

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

Minutes of the annual meeting of the Governing Body held at 6.30pm on Tuesday, 22nd September 2020. A follow up meeting was held on Monday 28th September at 5.30pm due to technical difficulties. Both meetings were held remotely via Microsoft Teams.

PRESENT

Mr D Cloughton (Chair), Mrs R Afzal, Mrs P Cocker, Mr T Cross, Mrs K Dickinson, Mrs L Drummond, Mr C Looker, Mrs S Marshall, Mrs G Wright, Reverend Karen Young.

In Attendance

Ms N Finch (Minute Clerk)

Agenda Item	Discussion and Decisions	Action – who/date/ action
1	<p>ELECTION OF CHAIR</p> <p>Ms Finch took the chair and confirmed the following:</p> <p>RESOLVED: That</p> <ul style="list-style-type: none"> (i) The term of office will be for 1 year until the next annual meeting. (ii) A tie will be resolved by secret ballot via email to the clerk (iii) Mr Craig Looker was nominated by Mrs Afzal and was seconded by Mrs Cocker. (iv) There were no other nominations. <p>RESOLVED: That Mr Craig Looker be elected Chair of Governors.</p> <p>It was agreed that Mr Cloughton would chair the rest of the meeting.</p> <p>Mr Cloughton was thanked for his hard work and contribution by all the Governors.</p>	
2	<p>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</p> <p>All governors were present at the meeting.</p> <p>There were no declarations of interest.</p>	

	<p>The Governing Body was also asked to:</p> <p>(a) <u>Confirm their protocols on apologies and consent to governor absence</u></p> <p>RESOLVED: That Governors agree to decide on whether to grant consent on an individual basis depending on the circumstances.</p> <p>(b) <u>Approve the Governors' code of conduct</u></p> <p>RESOLVED: That the Governing Body has adopted its own code of conduct. This is also included in the induction process for new Governors.</p> <p>All Governors confirmed they had read and agreed it.</p> <p>(c) <u>Declaration of Business Interest information</u></p> <p>The Head Teacher confirmed that school staff had completed paper versions of the business interest declaration forms. Governors are to complete the online version.</p> <p>ACTION: Governors who haven't already should complete the online form using the link on the agenda.</p> <p>ACTION: The Head Teacher to ensure business interest information is updated on the school website.</p> <p>(d) <u>GIAS (Get information about Schools) to be kept updated</u></p> <p>RESOLVED: Once all declarations of business interests are confirmed the School Business Manager will update the GIAS information including the changes to the Governing Body.</p> <p>(e) <u>Approving 'alternative arrangements' for remote meetings</u></p> <p>The Governors noted that the current arrangements that are in place for holding meetings through Microsoft Teams work really well for remote working.</p> <p>RESOLVED: That the Governors agree to 'alternative arrangements' for remote meetings by video conference – in accordance with regulation 14 of The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.</p>	<p>Governors</p> <p>Head Teacher</p> <p>Head Teacher/ SBM</p>
3	<p>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</p> <p>The following items were notified to be brought up under Any Other Business:</p> <ul style="list-style-type: none"> • Website changes 	

	<ul style="list-style-type: none"> Meeting about the Nursery building. 	
4	<p>REPRESENTATION</p> <p>3.1 <u>Appointment of Co-opted Governors</u></p> <p>The Governors requested that this item be deferred to the next meeting.</p> <p>RESOLVED: That this item be carried forward to the next meeting.</p> <p>3.2 <u>Appointment of Foundation Governors</u> (1 vacancy for foundation PCC Governor)</p> <p>A query was raised about the process for filling the 2 vacancies, and whether it could be any practicing Christian.</p> <p>RESOLVED: That the Chair, Head and Reverend Young discuss separately.</p>	<p>Clerk</p> <p>Chair, Head, Reverend Young</p>
5	<p>ELECTION OF VICE CHAIR</p> <p>Mrs Wright confirmed she would not be looking to be nominated again.</p> <p>Mr Looker nominated Mr Cloughton to be the Vice-Chair. This was seconded by Mrs Afzal.</p> <p>RESOLVED: (i) That Mr D Cloughton be elected Vice-Chair.</p> <p>(ii) That the term of office be for 1 year until the next annual meeting.</p> <p>The Governors thanked Mrs Wright for her contribution.</p>	
6	<p>REVIEW OF COMMITTEES</p> <p>(a) <u>Membership</u></p> <p>The Governing Body would continue to have three main Committees.</p> <p>RESOLVED: That membership of the Committees be agreed as follows:</p> <p><u>Achievement and Curriculum Committee</u></p> <p>Mr D Cloughton Mrs P Cocker Mr T Cross (Chair) Mrs L Drummond Mrs K Dickinson Mr C Looker</p>	

