

- 4.03 The Clerk would send a new governor induction pack to Nahima Hussain.
- 4.04 The clerk reminded the board that any changes to membership must be updated on:
1. Get information about schools
 2. School website
 3. Leeds for Learning
- 4.05 A Disclosure and Barring Service (DBS) check and a section 128 check must be completed for new governors within 21 days of appointment, otherwise the governor would be disqualified.
- 4.06 It was agreed that a recruitment for new associate members would be prepared as part of the governing board's commitment to succession planning. The Chair agreed to discuss this with the School Business Manager (SBM)
- 5.00 MINUTES OF THE LAST MEETING**
Resolved:
- That the minutes of the meeting held on Thursday 8 July 2021 were agreed as a correct record and the Chair was authorised to sign them.
- 6.00 REVIEW ACTIONS AND MATTERS ARISING**
6.01 **Equality objectives on school website (Minute 4.01 refers)**
The Headteacher reported that David had met with a governor in July regarding the equality objectives and the website had been updated. The policy would be reviewed at Personal Development and Welfare committee.
- 6.02 **Music (Minute 6.09 refers)** Action closed: the Headteacher confirmed that music was a priority area for development this academic year and specific budget had been allocated for specialist provision.
- 6.03 **Governor involvement (Minute 12.02 refers)**
It was agreed that governors would attend a meeting on 1 October 2021 to develop the schools' communications strategy. A buddy system for governors was mentioned and would be discussed at a future committee meeting.
- Summary documents (Minute 12.04 refers)** It was agreed that committee Chairs would provide a summary of salient points from committee minutes and update the action tracker following each meeting.
- 7.00 CONFIRMATION OF CODE OF CONDUCT**
The document would be emailed to governors, who would return it to the headteacher.

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All
governors

8.00 AGREEMENT OF ALTERNATIVE METHODS FOR GOVERNORS TO PARTICIPATE IN MEETINGS OF THE GOVERNING BOARD AND PROPOSED APPROACH TO MEETINGS

The board agreed that though face to face meetings were preferable, they would agree to participation at meetings via virtual means if required.

9.00 CONFIRMATION OF DELEGATED POWERS AND TERMS OF REFERENCE

9.01 Resolved:

- That the Governing Body Scheme of Delegation and Committee Terms of Reference for maintained Schools – Models of Working for Governing Bodies 2021 be adopted.
- That the governing body agree to the continuation of delegation to the Headteacher of appointment of staff other than the Headteacher and Deputy Headteacher.
- That the setting of the budget be delegated to the Leadership and Management committee.

9.02 The Headteacher reported that there was no deficit budget.

10.00 CONFIRMATION OF COMMITTEES AND COMMITTEE MEMBERSHIP

10.01 The Governing Body reviewed the document circulated prior to the meeting to confirm the committee structure, membership and areas of responsibility.

Resolved:

- That the governing body agree the following committee structure and memberships be confirmed as set out below
- That the Chairs of each committee be confirmed as set out below
- That a Clerk will be assigned by Governor Support Services under the agreed Service Level Agreement.
- That If required, a pay appeal committee would be formed on an ad hoc basis.

10.02 **Leadership and Management (including resources and pay committee):** Bobbie Gresser, Eric Roussounis, Mohammed Rafique, Sarah Perigo (Chair), Amy Sanderson, Emma Wilson, Nicholas Sykes (Head) and David Harris (SBM).

10.03 **Quality, Teaching and Learning:** Bobbie Gresser, Mary Dailey, Sam Todd, Tom Leech (Chair), Emma Wilson

10.04 **Personal Development, Welfare and Behaviour:** Bobbie Gresser, Gemma Dolden (Chair), Tom Leech, Amy Sanderson, Nahima Hussain, Becca Pinder (Deputy Head)

11.00 PARTNERSHIP GOVERNANCE ARRANGEMENTS

11.01 The Headteacher explained that the school was a member of the 2gether cluster and that the cluster leadership group met regularly, with the Joint Collaborative Committee (JCC) meeting in

September of each year.

