

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, 8th February 2021

PRESENT

Mrs E Bulmer, Mr R Michael, Mrs S Rawling, Mrs J Metcalfe, Kirsty Rowlands, Mrs E Hurst, Reverend V Keating, Mrs H Kerr and Mrs J Lavery and Mrs L Burnett

In Attendance

Mrs A Sahota (Minute Clerk)
Sonia Latham (Associate Member)
Mr R Lockwood (Governor Designate)

Item	Minutes	Action			
2962. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	<p>Apologies for absence were received from Helen Kerr who had technical issues joining the meeting.</p> <p>Mrs Kerr indicated that she was having technical issues and was struggled to access/join the meeting and managed to join towards the end of the meeting.</p> <p>There were no declarations of interest.</p>				
2963. NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS	<p>The following items was reported to be raised under Any Other Business:</p> <ul style="list-style-type: none"> • Feedback on HT Appraisal • Review of Governor Roles • Governor Visit • Governor platform: Emails/Teams/SharePoint • Covid Risk Assessment 				
2964. REPRESENTATION	<p>To report the following matters of representation:</p> <p><u>End of term of Office</u></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;"><u>Name</u></td> <td style="width: 33%;"><u>Category</u></td> <td style="width: 33%;"><u>With Effect From</u></td> </tr> </table>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	
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	<p>Lisa Burnett Co-opted 13.2.2021</p> <p><u>Appointment Name</u> <u>Category</u> <u>With Effect From</u></p> <p>Mr R Lockwood Designate Appointment pending DBS</p> <p><u>Co-option of a Governor</u></p> <p>Mrs Burnet agreed to continue as a governor until the end of the academic year.</p> <p>RESOLVED: That Mrs L Burnet be re-appointed as a co-opted governor.</p> <p>Governors noted the following vacancies remained on the board – One co-opted vacancy and an LA vacancy. It was hoped that the LA’s recruitment campaign would generate a potential nomination for the vacant LA seat.</p>	
2965. MINUTES OF THE ANNUAL MEETING HELD ON 23 NOVEMBER 2020	RESOLVED: That the minutes of the meeting held on 23 November 2020 be approved by the Chairman as a correct record.	
2966. MATTERS ARISING	<p><u>Update on the School Council / Ethos Groups (Minute 2955 refers)</u></p> <p>Mrs Bulmer reported that the school council had not met however the New ECO group, which was run by Miss Morris with pupils from Elder class, had met and were working on “how to create compost” as their topic. A number of compost bins had been introduced around the school and the group had also been busy making some improvements in the garden.</p> <p>Q: Has the Eco group continued over the current lockdown? A: Yes, Miss Morris has been able to continue remotely and with the children in School</p> <p>Q: Is there any value next term trying to arrange a virtual meeting of the School Council/Ethos group? A: We have already given this some thought. We would really like the Ethos group to meet to look at School Prayers. It has been difficult to arrange a virtual meeting as the group is made up of</p>	

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	<p>children are from all the year groups and our Teams groups are currently set up by year group only. We will try and manage this next term; we will also have a better idea by next week regards the position of opening of schools.</p>	
<p>2967. REPORTS FROM COMMITTEES</p>	<p>(a) <u>Minutes of the Resources committee meeting held on 25th January 2021</u></p> <p>Minutes of this meeting had been placed on SharePoint. Mrs Rowland provided a brief summary of the areas which had been considered by the committee:</p> <ul style="list-style-type: none"> • Forest School • Termly Budget review • Premises • Covid funding – the first instalment had been received • Staffing update <p>(b) <u>Minutes of the S & E committee meeting held on 3 February 2021</u></p> <p>The minutes of this meeting were not yet available. Mrs Burnet provided a summary of some of the points covered at the meeting:</p> <ul style="list-style-type: none"> • Remote learning provision – It was felt that due to strong communication with the parents at the start of lockdown regards remote learning and parental feedback taken on board the remote learning provision was working very well. • Wellbeing Wednesdays had been introduced which was good for teachers and children • Catchup funding - A statement on how the catch-up funding would be used by the schools had been included on the school website • Early Years – this was an SDP priority, and the school were still closely monitoring data for their own purpose to identify gaps • Outdoor provision • Policy review – The Policy review cycle was looked at and it was agreed to make some amendments to the Anti Bullying policy. • SIAMS – it was agreed to remove the standard item from the agenda and for it to be addressed within the Head teachers report <p>Both chairs of committees were thanked for their updates.</p>	<p><i>SIAMs to be removed as a standard item on future full GB agenda</i></p>
<p>2968. HEAD</p>	<p>Mrs Bulmer had placed her report on SharePoint for governors to read prior to the meeting. The following</p>	

