

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, 17 September 2020.

PRESENT

Cllr P White (Chair), Mrs K Archer, Mr C Aspey, Mr A Bolland, Cllr K Buchanan, Reverend 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 and Mrs G Wainwright,

IN ATTENDANCE

Ms L Lancaster - Minute Clerk.

1. ELECTION OF CHAIR

- RESOLVED: (i) That nominations would be accepted from governors not present at the meeting.
 (ii) That the end of the office term would be 14 September 2023.
 (iii) That a tie would be resolved by voting system.

There had been no applications to replace Cllr P White, who had volunteered to be appointed for another full term. Stability was critical in this current environment. Succession planning was required over the next year.

RESOLVED: That Cllr P White would agree to continue as Chair of the Governing Body for the next full term, ending on 14 September 2023.

Q: If there are no internal candidates can external recruitment take place?

A: Yes. Ms Val Flintoff, Kirklees Council can support that process.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Ms G C Turner.

(a) Protocols on Apologies and Consent to Governor Absence

RESOLVED: That the consent to governor absence will be decided on an individual basis depending on the circumstances.

(b) Code of Conduct

RESOLVED: That the Governor's would adopt the NGA Code of Conduct.

(c) Declaration of Business Interest

RESOLVED: That the Governing Body had updated and published their Declaration of Business Interest Information on the school website for compliance.

(d) Get Information About Schools (GIAS)

ACTION: The Governing Body was unclear of the requirement for Get Information About Schools. Minute Clerk to confirm the process.

Authority Note: GIAS is required to be kept up to date and we would ask that the school keep this up to date.

(e) Alternate Arrangements for Remote Meetings

RESOLVED: That the Governing Body approved the use of Zoom for future Governing Body and relevant Committee Meetings.

Reverend J Dracup declared an interest as he was a Governor at Helme School.

ACTION: Declaration of this Interest to be completed online and posted to the school Website.

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

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

- Future meetings to be held on Zoom.
- Schools out.
- Road Safety Week: how was the school preparing for this? Usually there was a yearly visit, with safety experts attending school to work with the children. This was likely to be a virtual meeting.

ACTION: The Head Teacher to confirm the Road Safety Week plan.

A Governor suggested it would be preferable for this to coincide with the Town Council event, and for the school to be linked, even though this would be a slimmed down version. A sticker, to be placed on bins, would be sent out stating 'watch your speed'. Stickers were also to be placed on the 20 mile per hour zones. Information would be circulated to all Meltham residents by 16 November.

- Meltham.org stories.

4. REPRESENTATION

RESOLVED: That the Governing Body agreed that the current situation was too uncertain for recruitment of the parent governor at this time. There was one parent governor at the moment. As there was a very positive response from parents last year, the Head Teacher would circulate a note to parents.

ACTION: Parent Governor Vacancy to be parked and reviewed in March 2021.

RESOLVED: That the Governing Body agreed that the constitution should stay at 12 governors in total.

Authority Note: Governors are asked to note that the current composition of the Governing body is 16.

5. ELECTION OF VICE-CHAIR

RESOLVED: That the Governing Body approved the continuation of Mrs Hinkin as Vice-Chair for a further three years. The end date would be 14 September 2023.

6. REVIEW OF COMMITTEES

RESOLVED: That the Committee Membership and structure be as follows:

Standards and Effectiveness Committee

Mr Carl Aspey
Cllr Kate Buchanan
Mr Phil Gibbins
Mrs Melissa Hinkin
Mr Phil Needham
Mr Michel Nolan
Helen Travis
Mr Paul White

Resources Committee

Mr Carl Aspey
Mr Phil Gibbins
Mr Anthony Bolland
Mrs Annette Flooks
Ms G Turner
Cllr Paul White
Mrs Kirsty Archer
Mr Kevin Stephenson
Mrs Gillian Wainwright
Reverend John Dracup could engage as required.

Complaints Committee

Cllr Kate Buchanan
Mrs Helen Travis
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 Performance Committee

Mrs Annette Flooks
Mr Phil Needham
Mr Kevin Stephenson.

7. APPOINT GOVERNORS

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

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

There was some discussion around the role and job description for the Wellbeing Governor. It requires a person to work closely with Kate Watson, who is the Wellbeing Lead. Mr P Needham volunteered, and was approved for this role.

