

THE GOVERNING BODY OF FLOCKTON CE (C) FIRST SCHOOL

Minutes of the meeting of the Governing Body held at 6.30 pm at the School on Monday, 7th September 2020

PRESENT

Mrs E Bulmer, Mrs H Boyle, Mr R Michael, Mrs S Rawling, Mrs J Metcalfe, Kirsty Rowlands, Mrs E Hurst, Reverend V Keating

In Attendance

Mrs A Sahota (Minute Clerk)
Sonia Latham (Associate Member)

Item	Minutes	Action
2924. <u>ELECTION OF CHAIR</u>	<p>Prior to the election of Chair, the Governing Body:</p> <ul style="list-style-type: none"> (a) Determined that there were no further nominations coming forward from governors not present at the meeting for this position. (b) Determined the chair would have a term of 2 years <p>Nominations were sought. Mr R Michael put forward his nomination, this was proposed and seconded.</p> <p>RESOLVED: That the Governing Body unanimously agree to the election of Mr R Michael as Chair of governors for 2 years.</p> <p>At this point Mr Michael took the chair.</p>	
2925. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	<p>Apologies for absence were received from Mrs L Burnett (consent)</p> <p>The Governing Body also confirmed the following:</p> <ul style="list-style-type: none"> (i) their protocols on apologies and consent to governor absence and agreed to decide on whether to grant consent on an individual basis depending on the circumstances of the absence and that apologies would need to be received for this to apply. (ii) That the Code of Conduct had been received by all governors. Governors listed below confirmed 	

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	<p>they had read the code of conduct and agreed to adhere to the contents of the Governors Code</p> <p>Mrs E Bulmer, Mrs H Boyle, Mr R Michael, Mrs S Rawling, Mrs J Metcalfe, Kirsty Rowlands, Mrs E Hurst Reverend V Keating</p> <p>Absent governor Mrs L Burnett would be followed up at the next meeting.</p> <p>(iii) Governors and any relevant staff were reminded to complete the financial declarations of business interest form online for Audit purposes.</p> <p>(iv) Any governor that had not already completed their business interest on SharePoint was asked to do by the end of next week in order that Mrs Latham could place the updated Register of Governors Business Interest on the school website.</p> <p>(v) That Mrs S Latham agreed to update the GIAS portal</p> <p>(vi) As set out in Regulation 14 of the School Governance Regulations Governors approved to having in place alternative meeting arrangements should the need arise. This included having remote meetings and governors attending meetings remotely in exceptional circumstances.</p>	<p><i>Register of Business Interest to be completed by those governors not yet completed by the end of next week</i></p> <p><i>Mrs Latham to update GIAS</i></p>						
2926. NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS	<p>The following item was reported to be raised under Any Other Business:</p> <ul style="list-style-type: none"> Christmas Tree 							
2927. REPRESENTATION	<p>The following matters of representation were noted:</p> <p><u>Appointment</u></p> <table border="0"> <tr> <td><u>Name</u></td> <td><u>Category</u></td> <td><u>With Effect From</u></td> </tr> <tr> <td colspan="3">Mrs E Hirst's term of office had been temporarily extended – Mrs Bulmer agreed to run a staff election to fill</td> </tr> </table>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mrs E Hirst's term of office had been temporarily extended – Mrs Bulmer agreed to run a staff election to fill			<p><i>Mrs Bulmer to run Staff election</i></p>
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>						
Mrs E Hirst's term of office had been temporarily extended – Mrs Bulmer agreed to run a staff election to fill								

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	<p>this position officially by the end of the October half term.</p> <p>Kirsty Rowlands Co-opted Designate Appointment was still subject to DBS – Mrs Rowland agreed to take her ID to the school tomorrow for processing <u>Resignation</u></p> <table border="1"> <thead> <tr> <th><u>Name</u></th><th><u>Category</u></th><th><u>With Effect From</u></th></tr> </thead> <tbody> <tr> <td>Mrs H Boyle</td><td>Parent</td><td>7.9.2020</td></tr> </tbody> </table> <p>Mrs Boyle was thanked for all her hard work and commitment during her 6 years as a governor and chair.</p> <p>Mrs Boyle thanked the governors for their kind words, wished the school and all the governors well for the future and left the meeting.</p> <p>Mr Michael agreed to arrange a collection towards a gift to mark their appreciation.</p> <p>4.2 Governors acknowledged they had one Co-opted vacancy and would try to attract someone from a local business with the desired skills</p> <p>4.3 Election of Parent Governors – Mrs Bulmer agreed to make arrangements to run an election to fill the 2 vacant positions</p>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mrs H Boyle	Parent	7.9.2020	<p><i>Mrs Rowlands to take ID to school</i></p> <p><i>Mrs Bulmer to run a parent election</i></p>
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>						
Mrs H Boyle	Parent	7.9.2020						
2928. ELECTION OF VICE CHAIR	<p>Prior to the election of Vice Chair, the Governing Body:</p> <p>(a) Determined that there were no further nominations coming forward from governors not present at the meeting for this position.</p> <p>(b) Determined the Vice chair would have a term until the next annual meeting</p> <p>Nominations were sought. Mrs Rowlands put forward her nomination.</p> <p>RESOLVED: That the Governing Body unanimously agree to the election of Mrs K Rowlands as Vice Chair (when her official term of office commences) until the annual meeting next year.</p>							
2929. REVIEW OF	(a) Membership of Committees							

