

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 Tuesday, 1 December 2020.

PRESENT

Mrs M Hoole (Chair), Ms A Bunch, Mrs C Cockerill, Mrs S Goodall, Mrs J S Laycock-Smith, Mr J Pickles, Reverend S Rochell, Mrs C Scott, Mrs H Wells, Mrs L Wood.

In Attendance

Mrs A Walker (Minute Clerk)

Item	Minutes	Action
24. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	There were no apologies for absence. Mrs E Bolt was not present. There were no declarations of interest and the meeting was quorate.	
25. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	The following item was notified to be brought up under Any Other Business: • Governor Safeguarding training	

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26. MINUTES OF THE MEETING HELD ON 1 OCTOBER 2020	RESOLVED: That the minutes of the meeting held on 1 October 2020 be approved and agreed by the Governors as a correct record.	
27. MATTERS ARISING	<p><u>Representation (Minute 4 refers)</u></p> <p>Mrs Wells confirmed that she had not received any correspondence from the LA regarding her change of Governor status.</p> <p>The Head Teacher brought up the AOB item at this point:</p> <p>The SBM had emailed governors to remind them to complete Safeguarding training. The Head Teacher informed them that it was a virtual course and encouraged them to register for the training as soon as possible.</p>	Head Teacher to speak with Diane Bray at GCS
28. REPORTS FROM COMMITTEES	<p>(a) <u>Resources Committee Meeting: 17 November 2020</u></p> <p>Mrs Cockerill provided governors with a brief verbal summary of the meeting.</p> <p>The main discussion points had been:</p> <ul style="list-style-type: none"> • Budget report and SBM update • Teachers' pay • Expenditure on COVID-19 supplies and how suppliers are chosen • Discussion re savings that could be made by installing LED lighting. • Bungalow refurbishment • Terms of reference to ensure the committee is meeting the terms. <p>(b) <u>Standards Committee Meeting: 17 November 2020</u></p> <p>Mr Pickles provided governors with a brief verbal summary of the meeting.</p>	

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	<p>The main discussion points had been:</p> <ul style="list-style-type: none"> • The impact of COVID-19 on data • Summary of SATs and teacher predictions • Target setting for the current year. • Interventions. 	
<p>29. FINANCIAL MANAGEMENT AND MONITORING/BUDGET REPORT</p>	<p>Governors had been provided with copies of Financial reports prior to the meeting and these had been discussed in detail by the Resources Committee.</p> <p>Governors had reconciled the figures and had no questions.</p>	
<p>30. SCHOOL FUND AUDIT</p>	<p>The SBM had provided a report for governors.</p> <p>RESOLVED: That the School Fund Audit be agreed by the Governing body and signed by the Chair for submission to the LA.</p>	
<p>31. COVID UPDATE</p>	<p>Governors had been provided with a report prior to the meeting.</p> <p>The Head Teacher gave a brief verbal summary about the challenges in school at the current time.</p> <p>Governors were asked for any questions.</p> <p>Q: Do we have any families in school without access to a PC/laptop for remote learning? A: Yes – we have sourced some laptops from the LA.</p>	

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	<p>Q: Are parents still refusing to wear masks? A: All parents seemed happy to wear them initially but there has been a change in attitude recently with a variety of issue being discussed. A letter has been sent from the Chair and Head Teacher. Things do seem to be calming down and we will monitor this.</p> <p>Q: How are you managing staff morale? A: Anxiety seems to come and go – depending on the circumstances/external pressures. Some staff are always ‘upbeat’ and seem to lift the mood in school. Staff are very supportive of one another and pull together.</p> <p>Q: Have you looked at how the catch-up funding will be used? A: A variety of options have been identified including IT, Intervention sessions, top/tail tuition.</p> <p>Q: Do we have to apply for the funding? A: No, it is automatically allocated.</p> <p>Q: Are we engaged in the National Tutor programme? A: We have registered but may not take it up. We are concerned that the children would not know the tutor. We may use some of the funding to support children who have no IT at home.</p> <p>Q: Are there any circumstances where parents are not sending their child to school because of the risk? A: We would want all children to be in school unless they are self-isolating. Remote learning is not a substitute for being in school. Attendance is still at 90%.</p> <p>Governors had been provided with a copy of the Remote Learning Policy prior to the meeting.</p> <p>RESOLVED: That the Remote Learning policy be agreed and adopted.</p>	

