

THE GOVERNING BODY OF FLOCKTON CE (C) FIRST SCHOOL

Minutes of the annual meeting of the Governing Body held at 6.30pm at the school on Monday, 6th February 2023

PRESENT

Mr R Michael (Chair), Mrs E Bulmer, Sarah Hull, Emma Johnson, Helen Kerr, and Josephine Lavery

In Attendance

Mrs A Sahota (Minute Clerk)

Item	Minutes	Action						
41. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	Apologies for absence were received from Sonia Latham (consent), Kirsty Rowlands (consent), Emily Hurst (consent) Mr Michael agreed to contact Peter Crowe at the PCC to obtain written confirmation of the Ex-officio's position on the board.	Chair						
42. NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS	The following items were notified to be raised under Any Other Business. <ul style="list-style-type: none">• SIAMs• Grants• Wraparound Care							
43. REPRESENTATION	The following matter of representation was noted: <table><thead><tr><th><u>Appointment Name</u></th><th><u>Category</u></th><th><u>With effect from</u></th></tr></thead><tbody><tr><td>Amiee Tobin (Kalinowski)</td><td>Designate (Co-opted)</td><td>Pending DBS</td></tr></tbody></table> Mrs Tobin would be reminded to bring ID into school so that the DBS process could be completed, and her appointment confirmed. Mr Michael agreed to follow up with the PCC if there were any governors available to take the vacant	<u>Appointment Name</u>	<u>Category</u>	<u>With effect from</u>	Amiee Tobin (Kalinowski)	Designate (Co-opted)	Pending DBS	Chair
<u>Appointment Name</u>	<u>Category</u>	<u>With effect from</u>						
Amiee Tobin (Kalinowski)	Designate (Co-opted)	Pending DBS						

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	foundation seats.	
44. MINUTES OF THE MEETING HELD ON 12 th DECEMBER 2022	RESOLVED: That the minutes of the meeting held on 12 th December 2022 be approved by the Chairman as a correct record subject to Minute 35 (a) "Reck" to read "Rec"	
45. MATTERS ARISING	<p>(a) <u>Election of Chair (Minute 25 (a) refers)</u></p> <p>A further discussion ensued regarding the importance of identifying a governor who was willing to take on the chair's role in September 2023. Mr Michael highlighted that given they were already halfway through the year identifying someone now would enable a period of shadowing to take place for a seamless transition.</p> <p>The current co-vice chairs had already indicated that it was unfortunate that they would not have the time to undertake the commitment in September.</p> <p>Governors were reminded of some of the roles and responsibilities undertaken by the chair, and that the role was not as daunting or as time consuming as expected. Furthermore, there was support and training available which would help elevate any initial concerns. It was felt that the most recently appointed governors were now almost halfway through their terms and did possess the relevant knowledge and experience now to undertake this role, should they wish.</p> <p>Governors were asked to give this matter some serious consideration and if anyone was interested to let Mr Michael know. It was hoped that the governing board could be in a position at the end of this academic year knowing who would be undertaking the role of chair and vice chair.</p> <p>(b) <u>Code of Conduct (Minute 25 (b) refers)</u></p> <p>Kirsty Rowlands still needed to sign the register.</p> <p>This item to be deferred to next meeting.</p>	
46. MINUTES OF THE CHILDREN AND	A copy of the minutes had been placed on SharePoint for governors to read.	

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LEARNING COMMITTEE HELD ON 7 TH DECEMBER 2022	<p>Key points discussed at this meeting included Pupil Data and the results of the recent questionnaire feedback (Parent and School). This had been followed up at the last full governors meeting.</p> <p>RESOLVED: That the minutes be received and noted as a correct record.</p> <p>Matters Arising:</p> <ul style="list-style-type: none"> • Mrs Bulmer advised that the school was still working with the English hub. • £3k had been secured through the hub, which would be used to pay for some non-fiction Monster Phonic books and Magnetic Letters. • Mrs Whetherhead had been approached by Monster Phonics to become a trainer – currently looking into what this would involve. 	
47. MINUTES OF THE SAFETY AND RESOURCES COMMITTEE HELD ON 28 TH NOVEMBER 2022	<p>These minutes had been placed on Share Point for governors to read. It was highlighted that the main focus of this meeting included:</p> <ul style="list-style-type: none"> • Budget • School Vision • Audit – positive feedback • Consultation on Admissions – PAN/ including Nursery Provision • Action for Mr Michael to speak to Dean Morgan <p>There were no matters rising.</p>	Chair
48. MINUTES OF THE SAFETY AND RESOURCES COMMITTEE HELD ON 30 TH JANUARY 2023	<p>These minutes were not yet available as the meeting had only taken place a week ago.</p> <p>These minutes would be approved by the committee at their next meeting. However, a verbal update was provided on the key discussions taken place at the meeting:</p> <ul style="list-style-type: none"> • Financial Benchmarking against other schools • Premises expenditure – this was found to be high but relative to expenditure in 2021/22 • Supply staff – expenditure higher than previous years – last year had been a challenge. • Educational supplies - expenditure had been low in previous years. • There were no budget figures presented at this meeting. • Approval of policies – the main discussion took place around SFVS which had been reviewed by the committee and recommended for approval to the full GB. A detailed discussion also took place 	

