

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

Minutes of the Annual Meeting of the Governing Body held in school at 5:30 pm on Tuesday, 21 September 2021.

**PRESENT**

Mr C Looker (Chair), Mr D Claughton, Mrs A Dunn (Head Teacher), Mrs R Afzal, Mrs K Dickinson, Mrs L Drummond, Mrs S Marshall, Mr T Cross, Mrs G Wright

**In Attendance**

Ms N Finch (Minute Clerk)

Agenda Item	Discussion and Decisions	Action – who/date/ action
1.	<p><b>WELCOME PRAYER</b></p> <p>This was delivered by the Chair on behalf of Reverend Young.</p>	
2.	<p><b>WELCOME TO NEW HEADTEACHER AND LOOKING TO THE YEAR AHEAD</b></p> <p>The Chair welcomed everyone to the face to face meeting and the new Headteacher, Mrs Ashleigh Dunn, was introduced to everyone.</p> <p>Mrs Dunn reported that she thought the school was well placed to look at the Christian Vision for the school. She wants to ensure everyone has a voice and engaging with all stakeholders will be very important.</p> <p>She was happy to note that staff and Governors have all been very supportive and positive following her arrival.</p> <p>Mrs Drummond (DHT) also noted that staff are optimistic and positive even though they are aware there will be some hard work involved in moving the school forward. The whole school community will have an opportunity to learn and develop.</p> <p>Mr Cross noted that the Governors are all very supportive and enthusiastic.</p> <p>Mrs Dickinson commented that already the pupils are noticing the changes and new opportunities that have been implemented.</p> <p>Mrs Wright commented that the new School Improvement Plan is visionary and looks to push boundaries which is very exciting. The school community has gone through so much but she can see ownership throughout the school community already.</p> <p>The chair mentioned the draft Governor monitoring plan which will ensure Governors have a renewed commitment too.</p>	

3. **HEADTEACHER'S REPORT:**(a) Draft School Improvement Plan

The SIP had been circulated prior to the meeting and Governors had reviewed it.

The HT summarised the headlines and her process in putting the draft plan together and what actions have been put in place to support the learning and developing of the pupils.

Under the English target, reading will take precedence followed by writing, based on current data.

SEMH will have a higher profile

- Carnegie mental health award – want to look at achieving this.
- Forest Schools – Looking to arrange training for some staff.
- Lunchtime breaks will look completely different. (20% of child's time – not planned – happy lunchtimes has massive impact, so looking to introduce a new approach)

The Chair thanked the Head Teacher for her update and the work she had done on the draft plan.

**Q: Will we need to be more creative around the budget to support the actions on the plan?**

**A:** Budget will be reviewed to align to SIP e.g. sports coach – no longer in funding reallocating to support CPD and resources for OPAL. Some CPD from diocese in exchange for one diocesan visit . Friends of Headlands fund raising, have discussed being specific about what the fundraising is for.

Need to start looking at the budget ASAP to ensure we can accommodate resources particularly CPD. Giving time for staff is something that will need to be discussed going forward and how the budget can accommodate this.

Mrs Wright commented that she noted we are bringing creative ways to teach and learn and considering how will this be measured. The plan really feels like it should be the direction we are heading.

**Q: Support externally for mental health issues is stretched, what can we do in school without the waiting time?**

**A:** We have L3 trained counsellor and an ELSA (emotional literacy support assistant) that we can utilise more effectively. We also have 2 x mental health first aiders in school.

