

P R E S E N T:-

Revd D North (in the Chair)

Mrs S Daniels, Mrs A Day-Green, Mrs S Fellows, Mr N Jackson, Mr L Johnson, Mrs T Marrow, Mrs F Ritson-Walton, Mrs S Rix, Mr P Wilkinson and Mr R Wood.

Also in attendance – Mrs P Townsend (Teacher - Observing).

Clerk to the Governing Board – Mrs S Trulio.

Prior to the start of the meeting, governors were provided with a presentation on Online Safety by Mrs T Galloway, Computing Lead.

3148 **APOLOGIES**

Apologies for absence were received from Mrs E Everitt and Mr B Hanson.

3149 **CONSENT FOR ABSENCE**

RESOLVED: that consent be given to Mrs Everitt and Mr Hanson for their absence from this meeting.

3150 **CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

RESOLVED: that no items be raised under any other urgent business.

3151 **DECLARATION OF INTERESTS**

RESOLVED: that no declarations of interest were received on any item on the agenda.

3152 **PECUNIARY AND BUSINESS INTERESTS**

The Clerk advised that there was now an online version of the Declaration of Pecuniary Interests and would send the link to governors following the meeting.

RESOLVED: a) that the Clerk would send the online link for the Declaration of Pecuniary Interests to governors following the meeting;

b) that the Register of Pecuniary Interests be reviewed and updated.

3153 **MEMBERSHIP**

RESOLVED: a) that governors were asked to consult the membership details held on HERE for Schools and update their details if any changes were to be made;

b) that the resignation of Mrs C Bunker as a Co-opted governor be noted;

- c) that the appointment of Mrs Day-Green as a Parent governor for a four year term be noted;
- d) that the appointment of Mr Wilkinson as a Parent governor for a four year term be noted;
- e) that Revd North's term of office as a Co-opted governor would end on 8 February 2023;
- f) that Mr Jackson's term of office as a Co-opted governor would end on 31 March 2023;
- g) that Mr Wood's term of office as a Co-opted governor would end on 31 March 2023.

3154 **APPOINTMENT OF CO-OPTED GOVERNOR**

RESOLVED: that Mr Jackson, Revd North and Mr Wood be re-appointed as Co-opted governors for a four year term.

3155 **REVISION OF COMMITTEES AND DELEGATION OF FINANCIAL RESPONSIBILITIES**

It was noted that dates for the Standards learning walks needed to be agreed for the rest of the academic year. The Headteacher would contact governors for availability following the meeting.

RESOLVED: a) that membership and delegation of the committees be as follows:

Appeals Committee

Quorum: 3

Membership

Membership to consist of any three Governors, selected by the Chair, not previously involved.

Terms of Reference

1. Hears appeals against pay policy decisions;
2. Hears appeals against dismissal or redundancy decisions;
3. Hears appeals against decisions of the disciplinary committee;
4. Act as grievance appeals panel;
5. Hears parental appeals against exemptions from the national curriculum.

Complaints Committee

Quorum: 3

Membership

Membership to consist of any three Governors, selected by the Chair, not previously involved.

Terms of Reference

1. Hears parental complaints;
2. Acts as the Pupil Discipline Committee.

Performance Review Committee

Quorum: 3

Membership

Mr N Jackson;
Revd D North;
Mrs S Rix.

Terms of Reference

1. To agree and review the performance of the Headteacher and Deputy Headteacher;
2. To review the pay of the Headteacher and Deputy Headteacher.

Pay Review Committee

Quorum: 3

Membership

Mrs S Daniels;
Mrs E Everitt;
Mr N Jackson.

Terms of Reference

1. To consider any requests made in relation to pay;
2. To consider any pay related disputes.

Resources Committee

Quorum: 3

Membership

Mrs S Daniels;
Mrs A Day-Green;
Mrs E Everitt;
Mrs S Fellows;
Mr B Hanson;
Mr N Jackson (Chair);
Mr L Johnson;
Mrs T Marrow;
Revd D North;
Mrs F Ritson-Walton;
Mrs S Rix;
Mr P Wilkinson;
Mr R Wood.

Terms of Reference

1. Determines the Pay Policy;
2. Responsible for redundancy or dismissal decisions;
3. Forms the consultative committee for trade unions;

4. Manages the School Estate;
5. Considers Health and Safety Issues;
6. Responsibility for appointments be delegated to Headteacher in consultation with one or more governor;
7. The power to approve a budget;
8. The power to amend a budget up to £10,000 be delegated to the Headteacher, variations over £10,000 be delegated to the Resources Committee;
9. The Responsibilities to monitor and take corrective action to avoid overspending be delegated to the Headteacher;
10. The power to incur expenditure up to £10,000 within an approved budget be delegated to the Headteacher, over £10,000 and up to £20,000 with the Resources Committee amounts over this amount to Full Governing Board;
11. Compliance with financial regulations is to be the responsibility of this Committee;
12. To receive reports from relevant committees on financial issues.

