

**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, 17<sup>th</sup> May 2021.

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, Mrs C Scott, Reverend Sally Wallace-Jones, Mrs H Wells, Mrs L Wood.

In Attendance

Miss L Heaton (Minute Clerk)  
Mrs J Malone (School Business Manager) – Part

Rev Wallace-Jones opened the meeting with a prayer.

Item	Minutes	Action
79. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	There were no apologies for absence.  There were no declarations of interest and the meeting was quorate.  ACTION: Governors to complete the online annual Declaration of Interests form for 2021/22.	<b>ALL</b>
80. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	The following items were raised to be brought up under Any Other Business: <ul style="list-style-type: none"> <li>• Governor WhatsApp Group</li> <li>• Governor Self-Evaluation</li> </ul>	

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81. MINUTES OF THE MEETING HELD ON 18 MARCH 2021	RESOLVED: That the minutes of the meeting held on 18 March 2021 be approved and agreed by the Governors as a correct record.	
82. MATTERS ARISING	<p><u>Minute 73 refers: Constitution of the Governing Body</u></p> <p>The Chair updated on her action regarding speaking to local contacts to gain interest in new membership to the Governing Body. She had been in contact the local finance company who had promised a response within the next two weeks.</p> <p>RESOLVED: That Governors agree to take the agenda out of turn at this point to accommodate the School Business Manager (SBM).</p> <p><i>[Mrs J Malone joined the meeting at 6.38pm].</i></p>	
83. FINANCIAL MANAGEMENT AND MONITORING	<p>A Financial Report had been pre-circulated in advance of the meeting along with the Final Budget Summary Form 2021/22 (B3) and Year End 2020/21.</p> <p>The SBM provided the headline information for the Year End budget as follows:</p> <ul style="list-style-type: none"> <li>• The end of year surplus is £46,320. This will be carried forward into the 2021/22 budget. It is made up of the £6,000 contingency and £40,302 underspend against forecast (especially under premises, utilities and sports premium).</li> <li>• Unexpected Covid catch up funding had also contributed to the surplus</li> </ul> <p>The SBM provided a detailed breakdown for the 2021/22 budget which included the following:</p>	

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	<ul style="list-style-type: none"> <li>• A total income of £1,059,657 plus an additional £29,780 Pupil Growth Fund is available.</li> <li>• £1,218 will be reclaimed from Government for Free School Meal vouchers.</li> <li>• The June 2021 Sports Premium has been included as a carry forward but no further allocation is included for 2021/22 as none as so far been confirmed.</li> <li>• Other income includes elements for breakfast club/Rascals, staff consultancy work and fundraising.</li> <li>• Teaching costs includes annual pay progressions, 2% pay award and new appointments.</li> <li>• Supply teacher costs remain as per 2020/21 as it is unclear how Covid will impact on this need.</li> <li>• ETAs and Lunchtime Supervisors have no pay award but the budget does include a £250 one-off pro rata payment as recommended by TES.</li> <li>• Admin/clerical hours have been reduced by 5 hours per week.</li> <li>• General repairs and maintenance includes a £2,500 grant for Sugar Tax which must be spent on the refurbishment of the bungalow. The school may also need to contribute to cladding costs, so some has been allocated for this.</li> <li>• Learning Resources includes the £10k unspent catch-up funding. It has been placed in this budget line for now but could potentially need a virement to an alternative pot. No further catch-up funding has yet been confirmed but some is expected.</li> <li>• A number of budget lines are services provided as a buy-in from Kirklees at a fixed cost (such as Asset Management, Trade Waste, Payroll, Procurement, etc).</li> <li>• Grounds Maintenance includes the costs for the annual contract plus some work on trees.</li> <li>• Photocopying costs are based on the fixed lease agreement plus an inflationary increase for materials.</li> <li>• The telephone system is due an upgrade which is reflected in the allocation.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• CPD includes the network buy-in and various other courses such as Team Teach and First Aid.</li> <li>• A number of budget lines reflect the same as last year's figures plus inflationary increases – these include energy, water, hygiene/consumables, insurance, subscriptions and equipment and furniture.</li> <li>• £11k is included for school visits, although the majority of this is offset from income (parents other than pupil premium pay for these trips) and it is not confirmed that these will be able to go ahead as planned.</li> </ul> <p><b>Q: Does the school have to pay for Microsoft Teams?</b>  <b>A: No.</b></p> <p><b>Q: Does all potential income from after school clubs need to be excluded? Many outdoor sessions are now opening.</b>  <b>A: Bubble restrictions make this difficult. We will offer these as soon as we can, but staff would currently need to deliver these to ensure bubbles were maintained and it is a very busy time. It may be that the unspent Sports Premium could be used to offer some free clubs when we are able, so we can not rely on an income in this area.</b></p> <p>RESOLVED: That the Governors approve the School Budget for 2021/22.</p>	
84. SFVS (School Financial Value Standard)	<p>The SFVS had been circulated in advance of the meeting.</p> <p>RESOLVED: That the Governors approve the SFVS.</p> <p><i>[Mrs J Malone left the meeting at 7.01pm].</i></p>	
85. REPORTS FROM COMMITTEES	<p>There were no reports from committees to be discussed.</p>	

