

NORTH LINCOLNSHIRE COUNCIL**MINUTES****Subject:** Summer Term Governing Body Meeting**School:** Berkeley Primary School**Date and Time:** Thursday 8 June 2023 at 5.00pm**Location:** Berkeley Primary School**Present:**

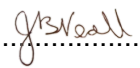
Mr J Veall (Chair)	
Mrs J Cole (JC)	Mrs M Lally (ML)
Mrs E Cole (EC)	Mrs E Lukasiewicz (EL)
Ms A Cvijetic (Headteacher)	Mrs A Marsh (AM)
Mr I Dalglish (ID)	Mr J Mitcheson (JM)
Miss W Howlett (WH)	

In Attendance:

Ms A Altoft (Governor Services Officer – Clerk)
Mr B Spencer (Assistant Headteacher) (BS)
Mrs H Earl (Assistant Headteacher) (HE)

Date and Time of Next Meeting: Wednesday 11 October 2023 at 5.00pm

Min. Ref	Actions From Meeting	Action By
182	Ms Lally be invited to accept the position of LA governor	Clerk
193	Clerk to add question for governors on each agenda after previous minutes	Clerk
193	Clerk to add question for governors on each agenda after previous minutes	Clerk
193	Headteacher to look into governor access to the IDSR	Head
193	Headteacher to add staffing breakfast club to the next resources committee agenda	Head
195	Headteacher to book safer recruitment training for herself, WH, Chair, JC, ML, HE, JM, AM, ID and EL	Head
195	Chair to write up the safeguarding visit report	Chair
197	the Headteacher would update staff on the amended HR policies	Head
197	the Headteacher would email the local authority on cfeducationassuranceandsupport@northlincs.gov.uk with any changes to the school holiday dates and the training dates once these had been agreed	Head
198	Head/Chair/VC and Clerk to agree the next academic year's meeting dates and send to governors.	Head/ Chair/ JC/Clerk
200	the Clerk would forward the minutes of the resources meeting held on 17 May 2023 to governors with the autumn term agenda	Clerk

Chair's signature 

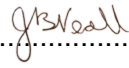
Minute No.		Action By
191	<u>Welcome, Apologies, Declaration of Interest, GIAS and Chair's/Clerk's Updates</u> The Chair welcomed governors to the meeting. It was reported apologies had been received from Junaid Aslam. RESOLVED: consent be given to the afore-mentioned absence.	
	<u>Declaration of Interests</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 the agenda items. 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.	
	<u>Chair's / Clerk's Updates</u> The Chair reported that no urgent action had been taken and no correspondence had been received since the last meeting. The Clerk reported there would be a Celebration of Governance Conference at Melior Community Academy on Saturday 15 July 2023 at 9.00am to 1.30pm. The conference would include CEO of NGA Emma Knights as speaker, Wellbeing Thrive talk from a Governor Perspective and With Me In Mind, Long Service Awards and the Co-op Choir. The conference would close with lunch. Information and booking details would be coming out over the summer term.	
	<u>GIAS</u> GIAS was up to date.	
192	<u>Membership, Committee Structure, Appointment of Governors with Special Responsibilities</u> Governors noted the following membership changes: • Mr Aslam had been appointed co-opted governor with effect from 24 March 2023 (accepted and DBS clearance) • Mr Veall had been re-appointed co-opted governor with effect from 13 February 2023 (accepted and DBS cleared) • Mrs J Cole had been re-appointed co-opted governor with effect from 13 February 2023 (accepted and DBS cleared) • Miss Howlett had been re-appointed co-opted governor with effect from 13 February 2023 (accepted and CRB cleared) • to consider the three co-opted governor vacancies, one of which due to the end of term of office of Mrs Hazelden on 12 February 2023	

