within the team, HR legal knowledge would be advantageous.

Appointment of Foundation Governor

The paperwork has been completed and submitted to Rev John Dracup. His response is required and has been urged.

ACTION. Rev John Dracup to complete the outstanding requirements.

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

RESOLVED: that the Committee Membership and structure is as follows:

Standards and Effectiveness Committee	Mr Carl Aspey, Mr Phil Gibbins, Mrs Melissa Hinkin, Mr Phil Needham, Mr Michel Nolan, Mrs Helen Travis, Mr Paul White, Ms G Turner, Rev John Dracup. Cllr Kate Buchanan.
Resources Committee	Mr Carl Aspey; Mr Phil Gibbons; Mr Anthony Bolland; Mrs Annette Flooks; Ms G Turner, Cllr Paul White; Mrs Kirsty Archer; Mr Kevin Stephenson (Reverend John Dracup can engage as required).
Complaints Committee	Cllr Kate Buchanan, Mrs Melissa Hinkin, Mr Kevin Stephenson.
Staff Dismissal Committee	Mrs Melissa Hinkin, Mrs Helen Travis, Mr Kevin Stephenson.
Appeal Committee	Mr Anthony Bolland, Mr Phil Gibbins, Mr Paul White.

Head Teacher's Appraisal

The Head Teacher's Appraisal is overdue. There should be a six month review, with follow up in late 2022 for independent review.

Q: Is it viable to have an eighteen month target? That will bring the due date back to October/November.

A: INSET is usually when teacher appraisal occurs, which should be duly linked to the Head Teacher's Appraisal. The cycle will only work if linked correctly. In a school setting, the person being appraised generally sets their own targets. There are three Head Teacher's targets, namely Staffing, School and Personal, which ties in with the School's priorities.

The School Development Plan drives it forward, with timing key. The personal target must be linked to the School Development Plan.

The School Development Plan must be ready before the academic year starts. Meltham School is earlier than other schools (it is a large school). It must be completed by the October half term.

ACTION: The Head Teacher to review the detailed process/planning cycle to be followed.

Q: Is the Head Teacher being disadvantaged financially by being put into 18 month cycle? The Head Teacher will have been in post for 18 months by the time of appraisal that period will extend to 2 years.

A: It is suggested that this Appraisal should be brought forward as close to the current date as possible. The appraisal is based upon targets made 6 months ago. It can be based on last year's School Development Plan, which factored in Covid.

ACTION: The Head Teacher will review the timescales. He is meeting Mr David Rushby week commencing 5 October and will discuss this topic at that meeting.

Mr Phil Needham volunteered to lead on this. The first step is for the Head Teacher to meet with Mr David Rushby and then for the Head Teacher to communicate/clarify the planning cycles. The date for appraisal should be set before half term.

5. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES.

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

Special Educational Needs Governor (SEN)	Mrs Helen Travis
Governor for Looked After Children, Safeguarding and Child Protection Governor	Mr Phil Gibbins, Cllr Paul White.
Early Years Governor	Cllr Kate Buchanan
Wellbeing Governor	Mr P Needham.
Health and Safety Governor	Mr Kevin Stephenson
Governor Training	Cllr Kate Buchanan
Pupil Premium	Mr P Gibbins?

Ownership of specific responsibilities across the following areas are optional:

- Quality
- Sports Premium
- Attendance
- Website Compliance

Q: Should Governors have sight of website compliance?

A: It should be represented in Mr Carl Aspey's IT Report (Mr Aspey will be able to view this data).

ACTION: The Head Teacher to review this Website Compliance process.

Q: Who has responsibility within the School?

A: The Head Teacher.

Q: Can this be reviewed once a year as a standard item?

A: Yes.

Q: How often is the website viewed?

A: Daily. Mainly parents. Practical information is placed on to the website.

Q: Does that work well?

A: Yes, it serves its purpose. This school website is adult, rather than, child focused. It is a critical part of Inspection.

Q: Has there been a survey? Have there been complaints?

A: No to both.

6. 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.

7. MINUTES OF THE MEETING HELD ON 8 JULY 2021

RESOLVED: That the minutes of the meeting held on 8 July 2021 were approved and signed by the chair as a correct record.

