

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, 12th September 2022

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
1. <u>ELECTION OF CHAIR</u>	<p>The minute clerk took the chair.</p> <p>Before requesting nominations, the following was agreed:</p> <ul style="list-style-type: none">(i) That the term of office of the new chair would be 1 year(ii) That in the event of a tie this would be resolved by a toss of a coin. <p>Nominations were sought. No nominations were forthcoming.</p> <p>The clerk explained the options available in order to move forward which included, if necessary, the election of a temporary chair, co-chairing or the current chair continuing for a further year. Although NGA good practice guidance suggested it was not advisable for chairs to serve for more than 2 years, given the circumstances governors may not have any other choice.</p> <p>Governors present highlighted that at the current time they felt they lacked the experience and were also unable to commit the time required to do the role justice. It was reported that training and support was available from Kirklees.</p> <p>Mr Michael advised that he was willing to continue for a further year on the proviso that next year the governing body considered opting for a co-chair position, in the event there was still some hesitance in taking the role independently.</p>	

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	<p>RESOLVED: That Mr R Michael be elected chair for a period of one year (until the next annual meeting)</p> <p>Governors were reminded that to enable future succession planning of the board it was important for governors present this evening to give careful consideration to taking on the role of Vice chair which would be discussed later in the meeting.</p> <p>Mr Michael took the chair.</p>	
<p>2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</p>	<p>Apologies for absence were received from Emily Hurst (consent), Kirsty Rowlands (consent) and Sonia Latham (Associate member).</p> <p><u>Protocols on apologies and consent to governor absence</u></p> <p>RESOLVED: That the Governing agree to decide on whether to grant consent on an individual basis depending on the circumstances of the absence and that an apology would need to be received for this to apply.</p> <p>The Governing Body also confirmed the following:</p> <p>(a) <u>Approve the Governors' Code of Conduct</u></p> <p>Governors had been sent the 2022 copy of the NGA code of conduct which governors were encouraged to adopt They noted that much of the content remained unchanged.</p> <p>RESOLVED: That the Governing Body agrees to adopt the NGA's revised Code of Conduct and the governors listed below confirm they have read the code of conduct and agree to adhere to the contents of the Governors Code</p> <p>Mrs E Bulmer, Mr R Michael, Sarah Hull Emma Johnson Helen Kerr Josephine Lavery</p> <p>(b) <u>Declaration of Business Interest information</u></p>	<p><i>Absent governors would be asked to sign the online register and also confirmation minuted at the next meeting</i></p>

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	<p>Governors were reminded that they were required to update and publish their Declaration of Business Interest information on the school website, in order to meet statutory compliance requirements.</p> <p>Governors noted that there was a requirement, as part of the LA's Financial Audit, for all governors and those members of staff involved in the procurement of goods, to complete the register of business interest form to. This could be completed online and Governors had been provided with the website link to do so. Once the form was completed, it would be returned to the school for retention and would be made available for inspection by Kirklees Audit as part of their audit process.</p> <p>There were 2 governors who had not yet completed the register of business Interest: Reverend Keating and Kirsty Rowlands. Mr Michael agreed to contact Reverend Keating and the Clerk agreed to send a further reminder to Mrs Rowlands.</p> <p>RESOLVED: That once the remaining Registers have been received the school will publish the Declaration of Business Interest information on the school website as required by the DfE</p> <p>(c) <u>Get Information about Schools</u></p> <p>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.</p> <p>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.</p> <p>Mrs Bulmer informed Governors that Mrs Jill Metcalfe's details would need to be removed and any other necessary changes would be made in accordance with the requirements.</p>	<p><i>Register of Business Interest to be completed by those governors not yet completed by the end of next week</i></p>
<p>3. NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS</p>	<p>There were no items of Any Other Business.</p>	

