

THE GOVERNING BODY OF FLOCKTON CE (C) FIRST SCHOOL

Minutes of the meeting of the Governing Body held via Teams at 6.30 pm on Monday, 6th December 2021

PRESENT

Mr R Michael (Chair), Mrs E Bulmer, Kirsty Rowlands, Sarah Hull, Helen Kerr and Josephine Lavery, Mrs J Metcalfe, and Emily Hurst

In Attendance

Mrs A Sahota (Minute Clerk)
 Sonia Latham (Associate Member)
 Tracy Maguire (Minute clerk designate)

Item	Minutes	Action
3051. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	Apologies for absence were received from Emma Johnson (consent). There were no declarations of interest.	
3052. NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS	The following items were reported to be raised under Any Other Business: <ul style="list-style-type: none"> • Code of Conduct • Academisation • Pupil questionnaire • Qualification • SIAMs SEF 	
3053. MINUTES OF THE MEETING HELD ON 8 th SEPTEMBER 2021	RESOLVED: That the minutes of the annual meeting held on 8 th September 2021 be approved by the Governing body as an accurate record of the meeting. Check properties as minutes automatic defaulting and saving as Rowley Lane.	

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3054. MATTERS ARISING	<p>(a) <u>Code of Conduct (Minute 3029 (a) refers)</u></p> <p>Emily Hurst and Jill Metcalfe confirmed that they had signed the online register for the code of conduct.</p> <p>(b) <u>Register of Business Interest (Minute 3029 (b) refers)</u></p> <p>Any governor having not yet submitted their register of interest were asked to do so as a matter of urgency. The clerk indicated that there was only one outstanding.</p> <p>(c) <u>Succession Planning (Minute 3031 refers)</u></p> <p>Further to the discussions held at the last meeting the chair indicated that as per LA good practice guidance he would be stepping down as chair at the next annual meeting. Allowing someone else on the governing body the opportunity to undertake the role.</p> <p>In line with their succession plan for the governing body the vice chair would progress into the chair's role. Mrs K Rowlands expressed that although she would be interested, she had some reservations due her workload. The clerk highlighted that co-chairing was an option which the GB may wish to consider.</p> <p>Governors were encouraged to give the matter some further thought. Any governor interested in taking the chairs role was asked to let the current chair know in order that arrangements could be made for the potential new chair to work closely with Mrs Bulmer and Mr Michael for a smooth transition. It was felt this was important especially given that the schools next inspection was due in 2 years and the SIAMs Inspection in the next 12 months.</p> <p>RESOLVED: That Mrs K Rowlands to arrange to speak with Mr Michael</p> <p>(d) <u>To Approve Committee Terms of Reference (Minute 3032 refers)</u></p> <p>Terms of reference had been reviewed, considered by each committee, and recommended for approval.</p> <p>RESOLVED: That the terms of reference be approved.</p> <p>(e) <u>To appoint governors with Specific responsibility (Minute 3033 refers)</u></p> <p>All roles had been allocated and the list was available on SharePoint.</p>	

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	<p>(f) <u>Safeguarding (Minute 3039 refers)</u></p> <p>It was highlighted that there were still a few governors that had not signed the KCSIE register to confirm that they had read the new guidance. Those governors were asked to do so and confirm by the end of the week.</p> <p>(g) <u>Policies (Minute 3044 refers)</u></p> <p>Mrs Bulmer advised that she had now completed the review of the policy schedule and would forward this to the clerk to ensure policies were placed on the agenda of the appropriate committee going forward and reviewed accordingly.</p>	
3055. REPORTS FROM COMMITTEES	<p>Since the last full GB meeting the following committees had each met twice. It was highlighted that unfortunately the minutes from the most recent meetings were not yet available from the committee clerk.</p> <p><u>Minutes of the Children and Learning Committee meeting held on 6th October 2021 and 1 December 2021</u></p> <p>Minutes of the meeting held on 6th October had been placed on SharePoint for governors.</p> <p>RESOLVED: That the minutes be approved as a correct record.</p> <p><u>Minutes of the Safety and Resources Committee meeting held on 11th October and 29th November 2021</u></p> <p>Minutes of the meeting held on 11th October had been placed on SharePoint for governors.</p> <p>RESOLVED: That the minutes be approved as a correct record.</p> <p>Matters arising from each of these committees had been picked up at each of the subsequent meetings and the minutes would be considered at the next full governing body meeting.</p>	<p><i>Item to be placed on the next meeting agenda</i></p>
3056. SCHOOL COUNCIL FEEDBACK	<p>Mrs Bulmer reported the following:</p> <ul style="list-style-type: none"> • School council elections had been held in September with the interested children pitching to their class. The class then voted in the members of the school council. • 2 meetings had had already taken place to date. Pupils had taken part in comic relief and sold poppies on remembrance day to raise money. The next stage was to choose a charity to donate 	

