

THE GOVERNING BODY OF HEADLANDS CE (VC) JUNIOR, INFANT AND NURSERY SCHOOL

Minutes of the meeting of the Governing Body held **remotely (via Microsoft Teams)** at 5:30 pm on Tuesday, 24 November 2020.

PRESENT

Mr C Looker (Chair), Mr D Claughton, Mrs P Cocker (Head Teacher), Mrs R Afzal, Mrs K Dickinson, Mrs L Drummond, Mrs S Marshall, Reverend K Young, Mr T Cross

In Attendance

Ms N Finch (Minute Clerk)

| Agenda Item | Discussion and Decisions | Action – who/date/ action |
|-------------|---|---|
| 29. | <p>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</p> <p>Apologies were received from Mrs G Wright with consent.</p> <p>There were no declarations of interest.</p> | |
| 30. | <p>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</p> <p>There were no items notified to be brought up under any other business.</p> | |
| 31. | <p>REPRESENTATION</p> <p><u>Governor Vacancies</u></p> <p>Governors noted the following vacancies:</p> <ul style="list-style-type: none"> • 1 Co-opted Governor. • 2 Foundation Governors. <p>Mr Looker asked for a volunteer to look at how Governors can recruit a Co-opted Governor.</p> <p>ACTION: Mr Looker, Mrs Cocker and Reverend Young will look at this giving priority to the Foundation Governor recruitment.</p> | <p>Head / Chair Reverend Young</p> |
| 32. | <p>MINUTES OF THE MEETING HELD ON 22/28TH SEPTEMBER 2020</p> <p>RESOLVED: That the minutes of the meeting held on 22/28th September 2020 be approved as a correct record with the following amendment:</p> | |

| | | |
|-----|---|---|
| | <p><u>Election of Chair (iii) - Minute 1 refers</u></p> <p>Mr Looker was nominated by Mrs Afzal and was seconded by Mrs Cocker.</p> | |
| 33. | <p>MATTERS ARISING</p> <p>Most actions have been completed. The following actions are carried forward:</p> <ul style="list-style-type: none"> • Mrs Cocker to ensure business interests information is added to the School website. • Mrs Cocker and SBM to move forward with an instant communication system for parents. • A schedule of events for the Governor year to be put together by Mr Looker and Mr Cloughton. • The Monitoring framework to be shared with Governors once reviewed by Mr Cloughton. • Educational visits policy to be deferred to later in 2021 as no visits are scheduled due to current situation. • Mrs Afzal and Mr Looker to follow up ensuring Governors have read the KCSiE document. | <p>Mrs Cocker / SBM</p> <p>Mrs Cocker / SBM</p> <p>Mr Looker/ Mr Cloughton</p> <p>Mr Looker/ Mr Cloughton</p> <p>Mrs Afzal/Mr Looker</p> |
| 34. | <p>HEAD TEACHER REPORT AND GOVERNOR QUESTIONS</p> <p>(a) <u>General Update</u></p> <p>Mrs Cocker updated the Governors following a monitoring visit from the School Improvement Partner – Mr C Midgely.</p> <p>The School had received good feedback, he was impressed with the high standards and expectations he saw. The monitoring report has been circulated to Governors along with an updated Covid risk assessment and procedures document.</p> <p>Q: Were there any aspects of the report that you challenged?</p> <p>A: No, we are always open and honest. One of the notations is about the catch up being completed by April 2021, but the approach taken by the School is to take any catch-up steps with children as they come to each topic throughout the year.</p> <p>Q: Were there any verbal recommendations?</p> <p>A: Yes, around planning for the use of Coronavirus catch up funding – a strategy should be in place. This is already being looked at.</p> <p>Mr Looker asked that Governor thanks be passed on to everyone. The report was excellent and should be celebrated.</p> | |