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<p>4. REPRESENTATION</p>	<p>The following matters of representation were noted:</p> <table border="1"> <thead> <tr> <th data-bbox="472 244 757 276"><u>End of Term of Office</u></th> <th data-bbox="857 276 987 308"><u>Category</u></th> <th data-bbox="1238 276 1462 308"><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="472 276 562 308"><u>Name</u></td> <td data-bbox="857 276 987 308"></td> <td data-bbox="1238 276 1462 308"></td> </tr> <tr> <td data-bbox="472 347 667 379">Mrs J Metcalfe</td> <td data-bbox="857 347 981 379">Co-opted</td> <td data-bbox="1238 347 1373 379">28/9/2022</td> </tr> </tbody> </table> <p>It was agreed to send Mrs Metcalfe a gift, on behalf of the governing body, as a thank you for all her hard work and commitment during her period as a governor. Governors wishing to contribute were asked to forward their contribution to Mr Michael or Mrs Latham.</p> <p><u>Co-option of a Governor</u></p> <p>In light of Mrs Metcalfe's end of term governors noted that there were now 2 co-opted, 1 foundation and 1 LA vacancy on the board.</p> <p>It was felt, given the number of gaps on the board now, governors would need to start being proactive in their search for new governors to join the board and reach out to the local community. Reference would be made to the recent skills analysis to target filling necessary gaps.</p> <p>Some discussion had previously taken place about swapping seats however, governors were reminded to be mindful not to create an imbalance of parents on the board.</p> <p>It was hoped that the LA's recruitment campaign would generate a potential nomination for the vacant LA seat.</p> <p>RESOLVED: That the makeup of the governing body and the approach to be taken to advertise and attract new governors would be discussed in more detail by the steering committee at their next meeting.</p>	<u>End of Term of Office</u>	<u>Category</u>	<u>With Effect From</u>	<u>Name</u>			Mrs J Metcalfe	Co-opted	28/9/2022	
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<p>4. ELECTION OF VICE CHAIR</p>	<p>Governors were informed that it was important, when considering this item, to be mindful of succession planning for this key role as it was recognised good practice for a vice chair was to progress into the chair's role so that any major change in leadership did not impede the boards effectiveness.</p> <p>Mrs Rowlands had advised that she was happy to continue as vice chair again, however, would still not be in</p>										

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	<p>a position to put herself forward for the chair's role due to personal commitments. It was therefore suggested the best option was a co-vice chair arrangement which would be helpful for a governor to gain some experience and be supported in the role.</p> <p>RESOLVED: That Kirsty Rowlands and Ms Josephine Lavery be elected Co Vice-Chairs for one year</p>	
5. REVIEW OF COMMITTEES.	<p>(a) <u>Membership of Committees</u></p> <p>The rationale behind the change in names of the committees was explained by Mr Michael and it was agreed that these changes would need to be reflected in the terms of reference Membership of committees be confirmed as follows:</p> <p><u>Children and Learning Committee</u></p> <p>Robert Michael Kirsty Rowlands Sarah Hull Helen Kerr Emily Hurst Mrs E Bulmer</p> <p><u>Safety and Resources (including Pay Committee)</u></p> <p>Robert Michael Emma Johnson Jo Lavery Val Keating Mrs E Bulmer Sonia Latham (A)</p> <p><u>Head Teacher Appraisal</u></p> <p>Helen Kerr Kirsty Rowlands Val Keating (Reserve)</p>	

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	<p>Jo Lavery</p> <p><u>Steering</u></p> <p>Mr R Michael Mrs K Rowalnds Mrs E Bulmer Ms J Lavery plus, the chairs of each committee</p> <p>(b) <u>Membership of Ad hoc Panels</u></p> <p><u>Staff Discipline Committee, Appeals Committee, Complaints Committee and Pupil Discipline Committee</u></p> <p>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.</p> <p>Chairs of committees would be elected at the first meeting of each committee.</p> <p>(c) <u>Terms of Reference of Committees</u></p> <p>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.</p> <p>(d) <u>Governors Annual Planner 2021/2022</u></p> <p>Mr Michael had reviewed the governor's yearly planner for 2022/23 and this had been placed on SharePoint.</p>	<p><i>ToR be an item on each committee agenda and ratification of ToR at next full GB meeting</i></p>
6. TO APPOINT GOVERNORS WITH SPECIFIC	All roles were reviewed, and any gaps filled. A further review would be made, if necessary, when new governors were appointed.	

