

THE GOVERNING BODY OF FLOCKTON CE (C) FIRST SCHOOL

Minutes of the annual meeting of the Governing Body held at 6.30pm at the school on Monday, 12th December 2022

PRESENT

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

In Attendance

Mrs A Sahota (Minute Clerk)
Sonia Latham (Associate member).

Before the start of the meeting the chair reminded governors about the school's vision statement and how "Your word is like a lamp for my feet and a light for my way" underpinned this. He asked governors to think about how they could use this to approach governance of the school, and also how this could guide the decisions made this evening.

Item	Minutes	Action
21. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	Apologies for absence were received from Kirsty Rowlands (consent). Reverend Keating was not present, it was agreed that Mrs Bulmer would follow up to ascertain who would be the school's replacement priest /ex-officio governor.	Mrs Bulmer
22. NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS	The following items were notified to be raised under Any Other Business. <ul style="list-style-type: none">• Holocaust Memorial Day• Managing serial complaints policy - updated policy• Application for a new co-opted governor• Financial Audit	
23. REPRESENTATION	Co-option of a Governor (One Vacancy) this would be discussed later in the meeting under Any Other Business. Other vacancies noted included – one foundation and one LA. <u>LA Governor Vacancy</u>	

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	<p>The appointment process for the LA seat was explained by the clerk as well highlighting that all governors had the same responsibilities regardless of the seat category. The application was online on KBS and would require 2 supporting references. The application was then approved by the Director for Children and Learning before being sent to the board to consider appointing.</p> <p>It was agreed to give filling this seat some further consideration.</p>	
24. MINUTES OF THE MEETING HELD ON 12 th SEPTEMBER 2022	RESOLVED: That the minutes of the meeting held on 12 th September 2022 be approved by the Chairman as a correct record.	
25. MATTERS ARISING	<p>(a) <u>Election of Chair</u></p> <p>J Lavery advised that although she had agreed to be undertake the role of co-vice chair this year, she would not be in a position to commit to take on the role of chair in September due to personal commitments. In light of this it was agreed that some further discussion would need to take place next term around succession planning for this role.</p> <p>(b) <u>Governors Code of Conduct (Minute 2(a) refers)</u></p> <p>Emily Hurst and Sonia Latham confirmed that they had read this and agreed to adhere to the code of conduct. Kirsty Rowlands would be followed up at the next meeting.</p> <p>(c) <u>Register of Business Interest (Minute 2(b) refers)</u></p> <p>Despite a number of attempts to follow up there was still one outstanding register. The updated register had been uploaded onto the website.</p> <p>(d) <u>To Approve the Terms of Reference of Committees (Minute 5 (c) refers)</u></p> <p>Both Committees had reviewed their terms of reference, and these had been recommended for approval to the Governing Body.</p> <p>RESOLVED: That the terms of reference be approved</p>	<p><i>Matter arising on next agenda</i></p> <p><i>Matter arising at next meeting</i></p>

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	<p>(e) <u>Teachers Pay and Conditions Proposals (Minute 17 refers)</u></p> <p>It was highlighted that pay proposals had now been agreed and discussions had taken place at the last resources committee surrounding the impact on the school budget. The LA Teachers Pay Policy had been circulated and was recommended for approval</p> <p>RESOLVED: That the Teachers Pay Policy be approved.</p>	
<p>26. MINUTES OF THE SAFETY AND RESOURCES COMMITTEE HELD ON 3rd OCTOBER 2022</p>	<p>A copy of the minutes had been placed on SharePoint for governors to read.</p> <p>RESOLVED: That the minutes be received and noted as a correct record.</p> <p>There were no matters arising.</p>	
<p>27. MINUTES OF THE CHILDREN AND LEARNING COMMITTEE HELD ON 12TH OCTOBER 2022</p>	<p>These minutes were not yet available as they had been passed to the committee clerk to transcribe. The minutes would be made available to the next meeting.</p> <p>There were no matters arising.</p>	
<p>28. MINUTES OF THE SAFETY AND RESOURCES COMMITTEE HELD ON 28TH NOVEMBER 2022</p>	<p>These minutes were not yet available as the meeting had only taken place a week ago.</p> <p>These minutes would be approved by the committee at their next meeting.</p> <p>Discussions had taken place around admissions arrangements relating to preschool.</p>	
<p>29. HEAD TEACHERS REPORT DATA REPORT AND GOVERNORS' QUESTIONS</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. It was highlighted that some new data had been added to the report following some recent training attended by Mrs Bulmer.</p> <p>(a) <u>Attendance</u></p>	

