

**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 Thursday, 1 October 2020.

PRESENT

Mrs M Hoole (Chair), Mrs E Bolt, 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
1. ELECTION OF CHAIR	<p>The Chair had been elected until the first meeting after the first anniversary at the annual meeting held on 10 October 2019.</p> <p><b>RESOLVED:</b> (i) That nominations be accepted from governors not present at the meeting  (ii) That the Chair be elected for a term of 12 months.  (iii) That in the case of a tie, a show of hands is held.</p> <p><b>RESOLVED:</b> That Mrs M Hoole be re-elected Chair.</p>	
2. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	There were no items notified to be brought up under Any Other Business.	

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<p>3. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</p>	<p>There were no apologies for absence.</p> <p>There were no declarations of interest and the meeting was quorate.</p> <p>The Governing Body reviewed the protocols for apologies and consent to governor absence.</p> <p>RESOLVED: That apologies and consent to governor absence would be considered on an individual basis dependent on the circumstances.</p> <p>RESOLVED: That the NGA Governors' Code of Conduct be approved and signed by all Governors.</p> <p>Governors acknowledged their acceptance of the Code in the virtual meeting.</p> <p>It was confirmed that the Governing Body had published their Declaration of Business Interest information on the School website to ensure compliance with legislation and this would be updated.</p> <p>Governors were advised to complete the link and forward their Declaration of Business Interest form to Clerking Services.</p> <p>The Head Teacher confirmed that GIAS information was up to date on the school website.</p> <p>RESOLVED: That governors approved the 'alternative' arrangements for remote meetings.</p>	

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<p>4. REPRESENTATION</p>	<p>The following matters of representation were noted:</p> <p><u>End of Term of Office</u></p> <p>Mrs Margaret Hoole, Foundation (PCC), with effect from 25.9.20.</p> <p><u>Resignation</u></p> <p>Mr A Toft, Co-opted, with effect from 6.7.20</p> <p><u>Re-appointment</u></p> <p>Mrs Margaret Hoole, Foundation (PCC), with effect from 26.9.20.</p> <p><u>Change of Seats on the Governing Body</u></p> <p>Governors had a discussion regarding one governor changing to LA Governor with a view to the Governing Body reducing in size by losing a co-opted governor seat.</p> <p>The Head Teacher informed governors that she had spoken with Clerking Services to confirm the options available.</p> <p>Governors agreed that Mrs Wells would complete the forms to transfer to LA governor.</p> <p>Governors agreed that they should consider the skills of the current governing body and any possible gaps prior to reducing the number of governors.</p>	<p><b>Head Teacher to send link to Mrs Wells.</b></p> <p><b>Head Teacher to circulate skills audit information.</b></p>

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5. ELECTION OF VICE- CHAIR	<p>The Chair invited nominations.</p> <p>RESOLVED: That Mrs E Bolt be re-elected Vice-Chair for a term of 12 Months.</p>	
6. REVIEW OF COMMITTEES	<p>The Chair consulted with Governors on representation of the existing committees and their respective terms of reference.</p> <p>RESOLVED: That the Governors' representation on committees be approved as follows:</p> <p><u>Resources Committee</u></p> <p>Ms A Bunch Mrs C Cockerill Mrs S Goodall Mrs M Hoole Mrs J S Laycock-Smith Mrs C Scott Mrs L Wood</p> <p>RESOLVED: That Mrs C Cockerill is elected as Chair of Resources committee.</p> <p><u>Standards and Effectiveness Committee</u></p> <p>Mr J Pickles (Chair) Mrs E Bolt Mrs M Hoole Mrs S Laycock-Smith Reverend S Rochell Mrs H Wells Mrs L Wood</p>	

