

THE GOVERNING BODY OF MELTHAM CE (VC) PRIMARY SCHOOL

Minutes of the Meeting of the Governing Body held at 7:00 pm via Zoom on Thursday, 26 November, 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.

27. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

No apologies were received.

There were no Declarations of Interest.

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

There were no items of any other Business notified.

29. REPRESENTATION.

29.1 Governors are asked to note the Parent Vacancy.

ACTION: Parent Governor Vacancy to be put on hold and reviewed in March 2021.

29.2 Appointment of a Co-opted Governor

This item was not discussed.

30. MINUTES OF THE ANNUAL MEETING HELD ON 17TH SEPTEMBER 2020

RESOLVED: That the minutes of the meeting held on 17 September 2020 be approved and signed by the Chair as a correct record subject to the following amendments:

Minute 6: Committees. Mrs G Wainwright to be added to the attendees to the Resources Committee.

Minute 7: Pupil Premium. Mr Phil Gibbins, Cllr Paul White.

Minute 24: 'The lead Play Worker has retired' should be replaced by 'The Club Manager has retired'

'Bubbles should mirror the school' should be replaced by 'Bubbles cannot mirror the school'.

'The school would appoint an external administrator' should be replaced by 'The School could possibly recruit an administrator'.

31. MATTERS ARISING

The following matters arising from the Minutes dated 17 September 2020 have been RESOLVED:

a) Notification of items to be brought up under any other business (Minute 3 refers)

RESOLVED: The Town Councillor has started working on this. The Wheelie bins signs have been despatched. The Road safety posters have been completed, which the children have been discussing. There are prizes being offered which are as follows:

- Towndoor £250;
- Rosenbauer are donating a number of prizes including a toy fire engine'

b) Contractor Pay (Minute 11c) refers)

RESOLVED: The amount of Contactor work has been increased to enhance pay.

c) Use of Personal Phones (Minute 11e) refers)

RESOLVED: The Head Teacher and Chair discussed the Twitter policy. It was also discussed in the STEFFI sub-committee.

d) The School Development Plan (Min Tte 13 b) refers)

RESOLVED: The School Development Plan has been circulated.

e) Safeguarding (Minute 13g) refers)

RESOLVED: White Van, This became a national story and communicated on social media. It appears to have been a conspiracy theory. The white vans seem to be involved in parcel delivery.

32. REPORTS FROM COMMITTEES

a) Resources Committee

The meeting minutes were reviewed and highlights from the Resources Committee are as follows:

- The budget was on target.
- The Insurance Policy does not cover Covid. The Kirklees Insurance Policy would be much more expensive.
- The Government Catch-Up Fund is being utilised differently across schools. The School will spread these funds thinly across different budgets. The School must be clearly accountable for the expenditure and demonstrate allocation to Covid Catch-Up. The Chairman raised the use of these funds

at the Scrutiny Meeting of Children's services. It was agreed that the process was confusing. A report for the Scrutiny Committee will be produced in January 2021. Kirklees Council is concluding guidance on expenditure use.

ACTION: The report and guidance will be brought and shared at the next Full Governing Body Meeting.

- Ward funding is available. There is also potential for '106' funding, resulting from large, local, housebuilding projects, donated to local schools. This is being reviewed but should exceed £200,000.
- Funds are required to increase capacity at school, with the potential to spend funds towards school grounds improvements. Much discussion has occurred but it is currently parked.
- School funds are being managed well. There are funds in the Special Reserve Emergency Account.
- Premises. The roofing work has been completed. '106' funds can be utilised for outside improvements.
- Sports coaching. The School has increased the hours of all three contractors significantly to increase pay.

b) STEFFI Committee

The meeting minutes were reviewed and highlights from the STEFFI Committee are as follows:

- The Safeguarding update has been completed which was missed during summer 2020.
- Annual Safeguarding Audit.
- The SEND summary has not been covered but the documentation is underway and work has been completed.

The following policies were reviewed:

- i. RSHE.
- ii. Assessment
- iii. Admissions
- iv. Safeguarding.
- v. Health and Safety.

RESOLVED: All Governors approved that the policies above be adopted.

33. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The detailed Head Teacher's Report was distributed to all Governors during the meeting. Highlights from the report are as follows:

a) School Visits

- There have been no educational visits completed because of Covid.
- The School has completed some remote meetings for parents.
- Photographers have been into school.
- Parents have been around the perimeter of The School.
- There has been a Honley High School visit. The process for supporting visits safely is well understood. There is nobody allowed on site unless for essential business. Remote working is used where relevant.

- Existing Volunteers are returning to the School but the plan is not to recruit more at present.

b) Building Works

- Two Smart Boards are to be completed this year: smart panels have been ordered. Teacher wellbeing is high on the agenda and IT working well is critical to teacher wellbeing.
- The phone based parents evening has been completed. It worked very well and was both efficient and effective. No appointments were missed and feedback was extremely positive.
- Mr C Aspey was formally thanked for sorting out the infrastructure for remote learning and staff worked very hard. The School is particularly proud of its ability to support remote working as the quality of the remote support for children across Kirklees is mixed.
- The work on the roof is finished.

c) Training

- Diabetic nursing training has been completed.
- The Head Teacher is engaged with the Induction Programme which has been great value for money. There is excellent support from The School employees and other Kirklees' Heads.
- Paediatric and Dyslexia training has been completed for support and teaching staff, week commencing 23 November. Dyslexia training to be delivered remotely on 27 November 2020, with the ETA and Cover Supervisor completing the training week ending 27 November 2020.

d) Staffing and Recruitment

- There has been a two week closure of the foundation stage class due to a positive Covid test. It worked well, as children interacted and social media use was incredibly useful for sharing completed work. The effectiveness of Twitter use starts strongly lower down school but is dependent on use by teacher and parent take-up. Older children are more independent, whereas the younger children require much more support. Ms Jenny Osbourne did a wonderful job.
- Mrs Dawn Steer, Cover Supervisor, spent two weeks in Year 6, flexibly covering a teacher isolating at home. Mrs Steer has been paid up to an HLTA rate rather than as a cover supervisor.

ACTION: The Governing Body wishes to record a formal thank you to Dawn Steer for her incredible work.

- Flexible utilisation of staff is essential through these difficult times but despite the excellent endeavours of staff, not all gaps can be covered; for example, SIMS and pastoral support. The curriculum is broad and balanced but it has had to be narrowed with more learning outdoors e.g. games, PE and Forest School. The School is maintaining core curriculum requirements.
- The Head Teacher is very pleased with the appointment of the teacher, Jonathan Davies, whom the Head Teacher observed today.
- The Head Teacher supports staff and pupils in a remote manner, including in the playground.
- Although a member of the office staff is leaving, the role has been filled.

- The School is recruiting a cover supervisor, for Year 6. There have been 6 applicants, with a plan to interview on the 11th December 2020. The successful applicant will commence after Christmas (with one paid supply day to attend School before Christmas).
- There is a vacancy for lunchtime staff, which is difficult to fill due to the working pattern, but the School will keep trying.
- The Head Teacher met the new KLP, Mr David Rushby, who attended part of the Governor's Meeting. He was formally welcomed by the Governing Body. Mr David Rushby introduced himself, explaining his background in education and business.
- Mr David Rushby gave the Head Teacher targets of firming up his Leadership Team, and to consider which of his members of staff would be suitable to fill those roles.

ACTION: The Head Teacher and Chair to discuss this situation.

- The Hub is interesting and very active, with the production of schemes, mental health activities including Christmas.

ACTION: The Chair wished to formally thank the Head Teacher for producing a full document.

- The Staff Wellbeing Survey was discussed in detail. The survey has been split between Teachers, support and admin staff. There is a common thread that all staff are concerned and anxious about 'not being able to switch off'. Life is hard inside and outside of school. Staff feel comparatively safe in school. The Head Teacher gives high levels of support but this cannot counter the high levels of Covid in Meltham. A number of parents have tested positive and there have been closures. Staff use different staff rooms, implement remote meetings and there are class bubbles. There are people to talk to, however, it is impossible to give 100% safety. There are support staff necessary to support a common timetable required to work across bubbles. The positives do outweigh the negatives.

Q: Mr P Needham wanted to know if he should be setting up a ZOOM meeting with Kate Watson

A: The Head Teacher is concerned about Kate's time. She has only low TLR for the Wellbeing role. So, this is not the right time to fulfil that. The Head Teacher will pass that on.

