

NORTH LINCOLNSHIRE COUNCIL
MINUTES

Subject: Spring Term Governing Body Meeting

School: Berkeley Primary School

Date and Time: Thursday 10 February 2022 at 5.00pm

Location: In School & Google Meet

Present:

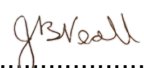
Mrs J Cole (Chair)	
Mrs E Cole (EC)	Mrs A Marsh (AM)
Ms A Cvijetic (Headteacher)	Mr J Mitcheson (JM)
Mrs S Hazelden (SH)	Revd S Tierney (ST)
Miss W Howlett (WH)	Mr J Veall (JV)
Ms M Lally (ML)	

In Attendance:

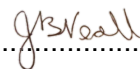
Ms A Altoft (Governor Services Officer)

Date and Time of Next Meeting: Thursday 19 May 2022 at 5.00pm

Min. Ref	Actions From Meeting	Action By
132	Headteacher to contact Mrs Rahman to invite her to meet with the Headteacher and Chair	Head
133	WH was still to find the baseline information discussed at the school improvement meeting on 14 January 2022 and circulate to governors	WH
135	Headteacher to check if warranty was included in the extra year required payment for the lease of the smart boards	Head
135	Headteacher to send the smart board contracts to the Chair and JM	Head
136	Chair (JC) to email science leads regarding the Primary Engineer events to be carried out in North Lincolnshire	Chair (JC)
137	The Headteacher would ensure that the Business Manager was made aware as to whether the clerking and governor development SLA had been purchased	Head
138	Headteacher to send an email to JM to look at the pension/pay freeze information	Head
138	The Headteacher would inform staff members of the revised HR policies at the earliest opportunity	Head
139	The Headteacher would email the local authority on LSCSupport@northlincs.gov.uk with any changes to the school holiday dates and the training dates once these had been agreed	Head
140	WH to send dates of the remaining school council meetings to governors	WH
142	Governors to provide cakes/treats to both staff rooms as a thank you for extra work being put in	All
142	Headteacher to take the vision statement "every child every chance every day" to the school council for feedback	Head
142	Governors and SLT would meet on Thursday 24 March 2022 at 4.30pm to look at the vision statement	All

Chair's signature 

Minute No.		Action By
131	<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 Mr Dalglish. It was reported that apologies had not been received from Mrs Tuplin. RESOLVED: consent be given to the absence of Mr Dalglish. RESOLVED: consent not be given to the absence of Mrs Tuplin.	
	<u>Business Interests</u> Governors were requested to give consideration to any pecuniary or non-pecuniary interests they may have with regard to the agenda. JV declared that he was a governor at another school.	
	<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. RESOLVED: all governors had completed the governor code of conduct form.	
	<u>Chair's Comments</u> The Chair reported that no urgent action had been taken and no correspondence had been received since the last meeting. <u>GIAS</u> It was noted that GIAS was up to date.	
132	<u>Membership, Committee Structure, Appointment of Governors with Special Responsibilities</u> Governors noted the following membership changes: consideration of an application received from Mrs Rahman was required Consideration was given to the application received and circulated with the agenda. Governors discussed the Headteacher's experience that the governing body had lost since Mrs Kipling; education experience was required. Governors suggested inviting Mrs Rahman in to meet with the Headteacher and Chair to discuss with her the requirements of being in school once a term for learning walks as she had stated she was unavailable during the day; there was a commitment for monitoring in school time. ACTION: Headteacher to contact Mrs Rahman to invite her to meet with the Headteacher and Chair. No changes were made to the committee structure. No changes were made to the appointments of governors with special responsibilities.	Head
133	<u>Previous Minutes</u> RESOLVED: governors approved the following minutes which had been circulated with the agenda:	