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<p>TEACHERS REPORT INCLUDING COVID-19 UPDATE</p>	<p>points were highlighted:</p> <p>(a) <u>Safeguarding</u></p> <p>Mrs Bulmer reported that the school was an Operation Encompass School. Operation Encompass was an initiative which enhances communication between the police and schools where a child was at risk from domestic abuse. Any reports that the Police receive over a weekend were reported to school by 8.30am on Monday.</p> <p>It was reported that there was one external concern highlighted last week and those pupils were brought into school the next day and any necessary action taken.</p> <p>The school website had been updated to include a page for safeguarding: the link was shared with governors https://www.flocktonschool.co.uk/safeguarding</p> <p>(b) <u>SIAMS</u></p> <p>The RE lead CM and EB had met and updated the RE long term plan. This had been placed on the school website as well as other useful information and links.</p> <p>It was highlighted that although the school followed the Kirklees Agreed LA Syllabus, the Christianity units were replaced with the Diocese agreed Syllabus – “Understanding Christianity”. This was with the advice of the Diocese. All staff would receive training on Understanding Christianity in March with Rupert?</p> <p>It was reported that SIAMS Training had been undertaken and work completed with Governors regarding possible Christian Values.</p> <p>(c) <u>Premises</u></p> <p>A list of all the premises issues and works were listed in the report the following update was also provided:</p> <ul style="list-style-type: none"> • SL had spoken to Asset Management to look into the 2 fairly large cracks that had appeared in Elder class/Boys’ toilets. A thorough survey had been carried which had also identified the following works: <ul style="list-style-type: none"> ➢ Gaps in the windows – photographs had been taken ➢ Leaking roof by sycamore class – SL arranged for someone to come and look at the guttering • Drain – Asset Management had visited the school today and agreed to check whether the CCTV 	

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	<p>drain survey quote, which would identify the problem, was reasonable</p> <ul style="list-style-type: none"> • GEKOPS were due to visit the school on Wednesday re the works to be carried out during half term and also to look at the wall • A full asbestos survey was also due to be carried out over the half term, together with a further electrical site survey. • Work in the playground would commence in half term holiday – re-laying flags and removing benches near to tree to widen path. Paving near to gate where bramble bushes were removed. The blue crumb had become a trip hazard so would be removed along with log cabin • Respraying of metal container in half term holidays. <p>(d) <u>Data</u></p> <p>Mrs Bulmer reported that for obvious reasons the data listed in the report looked slightly different and highlighted the following points:</p> <ul style="list-style-type: none"> • Reading, Grammar and Maths: This data was based on a test the children took which highlighted where the children are now and where they should be by the end of the year. Although the tests got progressively harder, the pupils score should remain the same if they were making expected progress. • It was hoped that the children would make better than expected progress this year with all the catch up • Writing data appeared lower as it was assessed slightly different and based on the evidence the school had in December not where the pupils were going to be. All children started on “Working Towards” as all pupils were working towards the end of year targets. Some pupils had already met the targets, and these were the Greater Depth writers. • The data highlighted in green = low % or no pupils working below the level of the test. There were still some gaps however these would be picked up when pupils returned • It was felt year groups Covid had had the most impact on was Reception /YR1 • Information on the roadmap to recovery would be received from 22 February <p>(e) <u>Admissions</u></p> <p>Q: Have we had any further updates regarding reception numbers for next year? A: Yes, we do. Last week we had 9 first place, 9 second place and 8 third place requests. We have also had 8 ICAFs (5 in YR4) and the rest in Reception, YR1 and YR2 which is very promising and</p>	

