

THE GOVERNING BODY OF FLOCKTON CE (C) SCHOOL

Minutes of the meeting of the full Governing Body held at 6.30 pm via Microsoft Teams on Monday, 10 July 2023.

PRESENT

Mr R Michael (Chair), Miss J Lavery, Emmaline Taylor (Head teacher), Miss E Johnson, Mrs H Kerr, Emily Hurst

IN ATTENDANCE

Amerjit Sahota (Minute Clerk)

Mrs S Latham (Associate Member - School Business Manager)

Item	Minutes	Action
89. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST	Apologies for absence were received from, Kirsty Rowlands and Sarah Hull (consent)	
90. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	<p>The following item was notified to be raised under Any Other Business:</p> <ul style="list-style-type: none"> • Feedback from Richard Carter Trust • Oak Tree • SIAMs Training • After School Club • Committee meeting structure 	
91. REPRESENTATION	<p>The following matters of representation were noted:</p> <p>(i) <u>Resignation</u></p> <p>Due to personal circumstances Ms Rowlands had tendered her resignation as a governor, from the end of this academic year. Governors accepted the resignation with regret, thanked Kirsty for the</p>	

	<p>valuable contribution she had made and wished her well for the future. It was hoped if her circumstances changed in the near future she would reapply.</p> <p>Mr Michael agreed to arrange a collection for a gift from the governing body.</p> <p>(ii) <u>LA Nomination</u></p> <p>The Chair reported that they had received a nomination for consideration from Helen Jackson which had been approved to by the LA as a suitable candidate to fill the vacant LA seat. It was agreed that Helen had a strong skill base to contribute to the governing board.</p> <p>Mr Michael agreed to invite Mrs Jackson for a tour of the school and to discuss the role.</p> <p>RESOLVED: That the Governing Body approve the appointment of Helen Jackson as LA governor.</p> <p>(iii) <u>Foundation Vacancies</u></p> <p>Governors noted that no progress had yet been made to filling the 2 foundation vacancies.</p>	
<p>92. MINUTES OF THE MEETING 22nd MAY 2023</p>	<p>RESOLVED: That the minutes of the meeting held on 22 May 2023 be approved as a correct record.</p>	
<p>93. MATTERS ARISING</p>	<p>(a) <u>Code of Conduct (Minutes Passim)</u></p> <p>This was no longer necessary now due to the resignation of Ms Rowlands.</p> <p>(b) <u>Boundary Ownership (Minute 75 refers)</u></p> <p>This matter would be raised under Any Other Business.</p>	
<p>94. REPORTS FROM COMMITTEES</p>	<p>Minutes of the following committee meetings had been uploaded on to SharePoint:</p> <p>(a) <u>Minutes from the Safety and Resources committee held on 15th May 2023</u></p>	

	<p>(b) <u>Minutes from the Children and Learning committee held on 21 June 2023</u></p> <p>(c) <u>Minutes from the Safety and Resources committee held on 3 July 2023</u></p> <p>These minutes were not yet available as the meeting had only taken place last week.</p> <p>There were no matters arising or questions to be raised from these meetings.</p> <p>RESOLVED: That the minutes be received and agreed as a correct record.</p>	
<p>95. HEAD TEACHER'S REPORT/ DATA REPORT INCLUDING SAFEGUARDING AND GOVERNORS' QUESTIONS</p>	<p>A copy of the report had been placed on SharePoint prior to the meeting for governors to read and submit questions in advance of the meeting to the Head teacher. The following points were highlighted:</p> <p>(a) <u>School Context</u></p> <p>It was reported that there were some changes to pupil numbers, with 3 new pupils starting school. In addition, another child would be joining Sycamore class in September 2023.</p> <p>The school had received 3 ICAFs on Friday however, the pupils were still to move into the area and at this stage were not guaranteed a place, especially the child that was expected to join Reception class. Given there were already 20 pupils on roll it was unlikely the child would be admitted, even on appeal, due to numbers.</p> <p>Mrs Hurst had been met with the playgroup regarding a child who would be joining Reception in September on a phased transition in order to meet the needs of the child. An EHCP application had already been completed for this child and it was hoped this would come through before the pupil was ready to join fulltime.</p> <p>Ms Taylor further reported that she had also shown around parents of two perspective pupils, one for a further place in Reception class. The school was already 5 over their PAN therefore it was unlikely a place would be available as the pupil was out of catchment.</p> <p>(b) <u>Attendance</u></p>	

