

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, 9th September 2024.

PRESENT

Emmaline Taylor, Sarah Hull, Helen Kerr, Josephine Lavery, Emma Johnson, Aimiee Tobin, Emily Hurst.

In Attendance

Mrs A Sahota (Minute Clerk)
Sonia Latham (School Business Manager)
Faye Brooks (Parent Governor Designate)

1. ELECTION OF CHAIR

The minute clerk took the chair.

Given the discussions held around succession planning over the past year consideration had been given to this role being covered as a co-chair arrangement.

Due to the forthcoming end of term of office of one prospective nominee clarification was sought on the re-appointment options and how this would impact on the co-chair position. This was explained in detail by the clerk (*See minute 4 under representation*). It was highlighted the governor could still put themselves forward as joint chair, however upon their end of term of office (eto) they would cease in this role if they were not successful in being re-appointed. The remaining co-chair would then take full responsibility of the chair role.

The following was agreed:

- That the term of office of the new co- chairs would be 2 years.

Nominations were received for co-chair from Ms J Lavery and Mrs H Kerr

RESOLVED: (i) That Ms J Lavery and Mrs H Kerr be elected co-chairs for a period of two years.

- (i) That if Ms Lavery is successfully re-appointed onto the governing board, following her eto, she will continue in the co-chair position.

ACTION 1: It was agreed that some formal terms of reference would need to be agreed regarding the co-chair arrangements so that everyone had a clear understanding of how the responsibilities/tasks were split.

Ms Lavery took the chair.

Governors expressed their sincere gratitude and appreciation to Mr Michael for all his hard work and the dedication and commitment he had shown during his time as chair.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mr R Michael (consent).

Faye Brooks was welcomed to her first meeting and introductions took place.

There were no declarations of interest.

The Governing Body also confirmed the following:

2.1 Approve the Governors' Code of Conduct

Governors had been sent the 2024 copy of the NGA code of conduct which governors were encouraged to adopt, it was noted that much of the content remained unchanged.

ACTION 2: Governors to sign the register, which will be placed on SharePoint, confirming they had read the code of conduct and agree to adhere to the contents within the code.

2.2 Declaration of Business Interest information

Governors were reminded that as part of the LA's Financial Audit, **all** governors and those members of staff involved in the procurement of goods, were required to complete the register of business interest form and publish governors Declaration of Business Interest information on the school website, in order to be compliant.

Once the form was completed, this would be retained and made available for inspection by Kirklees Audit as part of their auditing process.

There were two governors who had not yet completed the register of business interest: Helen Kerr and Aimee Tobin.

RESOLVED: That once the outstanding registers have been received the school will publish their business interest information on the school website; as required by the DfE.

2.3 Get Information about Schools

It was highlighted that in the interests of transparency, the Governing Body must ensure that its record on Get Information about Schools (GIAS) remained up to date and checked regularly when changes on the GB occurred.

RESOLVED: That Governors note the requirement to provide all governance information to the DfE and ask that the school continue to do this on behalf of the Governing Body.

Mrs Latham agreed to update GIAS once the designate governor's appointment had been agreed.

2.4 New Governor Induction

It was highlighted that new governors were inducted in 2 stages, firstly by the school and then a separate meeting with the chair. Arrangements would be made for Faye

Brooks and Aimee Tobin to be invited into school to undertake their new governor inductions.

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

The following matters would be raised under Any Other Business:

- Open Days
- Councillors meeting at the Church
- OFSTED

4. REPRESENTATION

The following matters of representation were noted:

4.1 Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Faye Brooks	Parent – Designate	24/07/2024

ID had now been forwarded to Kirklees for DBS processing.

End of term of Office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
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The following governor would shortly be ending their term of office:

Josephine Lavery	Parent	18/11/2024
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Q: Given a parent election has just been held do we need to run one again?

A: Yes, It is a statutory requirement for a school to run an election when a parent seat becomes available. Even though an election has only just recently taken place, given the new September intake, all new parents would need to be given the opportunity to stand.

Q: Is there a maximum number of co-opted governors allowed?

A: The max co-opted seats is 5 as set out in the schools' instrument and we have no vacant positions.

