

NORTH LINCOLNSHIRE COUNCIL**MINUTES****Subject:** Autumn Term Meeting of the Governing Body**School:** Berkeley Primary School**Date and Time:** Tuesday 6 October 2020 at 5.00pm**Location:** Virtual – Google Meet**Present:**

Mr J Veall (Chair)	
Mrs E Cole (EC)	Ms M Lally (ML)
Mrs J Cole (JC)	Mrs A Marsh (AM)
Ms A Cvijetic (Headteacher)	Mrs G Symonds (GS)
Mr I Dalglish (ID)	Revd S Tierney (ST)
Mrs S Hazelden (SH)	Mrs A Tuplin (AT)
Miss W Howlett (WH)	

In Attendance:

Ms A Altoft (Governor Services Officer)
Miss H Earl (Assistant Headteacher – Observer)
Mrs R Jones (Assistant Headteacher – Observer)
Mr B Spencer (Assistant Headteacher – Observer)

Date and Time of Next Meeting: Thursday 11 February 2021 at 5.00pm

Min. Ref	Actions	Action By
73	J Cole, S Hazelden, G Symonds, S Tierney, J Veall would complete the declaration of interests' forms sent in a link by email.	JC/SH/GS /ST/JV
73	J Cole, S Hazelden, G Symonds, S Tierney, J Veall would complete the code of conduct forms sent in a link by email.	JC/SH/GS /ST/JV
74	The Clerk would add parent governor vacancy to the summer 2021 agenda.	Clerk
76	Headteacher would ensure that further detail was provided to governors on the impact of SEND initiatives; this would be carried out by detailing one item each term at the school improvement committee.	Head
76	The Headteacher would share the approved SDP with staff.	Head
76	The Clerk to ask at the morning outbreak meeting, how FSM children will be provided with their entitlement should they need to isolate at home due to a bubble closing.	Clerk
77	The school fund account would be presented at the spring term resources meeting.	Head
77	The SFVS would be completed by the resources committee on 2 March 2021 for the Chair to sign and submit to the local authority's schools finance section.	Head

Chair's initials JJ Veall

79	The Clerk would inform sean.kendrew@northlincs.gov.uk of the agreed admission number.	Clerk
79	The Headteacher to inform staff of the updated HR policies.	Head
79	The Headteacher would ensure all staff had read and understood the DfE document: "Keeping Children Safe in Education – Part 1 2020".	Head
79	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
80	The Headteacher would resend the home school agreement to all parents.	Head
86	WH to resend the child's bullying policy out to all pupils and make more visual to pupils in school.	WH

Chair's initials JSW

Minute No.		Action By
71	<u>Election of Chair</u> Nominations and/or self-nominations were sought for the position of Chair. A self-nomination was received and governors were asked if they wished to accept the self-nomination. RESOLVED: it was agreed that Mr Veall be elected Chair to the date of the autumn term meeting 2021.	
72	<u>Election of Vice Chair</u> Nominations and/or self-nominations were sought for the position of Vice Chair. A self-nomination was received and governors were asked if they wished to accept the self-nomination. RESOLVED: it was agreed that Mrs J Cole be elected Vice Chair to the date of the autumn term meeting 2021.	
73	<u>Welcome, Apologies, Declaration of Interests and Chair's Comments</u> <u>Welcome</u> The Chair welcomed governors to the meeting.	
	<u>Apologies</u> It was noted that all governors were present.	
	<u>Declaration of Interest / Governors' Code of Conduct</u> Governors were requested to give consideration to any pecuniary or non-pecuniary interests they may have with regard to the agenda items. Governors were also asked to complete and sign the business interests form sent in a link by email. No declarations were made with regard to items on the agenda. ACTION: J Cole, S Hazelden, G Symonds, S Tierney, J Veall would complete the declaration of interests' forms sent in a link by email. 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 and governors were required to complete this confirming their agreement to the code. ACTION: J Cole, S Hazelden, G Symonds, S Tierney, J Veall would complete the code of conduct forms sent in a link by email. The Clerk reminded governors of the requirement to update GIAS with governors' information and the register of interest to be included on the school website.	JC/SH/ GS/ST/ JV JC/SH/ GS/ST/ JV
	<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.	