8. MATTERS ARISING

- a) School Development (Minute 90a) refers)

ACTION: Mr Carl Aspey to produce the 3 year plan. This action to be deferred to next term.

b) School Development Plan (Minute 90a) Refers)

School Development Plan. Action Closed.

c) Head teachers report and Governors questions (Minute 90c Refers)

ACTION: The Head Teacher requested that Mr P Needham and Mrs Kate Watson communicate with each other as Wellbeing Governors to look at what has been done. Action closed.

d) Minutes of the meeting held on 20 May 2021 Minute 89 Refers)

ACTION: Mr A Bolland to complete the Diocese form. Cllr Paul White has completed what is required. Cllr Paul White will speak to Reverend John Dracup as/if required. The completed form will be posted back to the Diocese. The form is being awaited from Rev J Dracup.

e) Head Teachers Report and Governors' questions (Minute 90b) Refers)

ACTION: Residential trip savings are contributing to children's resources rather than reducing costs. The savings are to help parents who cannot pay.

f) Head Teachers Report and Governors' questions - Year 6 Celebrations (Minute number 90 e) refers

One class closed on the first day. One parent agreed to organise a trip for the class (scout hut) which was paid for and reimbursed accordingly. It was decided not to formally publish the trip as it would have been perceived as unfair. The School did the best it could under the circumstances. Action Closed.

g) Head Teachers Report and Governors' questions (Minute 90c) Refers)

ACTION: Further to the Head Teacher's request that Mr P Needham and Ms Kate Watson communicate with each other as Wellbeing Governors to look at what has been done, the meeting took place on Tuesday, 6 July 2021. A further single page summary is requested. Action Closed.

h) Any other Business (Minute 96b) Refers)

ACTION: A proposal for replacement trees will be required. There will be a budget impact. (See later report).

9. REPORTS FROM COMMITTEES

Committee Meetings have not been held this Academic Year yet.

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

The Head Teacher's Report was distributed prior to the meeting. The following key points from that report were discussed:

a) Covid Impact

The environment is stabilising, even though there are lots of Covid cases. Not to be closing classes and bubbles has improved the situation. (Last year of e.g. 13/14 instances of closing classes; across all closures there was only one suspected symptomatic transmission which could be confirmed as positive. The absence of isolation for wider family members where a Covid positive case has been identified is taking a little getting used to.

b) IT Upgrades

IT has been the biggest challenge. The new server was installed; and does not work. Planned delivery in summer failed - it was delivered one week prior to term. Home working has been affected and cannot be resolved. School pays for .5 support per week and this person has been contributing much more. The School has demanded, free of charge, extra support which is improving the situation slightly.

Q: Which server is being used?

A: The old server has not been switched off so there has been data storage across two servers.

Q: Are we confident we have all the data?

A: Yes, but we don't know where it is. It may prove difficult trying to find it.

c) OFSTED Inspection

Any school that was previously judged good or outstanding by Ofsted at a Section 5 inspection is normally then inspected under section 8, approximately every four years. For the first routine inspection after 4 May 2021, this interval will be extended by up to six terms. We were last inspected under section 8 in March 2017, which means our 4 years was up in March 2021. In practice, the National Association of Head Teachers have indicated that OFSTED are said to be approximately 18 months behind in their inspections

Q: Has the School been pushed up the list because of change of leadership team?

A: Possibly. There is a need to ensure we are prepared.

Q: Do they target schools with new leadership?

A Yes. A new Chair of Governors can trigger an inspection. This change may raise the priority list.

d) Parental and Stakeholder Engagement

There has been no engagement this academic year.

e) School Development Plan (20-21)

The planning cycle isn't just about collecting data and feeding into the School Development Plan. There are other people to consult. A number of schools do parent surveys as part of that cycle. There is data available from last year:

School Development Plan
Parent Consultation which was completed.

