

THE GOVERNING BODY OF FLOCKTON CE (C) FIRST SCHOOL

Minutes of the meeting of the Governing Body held via Teams at 6.30 pm on Monday, 4th April 2022

PRESENT

Mr R Michael (Chair), Mrs E Bulmer, Sarah Hull, Helen Kerr, Josephine Lavery, Emily Hurst, Emma Johnson

In Attendance

Mrs A Sahota (Minute Clerk)

Sonia Latham (Associate Member)

| Item | Minutes | Action |
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| 3086. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST | Apologies for absence were received from Kirsty Rowlands (consent, Reverend V Keating, and Mrs J Metcalfe (consent). There were no declarations of interest. All outstanding Business Interest forms had now been returned except one. The clerk agreed to follow this up. | |
| 3087. NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS | The following items were reported to be raised under Any Other Business: <ul style="list-style-type: none"> • Multiplication check • SIAM SEF • Afterschool Club • Governor invitation to Lunch • Academy – update | |
| 3088. MINUTES OF THE MEETING HELD ON 14 th FEBRUARY 2022 | RESOLVED: That the minutes of the annual meeting held 4 th February 2022 be approved by the Governing body as an accurate record of the meeting. | |

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| 3089. MATTERS ARISING | <p>(a) <u>Deletion – See Minute 3099</u></p> <p>(b) <u>Car Parking – Update (Minute 3083 (a) refers)</u></p> <p>Mrs Bulmer advised that she had emailed the Club secretary and believed that the concerns would be addressed at the next club meeting on the 11th of April 2022.</p> <p>Mrs Bulmer would update governors when a response was received.</p> | <p><i>Mrs Bulmer to report back at next meeting</i></p> |
| 3090. REPORTS FROM COMMITTEES | <p>Since the last full GB meeting the following committees had met.</p> <p>(a) <u>Minutes of the Children and Learning Committee meeting held on 16th March 2022</u></p> <p>Minutes of the meeting held on 16th March 2022 had been placed on SharePoint for governors.</p> <p>RESOLVED: That the minutes be noted and approved as a correct record.</p> | |

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| | <p>There were no matters arising to report on which wouldn't be picked up during the course of the meeting.</p> <p>(b) <u>Minutes of the Safety and Resources Committee meeting held on 28th March 2022</u></p> <p>Minutes had been placed on SharePoint for governors.</p> <p>RESOLVED: That the minutes be noted and approved as a correct record.</p> | |
| <p>3091. HEAD TEACHERS REPORT DATA REPORT AND GOVERNORS' QUESTIONS</p> | <p>A copy of the Headteachers report had been placed on SharePoint, prior to the meeting, for all governors to access and allowing an opportunity to send questions in advance to Mrs Bulmer.</p> <p>(a) <u>Attendance</u></p> <p>It was reported that the School currently had 19 children applying for places in 2022. Four of the children were in catchment area. Also, there was another pupil who would be joining Year 4 after Easter.</p> <p>Q: Would the children in the catchment area get a place? A: A lot happens between allocation of places to children actually starting (movement, change of mind etc) lots of things could happen to change this as it's not confirmed. However, if all 15 places were filled the 4 children would not get a place. They could go to appeal and if successful this would force the PAN above the 15. If we decide to go above that we would have to fund a new teacher for 4 pupils which doesn't equate to enough money and would therefore be an issue. If we go over it could also have implications on the following years intake as we are still only able to take 30 in the infant class, we cannot go above. However, if a child gets a place through an appeal, it is admissions that have given the child a place so we can go over the 30.</p> <p>Q: Do you mean 4 of the pupils are not in the catchment area? A: No, there are 19 pupils in the catchment area who have applied for 15 places which is different from last year.</p> <p>(b) <u>Attendance Review</u></p> <p>Each parent had received an attendance update on 7th March 2022. This included letters recognising outstanding attendance.</p> | |

