

Glusburn Community Primary School

Minutes of a Meeting of the Governing Body held via Microsoft Teams Conference Monday 21st September 2020 at 7.00 pm

The First Meeting of the School Year

Present

Ian Barnes	IB	Parent Governor	
Pauline Brown	PB	Co-opted Governor	
Claire Clayton-Stead	CCS	Co-opted Governor	
John Collins	JC	Parent Governor	
Robert Crook	RC	Parent Governor	
Carly Gallacher	CG	Staff Governor	
Richard Hunt	RH	Headteacher	
Richard Keys	RK	Co-opted Governor	
Marlene Singleton	MS	Co-opted Governor	
Mark Wheeler	MW	LA Governor	Chair

In Attendance

Neil Bithell Deputy HT

LA Clerk Malcolm Foy

A Procedural

78.20 Welcome

The Chair welcomed governors to the first meeting of the year and checked that all had visual and audio contact.

79.20 Continuance in Office of the Chair

Mark Wheeler had been elected to serve as Chair until October 2021 at the meeting held 16th October 2017.

80.20 Election of the Vice Chair

The Chair reported that Paul Gamston had stepped down from being Vice Chair. An increase in work commitments meant he was not able to give the office the time that he would wish. The Chair invited nominations for Vice Chair.

It was proposed (Mark Wheeler; seconded, Ian Barnes) and agreed unanimously that **Claire Clayton-Stead** serve as Vice-Chair until September 2021.

81.20 Consideration of Absence

Apologies had been received from:

Paul Gamston Co-opted Governor *Consented*

82.20 To determine whether other urgent business should be considered

a) Pupil Admission Number (PAN) 2022 - 23

- b) Website - Update
- c) Replacement of Lighting
- d) Rights Respecting School Award (Silver Level)

83.20 Identification of Confidential Matters

No items were deemed to be confidential to be excluded from the minutes to be made available for public inspection.

84.20 Reminder of the Core Functions of the Management Committee

- Ensuring clarity of vision, ethos and strategic direction.
- Holding the Headteacher to account for the educational performance of the school and its pupils, and the effective and efficient performance management of staff.
- Overseeing the financial performance of the school and making sure its money is well spent.

85.20 Register of Business and Personal Interests

Governors were asked to updated / complete their Register of Business and Personal Interests Forms and return them electronically to the Clerk.

86.20 Register of Gifts and Hospitality

Governors were asked to updated / complete their Register of Gifts & Hospitality Forms and return them electronically to the Clerk.

87.20 Reminder of the need to declare interests, pecuniary or non-pecuniary

Governors were reminded that completion of the Register of Interests Form does not remove the requirement upon them to disclose orally any interest at any specific meeting . Interests were declared by:

Ian Barnes	Child at school.
Pauline Brown	Partner employed in school and children in school
Clare Clayton-Stead	2 children at school.
John Collins	Child at school, wife works in school.
Robert Crook	2 children at school, Venue Liaison Officer Sutton Juniors
Richard Hunt	Family employed in school
Richard Keys	Child at school

88.20 Reminder of Declaration of Eligibility to serve as a Governor

Governors were reminded of the Declaration of Eligibility they had signed as part of the process of becoming a governor and that they should inform the Clerk, or Chair, if there had been any changes affecting this declaration.

89.20 To confirm the Governing Body Code of Practice and Standing Orders

Governors confirmed the existing Code of Practice and Standing Orders. The Clerk advised he had received that day a model **protocol for virtual meetings** (NGA) which he would e-mail to governors for information.

90.20 To establish Essential Committees

It was agreed:

- a) to confirm the existing committees for:
 - Staff Discipline

- Staff Discipline Appeals
 - Pupil Discipline
 - Complaints
- b) the terms of reference of the above committees are in accordance with North Yorkshire's recommendations (January 2017).
- c) full delegated authority to each committee in respect of its terms of reference.
- d) membership of the committees as shown in the appendix to these minutes.

