

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

Minutes of a meeting of the Governing Body held at School at 6.30pm on Thursday 29 September 2022.

PRESENT

Mrs M Hoole (Chair), Mrs C Cockerill, Mrs K Hydes, Mrs S Laycock-Smith, Mr J Pickles, Mrs C Scott, Rev S Wallace-Jones, Mrs H Wells, Mrs L Wood.

In Attendance

Mrs J Woodward (Minute Clerk)
Ms V Farrell (Governor Designate)
Katie Bordman (Year 4 Teacher and PE Subject Leader)

Reverend Wallace-Jones opened the meeting with a prayer.

Item	Minutes	Action
1. PE & SPORTS PREMIUM PRESENTATION	<p><i>The Agenda was taken out of order at this point.</i></p> <p>The PE Subject Leader gave a Presentation to Governors.</p> <p>She explained Sports Premium to Governors. It was recognised that physical activity benefitted physical and emotional wellbeing.</p> <p>School received £18,000 pa for PE and Sports. She reported that School had always valued PE and it had received a high profile.</p>	

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	<p>She explained how PE and Sports Premium were used within School. Sport taught leadership skills, how to win and loose with dignity, and how to be a dignified spectator. This supported the School Vision. The premium must be used to benefit future pupils.</p> <p>The 5 key indicators, which Ofsted would look at were listed.</p> <p>She explained that 50% of funding was used with Legacy for Schools. Legacy worked alongside Teachers to ensure lessons were exciting and varied. The School Had worked with Legacy for 8 years, and together, had examined the subject in detail to ensure the lessons worked well for the School. Their staff were very flexible and communicated well with School.</p> <p>To increase confidence, knowledge and skills of all staff in teaching PE and sport, Staff would be provided with training, mentoring and resources. Legacy staff experience benefitted School staff.</p> <p>The Scheme Get Set For PE had been taken up by School. It helped to show a clear progression, looked at specific skills and how to assess at the end of the Unit.</p> <p>Governors viewed results from a questionnaire given to children regarding sports and PE. Governors were reminded that pupils in School accessed many outside sports clubs and any School offer of extended hours clubs needed to be considered carefully.</p> <p>To further improve in the Subject next steps were scrutinised, including upskilling more staff members, even more competition, to get back on track with Yr4 swimming.</p> <p>Maximum participation was an aim, also targeting those who were not so active, whilst also offering pupils the chance to compete at activities they were good at.</p>	

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	<p>School would look at trialling different Sports and encourage interest by talking about famous sports people and viewing sports on TV.</p> <p>Questions were invited:</p> <p>Q: Are the children moved from Yr4 to Yr5 on track with swimming? A: Besides lockdown, we were further hampered by the fact that Spen Swimming Baths closed for refurbishment. So we are now playing Catch up, this group of students are currently attending one whole afternoon until February. We will also have to do some Catch Up next year to ensure no one misses out.</p> <p>Q: Do you do any Forest School activities? A: We do regular Outdoor Learning. This encourages building confidence skills and leadership skills.</p> <p>Q: Is Legacy a PE Company who work only with Schools? A: Yes, they are a Community Interest Company and work with many Schools.</p> <p>Q: Regarding the questionnaire data, who was asked for responses? A: All pupils were asked. Questions were based on Sports England questions, but then tailored to our School.</p> <p>Q: Are you still seeing any impact on Playground activities from Lockdown? A: We are still working on helping them to play together. We also had to work on stamina in PE lessons.</p> <p>Thanks were given to the PE Subject Leader for her presentation.</p>	

