

THE GOVERNING BODY OF CROWLEES CE (VC) JUNIOR AND INFANT SCHOOL

Minutes of the Annual General Meeting of the Governing Body held at 7.00 pm via Zoom on Wednesday 23 September 2020.

PRESENT

Reverend H Butler (Chair), Reverend H Baker, Mr P Byrne, Mrs R Corcoran, Mrs F Goldthorpe, Mr J Hudson, Mr N McKeown, Mrs M Shilton, Mr D Smith, Mr C Wilding, Mr A Walker, Mrs K Woods (Head teacher)

In Attendance

Mrs A F Jewell (Minute Clerk)

180. **ELECTION OF CHAIR**

- RESOLVED:** (i) That nominations will not be accepted from governors not present at the meeting.
- (ii) That the term of office of the Chair be for twelve months
- (iii) That in case of a tie there would be a revote.
- (v) That Reverend H Butler be unanimously elected.

181. **APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST**

Apologies were received from Mr M Lord and Mrs R Wrathmell (both with consent).

There were no declarations of interest.

- RESOLVED:**
- (a) Governors confirmed their protocol for apologies and absence was to grant consent on an individual basis depending on the circumstances
- (b) the LA-adopted NGA Code of Conduct was unanimously agreed and adopted by Reverend H Butler, Reverend H Baker, Mr P Byrne, Mrs R Corcoran, Mrs F Goldthorpe, Mr J Hudson, Mr N McKeown, Mrs M Shilton, Mr D Smith, Mr C Wilding and Mrs K Woods
- (c) The Head Teacher confirmed that the Governing Body Declaration of Business interest information would be uploaded onto the website.
- (ii) All Governors had completed the register of business interest form online
- (d) The Head Teacher confirmed that the GIAS record was up to date.
- (e) **RESOLVED:** to approve 'alternative arrangements' for remote meetings to be held via Zoom.

182. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

The following item was notified to be brought up under any other business: -

- Governor Adverts

183. REPRESENTATION

The following items of representation were notified: -

a) End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs R Wrathmell	Parent	03.11.2020

Governors conveyed their thanks to Mrs Wrathmell for all her support during her tenure as Parent Governor and as Vice-Chair.

Resignation

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs J Taylor	Co-opted	01.07.2020

The Chair confirmed that Mrs Taylor had submitted a verbal resignation but a written resignation was yet to be received. This would be chased up.

Authority Note: Mrs Taylor's resignation would need to be received in writing to the Governor Clerking Service in order for this to be actioned

184. ELECTION OF VICE-CHAIR

- RESOLVED:** (i) That nominations will not be accepted from governors not present at the meeting.
- (ii) That the term of office of the Vice-Chair be for twelve months
- (iii) That in case of a tie there would be a revote.
- (v) That Mr D Smith be unanimously elected.

185. REVIEW OF COMMITTEES

a) Membership

RESOLVED: That committee membership be as follows:

Staffing Appointments Committee

Mrs R Corcoran
Mr A Walker
Mrs K Woods

Finance Committee

Mrs R Corcoran

Mr J Hudson
Mr M Lord
Mrs K Woods

Staff Dismissal Committee

Reverend H Butler
Mr D Smith
Mr C Wilding

Dismissal Appeals Committee

Mr P Byrne
Mr J Hudson
Mr N McKeown

Pupil Discipline Committee

Reverend H Butler
Mr P Byrne
Mr M Lord
Mr N McKeown

Curriculum and Monitoring Committee

Reverend H Butler
Mr P Byrne
Mrs R Corcoran
Mr N McKeown
Mr C Wilding
Mrs K Woods

Teacher Appraisal Committee

Reverend H Baker
Mr P Byrne
Mr N McKeown
Mr C Wilding
Mrs K Woods

Head Teacher Performance Management Committee

Reverend H Butler
Mr N McKeown
Mr C Wilding
Mr A Walker
LA external adviser – TBC

Complaints Committee

Reverend H Butler
Mr P Byrne
Mr J Hudson

Pastoral Committee

Mrs R Corcoran

Mr M Lord
Mrs M Shilton
Mr D Smith
Mrs K Woods

b) Terms of Reference

- RESOLVED:** (i) That the Governing Body, having fully reviewed the terms of reference, adopts the current model LA Committee document.
- (ii) That the virement limit between heads of expenditure be agreed at £5,000.
- (iii) That the Governing Body empower and delegate powers to make the policy and take all decisions to committees, these are to be reported back to the Full governing body, which remains responsible in law for the decisions made
- (iv) That a Committee Quorum be a minimum of 3 with the Chair of a committee having the casting vote.
- (v) All Committee decisions to be fully reported to the next full Governors Meeting.
- (vi) That the review of Committee Membership take place annually in September.

186. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED: That the following Governors be appointed with Specific Responsibility for:

Special Educational Needs Governor – Mr A Walker
Early Years Governor – Reverend H Baker
Health and Safety Governor – Mrs M Shilton
Finance Governor – Mr J Hudson
Vulnerable Children and Pupil Premium Governor – Mr M Lord
Governors for Looked After Children/Safeguarding/Child Protection – Mr M Lord and Mrs R Corcoran
Wellbeing Governor – Mr D Smith

187. CHAIR'S DELEGATED POWERS

RESOLVED: That the Chair be given the following delegated powers:

- (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 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.

188. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:

- (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 financial regulations and standing orders and maintaining a sound system of internal controls.
- (iii) Ensuring that funding from the LA and any other sources is used only 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.
- (v) That the virement limit between heads of expenditure be agreed at £5,000.

189. MINUTES OF THE MEETING HELD ON 16 JUNE 2020

RESOLVED: That the Minutes of the meeting held on 16 June 2020 be approved and by the Chair as a correct record to be signed at a later meeting.

190. MATTERS ARISINGa) Financial Management and Monitoring (Minute 168 refers)

The Head Teacher reported that the modular buildings had been installed during the summer break at a cost of £161,248 to the LA. In order to link the buildings, the school had had to provide funding of £11,000 from the devolved capital budget as the linking was not deemed by the LA to be a necessity. Reception will be moved into the buildings from next year to make a Foundation Stage Early Years Unit. The Chair confirmed that she had seen the buildings and these were so much better in terms of space, design, quality of environment and flexibility of use compared to the previous buildings and the funding had been well spent. The Head Teacher confirmed that she would provide photographs for Governors to see the new buildings.

191. REPORTS FROM COMMITTEES

There were no items to report.

192. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The report had been circulated to all Governors via email prior to the meeting. The Head Teacher spoke to the contents via screensharing. The following were noted:

a) Classes

Classes for the year were outlined. There had been some movement in numbers due to house moves at the end of the previous academic year. Any gaps had been filled already. Mrs Sykes is now on maternity leave.

b) Assessment

National Government Statutory Assessments were all cancelled in 2019/20 due to the pandemic. Figures will not be published by the DfE and schools will have to work on the academic results from 2018/19. Currently all tests for this year are due to take place as normal. This will include phonics screening, KS1 tests, Y4 multiplication tables check, KS2 tests and statutory trialling. At some point in the Autumn term Y2 will be tested on phonics. If they don't pass then they will have to be re-tested in June 2021.

The Reception base line was due to take place in September but this has been delayed for another year. The school will be carrying out its' own assessments.

Q: Will the lack of assessment have a knock-on effect in planning for the coming year in terms of not having the appropriate data to focus on certain areas?

A: This will not affect us as we use our own data. Pupils are assessed in the first few weeks of term when we then find out the gaps and build the curriculum around these gaps. This happens every year. We acknowledge that we need to look at the wellbeing of children and this has happened in the last few weeks to be followed by assessment. We have already put in additional learning covering English and Maths basics which may have been forgotten or not taught during the summer term. We will then assess this to see if the children have understood it and adapt the teaching as necessary.

Q Have there been any positives from there not having been any KS2 SATs this year?

A: It was positive for teachers not to have the tests hanging over them but we didn't really get chance to take advantage of the situation. We will make sure the challenge we give pupils is sufficient and aim for children to meet national expectations by the end of the summer.

Q: What are you needing to focus on at the moment?

A: Making sure that the school is ready and getting pupils comfortable and being happy in their classrooms and getting used to the new system. We then need to see where the children are at academically, socially and emotionally, clearly some need more reassurance. Staff are keeping it simple, keeping calm and staying positive. They need to be good role models and are well prepared.

c) Catch Up Funding

The Government is providing funding to cover a one-off universal catch-up premium for the academic year. It aims to support pupils to catch up for lost learning so schools can meet the curriculum expectations for the next academic year. Schools are able to spend the funding in the most effective way for pupils which could include accessing a National Tutoring Programme. This programme is not due to start until at least January. The school will receive £80 per pupil in funding and is keen to think carefully about the most effective way to use this for those who need it most, including disadvantaged pupils. It had therefore been decided to employ part time teachers to do an

intensive programme of work. The school is advertising for two part time teachers to work a minimum of 3 mornings per week under the direction of the class teacher to catch up on specific areas with targeted small groups. This will have more impact and will be funded through the catch up and PP funding.