91.20 To determine whether other committees that are to be established

- a) The existing committee structure was confirmed:
- Finance
 - Pay
 - Premises and Health & Safety
- b) **The terms of reference of the Committees**
- The existing terms of reference for the Finance and the Pay Committees were confirmed.
 - The terms of reference for the **Premises and Health & Safety Committee** were amended:
 - Membership: Four governors.
 - Quorum: Three governors.
 - It was agreed that the Deputy Headteacher would attend meetings to provide input/advice from SLT.
- c) **Functions to be delegated to the committees**
 Functions delegated to each committee are identified in their terms of reference. The Clerk advised that nonetheless the Governing Body as a whole remains responsible for any decision made under delegation.
- d) **Appointment of Chairs and Vice-Chairs of Committees**
- **Finance Committee**
 It was agreed unanimously:
 - Chair: Rob Crook
 - Vice Chair: Mark Wheeler
 - Each to hold office for one year.
 - **Premises and Health & Safety Committee**
 It was agreed unanimously:
 - Chair: Ian Barnes
 - Vice Chair: Marlene Singleton
 - Each to hold office for one year.
 - **Pay Committee**
 It was agreed the committee would appoint a Chair at its meeting to be held 5th October.
- e) **Arrangements for clerking the Committees**
 The existing practice of the above committees being clerked by the Clerk to the GB was confirmed.

92.20 To appoint (Link) Governors with specific responsibilities

Link Governors were appointed, as shown in the appendix to these minutes.

93.20 To appoint the Headteacher's Performance Management Group

The Headteacher's Performance Management Group was established. Membership is shown in the appendix to these minutes.

- MW & RC reported they had attended the recent training provided by North Yorkshire for the Headteacher's Performance Management

94.20 Budget Management Policy

The policy was adopted including the **Scheme of Delegation to the Headteacher**

"..... where no such specific item exists in the budget he/she shall not enter in to any financial commitment in excess of £3,000 without the consent of the Governing Body or in the case of an urgent matter, the Chair thereof."

95.20 To Confirm the Schedule of Meetings for the Year

The schedule as agreed at the July meeting was confirmed.

96.20 To approve the Minutes of the previous meeting, 13th July

The minutes were accepted as an accurate record. Arrangements would be made for a signed copy to be delivered to the school.

97.20 Matters Arising not otherwise covered by the agenda

There were none.

B School Improvement

98.20 Headteacher's Update

The Headteacher provided governors with an update on the SDP, Covid Strategy and The Pupil Premium Action Plan.

a) SDP 2020 - 21

Governors noted the intent for Maths, English, EYFS, Curriculum, and Values & Ethos over the coming year and the alignment to the budget. HT advised of the important role of Link Governors in monitoring the implementation of SDP and holding leaders to account.

Governors questioned:

- What will be the impact of Covid for assessing children? *Children will continue to be assessed 3x per year. Staff are checking where children are to assess how they have been accessing the curriculum whilst out of school in order to identify children who will need additional focused support. It is expected the school will be eligible for about £36k of government Catch-up Funding. There will be more formal assessments in November. All staff are mindful of children's mental health at this time.*
- What does the data from previous years show to have been the impact of Covid? *Although data exists, the criteria for assessment changed 2 years ago. Care needs to be exercised comparing cohorts with cohorts. It is possible to compare the children with last year because they are the same cohort. Comparisons with national expectations will be difficult because different children will have been affected differently by Covid.*

b) Covid Strategy

Addressing the impact on children of the school closures is a key priority for the coming year and beyond. The approach has two key drivers

- Sustained – support will be needed for months and for a few children possibly years.

- Strategic – evidenced based, effectively planned, carefully monitored to ensure impact is high.

The school is committed to adopting a graduated approach that can be responsive to each individual child. Although school closures have undoubtedly affected every child, they have not done so in the same way.

Governors questioned:

- How have first weeks gone? *The children have adapted quickly to the new routines and their behaviour has been good. Response from parents to the guidance has been positive. There have been challenges managing hand washing and lunch times with a limited number of MSAs but staff are showing much good will. There will be a need to reassess the half hour space for drop-off / pick-up so as not to impact negatively on curriculum time.*
- What is the mood of the staff? *The mood is good and the Office Staff have worked hard. However difficulties could arise in the future if “bubbles” burst, or staff have to care for their own children who have been sent home / self isolating, or they have to manage home learning for some children alongside their classroom attendees. It will be important to guard against EYFS staff feeling isolated.*

c) Pupil Premium Action Plan

PB (Link Governor) presented a brief summary of the Action Plan. It is a 3 year plan with a tiered approach focused on improving teaching and learning, supporting TA’s to deliver support, and supporting the children.

