

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, 7 October 2021.

PRESENT

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

In Attendance

Mrs A Walker (Minute Clerk)

| Item | Minutes | Action |
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| 1. ELECTION OF CHAIR | <p>The Chair had been elected for a term of 12 months at the annual meeting held on 1 October 2020.</p> <p>RESOLVED: (i) That nominations be accepted from governors not present at the meeting (ii) That the Chair be elected for a term of 12 months. (iii) That in the case of a tie, a show of hands is held.</p> <p>RESOLVED: That Mrs M Hoole be re-elected Chair.</p> | |
| 2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST | <p>Apologies for absence had been received from Rev S Wallace-Jones with consent.</p> <p>There were no declarations of interest and the meeting was quorate.</p> | |

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| | <p>a) <u>Approve the Governors' Code of Conduct</u></p> <p>RESOLVED: That the NGA Governors' Code of Conduct be approved and signed by all Governors.</p> <p>Governors acknowledged their acceptance of the Code in the virtual meeting.</p> <p>b) <u>Declaration of Business Interest Information</u></p> <p>It was confirmed that the Governing Body had published their Declaration of Business Interest information on the School website to ensure compliance with legislation and this would be updated.</p> <p>Governors were advised to complete the link and forward their Declaration of Business Interest form to Clerking Services.</p> <p>The Head Teacher confirmed that GIAS information was up to date.</p> | |
| 3. ANY OTHER BUSINESS ITEMS | <p>The following items were notified to be brought up under Any Other Business:</p> <p>a) Evacuation of school b) Natasha's Law</p> | |
| 4. REPRESENTATION | <p>The following matters of representation were noted:</p> <p><u>Resignation</u></p> <p>Ms A Bunch, Co-opted, with effect from 4.10.21</p> <p>Governors thanked Ms Bunch for her contribution to the Governing Body.</p> <p>Governors discussed the current vacancies on the Governing body and possible recruitment ideas.</p> | |

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| 5. ELECTION OF VICE-CHAIR | <p>The Chair invited nominations.</p> <p>RESOLVED: That Mrs E Bolt be re-elected Vice-Chair for a term of 12 Months.</p> | |
| 6. REVIEW OF COMMITTEES | <p>The Chair consulted with Governors on representation of the existing committees and their respective terms of reference.</p> <p>Governors' representation on committees was approved as follows:</p> <p><u>Resources Committee</u></p> <p>Mrs C Cockerill Mrs S Goodall Mrs M Hoole Mrs J S Laycock-Smith Mrs C Scott Mrs L Wood</p> <p>RESOLVED: That Mrs C Cockerill is elected as Chair of Resources Committee.</p> <p><u>Standards and Effectiveness Committee</u></p> <p>Mr J Pickles (Chair) Mrs E Bolt Mrs M Hoole Mrs S Laycock-Smith Mrs H Wells Mrs L Wood Rev S Wallace-Jones</p> | |

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| | <p>RESOLVED: That Mr J Pickles be elected as Chair of the Standards Committee.</p> <p><u>Appraisal and Pay Committee</u></p> <p>Mrs E Bolt Mrs C Cockerill Mrs M Hoole Rev S Wallace-Jones</p> <p><u>Pupil Discipline and Staff Dismissal Committee</u></p> <p>Any eligible Governors who were available when required. This currently included the following Governors:</p> <p>Mrs E Bolt</p> <p><u>Complaints and Staff Dismissal Appeals Committee</u></p> <p>Any eligible Governors who were available when required. This currently included the following Governors (unless they had sat on the Staff Dismissal Committee):</p> <p>Mr J Pickles Mrs C Scott Mrs H Wells</p> <p>RESOLVED: That in the event of there being insufficient Governors to form any statutory committee, Governors from Spenborough Co-operative Trust schools be called upon.</p> <p>RESOLVED: That the Chair of Governors be given the power to call the Committee as required.</p> | |

