

NORTH LINCOLNSHIRE COUNCIL**MINUTES****Subject:** Spring Term Governing Body Meeting**School:** Berkeley Primary School**Date and Time:** Thursday 2 February 2023 at 5.00pm**Location:** Berkeley Primary School**Present:**

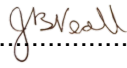
Mr J Veall (Chair)	
Mrs E Cole (EC)	Miss W Howlett (WH)
Mrs J Cole (JC)	Mrs E Lukasiewicz (EL)
Ms A Cvijetic (Headteacher)	Mrs A Marsh (AM)
Mr I Dalglish (ID)	Mr J Mitcheson (JM)

In Attendance:

Mrs C McHale (Clerk)
Mr B Spencer (Assistant Headteacher)
Miss H Earl (Assistant Headteacher)
Mrs R Jones (Assistant Headteacher)

Date and Time of Next Meeting: Thursday 8 June 2023 at 5.00pm

Min. Ref	Actions From Meeting	Action By
176	Mrs Cole to contact Mrs Hazelden to ascertain whether she wished to remain on the governing body	EC
176	the Clerk write to Ms Lally in order to ascertain whether or not she wished to remain on the governing body and to remind her of the regulations relating to removal for non-attendance	Clerk
178	Wendy Howlett to record low-level incidents on CPOMS	WH
178	EC to send JC a report that she had recently completed	EC
178	the Headteacher to send a sample monitoring form to all governors	HT
178	WH to meet JC to show her how the solar panels data could be monitored	WH
180	the Clerk to contact Amy Altoft regarding providing the SEND training PowerPoint	Clerk/AA
180	reports from visiting governors would be presented at the summer term meeting	All
180	the Headteacher to add governor visibility to the school development plan to record all visits not just monitoring visits	HT
180	the Headteacher to bring typical questions that governors could be asked in an inspection to every meeting	HT
180	the skills audit to be sent out with the autumn term agenda	AA
181	the vision to be discussed at the summer term meeting	All
182	the Headteacher would ensure that the Business Manager was made aware as to whether the clerking and / or governor development SLA had been purchased	HT
183	the Headteacher would make staff aware of the updated policies	HT
186	the Clerk to ask Amy Altoft to liaise with Headteacher regarding the date of the resources committee	Clerk

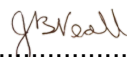
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190	the Chair to contact Michelle Lally for the notes she had made from the meeting to discuss the vision	Chair
190	the Chair and Vice Chair to raise the issue of lack of Educational Psychologists hours allocated to schools in a letter to Darren Chaplin	Chair / Vice Chair

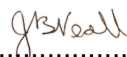
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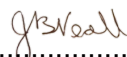
Minute No.		Action By
176	<u>Welcome. Apologies. Declaration of Interest. GIAS and Chair's Comments</u> The Chair welcomed governors to the meeting. It was reported that apologies had been received from Mrs Hazelden. It was reported that apologies had not been received from Ms Lally. A discussion followed regarding the attendance of Mrs Hazelden and Ms Lally. The Clerk was asked to send a kind reminder to Ms Lally but inform her that her absence had not been consented to. Mrs Cole offered to contact Mrs Hazelden to ascertain whether she wished to remain on the governing body. RESOLVED: consent be given to the absence of Mrs Hazelden. ACTION: Mrs Cole to contact Mrs Hazelden to ascertain whether she wished to remain on the governing body. RESOLVED: consent not be given to the absence of Ms Lally. ACTION: the Clerk write to Ms Lally in order to ascertain whether or not she wished to remain on the governing body and to remind her of the regulations relating to removal for non-attendance.	EC Clerk
	<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: John Veall • J Veall - governor at Outwood Foxhills and Outwood Brumby, Plumbing and Heating business – occasional work done in school • J Mitcheson - member of Child Scrutiny Panel for Children's Services Michelle Lally and Emma Lukasiewicz would arrange to complete the business interest form sent in a link by email during the autumn term. Junaid Aslam would be sent the link with his acceptance and DBS form shortly.	
	<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. Michelle Lally and Emma Lukasiewicz would arrange to complete the code of conduct form sent in a link by email during the autumn term. Junaid Aslam would be sent the link with his acceptance and DBS form shortly.	
	<u>Chair's Comments</u>	