Chair's signature 



Minute No.		Action By
	- governing body - 5 October 2021 - resources committee Part A – 9 November 2021 - school improvement committee – 14 January 2021 resources committee part A page 2, item 3...Hall should read Holls.	
	<u>Matters Arising from the Minutes</u> The health and safety walk was still to be arranged with the Chair, JV and ML. All other actions were completed. Q: The positive news stories, can we add that to today's discussion on communication with parents? A: Yes. Q: Was the validity of the quote queried? A: Yes. Q: Did we get anywhere with Katy Shipp? A: No, the information was passed on, but nothing responded. Q: At the last meeting, we discussed talking to staff about visiting with pupils in KS1, is there now a better time? A: Pupils still get stressed, upset and do not cope at the moment with strangers for learning walks. Q: How will they do when there is a learning walk? A: They find it very difficult and we will move away if needed. Q: Is it a time issue? A: One of the children is leaving, the Den has been set up as an alternative provision for half a day, we would work it around that. The Headteacher stated some of the pupils would be ok, there have been brief visitors on the types of behaviour, and they know when to leave if their presence is making it worse. School Improvement Committee Q: The current Y4 Baseline was to be provided as an action, is this ready? ACTION: WH was still to find the baseline information discussed at the school improvement meeting on 14 January 2022 and circulate to governors.	WH
134	<u>Headteacher's Report</u> <u>Progress Report on the School Development Plan</u> The Headteacher gave the following updates: - the school was allocated five more devices from the Government and Chromebooks were ordered - fuelled activities were happening for FSM children plus 15% of other children that met certain criteria, this would replace vouchers, activities would be set up to access, most come with a food element which was the aim of it. The school was allocating 15% and sending invites with codes to parents. Fuelled pupils get the first choice on places then others could book on. Each school had a code, and staff had asked if children were going and they were, it was not possible to see	

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	those that were attending on any system, however, 31 had attended in the summer and winter. Out of 120 FSM it was a good percentage. There would be 160 sessions which gave five sessions each. Q: How do you communicate that with parents? A: They send us a postcard with a web address and school code, with a launch day, they can access it then look at the activities, last time there was a brochure which the school emailed out. The Chair felt it would be good to know which pupils were to access it. The Headteacher added that for Easter sessions family workers would ring every family to ensure they know about it and ensure they could access it. EC felt it was good that information was emailed as this ensured other pupils that could not access it were not made aware of it.	
135	<u>Financial Position and Other Resources Matters</u> <u>Budget Update</u> Period 10 was received in the last week and would be reviewed at the resources committee. In overview it was looking good and on track for £238,000 carry forward on the three-year plan, even with some of the additional changes made for an extra £60,000 expenditure for teaching. There had been some extra money come in for other areas, such as insurance that then had topped the budget back up. There was an overspend on all staffing budgets for the three-year plan, but this was now covered by the insurance funding. An extra staff member had now been covering a class, so his money had been paid for. A number of TAs had been employed. Q: Has the items ordered on the approved wish list come out of the budget? A: Not all of it, we have just had an order through for art resources, staff had all been told to put orders in by the end of March. The Headteacher reported on the smart boards that had caused frustration. The smart boards had been leased, they were five years old in April and on the SLA sheet, the Headteacher had talked about the lease being due and Jo Vincent (JVin) had got in touch with Elementary who had supplied them, to inform them of the end of lease; the school would need to provide three companies for quotes. Elementary had come back to us stating it was too late to give notice and this should have been done by 31 December 2021 through the finance company. It was felt that Elementary should have informed the school of a notice date. JVin had contacted them the first week in January, they have said that if the school went with them, they would do a reduced lease but if not, the school would have to pay another year on the lease. Quotes had been received from ACS. SLT were not worried about the need to keep the lease for another year but if anything goes wrong it was uncertain what would happen. Q: If the lease period was up, is there warranty for another year? A: We have to pay the lease, as it is in the contract. Q: What will you pay for in the lease? A: The same. Q: How much is the yearly cost? A: £12,000-£14,000.	

Chair's signature

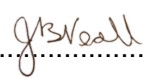



Minute No.		Action By
	The Headteacher added that she could obtain legal advice, but this was a lesson learnt. Quotes were also received from Adept and a promethean board was trialled for the last week. It would be hugely cheaper in the long run moving to these boards and the cost to purchase would be £36,960 but to buy the same as the school had now would be £52,448. The options would be to buy or lease, the budget had the money, so it was suggested they were purchased. The lease was budgeted for over five years so that would give an annual saving and five-year warranty was included; it would be a little extra cost for a 7-year warranty. The Headteacher suggested serving notice now on the lease and not using elementary again but to purchase the promethean boards elsewhere. The Chair and JM offered to review the lease contract. The Headteacher stated the school had more than paid for them over five years. Q: Is parts and labour included in the warranty? A: Yes, they come out and fix them. If we go with ACS they would come and fix them. Q: Is accidental damage part of the warranty? A: Yes, I believe so. Q: Does it push the service contract up for warranty? A: No. Also, Elementary had said the school would have to pay to send them all back being responsible for send them back with all cables in working condition. Q: The extended year lease of £13,407. Is warranty in that? A: Unsure, but do not think so. ACTION: Headteacher to check if warranty was included in the extra year required payment for the lease of the smart boards. ACTION: Headteacher to send the smart board contracts to the Chair and JM. The quote for the promethean board from Adept was £36,960 and Elementary was £51,361. Q: If we pay the rest, will they take them away at the end of the year? A: No, only if they are replacing the equipment. Q: If we do that within the required time will that make a difference? A: No, we still have to do it ourselves. The difference in purchasing to leasing was £36,960, over five years £43,482; buying outright would give a saving of £6,500. It was noted the school had placed an order for 24 Chromebooks.	Head Head
	<u>Catering Tender</u> The framework catering tender executive summary outcome report had been circulated with the agenda.	