	<p><b>Q: What about community engagement with other schools?</b></p> <p><b>A:</b> AGM with Spen Trust is pending, the Headteacher has arranged to meet with high school head soon too. This will ensure opportunities for collaboration and sharing best practice.</p> <p>Governors were really pleased to be able to see the tangible actions in the SIP that they can monitor effectively. It is very clear and concise.</p> <p>The Head Teacher advised that the headings are tied together for SIAMS and Ofsted for consistency and to reflect the joint importance of both.</p> <p>The baseline data seen will be being looked at shortly and may need to be revisited based on some baseline testing that we will complete.</p> <p><b>Q: What factors have you seen that means the past data may not be as accurate as you thought?</b></p> <p><b>A:</b> How staff are assessing and challenges around moderation. Staff had difficulty making their assessments due to lack of evidence.</p> <p><b>Q: Reading and writing, what experience from the past do you have for using the approach?</b></p> <p><b>A:</b> Looking at it over time, lots of research. Feedback from children. New assistant head delivered a reading lesson that was inspirational.</p> <p>(b) <u>Draft Governor Monitoring Schedule</u></p> <p>Governors had reviewed the proposal.</p> <p>The Head Teacher wants Governors to ensure they see, hear and feel what's going on in school and feel welcome.</p> <p>Governors were asked to look at becoming Governor for a specific year group and stay with it as it moves through school.</p> <p>Governors agreed that triangulation of scrutiny is really important.</p> <p><b>ACTION:</b> Chair will send an email out to Governors to get their feedback on which year group they may want to be involved with and how they can support the monitoring schedule.</p> <p>Governors agreed that their profile should be raised within the School.</p>	<p><b>Mr Looker</b></p>
4.	<p><b>SIAMS AND CHRISTIAN VISION</b></p> <p><b>Q: Where are we now with the vision?</b></p> <p><b>A:</b> We have been working on the vision with staff team already since the start of term.</p>	

	<p>Communications to parents and feedback from children will be coming shortly. Collective worship liturgy/framework is being rolled out. DHT has been on some collective worship training and led collective worship this week.</p> <p><b>Q: How often is collective worship done?</b>  <b>A:</b> Everyday. In different formats. The overview will be circulated.</p> <p><b>Q: Will the diocese be visible in the school community?</b>  <b>A:</b> Mr L Talbot will be visiting regularly as our link advisor. Can buy training which is of really high quality.</p> <p>The Head Teacher is confident that the school will be in a stronger position by the end of this term. She asked Governors to note that the SIAMS judgement will stay with the school for 5 years, School cannot ask to be re-judged.</p> <p>The DHT advised that Yvonne from the Zephaniah Trust has been in school to schedule a number of activities to enhance the collective worship offer e.g. prayer space, Rewind to Christmas.</p> <p><i>Mr Cloughton left the meeting at this time.</i></p>	
5.	<p><b>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</b></p> <p>Apologies were received from Reverend K Young, with consent.</p> <p>(a) <u>Approve the Governors' Code of Conduct</u></p> <p>Governors were informed that the NGA had updated its model code of conduct and were encouraged to adopt it. They noted that much of the content remained unchanged, however, updates included:</p> <ul style="list-style-type: none"> <li>• The Nolan Principles were now included within the code in full.</li> <li>• Three new statements had been added which covered equalities, inclusive practice and the expectation that those governing on academy committees (local governing boards) would abide by their scheme of delegation.</li> <li>• New statements were clearly marked to allow for easy review of the updated code.</li> </ul> <p><b>RESOLVED:</b> That the Governing Body agrees to adopt the NGA's revised Code of Conduct.</p> <p>(b) <u>Declaration of Business Interest information</u></p> <p>Governors were reminded that they were required to update and publish their Declaration of Business Interest information on the school website, in order to meet statutory compliance requirements.</p>	