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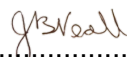
Minute No.		Action By
	The Chair reported that no urgent action had been taken and no correspondence had been received since the last meeting.	
	<u>GIAS</u> The Clerk reported on the need for the school to ensure that GIAS was kept up to date.	
177	<u>Membership, Committee Structure, Appointment of Governors with Special Responsibilities</u> Governors noted the following membership changes: • Mrs Lukasiewicz had been appointed parent governor with effect from 27 November 2022 (accepted and DBS cleared) • the end of terms of office of the following co-opted governors on 12 February 2023: Mrs J Cole, Mrs Hazelden, Miss Howlett and Mr Veall • the end of term of office of M Lally, local authority governor, on 12 February 2023 • the appointment of Mr Aslam, co-opted governor, (awaiting acceptance and DBS clearance – Admin is ending this week) • to consider the two co-opted governor vacancies RESOLVED: Mrs J Cole, Mrs Hazelden, Miss Howlett and Mr Veall be invited to accept a further term of office as co-opted governor. The Clerk reported that the team had been working closely with Inspiring Governance to help recruitment of governors in North Lincolnshire and for this Inspiring Governance had set up a North Lincolnshire Campaign page on their website https://www.inspiringgovernance.org/northlincs/ that could be shared to gain the interest of potential governors. On this page people could register and sign up to become a governor and look for potential schools in their area. Amy Altoft, Governor Services Officer, had sent guides out to all Headteachers and Chairs giving information on registering the school and vacancies on Inspiring Governance. If schools set up their own account they could give more personal information about the school, community and vacancies than in the LA advert and attract candidates. There was also work ongoing with North Lincolnshire Council Communications team with a press release that was published in November and continued regular social media adverts using the Inspiring Governance resources, case studies, videos etc. The article had gone out in the online News Direct, council communications emails and on employees' desktops. The News Direct paper circulation would include the advert in March 2023. The Clerk asked governors to follow and share content from @GovServicesNL that could be accessed here Governor Services North Lincolnshire Council (@GovServicesNL) / Twitter on Twitter if they used the platform.	
178	<u>Previous Minutes</u> RESOLVED: governors approved the following minutes which had been circulated with the agenda: • governing body – 11 October 2022 • school improvement committee – 17 January 2023	
	<u>Matters Arising from the Minutes</u>	

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Minute No.		Action By
	JC: referencing item 164 should diversity and inclusion stand-alone rather than being set within resources under safeguarding? Headteacher: it is all part of safeguarding and covers all. JC: there is also the soft data which is difficult to record such as appreciating the respectfulness of the pupils to each other and staff. Chair: this is integral to the ethos of the school. JC: we are aware of racist and bullying incidents as they are reported, but how are low-level incidents reported? The Headteacher agreed to report on such incidents at the next meeting. ACTION: Wendy Howlett to ensure low-level incidents were recorded on CPOMS. JC: referencing item 171, do you have a good example of a monitoring report that you could send as a template? EC offered to send JC an example and the Headteacher offered to send a monitoring form sample to all governors. ACTION: EC to send JC a report that she had recently completed. ACTION: the Headteacher to send a sample monitoring form to all governors. The Chair reminded all governors to submit their monitoring reports. JC: when solar panels were fitted, is there a way to monitor usage? WH reported that she could show JC how to understand the usage; it was hoped that significant savings could be made. L Bennett had done a great deal of work with the eco-team on this. ACTION: WH to meet JC to show her how the solar panels data could be monitored. JC: are we signing up to Energy Sparks? The Headteacher reported that we had signed up and was waiting to hear from them.	WH EC HT WH
179	<u>Financial Position and Other Resources Matters</u> <u>Budget Update</u> Governors received a budget update. The Headteacher reported that the new budget for 2023/24 should be available for approval at the resources committee. Rosie Maughan had informed maintained schools that there was an additional grant available for 2023/24 estimated at £86,915, which would be shown separately, however from 2024/25 the grant would be included as part of the formula to assist with rising energy costs and staff pay awards. Pupil premium funding would also increase from 1 April 2023 from £1,385 to £1,455 per pupil. Chair: how many pupil premium children are there in school? WH: 27% of school is pupil premium. The Headteacher reported that the RAAC (reinforced, autoclaved, aerated, concrete) inspection needed to be carried out as advised by the Capital team; if it was found that the	