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	<p>The current attendance figures for the start of this year were highlighted (as below) showing that the school was just slightly under the target for 2023 of 96%</p> <table border="1" data-bbox="472 276 1435 448"> <thead> <tr> <th></th> <th>Attendance %</th> <th>Authorised %</th> <th>Unauthorised %</th> </tr> </thead> <tbody> <tr> <td>Apple</td> <td>93.4</td> <td>5.82</td> <td>0.82</td> </tr> <tr> <td>Sycamore</td> <td>95.9</td> <td>1.93</td> <td>0.49</td> </tr> <tr> <td>Elder</td> <td>97.6</td> <td>3.37</td> <td>0.84</td> </tr> <tr> <td>Total</td> <td>95.6</td> <td>3.74</td> <td>0.71</td> </tr> </tbody> </table> <p>There had been high levels of absence at the school due to illness/coughs and generally feeling unwell. It was anticipated that the number may drop slightly following this week's absences.</p> <p>Absence figures for last year (2021/2022) compared to LA and National Figures were shared and the following points highlighted:</p> <ul style="list-style-type: none"> • Absence at the school was under national and LA figures • Figures during covid year absence was low and above national • Moving up the percentile ranking • Persistent absentee for 2021/2022 was significantly under national for this year. Last year was above national however the school had worked with one particular family and that child's attendance had improved significantly this year (from under 70% to 98%). This pupil was pupil premium and was accessing the after school and breakfast club to support attendance which proved to have a positive impact • Governors noted that given the numbers in school one pupil made a big impact on the figures • Persistent absenteeism had increased due to this one pupil. <p>(b) <u>Safeguarding</u></p> <p>Number of safeguarding incidents: 8 Number of pupils with a child protection plan in place: 0 Operation Encompass calls: 1 Families with a TAF: 3 (one had been stepped down today) Number of pupils on the SEN register: 10 LAC = 0 PLAC = 1 Number of fixed term exclusions: 0</p>				Attendance %	Authorised %	Unauthorised %	Apple	93.4	5.82	0.82	Sycamore	95.9	1.93	0.49	Elder	97.6	3.37	0.84	Total	95.6	3.74	0.71	
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	<p>Number of permanent exclusions: 0</p> <p>Safeguarding Training: No training had been undertaken this term. KCSIE changes had been reviewed during staff meetings. Prevent training was due to be organised for February and governors were welcomed/encouraged to attend – Mrs Bulmer would circulate the date when available.</p> <p>Q: Given the high number of safeguarding incidents is there anything we need to be concerned About?</p> <p>A: No. these are operation encompass calls which I have been advised to include in the report, they were not included previously and hence why it looks a lot.</p> <p>Q: What are operation encompass calls?</p> <p>A: Operation encompass is a system when the police have been called out over the weekend or evening and children have been present. The school are informed beforehand so that they are aware of the information before the pupil comes to school.</p> <p>(c) <u>Premises And Health & Safety Matters</u></p> <p>The entrance door was found to be sticking. Dean Harper Kirklees Asset Management had been contacted and the school were awaiting Dean Harper to speak to someone else to fix the issue.</p> <p>The sink in staff toilet had been fixed.</p> <p>(d) <u>Feedback from KLP Visit.</u></p> <p>David Rushby the new KLP had visited the school. Time was spent familiarising himself with the school as well as looking at data insights and were working on sharpening the SEF; adding external validation to strengthen the report. This was a target that Mr Rushby had indicated that could be worked on together.</p> <p>(e) <u>Staffing</u></p> <p>Mrs Pogson supply teacher had been in school covering for Mrs Morris whilst she recovered from her operation. Mrs Morris was due back after Christmas</p> <p>Q: Are there any vacancies /recruitment taking place for LTS?</p>	

