

**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, 8 February 2021.

PRESENT

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

In Attendance

Mrs A Walker (Minute Clerk)

Item	Minutes	Action
44. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	There were no apologies for absence.  There were no declarations of interest and the meeting was quorate.	
45. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	The following item was notified to be brought up under Any Other Business: <ul style="list-style-type: none"> <li>• Safer Recruitment policy</li> <li>• Kirklees Governor Briefing</li> </ul>	

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46. MINUTES OF THE MEETING HELD ON 1 DECEMBER 2020	RESOLVED: That the minutes of the meeting held on 1 December 2020 be approved and agreed by the Governors as a correct record.  Mrs E Bolt had sent in her apologies retrospectively.	
47. MATTERS ARISING	There were no matters arising.	
48. REPORTS FROM COMMITTEES	(a) <u>Resources Committee Meeting: 28 January 2021</u>  Mrs Cockerill provided governors with a brief verbal summary of the meeting.  The main discussion points had been: <ul style="list-style-type: none"> <li>• Health and Safety policy</li> <li>• Rascals and Breakfast club income</li> <li>• SBM Financial report had been considered in detail.</li> <li>• Fixed term contracts</li> <li>• Benchmarking</li> </ul> (b) <u>Standards Committee Meeting: 28 January 2021</u>  Mr Pickles provided governors with a brief verbal summary of the meeting.  The main discussion points had been: <ul style="list-style-type: none"> <li>• The impact of COVID-19 on data</li> </ul>	
49. SAFEGUARDING	Governors had been invited to attend Governor Safeguarding training on 10 February and the Head Techer thanked those who had agreed to attend.	

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	<p>Governors were informed that there would be a training session for Governor Prevent Training and governors were asked to send their certificate to confirm completion to the SBM once the training had been completed.</p> <p><b>Q: How often does the prevent training have to be completed?</b>  <b>A: Every 2 years.</b></p> <p><b>Q: Is it specific training for Governors?</b>  <b>A: It is general prevent training for governors and the SBM will have emailed any governor who is required to complete the training this time.</b></p> <p><b>Q: Where are the invitations to the Safeguarding training on 10<sup>th</sup>?</b>  <b>A: They are in Teams on outlook and will be from Michelle Stevens.</b></p> <p>Mrs Hoole informed governors that she is unable to visit school to complete Safeguarding visits, but these are taking place virtually and she will bring details of her next visit to the next governors meeting.</p> <p>.</p>	<p><b>Head Teacher to check if CS is required to complete training.</b></p>
<p>50.            FINANCIAL            MANAGEMENT AND            MONITORING/BUDGET            REPORT</p>	<p>The SBM had provided a report for governors prior to the meeting.</p> <p>The reports had been looked at in detail by the Resources committee.</p> <p>Governors were informed that the Head Teacher and SBM will be meeting with the LA on 22 March to look at the budget for 21/22.</p> <p>The budget figures will be received on 26 February and the SBM and Head Teacher will look at this before meeting with the LA. Budget setting will be very challenging.</p>	

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51. COVID UPDATE	<p>Governors had been provided with a report prior to the meeting.</p> <p>The Head Teacher gave a brief verbal summary about the challenges in school at the current time:</p> <ul style="list-style-type: none"> <li>• Staff are working at a relentless pace to balance both remote and in school learning.</li> <li>• There are a significant number of key worker children attending school with approximately 50% of children present on site in each class. Requests continue to be received for places and the Head Teacher has contacted some parents to see if they could reduce to part time to free up additional spaces.</li> <li>• Staffing is a challenge as a result of isolating and shielding.</li> <li>• There has been an increase in the level of admin required on a day to day basis to monitor attendance/ Covid cases etc.</li> <li>• 2 remote learners have tested positive for Covid and results are waited for a child in school.</li> <li>• Pupil progress meetings have been held. Well being is the focus rather than the data. There are concerns regarding the level of support that younger children are getting at home which may have an impact when they return to school and are required to be more independent.</li> <li>• 4 free supply days have been requested from the LA to provide teaching staff with extra time out of the classroom for planning.</li> <li>• The majority of families are engaging well with remote learning and teaching staff are relentless in contacting those not engaging.</li> <li>• Lateral flow testing is going well with a good uptake from staff.</li> </ul> <p>Governors were asked for any questions.</p>	