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	<p>on Transportation of Pupil's in cars Policy and in what circumstances the school would use parents to transport pupils and the necessary checks required.</p> <ul style="list-style-type: none"> • Accident book – clarification around head injuries • Strike Action 	
<p>49. HEAD TEACHERS REPORT DATA REPORT AND GOVERNORS' QUESTIONS</p>	<p>Mrs Bulmer advised that she had placed a copy of her report on SharePoint for all governors to access prior to the meeting. It was highlighted that some new data had been added to the report following some recent training attended by Mrs Bulmer.</p> <p>(a) <u>Attendance</u></p> <p>The school was just under the target – 95.7% - there was a big push on attendance currently by the DfE. It was reported that the national average at Christmas was 88.7% for primary schools. The big push on attendance was felt to be a little conflicting with guidance from public health and their advice for pupils not to attend school if poorly and containing the spread of germs.</p> <p>Q: Is the recent outbreak of Covid reflective in these figures? A: We have had a few pupils off with coughs, sniffles /sore throats etc the covid outbreak was more noticeable with staff (at one point only leaving 2 members of staff not affected).</p> <p>Persistent absence – 13% (10 pupils) (10% at the end of last year) – National 27%. There were some interventions in place to continue to keep this figure low.</p> <p>Q: Elder class appear to have better attendance compared to Apple and Sycamore – why is this? A: This is mainly due to some pupils being on holiday and some pupils are not yet school age (not yet 5).</p> <p>Q: Is the persistent absence down to the same families/siblings... is there a pattern i.e., do 10 individual families make up the 10? A: There are a few that are siblings (it's a mixture). There is no real pattern, also this is quite a low figure for persistent absence given national is 27%. These numbers will fluctuate as the year goes on and I know families will take holidays in term time.</p> <p>Q: Is the persistent absence due to genuine absence? A: Yes, we do have some pupils accessing speech and language therapy and then maybe gone on holiday which will skew the statistics - it may be only 4 days school that have been missed</p>	

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	<p>and their attendance would start coming back up as the holiday would stop having a big impact. It is difficult for families now especially given the cost of living now families are more inclined to book a holiday when it is cheaper</p> <p>(b) <u>Safeguarding</u></p> <p>The following was noted:</p> <ul style="list-style-type: none"> • Number of safeguarding incidents: 3 • Number of pupils with a child protection plan in place: 0 • Children in Need (children with a Social Worker): 1 • Operation Encompass calls: 0 • Families with a TAF: 1 <p>Mrs Bulmer highlighted that none of these incidents were of concern, just ongoing incidents she was already dealing with.</p> <ul style="list-style-type: none"> • Safeguarding Training: Office Staff had received CPOMS training. • Dionne Weatherhead and Lia Hough had completed Positive Handling course. • Prevent training had been organised for 29th March (15:30-17:00 via Teams) for Staff and Governors were also invited. • EB & EH DSL meeting to review child-on-child abuse policy and to work on attendance review. • Governors were reminded that any safeguarding training attended by governors in another capacity to forward evidence of completion/certificate to Mrs Latham for the file. Governors had been sent a copy of GLAD training programme and encouraged to book on any courses relevant to their role. <p>(c) <u>Premises And Health & Safety Matters</u></p> <p>The following updates were provided:</p> <ul style="list-style-type: none"> • Sticking Entrance Door – This work had been completed by Dean Harper Kirklees Asset Management • EB had completed Working at Height training course. • EB had completed Risk Assessment training course. 	

