

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, 9 December 2021.

PRESENT

Cllr P White (Chair), Mr A Bolland, Cllr K Buchanan, Rev. 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, Mrs G Wainwright.

In Attendance

Ms L Lancaster (Minute Clerk)

22. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

There were no declarations of interest.

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

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

- Head Teacher Appraisal.
- Resignation of Councillor Kate Buchanan.

24. REPRESENTATION

(a) 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 Councillor Kate Buchanan has resigned from the Co-opted Governor role with immediate effect.

RESOLVED: That Mr Gary Sagar has been appointed as Parent Governor (Designate) pending DBS checks.

End of Term of office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Carl Aspey	Staff	07.02.2022
Gilllan Wainwright	Co-opted	27.02.2022

(b) **Appointment of Foundation Governor**

The paperwork has been completed and submitted to Rev John Dracup. As no formal response has been received it is assumed that this approval has been confirmed.

RESOLVED: That Mr Anthony Bolland is appointed as the Foundation Governor.

25. MINUTES OF THE ANNUAL MEETING HELD ON 30TH SEPTEMBER 2021

RESOLVED: That the minutes of the Annual meeting held on the 30th September 2021 be approved subject to the following amendments:

Attendee list should have excluded Mrs H Travis, who was absent with apologies and included Mrs K Archer who was present.

Minute 4 refers. 'The appraisal is based upon targets made 6 years ago' should read 'The appraisal is based upon targets made 6 months ago'.

Minute 4 refers. 'Mr Kevin Stephenson volunteered to lead on this' should read 'Mr Phil Needham volunteered to lead on this'.

Minute 5 refers 'How often is the website reviewed? Should read 'how often is the website viewed'.

Minute 10 refers (Early Years) 'These are not mainstream children' should be **removed** from the published minutes.

Minute 10 Refers (Staffing). 'The plan was to replace that teacher with an HLTS (Higher Level Teaching Assistant). 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' should be replaced by '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'

Minute 10 refers (Staff Wellbeing). 'The Head Teacher will complete the mental health audit and will work with the Hub and CAMHS' should be replaced by 'The Head Teacher will complete the mental health audit and will work with the Hub and CAMHS'.

Minute 10 Refers 'Exclusions will rise this year considerably' to be replaced by 'Exclusions will be expected to rise this year'.

26 MATTERS ARISING

a) Declaration of Business Interests Minute 1 a) refers.

RESOLVED: That the Governing Body will complete their Declaration of Business interests online. Closed.

b) Parent Vacancy (Minute 3 Refers)

ACTION: Appointment of Governor Parent. Closed.

c) Matters Arising Any other business (minutes 96 and 8h) Refer0.)

ACTION: A proposal for replacement trees will be required is pre-defined by the council.

d) Head teachers report and Governors questions (Minute 10r) Refers)

ACTION: The Head Teacher to consider incentivising take up of Pupil Premium. (There has been a Uniform Voucher Incentive introduced). Closed.

e) Head teachers report and Governors questions (Minute 10x) Refers)

Mr Anthony Bolland has signed up to the enhanced course. Rev. John Dracup could not find anything specific to SIAMs.

f) Head teachers report and Governors questions (Minute 10bb) Refers)

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

g) Head teachers report and Governors questions (Minute 10jj) Refers)

ACTION: To formally recognise Mrs M Widdop's Extended Maths group is excellent. Closed.

h) Head teachers report and Governors questions (Minute 10kk Refers).

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

Q: Are we happy with the service Satswana is providing?

A: The tone is wrong. There is a conflict between SEN data being passed to KS3 and a conflict between GDPR and Safeguarding. The process has been reviewed and the School is compliant. The firm was engaged via a tendering process. It does improve efficiency and the school does rely on SATSWANA. It covers all bases and this is required. It is cost effective. It is possible there could be better firms but not worth changing it. They put in place good practice for back up last year which has been useful. The school takes reasonable measures to ensure data is retained safely. We must look at cloud based services next year but there will be a budget impact.

It is suggested that smaller schools won't manage CPOMs effectively, as when the data is moved on, it potentially disappears. The School will be in hybrid for some years as there are filing cabinets to be managed under the CPOM process. Governor Training is available.