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RESPONSIBILITIES	<p>Numeracy & EY – remove Jill Metcalfe and add Sarah Hull and change to Curriculum Attendance – add Mrs E Johnson Wellbeing – add Sarah Hull</p> <p>The list was available on SharePoint to access.</p>	
7. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER.	<p>RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:</p> <ul style="list-style-type: none"> (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. <ul style="list-style-type: none"> (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, 000K. (ii) The virement between budget headings be agreed at £10,000K 	
8. MINUTES OF THE MEETING HELD ON 11 th JULY 2022	<p>RESOLVED: That the minutes of the meeting held on 11TH July 2022 be approved by the Chairman as a correct record.</p>	
9. MATTERS ARISING	<p>(a) <u>Car Parking (Minute 3104 and 3120 refers)</u></p> <p>Mrs Bulmer advised governors that since the last meeting she had spoken to Cllr Paxton who advised that the club wanted to know what the school wanted from the car park. It was felt that the use had already been stipulated in section 106. Mr Michael agreed to refer to the S106.</p>	

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	<p>Other points highlighted:</p> <ul style="list-style-type: none"> • It had been suggested that there would be a gate – the school would agree to lock and unlock at the start and end of the school day. The club did not want the gate left open overnight • Extension of the old post office – committee looking at renting plot of land. • Key holder for a gate which does not currently exist. • Cllr Paxton had agreed to meet with Mrs Bulmer next week Tuesday (Mrs Bulmer to re-arrange to accommodate the chairs attendance) • A funding grant had been received by Cllr Paxton of £15K for a defibrillator. The DfE had also been in contact with the school enquiring whether the school already had a defibrillator. No further information had been received however it was part of the government’s plans for all state funded schools to have one by 22/23. Mrs Bulmer agreed to wait for any further information from the DfE regarding this matter. <p>Q: Was the problem with the fence resolved? A: The fence is still there. We have not got any further with this and may need to be re-addressed. We wrote a letter requesting the fence to be pulled down this has not happened but on a positive note no more has been put up either.</p> <p>Q: Was the parking issue resolved? A: Yes. I had a conversation with the person and highlighted how this was compromising the schools’ accessibility policy</p> <p>(b) <u>Vision Committee (Minute 3129 (a) (ii) refers)</u></p> <p>It was agreed that, on reflection, it would be best for the entire Governing Body to have a full understanding of the school’s vision statement <i>Rooted in the community. Branching into the future. Walking Together in the Light of the Lord’</i> rather than this being delegated to a committee.</p> <p>Mrs Bulmer reported that she had completed the school development targets in two formats: from the school Vision statement and also from an OFSTED perspective. Furthermore, it was reported that some work had already been carried out on the schools Vision with the children.</p>	
10. HEAD	Mrs Bulmer advised that she had placed a copy of her report on SharePoint for all governors to access prior	

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TEACHERS REPORT DATA REPORT AND GOVERNORS' QUESTIONS	<p>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:</p> <p>(a) <u>Number on Roll and Distribution</u></p> <p>There were 80 children on roll as follows:</p> <ul style="list-style-type: none"> ➤ Elder Class 3: 28 (Y5: 15, Y4: 13) (1 ICAF) ➤ Sycamore Class: 23 (Y3: 14, Y2: 9) (3 ICAF) ➤ Apple Class: 29 (Y1: 10, YR: 19) <p>Q: Were all school appeals successful? A: Yes. They all went on together and were successful</p> <ul style="list-style-type: none"> • There was one child (not on appeal) who had not started – it was believed they had decided to go to private school • There was a new child in YR1 • 3 New pupils in Sycamore • One child had also been admitted on an ICAF (they had also put in an ICAF for Emley School) and eventually changed their mind to return to Emley School • All pupils that had joined were pupil premium • The number on roll on census day (which was now at the end of October) was what determined the funding received by the school. <p>(b) <u>Attendance</u></p> <p>The schools target by 2022 was 98%.</p> <p>It was reported that this week's overall attendance was very pleasing at 99.3% and outstanding in Elder class at 100%.</p> <p>Apple Class attendance did not include Reception pupils, due to the children attending half days Wednesday, Thursday, and Friday. They would start full time 12.9.22 (Attendance including Reception children = 69.59%)</p>	