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	<i>The Agenda returned to Order at this point.</i>	
2. ELECTION OF CHAIR	<p>The Chair had been elected for a term of 12 months from 7 October 2021.</p> <p>RESOLVED: (i) That nominations be accepted from governors not present at the meeting.</p> <p>(ii) That the Chair be elected for a period of 12 months.</p> <p>(iii) That in the case of a tie, a ballot would be held.</p> <p>RESOLVED: That Mrs M Hoole be re-elected as Chair</p>	
3. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	<p>Apologies for absence were received from Mrs E Bolt, and Mrs S Goodall, with consent.</p> <p>There were no declarations of interest.</p> <p>(a) <u>Governors Code of Conduct</u></p> <p>RESOLVED: That Governors approve the Governors Code of Conduct.</p> <p>(b) <u>Declarations of Business</u></p> <p>This had been completed and displayed on the School Website. New Governors were asked to follow the link and complete the Declaration of Interest.</p> <p>(c) <u>GIAS (Get Information About Schools)</u> The Head Teacher confirmed that the GIAS listing on the website was up to date.</p>	

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4. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	No items of other business were raised.	
5. REPRESENTATION	<p>The following matters of Representation were noted:</p> <ul style="list-style-type: none"> • The re-appointment of Mrs C Cockerill, Parent Governor, with effect from 30 July 2022. • The appointment of Kate Hydes, Parent Governor, with effect from 21 September. • The proposed appointment of a Co-Opted Governor. <p>RESOLVED: That Mrs Vicki Farrell be appointed as a Co-opted Governor.</p>	
6. ELECTION OF VICE- CHAIR	<p>The Chair invited nominations for Vice Chair.</p> <p>RESOLVED: That Mr J Pickles be elected as Vice Chair for a term of 12 Months.</p>	
7. REVIEW OF COMMITTEES INCL HEAD TEACHERS PERFORMANCE MANAGEMENT WORKING GROUP	<p>RESOLVED: That the following representation on Committees was approved:</p> <p><u>Resources Committee</u></p> <p>Mrs C Cockerill (Chair) Ms V Farrell Mrs K Hydes Mrs M Hoole Mrs C Scott Mrs L Wood</p>	

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	<p><u>Standards and Effectiveness</u></p> <p>Mr J Pickles (Chair) Mrs E Bolt Mrs M Hoole Mrs S Laycock-Smith Rev. S Wallace-Jones Mrs H Wells Mrs L Wood</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.</p> <p><u>Complaints and Staff Dismissal Appeals Committee</u></p> <p>Any eligible Governors who were available when required (unless they had sat on the Staff Dismissal Committee).</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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	RESOLVED: That the LA model Terms of Reference be adopted for the Committees.	
8. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES	<p>RESOLVED: That Governors be appointed with Specific Responsibilities for the 2022-23 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 – Ms V Farrell • 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 K Hydes • School Website – Mrs C Cockerill • Curriculum and Early Reading – Mr J Pickles • Inclusion- Mrs H Wells <p>To include:</p> <ul style="list-style-type: none"> - SEND - Governor for Looked After Children - Equality - Pupil Premium 	
9. DELEGTION OF FINANCIAL POWERS TO THE HEAD TEACHER	RESOLVED: That the Governing Body delegates to the Head Teacher financial limits of £10,000 and budget virement of £45,000.	

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10. MINUTES OF THE MEETING HELD ON 6 JULY 2022	RESOLVED: That the minutes of the meeting held on 6 July 2022 be approved and signed by the Chair as a correct record.	
11. MATTERS ARISING	<p>(a) <u>School Vision Statement (item 116 refers)</u></p> <p>An action by the Head Teacher and The Chair to write to parents would be completed shortly. It would also be displayed in the School's entrance.</p> <p>(b) <u>Governor Training and Governor Visits (items 122 refers)</u></p> <p>A meeting was still to be arranged between the Bursar and Mrs C Cockerill.</p> <p>The Head Teacher would now co-ordinate Governor visits regarding Reading, Curriculum, RE and Health & Safety with the Governors now assigned to those roles.</p> <p>All other Actions had been completed.</p>	<p>Head Teacher and Chair</p> <p>Mrs C Cockerill</p> <p>Head Teacher</p>