Chair's signature

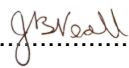
Mr Veall



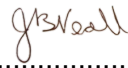
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	- to approve the application for re-appointment to the local authority governor position (approved by Director of Children and Families) Consideration was given to the vacancies for the position of co-opted governor. The Chair reported there was an application due to be submitted. Consideration was given to the re-appointment of Ms Lally following the Director of Children and Families approval. ACTION: Ms Lally be invited to accept the position of LA governor. There was no changes made to the committee structure. The appointments of governors with special responsibilities was reviewed in light of the recent membership changes and the following was agreed: - JM be appointed PE governor	Clerk
193	Previous Minutes RESOLVED: governors approved the following minutes which had been circulated with the agenda subject to the following amendment*: governing body 2 February 2023 school improvement committee 28 April 2023 * 176 should read JM was a member of scrutiny panel, not JV	
	Matters Arising from the Minutes The Headteacher referred to item 180 where it was agreed that the Headteacher would ask the governors an Ofsted related question at each meeting and asked the following: Q: In relation to the curriculum what have you been working on to improve it and what evidence of impact is there? A: Focus on subjects in each school improvement committee, with one of those areas being reported back to governors. Oracy, a governor had seen books, phonics, RE, and DT. Q: What was the point of the oracy programme? A: An issue had been identified with speaking and listening, and speaking across the school, there had been performance issues and with individual children. Voice 21 had been purchased. A learning walk had taken place on oracy where governors had interviewed teachers which gave good feedback, children enjoyed it and knew what it was about. Governors could see evidence of impact. They also saw in an assembly that children were more confident. Pupil interviews showed that in the way they spoke there was a clear difference. CPD of staff was positive as feedback showed, staff felt it had embellished what was in place and it was well integrated. Governors saw evidence of this in the classroom and on the playground in the way they spoke to each other, and also in chairing meetings of the school council. Reports from leads also showed what was being achieved. WH added that the two phonics learning walks had been quite close together and governors had seen the impact of the English hub for consistency in classrooms.	

Chair's signature 

Minute No.		Action By
	ACTION: Clerk to add question for governors on each agenda after previous minutes. Chair Q: Item 55, do you have an energy sparks update? A: No nothing has been received as yet. Chair Q: Item 56, the Clerk for the last meeting was going to send a copy of the SEND PowerPoint? ACTION: Clerk to send the training slides. Chair Q: Can governors gain access to the IDSR? ACTION: Headteacher to look into governor access to the IDSR. SIC Minutes. Chair Q: Lower rewards have value of dojo, some staff were not giving out the same number, has that been addressed? A: Yes, it was addressed in staff meetings, rewards had died off a bit but the last report showed there was less differences between classes. JC Q: In relation to the breakfast club price increase, the Chair and I had visited another school, ours was more expensive than some others and we should be getting free supplies, is there a way to access them? A: We do not have a high enough pupil premium allocation. We have looked at them and did not qualify. EL reported that she asked at Sainsbury's where she worked, and they had £500 a year to give out including the food bank, they spread out the funds and had £100 to give to a local school and Berkeley could possibly have it. Chair Q: Had there been any questions from parents on the increase of the breakfast club? A: One, when we explained inflation increases and the fact it had stayed the same for six years, they understood. The Headteacher reported that there had been a resignation from a staff member of the breakfast club, and they had not replaced them. Breakfast Club was held at the infants, and numbers meant there were now five staff instead of six. There might be a need to look at redundancy in the future; there were two supervisors currently and only a need for one. ACTION: Headteacher to add staffing breakfast club to the next resources committee agenda.	Clerk Clerk Head Head
194	<u>Financial Position and Other Resources Matters</u> <u>Budget Update</u> The budget had been approved at the resources committee meeting held in May 2023. Dinner Money currently was priced at £2.40 since September 2021 and there was now a need to increase this. The Chartwells contracts had increased significantly per child, so the recommended increase would be £2.60. Chair Q: Will we lose some, if we increase it? A: £1 a week, £4 a month. Possibly. Chair Q: Has there still been a subsidy? A: Yes we still subsidise from the school budget, but not as much as the council charge. JM Q: When will the increase be from? A: September 2023.	

