

THE GOVERNING BODY OF A ROBERTTOWN CE (VC) JUNIOR AND INFANT SCHOOL

Minutes of a meeting of the Governing Body of Roberttown CE (VC) Junior and Infant School held at 6.30 pm remotely via Teams on Wednesday, 1 December 2021.

PRESENT

Mrs M Hoole (Chair), Mrs E Bolt, Mrs C Cockerill, Mrs S Goodall, Mrs J S Laycock-Smith, Mr J Pickles, Mrs C Scott, Mrs H Wells, Mrs L Wood.

In Attendance

Mrs A Walker (Minute Clerk)

Mrs Hoole opened the meeting with a prayer.

Item	Minutes	Action
24. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	Reverend S Wallace-Jones was not present. There were no declarations of interest, and the meeting was quorate.	
25. ANY OTHER BUSINESS ITEMS	The following items were notified to be brought up under Any Other Business: • Aims and Missions	
26. REPRESENTATION	The following matters of representation were noted:	

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	<p><u>Appointment of 2 Co-opted Governors</u></p> <p>The Chair informed governors that she had been trying to recruit for the governing body but there was little interest at the present time.</p> <p>Q: Have we approached any local businesses? A: Yes, the Chair has, and Mrs Scott has also approached a local shop owner.</p> <p>ACTION: Information to be sent out to local business and parents.</p> <p>ACTION: Mrs Cockerill to look at previous social media posts and re-advertise after Christmas.</p> <p>Governors discussed current vacancies and options available.</p> <p>This matter will be re-visited in the new year.</p>	
27. MINUTES OF THE MEETING HELD ON 7 OCTOBER 2021	RESOLVED: That the minutes of the meeting held on 7 October 2021 be approved and signed by the Chair as a correct record.	
28. MATTERS ARISING	<p>(a) <u>Committees (Minute 6 refers)</u></p> <p>ACTION: GCS to amend committee membership and move Mr J Pickles to Pupil Discipline and Staff Dismissal committee.</p> <p>(b) <u>Safer Recruitment (Minute 17 refers)</u></p> <p>Mrs Bolt confirmed that she had met with the Head Teacher to discuss Safer Recruitment training. Mrs Bolt would be contacting Gary Scargill from the LA to follow up.</p>	

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	<p>(c) <u>Acceptable Use Policy (Minute 17 refers)</u></p> <p>Fiona Denham, KLP, had confirmed that there was no requirement for governors to sign the Acceptable Use policy but that it would be advisable to adapt the policy to include governors.</p> <p>ACTION: Policy to be adapted and sent to Governors.</p>	
<p>29. REPORTS FROM COMMITTEES</p>	<p><u>Standards and Effectiveness Committee</u></p> <p>Governors had been provided with copies of the draft minutes from the meeting. Mr Pickles gave governors a verbal summary of what the meeting had covered, including:</p> <ul style="list-style-type: none"> • Data summary including catch up funding • FFT target setting including trends and reasoning for target setting • Curriculum gaps from the previous year • Mr Pickles - curriculum visit • Mrs Wells - Inclusion report that had been sent to governors prior to the meeting. <p>There was no report from the Resources Committee.</p>	
<p>30. FINANCIAL MANAGEMENT AND MONITORING/BUDGET REPORT</p>	<p>The School Business Manager had sent a report to governors prior to the meeting.</p> <p>Governors reconciled the figures provided on the financial monitoring reports.</p> <p>The Head Teacher informed governors that the SBM could attend a future meeting to clarify the figures that governors should be aware of and how these should be reconciled to ensure that governors are all aware of the financial position within school.</p>	

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	ACTION: Chair to meet with SBM to discuss financial management in greater detail and cascade to governing body.	
31. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS	<p>Governors had been provided with a copy of the Head Teacher's report prior to the meeting. The SDP had not been included in this update.</p> <p>The Head Teacher had included a document that informed governors how children were taught to keep safe and also look after their mental health. The Chair felt that this was a very useful document.</p> <p>Q: How have you selected Speech and Language therapists? A: Through recommendations from other local schools. The Head Teacher is disappointed that the school has had to buy in this service but felt it was essential and an impact is being seen already.</p> <p>Governors were informed that it has been a very difficult term with staff absence. Very little of the absence has been as a result of Covid but other illness has had an impact on staffing levels. Supply staff have been required and there have been days when staffing has been stretched. This has an effect on SLT work within school and the SIP work has not yet been completed.</p> <p>Governors were informed that school is not 'post pandemic' and the feeling within school is that the pandemic is still very much ongoing. As a result of this priorities have had to be drawn with welfare taking precedence and wider work within school has been pushed back. The Head Teacher informed governors that it was concerning that OFSTED expectations are that school should be 'back to normal' which adds stress to school staff.</p> <p>Staff absence also has an impact on the financial position; the first 2 days of teaching staff absence are not covered by the insurance and TA absence is not covered by insurance at all. Supply costs have to be met from school finances for TA cover and first 2 days of teacher absence.</p>	

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	<p>Curriculum work is not yet complete as a result of the continual balancing of catch-up work and absence cover. The situation in school continues to be very challenging.</p> <p>Q: What was the training completed by Mrs Malone? A: Fire safety training.</p> <p>Q: Has Mr Parr completed his asbestos training? A: No, he has been away ill but will renew this training shortly.</p> <p>Governors were informed that the burglar alarm had been activated twice over the weekend and the Head Teacher had been called out. A new sensor would be fitted.</p> <p>The Head Teacher was thanked for her report.</p>	
32. SAFEGUARDING	<p>The Safeguarding report had been made available for governors prior to the meeting.</p> <p>The report included a report on bullying incidents within school.</p> <p>Q: Are there any bullying issues not recorded? A: Mrs Mott is looking closer into the report as part of anti-bullying week work.</p> <p>Q: How do you define 'bullying'? A: Where the intention is to hurt or there is an imbalance in power.</p> <p>Mrs Goodall informed governors that there has been an increase in the number of 'friendship' issues being reported to Befrienders.</p> <p>ACTION: Head Teacher to bring a report back to governors when Mrs Mott has completed her review.</p>	

