

THE GOVERNING BODY OF ROBERTTOWN CE (VC) JUNIOR AND INFANT SCHOOL

Minutes of the Annual Meeting of the Governing Body held at 6.30pm at the School on Wednesday 20 September 2023.

PRESENT

Mrs M Hoole (Chair), Mrs C Cockerill, Ms V Farrell, Mrs S Goodall, Mrs S Laycock-Smith (Head Teacher), Mr J Pickles, Rev S Wallace-Jones and Mrs L Wood.

In Attendance

Mrs J Woodward (Minute Clerk)

1. ELECTION OF CHAIR

The minute clerk took the chair.

Before requesting nominations, the following was agreed:

- (i) That the term of office of the new Chair would be 12 months.
- (ii) That in the event of a tie this would be resolved by a ballot.

Nominations were sought and received for Mrs M Hoole.

At this point Mrs Hoole left the meeting. A vote was held and Mrs Hoole returned to the meeting.

RESOLVED: That Mrs M Hoole be elected Chair for a period of 12 months.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

The Governing Body also confirmed the following:

2.1 Governors' Code of Conduct

RESOLVED: That Governors approve the Governors Code of Conduct.

2.2 Declaration of Business Interest information

The Declaration of Business Interests had been completed by all Governors and was displayed on the School website

2.3 Get Information about Schools

The Head Teacher confirmed that the GIAS listing on the website was up to date.

2.4 Top Tip for efficient running of meetings

Governors perused the suggestions. The Head Teacher reminded Governors that when examining Policies, data and minutes, it should be an aim of the Governing Body to question rather than just read information.

The Chair reminded Governors that in the case of hybrid meetings, such as a Governor joining the meeting virtually, there should be clear expectations such as enabling confidentiality by ensuring privacy.

3. NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS

The review of the Staff Code of Conduct Policy would be raised under Any Other Business.

4. REPRESENTATION

The following matters of representation were noted:

4.1 End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs C Scott	Foundation	16.10.23

<u>Appointment Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs E Bolt	Co-opted	17.10.23

4.2 Appointment of a Co-opted Governor

Mrs Bolt had consented to continue as a Co-opted Governor.

RESOLVED: That Mrs E Bolt be invited to serve for a further term as Co-opted Governor.

4.3 Vacancy for Foundation Governor

Further work would take place to fill the vacancy.

5. ELECTION OF VICE-CHAIR

Prior to requesting nominations, it was agreed that the term of office for the Vice-Chair would be 12 months. Nominations were then sought.

At this point Mr J Pickles left the meeting. A vote was held and Mr Pickles returned to the meeting.

RESOLVED: That Mr J Pickles be elected Vice-Chair for a period of 12 months.

6. REVIEW OF COMMITTEES.

6.1 Membership of Committees

Committee membership was agreed as follows:

Standards and Effectiveness Committee

Mr J Pickles
Mrs E Bolt
Mrs M Hoole
Head Teacher

Rev S Wallace-Jones
Mrs H Wells
Mrs L Wood

Resources Committee

Mrs C Cockerill
Ms V Farrell
Ms K Hydes
Mrs M Hoole
Mrs L Wood
Head Teacher

Appraisal and Pay Committee

Mrs E Bolt
Mrs C Cockerill
Mrs M Hoole
Rev S Wallace-Jones

6.2 Membership of Ad hoc Panels

Pupil Discipline and Staff Dismissal Panel

Any eligible Governors who were available when required.

Complaints and Staff Dismissal Appeals Panel

Any eligible Governors who were available when required (unless they had sat on the Staff Dismissal Panel).

RESOLVED: That in the event of there being insufficient Governors to form any statutory Panel, Governors from Spenborough Trust schools be called upon.

RESOLVED: That the Chair of Governors be given the power to call the Panel meetings as required.

6.3 Head Teachers Performance Management

A date would be arranged for the Head Teacher Appraisal Meeting to be held.

6.4 Terms of Reference of Committees

RESOLVED: That the LA model Terms of Reference be adopted for the Committees.

7. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED: That the following specific responsibilities be agreed:

Health and Safety - Ms V Farrell
Early Years – Mrs M Hoole
Child Protection and Safeguarding – Mrs M Hoole
Governor Induction – Mrs M Hoole

Governor Training Contact – Mrs S Goodall
 IT and Online Safety – Mrs C Cockerill
 Spiritual, Moral, Social and Cultural development and Wellbeing –
 Rev S Wallace-Jones
 Sports Premium – Ms K Hydes
 School Website – Mrs C Cockerill
 Curriculum and Early Reading – Mr J Pickles
 Inclusion, including SEND, Governor for Looked after Children & Equality –
 Mrs H Wells

8. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:

- (i) Planning and conducting the affairs of the school to remain solvent.
- (ii) Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority's financial regulations and standing orders and maintaining a sound system of internal controls.
- (iii) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.
- (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.
- (v) Following LA advice, the Head Teacher's authorisation expenditure limit for day-to-day financial management of the school be as set in the terms of reference for the Resources Committee and be agreed at £10,000.
- (vi) The virement between budget headings be agreed at £45,000.

9. MINUTES OF THE MEETING HELD ON 5 JULY 2023

The minutes had been previously circulated to all Governors.

RESOLVED: That the minutes of the meeting held on 5 July 2023 be approved and signed by the Chair as a correct record.

10. MATTERS ARISING

(a) Any other Business (Minute 130 (a) refers)

After discussion Governors concluded that the referred to pay scale was not relevant to the discussion and should be removed due to confidentiality.

RESOLVED: That the entire last question in Minute 130 (a) be removed from the Inspection Copy of the minutes.

(b) Safeguarding (Minute 119 refers)

The Safeguarding Link governor was currently arranging a visit to school.

(c) Update on Evaluation of a Governing Board's Effectiveness (Minute 125 refers)

Governing Body Effectiveness would be discussed at this meeting, so the action was to circulate the Self Evaluation form was no longer required.

11. REPORTS FROM COMMITTEES(a) Standards and Effectiveness Committee: 27 June 23

The minutes had been previously circulated to all Governors. Governors noted the issues raised.

(b) Resources Committee: 27 June 23

The minutes had been previously circulated to all Governors. Governors noted the issues raised.

The Chair welcomed back Mrs C Cockerill as the Chair of the Resources Committee.

12. HEAD TEACHERS' REPORT

The Head Teachers Report, Health & Safety Report Autumn 2023 and Safeguarding Report September 2023 had been previously circulated to all Governors.

The Head Teachers highlighted the following items from the report:

Pupils

One place was unfilled in Y1 and there had been no appeals for places this year.

Staffing

There remained an ETA vacancy unfilled for Y4, Y5 & Y6. The vacancy had been advertised and interviews had taken place, but there had been no suitable candidate. School cover was currently being used to fill these gaps, and this was having a major impact on the School. Discussions were still being held with current staff to better cover the role. One governor suggested using LA Supply. The Head Teacher explained that the candidate would need Phonics and Little Wandle experience, and this was harder to find. It was acknowledged by the Head Teacher that the School may need to use LA Supply going forward.

The school was currently using a Peri Caretaker, as the Vacancy for a Caretaker was still unfilled. There was also an unfilled vacancy for a morning Cleaner.

Health and Safety

The Head Teacher reported that the School was still awaiting a survey for RAAC. The survey had been scheduled but had not yet taken place.

The Health and Safety Link Governor had attended at the end of the Summer term for a general walk around and look at health & safety processes.

Safeguarding

The Chair highlighted that there were some Governors who required Safeguarding training. The Head Teacher would look at what was appropriate and available. The Key had some training which may be suitable.

The Head Teacher had drawn the Governors' attention to the figures around Equal Opportunities/Inclusion incidents. There had been zero returns for 2023. Although this was obviously good news, she would ensure that these incidents were being reported correctly.

Data

The Head Teacher tabled the document Data Overview Summer Term Headlines and Analysis 22-23 to the meeting. The Head Teacher had highlighted issues from the Data.

