

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 School at 6.30 pm on Thursday, 31 March 2022.

PRESENT

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

In Attendance

Miss A Walker (Minute Clerk)

Chair opened the meeting with a prayer.

Item	Minutes	Action
65. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	Apologies for absence were received from Mrs E Bolt, Mrs C Scott and Rev S Wallace-Jones (consent). There were no declarations of interest, and the meeting was quorate.	
66. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	There were no items notified to be brought up under Any Other Business.	
67. REPRESENTATION	The Head Teacher referred to the discussion governors had at the last meeting, where it had been proposed that Mr Pickles, who was currently a parent governor, be appointed co-opted governor. Governors had not received any applications from non-parents who had the skills the governing body required. Governors acknowledged that Mr Pickles was also a parent but that	

Item	Minutes	Action
	<p>he had skills that the governing body wanted to retain. The main skills gap on the governing body related to finance oversight and challenge.</p> <p>RESOLVED: That Mr Pickles be appointed as a co-opted governor following his end of term of office as a parent governor.</p> <p>The Head Teacher notified governors that she would send out the parent election papers after Easter.</p>	
68. MINUTES OF THE MEETING HELD ON 7 FEBRUARY 2022	<p>RESOLVED: That the minutes of the meeting held on 7 February 2022 be approved and signed by the Chair as a correct record.</p>	
69. MATTERS ARISING	<p><u>Safeguarding (Minute 50 refers)</u></p> <p>The Head Teacher referred to the action from the last meeting for her to review the safeguarding incidents to understand why the number reported on CPOMS did not match the number in the report. The Head Teacher had reviewed CPOMS, and two of the entries related to one incident; one for each child in the family.</p>	
70. REPORTS FROM COMMITTEES	<p><u>Standards and Effectiveness Committee: 25 January 2022</u></p> <p>Governors had received the minutes in advance of the meeting.</p> <p><u>Resources Committee</u></p> <p>The Committee had decided to move forward with an architect appointment for the bungalow works. The Committee felt this needed to be done or progress would stagnate. Three quotes had been received.</p> <p>The committee had also approved the following policies:</p>	

Item	Minutes	Action
	<ul style="list-style-type: none"> • Food Policy • Breakfast Club/Rascals Policy • Health and Safety Policy • School Visits Policy <p>Governors commented that they were pleased to see progress on the bungalow.</p>	
<p>71. FINANCIAL MANAGEMENT AND MONITORING/BUDGET REPORT</p>	<p>The School Business Manager had sent a report to governors prior to the meeting and all confirmed they had reviewed it.</p> <p>Governors made the following comments on the budget:</p> <ul style="list-style-type: none"> • Staffing costs were over budget but this level of spend was manageable and the school was benefitting from having many experienced teachers. • The school had received an adjustment in formula income of £27,000. • Many costs had gone up, including towels, copier paper, gas and electric. • The boiler works had been completed but not yet signed over to school. A new boiler house door was still to be fitted. <p>Governors agreed they were comfortable with the five per cent overspend on teacher salaries.</p> <p>The Head Teacher noted that the School Business Manager attended meetings only when the budget was due to be presented, but she could be asked at the same meeting to present on anything specific governors had questions on.</p>	
<p>72. GOVERNING BODY DEVELOPMENT/SELF</p>	<p>Governors had been provided with a copy of the Governing Body Development Plan prior to the meeting. Governors reviewed the plan in detail to assess what had been achieved and what would be a focus for the summer term:</p>	

Item	Minutes	Action
	<p>ACTION: Sport briefing to be provided at the summer 1 FGB meeting.</p> <p>Governors noted the good progress on the Action Plan and agreed that they did not need to review this at the next meeting.</p>	<p>Kirklees Governor Service/ Head Teacher</p>
<p>73. SAFEGUARDING</p>	<p>The Safeguarding report had been made available to governors prior to the meeting. Governors commented on the in depth nature of this standing report.</p> <p>A governor commented on the improvement in pupil attendance from the previous year. The Head Teacher provided the attendance data for the period mid-September to February half term, which was approximately 90% nationally, 91% for Kirklees and 95% for the school. These figures would be published in the next Head Teacher's Report.</p> <p>The Head Teacher noted that there had been an increase in the number of requests for term time holidays.</p> <p>Q: Are these requests for term time holidays still coming in? A: Yes. To ensure a consistent response, the Trust head teachers have suggested adopting unified wording.</p> <p>Q: If school refuses a holiday request, do any families still take the holiday? A: Yes, they take it as unauthorised leave.</p> <p>Q: Does the school fine for non-attendance? A: Yes, if an absence meets the fine criteria.</p> <p>Q: The Anti-Bullying and Visitor Speaker Policies are due for review; will these be reviewed? A: Yes, these are in the plan to be reviewed.</p>	