Children, Families and Community Committee

Mrs K Dickinson (Chair)
Mrs L Drummond
Mrs P Cocker
Reverend K Young
Mr D Cloughton
Mrs S Marshall
Representative of Friends of Headlands

Finance, Resources and Staffing Committee

Mr D Cloughton
Mrs P Cocker
Mrs S Marshall
Mrs G Wright
Mr C Looker (Chair)

Performance Management Committee

Mr D Cloughton
Mr T Cross
Mr C Looker

Staff Dismissals Committee

Mrs R N Afzal
Mrs G Wright
With additional members drawn from a pool of eligible Governors at the time, or from within the Trust Schools.

Dismissals Appeals Committee

Members of the Committee to be drawn from a pool of eligible Governors at the time, or from within the Trust Schools

Pupil Discipline Committee

Any of the members of the Achievement and Curriculum Committee.

Complaints Committee

Mrs R N Afzal
Mrs K Dickinson
With additional members drawn from a pool of eligible Governors at the time, or from within the Trust Schools.

	<p>(b) <u>Terms of Reference</u></p> <p>Governors acknowledged that Mr C Looker had made some minor changes to the Finance Committee TOR and agreed to these amendments. The other 2 Committee TORs would be reviewed in time for the next Full Governing Body meeting. All 3 documents are available on Teams.</p> <p>RESOLVED: That the amended Terms of Reference for the Finance Committee be adopted. The other 2 Committee TORs be reviewed by the Chairs of each committee with any changes approved at the next FGB meeting.</p>	<p>Mr T Cross</p> <p>Mrs K Dickinson</p>
7	<p>TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES</p> <p>RESOLVED: That the following Governors be appointed with specific responsibilities:</p> <ul style="list-style-type: none"> • Special Educational Needs Governor – Mrs K Dickinson • Governor for Looked after Children – Mrs R N Afzal • Governor Training Contact – Mrs S Marshall • Child Protection/Safeguarding Governor – Mrs R N Afzal • Early Years Governor – Mrs G Wright • Equality Governor – Mrs G Wright • Health and Safety Governor – Mr C Looker • Data Protection Governor – Mr T Cross • Wellbeing (pupil and Staff) – Mrs G Wright / Mrs S Marshall 	
8	<p>CHAIR'S DELEGATED POWERS</p> <p>RESOLVED: That the Chair be granted the following delegated powers:</p> <ul style="list-style-type: none"> (i) Change of date of a scheduled meeting, for good reason. (ii) Chair's powers to grant retrospective consent to absence in the event that a governor would have become disqualified if the matter had to wait for the next Governors' meeting. (iii) To determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available at the School. 	

9	<p>DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER</p> <p>RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:</p> <ul style="list-style-type: none"> (i) Planning and conducting the affairs of the school to remain solvent. (ii) Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority's standing orders, and maintaining a sound system of internal controls. (iii) Ensuring that funding from the LA and any other sources is used in accordance with the conditions attached to that funding. (iv) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it. <p>RESOLVED: That the spending limit for the Head Teacher remain at £10,000 with the budget virement at £30,000.</p>	
10	<p>HEAD TEACHER REPORT (NON-CORONAVIRUS-RELATED) AND GOVERNOR QUESTIONS</p> <p>(a) <u>Pupil Numbers</u></p> <p>Reception class is full with 60</p> <p>13 places in Year 1 2 places in Year 4 2 places in Year 5</p> <p>(b) <u>Free School Meals</u></p> <p>Numbers have increased to 22% versus 17.5% last year. This is likely to be down to the impact of Covid-19.</p> <p>(c) <u>SEN</u></p> <p>6 pupils have an EHCP. 12 pupils have My Support Plans – 2 of which are already being assessed for EHCP.</p> <p>(d) <u>Vulnerable Pupils</u></p> <p>5 pupils (from 3 families) are subject to child protection 1 child has moved from child protection to being LAC.</p>	

(e) Outreach

No outreach at present. Education Psychologist is currently not coming into school, the SALT assessment process is virtual which is making it a very long process.