Standards Committee

Quorum: 3

Membership

All governors.

Terms of Reference

1. To advise the governing board on curriculum issues in school;
2. To receive presentations from members of staff;
3. To monitor pupil progression and performance, with particular attention to vulnerable pupils.

This committee reports to the Full Governing Board and will carry out Learning Walks rather than hold termly meetings.

b) that the delegation of staffing responsibilities be as follows:

1. Appointments/dismissals below the Senior Leadership Team (SLT) to be delegated to the Headteacher;
2. Appointments/dismissals at SLT and above to be approved by Governors.

3156 ELECTION OF GOVERNORS WITH SPECIAL RESPONSIBILITIES

- RESOLVED:
- a) that Mrs Daniels be elected as a Special Educational Needs and Disabilities (SEND), Wellbeing, Blue Pod and iPod governor;
 - b) that Mrs Day-Green be appointed as a Sports Premium, PE and Green Pod governor;
 - c) that Mrs Everitt be elected as a Safeguarding and Child Protection, Early Years Foundation Stage (EYFS), English and Purple Pod governor;
 - d) that Mr Hanson be elected as a Safeguarding and Child Protection, Looked After Children (LAC), and Pupil Premium governor;
 - e) that Mr Jackson be elected as a Pupil Premium and Sports Premium governor;

- f) that Mrs Marrow be elected as a Special Educational Needs and Disabilities (SEND), Health and Safety, Science, Ochre Pod and iPod governor;
- g) that Mrs Ritson-Walton be elected as a Maths governor;
- h) that Mrs Rix be elected as a Computing, Design and Technology, Educational Visits and Health and Safety governor;
- i) that Mr Wilkinson be elected as a Safeguarding and Child Protection and Online Safety governor;
- j) that Mrs Day-Green and Mr Wilkinson would shadow existing governors for the time being.

3157 **MINUTES**

RESOLVED: that the minutes of the meeting held on 20 June 2022 be confirmed and signed by the Chair.

3158 **MATTERS ARISING FROM THE MINUTES**

RESOLVED: that there were no matters arising from the minutes.

3159 **GOVERNOR ACTIONS**

Minute 3126 – Matters Arising from the Minutes (previously minute 3094)

Mrs Ritson-Walton confirmed that she had completed her Safeguarding training. A number of governors advised that they had not yet received their links and this would be followed up.

Minute 3130 – School Development Plan

The Chair advised that governors should be in school at least once a term and should arrange the visits with their link member of staff.

- RESOLVED:
- a) that the outstanding safeguarding training links would be followed up;
 - b) that governors would arrange termly visits with their link members of staff.

3160 **COMMITTEE MINUTES**

RESOLVED: that the minutes of the meeting of the Resources Committee held on 3 October 2022 be received.

3161 **REPORT OF THE HEADTEACHER**

The Report of the Headteacher was considered and governor questions were invited:

A governor noted that in Green Pod, staff shortages due to Covid-19 continued to mean that teaching assistants (TAs) were being asked to look after two one to one pupils instead of one or cover elsewhere and queried whether this was the long term plan. The Headteacher confirmed that it was the plan for the moment. The school could get supply staff in however, this was not always suitable for the pupils in question.

A governor highlighted that there were several anxious pupils requiring high levels of support from the nurture TA and questioned whether this was always about the same thing or different things. It was explained that it was a combination of various things and changed all the time.

A governor enquired whether all homework was now distributed via Seesaw. The Headteacher advised that the school would not be continuing with Seesaw and would no longer be setting homework at all. The focus needed to be on reading so there would be no other homework than that. The Headteacher shared that it seemed as though something had changed since lockdown and there was no appetite for homework from pupils, staff or parents. **A governor noted that Seesaw was difficult to use and asked whether it was equally as difficult for staff.** This was confirmed. **A governor questioned whether the school would make a cost saving by getting rid of Seesaw.** It was advised that they would not as it was a free platform.

A governor enquired whether there was an action plan in place for writing. The Headteacher confirmed that it was included within the English Development Plan and that she would circulate the document to governors following the meeting. It was explained that pupils had lost the ability to sustain writing for long periods of time. There would also be a focus on ensuring that pupils were transferring the appropriate vocabulary.