ACTION: Mr P Needham to provide his e-mail address to the Head Teacher so this can be fulfilled. Mr P Needham's role with Wakefield Council provides much Wellbeing information to share.

e) Teaching and Learning

- Children Wellbeing is an issue, as expected. 97% children are happy in school and feeling safe. The Head Teacher has detail within the spreadsheet of those children requiring extra support.
- The School Development Plan has been distributed. There are areas of ongoing focus, such as dyslexia support. The Curriculum will be Ofsted focused.
- Phonics is being taught and tracked. Year 2 take phonics screening week commencing 30 November 2020; these tests also include children who missed phonic tests last year. Screening results target is to return to the LA by approximately the 11th December. Children who fail the test will re-sit

with Year 1 in 2021. There are 70 more children requiring spelling and reading intervention (Phonics tracks all years 1 and 2. Phonics will screen Year 2 to Year 6 for weaker children). This will result in 70 licences which is paid through the Catch Up Fund.

- The September baseline benchmarks 2019's last test. Children in Yr6 take the end measurement for the year, providing an indicator of standardised scores for fall-back. It is unreasonable to assess children against a formal test after 6 months out of school. Assessment will be 'soft', with teachers considering the performance and optimum delivery, with consideration of the children's mental health impact. The first set of actual tests will be delivered in the next few weeks. Target setting in 2020 for teachers and children shows some fall-back in every year, which is being analysed. The root cause is unclear as there are multiple factors to consider, including amount of time spent outside of the classroom. What is clear, is that the shortfall is in Maths in all year groups. The School will evaluate the next steps to try to form a clearer picture. The key objective is to help children catch up not improve overall school rates.

Q: Does the Catch Up have to be spent on academic or wellbeing support?

Q: Observation suggests that there are a small number of misbehaved individuals in class impacting on the wider pupil cohort. How are those individuals supported?

A: Money spent focused on 'self-esteem'. Funding will be a small proportion in terms of tutoring which will cost approx £900, for 9 children for 15 weeks, for 1:1 input: £1800. The Catch Up fund is £31,000. There is a need to look at disadvantaged children. The new appointment funded from Catch Up fund will help with pastoral support. Pastoral and extra support will be funded. The School uses White Rose for 1:1 tutoring.

- Mr David Rushby, the new KLP, has set the Head Teacher three targets:
 - i. Write and updating SEF.
 - ii. Clarity of appointments to SLT.
 - iii. Curriculum Development.
- The Head Teacher can view the report on Perspective but cannot edit it.

ACTION: Nicky Sykes to be contacted to sort out Perspective.

ACTION: The Head Teacher to circulate the report to the Governing Body when approved.

- There is limited scope to offer IT support for home working children. The Survey has been completed. The School is trying to recondition equipment, which has its limitations. There is a small excess budget for purchase of laptops. The desire to give out small devices needs improvement, there is a small amount of equipment but insufficient. There is limited capacity to increase in-class laptops. The School will give away laptops in KS1. There have been some good quotes to purchase a bank of laptops for use within the school. This will enable help to be provided to families isolating requiring remote access. It is feasible to spend £5,000 and for the funds to be requested.

Q: Can this be funded through Catch up?

A: Yes.

ACTION: The Head Teacher to determine the optimum funding method and discuss with the Chair if there are difficulties. There are funds available in the No 2 Account.

Q: Was the plan to buy another set of up to date computers and release the second generation out to those who need it? Is it just computers or Broadband or internet which is the issue?

A: There are some Broadband issues and struggling families are identified. There is a rough correlation with those children accessing free school meals and requiring IT help. These particular families can be offered some help.

Q: Is it absolutely necessary to wait to help these families, if the urgent need is now? Could we use the £10,000 in the accounts and recover the funds later?

A: The funds are being agreed and approved. The Head Teacher will apply for the funds via the Chair.

Q: Is it Covid specific?

A: Yes.

- There are telephone, Health and Safety Inspector Assessments taking place. The focus is on adult to adult Covid safety and infection control, as there is a lot of spread via teachers/staff. School signage is important and to ensure there is no complacency across the School. The risk assessment is in train with completion by the Head Teacher by the end November 2020.
- The School has sent a number of staff home. The risk assessment must be robust. There must be strong signage for parents and teachers. Long Covid is impacting staff, with one member of staff returning part time, and another off on sick leave. The reduction in staffing negatively affects the pastoral role.

Q: How easy is it to recruit Supply teachers during the pandemic?