	<p>Governors noted that there was a requirement, as part of the LA's Financial Audit, for <b>all</b> governors and those members of staff involved in the procurement of goods, to complete the register of business interest form. This could be completed online and Governors were provided with the website link to do so. Once the form was completed, it would be returned to the school for retention and should be made available for inspection by Kirklees Audit as part of their audit process. It was noted that a failure to complete this form could impact on the judgement a school received.</p> <p>Mr Cross asked that the link be sent to him again.</p> <p><b>RESOLVED:</b> That Governors be asked to complete the register of business form as soon as possible if they have not already done so.</p> <p><b>RESOLVED:</b> That the school publish the Declaration of Business Interest information on the school website as soon as it is in a position to do so.</p> <p>(c) <u>GIAS</u></p> <p>In the interests of transparency, the Governing Body must ensure that its record on Get Information about Schools (GIAS) remains up to date.</p> <p>Governors were informed that all maintained school Governing Bodies and academy trusts had a legal duty to provide all of the governance information requested on the Department for Education (DfE) GIAS web page in so far as the information available to them. This would increase the transparency of governance arrangements and also enable schools and the DfE to identify more quickly and accurately individuals who were involved in governance, and who governed in more than one context.</p> <p><b>RESOLVED:</b> That Governors note the requirement to provide all Governance information to the DfE and ask that the school continue to do this on behalf of the Governing Body.</p>	<b>GBS</b>
6.	<p><b>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</b></p> <p>There were no items of notifications to be brought up under any other business</p>	
7.	<p><b>REPRESENTATION</b></p> <p>(a) <u>Governor Vacancies</u></p> <p>Governors noted the following vacancies:</p> <p>1 Co-Opted Governor vacancy  Foundation Governor vacancies (1 x Foundation PCC, 1 x Foundation Diocesan)</p>	

	<p>(b) <u>End of Term of Office</u></p> <p>The end of term of office for Mr Claughton 23/10/2021 was noted. Mr Looker nominated Mr Claughton for re-appointment as a co-opted governor, this was seconded by Mrs Marshall.</p> <p><b>RESOLVED:</b> That the vacancies to be carried forward to next FGB meeting.</p>	
8.	<p><b>ELECTION OF CHAIR</b></p> <p>Governors were informed that it was important, when considering this item, to be conscious of succession planning for this key role, so that any change in chair did not impede the boards effectiveness.</p> <p>Governors were mindful that when discussing the election of Chair, all candidates who had been nominated or proposed for the position were required to leave the meeting.</p> <p><b>RESOLVED:</b> That Governors agreed the following:</p> <ul style="list-style-type: none"> <li>(i) Nominations will be considered from absent Governors.</li> <li>(ii) That the Chair be elected for a term of office ending on the date of the first meeting after the <b>1st</b> anniversary of their election.</li> <li>(iii) In the case of a tie, a secret ballot would be held. If this resulted in a further tie, a toss of a coin/drawing of lots would decide between the candidates.</li> </ul> <p>Mr Craig Looker was nominated and seconded. There were no other nominations.</p> <p><b>RESOLVED:</b> That Mr Craig Looker be elected Chair for a term of office ending at the next Annual Meeting of the Governing Body.</p>	
9.	<p><b>ELECTION OF VICE CHAIR</b></p> <p>Governors were informed that it was important, when considering this item, to be mindful of succession planning for this key role, so that any change in chair did not impede the boards effectiveness.</p> <p>Governors were mindful that when discussing the election of Vice-Chair, all candidates who had been nominated or proposed for the position were required to leave the meeting.</p> <p><b>RESOLVED:</b> That Governors agreed the following:</p> <ul style="list-style-type: none"> <li>(i) Nominations will be considered from absent Governors</li> <li>(ii) That the Vice-Chair be elected for a term of office ending on the date of the first meeting after the 1st anniversary of their election.</li> </ul>	