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86. NEW INSTRUMENT OF GOVERNMENT	<p>Governors noted the new Instrument of Government which had been pre-circulated. This came into effect on 15<sup>th</sup> May 2021.</p> <p>ACTION: To check with the Clerking Service that the School name should include 'The Governing Body of...' first.</p>	Head Teacher
87. COVID UPDATE	<p>A Confidential Covid update had been pre-circulated to Governors in advance of the meeting.</p> <p>The Head Teacher reported that following circulation of this report, Year 6 had needed to isolate and were due back tomorrow. There were 4 positive cases in the school.</p> <p>A Kirklees Infection Control Officer had visited the school last week to provide some support and guidance. This was a reassuring visit and a couple of recommendations were made.</p> <p>Governors asked the following questions:</p> <p><b>Q: How is the Catch-up funding being spent?</b>  <b>A: The National Tutoring Programme will be utilised. We have also used some on additional staff hours and equipment.</b></p> <p><b>Q: Will the Cover Supervisor vacancy be advertised?</b>  <b>A: Yes, this is already out to advertisement and closes on Friday. To date, there are zero applications, but this could change.</b></p> <p><b>Q: Are PUMA and PiRA assessments new?</b>  <b>A: No, these have been around for a few years now and provided from Rising Stars. PUMA is maths based and PiRA is reading. These are now being used 3 times per year to measure progress.</b></p> <p><b>Q: Have the changes to drop-off times been successful?</b></p>	

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	<p><b>A: Yes, these have been very positive. A few parents initially thought it was a little busy, but no more so than a supermarket. Children are not missing as much school time with this system.</b></p>	
<p>88. ATTENDANCE POLICY</p>	<p>The Head Teacher explained that this had been reviewed to reflect the importance of children attending school rather than holidays being taken in term time (extenuating circumstances aside). The number of requests for holidays in term time had increased and the majority of these were not necessary. Historically the school has not fined unauthorised absence, but this was a deterrent to be introduced.</p> <p><b>Q: The Policy states that both parents will be fined – how would this work for separated parents where one parent may have been opposed?</b>  <b>A: We would need to seek guidance from the Local Authority for situations such as this.</b></p> <p><b>Q: Should there be a caveat whereby pupils who cannot attend through no fault of their own (such as due to health reasons) will not be penalised for rewards?</b>  <b>A: Yes, absolutely – this will be added in.</b></p> <p>RESOLVED: That the Governors approve the Attendance and Absence of Leave Policy (subject to the amendment to the rewards section to reflect health issues/unavoidable circumstances).</p>	
<p>89. SAFEGUARDING</p>	<p>The Head Teacher had pre-circulated the Head Teacher’s Safeguarding Report in advance of the meeting.</p> <p>Mrs C Scott confirmed that her training was up to date (including Safer Recruitment).</p> <p>The Head Teacher noted that there were 13 Persistent Absentees. Some of these were legitimate and due to health reasons. Others were being prioritised</p>	