Q: Can we amend our Instrument of Government and increase the number of Co-opted seats?

A: Yes, you can. However, there is a legal process involved which requires the Governing Board to propose the necessary change required, a new instrument drafted, Diocesan approval sought and finally legal sealing of the amended instrument.

Q: Can we revert to parents being elected for a 2-year term of office?

A: All governors are appointed/elected for 4 years unless the instrument of Government states otherwise. Governors can choose to shorten the term of office of one seat category however this would involve an amendment to the current instrument following the process explained above.

Q: Can Mr Michael or Mrs Kerr, currently co-opted governors change seats and consider applying for the LA seat?

A: Yes, as long as a clear rationale is provided for the seat swap, and this is submitted

supporting the application for the Director/LA panel to consider as part of the LA application approval process

The clerk also explained another possible option. Given Mrs Tobin was now eligible to be a parent governor she could also put herself forward as a nominee when the parent election was run, if successful this could free up a co-opted seat.

ACTION 3: Mrs Kerr to complete and submit an application to be considered for the LA seat.

4.2 **2 Foundation Vacancies**

Miss Taylor reported that Reverend Julie Anderson had responded to her email accepting the invitation to join the Governing board. This information had been passed to the Diocese to consider/formalise and make necessary arrangements. Confirmation had been received from the Diocese that due to Reverend Julie's role as interim priest she was Ex-officio governor by default at Flockton.

Once necessary paperwork had been completed the Diocese details would be forwarded to Kirklees to action/process the appointment.

Governors looked forward to Reverend Julie joining the Governing board.

5. ELECTION OF VICE CHAIR

Due to the appointment of co-chairs, it was not felt necessary, at this stage, to elect a vice chair. This would link in with future discussions around succession planning.

RESOLVED: That the election of Vice chair position be reviewed in spring term

6. REVIEW OF COMMITTEES.

A discussion took place, and it was suggested that governors were not in a position to make any significant changes to the membership of committees this evening, due to new governors not having any insight in to what was involved or where their skill set was best suited.

Also, due to Mr Michael's changing role it was important that he was given the opportunity to decide which committees he now wished to be appointed to.

However, in light of the new co-chair positions, it was felt necessary to review the membership of the Heads Performance Management committee as it was not recommended for the chair(s) to be a member of this committee.

RESOLVED: (i) That membership of committees as set for 2023/2024 remain in place subject to the following suggested amendments:

Mrs H Kerr and Ms J Lavery be removed from the Performance Management committee. Mr R Michael be added to this committee (pending his approval) and another member be considered to join this committee at the next meeting

Clerks Note: **3 governors are required to form any committee.**

(ii) That the membership of committees be confirmed as follows:

Children and Learning Committee

Robert Michael
 Sarah Hull
 Helen Kerr
 Emily Hurst
 Emmaline Taylor

Safety and Resources (including Pay Committee)

Jo Lavery
 Emmaline Taylor
 Emma Johnson
 Sonia Latham (A)

Head Teacher Appraisal

Mr R Michael (subject to approval)
 Sarah Hull
Plus, another governor (see clerks note above)

- (iii) That Mrs Tobin and Mrs Brooks to attend meetings of both committees to ascertain where their skill sets lie and then decide which committee they have a preference to serve on.
- (iv) That chairs of committees be elected at the first meeting of each committee.

6.1 Membership of Ad hoc PanelsStaff Discipline Panel, Appeals Panel, Complaints Panel and Pupil Discipline Panel

Membership of these panels would be selected from the governors in office at the time, as appropriate based on eligibility and availability. Furthermore, in the event that an independent panel is required governors agreed to continue with the reciprocal agreement in place with Skelmanthorpe Academy.

6.2 Terms of Reference of Committees

RESOLVED: That the terms of reference of committees be reviewed by each committee at their first meeting and be brought back for ratification to the next full GB meeting.

7. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED: That the following specific responsibilities be agreed:

- SEND (Special Educational Needs & Disability) Governor - RM
- Governor Training Contact - SL
- Governor for Children Looked After - EJ
- Child Protection Governor - EJ
- EYFS (Early Years Foundation Stage) - RM
- Safeguarding Governor – EJ

- Curriculum: ALL (share out specific subjects at a later date)
- Wellbeing Governor -HK, SH
- SIAM /RE – HK
- Equality Governor (Optional) - JL
- Pupil/Sports Premium Link Governor (Optional) - JL
- Attendance Governor (Optional) - EJ
- Website Compliance Governor (Optional) – RM
- Richard Carter Trust Governor –RM

The full list would be reviewed again by the co-chairs and HT at a later stage and any suggested amendments brought back to the Governing Board.

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.
 - (i) Following LA advice, the HT'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 £5,000.
 - (ii) The virement between budget headings be agreed at £5,000

9. MINUTES OF THE MEETING HELD ON 8th JULY 2024

RESOLVED: That the minutes of the meeting held on 8th July 2024 be re-submitted for approval at the next meeting with all amendments, agreed this evening, being incorporated.

ACTION 4: Miss Taylor to make necessary amendments and submit these to the clerk.

Clerks Note: The Head and the chair are asked to submit any amendments to the draft minutes, in a timely manner, prior to the minutes being circulated so that the meeting can run smoothly and time used more effectively.

10. MATTERS ARISING(a) Governor Induction (Minute 91 (a) refers)

An Induction plan had now been agreed and all new governor inductions would be completed. Governors would also be directed to the online training.

(b) Working Party (Minute 91 (b) refers)

The planner for 2024/25 was now on SharePoint.

(c) EpiPens (Minute 91 (d) refers)

Miss Taylor advised that a decision had been made not to purchase an emergency Epi Pen. Information had been received that only those children who were prescribed an EpiPen could use an emergency EpiPen. Given the school currently had no pupils with an Epi pen prescription the EpiPen would not be used. Furthermore, those pupils that were eligible to use a school emergency Epi pen would need this to be included as part of their care plan and agreed by the parents.

A spare EpiPen would therefore be obtained when a pupil with a prescription was admitted into the school.

(d) Action Log (Minute 91(f) refers)

It was agreed that Ms Lavery would complete this action.

(e) Safeguarding – RAG rate Safeguarding Document (Minute 91 (g) refers)

Although not all governors had returned their response Miss Taylor had sufficient returns to obtain an overview of what she needed to focus on.

(f) Link Governor Visit Report (Minute 91 (j) refers)

Ms Taylor advised that she had now drafted a Governor Visits Planner for all of the autumn term, which had been shared with staff. The planner included the member of staffs contact details, allocated governor link, the purpose of the visit, how the visit linked into the SDP and the desired impact. Governors would now be able to make direct contact, via email, with the member of staff to arrange their visits.

The planner had been placed on SharePoint for ease of access.

(g) Review of Policies (Minute 97 refers)

Miss Taylor reported that given the school currently had no NQT's this was not a priority.

(h) Governor Training / Development & Link Visit Reports (Minute 98 refers)

This would be covered later in the meeting.

(i) Register of Business Interest (Minute 99 refers)

This had been covered earlier.

(j) Dates of Future Meetings and Possible Agenda Items (Minute 100 refers)

All future meeting dates had been included on the annual planner.

11. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

Miss Taylor advised that she had placed a copy of her report on SharePoint for all governors to access prior to the meeting. With the school only being a week into the term there was not a lot to report. The following update was provided:

(a) School Context

There were currently 78 pupils on roll.

Miss Taylor reported that the school had re-opened successfully. It had been a good first week back, and everyone had settled back into school including the reception pupils.

(b) Attendance

First week back attendance was reported to be at 97.16%

(c) Safeguarding

The following was reported:

- There had been no racist or bullying incidents
- There had been one safeguarding incident which had occurred over the holidays
- No pupils with a child protection plan in place
- There were 10 pupils on the SEN register however, this figure would need to be updated
- No fixed term or permanent exclusions to date

Teachers' training was in line with new KCSIE update in Sept INSET.

(d) Premises

It was reported that the work to renew the playground markings had been completed over the summer holidays. Some areas had been completed but there were other areas where the work was not as agreed.

The school had secured a £500 grant through Morely Glass in the holidays to develop the school reflection garden.