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	<p>Q: What was the equality/inclusion incident? A: Two Year 5 children used inappropriate terminology and a KS2 child used an inappropriate racial term.</p>	
<p>33. POLICIES FOR REVIEW BY FULL GOVERNING BODY</p>	<p>(a) <u>Behaviour Policy</u></p> <p>Mrs Baker had consulted with parents to ensure a more inclusive Behaviour Policy. The peg system would be replaced with Dojos.</p> <p>Q: What are Dojos? A: It is an electronic system where children are rewarded with Dojos that they can exchange for behaviour rewards to spend in the Dojo shop.</p> <p>RESOLVED: That the Behaviour Policy be agreed and adopted.</p> <p>(b) <u>Pay Policy</u></p> <p>RESOLVED: That the Pay Policy be agreed and adopted.</p> <p>(c) <u>Appraisal Policy</u></p> <p>RESOLVED: That the Appraisal policy be agreed and adopted.</p>	
<p>34. DELETED – See Minute 41</p>		

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<p>35. GOVERNOR TRAINING AND GOVERNOR VISITS</p>	<p>Mrs Scott had completed a 3-day IOSH course for Health and Safety.</p> <p>Mrs Hoole had completed a safeguarding visit.</p> <p>Mrs Wells had completed her Inclusion visit and would be visiting again on 6 January to look at Sports Premium.</p> <p>Mrs Scott had a visit booked for 2 December.</p> <p>Mrs Hoole would be booking visits after Christmas to have face to face meetings with children.</p> <p>Reverend Wallace-Jones had visited school for Collective worship and had completed a Y3/Y4 visit to talk about Egypt.</p>	

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	<p>Mr Pickles had completed a visit on 3 November and looked at the SDP.</p> <p>Mrs Cockerill would be completing an SDP visit.</p> <p>Mrs Bolt had booked in an Early Years visit for 1st February.</p> <p>The Head Teacher appraisal meeting was booked for 14 December 5-6pm.</p>	
<p>36. SPENBOROUGH TRUST</p>	<p>Governors were informed that Hightown, Roberttown and Gomersal schools would be working together in the new year to complete triad meetings to look at SIP work.</p> <p>Moderation work is being completed within the Trust. English had been completed and Maths was booked in.</p> <p>The carol concert would be going ahead next week.</p> <p>The Head Teacher informed governors that at the present time the Trust is not yet providing the level of support that there was prior to Covid.</p>	
<p>37. ACADEMISATION</p>	<p>Governors were informed that the Diocese continues to push towards academisation.</p> <p>The Abbey MAT will be holding two roadshows and the Chair is attending one via Zoom at 10am on 2 December.</p> <p>The Chair will provide feedback to governors at the next meeting.</p> <p>Q: Where is it? A: Abbey Grange is a high school in Leeds, but the MAT does include Lightcliffe and Hipperholme.</p>	

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	<p>Q: Have they approached us? A: The Chair received the email from the Diocese with the road show information.</p> <p>Q: What is the benefit for the Diocese? Why are they pressuring school to join? A: They are not really putting any pressure on school – academisation is a government directive. Only 30% have joined a MAT to date. The argument for joining would be that as more schools do join, the LA support will become less for those schools that are not part of a MAT.</p>	
<p>38. NATASHA'S LAW</p>	<p>Governors were informed that Natasha's Law is a food labelling law that has been introduced.</p> <p>There are no implications for school lunches but there would be an impact of cake/bake sales/Christmas party food etc.</p> <p>With this in mind, governors were informed that for this year's Christmas parties parents will be asked for a monetary contribution and packaged items will be bought.</p>	
<p>39. ANY OTHER BUSINESS</p>	<p><u>Aims and Missions</u></p> <p>Governors were informed that a Diocese representative will support with the Aims and Missions Statement to ensure it is reflective of the nature of the school and those in it.</p> <p>There will be a meeting for staff and governors 3.30pm-5.00pm 16 March 2022.</p>	
<p>40. DATES OF NEXT MEETINGS AND</p>	<p>RESOLVED: That the next meetings of the Governing Body be held at 6.30pm at the school/remotely on:</p>	

Item	Minutes	Action
POSSIBLE AGENDA ITEMS.	<p>Governing Body:</p> <p>Monday 7 February 2022 – to include:</p> <ul style="list-style-type: none"> • evaluation for OFSTED framework • Building and effective team – learning links on governors' website – courses should be open for booking. • Safeguarding report update • Mr Pickles visit report. <p>Thursday 31 March 2022 Monday 16 May 2022 Wednesday 6 July 2022</p> <p>Committees:</p> <p>Standards Committee – Thursday 14 October 6.00pm Resources Committee - Tuesday 16 November 6.00pm Standards Committee - Tuesday 25 January 2022 6.00pm Resources Committee – Monday 14 March 2022 6.00pm Resources Committee – Tuesday 28 June 2022 6.00pm Standards Committee – Tuesday 28 June 2022 7.30pm</p>	
41. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	RESOLVED: That Minute 34 be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act.	