

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, 31 March 2022.

PRESENT

Mrs M Hinkin (Vice Chair) in the chair, Mrs K Archer, Mr C Aspey, Mr A Bolland, Mrs A Flocks, Mr P Gibbins, (Head Teacher), Mr G Sagar, Mr K Stephenson, Mrs H Travis and Mrs G Wainwright.

In Attendance

Mr M A Johnson (Minute Clerk)

54. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from the Chair (Cllr P White), Mr P Needham and Mr M Nolan, all with consent.

Reverend J Dracup was absent from the meeting.

There were no declarations of interest.

The Vice-Chair welcomed new parent governor Mr Gary Sagar to the meeting, who duly introduced himself, explained his background and relevant expertise he could bring to the Governing Body. All governors then likewise introduced themselves, with a brief description of their respective roles.

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

The following items were notified to be brought up under any other business or otherwise to be raised at earlier points in the meeting:

- Phonics training.
- Defibrillator.
- Two staffing issues.

56. REPRESENTATION

a) Appointment of a Co-opted Governor

Mrs Gillian Wainwright indicated her willingness to continue serving on the Governing Body.

RESOLVED: That Mrs Wainwright be appointed to continue another term of office as Co-opted Governor.

ACTION: Governor Clerking Service to note.

b) Staff Governor Vacancy

Mr Carl Aspey reported he was willing to continue serving on the Governing Body. The Head Teacher reported there had been no other expressions of interest.

RESOLVED: That Mr C Aspey be appointed to continue another term of office as Staff Governor.

ACTION: Governor Clerking Service to note.

c) Foundation Governor

Governors noted this had been listed on the agenda as a vacancy. It was clarified that Mr A Bolland had been confirmed as filling this vacancy at the meeting of the Governing Body on 9 December 2021.

ACTION: Governor Clerking Service to note.

d) Constitution

It was agreed that the earlier decision to look at the Constitution be deferred to the next meeting.

ACTION: Governor Clerking Service to note item for next agenda.

57. MINUTES OF THE MEETING HELD ON 27 JANUARY 2021

RESOLVED: That the minutes of the meeting held on the 21 January 2021 be approved and signed by the Chair as a correct record, subject to the following amendment:

Minute 43 g) – Delete the last sentence in the answer to the question.

58. MATTERS ARISING

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

SEF duly sent out.

ACTION: There is a need to review, and rewrite, the constitution to approve the maximum number of 12 governors, excluding Rev. John Dracup.

As earlier agreed, carried forward to the next meeting.

ACTION: An email to be dispatched to the Meltham Town Council Clerk (re Queens Jubilee planting).

Email duly sent.

ACTION: The Food Policy to be reviewed e.g., Add into extracurricular events.

Closed. Was agreed at the Standards and Effectiveness Committee that this be cross-referenced and put in as a footnote for all events involving the selling of food in school. Policy subsequently put forward for approval.

ACTION: Review the Equality Policy next term. There is a need to look at the new advice for school's section.

It was noted that the policy requires annual review and so will be looked at again in June (as was last reviewed in June 2021), and that the updated objectives require publication. The Head Teacher will look into the required publication methods.

ACTION: To confirm Governing Body approval to the installation of the defibrillator. Also, to consider fundraising as a way to engage pupils.

Mr Stephenson reported that £1,600 had been raised from 3 sources, so there was sufficient funding for both purchase and installation. The Governing Body had to be satisfied as to a suitable location and maintenance arrangements. Mr Stephenson undertook to email all three contributors to release their pledged amounts, to copy in the School Business Manager, to seek getting back the VAT and to advise all governors when all the funding had been released.

Q: What type/make is the defibrillator?

A: SP1 Ipad – the Yorkshire Ambulance Service recommended model.

ACTION: The Governing Body wishes to formally thank Mrs Gillian Turner, Deputy Head Teacher, for her hard work and support.

The thanks of the Governing Body were duly conveyed to Mrs Turner.

59. REPORTS FROM COMMITTEES

a) Resources Committee

The minutes of the last meeting had been circulated. The Chair reported that the SAP report and Money Manager report for the period ending 11 February 2022 were in agreement. The final outturn for the budget was forecast to be £122,000, this high surplus being on account of failure to recruit to vacant positions (no suitable applicants) which had been provided for in the budget.

