

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

Minutes of a meeting of the Governing Body held at School at 6.30 pm on Thursday, 25 May 2022.

**PRESENT**

Mrs M Hoole (Chair), Mrs E Bolt, Mrs C Cockerill, Mrs S Goodall, Mr J Pickles and Mrs L Wood.

**In Attendance**

Mr M A Johnson (Minute Clerk)

The Chair opened the meeting with a prayer.

Item	Minutes	Action
84. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	Apologies for absence were received from Mrs C Scott, Mrs S Laycock-Smith, Rev S Wallace-Jones and Mrs H Wells, all with consent.  There were no declarations of interest.	
85. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	The following item of other business would be raised: <ul style="list-style-type: none"><li>• Meetings/paperwork</li></ul> The Chair determined a minor adjustment to the running order of the agenda business to allow the following item be considered next:	

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<p>86. FINANCIAL MANAGEMENT AND MONITORING/BUDGET REPORT</p>	<p>Governors had been provided, prior to the meeting, with the Financial Report of the School Business Manager; Financial Budget Summary Form 2022/23 (Form B3); and, as requested at the previous meeting, a report explaining the school's use of the Money Manager financial system, and the SAP system used by Kirklees School Finance, and describing the transactions processed in both systems, together with an analysis of the portrayal of under and overspends.</p> <p>The School Business Manager took governors through the figures, indicating that 2021/22 had closed with a carry forward of £53,237, made up of £18,500 contingency and £34,737 underspend. A contingency of around £40,000 had previously been anticipated but this was hit by a 7.5% pay award for support staff.</p> <p>The School Business Manager reported that the school's Money Manager and the LA SAP report were both in balance and invited any questions on last year's accounts.</p> <p><b>Q: Was the 2% pay rise for teachers agreed last year, but which never happened, included in the figures?</b> A: Yes.</p> <p>The School Business Manager then reported that, for the 2022/23 budget, the school had received an allocation of £1,056,993 which, together with the carry forward of £53,237, gave a total budget of £1,110,230. Additionally, the school would receive £29,784 Pupil Growth Fund and £27,875 School Supplementary grant. The June 2022 Sports Premium had been added to the income section of the budget, but no further allocation had been added as the premium for next year had not yet been confirmed.</p> <p>The focus of the budget setting this year had been an increase in support staff hours for further intervention and SEN Support. There had been a slight saving in caretaking costs because of the reduction in hours, and an inflator rate of</p>	

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	<p>118% had been included for utilities (in lieu of the rising energy costs) and a rate of 8% for all other services and resources.</p> <p>The allocation of £555,418 for teaching staff included the 2% pay rise from September 2022 and also the part-time Year 6 appointment, thereby allowing flexibility in the event of any staff turnover and use of supply staff if needed, together with scope to invest in curriculum development. The cost of supply teaching was higher than last year, in order to cover for the supply teacher in Year 6, together with the increased investment in intervention work</p> <p><b>Q: The ICT learning resources are very high – is this mostly accounted for by the cost of broadband?</b>  A: The actual breakdown is £1,600 on ICT licences; £4,200 on broadband; and £4,600 on Smart board leases, leaving £2,000 per resources.</p> <p><b>Q: What are the professional fees?</b>  A: These are for services bought back from the local authority such as payroll, HR support, ICT technician, and learning service (CPD and KLP).</p> <p><b>Q: What PR are we paying for?</b>  A: For reactive recovery support, e.g. handling complaints from parents.</p> <p><b>Q: Why was 8% included for inflation on other services and resources?</b>  A: This was based on the rate of inflation at the time.</p> <p><b>Q: Whilst accepting the prioritisation of interventions and SEN, is there any provision for premises?</b>  A: We have put in £10,000 for premises so this is potentially there for works on site, e.g. the bungalow.</p> <p><b>Q: Is there anything we can do to make savings anywhere?</b></p>	

