

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, 27 January 2022.

PRESENT

Cllr P White (Chair), Mrs G Turner, (Deputy Head Teacher), Mr A Bolland, Mrs A Flooks, 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)

37. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Mr P Gibbins (Head Teacher) was absent from this meeting due to ill health. The meeting was led by Mrs G Turner (Deputy Head Teacher).

Reverend J Dracup was absent from the meeting.

It was noted that Gillian Wainwright is not receiving the Minutes.

ACTION: Governor Clerking Service to look into this.

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

The following items were notified to be brought up under any other business:

- Academisation - has not progressed.
- There has been a Defibrillator request by staff.

39. REPRESENTATION**a) End of Term of Office**

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Carl Aspey	Staff	07/02/2022
Gillian Wainwright	Co-opted	27/02/2022

Resignation

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Kate Buchanan	Co-opted	17/12/2021

Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Gary Sagar	Parent	30/11/2021

b) Appointment of a Co-opted Governor

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

40. MINUTES OF THE MEETING HELD ON 9 DECEMBER 2020

RESOLVED: That the minutes of the meeting held on the 9 December 2021 be approved by the Chair as a correct record subject to the following amendments:

References to SEFFI within the document should be referred to as Standards and Effectiveness.

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

- *EYFS. Mr Phil Needham.*
- *Early reading Phonics. Mrs Melissa Hinkin.*
- *SEND. Mrs Melissa Hinkin*
- *Curriculum Intent. Mr Michael Nolan.*
- *Christian Vision. Rev. John Dracup.’*

Should be replaced by:

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

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

‘The DfE has reviewed WIFI/general devices; the specification is acceptable’ should instead read ‘The plan is to rebuild laptops with new versions of Windows. Laptops will be repurposed and loaned to support staff; if support staff must use laptops they reduce the numbers available to children. It was suggested the School must not get into a rolling programme of replacing staff laptops’.

Should read:

‘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.'

Minute 7 Refers. Well Being

'RESOLVED: The Governing Body formally thanked Cllr. Kate Buchanan for her excellent contribution to the Governing Body. The Head Teacher will facilitate handover to Cllr Buchanan's replacement.' should be replaced by **'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.'

41. MATTERS ARISING

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

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

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

ACTION: The Head Teacher to discuss problems with parking at Durker Roods. Closed.

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

42. REPORTS FROM COMMITTEES

a) Standards and Effectiveness Committee

Data was discussed at the Committee and reviewed, as were the assessment results: Year 6 data. Year 5 reading and maths. There is a requirement to ratify five policies:

- Anti-bullying.
- R.E.
- Drugs Education.
- English.
- Accessibility plan.

b) Resources Committee

Funds in the various accounts have all been identified for Period 9. The SSVS separation duties have been signed and submitted. There is a requirement for ratification and approval. On track for completion. No issues outstanding.

There is a plan to buy two more DFE laptops and replace WIFI by the end of March 2022.

c) Premises

The bulk of the spending is on a new external container. There is painting/maintenance being completing, including replacing doors. Trees are arriving mid-February 2022. Regarding the letter for the Queen's Jubilee planting:

Q: Should anybody else be invited e.g., the local Mayor?

A: The person should be impartial. An e-mail to be despatched to the Meltham Town Council clerk.

ACTION: An e-mail to be despatched to the Meltham Town Council clerk.

d) Section 106 Funding

There have been planning discussions between the Chair, Head Teacher and Mr M Wilby (Head of Development). Section 106 Funding is contracted and thus, expenditure plans should be specified; but currently these are ambiguous. It has been agreed that this money does belong to the School. It must be agreed in writing.

e) Carry Forward

Money spent is in the budget; the Carry Forward is money not spent (in the region of £80k). There is usually a C/F of between £60,000 and £80,000. There is a shortage of staff, so we have agreed this funding will be used to fund extra support staff.

f) Benchmarking

Most of the School funding is spent on teaching, with a noticeably smaller proportion, comparatively, on administration. Even though the School has less per pupil comparatively, through effective financial management, there is a Carry Forward.

The funds will be used to pay for an additional member of staff to get us through Covid.

43. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

It was agreed to discuss some agenda items further down the Agenda under the Head Teacher's Report.

The Head Teacher's Report was circulated, prior to the meeting. In the absence of the Head Teacher, it has been agreed to discuss highlights only from that report, as follows:

a) Target 3 School Development Plan – Early reading and phonics.

A decision has been made which will be a very large curriculum change. The July 2021 Government's reading guidance states that where children are not achieving 95% and above, a phonics scheme should be purchased.

The School is at 80% so the School must purchase the scheme. Everyone to be trained to the same standard.

There is a request to the Governing Body for approval to spend £7,500 on the Phonics Scheme, to include a complete set of new reading books, training, online resources and online reading book section. Honley OFSTED report shows the School had a challenging time. As had Earlsheaton. These Schools had a 'Requires Improvement' target; specifically focused on the lack of a Phonics Scheme.

This £7,500 is a one-off cost. The bulk of the cost is for reading books as they all have to be phonic decodable to the exact sound's children have been taught.