Chair's initials Jr Veall

Minute No.		Action By
74	<u>Membership, Committee Structure and Appointment of Governors with Special Responsibilities</u> <u>Membership</u> Governors noted the following membership changes: - the current position regarding the parent governor vacancy - there remained a co-opted governor vacancy - Mrs Marsh had been appointed co-opted (staff) governor with effect from 16 February 2020 (accepted and DBS cleared) The Clerk advised that the parent election could be carried out using email forms in the current climate or by using the school app. Q: When we carried out a parent election last year am I right in thinking there were no responses? <i>A: That is correct, no responses were received.</i> GS arrived at the meeting. EC reported that she was losing connection dropping in and out. The Headteacher felt that the governing body was working well at the current time, it took time to induct a new governor and this would be hard in the current climate; it would be better to hold off on the parent election until the summer 2021. ACTION: the Clerk would add election of parent governor to the summer term agenda to consider. ML felt that the governing body still had a good number of parents still representing the parent voice.	Clerk
	<u>Committee Structure</u> RESOLVED: governors reviewed and approved the membership and terms of reference for the committees which included the management of the school budget. Please see revised structure appended to these minutes (Appendix A) Governors discussed combining the safeguarding and personnel committee with the personnel and finance committee as most of the discussions cross over and then need ratifying by the other. The Clerk explained that many schools have one resources committee that has delegated powers for finance, personnel, health and safety, safeguarding and panel meetings such as complaints and pupil discipline. The school improvement committee could remain as it is with all governors invited. The appraisal committee would remain as it was. RESOLVED: governors agreed to combine the safeguarding and personnel committee with the personnel and finance committee with all terms of reference being copied over and the following governors assigned: - Mrs E Cole - Mrs J Cole (Chair of committee) - Mrs S Hazelden - Mrs W Howlett - Mrs M Lally	

Chair's initials JB/veall

Minute No.		Action By																								
	• Mrs G Symonds • Mrs A Tuplin • Mr J Veall • Headteacher and the Business Manager in attendance If an appeal were required those governors not present at the original committee meeting would be used, some governors could be removed from discussions should anything arise that would require an appeal.																									
	<u>Appointment of Governors with Special Responsibilities</u> Consideration was given to reviewing the appointment of governors with special responsibilities. JC queried if the mental health and wellbeing role worked well under the safeguarding governor. All governors agreed this worked well and so it would remain with the Chair as safeguarding governor. JC noted the computing link governor had been removed; ID suggested a link to home learning instead. The Clerk advised this could be picked up under the curriculum link. The Headteacher added ID's name to the curriculum area link with JC. ST was happy to take on SEND. RESOLVED: the following governors and curriculum/special areas/SDP priorities be linked: <table><tr><td>Chair</td><td>John Veal</td></tr><tr><td>curriculum/home learning</td><td>Jocelyn Cole</td></tr><tr><td>diversity</td><td>Angela Tuplin</td></tr><tr><td>English</td><td>Angela Tuplin</td></tr><tr><td>EYFS</td><td>Gail Symonds</td></tr><tr><td>mathematics</td><td>Emma Cole</td></tr><tr><td>PE</td><td>Sam Hazelden</td></tr><tr><td>pupil premium</td><td>John Veall</td></tr><tr><td>safeguarding including health and wellbeing</td><td>John Veall</td></tr><tr><td>Science</td><td>Michelle Lally</td></tr><tr><td>behaviour / SEND</td><td>Sarah Tierney</td></tr><tr><td>Vice Chair</td><td>Jocelyn Cole</td></tr></table>	Chair	John Veal	curriculum/home learning	Jocelyn Cole	diversity	Angela Tuplin	English	Angela Tuplin	EYFS	Gail Symonds	mathematics	Emma Cole	PE	Sam Hazelden	pupil premium	John Veall	safeguarding including health and wellbeing	John Veall	Science	Michelle Lally	behaviour / SEND	Sarah Tierney	Vice Chair	Jocelyn Cole	
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75	<u>Previous Minutes</u> RESOLVED: governors approved the following minutes which had been circulated with the agenda: • full governors' meeting held on 13 February 2020 • school improvement meetings held on 31 January 2020 and 11 September 2020 • safeguarding and premises committee meeting held on 3 March 2020																									
	<u>Matters Arising from the Minutes</u> Full Governors: Q: Page 47 have we received the SIP reports?																									