	<p>(iii) In the case of a tie, a secret ballot would be held. If this resulted in a further tie, a toss of a coin/drawing of lots would decide between the candidates.</p> <p>Mrs Susan Marshall was nominated and seconded. There were no other nominations.</p> <p><b>RESOLVED:</b> That Mrs Susan Marshall be elected Vice-Chair for a term of office ending at the next Annual Meeting of the Governing Body.</p>	
10.	<p><b>APPOINTMENT OF COMMITTEE MEMBERSHIP AND CONFIRMATION OF NO CHANGES TO TERMS OF REFERENCE</b></p> <p><u>Finance, Resource and Staffing</u></p> <p>Mr C Looker (Chair) Mrs A Dunn Mr D Claughton Mrs S Marshall Mrs G Wright Mrs S Walker (in attendance)</p> <p><u>Achievement and Curriculum</u></p> <p>Mr T Cross (Chair) Mrs Dunn Mr D Claughton Mrs L Drummond Mrs K Dickinson Mr C Looker</p> <p><u>Children, Families and Community</u></p> <p>Mrs K Dickinson (Co-chair) Mrs S Marshall (Co-chair) Mrs A Dunn Mrs L Drummond Reverend K Young Mr D Claughton</p> <p><u>Heads Performance Review</u></p> <p>Mr C Looker (chair) Mrs S Marshall Mr D Claughton Mr L Talbot – external Diocese advisor.</p> <p><b>RESOLVED:</b> That Governors agreed the following:</p> <p>(i) All other committees will be picked from a pool of eligible Governors.</p> <p>(ii) The existing Terms of Reference for each of the above three main Committees are re-adopted.</p>	

11.	<p><b>LINK GOVERNORS</b></p> <p>Further work is required on these links, Governors agreed that they need to reflect the focus of the school development plan as well as statutory requirements.</p> <p><b>RESOLVED:</b> That Mr Looker email all Governors with further proposals. Until then last years will stay in place</p>	
12.	<p><b>DELEGATION OF FINANCIAL POWERS TO HEADTEACHER</b></p> <p><b>RESOLVED:</b> 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"> <li>(a) Planning and conducting the affairs of the school to remain solvent.</li> <li>(b) Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority's financial regulations and standing orders and maintaining a sound system of internal controls.</li> <li>(c) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.</li> <li>(d) 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.</li> </ul> <p><b>RESOLVED:</b> That the spending limit for the Head Teacher should be at £10,000 and the budget virement limit is £30,000.</p>	
13.	<p><b>MINUTES OF THE MEETING HELD ON 7 JULY 2021</b></p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 7 July 2021 be approved by the Chair as a correct record and signed.</p>	
14.	<p><b>MATTERS ARISING</b></p> <ul style="list-style-type: none"> <li>(a) <u>Potential Foundation Governor (Minute 107 – 4.2 refers)</u> This item is to be carried forward to a future meeting.</li> <li>(b) <u>Risk Register (Minute 114 refers)</u> The Head Teacher and Chair will discuss the outstanding action and report back.</li> <li>(c) <u>Safeguarding Report (Minute 118 refers)</u> This is still to be circulated.</li> </ul>	

	<b>ACTION:</b> Mrs Afzal	<b>Mrs Afzal</b>
15.	<p><b>COMMITTEE UPDATES</b></p> <p><u>Finance, Resources and Staffing Committee 30 June 2021</u></p> <p>The Chair of the Committee gave a brief summary and asked for any Governor questions from the minutes which had been circulated. There were none.</p>	
16.	<p><b>TRAVELLING AND SUBSISTANCE ALLOWANCES – ANNUAL REVIEW</b></p> <p>Governors discussed this policy.</p> <p><b>ACTION:</b> The Head Teacher to review an updated policy and bring back to Governors.</p>	<b>Head Teacher</b>
17.	<p><b>STAFF AND PUPIL WELLBEING</b></p> <p>This item was discussed as part of main SDP discussion, in addition;</p> <ul style="list-style-type: none"> <li>• Feedback from parents that staff seem positive and relaxed.</li> <li>• Pupils have returned positively.</li> <li>• Some increase in covid cases, letter going out to parents this week. Referred to Kirklees for support. The guidance has changed significantly as this has had an impact of staff wellbeing.</li> <li>• Remote Learning – DHT has spoken to Teachers to advise that they should prepare home learning and ensure there is parity between home and school as much as possible. Live lessons will not be put in place.</li> <li>• Governors discussed the differences with the guidance for isolating and the requirements for remote learning.</li> </ul>	
18.	<p><b>GOVERNOR TRAINING</b></p> <p>Mrs Marshall asked that Governors review the training that is on offer.</p> <p><b>ACTION:</b> Governors should email any course requests to Mrs Marshall.</p>	
19.	<p><b>SAFEGUARDING AND KEEPING CHILDREN SAFE IN EDUCATION</b></p> <p>Annual updated guidance should be read ASAP. Deadline to read by end of October 2021. Questions to Head Teacher if required please. Important that everyone understands.</p> <p><b>ACTION:</b> Mrs Afzal will send this out to all Governors.</p> <p>An issue was identified when dismissing pupils in KS2 at the start of term, this was picked up and amended immediately.</p>	<b>Mrs Afzal</b>