27. REPORTS FROM COMMITTEES

a) STEFFI

Governor Visits have been timetabled. More need to be scheduled in, as follows:

- EYFS. Mr Phil Needham.
- Early reading Phonics. Mrs H Travis.
- SEND. Mrs H Travis.
- Curriculum Intent. Mr Michael Nolan.
- Christian Vision. Rev. John Dracup.

A report of the STEFFI meeting on the 25th November 2021 is in draft form.

b) RESOURCES

The Resources Meeting Report was circulated with highlights as follows:

There must be a robust system for teacher appraisal and pay award (See Head Teacher's Report).

Q: Is there a robust system for assessing teacher appraisal?

A: The school follows the Kirklees policy.

This generic policy needs to be adapted to suit the School via the STEFFI Committee. There was some debate about ownership of this policy. The STEFFI Committee believes this is owned by the Resources Committee.

Q: Is this a Resources Committee action?

A: There are 7/8 statutory policies which should be under Resources. All generic Kirklees policies need to be reviewed and personalised for the Meltham CE School.

ACTION: Mrs Melissa Hinkin to send the list of generic policies to Mr K Stephenson.

c) Staffing

A discussion is required regarding funding and ensuring the right balance of staff. Contingency funding is in place; and it is required urgently. Staff are missing through sickness, long Covid, maternity. Staff in the front office are on long term sick. This affects the wider teacher resources. Providing an effective, temporary, solution is important for staff mental health and wellbeing. Could we give a 12 month contract for a cover supervisor, as one cover supervisor is on long term sick? Senior management is unable to be strategic as there is constant firefighting to cover the gaps in staffing. The advert for cover supervisor has been completed on a 12 month contract. Office support is a difficult problem to resolve given the large amounts of illness.

Q: Should we just be bold and appoint?

A: Yes and no. It is more effort to e.g. train up temporary staff than to manage with current resources. Needs more reflection. The current situation is manageable.

The School needs one full time cover supervisor, which will help with Covid absenteeism; particularly to free up teaching staff to focus on strategic and developmental objectives. The absenteeism with office staff will improve when one member returns tomorrow.

Q: If there was one (additional) part time office staff would that help?

A: At the moment this is difficult to ascertain. The best solution would be agency because it is difficult to know how long the illness will be for.

RESOLVED: The Governing Body approves the appointment of part time agency staff for the office.

RESOLVED: The Governing Body approves the recruitment of one Cover Supervisor, with funding available from within the Contingency Budget. The Cover Supervisor will be offered a twelve months contract, with ongoing review.

Recruitment is difficult in the current environment.

d) IT Update

The new smart board will be installed. 'The DfE has received WIFI/general devices; the specification is acceptable'. 'The plan is to rebuild laptops with new versions of Windows. Laptops will be repurposed and loaned to support staff. It was suggested the School must not get into a rolling programme of replacing staff laptops.

e) Premises

A Health and Safety walk was completed. There has been a general tidying. Funds held in the Premises Budget to be used; Section 106 is in progress. There will be a meeting between the Head Teacher and the Chair in January 2022.

28 HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher's Report was distributed prior to the meeting. Highlights from the report discussed were as follows:

a) Parental and Stakeholder Engagement

Stakeholder. There is a budget deficit of £2,000, used to support the Robin Wood Residential Trip. Funding is not an issue for smaller trips; but needed for more expensive trips. There have been two residential Year 6 trips in one year. Many families are having financial pressures, not just Pupil Premium children. The School is trying to encourage payment plans - the deadline for full payment is tomorrow.

Q: Do we use the School Funds?

A: If we have two trips in the financial year, £1,000 can be found from contingency but that only leaves £1,000. This year, Covid has created financial difficulties for families not previously on the radar.

Q: Is it a subsidy or full payment?

A: It is approx £60 for families to pay out of a full cost of £216/220.

Q: Have we used the School Fund or PSA?

A: We can use the School Fund, but not the PSA funding.

RESOLVED: The Governing Body supports the Head Teacher's judgement to decide whether the trip continues or not and for this to be as inclusive as possible.

b) School Development Targets.