DHT and NPQH

HT reported the DHT has applied to undertake NPQH training. It will be an advantage to the school to have a Deputy undertaking this training as well as being beneficial for his professional development. The cost is included in the budget. Governors wished DHT well in his application and asked to be kept informed of his progress.

99.20 To remind the Governing Body of the ethos of the School and review if necessary

Governors endorsed the school’s values and ethos based on Respect, Enquiry, Appreciation (of self, others, and the environment), Citizenship, and Honesty (REACH) – as updated at last year’s meeting 16th September 2019 and included in SDP. HT advised that new signage and letterheads display REACH and the Behaviour Strategy strapline.

100.20 To agree the aims and objectives for the current academic year

The aims and objectives for the current year are included in the SDP, considered as part of the Headteacher’s Update above. **It was agreed** to include the Intent Statements of SDP with each agenda.

101.20 Policy Review

a) To agree / confirm a process / timetable for reviewing policies

It was agreed to continue the established practice for the review of policies:

Autumn Term	Safeguarding Inclusion Health & Safety
Spring Term	Teaching & Learning NYCC HR policies

b) Policies due for ratification at this meeting

- **Child Protection Policy (Updated)**
DHT drew governors' attention to sections that had been added to the previous policy including mental health and educational outcomes in the context of Covid.
- **Missing Child Procedures**
- **Recruitment & Selection Policy and Procedures**
DHT advised this is a NYCC model.

Each of the above policies was adopted.

102.20 Governance

a) Governing Body Constitution

- **End of term of office – John Collins** (Parent Governor), 2nd October.
The Chair thanked JC for his contribution to the work of the GB and his support of the school. Governors wished him well for the future.

The Clerk reported NGA's current advice (September 2020) for electing Parent Governors is to consider running elections electronically (most likely via email) whilst ensuring, as far as possible, the process is fair and secure. Failing that NGA suggests the option of continuing to function with vacancies.

Following discussion of the options **it was agreed** to continue with the vacancy left by JC and reconsider the matter at the January meeting.

The Clerk advised that no other governor is due to come to the end of their term of office during this school year.

b) To agree a process for evaluating the effectiveness of the Governing Body

It was agreed to continue using the reflective question (based on the core functions of the GB) at the end of each meeting.

c) Governor Training

The Clerk referred governors to information about remote training being offered by North Yorkshire throughout the autumn term publicised in the Autumn Term Governor School Improvement Update included with the meeting's papers.

d) Keeping Children Safe in Education (updated September 2020).

DHT reminded governors they are required to read the full document.

- MS reminded governors of the need to keep their safeguarding training up to date.

C Other Business

103.20 Sutton Juniors Football Club – Change to Contract

Interests were declared by DHT, IB & RK.

DHT reported Sutton Juniors wished to use only one of the pitches this year but had asked permission to change the size of a pitch and re-site the goal posts. They were prepared to pay the same fee and undertake the white-lining.

Governors agreed to the request on condition that Sutton Juniors:

- must ensure the filled-in post holes were not a trip hazard.
- must ensure the goal posts had appropriate covers to avoid injury to players.
- let the Groundsman do the white lining to ensure the correct chemicals were used.

104.20 Staff Member Holiday Request

HT advised a member of staff had requested leave of absence for 22nd – 23rd July (the Thursday and Friday of the last week of the summer term). This is due to their having rebooked (reason why not defined) a holiday to Australia. Following discussion **governors agreed** to grant leave of absence without pay.

105.20 To deal with any matters agreed for consideration under item 82.20 above

a) Pupil Admission Number (PAN) 2022 - 23

HT reported the PAN for 2022 – 23 had increased from 50 to 52 as the school has expanded. Governors agreed to the PAN.

b) Website – Update

DHT advised the website is expected to be ready for launch in early October. He outlined the nature of work that has yet to be completed and the intention to replace old pictures from the existing website with more up to date images. In answer to questions he advised SLT would be trained in the use of the website.

c) Replacement of Lighting

HT reported South Craven School was replacing its lighting and had offered a substantial amount of LED lighting (only 6 month old) without charge. The contractors at South Craven had quoted £1,036 to fit the lights. A second quotation is being sought. Change to LED lighting would greatly reduce energy costs as well as enhancing the environmental commitment of the school.

