

NORTH LINCOLNSHIRE COUNCIL**MINUTES****Subject:** Spring Term Governing Body Meeting**School:** Berkeley Primary School**Date and Time:** Thursday 11 February 2021 at 5.00pm**Location:** Virtual – Google Meet**Present:**

Mr J Veall (Chair)	
Mrs E Cole (EC)	Mrs S Hazelden (SH)
Mrs J Cole (JC)	Miss W Howlett (WH)
Ms A Cvijetic (Headteacher)	Ms M Lally (ML)
Mr I Dalglish (ID)	Mrs A Marsh (AM)

In Attendance:

Ms A Altoft (Governor Services Officer)

Date and Time of Next Meeting: Thursday 20 May 2021 at 5.00pm

Min. Ref	Actions From Meeting	Action By
86	The Headteacher to ascertain if there was anything to report to governors from the SEND pupil questionnaire that was carried out.	Head
89	The Clerk would arrange for an inhouse training session to be scheduled on remote monitoring.	Clerk
89	The Clerk to request an acronyms sheet from Gemma Sergeant who prepared the SEND reports.	Clerk
90	The Headteacher would ensure that the Business Manager was made aware as to whether the clerking and / or training SLA had been purchased.	Head
91	The Headteacher would inform staff members of the revised HR policies at the earliest opportunity.	Head

Chair's signature 

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83	<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 Revd Tierney. It was reported that apologies had not been received from Ms Symonds and Mrs Tuplin. RESOLVED: consent be given to the afore-mentioned absences.	
	<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 and to ensure they had completed and returned their business interests form sent in a link by email during the autumn term. JV declared that he was now a governor at Outwood Foxhills. All governors had signed the declaration of interest form.	
	<u>Governors' Code of Practice</u> Governors were reminded that all governors were required each year to review the governors' code of practice, 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 completed and signed the governors' code of practice.	
	<u>Chair's Comments</u> There were no comments to report on this occasion.	
84	<u>Membership, Committee Structure, Appointment of Governors with Special Responsibilities</u> Governors noted the following membership changes: • the current position with regard to the co-opted governor vacancy • the current position with regard to the parent governor vacancy The parent governor vacancy would be considered at the summer term meeting. There was currently no-one on the waiting list for the position of co-opted governor. There were no changes to the committee structure. There were no changes to the appointments of governors with special responsibilities.	
85	<u>Previous Minutes</u> RESOLVED: governors approved the following minutes which had been circulated with the agenda: governing body • 6 October 2020 school improvement committee • 15 January 2021	
	<u>Matters Arising from the Minutes</u> School improvement committee 15 January Q: Were the laptops received from the DfE? A: We received 37 laptops, although they did not go far across 650 children. The school chose to have Chromebooks rather than laptops; it is hoped we will get some more in the next round of allocations; schools will be notified individually.	

Chair's signature 



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86	<u>Headteacher's Report</u> Consideration was given to the written report which had been circulated with the agenda. Particular reference was made to the following: • number on roll and key pastoral factors • attendance • SEND • school events, visits, and visitors • extra-curricular activities • other curriculum new – Covid 19 education, safeguarding, FSM, communication • staff development and training • premises The Headteacher invited questions of her report. Q: Will governors see the pupil questionnaire discussed in the school improvement committee? <i>A: It was completed by Teresa Suddaby on the SEN pupils.</i> Q: Is there anything governors need to know from it? <i>A: There is no feedback yet, but I can find out.</i> ACTION: the Headteacher to ascertain if there was anything to report to governors from the SEND pupil questionnaire that was carried out. Q: The SDP on Google Drive shows when it has been updated and who by, is there a way to see what the update is? <i>A: If you click on 'last edited by', it shows a timeline of what was changed and when. Previous version option enables a revert option if edits have not been made appropriately.</i>	Head
87	<u>Covid 19 and Partial Closure Update</u> The Headteacher updated governors on the partial school closure due to lockdown; there were 176 pupils that were offered a place and were coming as needed and was increasing. All nursery pupils were offered a place in school. Overall it varies how many were coming in; the most was 21% with 128 pupils which was a good percentage of children. Q: Are they key workers or vulnerable pupils? <i>A: There are three pupils that have EHCPs and two of them are in most days, one is refusing to come in and we are working with the family. Four pupils who have a social worker (and are vulnerable) are in every day. There are others in that do not meet the criteria, but staff have concerns about so have offered a place. Those that need to be in are in; 150 of the pupils are critical worker children.</i> All support staff were in school, TAs, dinner ladies, admin and one teacher per year group; there were three teachers per year group, one in school and two at home doing remote learning. This varied on a rota, some were working all at home and some working all in school. The Headteacher had left it up to the year groups to arrange as long as the staff were happy with the arrangement. All children received a phone call each week, from teachers or TAs which takes substantial amount of time with parental work, etc. The phone calls were alternated between the TA and teacher each week. Family workers were making additional phone calls to vulnerable	