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	<p>A: We have all the saving mechanisms in place and have had discussions in Senior Leadership Team on where economies could be made, e.g. on paper costs.</p> <p>Governors expressed thanks for the very helpful explanatory information contained in the report describing the operation of the financial systems and portrayal of the budget figures; the School Business Manager asked that governors with any queries on that report should contact her accordingly.</p> <p><b>RESOLVED:</b> That the budget for 2022/23 be approved and signed by the Chair.</p>	
<p>87. REPRESENTATION</p>	<p>(a) <u>To note the following matters of representation</u></p> <p><u>End of Term of Office</u></p> <p>Caroline Cockerill, Parent Governor, with effect from 29.7.2022. Suzanne Goodall, Co-opted Governor (Staff), with effect from 31.7.22.</p> <p>It was noted that Mrs Cockerill was keen to stand for election again.</p> <p><u>Appointments</u></p> <p>Jonathan Pickles, Co-opted Governor, with effect from 23.4.22. Kate Hydes, Parent Governor (Designate), with effect from 16.5.22 (subject to satisfactory DBS clearance).</p> <p>(b) <u>Appointment of Co-opted Governors</u></p> <p>Mrs Goodall was happy to continue as Co-opted Staff Governor, there being no other expressions of interest.</p>	<p><b>Elections to be held if required</b></p>

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	Governors were advised of, and duly noted, a potential candidate with financial expertise who was interested in filling the remaining Co-opted Governor vacancy, and who was to submit an application for consideration.	<b>To await application for Co-opted Governor and consider in due course.</b>
88. MINUTES OF THE MEETING HELD ON 31 MARCH 2022	<b>RESOLVED:</b> That the minutes of the meeting held on 31 March 2022 be approved and signed by the Chair as a correct record, subject to the following amendments:  Renumber minutes 56, 57, 59, 62, 63 and 64 as minutes 78, 79, 80, 81, 82 and 83 respectively.	
89. MATTERS ARISING	There were no matters arising.	
90. REPORTS FROM COMMITTEES	<u>Resources Committee: 14 March 2022</u>  Governors noted the draft minutes of this meeting which had been circulated in advance.  <b>RESOLVED:</b> That the minutes be approved and signed by the Committee Chair.	
91. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS	Governors had been supplied with the Head Teacher's Report in advance of the meeting, covering Pupils; Attendance, Appeals; Staffing; Breakfast Club; SDP Update; Health and Safety Policy, including Accidents and Fire Safety Training, and Health and Safety Inspection and Risk Assessments, together with Asbestos Awareness.  The Chair invited any questions.  <b>Q: Are there any appeals pending?</b> A: We may have a few.	

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	<p><b>Q: Are there any updates to the figures for spring accidents?</b> A: New figures will be available soon.</p> <p><b>Q: The report says that risk assessments for extra curricular activities have been completed but are not currently taking place due to covid restrictions – but have these restrictions not now been lifted?</b> A: To clarify, it is the extracurricular activities which are not taking place due to covid, not the risk assessments.</p> <p><b>Q: Has PAT testing being done?</b> A: Yes.</p> <p>Governors expressed thanks for the Head Teacher's Report, covered in her absence by the Deputy Head Teacher.</p>	
92. MONITOR SCHOOL IMPROVEMENT PLAN AND REVIEW GOALS	This was covered in the Head Teacher's Report.	
93. SAFEGUARDING	<p>Governors had been supplied with the Head Teacher's safeguarding report in advance of the meeting, covering Prevent training; staff ongoing training; training in safeguarding updates/knowledge checks; safer recruitment training; attendance and exclusions; vulnerable pupils; and approval and review dates of relevant policies and procedures.</p> <p>In response to a governor question the Chair clarified the purpose of the works to provide a part-fence on site, and stated that CCTV coverage would add to the security. The school had done all it could to discourage and prevent young people coming onto the school site outside school hours.</p>	

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	<p><b>Q: What was the nature of the incident relating to use of a phone in school?</b>  A: This concerned misuse of a personal mobile phone.</p> <p>Governors noted the imminent reviews for the Anti-bullying and the Visiting Speaker policies, both of which would be done in the Autumn. Governors welcomed the fact there had only been one bullying incident.</p>	
94. KLP VISIT	Governors were informed that the visit of the KLP had been very positive and her report was awaited. It was agreed to defer consideration to the next meeting, pending receipt of the KLP report.	<b>Governor Clerking Service to note item for next meeting</b>
95. WELLBEING AND MENTAL HEALTH	<p>Governors were informed that the school had remained open all through lockdown and staff had taken wellbeing days. It had been a very tough period, with two principal issues, namely staff capacity and absence; and endeavours to cover for support staff absences.</p> <p><b>Q: Has there been an increase in staff absence this year?</b>  A: The rate has been generally typical, with some cases of self isolation. We are starting to see some children expressing anxiety again, and some worries from parents who just want their children to be well and safe. Indeed, the wellbeing aspect has superseded the academic aspect in the eyes of some parents.</p> <p>The Chair reported on a visit to school she had made (on Resilience Day the previous Monday, which all had enjoyed) during which she observed that the staff had worked really hard in preparing pupils for the SATs, noting that these had gone very well and that the children had remained calm.</p> <p><b>Q: When will we get the SATs results?</b>  A: 6 July 2022. We are continually having to fight some parent perceptions that wellbeing is more important for their child.</p>	