The budget allocation and draft budget for 2022/23 had been discussed and would be less than last year, accounted for in part by a big reduction in Free School Meals; however, with the final outturn, this would provide a contingency of around £48,000, so would allow for increased support staff, with staffing budgets having increased in line with governors' expressed wishes.

A 118% increase in energy was required to be budgeted for.

The Head Teacher had met with the three Meltham schools regarding the Section 106 Funding, and the available pot of money had been divided appropriately, with our school being apportioned more than 50%. A parent was working up plans for use of this allocation.

The School Business Manager had requested more money from Schools Out.

b) Standards and Effectiveness Committee

The minutes of the last meeting had been circulated. The Chair reported that outcomes for predictions in Years 2 and 6 had been looked at, together with school-based tutoring and remote learning. The Committee had intended looking at the latest results from the parental feedback questionnaire, but these were not finalised at the time, so would be considered at tonight's Governing Body meeting.

Policies for Music, Food, and Intimate Care were also considered and recommended for approval by the Governing Body (see later under Head Teacher's Report).

60. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher's Report had been circulated prior to the meeting.

a) Summary.

The Head Teacher introduced his report with reference to the excessive pressures with which the school was having to cope, being in the process of recovering from a very large wave of adult COVID infections, and now working towards the next OFSTED inspection. At a time of need for increased in-school support to help with language deficits and rising SEND, the school was faced with a dip in the budget and a vast increase in the running costs, together with serious recruitment difficulties, but the school was meeting these challenges head on.

b) Parental and Stakeholder Engagement

The results of the latest parental feedback questionnaire had been circulated to all governors and it was heartening to have achieved a response from over 160 of the school's 303 families. A selection of the results would be shared with staff and a potted version would be published in next week's Headlines and also when the SEF was next updated, including some positive quotes to back up the assessments.

Governors noted in particular the growing number of children now accessing mental health but that, on the whole, the survey results showed 93.6% of children to be happy in school and that 95.8% felt safe.

86.7% said the school responded well to concerns raised; whilst this was considered to be a bit on the low side, it reflected the fact that some parents did not have any concerns to raise.

The questionnaire document also included highlights of what we do well at the school and how we could do better. Whilst acknowledging the fairness of comments in the latter section, the school had, of course, faced serious challenges with the staffing situation. However, a particular point made about giving more notice/improving communication would be picked up by the staff.

Q: How do these results benchmark against other schools?

A: I do not know at this stage. This is something I could sound out with other Head teachers.

c) School Development Plan 2021–22 Update

Target 1 – The Early Years – No update from last time.

Target 2 – Establishing a Christian Vision with the aid of the Diocese

The work completed by staff and governors last September was to be passed to a core group of support staff to build upon this work, following which there would be consultations with the children to come up with a small number of vision statements to hopefully reflect the school as it is. Thereafter, once decided upon, the vision would be made more visible in school, both physically and across the school's letters and website.

Target 3 – Early reading and Phonics, including adopting an accredited phonics scheme.

The new scheme had been purchased and training commenced; COVID infections had caused a delay but it was intended to launch the scheme in the Summer Term.

The Vice-Chair reported she had a very good visit with Emma Pyke (who was leading the training with Gill Turner) to witness how the children were embracing the phonics.

Q: Can parents get this training?

A: There will be work with parents, largely with those of Reception children, and checks would also be made to ensure the phonics interventions were fit for purpose.

Target 4 – Curriculum Intent

Part of the enhanced support package with the Diocese had been used to book Rupert Madeley to come in and work with staff to develop the subject leaders' role with an eye towards OFSTED, and to cascade this work to the teachers in the Summer Term.

Target 5 – SEND Development (second planned year)

SEND input for this year had been completed; trialling the Inclusion Team referral process was ongoing, with good work done by staff and by Sarah Drake (AHT and SENDCo).

Helen Travis reported on her meeting with Sarah in her SENDCo role, saying this had afforded a good opportunity to share issues, and acknowledging the enormous pressures, so they had discussed support needed in school. Helen commended the massive pat on the back due to Sarah.

d) GDPR

The March report from SATSWANA had been circulated to governors, with only a few things of relevance to the school, but with an interesting section on data

requests and the freedom of information, in respect of which the Head Teacher reported that the school did not get many requests.