| | | |
|-----|---|--|
| | <p>Q: A child has been excluded, are individual needs being addressed?</p> <p>A: Yes, the child has 1-1 support and a whole programme of support in place.</p> <p>(b) <u>SIP Targets 2020/21</u></p> <p>Mrs Cocker advised that 4 targets were proposed:</p> <ol style="list-style-type: none"> 1. Christian vision 2. Emotional wellbeing 3. Adapted curriculum 4. Remote learning <p>These were outlined briefly. Reverend Young was very pleased to see that the Christian vision was included.</p> <p>Q: Did you consider any other targets?</p> <p>A: We usually have an attainment and progress target from previous SATs results, as we don't have any to work with we didn't think it was appropriate. We do believe that remote learning will impact on attainment and progress.</p> <p>Q: What kind of outcomes are you looking for from the remote learning target?</p> <p>A: Engagement from pupils, parental support, ongoing evaluation and ensuring all the pupils access the learning.</p> <p>Q: Did you consider an objective about School recovery?</p> <p>A: No not really, the monitoring report highlights how well we have started back and how quickly the pupils engaged and settled in. It was not felt appropriate to separate out School recovery in this way, and the monitoring report supports this decision.</p> | |
| 35. | <p>CORONAVIRUS UPDATE</p> <p>Mrs Cocker gave a verbal update:</p> <ul style="list-style-type: none"> • A set of procedures is now in place when a bubble needs to close as need to have a speedy response. • Managing staff absence has been very difficult. • Some issues around parental communication are being worked through. <p>The Governors asked Mrs Cocker to thank the staff for all their hard work.</p> <p>Q: When Covid is over can we continue to have staggered starts?</p> <p>A: Unfortunately no, it takes 2 hours per day for 2 or more staff.</p> | |

| | | |
|-----|--|--|
| | <p>Q: A parent expressed disappointment that work in the remote learning book had not had a response?</p> <p>A: This has now been rectified, and all remote learning has now been migrated onto Teams so this will not happen going forward.</p> <p>Q: What happens to remote learning for pupils self-isolating but not from a bubble closure?</p> <p>A: They will access their work in the same way, via Teams, they can also borrow a laptop if required.</p> <p>Q: Are you satisfied that we are doing everything to comply with legal obligations around remote learning?</p> <p>A: Yes, by doing live lessons we are going above and beyond what is deemed acceptable.</p> <p>Mrs Cocker advised that a guidance document for remote learning has gone out to parents. This includes protocols, guidance, do's and don'ts. She stressed the importance of pupils understanding what is expected of them.</p> <p>She also explained the procedures if the Teacher of the burst bubble is poorly and not able to teach remotely.</p> <p>Governors commended the School for getting remote learning up and running within a couple of months.</p> | |
| 36. | <p>COMMITTEE UPDATES</p> <p>There have been several meetings. Governors had been provided with copies of the minutes and were asked to direct any questions to the relevant Committee Chair.</p> <p>Mr Looker gave an update from the recent Resources meeting covering:</p> <ul style="list-style-type: none"> • The progress of the nursery building • The financial position and projected carry forward of c.£116,000 • Strategy discussion around spending on supplies and services • Staff welfare – steps being taken to support this. <p>Mr Looker also advised he will be recording a short video message of thanks to staff.</p> | |
| 37. | <p>POLICIES</p> <p><u>Safeguarding Policy</u></p> <p>This is a revised LA policy and had been circulated.</p> <p>RESOLVED: That Governors agreed to adopt and ratify the policy.</p> | |
| 38. | <p>CHRISTIAN VISION – UPDATE AND NEXT STEPS</p> <p>Mrs Cocker confirmed that the document had been circulated and put onto Teams.</p> | |