Chair's initials JSVeall

Minute No.		Action By
	<i>A: Clerk: there have been no visits since then due to Covid. Peer leader visits will take place this term so the next report would be due to governors in Spring 2021.</i>	
	Q: How is the book club working for guided reading? <i>A: It had run for a couple of weeks, then lockdown happened so had stopped. It is all still new.</i> Q: Is it back up and running now? <i>A: Yes, four weeks in so far this term. Rachel Jones added that the children were getting into the swing, staff were reminding them to read at home and bring books in every day. This was new to KS2 pupils. Amy Marsh added that some books had not come back from March, so books were limited.</i> Q: Are we charging parents if the pupils were not bringing them back? <i>A: Yes, a letter has been sent out asking for them, this will be followed up by ordering books to fill the gaps on the SDP to purchase more, have enough for half a year.</i> WH reported that a stock take was being undertaken and a list compiled. RJ stated that TAs in Y3 and Y4 were going through the list to remind parents. Q: Are there any potentially from Y6 pupils who have left, can we contact them to request they are returned? <i>A: Yes, we have sent messages to the previous Y6 parents, but they have not been able to come into school to bring them. The school will have to write off a lot of the books. Some sets had extra available, so staff are identifying spares of some copies. There needs to be nine of every set.</i> The Chair commented on the new policy for all adults to wear masks and thanked the Headteacher for a good job well done. AT stated that some parents were not going through the correct gates. The Headteacher had sent out a warning letter to a parent regarding behaviour towards the caretaker after being reminded of the required systems; she had also re-iterated to all parents it was for the safety of all children. New signs have been put up. It was noted that the minutes of 3 March 2020 an action was to arrange a health and safety inspection with ML but due to Covid-19 this did not happen. Governors queried the role of governors and what could and could not be done; the Clerk advised on the 'rule of 6' and the need to ensure as much was done virtually as possible. Q: Do we track caretaker walk arounds? <i>A: No, as this is part of their daily job description.</i> Q: Is it documented when caretaker carries out certain tasks, bearing in mind the issues with trees falling after high winds? <i>A: Yes, but not daily. The tree surveys have been carried out. Premises checks are carried out every day such as fences being secure, etc. Daily upkeep is a</i>	

Chair's initials JS/Well

Minute No.		Action By
	<i>requirement and is not monitored as part of the job so there is not a log of that type of work.</i>	
76	<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: • pupils • attendance • SEND • school events, trips and visits • extra-curricular activities • results headlines – all testing cancelled due to Covid-19 • Covid-19 – education, safeguarding, FSM, communication • staff development and training • staff meetings • premises Governor had received the report and had read it, questions were invited. Q: PP is consistent in percentages of the number of children, were they not decreasing? <i>A: Yes, they did decrease but had now increased since Covid with the number of unemployment.</i> Q: SEN in Y2 is quite high, does that paint a bleak picture for the end of the year? <i>A: Yes, it is a small cohort of 78 pupils with a high number of 17 SEN pupils, so the percentage looks higher. SEN cover many different things but, in this group, attainment could be quite low.</i> Q: Attendance and punctuality has gone well on the trajectory, has the staggered intake affected this? <i>A: There is no analysis as yet, it seemed very quiet this morning, staff were worried there would not be as many children in school with closing a bubble but attendance across the rest of the school was still good at 94.8% even with one class off. Staff had not yet looked at it over a period of time. The school was not currently marking late arrivals as the register was not closing until half past 9. The priority is the pupils attending school not those arriving late. The last class for arrival is Beech at 8.55am, in by 9.05am, and at that time the playground is clear, by 9am most are in school and ready to learn.</i> JC commented that the staggered start times had had a positive impact on congestion in a morning. AT agreed stating there were now more spaces for parents to use and queried of this could remain post Covid to lessen the risk to pupils, and the residents living nearby. The Headteacher stated it had not impacted positively on residents as she had received lots of complaints from residents about their drives been blocked for a longer period. The school had sent two texts out asking parents to be considerate. It was a longer time that the streets were busier for. Q: Do you have an update on a new crossing patrol person, cars are parking on the opposite side of the road to each other, risking children? <i>AC: The LA have informed me they have appointed someone but are awaiting a DBS check, they have not removed it although the priorities are on the main</i>	

