

NORTH LINCOLNSHIRE COUNCIL**MINUTES****Subject:** Spring Term Governing Body Meeting**School:** Berkeley Primary School**Date and Time:** Wednesday 31 January 2024 at 5.00pm**Location:** Berkeley Primary School**Present:**

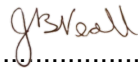
Mr J Veall (Chair)	
Mr J Aslam (JA)	Mr I Dalglish (ID)
Mrs J Cole (JC)	Mr J Mitcheson (JM)
Ms A Cvijetic (Headteacher)	Mr R Roberts (RR)

In Attendance:

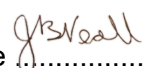
Ms A Altoft (Governor Services Officer)

Date and Time of Next Meeting: Thursday 13 June 2024 at 5.00pm

Min. Ref	Actions From Meeting	Action By
218	Chair to talk to EL to ascertain her commitment	Chair
220	health and safety governors to re-arrange the health and safety walk	HnS
220	Headteacher to send SIC minutes to be included on the next agenda	Head
220	Headteacher to add impact as an item on SIC agenda	Head
221	English Lead update be added as an item on the next agenda	Clerk
222	the Headteacher would add an item (Delegated Spend Limits) to the summer term resources agenda to cover the new audit requirement	Head
223	Headteacher to organise an anonymous staff wellbeing survey	Head
224	Clerk to confirm agreed SLA increase as soon as know and inform Headteacher of meeting charges for the next academic year	Clerk
224	the Headteacher would ensure that the Business Manager was made aware that the clerking and governor development SLA had been purchased	Head
225	the Headteacher would inform staff of all the HR updates and new policies at the earliest convenience	Head
229	JC to email link to ID regarding the website policy requirement for cyber-attack policies	JC
229	Headteacher to add breakfast club provision as an item on the next resources agenda	Head
230	ML to pick up the EYFS PL programme on monitoring visits	ML

Chair's signature 

Minute No.		Action By
218	<u>Welcome, Apologies, Declaration of Interests, Chair's Comments and GIAS</u> The Chair welcomed governors to the meeting. It was reported that apologies had been received from Miss Howlett, Mrs Lally, Mrs Lukasiewicz and Mrs Marsh. Discussion took place on the number of meetings Mrs Lukasiewicz had presented apologies for. The Chair offered to talk to her to ascertain her commitment. RESOLVED: consent be given to the afore-mentioned absences. ACTION: Chair to talk to EL to ascertain her commitment.	Chair
	<u>Declaration of Interests</u> Governors were requested to give consideration to any pecuniary or non-pecuniary interests they may have with regard to the agenda and to ensure they had completed and returned their business interests form sent in a link by email during the autumn term. No declarations were made with regard to items on the agenda. The following governors and interests were declared: • Mr Veall - governor at Outwood Foxhills and Outwood Brumby, Plumbing and Heating business – occasional work done in school • Mr Aslam was a governor at John Leggott College • Mr Mitcheson - member of Child Scrutiny Panel for Children's Services	
	<u>Governors' Code of Conduct</u> Governors were reminded that all governors were required each year to review the governors' code of conduct, this had been sent in a link via email during the autumn term and governors were required to complete this confirming their agreement to the code. All governors had signed the governors' code of conduct sent in a link by email confirming their agreement to the code of conduct.	
	<u>Chair's Comments</u> The Chair reported that he was mentoring a Chair: attendance at SIC from that school. Governor from another school would like to attend a monitoring session.	
	<u>GIAS</u> The Chair reported that GIAS was up to date.	
219	<u>Membership, Committee Structure, Appointment of Governors with Special Responsibilities</u> Governors noted the following membership changes: • Mr Roberts had been appointed co-opted governor with effect from 18 October 2023 (accepted and DBS cleared) • Mrs Marsh had been re-appointed co-opted governor with effect from 17 February 2024 (accepted and DBS cleared) • to consider the three co-opted governor vacancies The Headteacher reported that RR was very active as a governor, and she appreciated the time given. Discussion took place on using the skills audit to recruit governors from within the community, there were no huge gaps in skills or knowledge. The Headteacher stated	