Chair's signature 

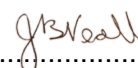


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	The Headteacher had met with JV and RPJ3 (Consultant Company) and 11 other schools through the consultation. The consultant was very good, always emailed straight back; RPJ3 were charging £3,000 for each school to go through the tender process; he also provided catering but had not submitted a tender, catering was his background, so he had a good understanding. An event was planned for Forest Pines where schools met with four companies; it was a unanimous decision to go with Chartwells. JV stated they were professional companies and were told what to bring, the day was very well done. The Headteacher added there was a benchmark of meals, portions, quality, meat weighed and the food looked lovely. Q: Does the consultant stay involved? A: Yes, he will be there for concerns if needed but schools could go directly to Chartwells if they had any. In three years-time there would be a pay-out cost for depreciation if schools leave in that time, if they leave in five years there would be no cost and they will help with a re-tender. Q: Did all schools go with Chartwells? A: Yes, barring a secondary school. Q: How much saving would there be? A: £20,000-£25,000 a year. Q: Will we pay the £65,000 this year? A: No, that was last year. Bids were placed on £2.20 per meal, our children are paying £2.40 so need the confirmed cost as we will pay less. Q: Will we know before the start of the contract? A: Yes, and it will be cheaper, TUPE information was awaited. Q: Does it give a variety of what children eat? A: Yes. The food looked nice; we did not get to taste it due to Covid. Our staff would be the ones cooking for the children. Q: Are all staff being TUPE'd? A: Yes, all of them. Q: Where are we at with the furnishings? A: JVin had met with someone today so I have not caught up yet. There is a list of everything from the LA, the cookers are the schools, the plates are the LAs, we have been given costs for some items the school could buy in order to keep them. The school has been allocated £6,000 to invest in items needed. The Headteacher had not met with staff yet and they wanted to know the uniform. NLC would carry on cooking, although their contract should finish on 31 March 2022 but as Friday 1 April 2022 is the last day of term NLC had agreed to do the Friday and the transfer to Chartwells would take place over the Easter holidays and training for staff. Q: Are the staff ok with it? A: They are concerned about the change. Q: The contract shows losing a staff member?	

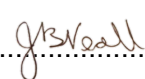
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Minute No.		Action By
	A: All staff will move over; they will look at staffing over the first year to see what was needed with possibly moving to one kitchen instead of two. Q: Do the infant cooks produce more than junior? A: Yes, at the moment reception and Y1 have to have meals, Y2 will be included in that next year. Q: What is the take up on hot meals, the contracts wanted a certain percentage? A: Some said 95% have to take up, some lower. Chartwells and we want to increase meal take up. Q: Will the cost remain the same for parents? A: Yes. It is a reasonable price for them and supports school costs. Q: Will you carry out pupil voice to see how it is going? A: Chartwells will do that, they also do samples for parents and cooking activities with pupils. Training days have a buffet, and the contract says we have to use them for that. We are awaiting information to send out to schools and will stay with parent pay.	
136	<u>Governors' Monitoring</u> <u>Governor Training Record</u> Governors were updated on training that had taken place since the last meeting. JV encouraged governors to please do training if they had not done any recently. Online training was good and some of the training takes only 15 minutes.	
	<u>Future Training Dates</u> The dates of the future LA training sessions had been circulated with the agenda.	
	<u>Reports from Visiting Governors</u> The following governor visit reports had been circulated with the agenda. science report – 14 December 2021 ML Q: Are there any answers to the questions for the school? A: I have not yet looked at them, they will be on the SDP and ML could pick up under her monitoring. AM had been back in school to do leadership time. WH reported staff needed to bid for hours for dedicated time to do one hour a week for monitoring, book scrutiny, analysing data. Lesson observations needed time in, so they were asked what they needed it for. The Chair stated the learning review picked up the focus time and practice for staff in talking about their subjects. WH agreed and added that a further one had been scheduled for the second half of the year. It was noted that cover at the right time was a struggle. Governors noted that there was a visit plan for all subjects. People were now looking to get out with classes and do activities, concern raised if they booked a trip and had to isolate who then takes the pupils. WH stated that should three staff test positive in a year group going out, and due to short notice, the school would lose the money and at the current time was not worth the risk.	