	<p>Attendance was currently at 96.37% this was a very pleasing result.</p> <p>Persistent absentee was currently at 3.6% - 3 pupils. Ms Taylor highlighted that at the start of the Autumn term the school had 14 pupils on the persistent absentee register. Bringing this figure down was a significant achievement however, it was felt that there was still some work to do around targeting new starter parents with transition into school and building good habits from the outset.</p> <p>(c) <u>Safeguarding</u></p> <p>The number of safeguarding incidents were noted as follows:</p> <p>Bullying Incident recording: 0 Number of pupils with a child protection plan in place: 0 1 investigation in place. Children in Need (children with a Social Worker): 3 Operation encompass calls: 0 Children with social worker not CIN: 1 Families with a TAF: 0 Families with support through Early Help or school intervention: 5 Number of fixed term exclusions: 0 Number of permanent exclusions: 0</p> <p>Emily Hurst had attended her DSL refresher training.</p> <p>(d) <u>Special Educational Needs (SEN) and Looked After Children (LAC)</u></p> <p>Number of pupils on the SEN register: 10 Children with EHCP = 0 (2 awaiting) Children with MSP = 6 LAC = 0 PLAC = 4</p> <p>Mrs Hurst advised that she was hopeful that the one of the EHCP's would come through shortly. Kirklees SEN officer had advised that they were working on a 40-week timescale from decision to assess what was going out. The school's first applicant was now at the 40-week stage.</p> <p>Q: Does the pupil need 1:1 support?</p>	
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A: The pupil would benefit from 1:1 support, whether the pupil gets this all the time or whether they receive top up funding and the school arrange 1:1 specifically in the mornings which would release the ETA from the class and support the rest of the class as usual. From September what we are looking at is the Sycamore ETA will be 1:1. We are hopeful we will get some funding soon.

Q: At what stage are we at with the EHCP coming in next year?

A: They submitted the application earlier in the year and they got decision to assess letter in mid-April. We are looking at a really slow transition for this child. We are working very closely with the Early Years SEN team to see whether or not this child may be better off at that point with a specialist school. This will depend on what comes back with the EHCP and where the child is with their development.

Q: When is the other outstanding EHCP due?

A: We submitted in November and received the decision to assess in January 2023. The Educational Psychologist has only just been out to do the assessment about 3 weeks ago. We are looking at 12 months from application.

Q: Is the delay with processing EHCP's the same across other LA's?

A: Yes, unfortunately it is the same picture across the board. Kirklees may be a little slower but not significantly.

Despite the delay it was reported that all staff within the school were working incredibly hard and doing their best to meet the needs of all these pupils and it was pleasing to see how these pupils had made significant progress from their starting points.

Ms Taylor and the governors thanked Mrs Hurst for all her hard work over the year within her SENCo role and the positive changes she had made for all these pupils in school despite the challenges encountered.

(e) Premises and Health & Safety Matters

The following points were highlighted:

- Guttering had been damaged by the Total Food Truck on 3.7.23.