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	<p>It was felt that this would be a good time to tell parents how resilient their children have been.</p> <p><b>Q: Regarding the Event timetable, would getting parents back into school help?</b>  A: Yes, it has been harder to communicate from a distance.</p>	
96. ARRANGEMENTS FOR SUMMER 2022 EXAMS	This had been dealt with in the item above	
97. SPENBOROUGH CO-OPERATIVE TRUST	<p>The Deputy Head Teacher reported that School Heads had been asked to complete areas of strengths and development as a school in order to support each other. This information was being collated by the Head Teacher of Spen Valley High School.</p> <p>Governors were informed that the Head Teacher had a further update, so this was deferred to the next meeting.</p>	<p><b>Further update to be provided as part of the standard item at the next meeting.</b></p>
98. ACADEMISATION/ MULTI ACADEMY TRUSTS	<p>The Chair reported that the Head Teacher had attended a meeting of the Diocese recently, from which it had emerged that academisation was still very much on the Diocese agenda, and that the Diocese had not changed its position in requiring Church of England schools to become a member of a Church MAT.</p> <p>Governors agreed to await further developments.</p>	
99. GOVERNOR TRAINING AND GOVERNOR VISITS	<p>It was noted that Sally Wallace-Jones and Jonathan Pickles were still to undertake face-to-face safeguarding training.</p> <p>The Chair had visited the school on Resilience Day as earlier reported.</p>	



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100. EDUCATIONAL VISITS	<p>The Deputy Head Teacher reported the following scheduled visits:</p> <ul style="list-style-type: none"> <li>• Reception - Tropical World</li> <li>• Years 1 and 2 - Fairburn Ings, Castleford</li> <li>• Years 3, 4 and 5 - Bradford Industrial Museum</li> <li>• Year 6 - Winmarleigh</li> </ul> <p>Mr Pickles offered to make available the minibus from his school, if needed. Governors welcomed this offer, which would greatly assist in the viability of future trips.</p>	<p><b>School to take up offer of school minibus as appropriate</b></p>
101. REGISTER OF BUSINESS INTEREST	<p>Governors noted that completion of their Governor Business Interest Form for 2022/23 would normally have been done as part of the AGM.</p> <p>It was agreed to defer this item to the next meeting, pending clarification with the Head Teacher.</p>	<p><b>To clarify the purpose of the timing of this item with the Head Teacher, and Governor Clerking Service to include item on next agenda.</b></p>
102. ANY OTHER BUSINESS	<p>(a) <u>Curriculum Policy</u></p> <p>A draft Curriculum Policy had been included with governors' papers for the meeting.</p> <p>The policy was agreed with an amendment to specific subject organisation and the inclusion of the school vision statement.</p> <p>(b) <u>Meetings/paperwork</u></p> <p>Mrs Bolt enquired, in the absence of having a device to bring to meetings, as to whether there was any way to access school technology for use by governors in meetings, and thereby reducing the amount of paperwork and printing costs.</p>	<p><b>School to arrange accordingly</b></p>

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	Governors were advised that they could log into and use school laptops while here at a meeting. It was agreed that this facility would be available for any Governors so requiring it with effect from the next meeting and thereafter.	
103. DATES OF NEXT MEETINGS AND POSSIBLE AGENDA ITEMS.	<p><b>RESOLVED:</b> That the next meetings of the Governing Body/Committees be held at the school as follows:</p> <p><b>Governing Body:</b> Monday 6 July 2022 at 6:30pm (to include proposed dates for next academic year, all meetings to be held at the school)</p> <p><b>Committees:</b> Resources Committee – Tuesday 28 June 2022 at 6.00pm Standards Committee – Tuesday 28 June 2022 at 7.30pm</p>	<b>School/Kirklees Governor Clerking Service</b>
104. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	<p><b>RESOLVED:</b> That no part of these minutes be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act.</p> <p>The Chair closed the meeting at 8.05pm.</p>	