

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, 9 March 2021.

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, Mrs G Wright

In Attendance

Ms N Finch (Minute Clerk)

Agenda Item	Discussion and Decisions	Action – who/date/ action
64.	<p>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</p> <p>There were no apologies for absence and no declarations of interest.</p>	
65.	<p>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</p> <p>No items were notified to be brought up under any other business.</p>	
66.	<p>REPRESENTATION</p> <p>(a) <u>Appointment of a Co-opted Governor</u></p> <p>There was no update on this item. Governors agreed to carry this forward to next meeting.</p> <p>(b) <u>Appointment of Foundation Governors</u></p> <p>Reverend Young advised that she had spoken to the Governance advisor for the Diocese looking for avenues to explore.</p>	
67.	<p>MINUTES OF THE MEETING HELD ON 19 JANUARY 2021</p> <p>RESOLVED: That the minutes of the meeting held on 19 January 2021 be approved as a correct record and signed electronically by the Chair to send through to the Governor Clerking Service.</p>	
68.	<p>MATTERS ARISING</p> <p><u>Minute 54</u></p>	

	<ul style="list-style-type: none"> • Reverend Young still to complete Prevent training. She will discuss this with Mrs Marshall offline. • Mrs Afzal advised that she would chase those who have not confirmed that they have read KCSIE documents. <p><u>Minute 56</u></p> <p>Mr Looker confirmed that he had spoken to Governor Services about the delay in Governors receiving their papers. They have raised the issue with the postal service they use.</p>	
69.	<p>UPDATE ON HEAD TEACHER RECRUITMENT</p> <p>Mr Looker explained what the selection panel had been doing in preparation for the recruitment. Governors noted the following:</p> <ul style="list-style-type: none"> • The advert went live on Friday 5th March on the Kirklees website and in TES. • A really great information pack has been put together by School and candidates get the option to look around the School. • 5 potential candidates have already booked to look around. • Shortlisting will be w/c 22/03/2021 • The interviews will be 14th/15th April with the Governor ratification meeting being held on 15th at 5:30 pm 	
70.	<p>HEAD TEACHER'S REPORT AND GOVERNOR QUESTIONS</p> <p>Mrs Cocker had circulated her report prior to the meeting and asked Governors for their questions/comments:</p> <p>(a) <u>General Comments and Questions</u></p> <p>Mrs Dickinson commented that she could see that a lot of work had been put into the 'My Support Plans' and wanted to thank staff.</p> <p>Q: What is the 'Post CIC' number? A: This means that they were in care but are not now. This could have been for as little as 24 hours.</p> <p>Q: Are there spaces in some of the years? A: We have 12 spaces in Year 1, it was a low birth rate year and will have financial implications as they move throughout the School.</p> <p>Q: Has there been a policy change on masks and visors? A: Yes, the Guidance now states that visors must no longer be worn as an alternative to masks. When moving around School, staff must wear face masks in corridors/confined spaces.</p> <p>Q: Can you talk us through the tough process of the decision to close last Friday and was permission sought from Kirklees?</p>	

	<p>A: We wanted staff to meet, share the risk assessment and ask questions. Have time to get the classrooms ready so we would be fully ready for Monday morning. The last time staff returned after a lockdown we had a training day which we found extremely useful so wanted to repeat the process. The LA were not informed. Children deferred to remote learning for the day.</p> <p>Q: How are you managing the staff lateral flow tests?</p> <p>A: They do them at home. They are not compulsory. Staff have 2 tests per week and School records the results. There has not been a positive test result so far.</p> <p>Q: How do we do a Covid safe fire drill?</p> <p>A: We have lots of exits which helps, we gather on the field so it easy to space out. One was conducted in Autumn term and the next will be after Easter.</p> <p>Q: Can staff have break together, how does that work?</p> <p>A: We have 2 staff rooms in place and the staff split across them as well as having staggered break and lunch times. In line with Government Guidance staff are being discouraged from congregating together in these areas.</p> <p>Q: When will we hear about the building project?</p> <p>A: The SBM is in constant contact with LA asset management but no update at present. Mr Looker expanded on the update given at Resources Committee. It may now be unlikely that work will start this summer. Governors noted that they think it is very odd that they and the School are not allowed to see the plans/drawings.</p> <p>Q: Is there any further indications on changes for education as part of the Government roadmap?</p> <p>A: No, nothing further at present that we know of.</p> <p>(b) Deleted – Minute 82 refers.</p>	
71.	<p>COMMITTEE UPDATES</p> <p>(a) <u>Achievement and Curriculum Committee (26/01/2021)</u></p> <p>These Minutes were circulated to Governors prior to the meeting.</p> <p>There were no comments or questions.</p> <p>(b) <u>Children, Families and Community Committee (01/3/02021)</u></p> <p>Mrs Dickinson gave a verbal update highlighting the following:</p> <ul style="list-style-type: none"> • Engagement of online learning has been high, although a drop off has been seen after half term following the Government announcement on return to School dates. • The funding application for the sensory corridor has now been approved. 	