The numbers of children on roll is positive.

c) Teaching Staff

Staffing is the largest challenge; even though most absence is not Covid related. Recruitment is difficult. A new teacher has been recruited for the PPA role. (The HLTA long term plan did not work as envisaged).

Q: Is this staffing problem common?

A: Yes.

d) Support Lunch and Admin Staff

Lunch time staff are hard to recruit and this is an ongoing issue due to the timetable which is difficult to fit into lifestyles. The Head and Deputy Head Teachers were providing two hour lunch time duties which has been reduced to one hour.

e) Leadership Team.

Sarah Drake, who has been appointed permanently, continues as SENDCo and Inclusion Team lead. Illness is not affecting the SLT at this stage.

f) Leadership and EYFS

The skill sets of the Leadership Team is good.

There is a skill gap in Reception, which needs to be tightened up. The plan is to invest in expertise at Reception, with Leadership capacity. There are two teachers, with one of those expressing training in Early Year's Leadership. The position created will be leader of EYFS at TLR level. This will increase capacity and be helped by the extra resource of the newly appointed Supervisor. This must happen quickly as one teacher is going on maternity leave. The start date will be September 2022. The creation of this expertise and leadership role fulfils the OFSTED requirement to link Foundation Year to the wider School year groups.

g) CPD and Positive Handling

Twenty members of staff completed their positive handling refresher.

On the school INSET day on Friday 26th November 2021, the SLT and the English Leads presented a picture of the current standings and directions of

reading following the publication of the Reading Framework in July 2021. It was a chance to revisit some of the School's good practice and share the direction reading is going from our development plan with the wider staff. In addition, changes in the Early Years was presented to staff, especially the importance of its link to Year 1

h) Wellbeing

RESOLVED: The Governing Body formally thanked Mrs Kate Watson for her excellent contribution to the Governing Body. The Head Teacher will facilitate handover to Mrs Watson's replacement.

i) Teaching and Learning

The KLP (David Rushby) visited this month for the autumn visit. The successes and priorities as a school through scrutiny of the latest SEF (reviewed thoroughly at S&E) and the SDP Priorities, were discussed in detail. The School's successes need to be celebrated; and OFSTED will want to see that.

ACTION: The final SEF Report to be circulated for all to read.

j) Pupil Progress

Staff appraisal is linked to pupil progress. The Head Teacher has duly despatched the information. There is a yearly timetable.

Q: How are staff appraisals completed?

A: The SLT continuously monitors teachers throughout the year. 'Learning Scrutiny' is performed twice a year. Teachers are appraised in September. After Christmas the Head Teacher meets with staff where hard data is discussed, including assessment of performance from the previous year. Teachers have good knowledge of children and data (outcomes) which are discussed and which feed into appraisal(s). Performance against target is evident in the data. External factors, such as the specific cohort of children, will also be considered over and above data outcomes. SMART targets are set in September and modified in spring. Accurate measurements can be performed, with pay reflecting that picture of performance.

Q: How are support staff appraised?

A: Support staff are appraised in January but it differs to teacher appraisal. The Head Teacher has benchmarked across the Pyramid but the process is unclear. Key targets are - What has been achieved? What are the development/training needs? The Head Teacher is working with Margaret on a new approach. Reflection and recognition is key to this process, together with a demonstration of interest in development.

k) Pupil Progress

There are 3 test per year. These tests form part of the ongoing assessment which teachers use for development plans, etc. There are three progress meetings per year, where children can determine extra support required.

The School chooses children whose parents will support the process.
Teachers engage directly with parents.

Q: When selecting 'progress children', is it a different set of children at those three points?

A: It should not be the same children. And children should be at different progress stages. The objective is to maximise children's potential. This pupil progress process can be difficult to understand by new families so this requires good communication regarding the benefits of this process.

The label 'Progress Children' does cause communication difficulties with key stakeholders.

ACTION: If Governors wish to suggest a new name for this intervention, please e-mail the Head Teacher.

l) Policies

A number of policies were discussed and have been updated at the last S&E committee meeting. The RE policy is being checked by the RE lead before it is ready.

m) Teacher Appraisal

There were discussions about a teacher appraisal policy; the Head Teacher proposes that the Kirklees Model policy should be adopted.