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	<p>better numbers than last year, we will hopefully get closer to our PAN this year.</p> <p>(f) <u>Special Educational Needs (SEN) and Looked After Children (LAC)</u></p> <ul style="list-style-type: none"> • Number of pupils on the SEN register: 16 (includes 1 pupil with an education, health and care (EHCP) plan. 1 child with a My Support Plan and 2 additional pupils in the process of receiving My Support Plans) • There were several SEN children in school due to concerns over the effects on pupil's mental health/accessing work from home and falling significantly behind (vulnerable). • EHCP child is supported at home with 3 daily meetings between 1:1 support worker and Mum & child. They also attend the morning meeting with the class teacher and receive a home visit each week. School have offered a place for the child, but mum is happy to keep them at home. • Emily Hurst continues with her National SENCO qualification. • 2 referrals to specialist support for pupils with complex communication needs have been successful. <p>(g) <u>Parent Survey on Remote Learning</u></p> <p>Mrs Bulmer highlighted that the feedback to the recent parental survey had been included in SharePoint for information /comment. It was reported that the parts highlighted in green showed how the school were proposing to meet those queries or how the school were meeting those queries.</p> <p>Also included in SharePoint was feedback from the recent pupil questionnaire.</p> <p>It was highlighted that there were a number of connectivity/network issues being experienced in school which were limiting the remote learning provision. It was agreed for SL to investigate possible solutions available to try and address these as a matter of priority. However, if this was not possible for it to be included as part of the summer re-wiring work.</p> <p>(h) <u>Parents and Community</u></p> <p>Mrs Bulmer reported that the school had continued to support lots of families before and during Lockdown. This was either through phone calls to pupils and parents, house visits, emails etc. or texts via the school mobile phone.</p> <p>(i) <u>Head Teacher Wellbeing</u></p>	

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	<p>Mr Michael asked Mrs Bulmer regarding her wellbeing.</p> <p>Mrs Bulmer advised that it had been a very busy and challenging term especially the first few weeks back which had been physically and mentally exhausting. She was feeling more optimistic now and looking forward to the half term break</p>	
2969. SAFEGUARDING	<p>Mrs Bulmer reported that she had undertaken and passed her Safer Recruitment training.</p> <p>Operation Encompass had already been reported upon earlier.</p>	
2970. FINANCIAL MANAGEMENT AND MONITIRING	<p><u>Proposal to bring forward expenditure from future SDP and laptop refresh.</u></p> <p>Mr Michael apologised for the confusion/misunderstanding, on his part, regards the proposal Mrs Bulmer had put forward to the resources committee and asked Mrs Bulmer to talk governors through her proposal again.</p> <p>Mrs Bulmer highlighted her proposal as follows:</p> <ul style="list-style-type: none"> • The school had an under-spend in this year's budget due to additional money put into staffing. The staffing budget was increased in April. This covered wage increases, the possibility of staff illness due to COVID-19 or if a member of staff was contracted by Track and Trace and told to self-isolate. Luckily, this had not needed to be used. Which meant that this money would need to be spent as it is very difficult to carry money over the 10% threshold into the next financial year. In addition, it would limit to what this could be spent it on. • Looking at the ICT long term plan, the school were due the purchase of 8 computers now and a further 8 again in April 2021. • The proposal was to purchase the 16 computers now and allocate the underspent money to the purchase. This would mean the school were a year in front of their IT long term plan and also help to protect the budget next year, as less numbers were starting school. • The expenditure was beyond the allocated delegated allowance; therefore, needing approval by Governors. It did come up in the resources meeting but the misunderstanding meant that this would now need looking at as soon as possible to enable the purchase to be made in this financial year – if Governors agreed. • The 3 quotes received for the purchase of the 16 laptops had been placed on SharePoint (£10k, £12k and £14K). There were additional items on the quotes that are part of the IT long term plan and can be purchased at the same time. 	

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	<p>The following questions were raised:</p> <p>Q: If buying 16 now how would that work in terms of depreciation? A: The first 8 should have been bought in September, but they were not and the other 8 in April. Due to Covid other things have taken priority, so we are sticking to our ICT development plan</p> <p>Q: How long will those computers last A: We purchase 8 every year. So, one set of eight would be for this year and the 2nd 8 for 2021/2022. They go on a 4-year rolling programme.</p> <p>Q: Would you lose the carry forward budget if not spent? A: We could potentially lose it. We are allowed to carry over however the reason must be justified and furthermore, we are limited to what it can be spent on.</p> <p>Q: Would spending on the IT resolve the issue? A: Yes, it would bring the figure down vastly and helps solve the immediate issue</p> <p>Q: Is it possible to just secure the purchase by paying a deposit? A: They must be purchased, and the goods received otherwise the cost would not fall within this financial year so we would still have the carry forward.</p> <p>Q: What about the laptops from the DfE, have we got plans to utilise these? A: The quality of the laptops from the DfE are not good enough to use back in school. We will be able to keep them and use them to top up for some things but they are not really fit for purpose for the way we use laptops in school.</p> <p>Q: Are the replacement laptops for staff or pupils? A: Pupils</p> <p>Q: Would it be possible to add additional spec to them to make them fit for purpose? A: We have already sought advice from Global and trust their advice furthermore this would affect the long-term IT development plan</p> <p>RESOLVED: That the Governors approve to the proposal of purchasing 16 laptops and give authorisation to exceed the delegated authority.</p>	