Chair's signature



Minute No.		Action By
	Staff were being more creative inviting people into school instead, a fire engine and tractor had visited the school. WH added that science leads had been in touch with secondary schools for science week to come in or take children up to the laboratories. ML felt science week sounded interesting for the pupils to take part in. The Headteacher stated that those staff that were off this week with Covid had not been poorly. New announcements to isolations would help. The Chair reported that Primary Engineers carried out events and were currently focussing on North Lincolnshire if that was something of interest. ACTION: Chair (JC) to email science leads regarding the Primary Engineer events to be carried out in North Lincolnshire. EC queried if the leads had changed for maths as she had emailed suggested dates and received no response. The Headteacher stated they were still the same and advised emailing again and copying her in.	Chair
137	<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 SLA costs were not yet formalised, but the expected increase would be 3%. The Clerk would email the increases once confirmed. The Clerk offered to withdraw from the meeting whilst this item was discussed. RESOLVED: the clerking and development SLA were deferred to the resources committee.	
138	<u>Reports from Local Authority for Consideration</u> The following HR policies were presented for consideration: • pay • appraisal • recruitment of ex-offenders and DBS policy 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 Policy</u> Governors noted the following: • the 2021 School Teachers' Pay and Conditions Document (STPCD) came into force on 22 October 2021, backdated to 1 September 2021 • due to the public sector pay freeze the School Teachers' Review Body (STRB) did not recommend a pay award to teachers earning £24,000 per annum or more	

Chair's signature 



Minute No.		Action By
	- the STRB did recommend a pay award of £250 for any unqualified teachers being paid less than £24,000 per annum (FTE) as shown in the first three points of the six-point UQT scale in Appendix 1 - Newly Qualified Teachers (NQTs) were now called Early Career Teachers (ECTs) - new criteria regarding temporary payments for Headteachers - the minutes recording the authorisation of the temporary payment had to: - clearly detail the temporary nature of the payments for responsibilities undertaken additional to the post that had not been included previously in the determination of the pay range - the rationale for the temporary payment - a review date - confirm that the award met did not exceed the Headteacher's salary or the maximum of the leadership group by 25% - the need to seek external, independent advice and provide a business case where a temporary payment was to be made in exceptional circumstances outside of the stipulated criteria - information on pay appeals and the appeal form could now be found in Appendix 3 - the pay policy had been fully consulted upon with the recognised trade unions RESOLVED: the pay policy be approved. The Headteacher reported that the Unions had an issue with Pensions and the pay freeze and was seeking HR advice; a £1 payment to each teaching staff member was the proposed solution. Q: Would it affect inflation on the pension forecast? A: The Headteacher was awaiting a response from Fiona Christopher. ACTION: the Headteacher to send an email to JM to look at the pension/pay freeze information. The Headteacher requested governor approval to pay £1 to each teaching staff member if that was the solution. RESOLVED: the £1 payment was approved.	Head
	<u>Appraisal</u> Governors were informed that the appraisal policy had been reviewed and there had been some minor updates to wording to reflect the changes to the pay policy. RESOLVED: the updated appraisal policy be approved.	