Q: Can volunteers come into school in the current environment?

A: No. This has been limited. Only staff are allowed inside the building. Remote interactions required. For ongoing review, as this will likely change over time.

Q: Is SIAMS on the list?

N: No. The SIAMS Governor will be required for inspection which is expected this year, around Easter.

ACTION: Can Rev John Dracup make some time to support the Head Teacher?

8. CHAIRS DELEGATED POWERS

RESOLVED: That the Governing Body delegates to the Chair the power to carry out the following delegated duties:

- (i) Change of date of a scheduled meeting, for good reason.
- (ii) Chair's powers to grant retrospective consent to absence in the event that a governor would have become disqualified if the matter had to wait for the next governors' meeting.
- (iii) To determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available at the school.

9. DELEGATION OF FINANCIAL POWER TO HEAD TEACHER

RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:

- (i) Planning and conducting the affairs of the school to remain solvent.
- (ii) Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority's (LA) financial regulations and standing orders and maintaining a sound system of internal controls.
- (iii) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.
- (iv) 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.

- (v) That the financial limits of this delegated authority remain as £5,000.

10. MINUTES OF THE MEETING HELD ON 9 JULY 2020

RESOLVED: That the minutes of the meeting held on 9 July 2020 be approved by the Chair as a correct record.

11. MATTERS ARISING

- (a) Role of Wellbeing Governor (Minute 69 refers)

This Action had been Closed.

- (b) CPOMs (Minute 73 (b) refers)

All class teachers had access to their class pupils' information. There were a number of technical problems which required resolution. CPOMs was better than the current paper-based reporting system. The paper-based system had a reminder and diary weakness, but the electronic system improved that. Safeguarding records could be sent between schools electronically. However, it would take years to upload historical records. Holistic understanding of the issues, etc. surrounding safeguarding were improved by the e-system.

Training opportunities had been reduced because of the pandemic impact.

Q: Does this work for each year group?

A. It changes every year e.g. is updated.

ACTION: (i) Cllr Paul White requires a better understanding of CPOMs.
(ii) CPOMs to be removed as standard item.

- (c) Contractor Pay (Minute 73 (d) refers)

This issue remained outstanding.

ACTION: Mr Phil Gibbins and Cllr Paul White to resolve this issue with Jackie.

- (d) Health and Safety Risk Assessment (Minute 73 (e) refers)

Aspects of Covid infection spread were difficult to assess whether high, medium or low. The risk assessment had been written to include a list of mitigations. This Action was Closed.

- (e) Use of Personal Phones (Minute 79 refers)

Q: Occasionally teachers will like or follow something inappropriate on the School Twitter Account e.g. content containing political and/or swearing on the tweet. Should there be any restriction on school branded twitter accounts can follow and like?

A: School twitter is for parents to have a window on school life and it should not be used for anything else. Educational commentators can be

followed, and care is required. Twitter use if not expressly included in the policies. It should be covered in teacher's values, etc.

ACTION: The twitter policy to be reviewed. Cllr Paul White.

12. REPORTS FROM COMMITTEES

There are no reports from Committees. Future meetings were in the diary.

13. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

(a) School Re-Opening

School life had been hectic. Staff had been fabulous. All staff, including those who were anxious, had been willing to return to school. Cleaning, kitchen and support staff had worked extremely hard.

Improvements must be made by the end of September to the remote learning offering. Feedback from parents and staff was being included, and learning would be accompanied by a timetable to help parents and children.

There had been 14 families with children taking Covid tests; all negative. The new and diverse routines to support children and keep staff safe had greatly increased teachers' working hours. Governing remote learning, whilst providing class teaching was very difficult. Teachers were using planning time to deliver resources to the remote platform by 1 October. Planning had been adjusted. Extra planning for hypothetical closures was complex, with considerations regarding system use, training, workload, safety, as well as additional requirements needed.

Q: Have any families chosen home learning?

A: No.

Children were delighted to be back. Some staff had been shielding. Four of the children who had been asked to go home and access coronavirus tests were asthmatic, complicating the process. Parents were supportive and following the process.

Q: What were the attendance numbers on the first day?

A: Almost 100% (2 children absent). Attendance has been high. One child was on holiday quarantine.