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	<p>for contact with the families. The Head Teacher and Deputy Head Teacher had met one family recently and two more would be contacted soon.</p> <p><b>Q: Is it always the same 13 children?</b>  <b>A: No – some are the same and others have changed. We also recognise that 3 or 4 of these children have been very poorly. Each situation is reviewed and assessed and the school prioritise the need for family engagement.</b></p> <p><b>Q: What are the Equal Opportunities/Inclusions Incidents?</b>  <b>A: This is where any racist or homophobic incidents would be logged.</b></p> <p>No bullying incidents had been recorded this year. The Head Teacher encouraged Governors to ensure this remained a focus and one way to do this could be to discuss with children when they are allowed back in school for visits.</p> <p>The Head Teacher was looking forward to the reintroduction of School Council, Eco Council, Care Group, etc as restrictions allowed. Some of this work may need to be socially distanced but she hoped that by half term some of these groups would be able to meet. Investors in People posts would soon also be created.</p> <p><b>ACTION:</b> To look into the DfE Wellbeing Charter and Care Group work.</p> <p>The Chair thanked the Head Teacher for her updates.</p>	<p><b>S W-J</b></p>
90. RESIDENTIAL VISITS	<p>A list of proposed residential visits had been pre-circulated in advance of the meeting which included year group, cost per child and number of required staff.</p> <p>The visits had been scheduled pre-Covid with the dates now rolled forward.</p>	

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	<p>The Deputy Head provided an overview on the visits selected. She felt that the current offer provided more variety and progression in skills for children as they moved up a year. The locations had also been quality assured through LOtC.</p> <p>The rescheduled trips had been covered through the individual organisation's insurance. However, school insurance was now also in place.</p> <p><b>Q: Based on previous negative parent feedback on Facebook, are you satisfied that Winmarleigh Hall is offering parents good value for money?</b></p> <p><b>A: Much of the previous feedback was based on consecutive trips to Winmarleigh Hall which offered the same experience both times. However, now we have identified Losehill Hall for Year 5 there is more variety and a natural progression for the children. We feel the level of service and scope of specialist input ensures these trips are good value for money.</b></p> <p>The Chair thanked the Deputy Head for her update.</p>	
91. OFSTED BRIEFING FROM KLP	As the KLP had been unable to attend the meeting, Governors agreed to defer this item to the next full Governing Body meeting.	<b>Clerking Service</b>
92. GOVERNOR TRAINING	There was nothing to report.	
93. GOVERNOR VISITS & MONITORING	<p>There was nothing to report.</p> <p><b>ACTION:</b> To arrange visits for:</p> <ul style="list-style-type: none"> <li>i) Health and Safety</li> <li>ii) Curriculum Development/ Reading</li> </ul>	<p><b>AB</b> <b>JP</b></p>



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	<p>iii) Foundation Governor – including Collective Worship monitoring</p> <p><b>Q: Are there any plans for Collective Worship to slowly commence in line with guidance?</b></p> <p><b>A: Current advice is to remain in bubbles as clarified by the Kirklees Infection Control Officer.</b></p>	S W-J
94. SPENBOROUGH CO-OPERATIVE TRUST	<p>The Head Teacher provided the following update:</p> <ul style="list-style-type: none"> <li>• The Heads WhatsApp group has provided a good support network</li> <li>• The Heads have not met for a number of weeks – all have been very busy in their individual schools (largely due to Covid)</li> <li>• Staffing and staff absence has been one of the most time consuming Covid related impacts</li> <li>• The next meeting is next week and it will be great when practices such as joint moderation can recommence</li> </ul>	
95. ANY OTHER BUSINESS	<p>(a) <u>Governor WhatsApp Group</u></p> <p>The Head Teacher suggested the creation of a new Governor WhatsApp group to keep Governors alerted to new papers, etc.</p> <p>RESOLVED: That Governors approve the creation of three WhatsApp groups (Full Governors, Standards Committee and Finance Committee) and were happy to have their mobile phone numbers used for the creation of this group.</p> <p>(b) <u>Governor Self-Evaluation</u></p> <p>The Head Teacher, Deputy Head Teacher and KLP had discussed the need for Governors to revisit a Self-Evaluation.</p>	

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	<p>Governors agreed to meet on 28 June 2021 to commence a Self-Evaluation.</p> <p><b>ACTION:</b> Circulate the Self-Evaluation paperwork to Governors in advance of the meeting.</p>	<p><b>Head Teacher</b></p>
<p>96. 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: Monday 28 June 2021 (Self-Evaluation meeting) Thursday 8 July 2021</p> <p>Committees: Resources Committee 6-7.15pm / Standards Committee 7.30-8.45pm Tuesday 22 June 2021</p>	
<p>97. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</p>	<p><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.</p>	

The meeting closed at 8.02pm with a prayer.