Chair's initials *JM*

Minute No.		Action By
	<i>roads due to the speed of travel. Those need covering before the one outside of school. I do keep asking. There was a Traffic Enforcement Officer out the other morning following the advice given to complain to the LA.</i> JC had also followed up with the LA the parking issues, but no sensible response had been received. Q: Is the list of additional support for SEND all in school, are there other measures that are available? <i>A: This is everything that has been happening for the spring term.</i> Q: Is looking at SEND information and how it is presented still on the agenda? <i>A: Yes, on it is on the SDP looking at what SENDCo data was provided.</i> Q: The information in the report seems repetitive each term, checking plans, staff being aware of the plans. Is there more concise information? The impact is similar, it would be good to see more detail as governors cannot be sure what the impact is for the children. <i>AC: The actions that the SENDCo takes comes from this.</i> Discussion took place on the impact and different SEND initiatives that are in place. Governors would benefit from a more detailed explanation of some of these. The Clerk advised that governors would not need to see a full breakdown of impact for each pupil but an overview of the initiatives and the general impact these make would be beneficial. JC felt there was a list of good support systems but did not know if they were effective or how effective as she did not know them well enough. JV queried if this could be raised at the school improvement committee. ML felt that this would also be the focus of the SEND governor and committees. The Headteacher suggested raising individual areas at the school improvement committee to discuss each term to look at in more detail giving types of impact that could be achieved. To include behaviour areas as well as SEND. The overview would remain in the Headteacher's report as it was. ACTION: the Headteacher would ensure that further detail was provided to governors on the impact of SEND initiatives; this would be carried out by detailing one item each term at the school improvement committee. Governors commended the online help and teaching, how well this was accepted and how much work was put into this by ID and thanked him for this. ID reported that he had sent out questionnaires recently to find out more information about what could be accessed at home, this would be compared with the pupil survey. AT queried the survey as she felt it did not ask how parents found the home learning. ID stated this could be put in the other comments box. Staff meetings would look at how the offer could be improved. Q: Is there anything in place of trips and visits that can fulfil the extra-curricular visits? <i>A: No, not at the current time. Staff are teaching the curriculum so are making it as fun as possible and doing what could be done, we are mindful that staff are</i>	Head