	<ul style="list-style-type: none"> • Communications with parents via email is working well. • Friends of Headlands – discussed membership, fundraising and the issues around these due to Covid. <p>(c) <u>Finance Committee (02/03/2021)</u></p> <p>Mr Looker gave a verbal update highlighting the following:</p> <ul style="list-style-type: none"> • A summary of the current budget at month 10 (January) and a projected carry forward of £119,000. • The new budget figures have been received and show an increase in funding for the 21/22 budget year • The health and safety monitoring information and the recent inspection. • An update on the buildings issues. 	
72.	<p>APPROVAL OF SCHOOL FUND AUDITED ACCOUNTS FOR 2019/20</p> <p>Mr Looker explained to Governors that the fund ratification had been delayed, as there were some outstanding questions by the Finance Committee around Breakfast Club monies. This had been discussed and clarified at the recent Finance Committee. As such that Committee recommended that Governors approve the audited accounts as true and accurate.</p> <p>RESOLVED: That the Governing body approved the audited School Fund Annual Accounts for 19/20.</p>	
73.	<p>UPDATE ON CHRISTIAN VISION</p> <p>The working party had a successful meeting in February and were pleased that the initial work that Reverend Young had done was a really good starting point.</p> <p>Due to the work around recruitment there has been no further action.</p> <p>ACTION: Mr Looker will take this forward and arrange a further meeting.</p>	Mr Looker
74.	<p>COMMITTEE TERMS OF REFERENCE</p> <p>Governors were asked to ratify the following Committees Terms of Reference (TORs):</p> <ul style="list-style-type: none"> • Children, Families and Community Committee. • Achievement and Curriculum Committee. <p>Copies of the revised TORs had been sent to the Committee Chairs and they both confirmed they had reviewed them.</p> <p>Mrs Dickinson confirmed that the Children, Families and Community Committee will complete a self-evaluation in the June meeting.</p> <p>Mr Cross had no further comments.</p>	

	<p>RESOLVED: That the Governors agreed to approve the Terms of reference for each Committee subject to the following amendments:</p> <ol style="list-style-type: none"> 1. The A&C committee chair would make some slight wording amendments. 2. Removal of the appendices – as they need a separate review. 	
75.	<p>HEAD TEACHER APPRAISAL – VERBAL REPORT</p> <p>Mr Looker advised that the Appraisal Committee had concluded that the Head Teacher objectives had been met and new ones had been set.</p>	
76.	<p>SAFEGUARDING</p> <p>Mrs Afzal advised that she had not had a meeting with the Head Teacher yet this term.</p> <p>ACTION: Mrs Afzal to contact School to make arrangements.</p> <p>Mrs Drummond advised Governors that the safeguarding action plan has been updated and taken to Children, Families and Community Committee for review.</p> <p>The safeguarding audit is due for completion, Mrs Drummond agreed to update on this once completed.</p>	<p>Mrs Afzal</p> <p>Mrs Drummond</p>
77.	<p>REPORT ON CHAIR'S ACTION SINCE LAST MEETING</p> <p>Mr Looker advised that since the last meeting he has been organising the Head Teacher recruitment:</p> <ul style="list-style-type: none"> • Liaising with the Learning Partners (LA and Diocesan). • Attending school visits with potential candidates. • Organising and administration. 	
78.	<p>ANY OTHER BUSINESS</p> <p>Q: Are we ready if a bubble has to close or individual pupils have to isolate?</p> <p>A: Yes, we are ready for this. We will revert to home learning very quickly if necessary.</p> <p>Mrs Cocker added that School are hoping not to have a lot of staff absence as this was very challenging for the School during the autumn term.</p>	
79.	<p>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</p> <p>RESOLVED: That future Full Governing Body meetings be held at 5:30 pm on the following dates:</p> <p>Thursday, 15 April 2021 (Extraordinary Meeting – time may change) Tuesday, 18 May 2021</p>	

Wednesday, 7 July 2021		
80.	IMPACT STATEMENT Governors have had an impact by questioning and challenge in the following areas: <ul style="list-style-type: none">• Re-opening of School.• Risk Assessments.• Recruitment.	
81.	AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY RESOLVED: That Minute 70 (b) be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.	

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30/1/22