There will be a £1k per annum cost to keep the resources (online). Books will have to be replaced. There may be savings in other ways.

Phonics will not replace anything else in the curriculum. There may be less creative writing in reception. During the first term in reception, children will create words and sentences using words they have been taught.

There has never been a problem of reading at the School. Parents do read with children. During Covid, the Year 2 phonic checks the pass rate was 73%. It should have been completed in summer of year 1. Historically, there have been pass rates of 85/87%. This is below the OFSTED requirement for 95%; impacted by Covid.

RESOLVED: That the Scheme of Delegation is £5k. The Governing Body approve the expenditure required for the Phonics Scheme.

b) Teaching staff

Staffing absenteeism due to ill health is creating difficulties.

No applications have been received for lunch time staff.

Two ETAs have been appointed, due to start on 2 February 2022.

c) Attendance issues

Covid is impacting some children and families' abilities to attend school.

d) SEF

SEF amendments are finished. Been reviewed with the Standards and Effectiveness Committee and is to be sent out.

e) Tutoring

Tutoring has started. Charlotte Sanderson is now working on Mondays with children in Year 6. Donna Robb is working with 16 children re: Phonics check.

f) Covid Protection

Masks are continuing to be worn in school.

g) Pupil Survey

The Chair commented that it looks very good; with 98% feeling that adults listen to them. 99.7% felt the school teaches them about respect.

Q: Is there an escalation if families don't attend?

A: Knocking on doors, meetings, notes. It is difficult to manage. There is an attendance officer at Honley High School as part of the pyramid.

h) School VacanciesCover Supervisor Vacancy

There was only one applicant, who was unsuitable due to lack of experience. It has been readvertised.

i) New Early Years Lead

The interview scheduled for 27 January 2022 has been postponed.

j) GDPR

Prior to the meeting the latest SATSWANA information has been shared. The Governing Body had no questions.

k) Staff Pupil Wellbeing.

There is a plan to advertise the SEMH lead to replace Kate Watson. There has been interest in the position, but it is ongoing.

l) Safeguarding

Families are missing from school.

m) KLP Autumn Visit

The report is to be sent out with the agenda for the next Governor's meeting.

n) SATs Week

The School have questioned what the process is if children are isolated during SATs week, but no guidance has been received.

o) Covid Catch up Funding

The Governing Body will continue to be provided updates by the Head Teacher.

p) Monitor of the School Food Provision under Natasha's Law

If there is a multi-pack, there must be ingredients listed somewhere. (re: allergies). The School's lunches are strict and stringent regarding children's allergies etc. There are usually labels provided for the cake stall. The School has a Food Policy.

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

Q: Is the new food process with more choice going well?

A: Yes. There seems to be an improvement.

q) Gender Pay Gap

The School has less than 250 employees.

r) Remote learning.

The policy has not changed.

s) Review School Quality Information Objectives.

Q: Is there an Equality Policy?

A: Yes.

44. KLP AUTUMN TERM VISIT

This was discussed under the Head Teachers Report (Minute 43 refers).

45. COVID CATCH UP FUND

This was discussed under the Head Teachers Report (Minute 43 refers).

46. HEAD TEACHER WELLBEING

This was not discussed due to the Head Teacher's absence.

47. GDPR

This was discussed under the Head Teachers Report (Minute 43 refers).

48. TEACHER APPRAISAL POLICY & TEACHER PAY POLICY.

This was not discussed.

49. POLICIES FOR REVIEW BY FULL GOVERNING BODY.

This was discussed under the Head Teachers Report (Minute 43 refers).

50. GOVERNOR TRAINING AND GOVERNOR VISITS

As agreed at the last meeting, Melissa Hinkin is visiting before half term to review the Phonics. It is agreed that it should not be deferred until the new the scheme is purchased. There is a good opportunity to see the differences once new scheme is introduced.

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

51. ANY OTHER BUSINESSDefibrillator

Staff have been asked for a defibrillator. The defibrillator will have to be within a maximum of 12 minutes' walk. In 2018, the School Board proposed one was not required. It would be placed on an external wall by the Staff Room. It must be fully accessible 24 hours per day. The original arguments for rejecting the proposal are unknown; there is responsibility with owning one. A Charity will install it and train accordingly, but the school is responsible for the small amount of electricity. It must be associated with a building which has fixed power. Training requirements are limited as the machine is highly intelligent.

Q: Will the Lions help us?

A: Yes. They want to support this.

The solution is to respond that there has been a change of leadership, and that the school would now wish to approve installation of the defibrillator. There are 10/12 people first aid trained.

RESOLVED: That the Governing Body approves installation of the defibrillator at a ballpark cost of £600.

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

52. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS.

RESOLVED: That future meetings of the FGB Meeting take place on the following dates:

Full Governing Body – 31 March 2022 at 7:00 pm.
Resources Committee – 17 March 2022 at 6:00 pm
Standards and Effectiveness Committee – 17 March 2022 at 7:00 pm.

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

53. 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.