

## **Glusburn Community Primary School**

### **Minutes of a Meeting of the Governing Body held via Microsoft Teams Conference Monday 30<sup>th</sup> November 2020 at 6.30 pm**

#### **Present**

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

#### **In Attendance**

Neil Bithell Deputy HT

**LA Clerk** Malcolm Foy

#### **A Procedural**

##### **107.20 Welcome**

The Chair check that all joining the meeting had audio and visual contact.

##### **108.20 Consideration of Absence**

Apologies had been received from:

Paul Gamston Co-opted Governor *Consented*

##### **109.20 To determine whether other urgent business should be considered**

- a) Bungalow
- b) NPQH
- c) Premises Inspection

##### **110.20 Declaration of Interests, pecuniary or otherwise, in any agenda item**

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.
Robert Crook	2 children at school.
Richard Hunt	Family employed in school
Richard Keys	Child at school

### 111.20 Identification of Confidential Matters

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

### 112.20 To approve the Minutes of the previous meeting, 21<sup>st</sup> September

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

### 113.20 Matters Arising not otherwise covered by the agenda

- **Registers of Interests and Gifts & Hospitality (85/86.20):** The Clerk to check whether there were any declarations outstanding.

## B School Improvement

### 114.20 To Adopt the Revised Budget

The revised Revenue Financial Forecast for each of the three years 2020 -22 predicts a balance carried forward:

				<u>In Year Position</u>
2020-21	£46.2k	= 3.17%		£19.6k
2021-22	£86.0k	= 5.26%		£39.8k
2022-23	£92.4k	= 5.62%		£6.4k

The revised Capital Balance Forecast for each of the three years 2020 - 22 predicts a balance carried forward:

2020-21	£6.2k
2021-22	£6.2k
2022-23	£6.2k

The Chair of Finance (RC) advised:

- overall the budget is in a good position.
- it is planned to roll forward what would have been the case had it been a normal year.
- inflation had been applied to costs as appropriate.
- the main risk is related to moving to the new Funding Formula.
- opportunities had been identified to move money between budget headings without affecting the overall position. £5k had been moved from the supply budget (due to an underspend) to support English (£3k) and the SDP (£2k).

Governors endorsed the Finance Committee's recommendation (23<sup>rd</sup> November) and adopted the Revised Budget.

### 115.20 Covid Update

HT reported:

- The use of **Catch-up Funding** had been discussed by the Finance Committee (23<sup>rd</sup> November). It will be used predominately for 1) Quality of Teaching, CPD for teachers, 2) targeted academic support for groups and individuals and 3) wider school strategies. This follows the same model of how the Pupil Premium Fund is spent. The Plan will be sent to governors before being posted on the website. The ex-HT of South Craven School (Dr. Cummings), who is also an OfSTED Inspector, will externally moderate the Catch-up Plan and its spending as part of our evaluation of the strategies put in place.
- **Assessments:** Autumn term assessments have just been completed by all year

groups in Reading, Writing and Maths. The data is being collated for pupil progress meetings taking place on Monday 7<sup>th</sup> December. Of particular importance is the evaluation of how well children who have attended “keep up” sessions using the Catch-up Funding.

- **The Risk Assessment** has been amended to include the wearing of face coverings by all adults coming onto the school site, ie: parents when dropping off/picking up their children. The majority of parents are respecting what is being asked of them and quickly dispersing the site. To date the level of infection in the school has been low.
- The gate at the back of the school has been opened to relieve pressure on **Shutt Lane**. Governors who are parents reported early feedback amongst the parents has been positive and the opening of the gate has relieved congestion on the footpath at the front of school where the speed of traffic is a concern.
- **Christmas performances** are to be online and posted on the website for parents to access.
- Following discussion with the H&S Adviser (Dale Barton) about the need to minimise materials being sent out from, and coming in to, school there will be no Christmas Cards or presents this year.
- A virtual quiz is to be held (4<sup>th</sup> December). The entry fees will fund a hamper to be delivered to the winning entry.

#### **116.20 School Fund**

The School Fund has a balance of £1,982.83. HT advised that the FOGS Fund has a balance of £2,501

#### **117.20 UNICEF Rights Respecting School Silver Award**

The school has been awarded the UNICEF Rights Respecting School Silver Award. The award is granted by UNICEF to schools that embed children’s rights in its policies, practice and ethos. The assessors acknowledged that Glusburn promotes both knowledge and understanding of the “Rights” throughout the school community and each other; making a difference to the wider community.

HT advised the Award is a distinctive feature of the school and that the children increasingly see themselves as rights respecting global citizens and advocate fairness and justice for children the world over. He acknowledged the work of Mrs. Ashton in leading the school towards the award. He also thanked the staff, parents, the Y6 UNICEF Team, and the governors who had supported the accreditation and spoken with confidence and competence with the assessor.

Plans to apply for the Gold Award will be an agenda item at the January meeting.

#### **118.20 Pay Policy**

The policy is a North Yorkshire updated policy from the previous year and had been considered by the Finance Committee.

Governors adopted the policy.

#### **119.20 New Website**

DHT reported SLT will be trained to enable them to update website. This will be more convenient and efficient than having to go through Cirrus, as at present. He drew governors’ attention to a number of Privacy Notices that are required on a school’s

website as advised by Veritau. He advised:

- polices on the website are to be updated.
- he has asked for analytics to know the number of visits to the site.
- it is planned to include more work from pupils across all year groups.

Governors considered the new website was a great improvement on the previous website. They asked whether there is to be a Milestones Plan for loading and updating material. *Policies will be updated according to their renewal dates. Content will be amended in accordance with guidance.*

#### **120.20 Governance**

##### **a) Safeguarding**

Two governors owe certificates to verify completion of Safeguarding (Basic Awareness) Training.

##### **b) Governor Training**

MW & PB advised they were planning to attend the forthcoming Governor (virtual) SIN meeting (7<sup>th</sup> December).

The Clerk drew governors attention to the North Yorkshire Remote Training Courses 2020 - 21

#### **C Other Business**

#### **121.20 Matters agreed for consideration under item 109.20 above**

##### **a) Bungalow**

The Finance Committee (23<sup>rd</sup> November) had queried whether the rent for the Bungalow is set by the school or externally, and how often it is reviewed. HT reported that Julia Temple (Strategic Planning Officer) had advised the Corporate Property Management Team set the rent which is due for review in May 2022.. Governors acknowledged the advantage to the school of having a Before and After School facility on site.

##### **b) NPQH**

DHT informed governors that as part of his preparation for the NPQH qualification he is required to undertake a whole school initiative and present a proposal to governors as part of evidence for NPQH. After discussion with HT he will be looking at spelling and handwriting across school. Governors readily agreed to his request for a group to meet with him (virtually) on Monday 14<sup>th</sup> December when he would present his proposal.

##### **c) Premises Inspection**

It was agreed that IB (Chair of Premises) would meet with MS & DHT on Friday 4<sup>th</sup> December at 3.30 pm.

#### **122.20 Date of Next Meeting : Monday 18<sup>th</sup> January 2021 at 6.30 pm**

There being no other business the Chair closed the meeting at 7.35 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