(e) Staffing

The only change in staffing was the new teacher, Mrs Hewitt, who had replaced Mrs Morris. Mrs Hewitt had worked 3 days last week and was settling in well.

Mr West was currently off work due to sickness.

Q: Are the other ETAs that are not listed floating i.e. not allocated a class?

A: Those not listed work across classes (Mrs Hans) and Miss Booth 1:1 and all the others work directly in that class with that child. There is no class that has zero support it's just sometimes in a class it is assigned to a specific child. Elder class

do have some support but due to the smaller number of pupils in the class they don't need it all the time.

(f) Parents

A welcome letter had been sent to all new parents which included a calendar of all key dates. Governors were welcomed to attend any of the events which were of interest. These have been placed on the Governor site.

12. HEAD TEACHER WELLBEING

The Headteacher advised she had enjoyed the summer break and was well rested. Staff had returned in good spirit and enjoying being back at school.

Non-contact time for this year had been booked in.

13. SAFEGUARDING

This had been covered above within the Head Teacher's report.

ACTION 5: That this item be removed as a standard item as it is covered within the Head Teacher's report.

14. SCHOOL DEVELOPMENT PLAN – PRIORITIES 2024/2025

The 3-year strategic plan had been placed on SharePoint. Miss Taylor shared this with governors and went through the following points:

- There were 3 specific targets/priorities this year.
- 1st part of the SDP linked to the school's vision (which the school had been working towards last year and would continue over the next 2 years). This demonstrated how the vision underpinned the SDP - **Rooted into the Community, Branching into the Future.**
- The key priority targets were succinct with all elements surrounding the target listed as well as how for each this linked to the Ofsted frame:
 - **Strategic priority 1** - Continue to improve attendance for all pupils
 - **Strategic priority 2** - Embedding high quality teaching and learning for all pupils – ensuring consistency across classes and subjects
 - **Strategic priority 3** - Embed personal development opportunities and SMSC
- It was highlighted that the plan showed what the school aimed to achieve (success criteria) by the end of the year for each of the key targets as well as what the school aimed to achieve by the end of each term.
- The highlights in green were those areas which had already been reviewed at the start of term.

Governors were asked to read the full document in their own time and consider in particular how governors would contribute towards the plan. The SDP would be picked up again and discussed in more detail at future committee and full governing board meetings.

15. FINANCIAL MANAGEMENT AND MONITORING

Mrs Latham reported that there were no changes to report on the budget since the last meeting, given only being back in school for a week of the new term. An update of the budget would be considered at the next Safety and Resources committee.

It was reported that the teachers' pay award had been agreed at 5.5% and would be fully funded by the Government (the school had budgeted 6%). It was hoped this would now enable the school to build a decent C/F for next year.

Q: Did we receive the funding donation we talked about at the last meeting?

A: Yes, we did, and all checks were carried out. How the money would be spent was all earmarked and we have already purchased the agreed resources.

The school continued to pursue other avenues to tap into additional funds i.e. the Asda voucher scheme.

The school budget would be discussed in more detail at the next resources meeting.

16. POLICIES FOR REVIEW BY FULL GOVERNING BODY

Governors were made aware of their responsibility for monitoring school policies and to ensure that they were fit for purpose as well as being implemented properly.

- **Kirklees Model Complaints Policy 2023**

The following model policy had been shared with the governors with a recommendation for governing bodies to adopt. It was reported that this policy would be reviewed and personalised to meet the needs of the school and brought back to the governing body for approval.

- **Whistleblowing policy**

This policy was not in the review cycle until the Spring term.

- **Kirklees Model Appraisal Policy 2024**

It was reported that the policy was normally reviewed by the LA annually and confirmation was still awaiting regarding a revised policy or changes.

Approval of this policy be deferred until the next meeting

- **Governor Expenses**

This policy be deferred until the next meeting

- **Attendance Policy**

Miss Taylor advised governors that the policy had been reviewed and placed on SharePoint for governors to read. Miss Taylor highlighted in the past the school had adopted the pyramid attendance policy however, this year many of the schools which were now part of MATs had adopted the MAT policies. In light of this Miss Taylor advised that she had adapted The Key model Attendance policy to meet the needs of the school, as nothing had yet been released by the LA.