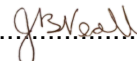
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	someone from an education background would be useful and it would give good skills and training to develop themselves if staff from another school were to join the board. Governors agreed that even with three vacancies the governors on the board shared roles and responsibilities well. The committee structure remained unchanged. The appointments of governors with special responsibilities remained unchanged.	
220	<u>Previous Minutes</u> RESOLVED: governors approved the following minutes which had been circulated with the agenda: governing body – 11 October 2023 Governors noted the school improvement committee meeting minutes of 26 January 2024 were not available. JA stated that throughout the minutes he would prefer his initials to read JA and not MA; his preferred name was Junaid Aslam. This would be amended. ACTION: health and safety governors to re-arrange the health and safety walk. ACTION: Headteacher to send SIC minutes to be included on the next agenda.	HnS Head
	<u>Matters Arising from the Minutes</u> ACTION: Headteacher to add impact as an item on SIC agenda. JC Q: Have we moved forward with the vision? Head A: I typed up the notes, added the columns with the words chosen, and it has been worked on in assemblies with children, there are three columns with the headings 'every child, every chance, every day'. Governors agreed they were not going to create the three-year strategic plan at this time. JC Q: Oracy was discussed in the SIC meeting and included the midday supervisors, does that fall under wider curriculum? A: Yes, we have planned a staff training session for them just before Easter to include changes to lunchtime play.	Head
221	<u>Question for Governors</u> Q: What progress have we made on priorities for further development from the last Ofsted? In May 2019 Ofsted said - Improve further the quality of teaching, learning and assessment, and improve pupils' outcomes, by ensuring that: - the texts and books pupils use for reading activities and independent reading are carefully chosen to meet their needs - reading comprehension activities are suitably challenging for all pupils, including the most able pupils.	

Chair's signature




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	- the book club had hugely changed the approach to reading at home and school and that had been introduced after Ofsted - previously one book went home with children and parents had to sign to say they had read three times a week - in Ofsted May 2019 Ofsted was 'good', and it was thought results would be good however the SATs after Ofsted were awful, particularly reading which highlighted the need for change - they were not reading enough; the books were not good quality; staff visited schools that did receive good results and took their lead - JC stated that reading was poor in much of the LA that year. - now that the book club was in place children were reading every day to an adult, they knew they were listened to, they engaged with reading and carried out tasks every day - there was good quality literature which was broad and diverse and matched to reading ability - rapid phonics and bug club were new since Ofsted, and they helped children to learn to read from early years; the school was working with Pearson and the English Hub. Children take home books of the sounds they had being learning, there was a tight system with reading books that were stretching and consolidating - reading corners, was an investment in the classrooms along with D.E.A.R (Drop Everything And Read) - reading buddies were newly in place and popular - reading for pleasure has had good impact - book recommendations were also now in place - phonics results were showing they were making good progress, staff were being forensic in the assessment of the children in order to be swift in plugging gaps; the weakness was known to be in phonics and the English Hub were involved to support that - CPD that teachers had received included the book club, modelling, observing, coaching, all had visited good practice at other schools, and the same took place for phonics with a CPD drive, observing every day, and feedback was acted on all the time. Steps were put in and coaches as required, and leaders meet with the teachers on a weekly basis to show the areas that were good and those areas needing work - TAs were involved and all were working together; the lead has that working well ACTION: English Lead update be added as an item on the next agenda. The Headteacher added that staff were rewriting the curriculum and had changed completely how it was taught; staff would need to show what that looked like at the next SIC meeting. The last Ofsted also said: <i>Improve the effectiveness of leadership and management by ensuring that:</i> <i>middle leaders make thorough checks on, and evaluation of, the difference they have made to the quality of teaching and pupils' outcomes</i> <i>leaders measure and evaluate the progress made by pupils with SEND to check that pupils achieve their full potential.</i> - leaders were now more deliberate with time spent on observing and carrying out book scrutinies, they were now timetabled as was planning - leads had attended governor meetings and updated them	Clerk