(f) Parent Consultations

These will be done via telephone rather than face to face.

Q. Could we see parents via video link?

A. We will need to have further discussions about this before deciding. We chose a format which we knew all parents would be able to access.

(g) Events

There are currently no visitors coming into school and no Trust events planned.

Christmas parties will go ahead, however, the Christmas concert will not go ahead.

The school was currently looking at how various regular activities can go ahead, e.g. School council, collective worship.

Q. Will we do other nice things instead of the concert?

A. Not looked at this in full yet, but we will ensure we have an exciting Christmastime in school.

Q. This term we are playing catch up (curriculum), how will we ensure a balance?

A. Yes we need a balance and a concert takes up a lot of curriculum time, although it brings lots of benefits. We will use the time to support catch up interventions. Reverend Young can give advice on how to support Christmas without us going into church. For example, a video recorded service.

Q. How can Friends of Headlands help this term?

A. Mrs Marshall will liaise with them to see how they can help.

(h) Staffing

2 Staff are going on maternity leave this year.

(i) SIP / SDP

The SIP monitoring final update for the previous year was distributed recently by Mrs Drummond.

Many of the targets on the SIP are likely to roll forward.

**Mrs S
Marshall**

	<p>(j) <u>Attendance</u></p> <p>Week 1 – 98.82% (not including isolating pupils) Week 2 - 97%</p> <p>No children / adults have tested positive.</p> <p>5 staff members were off last week with Covid-19 symptoms, so far 2 have had their results as negative.</p> <p>Q. What is attendance like versus this time last year? A. We had a really good first week, no children were on holiday this year which in the past has had a significant impact.</p> <p>Q. What are your plans for introducing an alternative instant communication system with parents? A. Although there would be lots of work involved in setting up an e-mail database and managing it, and it may have limitations (e.g. parents without emails), this is being explored, as the current system of text messaging has limitations.</p> <p>Action: Head to discuss this with the School Business Manager.</p>	Head
11	<p>MINUTES OF THE MEETING HELD ON 8 JULY 2020</p> <p>RESOLVED: That the minutes of the meeting held on 8 July 2020 be approved and signed by the Chair as a correct record, subject to the following amendment:</p> <p style="padding-left: 40px;"><u>Minute 3039</u></p> <p style="padding-left: 40px;">Question 5 to be reworded to say... 'How are we prepared to manage non-compliance with the rules we are putting in place?'</p>	
12	<p>MATTERS ARISING (including review of outstanding matters from 4th February and 13th May)</p> <p>(a) <u>Appointment of Co-opted Governors (Minute 3033 refers)</u></p> <p>Mr Claughton confirmed he had spoken with the applicant.</p> <p>(b) <u>Christian Vision (Minute 3038 refers)</u></p> <p>Governors confirmed they had received the aims and objectives for review.</p> <p>Outstanding matters from previous minutes</p> <p>1. Look at preparing a schedule of events for the Governor year – Action: This will be picked up by Mr Claughton and Mr Looker</p> <p>2. Monitoring Framework – Action: Mr Looker has completed this and will share with Governors once Mr Claughton has reviewed it.</p>	<p>Mr Claughton / Mr Looker</p> <p>Mr Claughton/ Mr Looker</p>

	<p>3. GDPR refresher session – Governors would like the DPO to give a virtual update / refresher session / wider context update for the purposes of Governor monitoring. Action: Head to book the DPO (Chris Hammond) for the Achievement and Curriculum October meeting if possible.</p>	Head
13	<p>FINANCIAL MANAGEMENT AND MONITORING</p> <p>(a) <u>School fund audit report</u></p> <p>The SBM had confirmed that this would be available for the Finance Committee in November.</p> <p>(b) <u>SFVS</u></p> <p>The SFVS was completed in March 2020.</p> <p>Action: The Head and School Business Manager will ensure that the Kirklees internal audit requirements are adhered to, including additional Budget updates for all Governors in January and September each year.</p>	Head / SBM
14	<p>TEACHER APPRAISAL POLICY AND TEACHER PAY POLICY</p> <p>Governors noted that the review and approval of these are delegated to the Finance Committee, which will cover these on its November Agenda.</p>	
15	<p>CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2022/23</p> <p>Governors noted the consultation.</p> <p>RESOLVED: That the PAN will remain at 60.</p>	
16	<p>POLICIES</p> <p>(a) <u>Educational Visits Policy</u></p> <p>Action: this policy review to be deferred to the next Full Governing Body meeting.</p> <p>(b) <u>Whistleblowing Policy</u></p> <p>RESOLVED: That the governors approve the policy with a slight amendment to the wording (removal of the word 'genuine' in paragraph 3).</p> <p>Action: Mr Looker to obtain a revised version from Kirklees and send to the School.</p>	<p>Clerk</p> <p>Mr Looker</p>