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12. REPORTS FROM COMMITTEES	<p>(a) <u>Resources Committee:</u></p> <p>Item 30, Budget Report and Update: The Head Teacher reported that it had recently been confirmed in writing that the Bungalow was owned by the School.</p> <p>Following Discussion regarding the Contract for Electricity, the Head Teacher had confirmed that the School would be continuing with the LA Electricity Contract.</p> <p>RESOLVED: That the minutes be approved as a true record and signed by the Chair.</p> <p>(b) <u>Standards & Effectiveness Committee</u></p> <p>Q: Is there a list available, to explain the acronyms within these minutes?</p> <p>A: The Head Teacher would check with Governor Services.</p>	Head Teacher
13. HEAD TEACHER'S REPORT	<p>The Head Teachers Report had been previously circulated to all Governors.</p> <p>Further to her Report the Head Teacher updated Governors on some recent issues.</p> <p>School had taken a number of new staff, more than in previous years.</p> <p>Two children had not attended on the first morning to take their places in Reception. These places had then been offered to other children, one of whom had already taken up the place. Confirmation was awaited on the second place. There were a further 6 children on the waiting list.</p> <p>A place in YR6 had been offered to a child and confirmation was awaited.</p>	

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	<p>Parents would shortly be given the news that one Teacher was expecting a baby due in February.</p> <p>The SEND Information Report had been previously circulated to all Governors. It had been updated on the School Website.</p> <p>The Head Teacher invited questions from Governors, there were no additional queries at this time.</p>	
14. SCHOOL SELF EVALUATION FORM	<p>The Draught SEF had been previously circulated to all Governors. The document had been sent to the KLP and reviewed again by the Senior Leadership Team. Some additional data was still needed.</p> <p>The Head Teacher invited any comments or questions from Governors. Governors felt it a good fit for the School.</p> <p>Q: Does the KLP also join the Appraisal Committee? A: An individual will be appointed as an external advisor to the Committee. It may be our KLP or another LA representative.</p>	
15. SAFEGUARDING	<p>(a) <u>Head Teacher's Safeguarding Report to Governors</u></p> <p>The Head Teachers Safeguarding Report to Governors had been previously circulated to all Governors.</p> <p>The Head Teacher reported an amendment to the Report. There had been 1 LADO referral in the Summer Term.</p> <p>It was noted that the Visiting Speaker Policy required review.</p> <p>It was noted that a Bullying incident had taken place in the Spring Term.</p>	Head Teacher

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	<p>Q: How is bullying defined? A: School uses The Anti Bullying Alliance definition of Bullying.</p> <p>The following Policies had all been previously circulated to all Governors, and comments or questions were invited:</p> <p>(b) <u>School Safeguarding Policy</u></p> <p>RESOLVED: That Governors approve the Safeguarding Policy.</p> <p>(c) <u>Online Safety Policy</u></p> <p>The Head Teacher had spoken to pupils about the Policy, and KS2 had been surprised to learn that unsafe online activity by them outside School, could affect their access to the computers in School. One Governor had recently undertaken a Cyber Security Course.</p> <p>Q: Does School keep a record of Cyber Security incidents? A: A team and a structure was in place to act if this happened. A report was generated weekly regarding cyber security. It may be that the Disaster Recovery Plan would need updating.</p> <p>RESOLVED: That Governors approve the Online Security Policy.</p> <p>(d) <u>Child on Child Abuse Policy</u></p> <p>RESOLVED: That Governors approve the Child on Child Abuse Policy.</p> <p>(e) <u>Code of Conduct and Low Level Concerns Guidance 2022</u> <u>Staff Conduct Policy 2022.</u></p> <p>RESOLVED: That Governors approve the Code of Conduct and Low Level Concerns Guidance 2022</p>	<p>Head Teacher</p>