	<ul style="list-style-type: none"> • Before the May spring bank holidays neighbours of the school, whose property backed on to the culvert, had sought permission to trim some trees to bring to the same level as their fence. This didn't appear to be a problem and permission was given however they were asked not to touch any overhang on the Oak tree at this point. On return to school, it was noticed that the trees been cut back considerably and most of the debris left in the ditch. Ms Taylor had spoken to the neighbours and asked for all the branches/debris to be removed immediately due to concerns of them causing flooding, in the event it rained. Furthermore, the neighbours had also gone against school requests not to trim the Oak tree. This had been cut back significantly and was now considered unbalanced and felt to be unsafe. Ms Taylor had requested to meet with the neighbours to discuss this and also to insist that they arrange for a survey to be conducted on the safety of the tree in line with school policy. <p>In the meantime, an application had been made for a tree preservation order to be placed on the Oak tree. It was not known how long it would take for the TPO to be processed.</p> <ul style="list-style-type: none"> • Anti slip strips had been added to the playhouse decking in the Apple Outdoor provision. • Trellis had been replaced with a smaller holed section to stop small children climbing up the larger old trellis. • Ongoing issues with cat litter in the Apple Class planter. Planter currently covered and to be removed. Also, there were issues with dog excrement on the school field. A message had been added to the Community Group regarding this. • A RAAC survey would take place by the LA during the 6-weeks holidays. • Repairs had taken place to the taps in the toilets and Apple Class • IWS were due to check water supplies. <p>(f) <u>School Performance and Standards</u></p> <p>(i) <u>KLP/Diocese Visit</u></p> <p>The KLP visit had taken place and Ms Taylor was awaiting the report. This would be shared with governors when received.</p> <p>Ms Taylor had recently spoken with the Diocesan advisor who had suggested to carry out SIAMs training for all staff at the INSET day on the afternoon of Monday, 4 September 2023. It was highlighted that this would also include training for governors.</p>	
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	<p>Governors discussed the possibility of this being arranged for 5.00pm that day and considered the possibility of scheduling the Governors AGM immediately after this training.</p> <p>Ms Taylor agreed to check with Paul and confirm arrangements.</p> <p>(ii) <u>School Development Plan</u></p> <p>Phonics – <i>To implement, high quality teaching and learning in phonics and early reading through support with the Outwood literacy hub, leading to increased outcomes for all pupils.</i></p> <p>There was still some work taking place with the Literacy Hub.</p> <p>Writing – <i>To raise attainment and outcomes for writing in KS1 for all learners including SEND.</i></p> <p>Governors were asked to refer to the writing data within the SEF. Mrs Oliver had purchased the Pathways to Write scheme which had been looked at this evening. It was agreed to put some time in to look at this with teachers.</p> <p>Vision and Values – <i>School leaders ensure that school vision and its associated values are lived out within school and that it is effectively communicated to all stakeholders.</i></p> <p>Mr Kaye visited to deliver collective worship.</p> <p>Curriculum - <i>Leader's embed assessment for the wider curriculum and promote their subject area within school.</i></p> <p>SMS strings ensemble visited school to perform for pupils and staff. Year 5 attended Shelley Pyramid of school's music Festival accompanied by MO and SF Governors visited school staff to talk about the curriculum. Final assessments had been collated and would be analysed ready for September.</p> <p>Personal Development - <i>To provide opportunities for all pupils to explore diversity within the local community and beyond.</i></p>	
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	<p>Elder Class performed their final Carry My Story presentation at the Hudawi Centre in Dewsbury today. Sports Day for all pupils tomorrow YR 5 transition assembly by SMS Year 3 & 4 had attended Get Active days at Shelley College. Sports for champions (Basketball) Danny Evans had run a sponsored event and delivered an assembly for the whole school. Yr4 & 5 building resilience workshop Cllr Taylor had visited school Council to discuss the path to school.</p> <p>(iii) <u>Multiplication Check</u></p> <p>Ms Taylor reported that all YR 4 pupils had carried out the multiplication check this year. The test had been completed on a laptop/iPad and pupils given 6 seconds to answer each question. The score was out of a total of 25 (there were no scale scores or measures etc). The following outcomes were reported:</p> <p>14 pupils had taken the test – 7 boys, 7 girls, 6 disadvantage, 3 SEN. Score of 25 - 4 pupils scored full marks (29%), Score 20-24 – 5 pupils (36%) Score 10-20 – 2 pupils (14%) Score less than 10 – 3 pupils (21.4%) – 1 of these pupils were on an MSP.</p> <p>Q: How do these compare to last years? A: I have not comparative data ready yet. This is something I need to do. The data does not get reported anywhere (except the LA where it's optional). I'm not sure how other schools are analysing this data, how it's being used or what the purpose behind the test is. It could be due to the fact that the YR5 maths curriculum is very timetable focused and they want pupils to reach a certain standard before that curriculum however, we cannot use it to drive performance.</p> <p>Q: Are pupils able to re-sit the test? A: No, it is not like phonics, no resits just a one-off measure.</p>	
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	<p>(g) <u>Staffing</u></p> <p>There were not many changes to staffing.</p> <p>John West, Caretaker, would be returning to school on Monday on a phased return following an operation. There was currently cover through PERI; a caretaker and cleaners which would continue. There would be a deep clean carried out over the summer.</p> <p>Q: On the strike days when pupils were invited to be in school was attendance low, if so does this get recorded anywhere? A: If the class was open in the morning attendance is compulsory therefore any absence does go down as unauthorised absence.</p> <p>(h) <u>Parents and Community</u></p> <p>Several events had taken place which were listed within the report.</p>	
<p>96. HEAD TEACHER WELLBEING INCLUDING STAFF AND PUPILS</p>	<p><u>Head Teacher Wellbeing</u></p> <p>Ms Taylor reported that she was currently in good health and looking forward to the summer.</p> <p><u>Staff Wellbeing</u></p> <p>A staff wellbeing survey had recently been conducted. Although a thorough analysis of the feedback was still required, initial findings had identified there were some areas needing addressing over the next academic year especially around staff workloads. The following areas were highlighted:</p> <ul style="list-style-type: none"> • Communication through school • How Staff accessed the school calendar • Workloads of subject leads – make arrangements for time out of class for book scrutinies etc. • Procedures for cover supervisors – produce a document around expectations and communicated with staff in September 2023. 	