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	<p>funds.</p> <ul style="list-style-type: none"> • New school signage had been ordered for – no smoking and exercising of dogs on school premises. • The Eco club run by Mrs Morris – had been involved in a recycling scheme and new bins were now in place outside along with recycling bins in each classroom. Furthermore, pupils had begun to recycling fruit from breaktimes in a compost caddy. • an election had been held for the Ethos group • a board with the school council members had been put up in school with a suggestion box underneath <p>Governors were pleased to hear all the good work already taken place and in progress by the School Council and felt that it was important for the school council to also engage and build a relationship with the governing body.</p> <p>ACTION: (i) That the school council be invited to attend a governor meeting in the summer term. (ii) Mr Michael and any other interested governor arrange to attend a future school council meeting to explain the role of the governing body</p>	
<p>3057. HEAD TEACHERS REPORT DATA REPORT AND GOVERNORS' QUESTIONS</p>	<p>A copy of the heads report had been placed on SharePoint prior to the meeting for all governors to access and send any questions in advance to Mrs Bulmer in advance.</p> <p>The following points were highlighted, and questions raised:</p> <p>(a) <u>Number on Roll and Distribution</u></p> <p>There were 78 children on roll as follows: Elder Class 3: 33 (Y5: 18, Y4: 15) Sycamore Class: 27 (Y3: 14, Y2: 13) Apple Class: 18 (Y1: 9, YR: 9)</p> <p>(b) <u>Attendance</u></p> <p>95% - target 98% by 2022</p> <p>Mrs Bulmer highlighted that there had been many bugs, coughs and Covid outbreaks in school which had affected the attendance through school. Children who displayed Covid symptoms were required to</p>	

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	<p>take a PCR test. Unlike last year, Covid absences were now recorded as part of the attendance data.</p> <p>Governors felt that given the circumstances the schools current attendance figure was good.</p> <p>(c) <u>Safeguarding</u>:</p> <p>There were no safeguarding incidents, behavioural reports, or pupils with a child protection plan in place.</p> <p>(d) <u>Safeguarding Training</u>:</p> <ul style="list-style-type: none"> • Mrs Bulmer & C Morris had Attended DSL Refresher - 25.11.21 • Mrs E Bulmer had attended CPOMS training 30.11.21 & this was disseminated to teaching staff on 02.12.21 • Mrs E Bulmer had attended Making a Positive Contribution to Core Groups - 21.10.21 <p>It was reported that the School had purchased CPOMS which had gone live last week. This was an electronic format to record behaviour, SEN and Safeguarding incidents which had many other features and was a more transparent system of recoding. The benefits of this system were already being felt.</p> <p>The existing manual records still needed to be updated onto the system</p> <p>Q: Are we considering having some interim reports?</p> <p>A: We send out a statutory report at the end of the year and have 2 parents' evenings. Having written reports each half term would take a lot of time which would mean sacrificing other priorities as well as having regard for staff work life balance. Within parent questionnaire it was included that the school has an open-door policy, and any parent can arrange to meet with their child's class teacher if they have any questions a verbal update would be available.</p> <p>(e) <u>Data</u></p> <p>A copy of the KS1 and EYFS targets for 2021-2022 were shared. The following headlines were provided by Mrs Bulmer and Mrs Hurst:</p> <p>(i) <u>EYFS</u></p>	

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	<ul style="list-style-type: none"> • 9 pupils – (each child was 11.1%) • over half of this cohort were summer born (66%) and boys (7) • 2 SEN who were not expected to make a GLD • EYFS entry data (Baseline): 56% were on track to make GLD and 44% were not • predicted exit data 78% pupils on track to make GLD and 22% below • monster phonics was felt to be having a big impact <p>Q: What is GLD? A: A good level of development (GLD) Children are defined as having reached a GLD at the end of the EYFS if they achieve at least the 'expected' level in: ▪ the ELGs in the prime areas of learning (personal, social, and emotional).</p> <p>Q: As the numbers are so low would it not be easier to see as number of pupils rather than a percentage? A: We work in percentage as we have to compare with local and national which are presented in this format</p> <p>(ii) <u>YR2 Phonics screening</u></p> <ul style="list-style-type: none"> • 1 Pupil =7.7% • 77% achieving phonics screening and 23% not • some pupils were borderline • pupils had made phenomenal progress • the pass rate was 32 most expected to achieve this. There were many pupils at 31 who with a little more time and push were likely to achieve <p>Q: When is the screening taking place? A: This week. Data has to be submitted by next week</p> <p>Q: How do these figures compare to pre covid? A: on average 80% pass rate. This is the difficult year group which we have been watching. Young when arrived. Missed reception therefore they are doing great. The new phonics scheme has had a big impact. When pupils started 8 of the pupils were scoring between 8 and 9 out of 40 who are now 31/32.</p> <p>(iii) <u>Predicted YR2 KS1 results</u></p>	