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COMMITTEES.	<p>Membership of committees be confirmed as follows:</p> <p>Due to the size of the Governing body and an overlap in some of the discussions held it was agreed that it would be more effective if the S&E and the Children and Families Committee were merged to form one committee <u>Standards and Effectiveness (including Children and Families)</u></p> <p>Emily Hurst Mrs E Bulmer Lisa Burnett (Ch) Reverend V Keating Sue Rawling</p> <p><u>Resources and Pay Committee</u></p> <p>Mrs E Bulmer Sonia Latham (A) Robert Michael Mrs J Metcalfe Mrs K Rowlands</p> <p><u>Head Teacher Appraisal</u></p> <p>Mrs L Burnett Mr R Michael Sue Rawling</p> <p>(b) <u>Membership of Essential Committees</u></p> <p>Staff Dismissal, Dismissal Appeal, Complaints and Pupil Discipline that the membership of these committees be selected from amongst the whole governing body from governors who are eligible and available.</p> <p>Governors agreed to continue with the reciprocal agreement in place with Skelmanthorpe Academy should the need arise for any independent panel.</p>	<p><i>ToR be an</i></p>

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	<p>(c) <u>Terms of Reference of Committees</u></p> <p>RESOLVED: That the terms of reference of committees be reviewed by each committee at their first meeting and be brought back for ratification to the next full GB meeting.</p> <p>(d) <u>Governors Annual Planner 2019/2020</u></p> <p>Mr Michael agreed to review the governor's yearly planner for 2020/21 and circulate this to all governors.</p>	<p><i>item on each committee agenda and ratification of ToR at next full GB meeting</i></p>
<p>2930. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES</p>	<p>The following appointments be agreed:</p> <p>Special Educational Needs Governor – Mrs Lisa Burnett Governor Training Contact – Mrs Sonia Latham Governor for Looked After Children – Mrs Lisa Burnett Safeguarding /Child Protection Governor – Mrs Kirsty Rowlands Early Years Governor – Mrs Jill Metcalfe RE / Collective Worship Governor – Mrs Sue Rawling / Rev Val Keating Curriculum Focus Governor – Mrs Jill Metcalfe Pupil Premium Governor – Mrs Lisa Burnett Safer Recruitment Governors – Reverend Val Keating School Council Governors – Mrs Bulmer and Mrs E Hurst Future Options Link – Mr R Michael H & S Governor – Mr R Michael Equality Governor - As equality is part of remit for all above posts the FGB will have responsibility for this post Wellbeing Governor – Mr R Michael</p>	
<p>2931. CHAIRMAN'S DELEGATED POWERS.</p>	<p>The Governing Body reviewed and agreed the Chairman's delegated powers concerning the following:</p> <p>(i) Change of date of a scheduled meeting, for good reason.</p> <p>(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.</p>	

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	(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.	
2932. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER.	<p>RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:</p> <ul style="list-style-type: none"> (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 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. (vii) Following LA advice, the HT's authorisation expenditure limit for day to day financial management of the school be as set in the terms of reference for the resources committee and be agreed at £5, 000K. (viii) The virement between budget headings be agreed at £10,000K 	
2933. MINUTES OF THE MEETING HELD ON 29 JUNE 2020	RESOLVED: That the minutes of the meeting held on 29 June 2020 be approved by the Chairman as a correct record.	
2934. MATTERS ARISING	<p>(a) <u>Governors letter to New Starters (Minute 2912 refers)</u></p> <p>Mrs Bulmer advised the meeting that no letter had been drafted, therefore the new starter pack was sent out to parents without a governor's welcome letter. It was agreed to draft a letter from the governing body to accompany the information sent regarding the parent election.</p> <p>(b) <u>Pupil Numbers (Minute 2915 (a) refers)</u></p>	