Kirklees had an attendance rate of 82% across the borough, and nationally it was 84%. 3 staff had missed time because of their children seeking a test. Timescales for test would impact the capability to run the school. If there was a positive Covid case Kirklees Emergency Planning and/or Public Health England would be involved directly from the test result. Kirklees would decide how to proceed and the levels of closure. Kirklees would provide the letters to be sent and decide to whom and how to inform parents; the Head Teacher had some discretion over this. There were 10 Covid tests in school for exceptional circumstances for families which could not attend a test; but could be used for staff. More could be ordered but there were restrictions.

(b) The School Development Plan

Every Head Teacher in the Pyramid was a Health and Safety Officer.

The following Plans were being written:

- The Wellbeing School Development Plan. Author. Kate Watson.
- The Curriculum, Author. Sarah Drake, and Phil Gibbins.
- The Recovery Plan, Author. Gill Turner.
- Curriculum development and mental health is ongoing.
- SEND, Author Rebecca Myers and P Gibbins

ACTION: At the next Governor's Meeting the Head Teacher would be able to share work in progress documentation.

There were certain restrictions. Teachers could not work in groups to improve the Geography Curriculum. Safety measures were high focus. Large assemblies could not be held. Ensemble or large choir singing was not allowed. Staff were under a lot of pressure/stress. The Deputy Head was managing this area.

ACTION: The RAG Rated Development Plan to be sent to Cllr Paul White by the Head Teacher.

Q: Baseline assessment of children – will this reveal awful gaps in e.g. spelling? This will influence what the School Development Plan should include.

A: There is always an argument for writing this as a live document.

(c) SIAMs and OFSTED

There would be both SIAMs and OFSTED this academic year. OFSTED were dipping in and offering helpful ideas, without judgement, this term.

The school was nearly full which was excellent as the School lost pupil premium last academic year. The Statement was being written and reviewed for website publication at the moment.

Q: Where are pupils coming from?

A: All year groups. Influx of children filling the gaps. Only two year groups not full.

(d) Staffing

There had been a small reorganisation. The reception teacher had been moved from Reception to year 6. The KS1 Lead teaches in Year 3 for 1 day and EYFS for one morning each week. The new Year 1 teacher was very experienced.

Q: Is there ongoing concern about adequate time for management? Is the Head Teacher teaching?

A: No. There is insufficient time. The Acting Assistant Head teaches 4 days. There are 4.5 days support from the Assistant and Deputy Heads.

The School was recruiting a maternity post. Governors would be required to help with that recruitment. The post had been shortlisted by the Head and Deputy Head Teacher. Almost all of the 24 applicants had been NQT's. The Head Teacher had contacted Kirklees Council to ascertain the process for recruitment during these times. For example, the Head Teacher could not observe teaching, compounded by the fact that they were NQTs. The alternative was not to appoint and recruit supply teachers.

ACTION: Help required from the Governing Body to support this recruitment process.

Q: Is there any more funding for Covid?

A: The School received some back funds from July to cover soap, paper towels and bins. Kirklees insurance for teacher illness covers teachers but this school does not pay it. Support staff is not covered.

(e) Premises

The Roofing had been completed. Any remaining scaffolding would be quickly removed.

(f) Teaching and Learning

SATs would go ahead as normal in Years 2 and 6. Children had only been back for a week. There was a numeric system to assess wellbeing. Assessment would be based upon children's engagement, appearance, attendance, passivity, behaviour and social and emotional response. The scoring system would be used to identify children of concern. Money had been spent for forest school. Government funding of £80 per child would be spent on the Forest School (but some of this may be added to Sports Premium, should it meet the criteria. The Head Teacher to clarify). Each class would be given sessions each year.

KS1 had started language development, which was a class focus. The loss of early language resulting from the pandemic could be vast. Each class teacher was assessing their class individually. By the end of September 2020, teachers would baseline reading, maths and phonics. The school was taking a soft approach, with class teachers empowered to decide how and when to include the baseline assessment(s). By the end of September all children, except foundation, would have been tested. Some children may require a tutor.

Q: Will there be feedback at the next Governors meeting?

A: Yes. There is a need to take a broad average, accounting for lockdown periods.

There had been a wide differentiation of learning during lockdown.

Phonics checks had started in years 3, 4 and 5, which was unusual. Money would be spent on licences for online phonic and spelling support packages.

