

THE GOVERNING BODY OF ROBERTTOWN CE (VC) JUNIOR AND INFANT SCHOOL

Minutes of a meeting of the Governing Body held at 6.30pm at the school on Wednesday, 22 May 2024.

PRESENT

Mrs M Hoole (Chair), Mrs C Cockerill, Ms V Farrell, Mrs S Laycock-Smith (Co-Head Teacher), Mr J Pickles, Rev S Wallace-Jones, Mrs L Wood (Co-Head Teacher).

In Attendance

Mrs C Hall (Meeting Clerk)
Mrs J Malone (Observer, SBM)

Governors agreed to take the agenda out of order and deal with item 12 first.

93. FINANCIAL MANAGEMENT AND MONITORING/BUDGET REPORT

Governors discussed the budget for 2024/25, noted the carry forward of £56,002 and thanked Mrs Malone for her hard work on the budget.

RESOLVED: That the 2024/25 B3 budget be approved.

Mrs Wood left the meeting at 6:50pm. Mrs Malone left the meeting at 6:53pm. The meeting reverted to the agenda order at this point.

94. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mr G Bentley (consent), Mrs E Bolt (consent), Mrs S Goodall (consent), Miss K Hydes (consent) and Mrs L Wood for the remainder of the meeting (consent).

There were no declarations of interest.

ACTION: Chair to follow up with Mr Bentley regarding online training and governor profile.

95. ANY OTHER BUSINESS

No items of other business were notified.

96. REPRESENTATION

(a)	<u>Resignation Name</u>	<u>Category</u>	<u>With effect from</u>
	Mrs Helen Wells	LA	08/04/2024

Governors discussed the vacancy arising and agreed the following actions.

ACTION: Governors to forward contact details for anyone interested in the LA seat to Mrs Diane Bray at GCS.

ACTION: Mrs Laycock-Smith to approach the parent who had expressed an interest in becoming a governor regarding the LA seat.

(b) End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With effect from</u>
Mrs Margaret Hoole	Foundation (PCC)	25/09/2024

Mrs Hoole advised that the PCC had elected her for a further term of four years as a Foundation governor.

ACTION: Rev Wallace-Jones to request the relevant form to confirm Mrs Hoole's re-appointment from the Diocesan Education Office.

97. MINUTES OF THE MEETING HELD ON 14 MARCH 2024

ACTION: Mrs Laycock-Smith to advise amendments to 14 March minutes to Governor Clerking Services.

98. MATTERS ARISING

Update on the recruitment and selection process for the appointment of a new head teacher (Minute 86(b) refers)

Mr Pickles had checked and advised Staff Governors regarding their attendance at the FGB meeting on 12 April 2024, following the interviews with candidates.

99. MINUTES OF THE SPECIAL MEETING HELD ON 12 APRIL 2024

RESOLVED: That the minutes of the meeting on 12 April 2024 be accepted as a correct record and be signed by the Chair, subject to the following amendments:

- References throughout to Mrs Horsfall to read Miss Horsfall.
- The pay point information to be excluded from the staff and public copies of the minutes.

100. MATTERS ARISING

There were no matters arising from the meeting held on 12 April 2024.

101. REPORTS FROM COMMITTEES

This item was postponed to the next FGB meeting on Monday 1 July 2024.

102. SUBJECT LEADERS' PRESENTATIONS

This item was postponed to the next FGB meeting on Monday 1 July 2024.

103. HEAD TEACHER'S REPORT (INCLUDING SAFEGUARDING)

This item was postponed to the next FGB meeting on Monday 1 July 2024.

104. ATTAINMENT AND PROGRESS DATA OVER THE YEAR

This item was postponed to the next FGB meeting on Monday 1 July 2024.

105. POLICIES FOR REVIEW BY THE FULL GOVERNING BODY

Governors noted that the ECT Policy was based on the legal framework for ECTs and approved the policy, subject to the removal of a typographical error in item 4, to read "Induction" instead of "Cinduction".

RESOLVED: That the ECT Policy be approved, subject to the correction of a typographical error.

106. CHANGES TO PUBLISHED ADMISSION NUMBERS FOR 2026/27 SCHOOL YEAR

Governors noted the information from the LA regarding a fall in demand for places in Reception due to a demographic dip, which could affect long-term school sustainability. The school's current PANs stood at 30 for Early Years and KS1 and at 34 for KS2.

Q: Is the school full for September in Reception?

A: Yes we are, although we might drop by one.

Q: Can the school fund the transitional phase of six or seven years?

A: We believe this can be managed, particularly with support from the MAT. It will be something to explore and plan for in the future.

RESOLVED: That the school's current Published Admission Numbers be retained.

107. EDUCATIONAL VISITS

Governors were briefed on the review of residential visit options being undertaken by staff, including on-site activity centres. Governors indicated that they would be happy to go with staff recommendations on the most suitable type of visit.

Governors were pleased to note that the trip to Edinburgh had been very well received and had gone smoothly.

108. SPENBOROUGH CO-OPERATIVE TRUST

This item was postponed to the next FGB meeting on Monday 1 July 2024.

