

**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 Monday, 7 February 2022.

**PRESENT**

Mrs M Hoole (Chair), Mrs E Bolt, Mrs C Cockerill, Mrs S Goodall, Mrs C Scott, Rev S Wallace-Jones, Mrs L Wood.

**In Attendance**

Mrs A Walker (Minute Clerk)

Reverend Wallace-Jones opened the meeting with a prayer.

Mrs E Bolt took the Chair for this meeting

<b>Item</b>	<b>Minutes</b>	<b>Action</b>
42. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	Apologies for absence were reived from Mrs S Laycock-Smith, Mr J Pickles and Mrs H Wells all with consent.  There were no declarations of interest, and the meeting was quorate.	
43. 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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44. REPRESENTATION	<p><u>Appointment of 2 Co-opted Governors</u></p> <p>Mrs Cockerill informed governors that she had prepared 3 posts to be added to local community social media pages.</p> <p><b>ACTION:</b> DHT to send school logo to add to posts.</p>	
45. MINUTES OF THE MEETING HELD ON 1 DECEMBER 2021	<p>RESOLVED: That the minutes of the meeting held on 1 December 2021 be approved and signed by the Chair as a correct record.</p>	
46. MATTERS ARISING	<p>a) <u>Acceptable Use Policy (Minute passim)</u></p> <p>Governors had a discussion regarding the wording of the policy and agreed that clarity was required, and the policy needed to specify 'in governor capacity' when sharing phone numbers, taking photographs etc.</p> <p>b) <u>Financial Management (Minute 30 refers)</u></p> <p>Mrs Hoole confirmed that she had now met with the SBM and that the SBM will be joining future full governing body meetings at the start of the meeting to discuss any queries governors may have with financial reports. The Chair confirmed that the meeting had been useful, and she felt that she had a better understanding of the financial reporting.</p> <p>c) <u>Governor Visits (Minute 35 refers)</u></p> <p>Mrs Bolt informed governors that she had re-arranged the date of her Early Years visit.</p>	

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47. REPORTS FROM COMMITTEES	There were no reports available, and this agenda item was deferred.	
48. FINANCIAL MANAGEMENT AND MONITORING/BUDGET REPORT	<p>The School Business Manager had sent a report to governors prior to the meeting.</p> <p>Governors reconciled the figures provided on the financial monitoring reports.</p> <p>The Chair informed governors that the SBM would attend future meetings to clarify the figures that governors should be aware of and how these should be reconciled to ensure that governors are all aware of the financial position within school.</p> <p>Governors were informed that the Budget is on track and there are no issues to report at this meeting.</p> <p>Increased utility costs will be a problem in the near future.</p> <p>RESOLVED: That Governors agreed and reconciled the figures.</p>	
49. MONITOR SCHOOL DEVELOPMENT PLAN	<p>Governors had been provided with a copy of the School Development plan prior to the meeting.</p> <p>The SDP had been looked at by the Standards and Effectiveness Committee.</p> <p>The DHT informed governors that the SDP was a working document that changed and evolved as it was evaluated.</p> <p>Pupil progress meetings have been completed and a more detailed breakdown of data would be provided further in the meeting.</p>	

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	<p>The priorities and timescales were clear on the SDP.</p> <p>Governors were informed that the biggest challenge at the current time is staffing. This is having an impact on the curriculum development.</p> <p><b>Q: Is absence still an issue?</b>  A: There are a couple of support staff absent at the present time. We are not post Covid and absence will continue to be an issue until such a time as we don't have to self-isolate.</p> <p>The DHT informed governors that she believed objectives continued to be met despite the challenging circumstances.</p>	
<p>50. SAFEGUARDING</p>	<p>The Safeguarding report had been made available for governors prior to the meeting.</p> <p>The DHT provided governors with a verbal summary of the report.</p> <p>The Chair had checked the Single Central Record during her visit on 4 February 2022.</p> <p>The Chair had met with children face to face.</p> <p><b>Q: What actions have been taken to improve attendance?</b>  A: We have worked with a small number of families to get the children into school. Home visits to bring them in have made a significant difference with children now attending more regularly.</p> <p><b>Q: There are 10 referral incidents – is this a lot?</b>  <b>ACTION:</b> Confirm number of incidents and explain further why numbers differ in report.</p>	

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	<p>Governors were informed that the Behaviour Policy and the Visitor Speaker Policy needed further updates.</p> <p><b>Q: When can we expect them to be updated?</b>  A: The Behaviour system has changed to Dojos, and this will need to be included in the policy. The DHT is working on the Visitor Speaker Policy.</p>	
<p>51. WHOLE SCHOOL DATA UPDATE</p>	<p>A Whole school data report had been provided to governors prior to the meeting.</p> <p>The data had been analysed and discussed in detail at the Standards and Effectiveness Committee.</p> <p>The DHT explained the data to governors and the colour coding used.</p> <p>Governors were informed that the current Year 3 cohort had not sat any tests in school as they had missed the KS1 Sats and Y1 testing. This group would need to build skills and resilience to be 'test ready'.</p> <p><b>Q: What are the abbreviations?</b>  A: FFT is the Fischer Family Trust which is the main data analysis system that we use in KS1/KS2. The FFT predicts future performance from past performance. The DHT explained WTS/EXP/GDS.</p> <p>A governor at the S&amp;E Committee meeting had requested more cohort specific data be provided to include SEN/disadvantaged/boys/girls etc.</p> <p>The DHT gave a verbal summary of this data.</p> <p><b>Q: Girls outperform boys in KS1, and boys outperform girls in KS2 – is this unusual?</b></p>	