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	<p>A: No, we have managed to cover all posts at the moment so do not need to recruit.</p> <p>(f) <u>Parents And Community</u></p> <ul style="list-style-type: none"> • Friends of Flockton (FOF) had arranged the following events: • Community values photo competition • Spooky disco • Christmas panto visit (funded bus) • Christmas pony visit (15.12.22) • Christmas raffle. • Christmas Fayre. • Harvest celebration had been attended by many parents also Reverend Ann and Alison. • Christmas Collective worship from Reverend Ann and Alison to mark the start of advent. • Collective worship from Mr Kaye (Skelmanthorpe Church). • Christmas dinner - 15.12.22 • Apple class - owl visit • Sycamore class – Gurdwara visit • Elder class – Carry my story linked with Batley Grammar. Invited to take part in Holocaust Memorial Day – sycamore class would join in and do some portraits of inspirational people. Governors were invited to attend this event on 26th January at Dewsbury Town Hall <p>(g) <u>School Performance and Standards</u></p> <p>Headline predictions data for 2023 (compared with national and LA) were shared and discussed as follows:</p> <p>Early Years 16 out of 19 Children were currently on track to make GLD. 1 child = 5.3% Three children currently not on track to make GLD. Two children were on the SEND register and 1 waiting for EHCP referral. One child struggled with social and emotional but would make GLD on the rest of the ELG.</p> <p>Phonics 7 children currently predicted to pass phonics test in Yr. 1. 1 child = 12% One child not expected to pass phonics – this child was on the SEND register. One child would not take the</p>	

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	<p>test due to SEND need the child was on my support plan and had reports from speech and Language – Mrs Hurst was working with this child and currently waiting EHCP referral. The school continued to support this child the best they could</p> <p>KS1 <i>Maths</i> - 1 child = 11% One child SEN not expected to make ARE by the end of the academic year. 8 pupils expected to make ARE+ = 88%. This would take the above current national figures of 67.7% <i>Writing</i> - 3 children not expected to make ARE in Writing. This was consistent with National and LA trends. 67% expected to make ARE – this was still above the current National figure of 57%. <i>Reading</i> -One child not expected to make ARE for Reading. 8 children currently expected to make ARE +. 89% current National 69.9%</p> <p>Q: National Headline Data for Reading does not look good A: That was YR2 – predictions for this year will pull it back up to where we were previously</p> <p>Q: What are the reasons behind the Writing being significantly below across the board? A: Unfortunately, it is still on the effects of Covid schools could not control writing over lockdown, reading was easier. Also. it did not help that the government didn't change the goalposts with the assessments and the teacher assessment framework for the Writing, it remained as rigid as pre-covid despite these pupils only having a full year in school last year and was a step too far for a number of pupils. We were moderated and were secure with our judgements however it was just incredibly hard from a low starting point. Nevertheless, the YR2 pupils did extremely well last year.</p> <p>Q: How will these YR2's get monitored now in their final 3 years of school (KS2) in middle school and do we know whether these pupils will catch up as they go up? A: We have internal tracking used to track that. Also, Writing is a pyramid focus and moderation across schools takes place. Given the pupils are now back in school and we do not have all the disruptions/lockdowns those pupils in Yr3 are making good progress as they have that consistent time and learning in school now</p> <p>Q: Given EH's class is small at the moment (compared to previous years) is that benefitting this Group? A: Yes, even though a bigger Year group (14) and only 9 YR2's it means more time to focus on plugging those gaps, targeted interventions by working closely with an adult to catch up. They are doing really well. Those pupils last year where making progress it was just about the timing</p>	

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	<p>as they missed that consistency in teaching</p> <p>Q: Writing maybe across the board what specifics are we doing to address the discrepancy in Writing?</p> <p>A: We are focusing a lot on Grammar as a school. We had an INSET day last week on this to ensure good progression in our Writing and making sure we have good grammar coverage and stamina for writing. We worked with Paul Lomas earlier in the year looking at progression and making sure we are planning a really well-informed series of lessons which met all the criteria and just giving the children the most possible opportunity to extend their writing cross curricular and pushing writing. Early reading is also a key focus as it goes hand in hand with Phonics. If you get the phonics right early on writing is a lot easier for the children.</p> <p>Q: Do you see that in the group that did really well in their Phonics last year that they are back to being where they should be?</p> <p>A: Those pupils that are now my YR2's have started really well and have hit the ground running from closer starting point than from where they did last year. They are also much more receptive to the grammar and other things we need to push from a YR2 perspective, so we are already closer to that end point than what we have seen previously. I can already see amazing progress with the children from September and it will be great to see the continuous progress as the year goes on across YR2 and YR3.</p> <p>The chair highlighted that he would be interested in seeing the comparison between last year's YR3 against the current YR2 and felt it would be useful to carry out a book scrutiny monitoring visit in the new year.</p> <p>Overall, predictions were looking good. Mrs Bulmer reported some pupils, at the start of the new year, had continued working in their old books and it was great seeing the journey through the books, across all year groups, and the progress being made was significantly better than that seen last year and a lot more visible.</p> <p>Mrs Bulmer was thanked for her report and data update.</p>	<p><i>Chair to arrange a book scrutiny visit</i></p>
30. HEAD TEACHER WELLBEING	<p>Q: Have you been able to take your non-contact (Thursdays) and strategic planning time?</p> <p>A: Yes, I have, and on some occasions, I have swapped it to accommodate meetings.</p> <p>Staff were looking forward to the Christmas break</p>	