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	<p>Mrs Bulmer reported that all appeals had been successful. Four pupils had gained places through ICAF (of which 3 were appeals). This had pushed KS2 numbers up to 34 and numbers in Apple Class to 24.</p> <p>(c) <u>School Gates (Minute 2915 (d) refers)</u></p> <p>The gate had been erected by Apple Class however it was reported that some bits of the old gate had been left which still needed addressing and posed a health and safety risk. Mrs Latham would contact Geckops regarding this. The gate initially supplied to close the access on to the field had been delayed due to a problem with the gate.</p>	
<p>2935. HEAD TEACHERS REPORT INCLUDING COVID-19 UPDATE</p>	<p>Mrs Bulmer advised that she had placed a copy of her report on SharePoint for all governors to access prior to the meeting.</p> <p>The following areas were reported upon and questions raised:</p> <p>(a) <u>Number on Roll and Distribution</u></p> <p>Mrs Bulmer reported that there were 89 children on roll, split as follows:</p> <p>Elder Class: 34 (Y5: 17, Y4: 17) (2 ICAF) Sycamore Class: 31 (Y3: 16, Y2: 15) Apple Class: 24 (Y1: 16, YR: 9) (2 ICAF)</p> <p>Governors were informed that the School would re-open to all pupils on 8.9.2020 after a prolonged period of closure due to COVID-19. As from tomorrow full attendance from all pupils was anticipated except for 2 pupils who would have to self-isolate after returning from abroad and one pupil was off sick (non-covid related). The 2 pupils having to self-isolate would be provided with schoolwork when they returned home.</p> <p>It was reported that the school risk assessment, which had been shared with Kirklees emergency planning and Unions, was available to view on the school website. Everything was all in order for the school to re-open safely tomorrow, although how some of plans would actually work in practice (staggered start times, moving around the school etc) remain to be seen with the full capacity.</p> <p>Q: Does the Government want daily updates on attendance? A: Yes. When the school re-opened in June, we had to send in a form everyday which was quite onerous. The information being requested has now been reduced significantly but we do have to</p>	

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	<p>report attendance daily so that the DFE can keep track of what is happening in schools nationally. We also report attendance to the LA via Integrus. The codes previously used have all been changed to capture the different Covid related absences.</p> <p>(b) <u>Safeguarding:</u></p> <p>Number of safeguarding incidents: 0 Number of pupils with a child protection plan in place: 0</p> <p>Mrs Bulmer reported that teachers would undertake in-house training in line with new KCSIE update over the next 2 weeks. Part 1 had been emailed to all staff for reading.</p> <p>(c) <u>Special Educational Needs (Sen) And Looked After Children (LAC)</u></p> <p>Number of pupils on the SEN register: 12 (includes 1 pupil with an education, health and care (EHCP) plan)</p> <p>It was reported that the EHCP pupil had additional support through class teachers and the school SENCO. Emily Hurst had taken over as SENCO and had started a whole school review of the SENCO needs. An increase in numbers was envisaged due to the effects of COVID-19. Mrs Hurst reported that work on this had already started today by introducing how staff would work together identifying SEN pupils, logging any concerns and pulling together a flow chart to bring consistency across the board for all SEN needs to be identified. It was already clear that they would be significantly more pupils needing additional support going forward and that there would be changes to the register.</p> <p>Mrs Bulmer advised governors that they had already identified that there were some pupils who would require some intervention from the support they were providing pupils during the lockdown period.</p> <p>Mrs Hurst would start her SENCO course as expected this half term.</p> <p>(d) <u>Premises and Health & Safety Matters</u></p> <p>Mrs Bulmer provided the following updates:</p> <ul style="list-style-type: none"> • The lights in apple class had been changed to day-light lights during the Summer Holidays. • Some problems were experienced with the boiler system today. The heating was found not to be working and an engineer was called to try and fix the problem. They advised that the boiler was not 	