EYFS: The target for Good Level of Development (GLD) was 79%, with the School achieving 75.8%. Which was above national at 67.3% and LA at 65.1%.

Y1: In Phonics, 94% passed the check, with 6% (2 boys both SEN) disapplied. The National target was 78.9% and LA 78.9%. In the Y2 Phonics retake 93% of children had passed, with 1 boy disapplied and 1 boy who had not passed.

KS1: Across the whole School girls performed better than boys. FSM performed well. SEN attained Working Towards the expected Standard (WTS).

KS2: Writing was the stronger subject in Y6. Reading was a subject focus and was in line with LA but below National.

General: Greater Depth (GD) would be a focus, across the board. With Writing being the subject which needed the most attention. Y2 and Y4 (current Y3 and Y5) were the year groups who needed the most focus. Boys' attainment would be a focus as the pupils with most need were all boys. RWM would remain a challenge.

Actions: Targeted interventions, precision teaching was working well.

Q: Why is it so consistently boys with low attainment in KS1?

A: It seems to be that we need to develop their learning attitude, especially after Covid. They are often more interested in tasks involving gross motor skills and struggle to sit and concentrate. By KS2 this seems to improve.

Governors had thanked the Head Teachers for their information.

13. SAFEGUARDING

This was covered under Minutes 12 above.

14. FINANCIAL MANAGEMENT AND MONITORING

The document Financial Report to Governors September 2023 had been previously circulated to all Governors. Governors had noted the current financial picture.

Q: Has the Support Staff Pay Award been agreed?

A: No it hasn't. The Budget for salary is already in deficit as the Government failed to honour Salary Protection.

Q: Is the £3224 needed to pay for the Teachers Pay Award, in addition what was allocated in the Budget?

A: Yes, as £10,283 was allocated.

Q: Is the underspend in areas likely to continue?

A: There are bound to be more costs. Areas such as Supplies, School Services and Maintenance are healthy at the moment but there are a lot of variables.

Q: Are School feeling an impact from the recent financial difficulties of the LA?

A: There have been small increases, which all add up. Such as that the School now has to cover DBS checks for new starters and Head Teacher recruitment is now charged for. I think this will continue and have a bigger impact going forward.

15. SCHOOL DEVELOPMENT PLAN – PRIORITIES 2023/24

The Head Teacher tabled the document Our School Priorities for 2023-24 to the meeting. Governors noted the areas of priority. The Head Teacher had also highlighted further areas:

After last year's meeting with the KLP, Leadership and Management had been highlighted as a priority. This was due to the recent changes to the structure. For the Autumn term, embedding the new staff structure would be a focus. Establishing the Staff Team and the 2 Head Teachers getting clarity of their roles.

Work would continue around the Church School, with a Statutory Inspection due in the next year.

16. GOVERNING BODY DEVELOPMENT: ACTIONS AND PRIORITIES 2023/24

The document Identifying Strategic Priorities for our Governing Body had been previously circulated to all Governors. Governors agreed to discuss three areas and defer the next two, Staff and Future Direction, to the next meeting.

Leadership

Governors had noted the issues for staff and pupils adjusting to the new structure of two Headteachers. The fact that the Head Teachers had worked well together previously was a strength. An area of development would be to further clarify the roles of the Head Teachers.

Leadership at all levels was looked at, including the Assistant Head Teacher.

Q: How are you integrating the new Assistant Head Teacher in Leadership?

A: She is currently concentrating on her Teaching and SEN role as it is early days. Meetings have been held to agree steps going forward.

Governor monitoring visits could take a different format with shorter visits to view one agreed aspect.

Infrastructure

The School building and estate was generally in a good state. An issue which may affect the health of the School estate was RAAC.

A priority would be filling the Caretaker vacancy.

The Head Teacher would explore the opportunities around the School Bungalow.

Q: Does the School have a plan or schedule of what repairs may be needed?

A. A Condition Survey had taken place to identify these issues.

The boiler had recently been updated. Electric work was undertaken in 2014.