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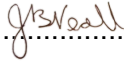
Minute No.		Action By
	JC Q: Will there be help for those low income families? A: It will affect those on a low income that are not PP; they may move to packed lunches. JC Q: Is the number of FSM increasing? A: No. Chair Q: Did the number of school meals go up when we went with Chartwells? A: I am unsure. JM Q: Does there have to be a certain amount buying them? A: No. EL felt that some had pack ups in the summer term as they could eat on the field. HE reported that in the next year 3 class the pupils would all have had school meals all the way through the infants so may stay on those. RESOLVED: governors approved the increase of school meals to £2.60.	
195	<u>Governors' Monitoring</u> <u>Future Training Dates</u> Governors had received the dates of the local authority's training for the rest of the summer term. Governors should use Services to Education to book onto any training. The Clerk talked about the school improvement offer to support 'The big 6' which were areas of focus for the LA next year, the team would be adding staff training and workshops around the identified areas and would be providing brand new governor courses on the same areas. JC Q: Would there be any training for governors on STEM? A: The team had supported the Women in Engineering Event held at the Baths Hall this term and schools had been invited to it. The Headteacher reported that the Safer Recruitment training with the NSPCC needed to be re-completed by herself, WH, the Chair, JC and ML. She also stated HE for her new role would benefit and JM, AM, EL and ID would be welcome to do it this time as well. ACTION: Headteacher to book safer recruitment training for herself, WH, Chair, JC, ML, HE, JM, AM, ID and EL. A DfE webinar on safeguarding was attended by JC and the Headteacher.	Head
	<u>Governor Training Record</u> Governors were updated on training that had taken place since the last meeting. The Chair reminded governors to access courses on NGA Learning Links.	
	<u>Governor Monitoring Reports</u> The following governor monitoring reports had been circulated prior to the meeting: • phonics reception/Y1 and Y2 reading learning walk – 17 January 2023 • oracy governor learning walk – 28 April 2023 • maths governor report – 25 May 2023	

Chair's signature 

Minute No.		Action By
	• PP report – 6 June 2023 ACTION: Chair to write up the safeguarding visit report. The Chair thanked WH for the work she had put into writing up reports from the learning walks with governors; they reflected the areas looked at well. Questions were invited from the reports. JC Q: Has the maths hour been re-adjusted? A: Yes. Q: What is Sonar? A: O' Track, they sold to Sonar (then Juniper). There are concerns about the changes Juniper have made. WH added that the reports needed collating as there was no function to collate them; advice requests and report format requests are submitted, then do not hear back from them. The Headteacher reported that the school had bought in for a three-year contract and was now not getting what had originally been paid for. JC suggested the school could get out of the contract if they were not delivering. The Headteacher replied that the issue was there was no small company tailoring the needs anymore. JC Q: Do other schools have access to any others? A: There are no local ones available to our knowledge. JC Q: How is that impacting on the work you do? A: We could not do progress meetings as the system was down for four weeks. WH added that with the reports the ones they liked using were either not there or had been renamed and didn't have the same functionality..	Chair
196	<u>Vision</u> The NGA being strategic resource pack had been circulated with the agenda. The Chair reported that the vision was required to be a governor vision with input from SLT. Governors agreed to come back to this at the end of the agenda. The Headteacher reported that the school motto was 'Every child, every chance, every day'. The following was discussed: • everyone was now reflecting this in everything they did • values had been worked on using standards and words to describe ourselves • then looked at the mission in the reality of everything being done • the vision should be aspirational and achievable • it was important to have aims and objectives underneath the vision • wants and aims needed moulding together in a statement • governors discussed 'every child, every chance, every day' and what fitted in to those areas, for example, inclusion, pupils and families, every day for every pupil • governors discussed the aims and broke-down areas of pupils, curriculum, communities, technology, inclusion, buildings, families being involved and	