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	<p>working fully and how they expected. The engineer set the heating to turn on in the morning and highlighted that if it failed to switch on a service man would come to turn the heating on prior to pupils attending school and look into the problem further.</p> <ul style="list-style-type: none"> • A portable sink had been erected in playground to help with handwashing. Gelling stations have also been set up at both entrance doors. • The school had received 10 testing kits for families that would struggle to attend a test centre and also significant amounts of PPE from the LA. <p>(e) <u>School Development Plan</u></p> <p>Mrs Bulmer reported that the draft 2020-2021 SDP had been shared with staff at the INSET day today. Despite the school being cold, the day had been very productive. The following feedback was provided:</p> <ul style="list-style-type: none"> • Discussions were held on Improvements and mapping for assessments over the year. It was agreed to measure the impact of school closures; this would be done by carrying out a whole school (fun) writing assessment which would provide teachers with a benchmark for each pupil and a measure to gauge how quickly pupils made progress. Furthermore, this data could be used as a comparative across year groups and to see progress between Boys v Girls • A recovery curriculum had been established and presentations & feedback from various staff on subject specific recovery plans received. • Discussions were held on how to provide remote celebrations for Harvest /parents evenings this year and being more creative this year • Introduction of JIGSAW (a new Personal, Social, Health Education resource) which had been purchased by the pyramid with the sugar tax money to be used across the pyramid. This was a great resource which would support all pupils in school. The resource would prepare the school for the new Sex, Relationship education requirements which had been delayed to now come into effect in summer 2021. This delay would provide the school with sufficient time for policies to be written and to be put in place and also time to get used to the resource. • Actions & presentation for outdoor learning and a whole school approach to more learning in the outdoors was discussed at length. Claire Morris would lead on this initiative and had shared her vision/ ideas on what she'd like the school to look like in 4 years and what could be achieved this year • Work would continue on curriculum development as the school moved into the 2nd year of the curriculum cycle. This would include curriculum leaders visiting classrooms to see how pupils were learning in their subjects, what was working well and how to get even better, enrichment (school trips) would also continue to be a key focus, despite the Covid restrictions as long as all standards 	<p><i>A presentation by Claire Morris on Outdoor Learning to be an item at a future meeting agenda</i></p>

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	<p>matched the schools standards.</p> <ul style="list-style-type: none"> • Staff would attend 'virtual' LA network meetings in the autumn term. • Monitoring plan for 2020-2021 had been shared with staff. <p>(f) <u>Staffing</u></p> <ul style="list-style-type: none"> • Sam Foster would work an additional 2 afternoons (temp) to support a child with EHCP and provide Mrs Hurst with some additional support in the afternoons • All staff were back, happy and looking forward to the school re-opening tomorrow. <p>(g) <u>School re-opening</u></p> <ul style="list-style-type: none"> • Parents had received a letter about re-opening of school on 8th September. The school had supported families who had needed to make a few little tweaks with timings for drop offs and pick-ups. • Other enquiries included - where sandwiches would go. • SLT had provided some families with additional support for helping some individual pupils return to school. <p>Q: What happens if you get a positive case in the school in terms of what will be the impact on the bubbles, and will it involve closure of the school?</p> <p>A: We have 2 bubbles in school. One bubble is Apple class who are easy to separate as they have their own outdoor space, toilets and doors in and out of school. Sycamore and Elder class is the 2nd bubble and it is very difficult to separate these classes as they share a cloakroom, toilets and a door in and out of school so we decided to keep them together to form one bubble. Due to the fact that I'm helping teach in YR5 it puts Mrs Hurst and me in the same bubble. Therefore, should a child in this bubble test positive we would be in a position where we would have to close the whole school for 2 weeks because we would have no safeguarding lead or SLT. However, if there was confirmed case in Apple class this class would close down and all self-isolate for 2 weeks and the other bubble would remain and school still functioning.</p> <p>Q: What is the contingency planning around if we do end up in a lockdown situation what the virtual teaching will look like??</p> <p>A: We have signed up for a grant which provides training through office 365 (virtual classrooms). If we are not successful with the grant, we have discussed that teachers will be happy to check in with the children daily in the morning, setting daily focused activities. If the teacher is the</p>	