ACTION: The Head Teacher will "Melthamise" the document.

n) Special Educational Needs

The new process invited referrals for both SEND and SEMH from all class teachers which were scrutinised by the SENDCo and the new team. All teachers were fed back to and a small number of children are currently being transferred onto the SEND register. Teachers get feedback regarding relevant referrals.

Q: How often do children come off the register?

A: It is under constant review.

Any extra intervention is documented and tracked. There is a Referral Process Cycle which is scrutinised, and evaluated, by the Inclusion Team.

Q: How much outside agency support does the School receive?

A: High levels of support from Speech and Language. Educational psychologist is involved. Good levels of support.

o) Health and Safety

The Head Teacher reviews Covid numbers daily in the community and school. Currently there are single figures in school.

p) Safeguarding Referrals

The number of exclusions has not changed.

Q: Have any children fallen off the School's radar during lockdown(s)?

A: The Head Teacher has been in contact with all families during lockdown. No children have fallen off the radar in this School. Kirklees systems are good across the area. There are 800 Home Elected children in Kirklees; up from 400 since Pandemic. However, these children are monitored well and, 350 of those pupils have returned to school.

29. HEAD TEACHER WELLBEING

The Head Teacher would benefit from making use of Leadership Time; with better scheduling of that time.

30. ACADEMY STATUS UPDATE

See Minute 34.

31. SECTION 106 FUNDS

See Minute 27 b)

32. GDPR

See Minute 26.

33. GOVERNOR TRAINING AND GOVERNOR VISITS.

See Minute 26 a)

34. ANY OTHER BUSINESSa) Academisation

Communication from the Diocese indicated that the School must be academised. Research suggests this is not the case. Rupert Madeley suggested that due diligence is performed against the objective of converting to an Academy.

There are positive and negative aspects. Some considerations:

- There are established multi academy trusts.
- It would have to be church based.
- Scissett has been benchmarked against.
- For Helme School this has been a positive experience, with the Head Teacher having school management autonomy
- The Head Teacher attended a virtual roadshow on this subject.
- The Head Teacher would want the School to retain the name of Meltham CE School, rather than be subsumed within a multi academy.
- If the School doesn't change status there may be no choice further down the line.

ACTION: The Head Teacher to despatch his notes from the virtual roadshow.

Q: How many schools are still outside of Academies?

A: Quite a lot of primary schools.

ACTION: All Governor's to review the Learning Accord Website.

Q: Can we discuss with Scissett whether they are better off as an Academy?

A: That may be a biased answer as they are recruiting.

A lot of discussion took place regarding the possible options, with consensus that it is necessary to commission an objective expert to discuss the possibilities. The Chair of Governors, Helme School is one option.

Q: Should the Governing Body hold an Extraordinary Meeting to discuss Academisation, and including the appropriate representation?

A: The Head Teacher will support and explore that option. This will show due diligence.

ACTION: The Head Teacher to communicate steps being taken to staff to avoid grapevine gossip.

Q: What is the timeframe?

A: The School can go at its own speed e.g., over 3 / 4 years.

Q: Communication to parents is important and it must be handled very well.

A: Yes. Agreed. But this is a fact finding mission only and it is this which is to be in the communication.

ACTION: The Head Teacher will speak to Teachers and ask Rupert Madeley for advice regarding parent communications.

b) Parking at Durker Roods

ACTION: The Head Teacher to discuss problems with parking at Durker Roods. Reminder to be added to Headlines.

c) Resignation of Cllr. Kate Buchanan

Mrs Kate Buchanan has been an exemplary governor since 2014. The School has been a better place for Mrs Buchanan's input.

ACTION: A formal thank you has been recorded from the Governing Body. Mrs Buchanan responded that she has really enjoyed and learned a lot from the role.

35. 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 27th January 2022.

STEFFI Committee: 13th January at 6.00pm
Resources Committee: 13th January at 7.00pm.

The meeting ended at 21.45.

36. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY.

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