| | | |
|-----|---|------------------|
| | <p>Reverend Young updated Governors on the work carried out so far. This covered the Vision, Values and Aims.</p> <p>Governors discussed bible references, quotes and relevant stories.</p> <p>A working group was proposed to share the workload and move things forward.</p> <p>Q: Can we get other stakeholders and community involved? A: Yes this is a next step and something the working party can pick up.</p> <p>Q: Can we look for inspiration from other Schools? A: Yes there are lots to look at, however it is important that our vision values and aims are unique to us, here at Headlands.</p> <p>RESOLVED: That a Working Group be set up consisting of:</p> <p style="padding-left: 40px;">Reverend Young Mrs Cocker Mr Looker Mrs Dickinson Mrs Marshall</p> <p style="padding-left: 40px;">An update will be given to full Governors meeting in January.</p> <p>ACTION: A meeting of the group to be held before the next Governor meeting on 19 January 2021 if possible.</p> | Mr Looker |
| 39. | <p>SAFEGUARDING UPDATE</p> <p>Mrs Afzal has been unable to complete her monitoring visit. This will be completed by the end of this term.</p> <p>ACTION: Mrs Afzal to book in with School.</p> | Mrs Afzal |
| 40. | <p>REPORT ON CHAIRS ACTIONS SINCE LAST MEETING</p> <p>Mr Looker updated Governors on his actions since the last meeting:</p> <ul style="list-style-type: none"> • Has had a meeting with every Governor to introduce himself. • Head and Chair introductory meeting completed and regular meetings booked in every 4 weeks. • Various catch up chats. • Has sent various messages of support into School. | |
| 41. | <p>SPEN VALLEY TRUST UPDATE</p> <p>Mrs Cocker gave Governors an update which included:</p> <ul style="list-style-type: none"> • Head teachers have been meeting regularly via Teams to offer each other help and support. • Moderation meetings will now go ahead via video link. • Looking to introduce a drama coach across the trust, this will be taken forward after Christmas. | |

| | | |
|-----|---|---------------------|
| | <ul style="list-style-type: none"> • Board meeting held – virtually. • Discussed the Year 4 classes working with their partner school again on “Carry my story”. | |
| 42. | <p>GOVERNOR TRAINING AND GOVERNOR VISITS</p> <p>Mr Looker noted the difficulty to carry out visits and attend training due to the current circumstances. Some monitoring has been completed, which is good. Visits are not going ahead as Governors would like.</p> <p>Mr Looker has attended Chair of Governor training and found this very useful. It was noted in the training that currently Governors role is 90% support and 10% scrutiny.</p> <p>Mrs Marshall is the Governor training contact, she asked Governors to note that the recent training course update has been put onto Teams and ask if they wish to attend any courses.</p> <p>Governors were reminded that if they attend training they should provide feedback to Mrs Marshall.</p> <p>Q: Do we think that virtual is the way forward for Governor meetings?</p> <p>A: Unsure, something to work on in the future.</p> | |
| 43. | <p>COMMITTEE TERMS OF REFERENCE</p> <p>This item was noted and Governors agreed that it should be carried forward to the January meeting.</p> <p>RESOLVED: That Committee Terms of Reference be carried forward to the January meeting.</p> | Minute Clerk |
| 44. | <p>ANY OTHER BUSINESS</p> <p>There were no items notified to be brought up under any other business.</p> | |
| 45. | <p>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</p> <p>RESOLVED: That future Full Governing Body meetings be held on the following dates:</p> <p style="text-align: center;">Tuesday, 19 January 2021 Tuesday, 9 March 2021 Tuesday, 18 May 2021 Wednesday, 7 July 2021</p> <p><u>January Meeting – Agenda Items</u></p> <ul style="list-style-type: none"> • Update on Christian Vision • Committee Terms of Reference | |
| 46. | <p>IMPACT STATEMENT</p> | |

| | | |
|-----|--|--|
| | <p>Governors agreed that they have given School lots of support during this difficult time.</p> <p>Governors have been involved in the evaluation and evolution of the remote learning platform.</p> <p>Governors have given input to the development of the SIP through question and challenge.</p> <p>Q: Should this item be put as a standing item on the Committee agendas too?</p> <p>A: All agreed it should.</p> <p>ACTION: Impact statement to be added to each of the Committee agendas.</p> | Governor Clerking Service |
| 47. | <p>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</p> <p>RESOLVED: That no part of the agenda, minutes or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p> | |

C A L o s h e
 C H A I R
 25/1/21