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	<p>Q: Is the target a DfE target? A: No, it's the schools target and can be changed.</p> <p>It was reported that the national target was set at 97% and most schools had been setting targets of 96% due to Covid. Although the school's target was aspirational it was felt it was setting itself up to fail.</p> <p>RESOLVED: That the governing body agree to the attendance target to be changed to 97% for 22/23</p> <p>(c) <u>Safeguarding</u></p> <ul style="list-style-type: none"> • There had been no safeguarding incidents, however Mrs Bulmer reported that there were several safeguarding behaviour issues to deal with • There were no pupils with a child protection plan in place • Safeguarding training - Teachers would undertake training in line with new KCSIE update over the next 2 weeks. Part 1 had been distributed to all staff via SharePoint and/or hard copy for reading. • Number of pupils on the SEN register had not been finalised at this point – 2 EHCP's had been submitted for pupils in Reception. Given the complex needs of some of the pupils now in school some reasonable adjustments had been necessary to ensure the safety of one pupil which involved erecting a gate and 1:1 support for them during lunchtime. There was also some difficulty experienced this week providing the necessary staffing support to meet the teacher to pupil ratio especially in YR1 which was impacting on pupils receiving their dedicated time which would in turn impact results next year. Mrs Latham had been asked to look at the budget to see if there were funds which could be identified to pay for some additional support. It was envisaged this would be unlikely given the rising energy costs. • There had been no fixed term or permanent exclusions • Energy CAP - 6months for schools and hospitals budget from LA <p>Q: How long is it taking to process the EHCP's? A: In the region of 20 weeks</p> <p>Q: Can temporary arrangements be put in place with the YR1's going into sycamore? A: They already do that for PE however given the current staff absences it is even more stretched. There were 2 classes with no support last week.</p> <p>(d) <u>Health and Safety and Premises</u></p>	

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	<ul style="list-style-type: none"> • The gate had been erected by Apple Class at the bottom of the steps to help a child who has a condition that affects their balance and movement. • most staff had completed fire extinguisher training on the September INSET. • A new shed for the balance bikes had been erected in the playground. <p>(e) <u>School Development Plan</u></p> <ul style="list-style-type: none"> • The SDP key objectives for 2022/23 against the Vision statement “<i>Rooted in the community. Branching into the future. Walking Together in the Light of the Lord</i>’ had been included in the report. • New KLP for the school – David Rushby who would carry out a spring term visit • Grammar training with Paul Loams had taken place and well received – this training was in 2 parts (already covered planning, books for planning and outcomes pieces). He would return to do more specific grammar training later • Meeting to be held with English hub – received £2000 <p>Q: Have all staff received epilepsy training? A: We have 2 pupils with epilepsy now. All staff had epilepsy training this time last year and did a refresher and EH is going to book another from the nurse.</p> <p>Q: Is that the same for Asthma and Epi Pens? A: we do not have any one with an Epi pen, but it is on my CPD list this year.</p> <p>Q: Is safeguarding training up to date? A: Yes, all training is booked in for safeguarding in line with KCSIE.</p> <p>Q: In light of the New DfE guidance around attendance, have you appointed strategic lead? A: It is me and Mrs Latham. Although this goes against the guidance with us being such a small school we have no other option. We are due to attend the training.</p> <p>(f) <u>Staffing</u></p> <p>It was noted that SF had been off with a troubled back and AC had been off with Covid – all staff were now back in school</p> <p>Q: How is Mrs Munshi</p>	

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	<p>A: She is doing well and settled</p> <p>Q: Does Mrs Munshi work full time or part time - could she support with building staffing capacity?</p> <p>A: She does dinner time at another school. However, she is a trained teacher, and I am already exploring possible options in terms of building capacity.</p> <p>Mrs Bulmer was thanked for her report.</p>	
11. HEAD TEACHER WELLBEING	<p>Mrs Bulmer advised governors that all staff were glad to be back and feeling positive for the new school year ahead. The start of the term had already been a busy one and it was a case of building the rhythm back.</p> <p>Mrs Bulmer confirmed that she would be taking her dedicated headship this week and working from home on Thursday.</p>	
12. SAFEGUARDING	<p>This had been covered above within the Head teachers report.</p>	
13. SIAM SEF	<p>Mrs Bulmer reported that the school had a new SIAMs advisor Mark Thewlis who would be coming into visit the school next week to go through the schools Vision and SDP.</p> <p>Governors were reminded that the school were due their SIAM inspection this academic year and it was therefore important for ALL governors to have a clear understanding on how they contributed towards the schools Vision.</p> <p>RESOLVED: That going forward each committee to set each meetings objectives, linking to the school's Vision statement, and what they are hoping to achieve from the meeting before each meeting commences.</p> <p>Governors needed to consider what they had done to support the school's vision and going forward build this in as part of everything they did? Mrs Bulmer advised that it was a lot easier to come up with examples if they related this back to a school's perspective and not solely focusing on the SIAM element.</p> <p>It was also important to link in the vision statement to any future governors' visits. The template had been reviewed to reflect this.</p>	<p><i>Mrs Bulmer to send out the events calendar to governors.</i></p>