109. ACADEMISATION

Governors noted that four schools were expected to join Learning Accord MAT, including Roberttown. The Chair advised that the PCC had discussed the school's academisation and application to join Learning Accord and had agreed the proposal.

Learning Accord had completed their due diligence and the question of the school's name post-academisation had arisen. Governors noted that 'Academy' did not have to be part of the name and discussed alternative styles.

RESOLVED: That the school be known as Roberttown C of E Primary School after academisation.

110. GOVERNOR TRAINING/DEVELOPMENT AND GOVERNOR VISITS

Mrs Cockerill reported that she had completed the cyber security and the safeguarding training.

Rev Wallace-Jones advised that she had completed the training on Prevent and she had undertaken leadership safeguarding training with the Diocese and forwarded a copy of her certificate to the school.

Mrs Hoole commented that she needed to renew her Safer Recruitment training and Mrs Laycock-Smith sent her the link. Mrs Hoole and Ms Farrell needed to renew their Safeguarding training and Mrs Laycock-Smith re-sent the link to everyone.

Governors noted that everyone needed to complete the LA online training on Action for Counter-Terrorism.

ACTION: Governors to complete the LA online training on Action for Counter-Terrorism.

111. ANNUAL EVALUATION OF A GOVERNING BOARD'S EFFECTIVENESS

The Chair thanked Governors for undertaking regular training and proposed that a skills audit be postponed pending academisation.

112. REGISTER OF BUSINESS INTERESTS

The Chair asked all Governors to complete the Register of Business Interests form via the link on the agenda and to email Mrs Malone to let her know they had done so.

ACTION: Governors to complete the Register of Business Interests form via the link on the agenda and to email Mrs Malone to let her know they had done so.

113. ANY OTHER BUSINESS(a) Head Teacher's retirement

The Chair hoped all Governors would be able to attend Mrs Laycock-Smith's leaving party.

(b) Head Teacher hand-over

Governors noted that Miss Horsfall would be coming into school for three half-days for familiarisation and hand-over with Mrs Laycock-Smith.

(c) Numeracy morning

The Head Teacher advised that the Numeracy morning had been very successful, with over one hundred people attending and some lovely moments were observed, including a child explaining Sudoku to a visiting parent.

114. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meeting of the Full Governing Body be held in School at 6:30pm on Monday 1 July 2024.

RESOLVED: That the next meetings of the Committees be held in School as follows:

Resources at 6:00pm on Wednesday 26 June 2024
Standards and Effectiveness at 7:30pm on Wednesday 26 June 2024

RESOLVED: That the meeting dates for 2024/25 be scheduled as follows:

Full Governing Body meetings at 6.30pm at the school

Wednesday 2 October 2024
Tuesday 3 December 2024
Wednesday 29 January 2025
Wednesday 19 March 2025
Thursday 8 May 2025
Tuesday 8 July 2025

Committee Meetings at 6pm 2024/5

Tuesday 8 October 2024 (Standards & Effectiveness Committee)
Thursday 21 November 2024 (Resources Committee)
Thursday 23 January 2025 (Standards & Effectiveness Committee)
Tuesday 13 March 2025 (Resources Committee)
Wednesday 21 May 2025 (Standards & Effectiveness Committee)

Monday 30 June 2025 (Standards & Effectiveness Committee) **6pm**
Monday 30 June 2025 (Resources Committee) **7.30pm**

Mr Pickles advised that he would not be able to attend on Wednesday 29 January 2025 and the Chair proposed holding that meeting on Thursday 30 January 2025 instead.

ACTION: Governors to note the schedule of meetings for 2024/25 and diarise to reflect the importance of everyone attending meetings.

115. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available to the school, in accordance with the Freedom of Information Act.

The Chair thanked everyone for their attendance and closed the meeting at 7:48pm.

ACTION LOG:

Action number	Minute number	Action	By Whom
1	94	<u>Apologies for absence</u> Follow up with Mr Bentley regarding online training and governor profile.	MH
2	96(a)	<u>Representation: LA seat</u> Forward contact details for anyone interested in the LA seat to Mrs Diane Bray at GCS.	All Governors

3	96(a)	<u>Representation: LA seat</u> Mrs Laycock-Smith to approach the parent who had expressed an interest in becoming a governor regarding the LA seat.	SL-S
4	96(b)	<u>Representation: Re-appointment</u> Request the relevant form to confirm Mrs Hoole's re-appointment from the Diocesan Education Office.	SW-J
5	97	<u>Minutes of meeting on 14 March 2024</u> Advise amendments to 14 March minutes to Governor Clerking Services.	SL-S
6	110	<u>Governor training</u> Complete the LA online training on Action for Counter-Terrorism.	All Governors
7	112	<u>Register of Business Interests</u> Complete the Register of Business Interests form via the link on the agenda and email Mrs Malone to let her know.	All Governors
8	114	<u>Dates of future meetings</u> Note the schedule of meetings for 2024/25 and diarise to reflect the importance of everyone attending meetings.	All Governors