	<p>Conducting a staff survey was considered to be a useful exercise however, it was agreed in order to obtain a more balanced viewpoint from staff it would be more appropriate to repeat the survey in the spring term.</p>	
<p>97. SCHOOL DEVELOPMENT PLANNING & SEF REVIEW</p>	<p>The SDP had been covered within the Head teachers report.</p> <p>Ms Taylor advised Governors that the latest copy of the SEF had been placed on SharePoint and this included performance data from the 2023 assessments with comparative data for 2019 and 2022. This was presented on screen to Governors and the following points /areas highlighted:</p> <ul style="list-style-type: none"> • Dark blue – indicated no data was available. • Light blue – indicated data had not become live yet – would be available in Autumn term. <p>Early Years GLD – Pupils making GLD = 2023 - 82% compared to 56% last year (2022) and compared to pre-covid (2019), outcomes had improved significantly by 10% showing great progress There was no GDS in EY – hence no data. School compared to National despite being low last year this tied in with the pattern nationally.</p> <p>YR1 Phonics – 82% which was similar to outcomes pre-covid in 2019 (81%). However, last year (2022) the school obtained 100% in YR1 Phonics. This year 1 child who had been disapplied and 1 SEN pupil and were therefore still included as part of the data collection. APS since 2019 was increasing. Last year the school had exceeded national expectations significantly but in 2019 was in line with national.</p> <p>Ms Taylor emphasised that although YR 1 phonics looked like it had dropped by 18%, which it had, this was due to the school achieving 100% last year and was due to the SEN and a disapplied pupil therefore the pass rate was 82%.</p> <p>Q: The most recent cohort is a lot smaller (9 compared to 13 previously) so will this be difficult to compare accurately as it is not like for like?</p> <p>A: Regardless of this the school is still measured on percentages by the LA and OFSTED. Nevertheless, we will have that back story if required as we know our pupils really well. We Appreciate figures may become a little skewed but this is not a major issue. Also, being a small school one child is a significant percentage therefore can look worse than what it really is.</p>	