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	<p>Mrs Bulmer reported this cohort was the vulnerable cohort and had been closely monitored since reception due to coming in significantly below followed by covid /lockdown also having an impact. To date these pupils had not had a full year without any disruption in school:</p> <p>Maths: % working below ARE = 31, % working at ARE = 46% and % working above ARE = 23% pupils were doing well, and it was felt good progress would be made. There was a group still working below. However, the standardised score would increase</p> <p>Writing: % working below ARE = 46, % working at ARE = 31% and % working above ARE = 23%</p> <p>Reading: % working below ARE = 38, % working at ARE = 39% and % working above ARE = 23% Both reading and writing had taken a hit – Reading was slightly better than Writing. It was possible pupils might do better than predicted as there were a higher number working above. Given less disruption this year some great progress was being made.</p> <p>Science: % working below ARE = 39, % working at ARE = 61%</p> <p>Mrs Bulmer was thanked for her report.</p>	
3058. HEAD TEACHER WELLBEING	<p>Mrs Bulmer advised governors that although it had been a busy term herself and all staff were in a good place and where very supportive of one another. With the run up to Christmas staff were excited for the Christmas naiveties.</p> <p>Q: Have you taken your non-contact time? A: I have. However, this has been in my office in school.</p> <p><u>Networks/ Collaborative Working</u></p> <p>Mr Michael highlighted that it was good to see within the heads report the number of links being made with other schools and networking taking place.</p> <p>Q: Has the contact with other schools been beneficial? A: Yes, it's made a big difference seeing pupils</p>	

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	<p>Mrs Bulmer reported that she had attended the Kirklees Pyramid Heads, Church School Shelley Pyramid Heads and Shelley Pyramid Heads meetings. Two meetings had taken place face to face at Cliffe House and seeing real people had made a big difference.</p> <p>It was reported that Mrs Hurst had also been involved in a number of networking opportunities and the following headlines shared:</p> <ul style="list-style-type: none"> • Flockton had joined the maths hub– they had signed up as part of 3-year project “mastery readiness” which was a national scheme which provided access to free support and training through the maths hub. • Mrs Hurst reported that she had visited Carlton J & I School in Batley with Mrs Horwood – it was nice to see how other schools worked, see some lovely displays, and get ideas to bring back to school. The visit also confirmed the good practice already taking place within Flockton School • Mrs Hurst also worked closely with a number of other schools across Kirklees and was also able to partner with more local schools on the same scheme (Denby Dale and Grange Moor) • Patricia from Maths hub had visited on Friday and carried out an Audit. Some positive feedback was received on good practice already in place as well as some suggestions areas which could be improved – an action plan would be drafted • Dionne and Melanie were part of the English hub – Dionne had attended Brockholes school to see delivery of Monster Phonics. 	
3059.SAFEGUARDING	This had been covered above within the Head teachers report.	
3060. OUTCOME OF GOVERNORS SELF EVALUATION SURVEY (Minute 3041 refers)	<p>Mr Michael agreed to email all governors the findings. The following headlines were provided:</p> <ul style="list-style-type: none"> • The general feeling was that the governing body was a relatively new group • training had been identified as an area needing focus – governors were reminded that all governors had access to the LA’s GLAD package, NGA Learning Link online modules and also access 24/7 to The Key resource which had lots of useful information to support governors with their role. All governors were asked to maximise value and make use of these resources and opportunities available to support them in their role. <p>ACTION: Mrs Latham to re-send the links for governors to access this information if they were not already registered.</p> <ul style="list-style-type: none"> • Governors Code of Conduct had been, and an area picked out - governors felt more information 	