Item	Minutes	Action
<p>74. POLICIES TO UPDATE</p>	<p>Governors had received the Maths Policy and Early Years Policy in advance of the meeting.</p> <p><u>Maths Policy</u></p> <p>Governors commented on the clear policy, which was well worded.</p> <p>RESOLVED: That the Maths Policy be approved.</p> <p><u>Early Years Policy</u></p> <p>The Head Teacher provided a summary of the changes:</p> <ul style="list-style-type: none"> • Reference to parents had been amended to parents and carers. • Grammar corrections. • To highlight the importance of early reading and to refer to the phonics scheme starting promptly in the first term. • Updated references to SENCO working with parents, carers and outside agencies. <p>RESOLVED: That the Early Years Policy be approved.</p>	
<p>75. SCHOOL UNIFORM (Minute 54 refers)</p>	<p>Governors had received the draft policy. There would be consultation with staff and parents following the policy review by governors. The Head Teacher noted that the draft policy had been written in the context of reducing the number of badged items and making the uniform affordable for parents. Governors addressed a number of areas in the policy and agreed the following stance/changes:</p> <ul style="list-style-type: none"> • The list of supermarkets would be updated to reflect those that are local to the school. 	

Item	Minutes	Action
	<ul style="list-style-type: none"> • The stance on shorts and jogging bottoms for PE would be that these needed to be navy or black, and reference would be made to leggings not being permitted. • In the section relating to shoes for PE, the reference to pumps would be removed. The requirement would be updated to say that black trainers without logos were required. • The policy would refer to the requirement for pupils to have full PE kit available all year. • Hair accessories – no changes from the draft policy. • Hair styles – no changes from the draft policy. <p>Governors agreed that the final policy would be approved by the FGB (and not a committee).</p>	
<p>76. GOVERNORS' ACCEPTABLE USE POLICY</p>	<p>The Head Teacher noted that she had received further feedback from governors about the reference in the policy to governors not giving out their phone numbers to parents. It had been proposed that the reference to governors not giving out their personal contact details to parents would state that this would not be done in a governor's capacity as a governor.</p> <p>RESOLVED: That the policy wording around governors not giving out their personal contact details to parents to state that this would only apply in the governor's capacity as a governor.</p>	
<p>77. SPENBOROUGH CO-OPERATIVE TRUST</p>	<p>The Head Teacher noted that she would be attending a Trust meeting on 28 April 2022. This would focus on how the schools would move forward as a Trust.</p> <p>The Head Teacher noted that the school had not received the amount of school improvement support that it had anticipated it would from the Trust. Factors which had impacted on this included caution from staff in getting together and schools' limited capacity for days out of class.</p>	

Item	Minutes	Action
	The Head Teacher said that the Trust did not yet have a community feel and there had been some lack of engagement from some schools. However, there had been some external moderation for writing.	
78. ACADEMISATION/ MULTI ACADEMY TRUSTS	The Chair confirmed this would remain a standing agenda item but there was no update at this time.	
79. GOVERNOR TRAINING AND GOVERNOR VISITS	<p>Mrs Cockerill had attended an early reading visit and governors commented on her comprehensive report of the visit. Mrs Cockerill said it had been a good visit and she thanked staff for their time.</p> <p>The Head Teacher suggested and governors agreed that early reading would be a briefing session for summer two FGB to provide governors with an overview.</p> <p>ACTION: Early Reading to be included on the summer two agenda as a briefing session for governors</p> <p>The Chair had undertaken two visits and would share the reports with governors.</p>	Kirklees Governor Service/ Head Teacher
80. EDUCATIONAL VISITS	<p>The Head Teacher provided an update on the planned educational visits:</p> <ul style="list-style-type: none"> • Years 1 and 2 - Fairburn Inns • Years 3 and 4 - Bradford Industrial Museum • Reception - Cannon Hall • Year 6 - Winmarleigh • Year 4 Loose Hill (part of Alex Rider Storm Breaker). <p>The Head Teacher noted that the increasing costs of coach travel would limit opportunities for school trips. The school was not in a position to subsidise this</p>	

Item	Minutes	Action
	<p>and the school needed to be mindful of keeping costs affordable, particularly for families with more than one child.</p> <p>The Head Teacher noted there were plans to undertake a fun day in the summer, which would make good use of the school grounds.</p>	
<p>81. ANY OTHER BUSINESS</p>	<p><u>Ofsted Preparation</u></p> <p>The Head Teacher referred to the Kirklees Learning Partner's suggestion for governors to undertake an Ofsted practice session. Governors agreed to use their meeting on Monday 16 May for this. Governors would answer questions and observe their colleagues answering questions.</p> <p>ACTION: The FGB on 16 May to be used as an Ofsted training session.</p>	<p>Head Teacher</p>
<p>82. 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: Monday 16 May 2022 – Ofsted training (no clerk required) Wednesday 25 May 2022 Wednesday 6 July 2022</p> <p>Committees: Resources Committee – Tuesday 28 June 2022 6.00pm Standards Committee – Tuesday 28 June 2022 7.30pm</p>	<p>Kirklees Governor Service</p>
<p>83. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</p>	<p>RESOLVED: 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 8.17pm with a prayer.</p>	