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	<ul style="list-style-type: none"> • Staff had been registered with the Kirklees Health and Safety training package. Currently awaiting log on details from the LA. • Elena Delaney had completed Fire Safety training. • Taps had been replaced in boy's toilets. <p>(d) <u>Feedback from KLP Visit.</u></p> <p>David Rusby's next visit was planned for the 9th of March 2023. This would consist of a focus on English and a Writing observation.</p> <p>(e) <u>School Development Plan</u></p> <p>Elder Class had taken part in the Holocaust Memorial Event at Dewsbury Town Hall on the 26.1.23. feedback received had been positive. Pictures had been included on the website.</p> <p>(f) <u>Parents And Community</u></p> <p>Mental health 'Self-esteem and Resilience' course had been run for parents by Stacey Barton from Northorpe Hall. This had been attended by 6 families which was felt to be good attendance.</p> <p>(g) <u>Strike Action</u></p> <p>On the strike day the school had offered 20 places to pupils in Apple and Elder class with 12 pupils attending on the day (optional including FSM).</p> <p>Q: In the event of further strikes, can other pupils take these places on a first come first serve basis (Key worker families)? A: No</p>	
50. HEAD TEACHER WELLBEING	<p>It was reported that there had been a recent outbreak of Covid within school mainly effecting school staff, causing some additional pressures/stress in school having to arrange cover within school unexpectedly. Mrs Bulmer highlighted that it was unfortunate that she had suffered from Covid four times in the last year and on each occasion had been quite poorly.</p> <p>Mrs Bulmer advised that she was feeling much better now and was looking forward to the half term break.</p>	

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	<p>Staff wellbeing and mental health continued to be a high priority and monitored regularly within school.</p>	
51. REVIEW SEF	<p>A copy of the SEF was shared with governors. Mrs Bulmer highlighted and reported the following:</p> <p>The contextual information had been updated – where the school currently was and trends overtime, also compared to National.</p> <p>Persistent absenteeism – trends over time – there had been a dip due to the school working with a few families and they had fallen off as well as covid and the change in coding which was felt to have a big impact on statistics due to the change in classifications.</p> <p>Q: Is there a correlation between pupil premium and persistent absenteeism A: No there are no patterns when you look at the data, it is a mixture</p> <p>Pupil Premium Profile – FSM 25 pupils – the proportion eligible for FSM was above average (higher than national and LA) - Deprivation index data showed such a high % of the pupils in the school where in the highest bracket of 60-90% – which was felt to be post code related and skewed the data.</p> <p>Attendance – Apple class attendance always has a tendency to be lower as pupils in reception did not start the first week back and there was a little more authorised absence here as the younger pupils were more susceptible to colds etc.</p> <p>OFSTED - Mrs Bulmer advised that she had also included a section on progress against previous Ofsted inspection and all the actions completed to date.</p> <p>School Vision – lots of work had been completed against this target – Everyone in school (staff, governors, and pupils) were a lot more familiar with the school’s vision. The next focus would be to work with pupils to embed the biblical underpinning.</p> <p>Leadership and Management - The school had used funding to unlock the Monster phonics training materials. All staff had had access to this training. School continued to work with the English Hub. The Early Years lead had been asked by Monster Phonics to be a lead trainer for the scheme. Literacy hub training had been delayed due to the support staff training being delayed. Melanie Oliver was looking into purchasing writing resources – i.e., KAPOW, White Rose Maths, Purple Mash, Understanding Christianity, JIGSAW & Monster Phonics, Get Set for PE & Ukulele Rocks that provide high-quality teaching sequences written by specialists using the latest educational research and are quality approved. (Monster Phonics validated Phonics Scheme).</p> <p>Music Hub - The School had been awarded for the 2nd year, the Music Mark (<i>nominated by Kirklees Musica for recognition of the school’s continuing commitment towards music</i>)</p>	

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	Mrs Bulmer agreed to send a copy of the reviewed SEF to the KLP and report any feedback received.	
52. FINANCIAL MANAGEMENT AND MONITIRING	<p>The Safety and Resources committee had discussed at length and reviewed the SFVS and associated policies at the last meeting and a recommendation made for these to be presented to the governing body for approval.</p> <p>RESOLVED: That the SFVS be approved</p>	
53. POLICIES FOR REVIEW BY FULL GB	<p>The following policies had been reviewed and placed on SharePoint for governors to read. Mrs Bulmer reported that all policies were Kirklees adapted model policies and had been reviewed by the appropriate committees.</p> <ul style="list-style-type: none"> • Review Charging and Lettings policy • Review H&S Policy • Risk Assessment • Transporting Pupils in Cars Policy • Data Protection Policy • Privacy Notices <p>It was agreed there was no real requirement for a separate Risk Assessment Policy given that risk assessments for all the majority of organised school trips were carried out automatically using the councils online Evolve system.</p> <p>EVOLVE was an online tool for planning and managing educational visits which ensured all necessary risk assessments for the councils recommended providers had been carried out in line with all health and safety regulations and individual circumstances.</p> <p>It was highlighted that all other policies where Kirklees model polices which had been reviewed. The Governor Expenses policy had been discussed and potential circumstances which may necessitate a governor making a claim. Although the school had the policy to date no governor had made a claim.</p> <p>The Gift and Hospitality policy had also never been used.</p> <p>RESOLVED: That all the above polices be approved.</p>	