The parts highlighted in yellow were to show the key changes that had been made. The letter templates from the Local Authority and used by the school were also out of date and would need to be amended accordingly (last updated May 23). Currently these have not been updated by the Local Authority. Miss Taylor advised governors that she envisaged the LA would issue some updated templates very soon and would wait for these to be rolled

out to schools. The school had amended the current letters in school to incorporate the new policy.

Q: Have the LA not issued a model attendance policy incorporating the new guidance /requirements?

A: No not yet, I am sure they will though.

Q: If we adopt this policy tonight and the LA release a model policy with their own recommendations/ tweaks will we have to review again?

A: Yes, we need to have a new policy in place now and the Key model policy covers all new Guidance. If the LA do roll out a model policy we would need to consider the LA's recommendations in conjunction with this and review/amend again as appropriate if necessary.

RESOLVED: That the Governing Body approve the Attendance Policy.

Q: Who do you class as your attendance officer?

A: The attendance officers are Sonia and Karen but some of those roles which were highlighted in The Key's model policy have needed to be allocated to me as we are not a big enough school and do not have the capacity to allocate all responsibilities out to other members of staff within school.

- **Acceptable Use Policy**

This had been placed on SharePoint.

ACTION 6: Governors were asked to download and save a copy, read the policy, sign it and then place back in the yellow folder on SharePoint.

17. GOVERNOR TRAINING AND GOVERNOR VISITS

Governors were encouraged to look at the GLAD training courses leaflet (the link had been included within the agenda). Governors were informed that they were able to select and book any training directly on KBS which would then come through to Mrs Latham for approval.

It was agreed that the plan going forward would be for each governor to identify any relevant training to support them in their role and responsibility area and share any learning as necessary. It was highlighted that there was a training tracking sheet on SharePoint to log all training attended.

ACTION 7: Mrs Latham was asked to consider re-purchasing The Key Resource should there be any surplus funds available.

18. ANY OTHER BUSINESS

(a) Open Day

Miss Taylor reported that the date for the open day had been included on the welcome letter (17th October 2024).

(b) Councillor's Meeting at the Church

Cllr John Taylor had been in touch over the holidays regarding some of the ongoing matters discussed at resources committee. He had indicated that there were plans of

a further community meeting being arranged for 26th September and asked if there would be a representative from the school attending.

Miss Taylor advised that she had received an email to this effect and had responded that a school/governor representative would attend.

Governors were asked to consider who would be available to attend this meeting.

(c) OFSTED

Governors were asked to give some thought as to how the governing board would incorporate Ofsted into future meetings.

It was suggested OFSTED could be an item on every Committee meeting to discuss and focus on key areas being considered at that time and how they linked into the Ofsted framework.

ACTION 8: That OFSTED be an item included on all committee meeting agenda.

19. DATES OF FUTURE MEETINGS

RESOLVED: That the proposed dates for 2024/2025 have been included in the governor planner which is available on SharePoint.

20. 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:

Minute Number	Action	By Whom	Completed
Minute 1	ACTION 1: It was agreed that some formal terms of reference would be agreed regarding the co-chair arrangements so that everyone had a clear understanding of how the responsibilities/tasks were split.	JL/HK/ET	
Minute 2	ACTION 2: Governors to sign the register, which will be placed on SharePoint, confirming they had read the code of conduct and agree to adhere to the contents within the code.	ALL	
Minute 4	ACTION 3: Mrs Kerr to complete and submit an application to be considered for the LA seat.	Mrs Kerr	YES
Minute 9	ACTION 4: Miss Taylor to make necessary amendments and submit these to the clerk.	Miss Taylor	YES
Minute 13	ACTION 5: That this item be removed as a standard item as it is covered within the Head Teacher's report.	SGS/Clerk	YES
Minute 16	ACTION 6: Governors were asked to download and save a copy, read the policy, sign it and then place back in the yellow folder on SharePoint.	ALL	
Minute 16	ACTION 7: Mrs Latham was asked to consider re-purchasing The Key Resource should there be	SL	

	any surplus funds available.		
Minute 18	ACTION 8: That OFSTED be an item included on all committee meeting agenda	SGS/Clerk	Yes

Approved Minutes