	<p>KS1 Assessments – this showed the school was either coming back inline or doing better than pre-covid (2019). All the hard work carried out with the literacy hub and the work Dionne and Melanie had done to raise standards in phonics, reading and writing was now coming through and impact was being seen.</p> <p>Data had also been collated for all the pupil premium children as this was the now biggest group of vulnerable children. It had been agreed to look closely at the gap between pupil premium and their peers in the Autumn term.</p> <p>The performance data included comparative data analysis on the difference between the school compared to national as well as YR on YR progress v National which showed a significant jump this year.</p> <p>Governors found the data extremely useful and agreed that they could see the positive progress being made by the school, despite the challenges encountered during covid, and were pleased to see the school was now back to being inline or exceeding pre-covid outcomes.</p> <p>Attendance Figures – Attendance outcomes were good as were persistent absentee threads over time which had been reduced significantly.</p> <p>Ms Taylor highlighted that she had been through the SEF in detail and sharpened by including the strengths and targets to be moved forward next year alongside the overall effectiveness and where the school had been working towards targets from the previous Ofsted inspection.</p> <p>It was reported that next steps would feed into next year's SDP:</p> <p>Ms Taylor advised that one area looked at with the curriculum was the effectiveness of assessment. Mrs Hurst was looking at the White Rose Maths assessments as current test used were felt to be outdated. The school already bought into White Rose and paid a premium therefore their assessments would be substituted for the ones the school were currently using and paying additional for. The reading assessment paper in KS1 would also be changed. These changes would not only bring the assessments in line with the scheme being used but also the school would make a financial saving.</p> <p>An area on Governors had also been included in the SEF.</p>	
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	Governors were asked to read the SEF at their leisure and if they had any questions for these to be forwarded to Ms Taylor.	
98. ANNUAL EVALUATION OF A GOVERNING BOARDS EFFECTIVENESS	<p>Mr Michael advised that at the last meeting he had briefly discussed reviewing the governance committee structures going forward for the next academic year. It was felt that the committee structures currently in place resulted in repetition of work and in reporting.</p> <p>Alternative structures/modules had been explored and a discussion held with Ms Taylor who agreed that the approach being considered for next year would be more effective. It was felt governors needed to have collective knowledge and oversight of all areas and improve links with school staff and their respective link areas.</p> <p>It was agreed to circulate information to all governors relating to the “circle model” (governing boards without committees) where individuals or pairs of governors were delegated responsibilities instead of a committee. It was highlighted that the governing board would continue to meet twice a term and each meeting would have a key focus around standards or finance etc.</p> <p>RESOLVED: That Mr Michael to circulate information to all governors around the proposed new governance structure for committees and a decision be made at the AGM.</p> <p>Clarification was sought from the clerk regards if the governing board did opt to adopt a no committee structure whether they would be refunded the remaining SLA charges for committees they had already purchased for 2023/2024 year. The clerk confirmed that any charges could either be refunded or carried over to 2024/25.</p> <p>Q: How often will governors be expected to visit the school under this new structure? A: It really depends on the link role; however, it will probably be at least once a term. This will enable governors to monitor progress closely, build relationships and have a better understanding for their area of responsibility and report back.</p>	Clerk to forward the chair information on the Circle model
99. FINANCIAL MANAGEMENT AND MONITORING	Mrs Latham reported that a full financial report (up to period 2) had been shared and discussed at the last resources committee meeting. There was very little change in the budget position so early in the new financial year.	

	<p>The interest on in-year balance had been received (just under £950), which would be saved in the event the LA were to reclaim monies later in the year e.g. staff absence insurance.</p> <p>Q: Would parents having a better understanding of ParentPay help the school make any significant savings?</p> <p>A: No charges are based on a percentage of the transaction so would not make any difference whether parents paid more or less.</p>	
100. POLICIES FOR APPROVAL BY FULL GOVERNING BODY	<p>The following policies had been reviewed by the S&R committee and governors acknowledged that there were no changes made to either policy. Both policies were recommended for approval.</p> <ul style="list-style-type: none"> • Review Governor's allowances (scheme for paying) • Complaints Policy and Procedures <p>RESOLVED: That the above policies be approved.</p>	
101. SCHOOL COUNCIL AND ETHOS GROUP FEEDBACK	<p>(a) <u>School Council</u></p> <p>Ms Taylor reported that it had been a fairly quiet half term for the school council. Most recently they had helped with the Father's Day stall run by FOF.</p> <p>(b) <u>Ethos Group</u></p> <p>Mrs Hurst advised governors that the Ethos group had also had an incredibly quiet half term due to her having more pressing commitments with SAT's assessments, reports and her SENCo role.</p>	
102. GOVERNOR TRAINING AND GOVERNOR VISITS	<p>(a) <u>Visits</u></p> <p>Kirsty Rowlands – 29th June RE Visit “Carry My Story Project” – 29th June – SEND Visit</p> <p>Both reports had been placed on SharePoint for governors to read.</p> <p>Mr Michael advised that he had visited the school last week to meet with Mrs Weatherhead and Mrs Oliver – reports for these visits would be placed on SharePoint at the right time.</p>	