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31. SAFEGUARDING	<p>This had been covered above within the Head teachers report.</p> <p>RESOLVED: That Safeguarding be removed as a standard item.</p>	<p><i>Remove this as a standard item</i></p>
32. FINANCIAL MANAGEMENT AND MONITIRING	<p>(a) <u>School Fund Audit Report</u></p> <p>The school fund audit report had been presented and discussed at the last S&R committee meeting and agreed for it to be recommended for approval by the full governing body. This had been placed on SharePoint for governors' information.</p> <p>RESOLVED: That the School Fund Audit report be approved.</p> <p>(b) <u>Financial Audit</u></p> <p>It was reported that the LA had recently carried out a financial audit. Mrs Latham reported that the outcome and feedback received of the audit had been very positive with only very minor suggestions made and no actual recommendations. The school had already acted on some of the suggestions made.</p> <p>Mrs Latham thanked governors for their regular monitoring and scrutiny of the budget which she felt had helped hold the school to account and had contributed to them achieving the positive outcome.</p> <p>Governors thanked Mrs Latham for her strong financial management of the school budget.</p>	
33. POLICIES FOR REVIEW BY FULL GB	<p>The following policies had been reviewed and placed on SharePoint for governors to read. Mrs Bulmer reported that all policies were Kirklees adapted model policies and had been reviewed by the appropriate committees.</p> <ul style="list-style-type: none"> • Teachers Pay Policy • Staff code of conduct • AUP Pupil, Staff and Governors • In-vacuation Policy • KCSIE Policy • Use of Electronic Devises Policy • Staff handbook • Operation Encompass safeguarding statement 	

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	<ul style="list-style-type: none"> • Child on Child abuse policy • Emergency contact and first day calling policy • Whistleblowing policy • Children with health needs who cannot attend school policy • Governor Expenses Policy • Policy for Managing Serial Complaints (minor change made to wording was highlighted) • SEND Policy • Premises Management Policy <p>RESOLVED: That all the above polices be approved.</p>	
<p>34. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2024/25</p>	<p>A copy of the document had been placed on Sharepoint.</p> <p>There was no change to Flockton or Scissett Middle schools PAN.</p> <p>It was reported that at the last S&R committee a discussion had taken place around Flockton Pre-School provision and the following points raised:</p> <ul style="list-style-type: none"> • There was some disappointment expressed in Flockton preschools provision offer from a parent's perspective. • Some concerns raised around Flockton school potentially losing a cohort of future intake to Grange Moor School. Information around transition/links provided by Little Gems pre-school was easily accessible for parents and more attractive • Consideration was given to the schools' relationship/engagement with Flockton pre-school and whether the school could offer any support to the pre-school to build stronger links • The suggestion of the school building stronger links and engagement with Little Gems pre-school • Pupil numbers had a significant impact on the budget/viability of the school going forward especially given that the contingency had now eroded due to other priorities/challenges. The school needed to remain on the front foot and ensure that the school maximized all PAN opportunities going forward and keep the school at the fore front of parents when choosing a school regardless of which pre-school their child attended. <p>Q: How much interaction is there with the Flockton pre-school A: There is some engagement, we see Nicola and the staff, and she is invited to performances</p>	

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	<p>/events and have a picnic in the summer. Our staff start to liaise with the pre-school mor in early summer term before they go to carry out pre-school observations. Not all of our pupils come from this setting. We will have a picnic in the summer.</p> <p>Q: Do we share or prospectus with pre-schools/other nurseries in the area? A: No, we currently do not.</p> <p>Q: Do you feel there would be some value in doing this? A: Yes, there is. Following on from the S&R meeting we did make some enquiries and discussed it being emailed out and I would be happy to have some printed and placed in the foyer</p> <p>Q: Do we know whether Grange Moor get over subscribed? A: I believe the numbers have reduced; our numbers have grown. Historically we did lose pupils to Emily First school however this does not happen anymore.</p> <p>Q: Do we know numbers from the Pre=school that may be applying for Flockton next year? A: We have numbers from LA admissions department. We have had twenty-one applications (one withdrawal) eleven first preference, six second preference and three third preference. Closing date is 15th January, so this could change. This would mean a class of thirty in Apple Class if all first preference remain.</p>	
35. SCHOOL COUNCIL AND ETHOS GROUP FEEDBACK	<p>(a) <u>School Council</u></p> <p>Mrs Bulmer reported the following:</p> <p>The school council had been busy in school. – they had raised funds for the British Legend, sold poppies /other products, helped at the remembrance service, and held a bun sale for Children in Need Currently YR2 pupils had applied for Archdeacon Award - 4 pupils would lead on this after the Christmas break. The award would involve taking part in a community project which would have some positive impact on the community. Initially consideration had been given to improving the footpath through the rec – Mrs Bulmer had made some initial enquiries with the club and had learnt that although the club owned the land the council rented it. Mrs Bulmer agreed to follow this up with the council. There were other ideas which could be considered if this was not possible</p> <p>(b) <u>Ethos Group and Wellbeing Group</u></p>	