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	<p>RESOLVED: That Mr J Pickles be elected as Chair of the Standards Committee.</p> <p><u>Appraisal and Pay Committee</u></p> <p>Mrs E Bolt Mrs C Cockerill Mrs M Hoole</p> <p><u>Pupil Discipline and Staff Dismissal Committee</u></p> <p>Mrs E Bolt Ms A Bunch Reverend S Rochell</p> <p><u>Complaints and Staff Dismissal Appeals Committee</u></p> <p>Mr J Pickles Mrs C Scott Mrs H Wells</p> <p>RESOLVED: That the LA model Terms of Reference be adopted for the Committees.</p>	
<p>7. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES</p>	<p>RESOLVED: That Governors be appointed with Specific Responsibilities for the 2020-21 academic year as follows:</p> <ul style="list-style-type: none"> <li>➤ Health and Safety – Ms A Bunch</li> <li>➤ Early Years – Mrs E Bolt</li> <li>➤ Child Protection &amp; Safeguarding – Mrs M Hoole</li> <li>➤ Governor Induction – Mrs M Hoole</li> <li>➤ Governor Training Contact – Mrs S Goodall</li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ Online Safety – Mrs C Cockerill</li> <li>➤ SMSC and Wellbeing – Reverend S Rochell</li> <li>➤ Sports Premium – Mrs C Cockerill</li> <li>➤ School Website – Mrs C Cockerill</li> <li>➤ Inclusion- Mrs H Wells</li> </ul> <p>To include:</p> <ul style="list-style-type: none"> <li>○ SEND</li> <li>○ Governor for Looked After Children</li> <li>○ Equality</li> <li>○ Pupil Premium</li> </ul>	
<p>8. CHAIRMAN'S DELEGATED POWERS</p>	<p>The Governing Body reviewed the Chair's delegated powers.</p> <p>RESOLVED: That the Chair be granted the following delegated powers:</p> <ul style="list-style-type: none"> <li>(i) Change of date of a scheduled meeting, for good reason</li> <li>(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.</li> <li>(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.</li> </ul>	
<p>9. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER</p>	<p>The Governors reviewed the Head Teacher's financial powers.</p> <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"> <li>(i) Planning and conducting the affairs of the school to remain solvent.</li> <li>(ii) Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority's</li> </ul>	

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	<p>financial regulations and standing orders and maintaining a sound system of internal controls.</p> <p>(iii) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.</p> <p>(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.</p> <p>RESOLVED: That the Governing Body delegates to the Head Teacher financial limits of £10,000 and budget virement of £45,000.</p>	
10. MINUTES OF THE MEETING HELD ON 6 JULY 2020	RESOLVED: That the minutes of the meeting held on 6 July 2020 be approved and signed by the Chair as a correct record.	
11. MATTERS ARISING	There were no matters arising.	
12. REPORTS FROM COMMITTEES	<p>There were no reports from committees.</p> <p>Governors confirmed that committee meetings will be held virtually until further notice.</p>	
13. SAFEGUARDING	<p>The Safeguarding report had been made available for governors prior to the meeting.</p> <p>Governors were informed that the Safeguarding policy had been updated and reference was made within the policy to governing body safeguarding training and governor responsibility.</p>	

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	<p>The following policies had also been updated and Governors should be aware of the updates:</p> <ul style="list-style-type: none"> <li>• Online Safety policy</li> <li>• Safer Recruitment policy</li> <li>• Staff Code of Conduct 2020</li> </ul>	
<p>14. FINANCIAL MANAGEMENT AND MONITORING/BUDGET REPORT</p>	<p>Governors were informed that the School Fund audit had not yet been completed and this agenda item should be deferred to the next meeting.</p>	
<p>15. HEAD TEACHER'S REPORT</p>	<p>Governors had been provided with a copy of the report prior to the meeting.</p> <p>The following matters were discussed in more detail:</p> <ul style="list-style-type: none"> <li>• There had been a school appeal this week, but it had been refused.</li> <li>• There are currently 13 children on the waiting list for a place in Reception.</li> <li>• School has worked to ensure that we are Covid secure and paid particular emphasis to multi-role staff. 5 members of staff were absent last week. The Head Teacher expressed concerns regarding sustainability.</li> <li>• Q: What is the unauthorised absence in the attendance report? A: This was a holiday in term time. Attendance on the whole is pleasing.</li> <li>• Q: What has the impact been on staff wellbeing? A: We are conscious that we are calling on staff goodwill in staffing staggered starts, lunchtimes etc. All staff are doing really well but concerns regarding the sustainability. There aren't some of the 'fun' events to look forward to as the term progresses and we must remain</li> </ul>	