Understandably, this is a mixed picture over a mixed year, with many stops and starts.

f) SEMH

SEMH has been very successful, with Kate Watson and the team putting in lots of work.

g) Curriculum

Modified curriculum; curriculum planning is difficult as it needs to be collaborative. Curriculum development is challenging. There are three subjects complete, but the rest outstanding. The missing curriculum has been mapped. OFSTED will look at how this has been resurrected e.g. intention.

i) School Recovery

The School Development Plan includes School Recovery, which carried on 'Business as Usual'. The School Development Plan includes school recovery, mental health and wellbeing aspects.

j) School Development Plan (21-22)

The School Development Plan is currently in draft format to be presented at committee meetings this term.

k) SIAMS

SIAMs focussed staff training has been delivered during the week commencing 27 September 2021, which will help complete contribute towards the completion of the School Development Plan. The Head Teacher will complete in draft form as soon as possible.

l) SEND

SEND: (improving the provision for SEND children) was modest in its scope and successful in reiterating dyslexic friendly provision as well as introducing a new additional needs plan model. In the coming year, we will work on the process of reviewing the new plans and the establishment of the new inclusion team.

m) Honley Junior School Collaboration

Outside looking in focus on Early Years, embedding new framework. The School is collaborating closely with Honley Junior school for:

n) English writing, and

The school are benchmarking what an Outstanding Foundation Early Years will look like. This will be led by Ms G Turner. In the future, the Head Teacher would like Ms Turner to have an overarching lead, rather than being hands on. The Head Teacher will would like to appoint a Reception Leader in the future budget permitting.

o) Christian Vision

The Christian Vision must be written now this year, requiring co-ordination/liaison within pre-school. Pre-School and Reception require linkage.

p) Phonics

Early reading phonics. Since July 2020, Schools must have fidelity with an Accredited Phonic Scheme, which can be complex and is expensive. Each Accredited Scheme has its own books linked to the scheme. There is a large piece of work to map what the School has now and linking to the new requirements. Reading and Phonics are good at the School.

Q: If the School's current schemes are linked to specific books, do different schemes create inflexibility across the wider ranges of books?

A: Certain schemes preclude books. OFSTED will look from Reception, through KS1 to KS2 and the Scheme has to be delivered using that specific line. Schemes cannot be mixed and matched.

q) Pupil Cohort

Cohort Entrance (Sept 2021) 58 pupils (59 expected) Total on roll: 411. Two more children are starting, which brings the total on roll to 413. There are large families moving to other boroughs e.g. Wakefield. The Head Teacher has shown a lot of people around, which is promising.

r) Pupil Premium

It is important the process is followed, even where children get free school meals. The funds against Pupil Premium can be used within the school.

ACTION: The Head Teacher to consider incentivising this take up.

s) Staffing

One teacher retired last year and The plan was to replace that teacher with an HLTA (Higher Level Teaching Assistant). A HLTA has been appointed to

this role and there is a 3-month review in place, which ends in December 2021 to ascertain if this is the right (sustainable) way forward. A HLTS has been appointed to this role and there is a 3-month review in place, which ends in December 2021 to ascertain if this is the right (sustainable) way forward.

The Year 5 teacher will return after her maternity leave, by October half-term, for two days each week; one teacher will remain with Class 11 for the other 3 days up until the end of the Autumn Term. Two teachers are currently away from school on long term absences: neither is expected back until the spring term at the earliest. Fortunately, there is cover in Class 8, and the School has secured the work of a superb supply teacher who has worked with the School extensively through 2020-21. One of the substantive roles (covering PPA in Reception and Year 1 and 2) is being covered by a supply teacher who has worked successfully with the School over a number of years. There is also an upcoming maternity leave to fill early in the spring term as well as the left-over business of a substantive maternity leave October half term. The Assistant Head Teacher has been covering this. By retaining the supply teacher there is no vacancy, so the Assistant Head Teacher recruitment has to be internal. Hence, it will have to be re-advertised internally again.

Q: Would you expect that person to be SENCO?

A: Rebecca Myers will come back and perform the SENCO role. If the plan works out, there will be two SENCOs.

Q: Who leads the Inclusion Team?

A: Sarah.

t) EYFS

DELETED SEE MINUTE NUMBER 21

u) Lunchtime staff

The absence of bubbles has eased the staffing situation.

v) CPD

The Leadership Team CPD has been completed. Mrs Gill Turner delivered a whole team quiz in the school hall.

w) Teacher Induction

The Head Teacher has enrolled for the second year of Head Teacher Induction.

x) SIAMS/DIOCESE Enhanced Package

SIAMs requires a lot of work, so the enhanced package will be invaluable. It was noted that the School will not be inspected on SIAMS this year.