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	pupils that were not in school; these included the early help pupils and those families that were not on early help but were being supported by the school. Online learning was going well. The Headteacher was very proud that the school had above 50% engagement online. TAs were supporting lessons online. Staff have talked about making the live sessions more fun for the wellbeing side, year 5 have an additional live session on a Friday with a quiz and games set up. The Headteacher joined one session and it was joyful to see the children happy and enjoying themselves. They played spot the difference with parents helping. The live sessions were going well, and the engagement was as good. The Headteacher had training with Mary Myatt who was an inspiration; she talked about doing fewer things better. Research stated that online teaching should be half of what was taught in a normal lesson and then halved again. Pupils would only be getting a quarter of the teaching they would normally be getting so there would be gaps to fill. Schools should be thinking about the recovery curriculum already; there would be no quick fix and catch up needed for a year's worth of learning. The long strategy was in place and pace would be needed for staff and children. Mary Myatt also talked about how to play, communicate and the social element that would be needed as well. The Headteacher had also been heartened at the Education Chair's meeting with the LA officers Darren Chaplin, Peter Thorpe, and Jemima Flintoff where Peter Thorpe had talked about the children's return to school not being all about standards but all the other things they had missed out on such as social, emotional support and experiences. The Headteacher reported on FSM; WH had carried out a sterling job sending out packages and organising what was needed with admin, food parcels and the ordering of the vouchers when they became available. 90 families with 136 pupils had been given four weeks of vouchers at a cost of £7,505 and all those families had accessed the vouchers. Over half term in February the LA have arranged the vouchers using the Winter payment grant and have posted or hand delivered them to all the families. Schools would be allowed to order two weeks more of vouchers up to the 8 March 2021 then hopefully the pupils would be back in school. Computers had been given to families where needed and school's IT were working on transforming lots of equipment to hand out; WH looked at where families were larger in order to send out more equipment. Q: When making calls to parents if you cannot get hold of them what happens? <i>A: All phone calls made are logged on CPOMS and non-answered calls are notified to the safeguarding team.</i> AM reported that she had a one pupil that had not logged on or answered the calls, a home visit was carried out and she had since spoken to the parent. The parent had said that they do not generally answer withheld number calls; she was then told a time slot that the school would ring to identify that it would be them at that time. The Headteacher reported that some families had visits and some swifter than others; if it is a pupil that should be in school the home visits happen the same day. If the phone call was unanswered but the teacher has seen them in live session, they are not chased as much. JC commended the fantastic work the school was doing in maintaining contact and the safeguarding of all pupils.	