	<p>The Head Teacher advised that some work will be done on external gates to add a layer of safeguarding to the perimeter.</p>	
20.	<p><b>CONSULTATION ON ADMISSIONS ARRANGEMENTS FOR 2023/24</b></p> <p>Governors were informed that the process and timeline that Kirklees Council would follow for the statutory consultation about coordinated schemes, and admission arrangements including the proposed published admission numbers (PAN) for the academic year 2023/24, would be communicated with all Head teachers via HeadsUp and also available on the <a href="#">Kirklees website</a> and Kirklees Business Solutions website, when available.</p> <p>Governors noted that a 6-week period of consultation needed to take place between 1 October 2021 and 31 January 2022, should admission authorities wish to consult on any changes to admission arrangements. Kirklees local authority was the admission authority for community and voluntary controlled schools and a 6-week consultation would take place during the above dates; the date is to be confirmed.</p> <p>The Governing Body was asked to:</p> <ul style="list-style-type: none"> <li>(i) Consider the contents of the consultation report and the key dates to be published on the Kirklees website.</li> <li>(ii) To record confirmation of their PAN and any comments in the meeting minutes.</li> </ul> <p>Send any feedback or comments to <a href="mailto:pupiladmissions@kirklees.gov.uk">pupiladmissions@kirklees.gov.uk</a> by the closing date.</p> <p><b>RESOLVED:</b> That Governors will:</p> <ul style="list-style-type: none"> <li>(i) Consider the contents of the consultation report and the key dates to be published on the Kirklees website.</li> <li>(ii) Confirm the school's PAN of 60</li> <li>(iii) Send any feedback and comments to pupil admissions before the closing date of 31 January 2022.</li> </ul>	
21.	<p><b>POLICY REVIEW SCHEDULE</b></p> <p>Governors were aware of their responsibility for monitoring school policies, ensuring that they were fit for purpose as well as being implemented properly. It was also important that schools had all statutory polices in place and, where appropriate, placed on the school website.</p> <p>As part of a Kirklees LA initiative to improve governance in Kirklees, along with related services the LA provided to schools and academies, School Governor Services had offered additional support to Governing Bodies and schools, in order to ensure compliance with statutory requirements.</p>	