Action: To be considered further by the Premises and H&S Committee for a recommendation to be made to the Finance Committee.

d) Rights Respecting School Award (Silver Level)

The Chair referred governors to Lynn Ashton's (Head of Values and Ethos) e-mail received that day informing governors the school is to be assessed (November 18th) for accreditation of the Rights Respecting School Award at the Silver Level. MS would be participating in the accreditation virtual visit. Lynn Ashton had requested governors complete a questionnaire to contribute to the accreditation visit.

106.20 Dates of Next Meetings

- Monday 30th November at 6.30 pm to approve the Revised Budget that will have been considered by the Finance Committee meeting on 23rd November.
- Monday 18th January 2021 at 6.30 pm as scheduled.

There being no other business the Chair closed the meeting at 8.55 pm.

Signed as a correct record **Chair** **Date**

Malcolm Foy
LA Clerk to the Governing Body

Circulation: All Governors
 School Business Manager
 Copy to Governing Body File

**Glusburn Community Primary School
Committee Membership
2020 – 2021**

As agreed at the meeting held 21st September 2020

Staff Discipline <i>Not HT, Staff Gs, CoG</i>	Pauline Brown Claire Clayton-Stead Richard Keys	Co-opted Governor Co-opted Governor Co-opted Governor
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Staff Discipline Appeals <i>Not HT, Staff Gs, CoG</i>	Ian Barnes Rob Crook Marlene Singleton	Parent Governor Parent Governor Co-opted Governor
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Pupil Discipline <i>Not Staff Gs</i>	Rob Crook Richard Keys Marlene Singleton	Parent Governor Co-opted Governor Co-opted Governor
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Complaints <i>Not HT, Staff Gs, CoG</i>	Ian Barnes Pauline Brown Marlene Singleton	Parent Governor Co-opted Governor Co-opted Governor
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Finance Committee

Ian Barnes	Parent Governor	
Claire Clayton-Stead	Co-opted Governor	
Rob Crook	Parent Governor	Chair
Richard Hunt	Headteacher	
Richard Keys	Co-opted Governor	
Mark Wheeler	LA Governor	Vice Chair

Pay Committee

Chair of Governors, or Vice-Chair	Mark Wheeler Claire Clayton-Stead	LA Governor Co-opted Governor
Chair of Finance	Rob Crook Marlene Singleton	Parent Governor Co-opted Governor

Premises and Health & Safety Committee

Ian Barnes	Parent Governor	Chair
Carly Gallacher	Staff Governor	
Richard Keys	Co-opted Governor	
Marlene Singleton	Co-opted Governor	Vice Chair
<i>Neil Bithell</i>	<i>Deputy Headteacher</i>	<i>In Attendance</i>

Headteacher's Performance Management Group

Chair of Governors, or Vice-Chair	Mark Wheeler	LA Governor
	Claire Clayton-Stead	Co-opted Governor
	Ian Barnes	Parent Governor
	Rob Crook	Parent Governor
Consultant	SIA	

Link Governors

Inclusion / SENCO	Pauline Brown	Co-opted Governor
Pupil Premium	Pauline Brown	Co-opted Governor
Safeguarding & Child Protection	Marlene Singleton	Co-opted Governor
Health & Safety	Ian Barnes	Parent Governor
Values & Ethos	Pauline Brown	Co-opted Governor
Governor Training & Induction	Marlene Singleton	Co-opted Governor

Curriculum Link Governors

Subject	Co-ordinator	Link Governor
Literacy	Emma Smith / Carly Gallacher	Mark Wheeler
Maths	Mike Clayton / Emma Carter	Richard Keys
Computing	Neil Bithell / Rebbecca Lamb	Rob Crook
RE / PSHCE	Lynn Ashton	Pauline Brown
Music	Mike Clayton	Pauline Brown
Art	Carla Donald	Pauline Brown
DT	Lucy Jardine	Ian Barnes
Geography	Ilona Gates	Rob Crook
History	Joanna Richardson	Rob Crook
PE	Becky Gill	Marlene Singleton
Dance & Expressive Arts	Emma Carter	Pauline Brown
Science	Natalie Clayton / Kairen Booth	Claire Clayton-Stead
Early Years	Linsey Sanderson	Claire Clayton-Stead
MFL	Linsey Sanderson	Claire Clayton-Stead