	<p>It was reported that the school had recently purchased Nautilus software which was now used by staff in school to record their observations/monitoring visits and enabled all evidence to be collated in one place. Ms Taylor was currently looking into setting governors up on this system and creating a governor visit form which governors would access on an iPad and type up their notes during their visit. The system also allowed pictures to be taken as evidence to support the visit. Once completed the system generated a gallery on all visits which could be easily accessed. It was felt this would simplify the process and hopefully save some time for governors on reporting on their visits going forward.</p> <p>The system was said to be very user friendly and transparent, and the feedback received from staff to date had been very positive.</p> <p>It was agreed to arrange some training once the system had been set up.</p> <p>Helen Kerr – 29th July 2023 - SIAMs and Wellbeing visit</p> <p>Both reports had been placed on SharePoint to read.</p> <p>(b) <u>Training</u></p> <p>No training had been attended to report upon.</p>	
<p>103. ANY OTHER BUSINESS</p>	<p>(a) <u>Academisation</u></p> <p>This had been discussed by the Governing board in Spring 1 as per the directive of the Diocesan Board. It was agreed that some further fact finding may be necessary within the pyramid following the presentation by Enhance earlier in the year.</p> <p>It was agreed to continue on the agreed timeline and further consideration be given to this matter in the Spring term.</p> <p>(b) <u>Register of Business interest</u></p> <p>Governors were reminded to complete the online RBI form (the link had been included on the agenda) in preparation for the Autumn term as this was a legal requirement. Any Nil returns were also required.</p>	

(c) Boundary Ownership

Ms Taylor advised that she had received an email from Dean Morgan (Richard Carter Trust) regarding the boundary wall. This was read out to governors and key points highlighted:

- Land registry drawings showed that the boundary wall belonged to the Trust/School
- The schools immediate neighbour was looking to create privacy by erecting a fence (similar to the addition already made). Mr Morgan had met with Mr Crossland to review and take photographs to present back the Trust.
- Mr Crossland had agreed to cover all costs and felt the summer break would be a good time to proceed if in agreement.
- The fence Mr Crossland was seeking agreement for would run along the path which leads to Apple Class.

Governor feedback/permission was now requested to be send back to Mr Morgan. The following points /questions were raised:

- If in agreement the school would want to see the good side of the fence.
- Current railings were black – would Mr Crossland consider painting the new posts black so that they blend in? (Currently grey) and also agree to the upkeep/maintenance?
- What happens with the gap between the wall and the fence and any build-up of leaves /items getting stuck over time?
- There would need some thought given to having a mechanism to clean out the gap occasionally.
- Would the mesh structure currently up be taken down? – could the fence be set up horizontal to fill the gap?

Q: How high will the fence be?

A: Higher then than the current one

Ms Taylor agreed to feedback these questions/points to the Trust at their next meeting before any agreement was given by the Governing Board.

	<p>(d) <u>After School Club.</u></p> <p>It was reported that two applications had been received for the 2 posts. Shortlisting and interviews would be taking place imminently. If everything went to plan a suitable arrangement had also been agreed for a member of staff to run the breakfast club going forward.</p> <p>It was hoped that the new arrangements would have a positive impact on the school by attracting additional pupils to the school.</p> <p>(e) <u>Thanks</u></p> <p>Ms Taylor thanked all staff in school (teaching and non-teaching, catering, and cleaning) for all their hard work in keeping the school running through some difficult times. She acknowledged how hard all staff worked and she was grateful for their continued support.</p> <p>Governors echoed these sentiments and in addition thanked Ms Taylor for her excellent leadership and management and hard work.</p> <p>The chair thanked all governors for their time, commitment, and the contribution they had made throughout the year, it was greatly appreciated given this was a voluntary role.</p>	
<p>104. DATES OF FUTURE MEETINGS</p>	<p><i>The Chair shared the Meeting Schedule for 2023/2024</i></p> <p>RESOLVED: That the chair to circulate an invite to all governors to the AGM (once date is confirmed) along with two versions of the 2023/24 meeting schedule for agreement following the decision on committee structures.</p>	
<p>105. AGENDA, MINUTES, AND RELATED PAPERS</p>	<p>RESOLVED: That no part of these minutes be excluded from the copy to be made available at the school.</p>	