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	Q: The engagement report shows the percentage for two weeks, is there a comparison or did you make the decision to record the engagement? A: I made the decision to track it for those two weeks for future reference, it is handy to know how many are getting involved. Iain Dalglish found a great package that analyses the number attending the sessions. We can look at it again if needed but are not planning to do it again. It was useful to note who were not accessing anything, some we know about and some are having paper; the SEN/EAL pupils sometimes need to work in a different way.	
88	<u>Financial Position and Other Resources Matters</u> <u>Budget Update – Period 9</u> Period 9 of the budget had been circulated with the agenda. The Headteacher reported that the Clerk had notified her that the governors now needed to monitor the budget six times a year. The Clerk explained that a recommendation of the SFVS was that governors monitor the budget six times a year, as the resources committee reviewed it in depth three times a year it was useful the overview/updates to be reported at each termly full governor meeting in line with the recommendations. The Headteacher reported that the budget did not include the laptops that had been purchased. There was a carry forward of approx. £240,000 due to savings that had been made in areas due to Covid. Governors had previously agreed to transfer £20,000 from the school fund account to E19 that has not been utilised. Governors note the budget was very healthy. Q: Are we carrying forward too much? A: <i>At the minute, the LA are asking what the schools that have a carry have forward want to do about it; some could be clawed back but we have said we want to keep it.</i> The budget for 2021/22 has come through and the Headteacher was due to meet with Kully Sodhi after half term to go through it; the Headteacher had reviewed the new three-year plan and it looked healthy with an additional £120,000 to what was expected. The Headteacher had clarified with Kully Sodhi that this was correct; the school could be carrying forward £320,000 next year. The Chair asked that this be discussed in depth at the next resources committee. The Headteacher stated governors and SLT needed to be thinking about how the money should be best utilised to benefit the children. Staff had been consulted and talked about the work that would be needed for the catch-up programme; one avenue might be additional teaching staff to carry out boosters and catch-up work etc. Q: Have we received catch-up funding? A: <i>Yes, we have this year, the Government have not yet said that they will give this again next year but would be an extra £40,000 if they do.</i> The Chair stated this was a good situation for the school to be in. The Headteacher added that it was a big responsibility to ensure it was spent wisely. Q: Have you spoken to others at the Headteacher's consortium about other ideas it could be used for? A: <i>Yes, money has been discussed at length in the cluster groups with focus on staffing, IT, and additional resources.</i>	

Chair's signature 



Minute No.		Action By
89	<u>Governors' Monitoring</u> <u>Governor Training Record</u> The Clerk reminded governors that all governors should annually update their safeguarding training. The Clerk reminded governors they could access training virtually by booking on the LA courses and online with the NGA learning links; safeguarding training and regular updates would be delivered by Karen Hackett the new LA safeguarding officer.	
	<u>Future Training Dates</u> Governors had received the list of training that was scheduled for the spring term 2021; the Clerk reported that all training was being delivered virtually and only scheduled one term at a time for this academic year. Governors discussed the inhouse training session that was still to be taken and agreed that the session on remote monitoring would be the most useful. ACTION: the Clerk would arrange for an inhouse training session to be scheduled on remote monitoring.	Clerk
	<u>SEN Governor Report</u> ST's SEN governor report of 11 November 2020 had been circulated with the agenda along with the education inclusion report of 13 October 2020 and the dyslexia screening report of 18 November 2020. Q: Did ST carry out the monitoring meeting online? A: Yes. JC reported that she liked the format of ST's report; this was the LA format. The Chair stated that when reading the LA SEND reports he had to look up the acronyms used; it would be useful to have a list of these. ACTION: the Clerk to request an acronyms sheet from Gemma Sergeant who prepared the SEND reports. Q: Have all actions from the reports been carried out? A: Teresa Suddaby is on with those.	Clerk
	<u>Reports from Visiting Governors</u> There were no other reports to consider.	
90	<u>Clerking / Governor Development SLA</u> The Clerk reported that the costs for both the Clerking SLA and the Governor Development Service SLA would increase by 3% although due to lower pupil numbers there would be a decrease as follows: • clerking – 2020/21 £1,933 and 2021/22 would be £1,812 • governor development – 2020/21 £719 and 2021/22 £741 • committee - £120 - £124. RESOLVED: it was agreed to purchase the clerking SLA and governor development SLA for a year to 31 March 2022.	