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| | <p>RESOLVED: That the LA model Terms of Reference be adopted for the Committees.</p> | |
| <p>7. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES</p> | <p>RESOLVED: That Governors be appointed with Specific Responsibilities for the 2020-21 academic year as follows:</p> <ul style="list-style-type: none"> ➤ Health and Safety – Mrs C Scott ➤ Early Years – Mrs E Bolt ➤ Child Protection & Safeguarding – Mrs M Hoole ➤ Governor Induction – Mrs M Hoole ➤ Governor Training Contact – Mrs S Goodall ➤ IT and Online Safety – Mrs C Cockerill ➤ SMSC and Wellbeing – Rev S Wallace- Jones ➤ Sports Premium – Mrs H Wells ➤ School Website – Mrs C Cockerill ➤ Inclusion- Mrs H Wells <p>To include:</p> <ul style="list-style-type: none"> ○ SEND ○ Governor for Looked After Children ○ Equality ○ Pupil Premium | |
| <p>8. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER</p> | <p>The Governors reviewed the Head Teacher’s financial powers.</p> <p>RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:</p> <p>(i) Planning and conducting the affairs of the school to remain solvent.</p> <p>(ii) Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority’s</p> | |

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| | <p>financial regulations and standing orders and maintaining a sound system of internal controls.</p> <p>(iii) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.</p> <p>(iv) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it.</p> <p>RESOLVED: That the Governing Body delegates to the Head Teacher financial limits of £10,000 and budget virement of £45,000.</p> | |
| 9. MINUTES OF THE MEETING HELD ON 8 JULY 2021 | RESOLVED: That the minutes of the meeting held on 8 July 2021 be approved and signed by the Chair as a correct record. | |
| 10. MATTERS ARISING | There were no matters arising. | |
| 11. REPORTS FROM COMMITTEES | There were no reports from committees. | |
| 12. 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> | |

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| 13. SAFEGUARDING | <p>The Safeguarding report had been made available for governors prior to the meeting.</p> <p>The Head Teacher was thanked for her report.</p> | |
| 14. GOVERNING BODY DEVELOPMENT/SELF EVALUATION: ACTIONS AND PRIORITIES 2021/22 | <p>The Action Plan had been sent to governors prior to the meeting.</p> <p>A full report on data would be brought to the next meeting.</p> <p>Governors agreed that they would look at the NGA website together at a future meeting.</p> <p>ACTION: Item to be added to agenda again in Spring 2 meeting.</p> | Head Teacher/GCS |
| 15. GOVERNOR TRAINING AND GOVERNOR VISITS | <p>Mrs Goodall informed governors that she had produced a report matching governors to appropriate courses and governors were urged to look at the report and arrange appropriate training.</p> <p>Mrs Scott had attended a Diocese Monitoring and Evaluating Church School course.</p> <p>ACTION: Mrs Scott to arrange meeting with Head teacher, Chair and Rev Wallace-Jones to discuss content of course.</p> <p>Mrs Scott informed governors that she would be attending a Data course.</p> <p>Mrs Bolt had completed Safer Recruitment training. Mrs Bolt had sent an email to the Head Teacher for clarification of issues raised by the training.</p> <p>ACTION: Safer Recruitment training to be added to agenda for Standards Committee.</p> | <p>Mrs Scott</p> <p>Head Teacher/GCS</p> |

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| | Ms A Bunch had completed a Health and Safety visit and her report had been sent to governors. | |
| 16. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2023/24 | <p>The Head Teacher advised Governors that the policies were not yet available as Kirklees was currently reviewing and consulting on the policies.</p> <p>Q: How many over are we in school? A: We aren't over – there are 34 in every class at the current time. There is 1 appeal in Year 2 ongoing.</p> <p>RESOLVED: That Governors confirm the PAN will remain at 34.</p> | |
| 17. POLICIES FOR REVIEW BY FULL GOVERNING BODY | <p>The Head Teacher advised Governors that the Appraisal Policy and the Teacher's Pay policies were not yet available as Kirklees was currently reviewing and consulting on the policies.</p> <p>The policies due for review had been sent out to governors prior to the meeting.</p> <p>Governors had a further discussion relating to Mrs Bolt's Safer Recruitment training. Mrs Bolt had several questions as a result of the training.</p> <p>ACTION: Mrs Bolt to contact Gary Scargill to seek clarification and advice as the training conflicts with the LA model policy.</p> <p>RESOLVED: That the Whistleblowing Policy be agreed and adopted.</p> <p>RESOLVED: That the Safeguarding and Child Protection Policy be agreed and adopted.</p> <p>RESOLVED: That the Staff Conduct policy be agreed and adopted.</p> <p>RESOLVED: That the Online Safety Policy be agreed and adopted.</p> | <p>Mrs Bolt</p> <p>Head Teacher</p> |