Mr Stephenson mentioned he had raised a point with the School Business Manager regarding potential access by third parties to the school's data. The School Business Manager was to accordingly update policies to address this issue.

e) Staffing

Governors noted the latest breakdown with regard to children on roll, being similar to last time.

There had been over 20 positive cases of COVID this half term alone, with a degree of second infections, putting enormous stress on teachers, support staff and management staff, but with commendable resilience shown by staff in supporting each other and filling in on the difficult circumstances, aided by some outstanding supply staff.

Governors noted the measures and adjustments being put in place to cover for long-term teaching absence in Class 8, and the very welcome news that Liz Miles was to return to full-time teaching with effect from 4 April 2022.

Governors also noted the ongoing recruitment drive for support, lunch and admin staff, which remained a challenge, especially in light of recent resignations in school.

Q: Have you considered apprenticeships?

A: No, but this is possibly something which could be looked at.
(Mr Stephenson suggested initially talking to some apprenticeship experts, as this option could initially be quite costly).

Jenny Osborne had been successful in her application for Early Years lead, thereby widening the school's leadership capacity and bringing early years expertise to the team.

School had now participated in two of a planned five sessions on the new systematic synthetic phonics scheme.

f) Staff Wellbeing

Governors noted that Beth Varley was to be the new Mental Health Wellbeing lead. All staff had been given instructions on how to self-refer to Employee Healthcare.

g) Teaching and Learning

Governors had been circulated with the 2021 – 22 predictions for Reception, KS1 and KS2, based on class teacher informal assessments of children in the classroom. This showed:

- A 10% deficit in GLD in Reception on our 2019 figures; a prediction of 65% GLD for this year would be an increase on last year

- The school was aiming for aspirational targets to improve on the unofficial 2021 Year 2 results in Maths, Writing and RWM combined, having regard to the fact that the impact of the pandemic had been greatest in the younger children regarding academic outcomes.
- At Year 6, predictions measured well against 2019 results, with this year's being comparable with the largest deficit in writing, widely reported as receiving the biggest detrimental impact from the pandemic.

Governors also noted the predictions for SEND and PP children, these groups not being large enough to be statistically significant.

Regarding the updated SEF which had been circulated to all governors, and which had been shared with the teaching staff, the Head Teacher invited any comments thereon to be forwarded to him accordingly.

Q: Are there any changes to the content of the SATs?

A: No, there is no reduced content.

h) Policies

As previously mentioned in the report back from the Standards and Effectiveness Committee the Food policy had now been updated to ensure reference to Natasha's Law, requiring the display of all ingredients for any food prepared for sale. Further, the Music, and Intimate Care policies had been updated following input from the Committee.

RESOLVED: That approval be given to the policies for Food, Music, and Intimate Care.

i) Special Educational Needs

Governors noted the latest breakdown of pupils on the SEND register, and that it was anticipated that two more children would probably be coming onto the register soon.

j) Staff Appraisal

The ETA appraisal was largely completed, which had been very positive and affording the opportunity to recognise the endeavours of the wider support staff over the past two years.

k) Health and Safety (including COVID 19)

As earlier reported the Head Teacher had presented the remote learning plan at the Standards and Effectiveness Committee which remained, by enlarge, unchanged and was available on the website. Where there were positive cases of COVID with pupils, parents informed the school, following which, if they were well, pupils were provided with remote learning through a hybrid model of Purple Mash based learning and paper resources. Some staff had provided planning whilst at home and others had Zoomed into their classes to stay in touch.

Q: What is the future of this plan?

A: It is to be in place until the end of the academic year. The future of it is not known; we expect we will be advised in due course.

l) Safeguarding

Governors noted the latest breakdown, which included Looked after Children 1, and 6 cases of current involvement with CAMHs.

m) Exclusion Summary

Governors noted the latest breakdown.

n) Educational Events/Other Visitors/Other Events/In-Service Training/Community Links

Governors noted the latest programme, as set out in an appendix to the Head Teacher's Report.