Chair's initials JBW

Minute No.		Action By
	<i>not moving around the school, we are not using the hall as that is the staff room and we are using online resources as much as we can to make it interesting.</i> Q: CPD, can you do similar online training for staff? <i>A: Yes, staff can do online learning, we are being choosy about what we are doing, the priority is teaching the children and managing the knock-on effect of staff being off. It is going well so far though with the Government doing briefings and accessing what we need to. Staff meetings have planned full schedules and as many as we can are carried out in the Junior Hall wearing masks in person. This does mean that some staff are isolating at home so they can also join in through Google Meet. We are trying to make use of online CPD but are focussing on lost learning.</i> Q: Children were out of school due to no heating, will this re-occur? <i>A: No this was a one off and was due to the meter measuring oil and how it sends a message to the supplier to send more oil, the order is automatic and they had sent the message and tried to deliver during the Christmas holidays and had not re-arranged it so had run out. The system now includes a text to the Headteacher, and the meter has been fixed as well. We have received a refund due to needing to drain the system etc but due to the type of oil needed there were no tankers on that day for that type of oil.</i>	
	<u>School Development Plan 2020/2021</u> Consideration was given to the draft document, which had been circulated prior to the meeting. The Headteacher stated the first page remained virtually the same, first 5 objectives, then one had been added with objectives on the times tables. Many actions remained as discussed at SIC. Staff had looked at lesson study social distanced and had a plan for that going forward. RESOLVED: the school development plan was approved. ACTION: the Headteacher would share the approved SDP with staff.	Head
	<u>Pupil Premium Update</u> The update had been circulated to governors prior to the meeting; no data was available to check or evidence available for impact due to Covid. All pupils had access to learning and 22 extra FSM children were added over lockdown. This would impact on the number for PP for the next year with numbers being 143 compared to 109 last year. Funding received in April would reflect that. Vouchers/food bags were sent to those on FSM and all reports suggested parents were thankful for this. There was one child who met the criteria to receive a laptop through the Government scheme. Data reported this term would be relative to last year's peers and this year against peers and how to support that gap. Q: What is happening for those on FSM if their bubble is shut? <i>A: Good question, we have not heard what could be done in this situation.</i>	

Minute No.		Action By
	ACTION: the Clerk to ask at the morning outbreak meeting, how FSM children will be provided with their entitlement should they need to isolate at home due to a bubble closing.	Clerk
	<u>Sports Premium Update</u> This would be discussed at the school improvement committee.	
77	<u>Financial Position and Other Resources Matters</u> <u>School Fund Account</u> Due to lockdown the school fund account had not been audited and the school was now finding it difficult to find an auditor. ACTION: the school fund account would be presented at the spring term resources meeting.	
	<u>Budget Update</u> The school had now been notified about the catch-up funding which would be additional on top of the budget. Funding due to the school was £47,920 (£80 per pupil in school) which would be paid termly in instalments of £11,980. Q: Is the funding ringfenced? <i>A: No but it is to enable catch up on learning, which would include emotional support of one TA, to enable pupils to access learning to do then catch up.</i> One area of possible investment would be IT and Chromebooks in particular as this was a failing area in school. If new ones could be purchased, then the old ones could be turned into Chrome books so could be sent home with some pupils that need them. Q: Is there any additional funding due to be clawed back for additional costs incurred during Covid? <i>A: No, we submitted an application but were refused, very few schools have received anything.</i> The Headteacher reported that cleaning products had doubled in price and the school was using much more.	
	<u>Schools' Financial Value Standard (SFVS)</u> Governors were reminded of their formal responsibility to complete the online questions of the SFVS to ensure the sound financial management of their schools by 31 March 2021. This task may be delegated to the finance or other relevant committee but a detailed report should be provided to the governing board so the Chair could be authorised to sign the completed form for submission to the local authority's schools finance section. RESOLVED: the SFVS would be completed by the resources committee on 2 March 2021 for the Chair to sign and submit to the local authority's schools finance section.	
78	<u>Governors' Monitoring</u> <u>Link Governor Report – including updated governor training record</u> Governors were updated on training that had taken place since the last meeting.	

Chair's initials J. Wall

Minute No.		Action By
	<u>Reports from Visiting Governors</u> Governors considered the following reports of governors: pupil premium – JV 27 January 2020	
	<u>Future Training Dates</u> The Clerk reported that the list of virtual training available during the autumn term had been circulated with the agenda. ID noted that his name was spelt incorrectly on the governor training record. The Clerk would amend this.	Clerk
79	<u>Reports from the Local Authority for Consideration</u> The following reports and policies were circulated for consideration and approval: <u>Admission Arrangements 2022/2023</u> A paper had been circulated to headteachers, Chairs and Vice Chairs which informed governors of North Lincolnshire Council's statutory duty to consult with governing boards on proposed changes to the council's admission arrangements and the proposed published admission numbers for schools where the council was the admissions authority. The Council was seeking governors' views on admission arrangements at governing board meetings and consulting governing boards on the proposed published admission number. It was noted that there was a DfE consultation running until 16 October 2020, should any changes be made these would be mandatory and would need adding to the policy for approval. RESOLVED: the draft admissions policy for 2022/2023 was considered and agreed. RESOLVED the published admission number of 90 for September 2022 was approved. ACTION: the Clerk would inform sean.kendrew@northlincs.gov.uk of the agreed admission number.	Clerk
	<u>HR Policies</u> The following policies and procedures were considered: - Annual Leave (Support Staff) – changes were made to the yearly cycle for annual leave to run for the academic year following the changes made to term time formula calculations - Leave (Teaching and Support Staff) - changes were made to the yearly cycle for annual leave to run for the academic year following the changes made to term time formula calculations RESOLVED: that the policies be approved. ACTION: the Headteacher to inform staff of the updated HR policies.	Head