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	<p><b>Q: Are all vulnerable children in school?</b>  A: There are some not in school who we would like to bring in but they are receiving good support at home and accessing online learning. Some parents preferred to keep the at home. Staff are in regular contact with them. We have 1 child with EHCP who is in school all the time, 1 child who returned last week to support with socialization, 1 who is at home but engaging well and 1 who remains at home with concerns around infection but who continues to be engaged. There are 4 FSM children of which 2 have now been brought back into.</p> <p><b>Q: What will be the impact on Year 6?</b>  A: We have a good level of engagement from Year 6. They have also been at home as a bubble earlier in the term. We have am/pm check in s with them. We will have to look at transition to high school at a later date and build on the successes from last year’s transfer to Year 7.</p> <p>Governors were informed that the children have seemed ‘more bored’ this time and there were some good conversations during Mental Health wee’ The school will continue to build on this when the children return and the whole school will work together to re build the school community.</p> <p><b>Q: Do we have sufficient laptops to meet the IT needs of the children?</b>  A: Yes, we have enough at the moment to meet current needs. In the future we may look at different ways to set homework making use of IT at which point we may need more support at home for Pupil premium children. We can look at using pupil premium funding to help support digital access for families that require more support.</p> <p><b>Q: Is there anything that you are now doing that you may continue with in the future e.g. online homework?</b>  A: We are still too involved at the moment to reflect on it but we may make more use of Teams for example for Parents’ evenings.</p>	

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	<p><b>Q: Are we successful in fully identifying digital poverty?</b> A: We know our families well and the office staff contact any that we think need support but have not asked us for it.</p> <p><b>Q: How confident are we that all the children in school have key worker parents?</b> A: We have seen either a letter from employer or ID cards.</p> <p><b>Q: Are the numbers in school similar to other local schools?</b> A: Yes – some have 60% in – staff are keen to have any children in that need support.</p> <p>The Head Teacher was thanked for her update.</p>	
52. KLP AUTUMN TERM VISIT	<p>The Head Teacher informed governors that the Kirklees Learning Partner, Mark Colley had not visited last term in view of the current circumstances. At the current time only schools with new headteachers. Segment 3 and 4 schools and those due an OFSTED visit were receiving KLP visits.</p> <p>The Head Teacher explained the process of KLP visits to Governors.</p>	
53. CONSTITUTION OF THE GOVERNING BODY	<p>Governors were informed that approval had been received for the change of status of Mrs H Wells from Co-opted governor to LA governor.</p> <p>RESOLVED: That Mrs H Wells serve as LA Governor.</p>	
54. GOVERNOR TRAINING	<p>Mrs Scott and Mrs Cockerill had completed Being a Parent and Being a Governor training. Both governors felt the training had been useful and would share information with other governors.</p>	

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	Ms Bunch had completed Health and Safety Emergency planning and Off-site visits training. Governor Induction training was booked for 3 March.	
55. GOVERNOR VISITS	<p>Governors are still unable to complete visits into school and continue to hold meetings remotely.</p> <p>Ms Bunch had completed a remote Health and Safety visit with the Head Teacher.</p> <p>Mrs Hoole had completed a remote Safeguarding visit.</p> <p>The Head Teacher asked governors to email school to arrange online meetings to ensure that they continue to be recorded and evidenced.</p>	
56. SPENBOROUGH CO-OPERATIVE TRUST	<p>Governors were informed that the Trust continues to meet remotely and is providing a good support network for Head Teachers. They have not been able to hold moderation meetings during lockdown but the meetings are enabling them to consult and share good practice.</p> <p>The financial contribution to the Trust has been reduced this year from £5 per child to £1 per child.</p> <p>The next meeting of the Trustees is 10 March.</p>	
57. ACADEMISATION/MULTI ACADEMY TRUSTS	<p>Governors were informed that New College were considering academisation and had sent a letter to members of Spen Trust.</p> <p>Roberttown School could not join this academy as the school is already part of the Diocese trust.</p>	<b>Chair to respond to letter from New College.</b>

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<p>58. ANY OTHER BUSINESS</p>	<p>The following items were notified to be brought up under Any Other Business:</p> <p>(a) <u>Safer Recruitment</u></p> <p>Governors were informed that the Safer Recruitment policy had been amended to reflect BREXIT.</p> <p>RESOLVED: That the Safer Recruitment policy is agreed and adopted</p> <p>(b) <u>Kirklees Governor Briefing</u></p> <p>The Head Teacher encouraged governors to consider attending the Governor briefing session on 22 March.</p> <p>The Head Teacher informed governors that she had spoken with Sally Wallace-Jones, the new Priest. A meeting had been arranged for the 23 February and Mrs Wallis-Jones would then be taking up her position on the Governing body.</p>	
<p>59. DATES OF NEXT MEETINGS AND POSSIBLE AGENDA ITEMS.</p>	<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: Thursday 18 March 2021 Monday 17 May 2021 Thursday 8 July 2021</p> <p>Committees: Resources Committee 6-7.15pm / Standards Committee 7.30-8.45pm</p> <p>Tuesday 22 June 2021</p>	



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60. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	<b>RESOLVED:</b> 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.	

The meeting closed at 7.45pm with a prayer.