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14. FINANCIAL MANAGEMENT AND MONITORING	<p>There were no changes to report on the budget since the last meeting as the school is in the first week of the new term. This would be considered at the next resources committee.</p> <p><u>School Fund Audit Report</u></p> <p>It was agreed to defer this to the next meeting</p>	<p><i>This to be an Item on a future Resources agenda & Full GB</i></p>
15. POLICIES FOR REVIEW BY FULL GB	<p>Reviewed policies (those highlighted below) had been placed on Sharepoint for governors to read and governors were asked to forward any comments to Mrs Bulmer with a view to these being approved at the next meeting</p> <ul style="list-style-type: none"> ➤ Staff code of conduct ➤ AUP Pupil, Staff and Governors ➤ In-vacation Policy ➤ KCSIE Policy ➤ Use of Electronic Devices Policy ➤ Staff handbook ➤ Operation Encompass safeguarding statement ➤ Child on Child abuse policy ➤ Emergency contact and first day calling policy ➤ Whistleblowing policy ➤ Children with health needs who cannot attend school policy ➤ Governor Expenses Policy ➤ Statement of procedures for dealing with allegations of abuse against staff ➤ Child Protection/Safeguarding Policy ➤ Online safety Policy ➤ Premises management documents/policy ➤ SEND report & policy <p>Mrs Bulmer agreed to check whether the remaining policies were Kirklees approved policies which governors needed to adopt or adapt.</p> <p>Mrs Bulmer agreed to create a table on Sharepoint for governors to sign off once they had read them and formal approval would be minuted at the next meeting.</p>	<p><i>The highlighted policies be included on the agenda for approval at the next meeting</i></p>

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16. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2024/25	<p>Governors were informed that the process and timeline that Kirklees Council would follow for the statutory consultation about coordinated schemes, and admission arrangements including that the proposed published admission numbers (PAN) for the academic year 2024/25 would be communicated with all Head teachers via HeadsUp and made available on the Kirklees Business Solutions when available.</p> <p>Governors noted that a 6-week period of consultation needed to take place between 1 October 2022 and 31 January 2023, should admission authorities wish to consult on any changes to admission arrangements.</p> <p>RESOLVED: That Governors refer this item for consideration to the resources committee and any recommendations to be shared with the full GB at the Autumn 2 meeting.</p> <p>It was agreed that any feedback and comments would be sent to pupil admissions before the closing date of 31 January 2022.</p>	<i>Item to be placed on the next resources committee</i>
17. TEACHERS PAY AND CONDITIONS PROPOSALS – SEPTEMBER 2022	<p>Governors noted the following information on Teachers Pay and conditions proposals for 2022:</p> <p>RESOLVED: That this item be deferred to the next meeting.</p>	<i>Item to be placed on the next agenda</i>
18. GOVERNOR TRAINING AND GOVERNOR VISITS	<p><u>Safeguarding training</u></p> <p>Mr Michael and Ms Lavery would register on some refresher safeguarding training to be compliant with new DfE guidance. It was highlighted that given 2 of the governors were already DSL trained this would be appropriate to meet requirements.</p>	
19. ANY OTHER BUSINESS	<p>(a) <u>Head Teachers Performance Management</u></p> <p>The Heads performance management had been set for 11th October</p> <p>(b) <u>Mrs Metcalfe</u></p> <p>This had been discussed earlier in the meeting.</p>	
20. DATES OF	RESOLVED: That the next meetings of the Governing Body be held at 6.30 pm on the dates agreed within	

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FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	<p>the annual meeting planner.</p> <p>It was agreed that all committee meetings would be held remotely, and full GB meetings would be held face to face at the school.</p>	
21. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	<p>RESOLVED: That no part of these minutes be excluded from the copy to be made available at the School.</p>	