17	<p>TRAVELLING AND SUBSISTENCE ALLOWANCES REVIEW</p> <p>There were no changes to the policy, but Governors were reminded that the allowance is there if they wish to make a claim and that all expenditure should be referred to the Chair before being incurred.</p>	
18	<p>CONTINUOUS IMPROVEMENT</p> <p>Governors are asked to think about the school objectives for this year.</p> <p>RESOLVED: That this item be carried forward to the next Full Governing Body meeting.</p>	Clerk
19	<p>UPDATE ON PROGRESS AND NEXT STEPS WITH CHRISTIAN VISION (Minute 3038 refers)</p> <p>Reverend Young advised that due to the challenges of Covid-19, there has been no progress.</p> <p>RESOLVED: That Reverend Young and the Head will get together and bring some information to the Full Governing Body meeting in November.</p> <p>Governors offered help to support next steps.</p>	Reverend Young/Head
20	<p>CORONAVIRUS UPDATE</p> <p>(This item was discussed last on the agenda)</p> <p>The Head advised that there would be updates from 2 different viewpoints, one from SLT and one from Staff. These have been completed independently of each other.</p> <p>The Head noted the following SLT points -</p> <ul style="list-style-type: none"> • Entry/Exit to school was working well now. • Still some issues with parents not wearing masks and outside the school gates it is difficult to ask parents to follow social distancing guidelines. • The staggered starts are very reliant on staff manning the gates. • Lunchtime is very challenging – 4 bubbles use the hall and 3 more have lunch in classrooms. The timings are very tight with each bubble having 20 minutes to eat. Again, very dependent on a larger than usual number of staff managing the timings and bubbles. • Hand washing is taking time, extra cleaning is being completed, this is taking Teaching Assistants away from supporting learning. • Some staff are wearing a mask when dealing with children at close quarters. 	

Q. What happens during wet playtime/lunchtime?

A. We have not had one yet, but it will be challenging.

Curriculum –

- Lovely positive atmosphere in school, pupils are settling in really well and are engaged.
- Decided to start learning straight away rather than going ahead with assessment.
- The staff are being very flexible and most parents are being very co-operative.

Staff Viewpoint -

- Pupils have settled better than expected
- Time is a struggle due to the staggered starts/finish and the extra cleaning required.
- Extra volunteer support has been given in EYFS for deep cleaning etc. This has been really good.
- In KS2 it is sometimes difficult for pupils to concentrate due to the staggered break times.
- Use of the “Here We Are” book has meant a great start for pupils.
- EYFS – many are needing a lot more support than usual with friendships and social interactions, lots of toilet issues and some still in nappies.
- Learning attitudes in KS2 are really good.

The meeting was adjourned at this point due to technical difficulties in school.

Reconvened meeting 5.30pm Monday 28th September 2020

All Governors were present (G Wright joined at 6.10pm) with the exception of Mrs K Dickinson and Reverend Young who sent apologies.

The Chair thanked everyone for attending and advised that the meeting would cover the rest of the Coronavirus update and discussion and Governors’ questions focussing particularly on:

- Supply staffing
- Contingency planning – remote learning

Governors had a lengthy discussion about the use of supply staff in school during the current situation, the risks, the benefits and the impact.

The Head confirmed that there were other professionals coming into school but they were very minimal, e.g. Speech and Language therapist, vulnerable pupil support.

The Chair read out the Government advice and guidance around supply staff.

The Governors asked the following questions:

Q. If they are following set rules and guidelines laid out in the School's Risk Assessment, are they any more of a risk?

A. Potentially yes, as they may have been in 4 or 5 different schools within a week.

Q. Are supply staff shown our rules and guidelines when they come in?

A. Yes, they get a pack with the Risk Assessment and our protocols and someone goes through it with them before they start the day.