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2971. SIAMs	<p>Mrs Bulmer reported that the Diocese training session had taken place with Rupert Madeley last week and found the session to be very informative. The link to the recording had been sent to all governors and those governors that were unable to attend encouraged to watch.</p> <p>Mrs Bulmer advised that during the training they covered the 7 different strands to SIAMs and what it meant for the school and in light of this had updated and created another page on the school website on how RE was taught in school and the long-term plan.</p> <p>During half term Mrs Bulmer agreed to go through the SEF to ensure all the actions from the previous SIAMs report were in the SDP and share with governors at the next meeting. It was also proposed that one of the 7 strands could be selected as a key focus for a detailed discussion at each future governing body future meetings.</p> <p>Although, the schools SIAMs inspection was imminent it was highlighted that these inspections were following the same regime as OFSTED and were currently not taking place. It was anticipated that it would be at least 12 months before the Diocese caught up with their cycle.</p>	<p><i>The most developed area of the 7 SIAM strands be discussed at the next meeting</i></p>
2972. RHSE	<p>Mrs Bulmer advised governors that she had placed a RSHE PowerPoint presentation from Val Flintoff, Learning Partner (System Leadership) who was the LA officer supporting schools with this statutory requirement.</p> <p>Previously discussions had been held across the pyramid suggesting a pyramid wide policy would be adopted, however the recommendation from the LA was for schools to consider adapting a policy which was more personal to their school and its pupils. With this in mind, it made sense for the school to continue with the Jigsaw scheme of work as pupils were already familiar with this and after training would allow staff to understand.</p> <p>Mrs Bulmer talked governors through the Diamond Activity, which had also been placed on SharePoint. It was highlighted this activity would be shared with parents, after half term, as part of the consultation process to complete and return. It was important for parents to get a full understanding of what would be taught, why and ascertain what was important for their child at that age.</p> <p>Governors were encouraged to have a go at completing the Diamond Activity taking into consideration the age and email any comments/ questions to Mrs Bulmer. It was highlighted that there was still a lot to do between now and summer; in relation to pulling the draft RHSE policy together, consulting with parents and setting up a webpage.</p>	

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	<p>It was reported that there were 2 options available on how to consult with parents; set up a parent working party or allow all parents the opportunity to share their views. Due to this being an emotive subject and also due to the size of the school it was felt that the 2nd option would be more suited.</p> <p>The statutory requirement was for the RHSE policy to be in place by the summer.</p> <p>Q: To try and get better engagement from parents to the consultation would it be worth asking parents who want to be involved and having resources which may be used to entice parents to want to contribute?</p> <p>A: Yes, that is a good idea and at the time of us getting the policy together at steering also have a look at the Jigsaw resources and what it covers.</p> <p>RESOLVED: That this be an item on the agenda at the next meeting.</p>	<p><i>Item on next agenda</i></p>
<p>2973. POLICY REVIEW</p>	<p>(a) <u>Remote Learning Policy</u></p> <p>Mrs Bulmer advised that due to a short review date the policy had been reviewed and adapted to now include Microsoft Teams.</p> <p>Most staff had now had a look at assignments and were feeling a lot more confident using this, they felt it was a lot easier in terms of monitoring assignments set, those viewed, completed, returned etc and had helped in giving productive feedback to pupils.</p> <p>Q: Would remote learning/the use of Teams be adapted as a contingency in the event of snow closure days etc in the future?</p> <p>A: Possibly, we are not sure whether this is the school or the LA's decision to make. I would imagine that will be the case however not all schools are using Teams, there are many remote learning platforms and practices bring used across schools.</p> <p>Q: How is completed work monitored and is there a marking system?</p> <p>A: These questions were answered on the remote learning provision.</p> <p>Q: Is the feedback from teachers given to pupils individually or is it feedback as a class?</p> <p>A: A combination of both. It all depends where the work is being placed (submitted). Via</p>	