The Head Teacher had identified that some doorways may need to be widened to make the building more wheelchair friendly.

The Phone system was still analogue and would need to be replaced.

School Improvement

Strong data identified groups and areas of priority.

Curriculum work had produced a curriculum which reflected the vision of the School. Impact was seen of the knowledge progression from this.

Subject Leaders are continuing to develop their role.

The Safeguarding Audit had shown that the school was in a strong position in this regard. Staffing capacity would be the main issue facing the School in the short term, which also impacted on staff morale and workload. The Wellbeing link Governor would take the issue of staff morale and workload forward by visiting School at a date to be confirmed. A Staff wellbeing survey would also be circulated.

17. ACADEMISATION/MULTI ACADEMY TRUSTS

The Governing Body discussed issues around Academisation. This was an ongoing item on the agenda and would be discussed at the next meeting.

18. POLICIES FOR REVIEW BY FULL GOVERNING BODY

Governors had studied the below Policies which had been previously circulated to all Governors:

- Kirklees Model Appraisal Policy 2023
- Kirklees Model Complaints Policy 2023

RESOLVED: That the Governing Body adopt the Appraisal Policy 2023 and Complaints Policy 2023.

Whistleblowing Policy

RESOLVED: That the Governing Body adopt the Whistleblowing Policy.

19. EDUCATIONAL VISITS

The Y 5 Trip to Losehill Hall would take place next week.

Governors discussed the impact of two residential trips in consecutive years (Y5 and Y6) in the light of the cost of living crisis.

Various ideas were discussed and would be explored, including the possibility of changing to trips in Y4 and Y6, rather than consecutive years. The Head Teacher would bring details back to Governors.

20. SPENBOROUGH CO-OPERATIVE TRUST

This item was deferred to the next meeting.

21. ANY OTHER BUSINESS

The Code of Conduct and Low Level Concerns Policy had been previously circulated to all Governors. Governors had scrutinised the details.

RESOLVED: That the Governors agree to adopt the Code of Conduct and Low Level Concerns Policy.

Information Items

Governors noted the LA's information items.

22. DATES OF FUTURE MEETINGS

RESOLVED: That future meetings of the Governing Body and Committees be scheduled as follows:

Full Governing Body meetings at 6.30pm

Thursday 30 November 2023 (Full Governing Body)

Tuesday 30 January 2024 (Full Governing Body)

Thursday 14 March 2024 (Full Governing Body)

Wednesday 22 May 2024 (Full Governing Body)

Monday 1 July 2024 (Full Governing Body)

Committee Meetings at 6pm

Monday 9 October 2023 (Standards & Effectiveness Committee)

Tuesday 14 November 2023 (Resources Committee) (**change of date**)

Thursday 18 January 2024 (Standards & Effectiveness Committee)

Thursday 7 March 2024 (Resources Committee)

Thursday 18 April 2024 (Standards & Effectiveness Committee)

Wednesday 26 June 2024 (Standards & Effectiveness Committee)

Wednesday 26 June 2024 (Resources Committee)

23. AGENDA, MINUTES AND RELATED PAPERS – 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.

ACTION LOG:

Number	Action	By Whom
1	To action the re-appointment of Mrs E Bolt as Co-opted Governor. (Minute 4)	Governor Clerking Service
2	To arrange Head Teacher appraisal Meeting before 31 December 2023. (Minute 6.3)	Chair

3	To action the changes to the Inspection Copy of the minutes from 5 July 23. (Minute 10)	Governor Services
4	The Safeguarding Link Governor to arrange visit to School. (Minute 2)	Mrs E Bolt
5	To explore Safeguarding Training for Governors. (Minute 2)	Head Teacher
6	The Staff Wellbeing Governor to arrange a visit to School. (Minute 16)	Rev S Wallace-Jones
7	To formulate Staff Wellbeing Survey. (Minute 16)	Head Teacher
8	To explore educational trip options and report back to the Governing Body. (Minute 19)	Head Teacher
9	Change of date of Resources committee to 14/11/23. (Minute 22)	Governor Clerking Service