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54. SCHOOL COUNCIL AND ETHOS GROUP FEEDBACK	<p><u>School Council and Ethos wellbeing Group</u></p> <p>Mrs Bulmer reported the following:</p> <p>School Council:</p> <ul style="list-style-type: none"> The school had received the Archbishops Young Leaders Award which was mainly aimed at KS2 pupils with an objective of making a change in the community. As part of this award the pupils from the school council were planning on improving the path in the rec as well as walking around Church Yard clearing leaves to make it safer The school council were also organising comic relief – 17/3/2023. <p>Ethos Group:</p> <p>It was reported that the Ethos group were part of the Wellbeing group this year (Wellbeing Warriors) and would be starting 6 weeks of training when they returned after half term. The training would take place after school facilitated by Stacey Barton from Northorpe Hall and Mrs Hurst</p>	
55. GOVERNOR TRAINING AND GOVERNOR VISITS	<p>Emma Johnson advised the meeting that she had recently carried out a SCR monitoring visit and highlighted that everything was good and in place. Currently the school were waiting for a SCR review which was due to take place in March. During this visit also discussed attendance and the different support provided by the school to vulnerable Pupils. Overall, a very positive visit.</p> <p>Mr Michael advised that he had started and was halfway through the NGA online safeguarding training. He had also completed H&S training facilitated by Jason Sharazi last week.</p> <p>Sarah Hull reported that she had completed the operation Keyworker Course and was also a qualified KS2 Moderator.</p> <p>Helen Kerr advised that she had had recently attended the “How to be an effective Governor” course, facilitated by Fiona Denham. The course had been highly informative.</p> <p>Mrs Bulmer advised governors that she had circulated a copy of the Kirklees GLAD course leaflet, which the school bought into, and encouraged all governors to identify those courses that were pertinent to their responsibility area(s).</p>	
56. ANY OTHER	<u>Grants</u>	

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BUSINESS	<p>It was reported that Mrs Latham was in the process of applying for the several grants for the school:</p> <ul style="list-style-type: none"> • Echo grant through Kirkburton Parish Council this would be used towards a small poly tunnel for the garden (£500) • Village Improvement Grant (June) – this was to improve the playground to make safer (erect a picket fence to stop pupils accessing the banking in the winter and clear the brambles by the reading shed and erect a sail to create a nice, sheltered picnic area). The ramp would also be made safer. <p><u>Wraparound Care</u></p> <p>The Activity Support worker had tendered her resignation and had advised that they would be leaving after Easter. It was reported that the position would be re advertised, in the meantime Mrs Littlewood had agreed to cover in the event a replacement was not appointed in time.</p> <p><u>SIAMs</u></p> <p>Mrs Bulmer advised governors that the list of schools likely to be inspected in 2022/23 had recently been reviewed and notification received that Flockton’s inspection had been deferred to next year. Although this gave the school a little more time it did mean that the school would be inspected under the new SIAM Inspection framework which would come into force in September 2023 and had a greater focus on school Vision.</p> <p>Mrs Bulmer highlighted that she would contact the Diocesan advisor (Paul Lomas) and ask for some training to go through the changes. SIAMs Transitional guidance had been received for schools to use to assist schools and trusts in advance of the implementation of the new framework.</p> <p>It was highlighted that from September 2023, the approach taken by SIAMS inspectors would be slightly different from at any time before then. Instead of focusing on lists of inspection criteria, inspectors would explore with school leaders whether and how, through its theologically rooted Christian vision, the school was living up to its foundation as a Church school.</p> <p>The Inspection Questions (IQs) would provide a structure within which this could be done.</p> <p>There were six IQs for voluntary controlled and former voluntary controlled schools, and seven for voluntary</p>	

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	<p>aided and former voluntary aided schools. The seventh addressed teaching and learning in religious education.</p> <p>IQ1 How does the schools theologically rooted Christian vision enable pupils and adults to flourish? IQ2 How does the curriculum reflect the schools theologically rooted Christian vision? IQ3 How is collective worship enabling pupils and adults to flourish spiritually? IQ4 How does the theologically rooted Christian vision create a culture in which pupils and adults are treated well? IQ5 How does the theologically rooted Christian vision create an active culture of justice and responsibility? IQ6 Is the religious education curriculum effective (with reference to the expectations set out in the Church of England's Statement of Entitlement for Religious Education)? <i>IQ7 What is the quality of religious education in voluntary aided and former voluntary aided schools, or in former voluntary controlled schools in which denominational religious education is taught?</i></p> <p>Mrs Bulmer advised governors that the document had been placed on SharePoint to read. There would be some work for governors to do between now and the inspection to understand the new requirements.</p> <p>RESOLVED: That Mrs Bulmer to contact Paul Lomas to arrange a training session on the new framework and to talk through what these changes would mean for governors in preparation for the inspection.</p>	
57. 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.	