ACTION: The Head Teacher to forward this information to Rev John Dracup.

y) Staff Wellbeing

The Head Teacher will complete the mental health audit and will work with the Hub and CAMHS'

z) Premises

The Key Stage 2 canopy has been completed along with the shutters.

There is significant ash die-back in the school grounds which Stevenson's are involved in making plans to remove and replace. Removal has been agreed with Kirklees and quotes have been requested. Budget is an issue; preferably the School would cut and plant later but the local community will be unhappy about this. The plan is to remove the trees by October 2021 half term.

There is a container which has been condemned and requires removal. The cost of a reconditioned replacement container will be £1,300.

aa) Budget

There is additional catch-up money for school this year, but only a little over £4,000. Figures will be available to share in the first Resources Meeting this academic year

bb) Progress Figures

There are no headline or progress figures to report as there were no SATs. Our headline figures as far as OFSTED or the LA are concerned, remain at the 2018-19 figures. The Head Teacher will present the data available, and how it will be used, at the Standards Meeting.

ACTION: The Head Teacher to forward a summary to all governors.

cc) OFSTED/Pedagogy Change

At an OFSTED briefing this week, the Head Teacher was dismayed to hear the reiterated message that the lost learning over the past 1.5 years means that we need to 'tell' children the knowledge they need, which is a cultural shift.

dd) Sports Premium

We continue to use Sports Premium funding to employ Mr Kirk Jacobs and Mr Rick Fox for all the year group's PE and games. It is necessary to re-evaluate expenditure and how it's used.

ee) Forest School

Ms Ruth Patterson will be retained: the Forest School Strategy requires formulation.

ff) Creative Arts Project

Meltham CE is embarking on a 2 year action research project in conjunction with the Arts Council, funded by the Paul Hamlyn Foundation and led by Stephanie Bartholet and the Head Teacher. The project will last two years and the aim (roughly speaking) is to promote increased creativity using textiles as a vehicle. Whatever methodology has been adopted it has to be evidence in research.

gg) Teacher Appraisals

All teacher Appraisals have been completed. Support staff appraisals weren't completed last year but they are required. If a teacher is absent, support staff are able to run the class.

hh) Health and Safety

The School is readjusting to 'living with Covid'. In many ways, the School is back to normal but continuing with split assemblies. Staff are nervous as yet to put all children together in assemblies.

ii) Exclusions

Exclusions will be expected to rise this year.

jj) Extended Maths Group

ACTION: To formally recognise that Mrs M Widdop's Extended Math's Group is excellent.

kk) GDPR Report (Standing Item)

ACTION: There is an update report, which must be read by all key stakeholders.

11. HEAD TEACHER WELLBEING (Standing Item)

The Head Teacher is coping, following last year's illness, he is feeling much better now both mentally and physically.

12. SECTION 106 FUNDS

More time is required to review this area.

ACTION: Head and Chair to review this Action by the Deadline of November 2022. To retain on the Agenda as a standing item.

13. SCHOOL DEVELOPMENT PLAN: PRIORITIES 2021/22.

ACTION: The Head Teacher to circulate the draft document to the Governing Body.

14. GOVERNING BODY DEVELOPMENT: ACTIONS AND PRIORITIES 2021/22.

ACTION: The Chair to review this requirement.

15. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2023/24.

RESOLVED: That there will be no change e.g., the PAN remains the same.

16. POLICIES FOR REVIEW BY FULL GOVERNING BODY.

RESOLVED: There are no policy changes. The Governing Body will adopt the standard Kirklees Health and Safety Policy.

17. EVOKE KIRKLEES PARTNERSHIP.

Stephanie Bartelay takes a lead in the creative arts field on behalf of the School.

18. GOVERNOR TRAINING AND GOVERNOR VISITS

It is important that these visits re-commence.

ACTION: To be planned at the next Governor's Meeting, although there is an open invitation to come into school this term.

19. ANY OTHER BUSINESS

The Head and Chair had an e-mail from the Diocese regarding Academisation. All faith schools must be in church led academies.

ACTION: The Chair to arrange for a briefing and plan how to proceed.

20. 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 the 9th December 2021.

Resources Committee: 25th November at 6.00pm.
STEFFI Committee 25 November at 7.00pm.

21. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That minute number 10 T) be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.

ACTION: All Governor's to complete the business interests forms before the next Governing Board Meeting.

The meeting ended at 21.48.