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	<p>assignments pupils work comes to us in a secure and safe place and allows more specific personalised feedback along with the ability to edit and send back to the pupil. Class channel also allows feedback but this is more generic/general. During live sessions teachers will provide verbal feedback. Show and tell needs a little more work to develop but allows pupils to interact with their peers and share work.</p> <p>Q: Are there any pupils in the school that are not engaging in home learning? A: Not in Sycamore or Elder class (the ones that wouldn't engage are in school). We do have some pupils in Apple Class that do not access it as much because their learning is different. They do not have a daily meeting, they have one at the start and end of the week and a collective worship. It's age-appropriate learning as some pupils find it difficult to engage in the sessions or struggle to sit in front of a computer.</p> <p>(b) <u>Dealing with Persistent and Serial complaints Policy</u></p> <p>RESOLVED: That the dealing with serial complainant's policy be approved.</p> <p>(c) <u>Risk Assessment</u></p> <p>Mrs Bulmer advised that the schools risk assessment had been reviewed in January and sent to Kirklees Emergency Planning and the unions. A copy had been placed on SharePoint for governors and would be placed on the school website.</p>	
2974. ANY OTHER BUSINESS	<p>(a) <u>Governor Visits</u></p> <p>Jill Metcalfe – Online Learning Review of Sycamore Class on 28th January 2021</p> <p>A copy of Mrs Metcalfe's visit report had been placed on SharePoint to read. Mrs Metcalfe provided governors with a brief overview:</p> <ul style="list-style-type: none"> • Mrs Hurst had a good rapport with the children. • The children were very enthusiastic and focussed on the task. • They listened well and responded to open and direct questioning. • It was great to see how well the pupils seem to have adapted to different way of learning 	

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	<ul style="list-style-type: none"> • The whole learning experience was organised and well planned. • The children were interested and concentrated on the tasks. • The lesson was well delivered and there did not seem to be any technical issues • There had clearly been a lot of work put in from the teacher's perspective • The lesson had exceeded all expectations <p>(b) <u>Governor Training</u></p> <p>Governors were reminded that all governor training courses were still being run by Kirklees remotely. It was suggested that the "Being a parent and a governor" training would be useful course to do, especially for the newly appointed governors. It was agreed to check whether the LA would be running this course again.</p> <p>Governors were also reminded that they had access to the NGA learning link resource which had a broad range of useful online training courses that could be completed at a governors own convenience.</p> <p>(c) <u>Heads Appraisal</u></p> <p>Mr Michael advised governors that the performance management committee had carried out the Head teacher's annual appraisal in December at which the committee reviewed the heads performance against the objectives set last year and set new objectives for this year.</p> <p>Clerks Note: The details requested by the chair to share in relation to the Head teacher's performance Management (KLP report and objectives) is confidential and cannot be shared with the entire governing body.</p> <p>(d) <u>Succession Planning - Governor Roles</u></p> <p>For the benefit of the new governors, Mr Michael highlighted that at the annual meeting governors were allocated certain responsibilities and due to Mrs Burnett stepping down at the end of this academic year the positions indicated below would become vacant and in order to allow some handover it was only right to start to identify any governor(s) that may be interested in undertaking the roles going forward.</p> <ul style="list-style-type: none"> ➤ Pupil Premium Governor ➤ Governor for Looked after Children ➤ SEN Governor ➤ Chair of S& E Committee 	

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	<ul style="list-style-type: none"> ➤ Curriculum governor (job share with Jill Metcalfe) ➤ RHSE – Val Keating expressed an interest in this role <p>RESOLVED: That any governor interested in any of the above roles to email the Chair.</p> <p>Mr Michael agreed to also circulate the full list of governor responsibilities.</p> <p>(e) <u>Governors SharePoint</u></p> <p>Mr Michael agreed to send out an invite to all governors to go through SharePoint and provide a quick overview on how to navigate around the system, document storage, file organisation and teams.</p> <p>(f) <u>Staff Wellbeing</u></p> <p>Q: How does it feel in school and how are staff feeling? A: It does feel a lot better now. We have had no positive cases since November. Covid -19 LFT tests had been issued to school, this was not compulsory for staff, but most staff have engaged. The mood in school is more positive and staff are feeling more upbeat but looking forward to the half term.</p> <p>Q: Is there anything governors can do to help staff? A: A card to all staff from the governors would be a lovely gesture and will be really appreciated</p> <p>Governors acknowledged the ongoing difficulties and challenges faced by staff during this pandemic and thanked the staff for their continued hard work and commitment.</p>	
2975. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	<p>RESOLVED: That the next meetings of the Governing Body be held at 6.30 pm at the School on:</p> <p style="padding-left: 40px;">Monday, 29th March 2021 Changed to 22nd March 2021 Monday, 10th May 2021 Monday, 28th June 2021</p>	
2976. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	<p>RESOLVED: That no part of these minutes be excluded from the copy to be made available at the School.</p>	

Approved Minutes