Governors recorded their thanks to the Head Teacher for his report, with special thanks from the Chair of the Resources Committee, in acknowledgement of the Head Teacher's positive response to that Committee's staffing requests.

61. GDPR REPORT

This was discussed under the Head Teachers Report (Minute 60 d) refers).

62. STAFF/PUPIL WELLBEING

This was discussed under the Head Teachers Report (Minute 60 f) partly refers).

63. FINANCIAL MANAGEMENT AND MONITORING

This was covered in the report back from the Resources Committee.

64. SAFEGUARDING

This was discussed under the Head Teachers Report (Minute 60 l) refers).

65. KLP AUTUMN TERM VISIT

The Head Teacher reported that the KLP had visited the school in the Spring Term and that he was currently chasing up the report of that visit.

ACTION: Head Teacher to present KLP report to a future meeting.

66. UNDERSTAND YOUR SCHOOL'S PLANS FOR 2022 EXAMS.

This was discussed under the Head Teachers Report (Minute 60 g) refers).

67. MONITOR ANY CONTROLLED SPENDING FROM COVID CATCH-UP AND RECOVERY PREMIUM FUNDING

This had been dealt with in the Resources Committee.

68. MONITOR SCHOOL'S FOOD PROVISION

This had been covered by way of updating the Food Policy (Minutes 59 b) and 60 h) refer).

69. REVIEW AND PUBLISH GENDER PAY GAP INFORMATION

Schools with 250 or more employees were required to report on their gender pay gap.

Governors noted that no action was required by the school as it had fewer than 250 employees.

70. MONITOR SCHOOL'S CONTINGENCY PLAN FOR REMOTE LEARNING

This had been covered in the report back from the Staffing and Effectiveness Committee (Minute 59 b) refers) and under the Head Teacher's Report (Minute 60 k) refers).

71. MONITOR SCHOOL IMPROVEMENT PLAN

This was discussed under the Head Teachers Report (Minute 60 c) refers).

72. REVIEW SCHOOL'S EQUALITY INFORMATION AND OBJECTIVES

This had been covered under an earlier action.

73. POLICIES FOR REVIEW BY FULL GOVERNING BODY

This was covered under the Head Teacher's Report (Minute 60 h) refers).

The Chair of Resources Committee further reported that the Committee would be considering policies on Staff Development, and Attendance, following receipt of updates from Kirklees.

74. GOVERNOR TRAINING AND GOVERNOR VISITS

As earlier reported, Helen Travis had met with the school SENDCo.

Rev Dracup would be coming into school in due course in relation to work in finalising the Christian Vision.

Michael Nolan would be coming into school in due course to look at the curriculum.

75. ANY OTHER BUSINESS

a) Defibrillator

This was covered as an action point under matters arising from the previous minutes.

b) Phonics Training

The Head Teacher reported that the Greetland English Hub would be putting on Phonics for Governors – Free Virtual Event, on Thursday, 28 April 2022, 4 - 5pm. He undertook to forward details to all governors.

ACTION: Head Teacher accordingly.

c) Staffing Matters

See minute 77 below.

76. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS.

RESOLVED: That the next meeting of the Governing Body and its two committees take place at the school on the following dates:

Full Governing Body – 26 May 2022 at 7:00 pm.

Resources Committee – 12 May 2022 at 6:00 pm

Standards and Effectiveness Committee – 12 May 2022 at 7:00 pm.

ACTION: Governor Clerking Service to note.

That the agenda for the meeting of the Governing Body be slimmed down to accommodate a focus on reports from staff on SEND and SDP and that the school invites the relevant members of staff accordingly.

That the school sends out the Terms of Reference for the two committees to new parent governor Mr Sagar, who is to observe at the next meetings to help him decide on which he would wish to serve.

Staff governor Mr Aspey withdrew from the meeting for the following item.

77. Staffing Matters

A discussion took place on potential staff retirements and pension implications. The Head Teacher took note of governors' comments on a proposed way forward.

78. AGENDA, MINUTES AND RELATED PAPERS.

RESOLVED: That no part of these minutes, agenda and related papers be excluded from the copy to be made available at the school.

The meeting closed at 9:12pm.