Q. What number of supply staff would you consider to be manageable, what's the tipping point?

A. Our feeling is no more than 2 supply staff. If we need more than that we would need to consider closing a bubble instead.

The Head confirmed that the supply agency had given school their policy for track and trace and protocols for their staff during this time.

RESOLVED: That Governors agree that supply staff can be used. Safety measures must be in place in line with the school's own protocols and they must have a full induction as described prior to pupils coming into school.

Q. Governors would like more clarity on the plans for remote learning should pupils have to be sent home.

The Head updated the Governors as following:

- Positive feedback received from parents on how school managed remote learning before the summer.
- The remit has now changed slightly, school now must mirror what's happening in the classroom.
- This is not a small task, it's got to be manageable and give careful consideration to the impact on Teachers of any further increase in their workloads.
- After speaking at length with the School Business Manager and ICT Manager the proposal is:

1. For single pupils in isolation paper resource packs will be available to provide work for two weeks. This will include some mirrored work as well as generic Maths and Literacy.
2. For class/year group isolation a platform will be set up on Teams, it will rely on the pupil having a device at home (laptop / tablet) and at some point during the morning the Teacher will deliver a session outlining the day's activities. This may not go ahead if the Teacher is actually poorly so expectations will need to be set.

	<p>Training for Pupils/Parents/Staff will be required and Teachers will need to ensure they have resources at home.</p> <p>Q. What are the timescales for getting this up and running? A. We would hope to have it set up for after October half term. Until then should there be a bubble closure we will upload things on the school home learning platform like we did prior to the holidays.</p> <p>Mr Cross noted that it would be beneficial if children could have regular formal contact with the Teacher during isolation.</p> <p>The Head advised that where possible the Teachers would make contact; this would be done from school to maintain good data security. Again, careful consideration would need to be given to the impact on teacher wellbeing of any further workload for them.</p> <p>Q. What are the plans for the Covid-19 catch up premium? A. We have not heard very much about it, as there is no evidence yet of how it can be spent to be of the greatest benefit, and so have not looked at it as yet. We will consider in more detail as we receive more information around how it can be spent to ensure that it is used in the best way.</p> <p>Mrs Afzal offered thanks to all staff on behalf of Governors for working hard to keep the pupils in school safe.</p>	
21	<p>SAFEGUARDING</p> <p>The Safeguarding Lead Governor advised that the KCSiE document has been updated and added to Teams.</p> <p>Action: All Governors should read this document and email the Head to confirm they have done so.</p> <p>The Safeguarding Lead Governor would be contacting the Head shortly to arrange their regular monitoring meeting on safeguarding.</p>	<p>All Governors</p> <p>Mrs R Afzal</p>
22	<p>CORRESPONDENCE AND REPORT ON CHAIR'S ACTIONS SINCE LAST MEETING</p> <p>Mr Cloughton reported that an anonymous email had been received by him at the start of the summer holidays outlining various allegations about how the school was managing staffing and budgeting during the initial 12-week period of lockdown and requesting a response. The email was both inflammatory and factually incorrect in all of its allegations. A response was sent but was unable to be delivered as the anonymous email address would not accept incoming messages. No further correspondence has been received on the matter since.</p>	

23	SPEN VALLEY TRUST UPDATE The Head advised that nothing was planned at the moment and she will update Governors at the next meeting following the upcoming Trust Heads meeting.	
24	GOVERNOR TRAINING AND GOVERNOR VISITS Due to Covid-19 there have not been any visits. Several Governors were already booked on virtual Kirklees training courses.	
25	ANY OTHER BUSINESS (a) <u>Website updates</u> Mr Cloughton highlighted some of the updates that are required on the Governor section of the school website. Action: Mr Cloughton to email them into school. (b) <u>Nursery Building</u> Mr Cloughton advised Governors that a meeting with Kirklees about the Nursery Building will take place this week. Action: Mr Cloughton or Mr Looker will update governors via email.	Mr Cloughton Mr Cloughton/ Mr Looker
26	DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS Future dates were approved at the previous meeting.	
27	IMPACT STATEMENT This item was deferred to the next meeting.	
28	AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY 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.	

CALOster
CHAIR
21/4/21