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	<p>confirmed case another teacher should be able to pick up on those drop in calls. Whiterose and Oak primary have kept their online classrooms open for this reason.</p> <p>Mrs Bulmer advised that she would continue to review the risk assessment and any updates would be included in her future head teachers reports.</p> <p>Mrs Bulmer was thanked for her report.</p>	
2936. SAFEGUARDING	<p>This had been covered as part of the Head teachers report.</p> <p>Mrs Bulmer highlighted that there was some governor safeguarding training available on the Key if governors wished to complete this online.</p> <p>ACTION: Mrs Bulmer to circulate the link to all governors</p>	<i>Mrs Bulmer to send link to all governors</i>
2937. HOUSING DEVELOPMENT – UPDATE	<p>The following was reported:</p> <ul style="list-style-type: none"> During the holiday's the school had received 3 enquiries for a further 5 places in both Sycamore and Elder class. The families were directed to contact Kirklees admissions due to there being no spare capacity in these classes Mrs Bulmer had emailed Mr Wilby regarding the Section106 Monies and had not received a response. Mrs Bulmer agreed to follow this up and pick up at the next resources committee meeting. 	<i>Mrs Bulmer to contact Mr Wilby and report to resources Committee</i>
2938. FINANCIAL MANAGEMENT AND MONITIRING	<p>There were no changes to report on the budget since the last meeting as the school was only in the second week of the new term. This would be considered at the next resources committee.</p> <p><u>School Fund Audit Report</u></p> <p>Governors noted that there was a requirement that the School Fund Audit report be shared with the Full Governing Body and minuted to this effect. Mrs Latham reported that once the accounts were completed, which was normally around November, they would be passed to the auditor and brought to the resources committee and approved by the full governors at a future meeting.</p> <p><u>SFVS</u></p>	<i>This to be an Item on a future Resources agenda & Full GB</i>

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	It was agreed that governors would continue to receive the budgeting monitoring reports at each resources committee meeting which was also made available to all governors on Sharepoint to review.	
2939. TEACHER APPRAISAL POLICY & TEACHER PAY POLICY	<p>The policy was not yet available from the LA.</p> <p>Concern was expressed how schools would manage to afford to pay for this increase without any additional financial support, especially as School budgets were already tight.</p> <p>This item be deferred to a future meeting.</p>	<i>Item be placed on next agenda</i>
2940. POLICY REVIEW	<p><u>Whistleblowing Policy</u></p> <p>Governors acknowledged that there was a requirement as part of the LA's Financial Audit for the Whistleblowing Policy to be reviewed and approved by the full GB annually. The LA had made available a revised policy.</p> <p>RESOLVED: That the LA Whistleblowing policy be adopted.</p>	
2941. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2022/23	The information was noted, and it was agreed to refer this to the resources committee for full discussion and report back to the next full governors meeting.	<i>Item on next resources committee</i>
2942. GOVERNOR TRAINING AND GOVERNOR VISITS	Mr Michael advised governors that his intention was to contact each governor individually to arrange a 1:1 discussion re skills and any training needs.	
2943. ANY OTHER BUSINESS	<p>(a) <u>Christmas Tree</u></p> <p>Mrs Rawling advised governors on the background relating to Flockton village Christmas tree. The Local Cllr had worked very hard to source a Christmas tree for the village this year and unfortunately due to health and safety reasons it could not be placed in the church grounds. It was suggested that the tree would be better placed at the end of the school drive, by the school notice board. Kirklees Electrician had advised this was possible and the tree could be wired to the lamp at the bottom of the lane however School permission</p>	

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	<p>was required.</p> <p>It was highlighted that there would be minimal cost involved.</p> <p>RESOLVED: That the Head teacher and governors agree to the Christmas tree to be placed at the end of the school drive and for it to be wired to the lamp.</p> <p>(b) <u>Harvest Festival Celebrations</u></p> <p>Mrs Bulmer highlighted that Harvest festival celebrations would have to be conducted remotely this year. It was suggested that a group of pupils could be involved in some form of activity as part of a service in church which could be filmed, edited and a video produced to share with parents. Parents would still be able to make any donations however, they would be asked to take these down with their child to the welcome centre.</p> <p>Revered Keating agreed to check if donations were being accepted at the welcome centre or the warehouse.</p> <p>(c) <u>SIAMs</u></p> <p>It was highlighted that the school would shortly be due for a SIAMs inspection.</p> <p>RESOLVED: That SIAMs be a standard item on future full GB meeting agenda.</p>	<p><i>SIAMs to be an item on future agenda</i></p>
<p>2944. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</p>	<p>RESOLVED: That the next meetings of the Governing Body be held at 6.30 pm at the School on:</p> <p>Monday, 23rd November 2020 Monday, 8th February 2021 Monday, 29th March 2021 Monday, 10th May 2021 Monday, 28th June 2021</p> <p>Mr Michael agreed to email proposed committee meeting dates to all governors.</p>	<p><i>Mr Michael to email proposed committee meeting dates to governors</i></p>

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2945. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	RESOLVED: That no part of these minutes be excluded from the copy to be made available at the School.	