Q: Is the plan then that by using PP funding it will have a neutral impact on the end of year budget?

A: Yes, it should not have a detrimental effect on the budget.

Q: Are extra teachers available to employ?

A: We have been very quick off the mark and are advertising for teachers, not TAs. We are not sure yet how many will apply but we cannot wait around for the National Tutoring Programme to start.

Q: Do you think all pupils will get back to the level that they need to be at?

A: We are not sure yet. We are only 2½ weeks into the term so we have to do our best by the children and to get them where they need to be. We are hopeful and positive that we are tackling the issue in the best way possible. The children who were fine before lockdown are generally still fine. It is those who were struggling that need help and those ones in the middle who didn't get teaching during lockdown who have slipped. We are aware of the needs and are putting systems in place to close the gaps.

d) Ofsted Visits

It is possible that Ofsted visits will commence again in January. They will be looking at how schools are using the catch-up funding to make sure the curriculum has a positive impact on all pupils.

e) SEND

There are currently 19 pupils on the register, 3 have an EHC and 16 receive additional support with a further 22 being monitored. SEN support continues as normal throughout the pandemic. Three pupils have joined Reception with significant needs.

f) Pupil Premium

There are currently 31 children entitled to PP. The total premium fund is £50,000 which is paid over two instalments during the financial year. A separate PP action plan sets out how the money is allocated and is looked at by the Pastoral Committee.

g) Safeguarding

Mrs Corcoran reported that all staff had been updated with the changes to Keeping Children Safe in Education. Governors were asked to ensure they were up to date with the three main changes.

During lockdown and the summer break the SLT and staff were in contact with various families.

The Chair conveyed Governor thanks to staff who had given their time during the break to keep in contact with vulnerable families.

h) Finance

Currently £2,604 has been refunded to the school by the LA for Covid expenses. It was estimated that the school would be £15,000 worse off due to no fundraising during the pandemic and no extra curricular clubs. The PFA are meeting during the following week to discuss.

Within the SDP the school have looked to extending IT provision as teaching plans look to extend learning across the curriculum in new and exciting ways with technology. Two new smart TVs have been purchased for the portacabins along with 30 iPad for Y5/6. The school has also received a donation of 100 Windows Surface Pros from the NHS (via a suggestion from a parent), which will be invaluable to increasing the access to technology for pupils. These items are no more than 2-3 years old.

It was agreed that Mrs Wyatt would be invited to a future Governing Body meeting to update Governors on the IT curriculum.

The Chair thanked the Head Teacher for her informative report and conveyed thanks on behalf of Governors to all staff for their hard work and dedication to the school during a difficult and turbulent period. This is a testament to the leadership and quality of the school community.

193. SAFEGUARDING

This item was discussed within Minute 192 above.

194. FINANCIAL MANAGEMENT AND MONITORINGa) School Fund Audit Report

It was agreed to defer this item to the next Governing Body meeting.

b) SFVS

It was agreed to defer this item to the next Governing Body meeting.

195. TEACHER APPRAISAL POLICY & TEACHER PAY POLICY

Noted.

196. POLICIES FOR REVIEW

RESOLVED: To approve the following policy:

Whistleblowing

197. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2022/23

RESOLVED: To keep the PAN at 60.

198. GOVERNOR TRAINING AND GOVERNOR VISITS

The Chair advised that she had visited the school and seen the new modular buildings in use, which were now an asset to the school.

199. ANY OTHER BUSINESSa) Governor Adverts

The Governing Body now has a vacancy for a Co-opted Governor and a parent Governor. Adverts will be placed for these positions. It was agreed that the Head Teacher would share the previous co-opted Governor advert and asked that Governors email the Chair with any suggestions for a skills gap.

200. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meetings of the Governing Body be held at 7.00 pm via Zoom on:

Tuesday 10 November 2020 – Agenda item – School Development Plan
Tuesday 8 December 2020- (Finance committee at 6pm)
Tuesday 12 January 2021- (Curriculum committee at 6pm)
Tuesday 2 March 2021- (Finance committee at 6pm)
Tuesday 4 May 2021 - (Finance committee at 6pm)
Wednesday 16 June 2021

201. 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.

The meeting closed at 8.35 pm