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| | <p>ACTION: Head Teacher to confirm with KLP if Governors should sign the Acceptable Use pages of the policy.</p> <p>RESOLVED: That the Safer Recruitment policy be agreed and adopted subject to the addition of ...' Safeguarding governor to check/sample questions asked at interview to ensure value-based questions are included and the motives/background to working in a school are clear'.</p> <p>RESOLVED: That the Concerns and Complaints policy be agreed and adopted.</p> | |
| <p>18. EVOKE KIRKLEES PARTNERSHIP</p> | <p>Governors noted this agenda item and will await further information.</p> | |
| <p>19. EDUCATIONAL VISITS</p> | <p>Mrs Wood provided governors with a verbal update on the recent Youth Hostel trip. The children had really enjoyed the trip and had built skills that they would use at Winmarleigh Hall in 2022.</p> <p>Governors thanked Mrs Wood for organising the trip.</p> | |
| <p>20.SPENBOROUGH CO- OPERATIVE TRUST</p> | <p>Governors were informed that Trust Head Teachers had met twice this half term.</p> <p>Moderation meetings had taken place and Trust staff continued to collaborate at subject meetings.</p> <p>The Trust carol concert would be held again this year on 7 December.</p> | |

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| 21. ACADEMISATION | <p>Governors were informed that the Diocese had recently sent papers to governors regarding future academisation.</p> <p>Mrs Hoole and the Head Teacher had attended a Diocese briefing and it was apparent that schools would eventually become part of an academy trust. Governors were informed that as a Church school they would have to join a church MAT. There are currently 10 church MATS in the area with an 11th MAT being built. Governors were informed that staff currently employed within the school would retain their existing contracts.</p> <p>Q: Would there be any guarantee that we would get our 1st choice of MAT? A: No but none of the current MATS are full and we are a desirable school.</p> <p>Q: What would be the benefit? A: There is no choice as to whether we join or not – there would be more direction for school improvement work.</p> <p>Q: Is there a deadline? A: No not yet.</p> <p>Q: Why are we a Church school? A: The school was set up by the Church; it was originally set up to educate the poor.</p> <p>Mrs Cockerill had attended the Diocese briefing and informed governors that she felt that the Diocese already had a plan of where schools would fit.</p> <p>Q: Could governors speak to any schools already in a MAT? A: Yes, we will be able to.</p> <p>Q: What do staff think?</p> | |

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| | <p>A: It has not really been discussed as we need to know more before talking to staff.</p> <p>Q: How many schools are in a MAT already? A: The Head Teacher will find out more information from the Diocese but regionally just under 30% of schools are in a MAT.</p> <p>ACTION: Governors to research and bring questions to next meeting.</p> | <p>Head Teacher/GCS to add to next agenda.</p> |
| <p>22. ANY OTHER BUSINESS</p> | <p>The following items had been notified to be brought up under Any Other Business:</p> <p>a) <u>Natasha's Law</u></p> <p>ACTION: Head Teacher to look at The Key and PTA advice and bring back to next meeting.</p> <p>b) <u>Evacuation</u></p> <p>Governors were provided with an update on the recent evacuation of the school. The children had been excellent, and staff had taken exceptional care of the children.</p> <p>There had been some parental queries and some of these were ongoing.</p> <p>Q: Are there any policy implications? A: The Emergency Evacuation policy will be reviewed by the Head Teacher, Deputy Head Teacher and School Business Manager.</p> <p>Q: Was it an isolated incident? A: As far as we are aware.</p> | <p>Head Teacher</p> |

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| | <p>Q: Would a letter from the Chair to parents be appropriate? A: Not at the moment as we have no further information.</p> <p>The Head Teacher and Deputy Head Teacher were thanked for the update.</p> | |
| <p>23. 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:</p> <p>Wednesday 1 December 2021 Monday 7 February 2022 Thursday 31 March 2022 Monday 16 May 2022 Wednesday 6 July 2022</p> <p>Committees:</p> <p>Standards Committee – Thursday 14 October 6pm Resources Committee - Tuesday 16 November 6pm Standards Committee - Tuesday 25 January 2022 6pm Resources Committee – Monday 14 March 2022 6pm Resources Committee – Tuesday 28 June 2022 6pm Standards Committee – Tuesday 28 June 2022 7.30pm</p> | |
| <p>23. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</p> | <p>RESOLVED: 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> | |