Chair's initials g/3/veall

Minute No.		Action By
	<u>Safeguarding and Child Protection Policy</u> Consideration was given to approving the revised safeguarding and child protection policy that had been updated in response to the requirements of the Keeping Children Safe in Education Guidance 2020. RESOLVED: that the revised safeguarding and child protection policy was approved. ACTION: the Headteacher would ensure all staff had read and understood the DfE document: "Keeping Children Safe in Education – Part 1 2020".	Head
	<u>School Holiday Dates 2021/2022</u> Following consultation with professional associations and trade union representatives the pupils' school holiday dates for 2021/2022 had been agreed, copies of which had been previously circulated. Governors were reminded that 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. The Headteacher had circulated the school's proposed version of the school dates for approval; she had reviewed how the LA version was set and noted there were only five and a half weeks of the summer holidays not six weeks. This was reviewed and aligned as it meant the autumn term was a really long term, the changes will mean that some dates may differ from local schools for those with siblings elsewhere and may affect teaching staff but that already happened for some, if a staff member had an issue they would talk to the Headteacher. The pupils' school holiday dates for 2021/2022 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
80	<u>Policies</u> Governors were asked to consider reviewing the following policies which had been circulated with the agenda: ● annual safeguarding audit ● behaviour ● handwriting ● nursery admission ● PSHE ● RE ● school meal and breakfast club payments ● SEND – no changes ● SEND information report ● sex and relationships education	

Chair's initials JSV

Minute No.		Action By
	supporting children with medical conditions Q: Behaviour, in the aims and expectations it talks about circle time and assemblies, are they carrying on? <i>A: No, all the policies do not include Covid measures. There is an addendum to the behaviour policy, and this still stands. Circle time can still happen in the classroom.</i> BS commented that circle time takes place in class and class assemblies also still took place ensuring the special mentions continue. Q: Role of parents, in signing the home school agreement, is that signed only at the home visits when the child joins the school, are parents not reminded about that? <i>A: No just at that time, but reminders would be beneficial annually.</i> ACTION: the Headteacher would resend the home school agreement to all parents. Q: Is there a way of measuring rewards? <i>A: No not all as these could be as simple as a smile a thumbs up etc, staff are reminded of that and sometimes there can be a negative vibe so we do talk about that at the time.</i> WH talked about monitoring of behaviour, where SLT could see lost minutes and dojos received. SLT do talk to the teacher about any imbalance. Q: Do you monitor to make sure dojos are distributed evenly? <i>A: Yes, and they are only used for positive rewards.</i> Q: Is Golden Board still in place? <i>A: Yes, and we do classroom checks and ethos monitoring checks to see all is in place, there are non-negotiable golden rules.</i> Q: Are the SEND objectives, including voice of the child individually? <i>A: Yes, the SENDCo carries out a survey of SEND pupils, and as part of the plan review, she must ask the child how they think the plan is going.</i> Q: Is that survey available for governors to see? <i>A: Yes, it is in the SDP.</i> Q: Are those children no longer deemed to be more able and gifted aware of this? <i>A: No, they are not made aware of being more able or SEND.</i> RSE policies has had changes. It was now statutory to teach some aspects not previously taught and parents could no longer opt out of some areas either. The policy has been changed to make it clear for parents. Where any concerns were raised, they would be discussed with those parents. Q: Will Big Talk still be coming in? <i>A: Yes, but for later in the year in anticipation of more normal times.</i> Q: If there are changes in statutory opt outs, will you wait for parents to come to you? <i>A: Yes, when we do Big Talk a letter going out to parents will include the changes and they will be given opportunity to come and talk to staff.</i>	

