DfE: 3034

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.

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65. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	Apologies for absence were reived 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	

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	he had skills that the governing body wanted to retain. The main skills gap on the governing body related to finance oversight and challenge.	
	RESOLVED: That Mr Pickles be appointed as a co-opted governor following his end of term of office as a parent governor.	
	The Head Teacher notified governors that she would send out the parent election papers after Easter.	
68. MINUTES OF THE MEETING HELD ON 7 FEBRUARY 2022	RESOLVED: That the minutes of the meeting held on 7 February 2022 be approved and signed by the Chair as a correct record.	
69. MATTERS ARISING	Safeguarding (Minute 50 refers)	
MATTERS ARISING	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.	
70. REPORTS FROM	Standards and Effectiveness Committee: 25 January 2022	
COMMITTEES	Governors had received the minutes in advance of the meeting.	
	Resources Committee	
	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.	
	The committee had also approved the following policies:	

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	 Food Policy Breakfast Club/Rascals Policy Health and Safety Policy School Visits Policy Governors commented that they were pleased to see progress on the bungalow.	
71. FINANCIAL MANAGEMENT AND MONITORING/BUDGET REPORT	 The School Business Manager had sent a report to governors prior to the meeting and all confirmed they had reviewed it. Governors made the following comments on the budget: 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. Governors agreed they were comfortable with the five per cent overspend on teacher salaries. 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. 	
72. GOVERNING BODY DEVELOPMENT/SELF	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:	

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EVALUATION: ACTIONS AND PRIORITIES 2021/22	Overall Summative data and trends over time information brought to the whole Governing Body Meeting – governors noted that, in response to questions raised at the last meeting, they had received further data and information on trends, and they were happy that this had answered their queries. Governors agreed this action was complete. Governors agreed they would have a briefing session at the next meeting to help them interpret end of year pupil data.	
	ACTION: Interpretation of Year End Pupil Data to be added as a briefing session to the next FGB agenda.	Kirklees Governor Service/ Head Teacher
	Governors access training to enable them to further interrogate data and financial reports – Governors agreed to invite the School Business Manager to the next meeting to provide governors with additional information to help them interpret these reports. However, it was acknowledged that the Standards and Effectiveness Committee already had a good understanding of these reports.	
	ACTION: At the next FGB meeting, the School Business Manager to provide governors with information to help them interpret financial reports.	Kirklees Governor Service/ Head Teacher
	Bank of questions compiled to enable Governors to ask probing questions Governors acknowledged the questions available on The Key and those which had been sent out by the Head Teacher before Christmas, and they agreed these had been useful. Governors also noted that they used The Key for other resources to support monitoring visits. They also had access to National Governors' Association resources. Governors agreed this action was complete.	
	Re-evaluate mechanisms to effectively liaise with all stakeholders - the Head Teacher noted the school was now able to increase its engagement	

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	with parents. She noted that Parent View had received very few responses and parents had received a letter with a reminder to complete this. Parent feedback slips had been received and the majority were positive. Governors discussed the ways in which they could engage with parents. The Head Teacher gave some examples of the ways in which the school was engaging with parents on a day to day basis, including the early reading work. Governors agreed their next steps would be to have one governor speak at the Early Years open evening, to increase governor attendance at general events and have a governor update included in the school newsletter. ACTION: Governors to have one governor speak at the Early Years open evening, to increase governor attendance at general events and to have a governor update included in the school newsletter. • Further develop the system of sharing training opportunities with all governors – governors agreed this action was complete and was being fulfilled on an ongoing basis.	All/Head Teacher
	 Investigate how a link can easily be shared to enable the system to operate more efficiently – governors acknowledged that there was no easier way to share this, and the action was closed. Governors noted that equality was an area they should look at further and it was agreed this would be a briefing item at 6 July FGB. ACTION: Equality briefing to be provided at 6 July FGB. The Head Teacher suggested and governors agreed that governors would receive a briefing session on sport at the summer 1 meeting. 	Kirklees Governor Service/ Head Teacher

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	ACTION: Sport briefing to be provided at the summer 1 FGB meeting.	Kirklees Governor Service/ Head
	Governors noted the good progress on the Action Plan and agreed that they	Teacher
	did not need to review this at the next meeting.	
73.	The Safeguarding report had been made available to governors prior to the	
SAFEGUARDING	meeting. Governors commented on the in depth nature of this standing report.	
	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.	
	The Head Teacher noted that there had been an increase in the number of requests for term time holidays.	
	 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. 	
	Q: If school refuses a holiday request, do any families still take the holiday?	
	A: Yes, they take it as unauthorised leave.	
	Q: Does the school fine for non-attendance?	
	A: Yes, if an absence meets the fine criteria.	
	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.	

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74. POLICIES TO UPDATE	Governors had received the Maths Policy and Early Years Policy in advance of the meeting.	
	Maths Policy	
	Governors commented on the clear policy, which was well worded.	
	RESOLVED: That the Maths Policy be approved.	
	Early Years Policy	
	 The Head Teacher provided a summary of the changes: 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. RESOLVED: That the Early Years Policy be approved. 	
75. SCHOOL UNIFORM (Minute 54 refers)	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: • The list of supermarkets would be updated to reflect those that are local to the school.	

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	 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. Governors agreed that the final policy would be approved by the FGB (and not a committee).	
76. GOVERNORS' ACCEPTABLE USE POLICY	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. 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.	
77. SPENBOROUGH CO-OPERATIVE TRUST	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. 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.	

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	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	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.	
	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.	
	ACTION: Early Reading to be included on the summer two agenda as a briefing session for governors	Kirklees Governor Service/ Head Teacher
	The Chair had undertaken two visits and would share the reports with governors.	Teacher
80. EDUCATIONAL VISITS	The Head Teacher provided an update on the planned educational visits:	
	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).	
	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	

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	and the school needed to be mindful of keeping costs affordable, particularly for families with more than one child.	
	The Head Teacher noted there were plans to undertake a fun day in the summer, which would make good use of the school grounds.	
81. ANY OTHER BUSINESS	Ofsted Preparation	
ANT OTTEN BOOMEOU	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.	
	ACTION: The FGB on 16 May to be used as an Ofsted training session.	Head Teacher
82. DATES OF NEXT MEETINGS AND	RESOLVED: That the next meetings of the Governing Body be held at 6.30pm at the school/remotely on:	
POSSIBLE AGENDA ITEMS.	Governing Body: Monday 16 May 2022 – Ofsted training (no clerk required) Wednesday 25 May 2022 Wednesday 6 July 2022 Committees:	Kirklees Governor Service
	Resources Committee – Tuesday 28 June 2022 6.00pm Standards Committee – Tuesday 28 June 2022 7.30pm	
83. AGENDA, MINUTES AND RELATEDPAPERS – SCHOOL COPY	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.	
	The Chair closed the meeting at 8.17pm with a prayer.	