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	<p>mindful of this. We are considering how we can further support staff mental health.</p> <ul style="list-style-type: none"> <li>• Q: Do you have mental health first aiders in school? A: Yes – Mrs Goodall and Mrs Mott.</li> <li>• Q: Has there been any impact of the children’s mental health? A: We have been gladdened by the manner in which the children have returned. They are robust and resilient and have looked forward to returning to school. Mrs Wood said they were immensely proud and grateful for the staff and their support. The children have been a delight to have back in school.</li> <li>• Reception teachers are finding children are not as independent or used to routine as they would usually have been.</li> <li>• SEN/Pupil Premium reports had been included in the report for information.</li> </ul> <p>The Head Teacher was thanked for her report.</p>	
<p>16. TEACHER APPRAISAL POLICY AND TEACHER PAY POLICY</p>	<p>The Head Teacher advised Governors that the policies were not yet available as Kirklees was currently reviewing and consulting on the policies</p> <p><b>ACTION:</b> To defer to the agenda of the next full Governing Body meeting</p>	
<p>17. POLICIES FOR REVIEW BY FULL GOVERNING BODY</p>	<p><u>The Whistleblowing Policy</u></p> <p>The Whistleblowing policy had been circulated to Governors and the Head Teacher advised that there were no further changes since the last review of the policy. It was reiterated to Governors that the policy is shared with all staff at induction, staff briefings and displayed in the staffroom.</p> <p>RESOLVED: That the Whistleblowing Policy be agreed and adopted.</p>	

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18. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2021/22	The Governors noted the statutory consultation on admission arrangements in respect of the academic year 2022/23.  RESOLVED: That governors agreed to defer this agenda item until the LA report is available for discussion.	
19. CONSTITUTION OF THE GOVERNING BODY	This agenda item had been discussed under Representation and governors had agreed to review the skills audit prior to making a decision.	<b>Chair</b>
20. GOVERNOR TRAINING	There had been no governor training.  Governors will look at online training and inform Mrs Goodall of any requirements.	
21. GOVERNOR VISITS	There had been no governor visits.  Governors were informed that monitoring visits will need to be carried out and governors will need to decide how visits can be completed. Safeguarding visits will need to be completed going forward.  Q: Can governors visit school? A: Maybe after half term. The focus for this half term has to be on settling back into school. We will look at holding meetings virtually for the time being.  Q: What has been the parental response? A: We have had some positive emails from parents. The feedback from parents of children currently isolating has been very positive.	

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	<p>Governors were informed that at the current time there are no school day limitations and staff are constantly waiting for a call or text. Beyond the current Covid restrictions there is still a school to run.</p> <p>Q: Have you received support and advice?  A: Emergency Planning have been very good, and Sean Westerby has been excellent. His advice has been very reassuring. Infection control have been helpful, and the Diocese training has been good.</p>	
<p>22.  DATES OF NEXT MEETINGS AND POSSIBLE AGENDA ITEMS.</p>	<p><b>RESOLVED:</b> That the next meetings of the Governing Body be held at 6.30pm at the School/remotely on:</p> <p>Governing Body:</p> <p>Tuesday 1 December 2020  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>Tuesday 17 November 2020  Thursday 28 January 2021  Tuesday 22 June 2021</p>	

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23. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	<b>RESOLVED:</b> 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.	

The meeting closed at 8.10pm with a prayer.