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| | <p>(c) <u>Safeguarding</u></p> <p>Mrs Bulmer advised governors that there had been no safeguarding incidents or exclusions this term or any racist or bullying incidents to report. Furthermore, there were no pupils with a child protection plan in place.</p> <p>(d) <u>School Development Plan</u></p> <p>The following update was provided by Mrs Bulmer:</p> <ul style="list-style-type: none"> • Educational Psychologist supported Emily Hurst with SENCO role and IEPs. • All staff continued to work on finalising LTP, MTP, Progression maps and Assessment for curriculum subjects. • PHSCE pupil questionnaire had been carried out to measure impact of curriculum. • SL had attended the School Business Managers Network • EH was making arrangements for KS1 SATs. • DW effective cross-phase teaching for EYFS and KS1. • DW SAS network • EH had attended the senior mental health and well-being training • EB was the designated Teacher for LAC • A Maths hub visit was arranged for 7.4.22 <p>(e) <u>School organisation and staffing information</u></p> <ul style="list-style-type: none"> • DW & SH had both isolated after contracting Covid-19. • Lia Hough had been absent due to an injury. • Sam Forster had now returned to school after an injury <p>Q: How is Miss Hough is she settling back into school ? A: She is on a phased return and back in full time from Wednesday and is doing ok.</p> <p>(f) <u>Appointments:</u></p> <ul style="list-style-type: none"> • Frances Wainwright Apple Class ETA – Mondays only. | |

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| | <ul style="list-style-type: none"> • Michelle Craig – Apple Class ETA - Tuesday/Wednesday mornings. • Gwyneth Littlewood & Siobhan Kelly – Lunchtime Supervisors. <p>The Activity Support Assistant (After School) role had been advertised via the Kirklees Website week commencing 14.02.22. The closing date had been extended for a third time due to no applications.</p> <p>(g) <u>Fisherman’s Tale Performance</u></p> <p>It was reported that a whole school performance had taken place on 25.3.2022.</p> <p>Mrs Kerr advised governors that she had attended and provided the following feedback:</p> <ul style="list-style-type: none"> • overall, a fantastic performance with great choreography and songs • the professional actors really involved the children • the pupils got really involved and engaged well • pupils reacted to the emotive elements and recognised other parables • the theme linked into school – which pupils recognised • a few thoughts collated from pupils after the performance <p>There were other questions received regarding aspects of the report however it was agreed these would be covered within other items in the meeting.</p> | |
| 3092. HEAD TEACHER WELLBEING | <p>Mrs Bulmer advised governors that she had continued to take some non-contact time at home on Thursday mornings. She found this productive as it enabled her to work uninterrupted.</p> <p>Governors were pleased to hear that Mrs Bulmer was finding the opportunity to take her non-contact time and felt this was important for her wellbeing .</p> <p>With regards to the general wellbeing of staff within the School, Mrs Bulmer reported that it had been an especially difficult term as it had been the term hardest hit with covid absences and other staff illnesses. However, this appeared to be the picture nationally as the pandemic had become more concentrated around schools and was causing significant disruption, especially in terms of lack of staff, cover arrangements and sourcing supply.</p> <p>All staff were looking forward to their Easter break.</p> | |

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| | <p>Q: What is the schools testing policy going forward given LTF's must be paid for.</p> <p>A: With the change in guidance, I do need to check with Kirklees emergency planning . Currently if a pupil has Covid we have in some cases provided the family with tests from school however these will eventually run out. Our advice is if a child has covid they need a negative test before they are allowed to return to school. I don't think we can ask families to pay for PCR tests.</p> <p>ACTION: Mrs Bulmer to contact Kirklees to follow up on schools testing policy in readiness for the start of the summer term.</p> | <p><i>Mrs Bulmer to follow up</i></p> |
| <p>3093.SAFEGUARDING</p> | <p>There were no issues to report which hadn't already been covered in the Head Teachers report earlier.</p> <p>Mrs Bulmer reported that herself and Mrs A Carter had attended some Team Teach Training which had been very useful.</p> <p>Q: How many open cases have you got at the moment?</p> <p>A: We do not have any Children in need. We have one family on an early help assessment with a team around the family and another one in the process of going towards a team around the family.</p> <p>Q: How do you find completing the paperwork for a Team around the family?</p> <p>A: It is does take a significant amount of time and is a long process. The last 2 have been passed to me to do and requires a lengthy early help assessment application which involves talking to families and fact finding and including the voice of the child. It shouldn't be the head that completes these it should be consultants or social workers however due to cut in services it is being pushed to heads.</p> <p>A: Once a form is completed how quickly is the turnaround?</p> <p>A: In Kirklees The Team around the family meetings can be about 6 weeks however can be different depending on the case, the need of the child and how many cases are coming through. Our last one went through quite quickly and was pushed through by our Early help consultant who works with the pyramid and has access to a lot more information than schools have and is really supportive.</p> | |