Chair's signature 

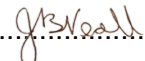
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	- reports were regularly received from priority subjects, art, PE, English and Oracy and governors had held them to account; in learning walks governors see that in action Regarding early years Ofsted had said: <i>The majority of children enter the early years with knowledge and skills which are broadly typical for their age. They make good progress and, hence, the proportion of children who reach a good level of development is just above average.</i> - on learning walks, governors went in and saw the outdoor developed, all areas of the curriculum were out there including maths. The lead had observed other schools along with staff, and the LA focus events had been utilised, - the vision had been overhauled - the nursery had all new furniture giving them better access Effectiveness of Leadership and Management: - there was a completely new tracking system, staff input data and could track well including ensuring SEND children make progress - staff had developed support plans ensuring children know their targets - JC reported that the support plans were raised at the 'Good to Great' meetings where they discussed the smart targets and CPD taking place working on from those. Discussion took place on the changes being made to Ofsted inspections from January 2024. JC felt that staff were viewing observations as supportive, Ofsted should take some ways of their softer approaches. ID agreed that staff said the learning walks were supportive. The Headteacher advised that it was the teaching and learning reviews which impacted on them more.	
222	<u>Financial Position and Other Resources Matters</u> <u>Schools Financial Value Standard</u> The Clerk reminded governors that the SFVS had been designed in conjunction with schools to assist them in managing their finances and to give assurance that they had secure financial management in place. The SFVS had been updated on the government website on 17 November 2023. Schools would need to complete this by 31 March each year. RESOLVED: that the resources committee would meet to discuss with the Headteacher the questions that constituted the standard.	
	<u>Budget Update</u> Period 8 report was circulated at the meeting. The Headteacher reported that there was nothing significant to note, it was currently on track. The admin supplies line was overspent and virements were all complete as discussed in the last term. The Chair stated there were no big overspends to note. It was reported that income had some awaited funding. JM stated the balance was where expected.	

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	JC Q: Contributions to trips is high? A: This goes out then comes in. More has come in the income line as more trips have happened than expected. Robin Wood will be taking place this year. Chair Q: Catering? A: We have not had all the money in from what the children pay or from the LA. JA Q: Why is the funding for minorities of ethnic pupils at £0? A: It is a line that is not used; the EFA line is not used either. Disadvantaged funding comes in IO1 and includes ethnic minority funding. An email had been received from Rosie Maughan regarding the absence of the Peri Bursar and they were refunding part of the SLA. Chair Q: Has that been covered? A: We have their support at the end of the phone, a couple of in person visits, we are doing our best to work through it ourselves. The SLA had £4,040 paid back in to reflect the limited service. JC Q: How much is that proportionally? A: One third of the summer term was covered, and there has been ad hoc visits and advice from another member of the team when needed.	
	<u>Audit Requirements</u> The Clerk reported that in order to comply with audit requirements, governors required annual assurance that none of the delegated spend limits had been breached in the previous year. ACTION: the Headteacher would add an item (Delegated Spend Limits) to the summer term resources agenda to cover the new audit requirement.	Head
223	<u>Governors' Monitoring</u> <u>Future Training Dates</u> The dates of the future LA training sessions had been circulated with the agenda. There was disappointment that the EYFS link was sent out when it was not going ahead.	
	<u>Governor Training Record</u> The Clerk reminded governors that all governors should annually update their safeguarding training and should have already updated their safeguarding training in the autumn term. New governors needed to arrange to complete the safeguarding training. Governors were updated on training that had taken place since the last meeting.	
	<u>Reports from Visiting Governors</u> The following reports from visiting governors had been circulated with the agenda: ● reading visit report – JC – 12 June 2023 ● SEND visit report – JC – 2 November 2023 ● SEND learning walk – JV, JC, RR, WH – 21 November 2023 ● safeguarding visit report – JV – 18 December 2023	