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	<p>was required to gain a better understanding of their role.</p> <p>Mrs Bulmer advised that she had contacted the LA and the KLP had indicated that if the GB agreed she would be willing to pull together some bespoke training covering areas specifically required by Flockton at a cost of £200. Governors agreed this would be very useful and was an opportunity to include some refresher training around Ofsted and governor visits.</p> <p>ACTION: That the steering committee discuss this at their next meeting and finalise items to be covered within the bespoke training session and also agree a suitable date in the spring term.</p>	
<p>3061. GOVERNORS SDP PRIORITIES (Minute 3042 refers)</p>	<p>The chair advised the meeting that he had reviewed the SDP priorities with Mrs Bulmer and the following 4 areas had been identified as the key areas of focus for the Governing body and future monitoring schedule:</p> <p>Early Years Curriculum:</p> <ul style="list-style-type: none"> • The early years framework had recently changed therefore this was new and in development • Mrs Bulmer advised that she had looked at OFSTED and what outstanding early years should look like and how the provision could be developed – class teachers had overhauled the classroom and were developing a long-term plan for early years • YR1 after Christmas would work in the branch out room for more formal English, Maths and Reading lessons. • OFSTED points for development had always been the development of the outdoor provision – lots of work had already taken place • Following a brief discussion with the KLP- the next visit had been arranged for beginning of February at which EY would be the key focus. Joanne Henson, LA Early Years Lead had also been invited to attend to look at early years and advise on the schools' strengths, areas for improvement and work with Mrs Weatherhead. <p>ACTION: That a governor monitoring visit in EY be arranged following this KLP meeting.</p> <p>Monster Phonics: The literacy Governor to arrange a visit and look at how this was helping pupils and the impact (Reception, YR1 and YR2)</p> <p>SIAMs: The school was due a SIAMs inspection - a governor visit in this area was therefore advisable Mrs Bulmer reported that the SIAM SEF was currently a lengthy document and it had been suggested to try</p>	

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	<p>and condense this to no more than 4 sides. Rupert Medley had provided a sample SEF. Mrs Bulmer agreed to work on this between now and the next meeting.</p> <p>Mrs Bulmer advised that governors needed to know how RE was taught in school and suggested a governor visit be scheduled for the first half of the spring term to observe RE in practice, talk to pupils on their learning of RE and also observe some whole school collective worship now that bubbles were no longer in place.</p> <p>The last observation had been carried out by Jill Metcalfe in the summer term at which she had watched a unit being taught in YR4 and 5 - the report was on SharePoint.</p> <p>Governor SCR Audit: The Safeguarding governor to arrange a visit to complete a SCR audit</p> <p>SEN Provision: Mrs K Rowlands agreed to speak to Mrs Hurst to arrange a monitoring visit.</p>	
3062. FINANCIAL MANAGEMENT AND MONITIRING	<p><u>School Fund Audit Report</u></p> <p>The School Fund Audit was available on SharePoint along with the latest budget reports.</p> <p>It was highlighted that the School Fund Audit had been scrutinised by the resources committee and recommended for approval by the full governing body.</p> <p>RESOLVED: That the governing body approve the school fund audit.</p>	
3063. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2023/24	<p>The chair reported that the LA consultation had been reviewed at the resources committee meeting last week.</p> <p>The committee were happy with the contents and acknowledged that there were no changes necessary to the PAN.</p>	
3064. TEACHERS PAY AND CONDITIONS PROPOSALS – SEPTEMBER 2021	<p>The Teachers Pay and conditions proposal had been presented to the resources committee last week and accepted.</p>	

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3065. POLICIES FOR REVIEW BY FULL GB	<p>All Policies below had been reviewed by the appropriate committees and recommended for approval by the full Governing Body:</p> <ul style="list-style-type: none"> • Teachers Pay Policy • Teachers Appraisal Policy • Staff Capability • Appraisal Policy • Staff Code of Conduct • Staff Handbook and Induction Policies <p>RESOLVED: That all the policies listed above be approved.</p>	
3066. GOVERNOR TRAINING AND GOVERNOR VISITS	<p><u>Helen Kerr</u></p> <p>Mrs Kerr advised that she had attended the Multiplication Check information morning for parents of Yr3&4 on 23.11.21 which had been run by EH. The report would be placed on SharePoint once completed.</p> <p><u>Josephine Lavery</u></p> <p>Mrs Lavery reported that she had also attended the same information session, although a very informative session it was disappointing to see such a low turnout of parents.</p> <p>Mrs Hurst highlighted that there could be many reasons which prevented parents attending including the effect of covid, them just being busy or it being the wrong time of day. Despite this it was important to keep pushing and trying to keep parents engaged with the school. Mrs Hurst advised that the website was currently in development, once this had been completed the idea was to create a Maths page to try and raise awareness amongst parents.</p> <p>The session would be run again next year.</p> <p><u>Kirsty Rowlands</u></p> <p>Advised governors that she had now completed the governor training and statutory guidance and had found it to be useful.</p>	