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| 3094. ETHOS & WORSHIP GROUP FEEDBACK | <p>Emily Hurst provided governors with the following feedback:</p> <ul style="list-style-type: none"> • the Ethos group was well established now and really organised • the group were having regular meetings – at least 2 meetings every half term • children really enjoyed coming together and had set up a lunchtime ethos club (doing prayers for the Christian value for that term) and scooping up those children who had not done the prayer at home • the group were getting more enthusiastic and looking at other activities to run in the club • Revered Val Keating had attended last week s meeting – children enjoyed having her there and had prepared and asked lots of questions. Reverend Val had been invited again next half term for stories and collective worship based on next terms Christian values • the group were passionate about pushing the school’s Christian valves to everyone • the group were now also exploring ways to develop community links <p>Mrs Hurst was thanked for her update.</p> | |
| 3095. POLICIES FOR REVIEW/APPROVAL | <p>It was reported that all policies below had been reviewed by the appropriate committees and these had been recommended for approval by the full Governing Body:</p> <ul style="list-style-type: none"> • Remote Learning Policy • Anti-bullying policy • Home/School agreement • Supporting Pupils with Medical Needs. • Financial Benchmarking • SFVS • Whistle blowing Policy • Supporting pupils with Medical Conditions • Anti-Bullying • LA Smoking policy • Emergency Plan • Accessibility Plan <p>The following points /questions were raised on the following policies</p> | |

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| | <p>(i) <u>Supporting Pupils with Medical Conditions</u></p> <p>Q: What training is received by staff to meet the needs? A: Training is received when a child comes into school with a certain medical condition and would be included on the schools training programme. Also, next year, we will be looking at utilising the National College training we pay into. Because of the number of conditions, we tend to only focus our training needs on the medical conditions to support the needs of those pupils we have in school</p> <p>(ii) <u>SFVS</u></p> <p>It was reported this had been sent the LA last week.</p> <p>(iii) <u>Accessibility Plan</u></p> <p>This had been discussed in detail at the last resources and safety committee meeting.</p> <p>It was reported that the accessibility plan was around making the school more accessible for children with disabilities or SEND pupils. The Accessibility audit was shared with governors, and Mrs Bulmer highlighted that this was an area where she felt some governor input would be helpful. The following areas around access to physical environment had been identified for improvement:</p> <p>Improve quality of access around school (eg for wheelchair users)</p> <ul style="list-style-type: none"> • new signs on classrooms, doors and to school from main road • installation of handrails – presently not existing on flights of stairs – also narrowness of steps may be an issue <p>Q: What guidance is there on handrails A: It will be in the building regulations</p> <p>Q: Will the new door which is being installed at Easter conforms to accessibility regulations? A: They haven't confirmed this, but it is It is Kirklees Asset Management who are completing this job so they will be aware of the regulations – it is also a double door opening for wheelchair access.</p> | |

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| | <p>Ensure a nurture space around school</p> <ul style="list-style-type: none"> • national nurturing schools programme • development of nurture space which would benefit some of the pupils • SENCO responsible for managing SEND budget and managing resources for individual SEND needs <p><i>It was reported that these points would also be included in the SENCO action plan</i></p> <p>Maintenance of grounds and playground surface</p> <ul style="list-style-type: none"> • maintain pathways • maintain playground and identify any areas becoming uneven <p>Mrs Bulmer reported that if any governor had any thoughts around changes to the access to the physical environment in school to email her directly. Also, any governor able to conduct a walk around/audit of the school/grounds make arrangements with Mrs Bulmer for after the Easter break.</p> <p>RESOLVED: That all the policies listed above be approved by the full governing body and those which require to be signed by the chair and/or placed on the website be actioned accordingly.</p> | |
| 3096. GOVERNOR TRAINING AND GOVERNOR VISITS | <p>(a) <u>Governor Visits</u></p> <p>Mr Michael advised governors that he had visited the school last Friday and carried out a tour of the school to look at the new carpets and the decoration. He agreed to complete the visits form relating to this visit.</p> <p>Governors were reminded that Mrs Bulmer had updated the governor visit and training template to include the school's new logo and tag line with values; these had been uploaded on to SharePoint and governors were asked to use the new templates for any future visits.</p> <p>Mrs Metcalfe had also carried out a visit and had uploaded her report onto SharePoint.</p> <p>(b) <u>Governor Training</u></p> <p>Mr Michael reminded governors that if any governor had completed training through work which they felt was appropriate in supporting their governance role to include this within the training log.</p> | |