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	<p>A: Girls tend to outperform boys in Early Years, but we do have some very able boys in KS2. It is usually cohort dependent for us each year, but we often find that boys are generally good in maths and science.</p> <p><b>Q: Is the mixed class in Year 1 part of the challenge with the Y1 children?</b>  A: The class cap of 30 has always meant that there would be a mixed class. It would not be cost effective to reduce the PAN from 34 to 30. Individual children who require support are pulled out with their year group. Extra support and resources are put into the class to ensure pupil/staff ratios are maintained and that interventions can be delivered where needed.</p>	
<p>52.  MONITOR SCHOOL'S  CONTINGENCY PLAN  FOR REMOTE  LEARNING</p>	<p>Documents had been sent to governors prior to the meeting.</p> <p><b>Q: Is this for parents? What is the 1<sup>st</sup> Instance?</b>  A: The 1<sup>st</sup> report of illness sets off the remote learning plan. Packs are sent out to parents when absence is reported. Before the packs are sent a generic email is sent to parents to point them towards Oak Academy from 9am of the 1<sup>st</sup> morning of absence. Packs will be dropped off by mid-morning.</p> <p><b>Q: The sending of a generic email is not included in this document?</b>  A: The document needs amending to reflect this decision that was made at the last SLT meeting.</p> <p><b>Q: Is this procedure just for Covid absence?</b>  A: No – it can be used for other illness, snow days etc.</p> <p>Governors were informed that class teachers do set homework on Teams to ensure children continue to be in the habit of logging on to Teams.</p> <p><b>Q: Is it working effectively?</b>  A: Yes – we made a few adjustments to include the delivery of packs by other members of staff to ensure they are delivered in a timely manner.</p>	

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	<p>Governors had been provided with a copy of the School Outbreak Management Plan and the Covid Risk Assessment. Governors were informed that there had been no significant changes to either document and both were in line with current regulations. The risk assessment is an ongoing ever-changing document.</p> <p><b>Q: The risk assessment refers to high school age children – should it be removed to personalise?</b></p> <p>A: The Trust schools include high school age children and is written to make it easier for parents across the Trust.</p>	
<p>53. STAFF/PUPIL WELLBEING</p>	<p>Rev Wallace-Jones would be meeting with the Head Teacher in March to look at wellbeing across the school.</p> <p>Mrs Mott had completed training that would lead to interventions to provide mental wellbeing support.</p> <p>Mrs Baker had planned activities for Mental Health week.</p>	
<p>54. SCHOOL UNIFORM</p>	<p>This agenda item was deferred to a future meeting.</p>	
<p>55. SPENBOROUGH TRUST</p>	<p>There was no update at this meeting.</p> <p>Governors discussed the appeal for Beau and the fundraising events that local schools had been involved in recently.</p> <p>Roberttown had raised a significant amount of money from their fundraising activities and many more were planned. Governors agreed that future events should be publicised more on social media pages to highlight and celebrate the</p>	

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	extent of the school's involvement, generosity of parents and the coming together of the community.	
56. ACADEMISATION	<p>There was no update at the present time.</p> <p>Mrs Hoole had attended a Zoom meeting but had nothing further to report.</p>	
57. GOVERNOR TRAINING AND GOVERNOR VISITS	<p>Mrs Scott had forwarded her recent visit report to governors however this would be discussed at the next meeting.</p> <p>Mrs Hoole would be attending Flexible work training on 9 February.</p> <p>Mrs Hoole would send her report from her visit on 4 February before the next meeting.</p>	
58. BUILDING AN EFFECTIVE TEAM	<p>Mrs Goodall had sent training links to governors and would continue to send details of any training as soon as it becomes available.</p>	
59. EDUCATIONAL VISITS	<p>There was no update on this item,</p> <p>Teachers are currently looking at options for the summer term.</p> <p>Year 3 will be going to Cresswell Craggs and Y6 Winmarleigh Hall.</p>	
60. UNDERSTAND YOUR SCHOOL SPLANS FOR 2022 EXAMS	<p>Governors were informed that SATS exams would take place as normal this year.</p> <p>Writing moderations are planned.</p>	



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	The DHT had completed and passed LA moderation training.	
61. REVIEW SCHOOLS EQUALITY INFORMATION AND OBJECTIVES	<p>This agenda item to be deferred and E Baker to be invited to next meeting to discuss Accessibility plan.</p> <p><b>Q: Is there any opportunity to provide quieter spaces for SEN children if they need it?</b></p> <p>A: We can look into it, and we do have some space available in what was the computer suite. We always have quiet outdoor space available.</p>	
62. ANY OTHER BUSINESS	There were no items to be brought up under Any Other Business.	
63. DATES OF NEXT MEETINGS AND POSSIBLE AGENDA ITEMS.	<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>Thursday 31 March 2022 Monday 16 May 2022 Wednesday 6 July 2022</p> <p>Committees:</p> <p>Resources Committee – Monday 14 March 2022 6pm Resources Committee – Tuesday 28 June 2022 6pm Standards Committee – Tuesday 28 June 2022 7.30pm</p>	

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64. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	<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.	

Rev Wallace-Jones closed the meeting at 8.17pm with a prayer.

Mrs Bolt was thanked for Chairing the meeting.