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3067. ANY OTHER BUSINESS	<p>(a) <u>Code of Conduct</u></p> <p>This item had been discussed earlier</p> <p>(b) <u>Re-introduction of Visits</u></p> <p>All governors were encouraged, if possible, to try to make arrangements to spend some time in School. Governor visits were a valuable part of their monitoring role and also demonstrated to staff and pupils that governors cared about how the school operated.</p> <p>RM to attend Apple class nativity</p> <p>(c) <u>Academisation</u></p> <p>Mr Michael reported the following:</p> <p>The Diocese had sent a reminder that it was still Government policy to encourage most schools to join a MAT. Although there was no pressure from the Diocese to enforce schools were being asked to review their current administrative set up – what did that look like, benefits, pros, and cons of working in this arrangement.</p> <p>For the benefit of new governors Mr Michael advised that 4 years ago they had held a strategy morning in school with governors at which a strength, weakness, opportunities, and threats analysis was carried out. It was agreed that a similar exercise perhaps needed to be repeated (explore the benefits of remaining with LA or joining a MAT.) There were a number of roadshows which governors could attend if desired.</p> <p>Mrs Bulmer advised that Academisation had been an item for discussion at the last church pyramid heads meeting she had attended. Although most schools were in a similar position to Flockton, some schools were further on with their exploration. Governors were advised that there were a few schools within the pyramid who were already part of the Learning Accord MAT and Mrs Bulmer felt it appropriate to request some of the CEOs to advise on what was on offer.</p> <p>It was highlighted that as Flockton was a church school they would have to join a Church MAT. The main one currently to join where EVOKE and Learning Accord although the Diocese were also creating their own Multi academy trust which could be a future option.</p> <p>RESOLVED: (i) That this item be included on the next Full Governors agenda for further discussion. In</p>	

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	<p>the mean time the chair agreed to place some information which governors could read in a folder and the link shared</p> <p>(ii) That this item be included on the agenda for discussion annually</p> <p>(d) <u>SIAMs SEF</u></p> <p>This item had been discussed earlier in the meeting.</p> <p>(e) <u>Pupil Questionnaire Feedback</u></p> <p>Mrs Bulmer advised governors that she had sent a questionnaire to all pupils, questions were slightly different in each year group with the YR5 pupils having some additional questions to other year groups. Some questions and responses were shared as follows:</p> <p>Do you feel safe in school? Everybody except one felt safe in school – the one that had responded with no had said they sometimes get left out</p> <p>Do you feel comfortable in your classroom? All felt safe except one who had responded with “kind off “worried that someone might laugh if they got the question wrong. Someone suggested cushions, less metal. It was too noisy and also some thought it was too quiet</p> <p>Are you worried about Covid 19 – if so, what are you worried about? mixed response 50/50 – a lot of interesting comments - a lot said yes worried people would get ill, heard that people had died, worried parents might get ill and die if they caught it, worried it would spread around school. This still appeared to be a fresh fear in the children. Those that had had covid had put that they were not worried, those that hadn't were worried this was identified as one area which may need to be addressed</p> <p>What would you do if you were unhappy in school? Everyone knew to tell a teacher if they were worried about something</p> <p>Who can you talk to? A teacher /Mrs Bulmer / a best friend or parents</p> <p>If someone online tried to persuade you to do something, what would you do? tell a trusted adult, log off, stop playing the game. Nobody had said talk to them. Some had said tell them to go away (this was a worry as they would then be engaging) one child had said “I'd tell Him” Which again was felt to be something which would need to be picked up</p>	

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	<p>Do you know who the safeguarding leads are in school? have you seen picture of these people in school? The large majority of pupils knew the who the Safeguarding leads were and had seen the pictures. Still a larger than expected number (10) said NO. This would be another area needing exploring further and addressed in school</p> <p>Are you worried about moving to Scissett if so, what are you worried about? 50/50 - some were concerned – worried about bullies, getting bullied, homework, YR6 SATs and getting lost.</p> <p>Do you think there is bullying in school? If so, what type of bullying have you witnessed or experienced? eg responses - bullying no not in this school!!! some had said yes – but a very long time ago, some said name calling need to more work on bullying and falling out with friends and how to deal with this</p> <p>ACTION: Key areas to address: “Tell Him” to go away and everyone knowing who the safeguarding leads are</p> <p>(f) <u>Qualification</u></p> <p>Mrs Hurst was congratulated by Mrs Bulmer and Mr Michael on passing her SENCo course with a first.</p>	
3068. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	RESOLVED: That the next meetings of the Governing Body be held at 6.30 pm on the dates agreed within the annual meeting planner.	
3069. 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.	