A: The School has no problems and the School has a list of supply teachers who work with the School. The Primary Sector is coping better than the Secondary Sector. The focus on supply is relationship building and behaviour management, rather than curriculum.

Mr P Needham noted that the Head Teacher was doing a great job in difficult times and wishes to formally thank him.

The pandemic has reduced the tools and resources at the schools disposal. Challenging children are at risk of being excluded, which has occurred in other schools within the Pyramid. The School avoids this wherever possible. Trying to keep bubbles discreet means utilising staff in a different way. Some children are having to put up with demonstrative behaviour at times.

f) Safeguarding

There have been a few referrals, namely two to social care and a few to the GP, but not to the School.

Mr M Nolan commented that the report was very reassuring, with good short term measures in place and medium term measures to prepare for OFSTED inspection. He expressed a formal thank you to the Head Teacher.

g) Budget Statement

The Budget Statement has been produced. The Finance Report/Accounts and Budget Statement has been circulated and discussed. The Head Teacher wants to be flexible with the budget. The plan includes costs for:

- Cover Supervisor to work with SEND needs and cover gaps in teaching.
- Intervention programmes, digital reading and spelling.
- Digital Standard assessments and tests.
- Maths Tutors.
- Phonics tracking costs.
- Additional costs for part time staff for Social and Emotional Wellbeing.
- There has been overspending on Forest school which will go into the Catch-Up Fund. Many children have not attained expected language in Yr1 and yet are expected to develop written skills. Teachers do use Rich Language. Verbal development is important. Forest School is for Years 1 and 2. Parents and staff have said thank you for that opportunity. Ruth Patterson has done a brilliant job. Parents and staff have asked for this to be formally communicated.

ACTION: The Head Teacher and Chair must discuss the funds. The Chair to call the Head Teacher on the 27 November 2020. The Head Teacher to e-mail the Chair with his mobile numbers.

ACTION: There is a requirement to add the Budget Statement to the Finance Report. The SAT report shows all balances agreed. This should be a sufficiently detailed picture and if it requires adjustment, it can be done so at the next meeting.

RESOLVED. The Governing Body approved the Budget Statement and Finance Report and Accounts.

34. HEAD TEACHER WELLBEING

This was covered in the Head teacher's Report.

35. SAFEGUARDING

This was covered within the Head teachers report.

36. GDPR

This was covered within the Head teachers Report.

37. TEACHER APPRAISAL POLICY & TEACHER PAY POLICY

This Policy appears to be outstanding from Kirklees.

ACTION: To add to the forthcoming Agenda.

38. POLICIES FOR REVIEW BY FULL GOVERNING BODY (IF ANY)

The policies reviewed and approved are to be found in the STEFFI Minutes. EYFS Policy is outstanding and is currently out of date, Jill Turner is working on this policy.

RESOLVED: RFHE. Assessment, Admissions, Safeguarding Addendum, Health and Safety Policies all formally approved by the Governing Body.

39. GOVERNOR TRAINING AND GOVERNOR VISITS

Governor Visits are on hold.

ACTION: The Governing Body is awaiting instructions from Kirklees Council regarding this process.

Reverend J Dracup requires SIAMs training. The Chair suggested that it is possible that Mr Rupert Madeley will have many resources available.

ACTION. The Head Teacher, the Chair and Reverend Dracup to meet in the New Year to consider the report and requirements for new SIAMs.

40. ANY OTHER BUSINESSa) Head Teacher Appraisal

The process for completion of Head Teacher appraisals was discussed. The Governing Body consensus was that the Governors have the requisite expertise, in depth knowledge of the school and its culture, and should be responsible for Head Teacher Appraisals and target setting, with additional support from the external KLP.

ACTION: The Head Teacher and the KLP to discuss how to progress with this.

Q: Is this a paid for service for KLP?

A: Yes.

b) Out of School Club

A new manager has been appointed, subject to references and DBS, with the appointment of the Deputy imminent. The new manager has experience in administration and of working with children, with councils and other authorities. The current manager is happy to support handover for as long as it takes.

41. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meetings of the governing body will be held as follows:

Resources Meeting 14th January, 2021 at 6.00pm
 STEFFI Committee 14th January 2021 at 7.00pm
 Full Governors Meeting 28th January, 2021 at 7.00pm

The meeting finished at 9.30pm.

42. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

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