	<p>The Governing Body was asked to either complete the LA's updated statutory policy review cycle template, which had been sent to Governors prior to the meeting, or alternatively forward the school's current list of policies and policy review cycle to <a href="mailto:Kirklees.governors@kirklees.gov.uk">Kirklees.governors@kirklees.gov.uk</a>. Governors noted that the list would be checked by the school's Business Support Officer (School Governor Services), in order to ensure all statutory policies were in place and, going forward, used to place the review of each individual policy on the appropriate agenda, in sufficient time.</p> <p>Governors noted that School Governor Services Governor Clerking Service had updated its resources and documentation in line with the latest DfE guidance. The Governing Body was encouraged to refer to these resources in order to gain a better understanding of their role and responsibilities in relation to school policies.</p> <p><b>RESOLVED:</b> That Governors agreed the following:</p> <ul style="list-style-type: none"> <li>(i) Governors want to be clear which committee will review each policy and would like to see a full list of the policies. This will be brought to a future Governors meeting</li> <li>(ii) The updated statutory policy review cycle should be updated and return it to School Governor Services.</li> </ul>	<p>Head Teacher</p> <p>Head Teacher</p>
22.	<p><b>EVOKE KIRKLEES PARTNERSHIP</b></p> <p>Governors received a newsletter prior to the meeting in connection with the Evoke Kirklees Partnership. They noted that Evoke was a partnership set up by the Arts Council England in 2017 to help increase and improve access to high quality creative and cultural activities.</p> <p>Evoke Kirklees was requesting conversations with Head Teachers, Governors and Academy Trust Board members to discuss how it could improve current offers of creative activity to meet the expressed needs and priorities of all schools and academies across Kirklees.</p> <p>Creative activity was defined in this context as the process through which children and young people applied their knowledge, skill, intuition to imagine, conceive, express or make something.</p> <p>The Evoke Kirklees approach involved working with representatives from the education sector, the local authority, and the arts and cultural sector to design and deliver new creative offers.</p> <p>As part of the partnership, the Associate Learning Partners for Art at Kirklees Council had worked closely alongside a wide range of artists and cultural organisations to produce the following offers to date:</p> <ul style="list-style-type: none"> <li>• Our Biennale Children's Art Festival</li> <li>• Woven Festival</li> <li>• Bespoke Arts Award programmes</li> </ul> <p>However, Evoke Kirklees was aware that the above offers did not suit all schools' and academies needs and circumstances.</p>	

	<p>It was recognised that schools and academies operated under a number of constraints: budgets, resources, time, curriculum and so on. Therefore, the partnership wanted to ensure that more schools and academies were able to influence the design and delivery of new programmes, so that their children and young people would have the opportunity to participate in creative activities of their choice.</p> <p>Representatives from Evoke Kirklees had asked if they could meet individually with Head Teachers, Governors and Academy Board Trust members from across Kirklees to discuss the following:</p> <ul style="list-style-type: none"> <li>• Your views on the gaps in the provision of creative activity opportunities</li> <li>• What are your priorities and what are the barriers that need addressing?</li> <li>• What are your ideas and solutions?</li> <li>• How can Evoke best support your needs?</li> </ul> <p>Governors noted that they could access further information about the Evoke Kirklees Partnership via its website: <a href="http://www.evokekirklees.org">www.evokekirklees.org</a></p> <p>Governors were encouraged to contact Dr. Greg Bond (Evoke Network Manager) for information and to discuss further the partnership offer. <a href="mailto:greg@evokekirklees.org">greg@evokekirklees.org</a></p> <p>The Head has been in touch with Greg Bond who will come out to give more information on this subject.</p> <p><b>RESOLVED:</b> That Governors noted this item.</p>	
23.	<p><b>REPORT ON CHAIR’S ACTIONS</b></p> <p>The chair had a meeting at the start of term with the new Head Teacher.</p>	
24.	<p><b>ANY OTHER BUSINESS</b></p> <p>Nothing was brought up to discuss under any other business.</p>	
25.	<p><b>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</b></p> <p>Governors agreed that a Hybrid session is acceptable and they would take a flexible approach.</p> <p><b>RESOLVED:</b> That the next meeting of Full Governing Body meetings will be held at <b>5:30 pm</b> on Tuesday 23<sup>rd</sup> November 2021</p> <p><b>RESOLVED:</b> That the Finance, Resources and Staffing Committee will be held at <b>5:30 pm</b> on Wednesday 17<sup>th</sup> November 2021</p> <p>That the Committee chairs will meet to re-purpose the committee meetings structure.</p>	<p><b>Mr Looker</b></p>

26.	<b>IMPACT STATEMENT</b>  Governors questioned and challenged in the following areas; <ul style="list-style-type: none"><li>• School Development Plan.</li><li>• Governor Monitoring Schedule.</li><li>• SIAMs and Christian Vision.</li></ul>	
27.	<b>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</b>  <b>RESOLVED:</b> That nothing be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.	

C A L o s h e r

C H A I R

30/1/22