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	school was built with RAAC there could be significant issues. A company would be coming into school during half-term to carry out the inspection.	
180	<u>Governors' Monitoring</u> <u>Governor Training Record</u> Governors were updated on training that had taken place since the last meeting. JC requested the PowerPoint from the SEND training that had been held this evening. ACTION: the Clerk to contact Amy Altoft regarding providing the SEND training PowerPoint.	Clerk
	<u>Future Training Dates</u> The dates of the future LA training sessions had been circulated with the agenda. The Headteacher reported that attendance training was due to take place and there would be two oracy training sessions (the same session); all governors were encouraged to attend.	
	<u>Reports from Visiting Governors</u> There were no reports of visiting governors to receive. ACTION: reports from visiting governors would be presented at the summer term meeting. A discussion ensued about governor visibility and how a great deal of governor involvement in school was not captured as only monitoring visits were formally recorded. ACTION: the Headteacher to add governor visibility to the school development plan to record all visits not just monitoring visits. ACTION: the Headteacher to bring typical questions that governors could be asked in an inspection to every meeting.	All HT HT
	<u>Skills Audit</u> Governors had received the skills audit matrix for this year, although not all governors had completed it there was an even spread of skills and experience across the board. ACTION: the skills audit to be sent out with the autumn term agenda.	AA
	<u>Signature of Risk</u> The Clerk took governors through the signature of risk form completing areas as required for their self-review.	
181	<u>Vision</u> ACTION: the vision to be discussed at the summer term meeting.	All
182	<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 of the SLA was 5% however this was yet to be confirmed by the Cabinet Member for Children and Families. The Clerk offered to withdraw from the meeting whilst this item was discussed.	

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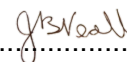
Minute No.		Action By
	RESOLVED: it was agreed to purchase the clerking SLA and governor development SLA for a year to 31 March 2024. ACTION: the Headteacher would ensure that the Business Manager was made aware as to whether the clerking and / or governor development SLA had been purchased.	Head
183	<u>Reports from Local Authority for Consideration</u> The following HR policies were presented for consideration: • safer recruitment • teaching and non-teaching pay awards 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>Safer Recruitment</u> The safer recruitment policy for schools and academies circulated to governors in summer 2022 has been updated to reflect the changes in the latest Keeping Children Safe in Education 2022 document. This policy covered all elements of safer recruitment practices to help ensure staff and volunteers were suitable to work with children and young people creating a safe and positive environment for children. Key points to note were: • at least one member of the recruitment panel was required to have certified training in safer recruitment • responsibility for the decision to withdraw a conditional employment offer would lie with the Headteacher in conjunction with a senior HR representative and would be confirmed in writing to the candidate. • an online search should be carried out by someone not involved in the interview process with any relevant information from the search shared with the interview panel • the majority of posts would require an enhanced DBS check with Barred List check to be carried out • candidates were required to bring proof of identity to their interview • shortlisted candidates would be required to submit a completed self-disclosure form prior to interview (Appendix 2) • applicants being employed to provide or manage early years childcare would need to complete a self-declaration form (Appendix 3) RESOLVED: that the safer recruitment policy be adopted.	
	<u>Teaching and Non-Teaching Pay Awards</u> The recent pay awards to teaching and non-teaching staff necessitated changes to the following policies:	

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	• pay – appendix 1 • redeployment – appendix 2 • allowances, expenses and statutory rates document Following the introduction of the School Teachers' Pay and Conditions Document 2022 on 3 November 2022 and the 2022/2023 pay award for non-teaching staff on NJC terms and conditions on 1 November 2022, the following was noted: • appendix 1 of the pay policy had been updated to show the revised rates of pay for both teaching and non-teaching staff • the allowances, expenses and statutory rates document had been updated showing the uplift of 4.04% to allowances and expenses detailed in the document • appendix 2 of the redeployment policy had been updated with revised maximum protection amounts in accordance with NJC terms and conditions • the appraisal policy for teachers had been reviewed and required no change • from 1 April 2023 the removal of spinal column point 1 from the NJC pay spine and an additional day of annual leave for all non-teaching staff RESOLVED: the updated pay policy be approved. RESOLVED: the allowances, expenses and statutory rates document be approved. ACTION: the Headteacher would make staff aware of the updated policies.	Head
	<u>Appraisal Policy</u> The appraisal policy had been reviewed with no changes.	
184	<u>School Policies</u> There were no policies to circulate on this occasion.	
185	<u>SDP – Attendance</u> The Headteacher reported that attendance had been discussed and completed at the school improvement committee.	
186	<u>Dates of Future Meetings</u> • full governors – Thursday 8 June 2023 at 5.00pm • school improvement committee – Friday 28 April 2023 at 9.00am for governor learning walk, 1.15pm for the committee The Headteacher requested that the resources committee be moved to a later date than 9 March 2023. The Clerk agreed to liaise with Amy Altoft in this regard. ACTION: the Clerk to ask Amy Altoft to liaise with Headteacher regarding the date of the resources committee.	Clerk
187	<u>Any Other Business with Prior Approval from the Chair</u> The Headteacher sent parent feedback following the consultation, which been very positive. Parents evening would take place the following week and a feedback board would be on display again; governors were all welcomed to attend. The ISDR was available and governors were encouraged to read the document; it was an interesting and informative document and presented a very positive picture with the school currently in the top 20% of schools nationally in some areas. The Headteacher explained	

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	that Ofsted looked at this document in the first instance before contacting school prior to inspection.	

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