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	<p>(f) <u>Staff Conduct Policy 2022</u></p> <p>RESOLVED: To approve the Staff Conduct Policy 2022.</p>	
<p>16. SCHOOL DEVELOPMENT PLAN 2022-23</p>	<p>The Head Teacher reported that the Plan was almost complete and would be circulated to all Governors at the first opportunity.</p> <p>This item was deferred to the next meeting.</p>	
<p>17. FINANCIAL MANAGEMENT & MONITORING/BUDGET REPORT</p>	<p>A copy of the finance report had been circulated to Governors prior to the meeting.</p> <p>Governors were invited to ask additional questions; there were no additional queries at this time.</p>	
<p>18. GOVERNING BODY DEVELOPMENT: ACTIONS AND PRIORITIES 2022/23</p>	<p>This item was deferred to the next meeting as the document had not been included for circulation to Governors.</p>	
<p>19. CONSULTATION ON ADMISSION ARRANGEMENTS 2024/25</p>	<p>Governors noted the contents of the consultation report and the key dates to be published on the Kirklees website.</p> <p>RESOLVED: That Governors confirmed their PAN of 34.</p>	
<p>20. TEACHER PAY AND CONDITIONS PROPOSALS – SEPTEMBER 2022</p>	<p>Governors noted the Pay and Conditions Proposals.</p>	

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21. POLICIES FOR REVIEW BY THE FULL GOVERNING BODY	<p><u>Whistleblowing Policy</u></p> <p>The Whistleblowing Policy had been previously circulated to all Governors. Questions or comments were invited by the Head Teacher.</p> <p>The Head Teacher explained that this had been shared with all Staff.</p> <p>RESOLVED: That Governors approve the Whistleblowing Policy.</p>	
22. DATA PROTECTION ACT (DPA) GENERAL DATA PROTECTION REGULATION (GDPR) AND INFORMATION SECURITY	<p>The procedure for receiving Governor emails (LA email address) was explained to new Governors.</p> <p>The Head Teacher would add new Governors to the WhatsApp Group.</p>	Head Teacher
23. EDUCATIONAL VISITS	<p>The Head Teacher reported that a trip had yet to be booked for the current Year 6. She would inform Governors of any developments.</p> <p>Year 5 had just returned from Castleton.</p>	
24. SPENBOROUGH CO-OPERATIVE TRUST	<p>The Head Teacher reported that she had attended a Trust meeting earlier today. A Trust Development Plan had been formulated. A focus had been on working together. One School had used an external adviser which may be useful to School.</p> <p>Staff Well-Being was discussed, as 5 out the 8 Schools were currently in the Ofsted window, which added to the pressure for staff. One School was using a staff Well Being Counsellor which may be available to School Staff. It would be quicker to access than employee healthcare services.</p>	

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25. ACADEMISATION/ MULTI ACADEMY TRUSTS	<p>The Head Teacher explained that much discussion around Academisation had taken place at the Trust meeting.</p> <p>The issue was very much on the table and Schools were being urged to look into their options.</p> <p>As a Church School, the School would be unable to join a MAT with the other Schools in the Trust. The Leeds Diocese would only allow them to join a Church School majority MAT.</p> <p>Options would still be considered and the issue would remain as a Standing Item for this Committee.</p>	
26. ANY OTHER BUSINESS	There were no items of other business.	
27. DATES OF NEXT MEETINGS AND POSSIBLE AGENDA ITEMS.	<p>RESOLVED: That the next meetings of the Committees be held on the following dates:</p> <p style="padding-left: 40px;"><u>Resources Committee</u></p> <p style="padding-left: 40px;">8 November 2022 13 March 2022</p> <p style="padding-left: 40px;"><u>Standards and Effectiveness Committee</u></p> <p style="padding-left: 40px;">13 October 2022</p> <p>RESOLVED: That the next meetings of the Governing Body be held at 6.30pm at the school as follows:</p> <p style="padding-left: 40px;">Thursday 1 December 2022</p> <p style="padding-left: 40px;">With the following Agenda items:</p>	School/Kirklees Governor Clerking Service

Item	Minutes	Action
	<p>School Development Plan, Government Body Development</p> <p>Monday 6 February 2023 Tuesday 21 March 2023 Thursday 18 May 2023 Wednesday 5 July 2023</p>	
28. 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.	

The Chair closed the meeting at 8:40 pm.