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	<p>Mrs Hurst reported the following:</p> <ul style="list-style-type: none"> • This year the main focus and push for the Ethos group was on Wellbeing and Mental health • The group had been renamed to “Wellbeing and Ethos group” pupils would be trained up to be wellbeing champions (called <i>wellbeing warriors</i>) they would look out for the mental health and wellbeing of the children, their peers around them and the staff. • Pupils would be awarded a certificate once they had completed the training – the training would take place in the first half term of Spring • This would continue to run alongside the Ethos perspective – pupils had already met with Sue Rawlings and other people from the church and talked about Christian Value, bible links with compassion and present this to the school in a collective worship. • The group would continue to run the prayer group with the support of Alison who had agreed to run a half termly prayer group with them and the Ethos group would maintain the lunchtime club where they would create a prayer around the value for the tree in the hall • The group were very keen to push the wellbeing and mental health and be visible at playtimes to support everyone in school • Display bubbles had been created by pupils on “How they might help people through the year and what they were willing to do to help people” governors were encouraged to pop into school to look at the displays 	
<p>36. GOVERNOR TRAINING AND GOVERNOR VISITS</p>	<p>(a) <u>Mr R Michael</u></p> <p>H&S audit carried out – 2 minor recommendations for action identified. One had already been completed</p> <p>Mr Michael agreed to complete his visits report.</p> <p>(b) <u>Helen Kerr</u></p> <p>Collective Worship Visits undertaken over several Fridays - report had been placed on SharePoint</p> <p>Mrs Kerr reported that it was good to see a healthy presence of parents attend over the number of sessions observed. A questionnaire had been compiled for parents to complete – positive feedback received, and parents were impressed to see how some of their comments/ suggestions had been actioned by the school</p> <p>The notes of the visit had been written up in line with the school values</p>	

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	<p>Mrs Kerr was thanked for her informative notes.</p> <p>(c) <u>Diocese Governor Training</u></p> <p>Mrs Bulmer alerted governors to the following training sessions and encouraged governors to attend:</p> <ul style="list-style-type: none"> • 29/3/2023 – Remote training on National SIAMs Updates (new framework) • 23/5/2023 – Focus on Governor Visits to school – cost £50 Mrs Bulmer indicated that governors may wish to consider using half a day from some of the time the school already bought into for Paul Lomas to deliver a bespoke session. <p>ACTION: It was agreed to make this decision at the next steering committee meeting.</p> <ul style="list-style-type: none"> • Jigsaw – PHSCE Online Training on RHSCE for governors - Date to be confirmed 	
37. ANY OTHER BUSINESS	<p>(a) <u>Governor Recruitment</u></p> <p>Mr Michael reported that he had received an expression of interest to become a governor at the school from Amiee Kalinowski. Mr Michael had spoken to the applicant who he reported was an accountant for a non-for-profit organisation up until recently and had just recently changed jobs and had joined a large construction company. Amiee was keen to join the board as she wanted to give something back to the community. Governors considered the application and suitability and felt the applicants financial, commercial, and business skill set would be an asset to the board and the exiting skill sets especially given the current financial challenges placed on schools.</p> <p>RESOLVED: That Mrs Aimee Kalinowski be appointed as a co-opted governor.</p> <p>(b) <u>LA Seat</u></p> <p>There had been a further expression of interest received to become a governor from a former pupil who had a commercial background. It was agreed to give this matter some further consideration at the next governors meeting. In the meantime, the applicant would be invited to attend a S & R committee meeting to get a feel of the expectation/commitment required to undertake the role.</p>	

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	Furthermore, the steering group would consider whether there was any value in swapping any existing governors seat categories.	
38.	Deletion – See minute 40	
39. 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.	
40. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	RESOLVED: That Minute 38 be excluded from the copy to be made available at the school.	