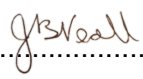
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Minute No.		Action By
	<u>Recruitment of Ex-Offenders and DBS Policy</u> Governors noted the following: - the Council, as a registered body of the Disclosure and Barring Service (DBS) undertook checks on individuals to assess their suitability for positions working with children and was required to have a policy in place regarding the use, handling and storage of information from the DBS - DBS checks formed part of a robust recruitment practice for making safer recruitment decisions - EEA (European Economic Area) sanctions checks had been removed from the policy due to Brexit - Section 128 checks were required for governors in maintained schools and academies - there were some amendments to wording and paragraph numbers and hyperlinks to relevant statutes and guidance had been incorporated in the policy RESOLVED: the new recruitment of ex-offenders and DBS policy be approved. ACTION: the Headteacher would inform staff members of the revised HR policies at the earliest opportunity.	Head
139	<u>School Term Dates 2023/2024</u> Following consultation with professional associations and trade union representatives the pupils'/students' school holiday dates for 2023/2024 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'/students' 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'/students' 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 2023/2024 be received and noted. ACTION: the Headteacher would email the local authority on LSCSupport@northlincs.gov.uk with any changes to the school holiday dates and the training dates once these had been agreed.	Head
140	<u>SDP 4.4: Develop Strategies to Improve Governor Presence in School and Communication with Parents</u> The Headteacher discussed with the governors regarding improving governor presence in school and communication with parents. The Chair reported on governors trying to come into school and sending out governor information to parents. WH added that assemblies were starting back up so governor presence would be supported by that. The Headteacher felt that with a term and a half left to go of the academic year there was a need to be clear on something being planned and queried if governors could write a short update for the Newsletter. There was also a suggestion of a 'meet the governors' stand at the end of the school day.	

Chair's signature 

Minute No.		Action By
	EC added that governors had talked about school council attendance as well. ACTION: WH to send dates of the remaining school council meetings to governors. Q: Will there be school fairs this year that governors could attend? A: Yes. Q: Could governors support Science week? A: Yes. Q: Are Easter assemblies taking place? A: Yes, and we normally go to the Church. ST reported that she could visit before Easter before she moved away and asked if there was anyone doing curriculum work that she could join and visit to talk with the children. WH stated that Y2 were doing growth and new life linked to Easter. RESOLVED: governors committed to the following: • attending school council • lunch with pupils half termly • impact statement and vision newsletter by May half term • a parent drop in for tea and cakes outside at home time ACTION: JV to approach the EAL family he had met for interest in a governor position. The Chair added that she would be happy to come in and talk about females in engineering on science week.	WH JV
141	<u>Leadership and Management review recommendation: Governors Should Work Together to Create an Impact Statement Which is Reviewed Frequently</u> <i>When asked 'What has happened with the school that would not have happened if governors had not been in place? In other words what strategic impact have you had?', Governors were only able to suggest actions such as purchasing reading books, which would have happened anyway.</i> The Chair advised governors that in the leadership and management review governors had not answered this question quickly or succinctly enough. Governors could justify decisions and were challenged regarding the resulted outcome. Governors had wanted to work on the SDP and the impact statement and highlight discussions in the meetings; governors had worked on the vision last time. JV added this would support the governing body being more strategic. The Chair felt that after every meeting governors could pick through it.	
142	<u>SDP 4.2: Revisit our School Vision with Stakeholders and Revise</u> The Chair reported that she had carried out lots of research regarding understanding the intent, it was good to have the opportunity to look at five years-time and governors had not seen that reflected in the ones they had read. It was important to look at vision, as it was future thinking; it was a healthy conversation to have. Governors would like to look back and say they had successfully amalgamated the two schools. What the benchmark would be was queried. Setting out on this journey there would be discussion on staff meetings/ transition/ togetherness of staff.	

Chair's signature 

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	ACTION: governors to provide cakes/treats to both staff rooms as a thank you for extra work being put in. The Headteacher felt there needed to be an extra session with governors to discuss this further and brainstorm. The Chair added that Twinkl had resources for parental/staff/pupil feedback. ML suggested sharing ways of looking at ideas, she had some that she had used with her staff. The big picture of a long-term plan would be to be eco-friendly. The Headteacher wanted one mission statement/vision/strap line and suggested “every child, every chance, every day” ST liked the suggestion as it gave potential for every child, every second counts and encompassed the pastoral side at the same time as being visionary. Governors agreed to take that mission statement to the school council for pupil feedback. ACTION: Headteacher to take the vision statement “every child every chance every day” to the school council for feedback. ACTION: governors and SLT would meet on Thursday 24 March 2022 at 4.30pm to look at the vision statement, led by ML.	All Head All
143	<u>Dates of Future Meetings</u> • full governors – Thursday 19 May 2022 at 5.00pm • resources committee – Thursday 3 March 2022 at 5.00pm • school improvement committee – Friday 29 April 2022 at 1.15pm	
144	<u>Any Other Business with Prior Approval from the Chair</u> The Chair presented ST with flowers as this was her last full governor meeting and thanked her for all she had done for the school. ST reflected that this was a great governing body that was efficient and committed, staff had compassion and gave good vision for the school. The Headteacher stated that ST’s time on the governing body had made a huge difference.	

Chair's signature 