Chair's signature 

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	JC referred to the comprehension update received on her visit and the work with the central library; ML had facilitated a contact for opportunities to make sure both buildings felt like a reading a school. The Headteacher stated there were lots of things ready to put up in the Junior site entrance. JC added that the teacher was identifying SEND training. The Headteacher commented that an autistic person was coming in talk to staff in a staff meeting about how to support children with autism. JC stated there were queries around speech for support. ID Q: When you talked to staff on the SEND learning walk, what was the morale like, it did not seem as positive? JC A: We were in the KS1 building for that, the training need came from that. The Headteacher added the SEND learning walk was carried out just after teaching and learning review as well so that may have impacted. ID worried what teachers may say in relation to SEND and queried a staff survey for wellbeing. JM agreed a survey of the staff first would iron out any issues if there were any. The Chair and JC agreed they would like a staff survey on wellbeing to be carried out. ID advised that not many completed the last survey as it did not feel it was confidential. JC reported that 'With Me in Mind' had done a survey that was meant to be supportive of individual teachers however they could not feedback to us for trends. ID had thought they were going to feed back to the school. The Chair suggested carrying out the survey would give the opportunity to put things in place if there were any areas to resolve. JM agreed it would identify early issues. Governors agreed to carry out an anonymous staff survey and the results would come to governors to look at developments and solutions required. ACTION: Headteacher to organise an anonymous staff wellbeing survey. Chair Q: Have you obtained three quotes for the new filtering and monitoring system? A: Yes, it has all been completed through our IT provider. Chair Q: Are alerts now being received? A: They will be installing that section shortly. Chair Q: Will the DSL be given extra time? A: We will try to build that in next year.	Head
224	<u>Clerking / Governor Development SLA</u> The Clerk reminded governors that they had previously agreed to buy into the clerking and governor development SLA for one year. The Clerk reported that the expected increase was 9% and this would be confirmed in the coming weeks. The Clerk offered to withdraw from the meeting whilst this item was discussed.	

Chair's signature 

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	Discussion took place about clerking the SIC meetings; the Headteacher stated a decision would be made once the increased costs were known and this would be discussed at the next meeting. RESOLVED: it was agreed to purchase the clerking SLA and governor development SLA for a year to 31 March 2025. ACTION: Clerk to confirm agreed SLA increase as soon as know and inform Headteacher of meeting charges for the next academic year. ACTION: the Headteacher would ensure that the Business Manager was made aware that the clerking and governor development SLA had been purchased.	Clerk Head
225	<u>Reports from Local Authority for Consideration</u> The following HR policies were presented for consideration: • pay, appraisal appendices 2 and 5, extract from North Lincolnshire Council's finance manual and training expenses claim form • menopause policy • parental bereavement leave policy • reporting a concern (whistleblowing) • safeguarding and child protection The revised HR model policies have been fully consulted on with the recognised trade unions. The governing body was asked to consider adopting these model policies. Should the governing body decide not to adopt these policies then they would need to produce alternative policies in consultation with the recognised teacher associations and trade unions. Community schools would also be required to provide any alternative policy to the council which the council, as employer, was satisfied met the necessary standard. Any governing bodies who adopted an alternative pay policy were requested to submit a copy of their agreed policy to schoolsHRpolicy@northlincs.gov.uk.	
	<u>Pay, Appraisal Appendices 2 and 5, Extract from North Lincolnshire Council's Finance Manual and Training Expenses Claim Form</u> The pay policy was last updated in spring 2022 to reflect the revised appendix 1 updated for summer 2023 rates of pay for apprentices. The pay policy was further revised in autumn 2023 to reflect the non-teaching pay award for 2023/2024. The 2022 School Teachers' Pay and Conditions Document (STPCD) came into force on 13 October 2023 with pay awards backdated to 1 September 2023 and the 2023/2024 pay award for non-teaching staff on NJC terms and conditions was agreed on 1 November 2023 with pay awards backdated to 1 April 2023 and an uplift to allowances and expenses. These changes necessitated a further revision to appendix 1 of the pay policy as well as the allowances, expenses and statutory rates document and appendix 2 of the redeployment policy. Key points to note were: • 6.5 % increase on all teacher pay and allowance ranges and advisory points • an increase of 7.1% to M1 on the Main Pay Range to achieve minimum starting salary of £30,000	