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<p>32. HEAD TEACHER'S REPORT</p>	<p>The Head Teacher's report had been updated since the last term and a brief verbal summary was provided by the Head Teacher:</p> <p>An appeal in November had not been successful. There had been an in-year transfer request which may go to appeal.</p> <p>The extended school team are working well together with continuity of staff.</p> <p>The NQT in school will need well managed training as she is unable to take part in 'best practice' visits.</p> <p>Governors had a general discussion regarding the report. There were no questions at this time.</p>	
<p>33. SAFEGUARDING</p>	<p>Governors had been provided with a copy of the Safeguarding report prior to the meeting.</p> <p>Any recent amendments to the report were highlighted to governors.</p> <p>Mrs Hoole had not yet been able to visit school to complete a safeguarding visit.</p> <p>Q: What has the impact been on the children's mental health? A: There have been no additional issues other than the children who we know have had mental health challenges in the past. In general children do seem to be more anxious than in past years. We were aware of children who struggle pre Covid and we have not had any new pupils to monitor. The daily mile has helped with mental health. Some children have picked up on parental anxieties, but this is starting to improve now.</p> <p>There were no online safety issues in the last half term.</p>	

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<p>34. TEACHER APPRAISAL POLICY AND TEACHER PAY POLICY</p>	<p>The policies had been provided prior to the meeting. Governors were informed that they were model LA policies approved by the unions.</p> <p>Q: Could 360° review be applicable for teaching staff? A: This could not be introduced without union approval and teaching staff appraisals follow a set format.</p> <p>Q: Are we moving away from a data target this year? A: No, we have kept a data target.</p> <p>Q: Have you adjusted it? A: The process is about 'working towards' the improvements in outcomes for children. Teaching staff need an 'aim' but we do not want any teacher to be disadvantaged. We still need teaching staff to 'stretch' the children to ensure they achieve what they deserve. We need to be aspirational for the children.</p> <p>RESOLVED: That the Teacher Appraisal Policy and Teacher Pay policy be agreed and adopted.</p>	
<p>35. SDP PRIORITIES</p>	<p>Governors had been provided with the document and progress will be reported on in the new year. The main priorities for governors to be aware of were:</p> <ul style="list-style-type: none"> • Recovery curriculum • Curriculum work – this has not yet been completed because of the impact of COVID-19. • Reading will continue to be embedded. • Church School action plan • Middle leaders' development 	

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	The Head Teacher's report for the next meeting will include an update on each area.	
36. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2021/22	RESOLVED: That the PAN be confirmed at 34. A governor asked how the PAN of 34 worked Within KS1. The Head Teacher explained to governors how the PAN had affected class structure in the past and how the split of the children works in KS1.	
37. GOVERNING BODY SKILLS AUDIT	All documents had now been sent to the Head Teacher. The Head Teacher discussed the results with governors and explained that the audit is used to identify any weaknesses within the governing body. The Governing Body was reassured by the overall results.	
38. RE-CONSTITUTION OF THE GOVERNING BODY	Governors discussed a governor changing roles and becoming LA governor. Governors felt that the governing body was strong enough without replacing Mr Toft and would now look at the option to reduce the co-opted governor positions from 3 to 2. Governors agreed that this would be discussed further at the next meeting when Mrs Wells had been appointed as LA governor. Q: Is there a problem having a large board? A: We do not want to operate with vacancies.	

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	<p>Governors discussed the reasons for needing to reduce the size of the governing body,</p> <p>The skills audit had confirmed that the governing body was strong with a clear range of skills.</p> <p>The Head Teacher would send the matrix to governors and add to the agenda for the next meeting.</p>	<p>Head Teacher</p>
<p>39. GOVERNOR TRAINING AND GOVERNOR VISITS</p>	<p>A Bunch and Mrs M Hoole had attended Preparing for Ofsted training. Ms Bunch provided governors with a brief verbal summary of the training,</p> <p>C Cockerill had completed the online training 'How to be a Chair'.</p>	<p>Ms Bunch to send training documents to governors.</p>
<p>40. UNIFORM</p>	<p>The Head Teacher informed governors that children are taking part in the 'daily mile' and had been told that they could come to school in trainers. Some children are not wearing appropriate shoes to be active in.</p> <p>The Head Teacher requested governor approval to send a letter to parents informing them of the requirement for appropriate footwear to be worn in school. The Head Teacher will also revise the footwear guidance.</p> <p>RESOLVED: That the Head Teacher issues a letter to parents re footwear requirements.</p>	
<p>41. ANY OTHER BUSINESS</p>	<p>The item notified to be brought up under Any Other Business had been covered in agenda item 'Matters Arising'.</p>	

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<p>42. DATES OF NEXT MEETINGS AND POSSIBLE AGENDA ITEMS.</p>	<p>RESOLVED: That the next meetings of the Governing Body be held at 6.30pm at the School/remotely on:</p> <p>Governing Body:</p> <p>Monday 8 February 2021 Thursday 18 March 2021 Monday 17 May 2021 Thursday 8 July 2021</p> <p>Committees:</p> <p>Resources Committee 6-7.15pm / Standards Committee 7.30-8.45pm</p> <p>Thursday 28 January 2021 Tuesday 22 June 2021</p>	
<p>43. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</p>	<p>RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	

The meeting closed at 8.10pm with a prayer.