Minute No.		Action By
	The Chair reminded governors that the Big Talk sessions were always age appropriate. The Headteacher stated that there could be issues for some parents about the promotion of areas such as homosexuality. Q: Do we have disabled facilities in all buildings? <i>A: Yes, showers and toilets in all.</i> RESOLVED: governors approved the afore-mentioned policies.	
	<u>Annual Safeguarding Audit</u> RESOLVED the safeguarding audit would be completed and approved at the resources committee each autumn term.	
81	<u>Dates of Future Meetings</u> RESOLVED: the following dates were agreed: ● full governors – to consider the following suggested dates: ● spring 2021 – Thursday 11 February 2021 at 5.00pm ● summer 2021 – Thursday 20 May 2021 at 5.00pm ● resources committee ● autumn 2020 – Tuesday 3 November 2020 at 5.00pm ● spring 2021 – Tuesday 2 March 2021 at 5.00pm ● summer 2021 – Thursday 29 April 2021 at 5.00pm	
82	<u>Any Other Business (with Prior Approval from the Chair)</u> There was no other business.	

GOVS/AA/TJH

Chair's initials gk/veall

Committee Structure

Appraisal Committee

Quorum 2

Ms M R Lally
Mrs A Tuplin
Mr J B Veall

chair - to be appointed at the meeting

clerk - to be appointed at the meeting

Terms of reference:

- Headteacher review - the appraisal governors to meet with the external person providing support and, after listening to their advice, make decision on setting objections, reviewing performance and making any associated decisions related to pay for the Headteacher
- staff review - to review and make decision on recommendations from the Headteacher, whether staff have met their objectives and any recommended actions on pay increase

Personnel/Staff Dismissal Appeals Committee

Quorum 3

nominated governors who have had no involvement in the initial hearing noting that there must be at least the same number as have heard the initial hearing

Chair: to be appointed at the meeting

Clerk: to be appointed

Terms of Reference:

to deal with any appeal on a range of issues to include:-

- pay / grading
- redeployment / redundancy
- disciplinary issues
- grievances
- collective disputes
- use of fixed term contracts
- any appeal relating to Headteacher's performance management

NB: In the event the hearing has resulted from a complaint any governor party to the original complaint must not take part in the proceedings.

NB: The Headteacher's appraisers would be ineligible to serve on this committee if the business to be considered was an appeal by the Headteacher against her objectives.

Resources Committee

Quorum 3

Mrs E Cole
Mrs J Cole
Ms A Cvijetic
Mrs S Hazelden

Chair's initials J B Veall

Miss W Howlett
 Ms M R Lally
 Mrs G F Symonds
 Mrs A Tuplin
 Mr J B Veall

Chair: Mrs J Cole
 Clerk: Governor Services

plus Jo Vincent (Business Manager) in attendance as observer

Personnel

Terms of reference :

- that the committee review and approve policies relating to personnel (able to do this via response to email)
- to agree to staffing structure and filling vacancies (able to do this via response to email), except leadership structure (full governors)
- appraisal based salary recommendations for teaching staff
- pay grading issues (with the Headteacher, in liaison with the LA, being empowered to deal with the annual incremental pay awards for all nonteaching staff)
- redeployment / redundancy
- disciplinary issues
- grievances
- collective disputes
- to act as an initial hearing
- use of fixed term contracts

Appointments

Staff appointments to be dealt with as follows:

- that it is a statutory requirement, when appointing a Headteacher or Deputy Headteacher, for the full governing body to meet, with a quorum of 50%, for the purpose of electing the selection committee and ratification of the post
- appointments committee to deal with the appointment of all teachers
- all non-teaching staff and any temporary or part-time teaching staff be appointed by the Headteacher and one other governor
- that one governor must have undertaken the safer recruitment training on this committee

Finance

- that the committee review and approve policies relating to finance (able to do this via response to email)
- the Headteacher be empowered to amend the budget during the course of the year (virements) to a limit of £10,000 for a single transaction; the finance committee above £10,000
- the Headteacher be empowered to incur expenditure within the approved budget to a limit of £10,000 for a single transaction; the finance committee above £10,000 (able to do this via response to email)
- the resources committee be empowered to monitor income and expenditure during the year against the budget and decide upon corrective action where necessary to avoid overspending and to allocate any underspend to other projects within the school
- the resources committee be empowered to establish and maintain an up to date three-year financial plan and approve the budget on behalf of the board of governors
- the resources committee be empowered to buy into service level agreements
- the resources committee be empowered to review and respond to reports by internal audit and to monitor and ensure implementation of agreed actions
- the Headteacher be empowered to dispose of surplus equipment to a limit of £2,500

Chair's initials J B Veall

- the resources committee be empowered to dispose of surplus equipment above £2,500
- the resources committee be empowered to monitor and annually review and approve any changes to the: Charging and concessions policy in relation to setting charges for community use of the school's premises to take into account inflation and other associated costs such as staffing for hiring the school premises; lettings policy outlining conditions for hiring the school premises; governors' allowances scheme and whistle-blower's policy
- the resources committee carry out a benchmarking exercise at least once a year in order to compare the school's financial management performance against other similar schools
- to receive annually the audited school fund account
- to ensure compliance with financial regulations to meet at least once each term to discuss the school's finances and report back to the board of governors
- the resources committee be empowered to approve, monitor, and review the operation of the procedures required
- by SFVS and to decide upon corrective action that may be deemed necessary
- to review the charge for community use of the school

Premises

- to consider all issues relating to the fabric of the buildings and grounds including regular site inspections and
- security
- to ensure compliance with health and safety regulations
- to make recommendations to the Headteacher or full governing board as appropriate
- that the committee review and approve policies relating to premises (able to do this via response to email)
- to give consideration to specific building issues

Safeguarding

- to monitor and carry out an audit of the school's policies and procedures regarding safeguarding
- to annually review the safeguarding compliance audit form
- responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse against the Headteacher being made
- to monitor the health and wellbeing of staff and pupils (also part of the safeguarding governor role)
- that the committee review and approve policies relating to safeguarding (able to do this via response to email)

Complaints

Chair to liaise with Clerk in regard to appointing three governors to hear the complaint subject to availability and nature of the complaint

Chair: to appoint a Chair at the meeting

Clerk: Governor Services

Terms of Reference:

- to hear any complaints with the exception of curriculum issues in line with the school's complaints procedure

Pupil Discipline

Chair to liaise with Clerk in regard to appointing 3 governors to hear the issue subject to availability and nature of the complaint

Chair's initials gkvoall

Chair: to be appointed at the meeting
 Clerk: Governor Services

Terms of Reference:

- to hear all pupil exclusions in accordance with legislation

School Improvement Committee

Quorum 3

Mrs E Cole
 Mrs J Cole
 Ms A Cvijetic
 Mrs S Hazelden
 Miss W Howlett
 Ms M R Lally
 Mrs G F Symonds
 Mrs A Tuplin
 Mr J B Veall

ALL Governors

plus, School Improvement Team (Senior Leaders) in attendance as observers

Chair: to be appointed at the meeting
 Clerk: school admin

Terms of Reference:

- to monitor, evaluate and approve the school improvement plans
- to set targets and review pupil progress deciding on areas for improvement
- to monitor the curriculum and make recommendations to the board of governors
- to ensure the religious education and collective worship are provided in accordance with the requirements
- to review and approve policies relating to the curriculum (able to do this via response to email)
- to give consideration to the review of the school improvement plan before presentation to the governing board

Chair's initials

J B Veall