Chair's signature 

Minute No.		Action By
	engaged, physical and mental health and wellbeing, aspirations beyond the demographics, children to have the skills and knowledge to manage behaviour and emotions and hold their impulses The Headteacher would be writing up what had been discussed and covered so far and any other ideas from governors would be emailed to the Headteacher; this would be an ongoing piece of work.	
197	<u>Reports from Local Authority for Consideration</u> <u>Safeguarding Audit Outcome Analysis</u> Governors received the safeguarding audit analysis for the audit completed in autumn 2022. The governors were asked to consider the safeguarding audit data, the highlighted responses and issues for consideration section of the enclosure to ensure any areas for improvement that needed action within their school were followed up.	
	<u>Pay Policy and Allowances, Expenses and Statutory Rates</u> Governors received the updated pay policy and allowances, expenses and statutory rates. The following changes were noted: - the pay policy was updated in spring 2023 with revised rates for teaching and non-teaching staff effective 1 April 2023 - the 2022/23 pay award removed spinal column 1 with effect from 1 April 2023 – appendix 1 to the pay policy was updated to reflect this - no changes had been made to higher up the spine - nationally, rates of pay for apprentices had increased with effect from 1 April 2023 - increases were also made to various statutory rates with effect from 10 April 2023 - revised rates of pay for national minimum and national living wage that apply to apprentices have been updated in appendix 1 – the second year apprentice rate had increased by 9.7% for those that remain under 19 years of age - all changes have been fully consulted with the trade unions RESOLVED that the updated pay policy and allowances, expenses and statutory rates be approved.	
	<u>Annual Leave Policy</u> The annual policy has been updated to reflect the additional annual leave entitlement agreed as part of the 2022/23 NJC pay award. It has also been updated to ensure compliance with a 2022 Supreme Court Judgement. The following was reported: - the annual leave entitlement had increased by one day in the 2022/23 NJC pay award – as the school leave year runs September to August, this has been implemented part way through this leave year - the annual leave policy provides updated leave entitlements for support staff to include this additional day - the policy shows the effect of the additional day's leave on the 'possible working days' for employees working term-time only which is reflected in their FTE figure and consequently their pay - schools had been provided with calculations on how to apply the midyear increase in leave entitlements for year-round employees and term-time employees will have their formulae and pay adjusted in April 2023	

Chair's signature 

Minute No.		Action By
	- the judgement in the case of Harpur Trust v Brazel made clear that paid leave must not be pro-rated if it resulted in an employee receiving less than the minimum 28 days which they were legally entitled to under the Working Time Regulations. Previously, for some term-time employees, particularly those working 193 days or less and/or on the lower leave entitlements, that was the case - the annual leave policy had been fully consulted on with the trade unions RESOLVED: the model annual leave policy be approved. ACTION: the Headteacher would update staff on the amended HR policies.	Head
	<u>School Term Dates 2024/2025</u> Following consultation with professional associations and trade union representatives the pupils' school holiday dates for 2024/2025 had been agreed, copies of which had been previously circulated. Governors were reminded that where possible schools would need to set all five non-teaching training days outside the dates shown on the pupils' school year. Governors would also need to inform the LA of these five staff training days when the school would be open for staff training during the pupils' holiday period (or equivalent twilight training sessions) as well as any changes to the holiday dates listed. Governors noted the requirement for the school to be open to pupils for 190 days in each year. RESOLVED: the pupils' school holiday dates for 2024/2025 be received and noted. ACTION: the Headteacher would email the local authority on cfeducationassuranceandsupport@northlincs.gov.uk with any changes to the school holiday dates and the training dates once these had been agreed.	Head
198	<u>Dates of Future Meetings</u> - autumn term meeting – Wednesday 11 October 2023 at 5.00pm - spring term meeting - TBC - summer term meeting - TBC committees: - resources – Thursday 9 November 2023 at 5.00pm - school improvement – Friday 15 September 2023 ACTION: Headteacher, Chair, VC and Clerk to agree the next academic year's meeting dates and send to governors.	Head/ Chair/JC /Clerk
199	<u>Any Other Business with Prior Approval from the Chair</u> There was no other business.	

Chair's signature