Chair's signature 

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	ACTION: the Headteacher would ensure that the Business Manager was made aware as to whether the clerking and / or training SLA had been purchased.	Head
91	<u>Reports from Local Authority for Consideration</u> The following policies were presented for consideration: • annual leave • pay • redeployment code of practice • allowances, expenses, and statutory rates 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>Annual Leave Policy for Support Staff</u> Governors noted the following: • the minimum entitlement has increased from 23 days to 24 days per annum. The annual leave policy has been updated to reflect this and schools have been communicated with directly regarding how this is to be managed locally • the leave year was now September to the end of August • additional wording has also been added to the model annual leave policy to clarify what happens regarding term time employees' pay when a contractual change occurs part way through a leave year • where an employee was working term time plus INSET days, the school was required to provide details of when these additional days would occur within the year RESOLVED: the annual leave policy for support staff was approved.	
	<u>Pay</u> Governors noted the following: • the agreed options following with Headteachers and governors to reinstate the M1-M6 grades instead of paying the minima and maxima of the pay scales. M1 scales received 5.5% increase and the remaining all received 2.75%; advisory points reintroduced for MPS and UPS • appendix 1 to the pay policy now includes all the revised rates for the new teaching and non-teaching pay scales RESOLVED: the updated pay policy was approved.	

Chair's signature 



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	<u>Redeployment Code of Practice</u> Governors noted the following changes: - the eligibility has increased from one year to two years for a redeployee with the exception of employees on maternity/adoption/shared parental leave, an employee with a disability and apprentices in the last 12 weeks of their contract - the trial period reduced from 12 weeks to four weeks - there is a new recruitment portal in the LA that would be used to replace the paper process for redeployment - appendices have been reduced to streamline paperwork schools need to complete - protection payments updated to reflect the increase in support staff pay rates - both the redeployee and the school could report that the trial period was not working RESOLVED: the new redeployment code was approved.	
	<u>Allowances, Expenses and Statutory Rates</u> This document listed the statutory rates in place from April 2020 with regard to the statutory rates for maternity, adoption, paternity, shared parental, parental bereavement pay, lower earnings limit, statutory sick pay as well as various allowances and expenses. RESOLVED: the revised allowances, expenses and statutory rates were approved. ACTION: the Headteacher would inform staff members of the revised HR policies at the earliest opportunity.	Head
92	<u>School Policies</u> Governors noted that the school feedback policy had been ratified by email on 18 November 2020.	
93	<u>Dates of Future Meetings</u> - full governors – Thursday 20 May 2021 at 5.00pm - resources committee – Tuesday 2 March 2021 at 5.00pm - school improvement committee – Friday 7 May 2021 at 1.15pm	
94	<u>Any Other Business</u> EC reported that she had attended training within her council work on modern.gov app; various teams in the council use it as an area to put meeting paperwork and all minutes of meetings etc. You can upload minutes, agenda etc and can annotate documents live. Legal and Democratic Services were using it and EC queried if this was likely to be used by Governor Services. The Clerk reported that the system they had taken on for this was MS Teams, which included the use of shared drives that schools had access to. Q: There was an article on the news about a school using an online platform, someone had managed to email all the pupils in the school pretending to be a teacher and offering competitions. Is the school's Google locked down, do we have anything in place to prevent this? It is evident that the children have the same password and can easily work out each other's usernames. A child in one class has one letter different in their username and managed to get in and access work and changed things, I know this was completely accidental but what can we do to prevent this? A: ID stated all pupils emails are turned off and locked down so they can only email Berkeley Primary School email addresses. In relation to the passwords, we took the	

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	<i>judgement to make them all the same and this was the best way for now, if we have multiple issues, we may have to change that but there have only been minor issues that have been dealt with. It was the best workable solution.</i> The Headteacher added that on Times Tables Rockstars it was the child accessing the system so they could change that password. Staff had dealt with the few issues that had arisen. ID was very switched on and could look at domains and view who was working on those domains. Pupils were being taught the rights and wrongs of accessing other accounts. JC stated that there was so much useful information coming from school about e-safety which was good for parents; she had wanted to raise the issue of passwords and was comforted by ID's response.	

GOVS/AA

Chair's signature 