A governor challenged why Pupil Premium pupils were significantly below average according to the data. The Headteacher advised that she would share the Pupil Premium analysis with governors as the results had been cohort dependent. **A governor asked whether there was anything that could be done to move them on or whether it was simply a lingering impact of Covid-19.** The Headteacher explained that of the 10 pupils in question, seven had not accessed any home learning during lockdown. There were other factors as well including an Education, Health and Care Plan (EHCP) and social care involvement. There was lots in place to support those pupils.

A governor highlighted the section within the report on healthy lifestyles and queried how the school planned to review packed lunches. It was advised that the school needed to be realistic with the current cost of living crisis and that it was more about educating pupils on healthy living as much as possible. **A governor asked whether the school had healthy options at the tuck shop.** It was confirmed that bagels and fruit were available.

A governor questioned whether there had been any progress on the work required to the heating system. The Headteacher advised that there had not and that she was chasing the Local Authority on a weekly basis. **A governor queried whether the barrier was money or resources.** It was confirmed that it was both.

Governors thanked the Headteacher for a very thorough and detailed report and noted it was positive to see all of the information on staff development.

- RESOLVED: a) that the Report of the Headteacher be received;
- b) that the Headteacher would circulate the English Development Plan following the meeting;
- c) that the Headteacher would share the Pupil Premium analysis with governors.

3162 **SCHOOL DEVELOPMENT PLAN 2022/2023**

Governors were advised that the School Development Plan had been RAG (red, amber, green) rated and that an updated copy would be circulated towards the end of the autumn 2022 term.

RESOLVED: that an updated copy of the School Development Plan would be circulated towards the end of the autumn 2022 term.

3163 **PAY POLICY 2022/2023**

- RESOLVED: a) that the Pay Policy 2022/2023 be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy.

3164 **REDUNDANCY POLICY AND PROCEDURE**

- RESOLVED: a) that the Redundancy Policy and procedure be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy.

3165 **KEEPING CHILDREN SAFE IN EDUCATION 2022**

RESOLVED: that governors received the Keeping Children Safe in Education 2022 revised statutory guidance.

3166 **SCHOOL POLICIES**

- RESOLVED: a) that the following policy be approved and adopted;
- Safeguarding and Child Protection Policy.
- b) that the Headteacher notify staff of the adoption of this policy.

3167 **GOVERNOR CODE OF CONDUCT**

Governors reviewed the updated Code of Conduct and the Clerk would send an editable version to Mrs Daniels for inclusion on the school website. It was agreed that wellbeing would be added as a standing agenda item for the full governing board moving forward.

- RESOLVED: a) that governors reviewed and adopted the revised Code of Conduct;

- b) that the Clerk would send an editable version to Mrs Daniels for inclusion on the school website;
- c) that wellbeing would be a standing agenda item for the full governing board.

3168 **GOVERNOR SKILLS AUDIT**

Governors agreed to undertake an annual skills audit and submit them to the Clerk by the end of the autumn 2022 term. The results would be presented at the spring 2023 term meeting of the full governing board.

RESOLVED: that the governor would complete a skills audit form and return it to the Clerk by the end of the autumn 2022 term.

3169 **GOVERNOR VISITS**

The following governor visits had taken place:

- Mrs S Daniels (Wellbeing) – 27 June 2022;
- Mr N Jackson (STEM Day) – 29 June 2022;
- Mrs S Daniels (Wellbeing) – 11 July 2022;
- Mrs F Ritson-Walton (Maths) – 17 October 2022;
- Mrs S Daniels (Standards Enquiry Walk) – 17 October 2022.

RESOLVED: that the governor visit reports be received.

3170 **GOVERNOR TRAINING AND DEVELOPMENT**

RESOLVED: that all training details were available on the CPD website www.hereforschools.co.uk.

3171 **ACADEMISATION**

The Headteacher advised that she would be attending a full day training session with the Local Authority on the white paper and academisation the following day. Governors agreed that they did not want to make any rush decisions.

3172 **REVIEW OF ACTIONS**

RESOLVED: that the Review of Actions be confirmed and circulated to governors following the meeting.

3173 **FUTURE MEETINGS**

RESOLVED: that future meetings be held on the following dates commencing at 6.00pm:

Resources Committee

Monday 6 February 2023;
Monday 15 May 2023.

Full Governing Board

Monday 20 March 2023;
Monday 26 June 2023.

NOTE: Mr Johnson and Mrs Townsend left the meeting.

A handwritten signature in black ink, appearing to read 'DANE', written above a horizontal line.

Chair's Signature and Date.