ACTION: Data to be provided at the next Governor's meeting.

Q: How will parents get feedback?

A: At parent's evenings in November.

There was uncertainty around the exact arrangements for parents' evenings at the moment. But it would go ahead in some form at the usual time.

(g) Safeguarding

During July incidents of domestic abuse rose slightly. One child was subject to a Section 47 Child Protection Plan during this period. There were a few concerns from families with a history of issues. Free School Meals were being dealt with by Kirklees Council.

Q: There is a white van approaching children in the Meltham area, what action is being taking?

A: Head Teacher will ask parents to be vigilant in tomorrow's headlines communication. Some parents are very anxious about this.

Parents were also to be reminded about the need for distancing and staggered times.

14. HEAD TEACHER WELLBEING

The Head Teacher was working long hours and the pressure was constant. This would be anticipated in a new role; and these were exceptional circumstances. Staff had been great and supportive. There were many questions from parents and a great volume of reading material to process.

A Governor formally commented that the new Head Teacher was very supportive to the staff and he presents a very calm, patient and supportive position to everyone. A superb start.

Q: Are unions being useful?

A: Yes. Very helpful and supportive in establishing clear and accurate risk mitigation tools. They have been quiet and appear to understand the situation.

Q: Would the Governor Meeting time change be helpful?

A: No.

15. CPOMS

Nothing to report.

16. GDPR REPORT

Nothing to report.

17. USE OF STAFF PERSONAL PHONES

The use of personal phones had been tightened. During lockdown, with reduced staff, personal phones had been used for emergency, which was more relaxed than usual. There were a number of issues to consider within the policy:

- What can people access on their own phone?
- What happens if they lose the phone? Do they keep it padlocked?
- What access codes are required?

Q: Can the School put an app on the phone to control the use of data?

A: Needs to be looked at as part of the policy.

IPads were secure as they were school property. School e-mail on employees' phones could be restricted. CPOMs was not allowed on phones.

ACTION: The recommendation was to have the highest level of security. Use of personal phones should be added in writing to the GDPR Policy.

18. FINANCIAL MANAGEMENT AND MONITORINGSchool Fund Audit Report

Discussion took place regarding the precise requirements for this reporting, and audit. The audit would be deferred until the correct process was understood.

ACTION: The Chair and Head Teacher to ascertain the process and finance detail required for the Formal Monitoring Report.

Minutes of the Finance Meeting were distributed to everyone on a business as usual basis.

19. TEACHER APPRAISAL

The School always adopted Kirklees teacher's pay recommendations. The Unions had published the support staff pay rise at 2.75%. The School had budgeted for 2% from April 2020.

20. POLICIES FOR REVIEW BY THE FULL GOVERNING BODY

RESOLVED: That the Whistleblowing Policy had been reviewed and approved by the Full Governing Body.

21. GOVERNOR TRAINING AND GOVERNOR VISITS

None in the current environment.

22. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2022/23

RESOLVED: That the formal arrangements for PAN would remain, and were documented, at 60 pupil on entry. No comments were recorded.

23. GOVERNOR TRAINING AND GOVERNOR VISITS

None recorded during this period.

ACTION: Governor visits to be reviewed for the Spring Term.

24. AOBMeltham Schools Out

The club manager had retired but was continuing with admin until an appointment was made at the end of October. A play worker had been promoted to lead play worker, giving parents a consistent point of contact within the club. There were three distinct bubbles. Reception 1, 2; 3, 4 and 5, 6. Bubbles cannot mirror the school structure. There were 80 children in the Schools Out Club. Although there was risk, it was perceived to be less risky than other childcare options which parents may need to adopt without Schools Out. It was as safe as could be possible. The school could possibly appoint an external administrator later but would continue with current staffing arrangements at the moment.

25. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

- RESOLVED:** (i) That the next meeting of the Resources Committee be held on Zoom at 6.00 pm on Thursday, 5 November 2020.
- (ii) That the next meeting of the STEFI Committee be held on Zoom at 7.00 pm on Thursday, 5 November 2020.
- (iii) That the next meeting of the Governing Body be held on Zoom at 7.00 pm on Thursday, 26 November 2020.

26. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

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

The Chair closed the meeting at 10.00 pm.