Chair's signature 



Minute No.		Action By
	• support staff pay increases of £1,925 on all pay points • appendix 1 updated to reflect all changes • new para 53 to encourage early discussions where a teacher is considering progressing to UPR and enable appropriate objectives to support this • para 58 gives clarity of what should be submitted to support this • appendix 2 – pay policy, appeal procedure gives a more consistent process that covers all appeals including appeals relating to UPR • appendix 3 – pay policy, appeal form updated to reflect which section relates to each appeal stage • new appendices 4 and 5 incorporates Part B of the finance manual (payments through payroll), this was more aligned to HR policy than finance so had moved • appendix 2 – appraisal policy, appraisal plan has been updated to reflect UPR progression • appendix 5 - appraisal policy, appraisal record has been updated to include the current and proposed pay points for UPR for ease of reference RESOLVED: that the pay and appraisal policies be adopted.	
	<u>Menopause Policy</u> A new menopause policy had been provided as a model for schools and academies noting that the average age to reach the menopause in the UK is 51, but the symptoms may begin years earlier, potentially impacting a significant proportion of the workforce at any one time. Symptoms may continue up to and beyond the age of 55 in some cases, and 1 in 4 cases are severe. Key Points to note were: • the policy raised awareness about the effects of the menopause and the perimenopause for employees and school leaders • it enables employees to feel confident raising issues and asking support and enables leaders to enhance the welfare and wellbeing support and improve morale and performance and assist retention • any adjustments would be based on individual needs and the policy gives examples of support and signposting to Occupational Health in more severe cases RESOLVED: the menopause policy be approved.	
	<u>Parental Bereavement Leave Policy</u> This paper provided a revised model Parental Bereavement Leave policy which schools could utilise to comply with statutory obligations. The Parental Bereavement (Leave and Pay) Act 2018 came into force on 6 April 2020 and provides for a right to leave for bereaved parents. Key Points to note were: • the Parental Bereavement (Leave and Pay) Act 2018 gives all employed parents a 'day one' right to two weeks' leave if they lose a child under the age of 18 or suffer a stillbirth from 24 weeks of pregnancy. This leave is paid at the statutory rate, subject to qualifying criteria • the leave must be taken within the 56 weeks following the child's death; this provision is currently misprinted in the policy as '56 days' which has now been amended RESOLVED: the parental bereavement leave policy be approved.	

Chair's signature



Minute No.		Action By
	<u>Reporting a Concern (Whistleblowing)</u> This paper provides a revised model Reporting a Concern (Whistleblowing) policy. This policy can be used by employees to report a range of specific concerns in line with the Public Interest Disclosure Act 1998. The Reporting a Concern (Whistleblowing) policy was first introduced as an HR policy in Spring 2019. Prior to this, schools were provided with a 'Whistleblowing Charter' which was an appendix to the council's Counter Fraud Strategy and applied to both employees and members of the public. The policy has come up for scheduled review, and the opportunity has been taken to update certain elements. Key points to note: • reference to reporting concerns about personal circumstances reference to the Dignity At Work Policy had been amended to read Mutual Respect at Work Policy • a previously listed source of support, an independent whistleblowing charity, has been amended due to a change of name to 'Protect' RESOLVED: the reporting a concern policy be approved. ACTION: the Headteacher would inform staff of all the HR updates and new policies at the earliest convenience.	Head
226	<u>School Policies</u> There were no school policies to be approved.	
227	<u>Dates of Future Meetings</u> • full governors – Thursday 13 June 2024 at 5.00pm • resources – Thursday 21 March 2024 at 5.00pm – apologies were received from JA • school improvement committee – Wednesday 1 May 2024 at 1.15pm	
228	<u>Any Other Business with Prior Approval from the Chair</u> The Headteacher reported that parents' evenings would be held the following week and asked if any governors were able to attend to man the feedback boards. Wednesday 7 February 2024 3.30- 5.45pm – JC Thursday 8 February 2024 3.30- 5.45pm - RR <i>JA left the meeting.</i>	

Chair's signature 