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| | <p>(c) <u>Invitation to Lunch</u></p> <p>Mrs Bulmer informed governors that every Friday pupils that had been presented with an award were invited to join the top table for a celebration lunch. An open invitation was extended to governors and if any governor was free and wished to join the celebration lunch on a Friday to email Mrs Bulmer with their preferred date.</p> | |
| 3097. ANY OTHER BUSINESS | <p>(a) <u>Multiplication Tables Check</u></p> <p>Information on the YR4 multiplication tests had been placed in a folder on SharePoint. Mrs Bulmer indicated that this was now a statutory requirement for all primary schools in the 21/22 academic year. It was reported that the letter which had been sent to the YR4 parents included a link to a replica test which enabled parents to support their child in preparation. Governors were encouraged to try the test, if they wished, as this would give them an insight and what pupils were expected to do (complete 25 questions in 6 seconds).</p> <p>This link was live now so pupils could access it daily from 8am till 4pm to practice. When the tests opened the site looked the same however once the test had been completed pupils could not access the site again.</p> <p>Mrs Bulmer advised governors that children had started practising for this test before Christmas and had continued to do so since; the expectations were very high.</p> <p>Q: Do we have a date when the test will happen? A: We can do them from the 6th of June, we will have 2 weeks. We hope to do ours more or less as soon as it opens and any pupils absent, we will try to ensure they complete before the deadline.</p> <p>Q: Are the results of this aggregated from a school performance perspective and published on a league table? A: No, I don't think they are published on a league table, but this may have changed. The school may have to publish them on their website but I will need to check whether it is a statutory requirement.</p> <p>Q: Why? What is the purpose/benefit/aim of these tests? A: The purpose of the test is to determine whether pupils can recall their times tables fluently, which is essential for future success in mathematics as when they hit YR5 the majority of the</p> | |

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| | <p>curriculum thereon is fractions, percentages, and ratios. It will help schools to identify pupils who have not yet mastered their times tables, so that additional support can be provided.</p> <p>(b) <u>SIAM SEF</u></p> <p>The SEF had been uploaded on SharePoint for governors to read.</p> <p>Mrs Bulmer advised governors that she had been provided with a few different templates and had used elements from each to produce a condensed version (2 sides of A4). It was hoped the SEF now showed, at a glance, how the school were hitting each strand and all the work taking place in school.</p> <p>Q: Do staff get to see this document? A: Yes.</p> <p>Governors commented on how they felt the SEF demonstrated all the remarkable work taking place in school especially given the size of the team there appeared to be a lot happening and showed just how all staff in school were working together to make a positive contribution towards the objectives. Mrs Bulmer agreed to share the comments just made with her staff.</p> <p>Q: Has Rupert Medley given any indication when he feels we will receive our SIAM inspection? A: I did email him; he seems to think we will be inspected in the next academic year.</p> <p>Q: This is a great document. Do you feel we are in a good place- has Rupert feedback? A: I have sent him the condensed SEF. He has said he is extremely busy and will try to provide some feedback. Unfortunately, he was not able to say when that would be.</p> <p>Governors were advised that the school had recently been nominated by <i>Kirklees Musica</i> and awarded the music Mark in recognition of the schools continuing commitment to music. Governors placed on record their thanks to all staff involved with this and in particular praised Mrs Delany for all her hard work.</p> <p>(c) <u>Deletion – See Minute 3099</u></p> <p>(d) <u>Easter Bonnet Hat Competition</u></p> | |

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| | Mrs H Kerr and Mrs J Lavery advised that they were looking forward to judging the Easter bonnet competition tomorrow. | |
| 3098. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS | RESOLVED: That the next meetings of the Governing Body be held at 6.30 pm on the dates agreed within the annual meeting planner. It was agreed that the steering committee would review the meeting dates schedule for 2022/23 | |
| 3099. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY | RESOLVED: That Minute 3089 (a) and 3097 (c) be excluded from the copy to be made available at the School. | |