11.02 The Head added that the school also worked as part of a smaller group of five schools in a learning alliance.

12.00 GOVERNORS WITH SPECIFIC MONITORING DUTIES

Resolved:

- That the governing body agree that governors take responsibility for the following areas:
 - Amy Sanderson – Writing (SDP priority), Health and Safety
 - Bobbie Gresser – Special Educational Needs and Disabilities (SEND) (SDP priority)
 - Emma Wilson – More Able (SDP priority)
 - Eric Roussounis – Equality and Diversity (SDP priority)
 - Gemma Dolden – Child Protection and Safeguarding, Children Looked After
 - Mary Dailey – Training, Equalities, Maths, Outdoor Learning (SDP priority)
 - Nahima Hussain Equality and Diversity (SDP priority)
 - Sarah Perigo – Equalities, Curriculum (SDP priority)
 - Tom Leech – Pupil Premium, Curriculum (SDP priority)

13.00 ASSESSMENT (IN THE ABSENCE OF END OF YEAR RESULTS)

It was agreed to defer discussion on assessment to the Spring term Teaching and Learning committee.

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14.00 APPROVE THE UPDATED RISK ASSESSMENT

14.01 The Headteacher reported that the school would use the local authority model risk assessment and a copy of the updated risk assessment had been circulated to governors prior to this meeting.

Resolved

- That the governing board approve the updated risk assessment.

15.00 HEADTEACHER UPDATE ON PLANS TO REVIEW THE CURRENT SELF-EVALUATION FORM WITH THE SCHOOL'S CURRENT STRENGTHS AND WEAKNESSES AND SCHOOL DEVELOPMENT PLAN

15.01 The latest draft action plans for the seven new priority development areas in the SDP (known as the magnificent seven) had been circulated to governors in advance of the meeting.

15.02 The Headteacher advised on the progress of the action plans and the intention that detail would be added throughout the Autumn term. Governors were expected to continue to feed in to their specific development areas as noted under Item 12 above.

15.03 It was outlined that the intention was for the action plans to be

developed in order to have a monitoring framework in place for the Spring term 2022.

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| 15.04 | The Chair noted that in this development phase the SDP and the accompanying plans are likely to remain as a standing agenda item for the full governing board | FGB agenda |
| 15.05 | The Head reported that the children's learning was already benefitting from changes to the widening curriculum, for example in history, music and outdoor learning. | |
| 15.06 | The Chair asked if all staff had received training on restorative practice and the Head confirmed that this was the case for all staff including Teaching Assistants (TAs) and lunchtime supervisors, etc. Governors were reminded that visits to school this term could include asking children about their understanding of restorative practice. | |
| 15.07 | In relation to item ten in the behaviour and attitudes section of the SDP it was agreed that the Head would arrange for governor training on the new Ofsted framework. | Head |
| 15.08 | In relation to page eight of the SDP it was agreed that there should be an amendment to the specific actions to include 'school provides a wide range of opportunities to nurture, develop and stretch pupils' talents and interests'. | Head |
| 15.09 | In relation to page ten of the SDP it was agreed that there should be an amendment to the specific actions to include 'SEND – the upskilling of class teachers to take full responsibility for the provision of SEND children in their class'. | Head |
| 15.10 | In relation to page 12 of the SDP it was agreed to include an additional specific action 'communications with all stakeholders review'. | Head |
| 15.11 | A priority for the school was work on diversity. The Head showed governors a picture demonstrating the difference between equality and equity. Hidden narratives training had been received by teachers over the last half term, particularly drawing attention to the euro-centric perception of history. Teaching Assistants (TAs) had been given additional pay in order to attend this training. | |
| 17.00 | QUESTIONS ABOUT THE HEADTEACHER'S REPORT
A detailed report from the Headteacher had been circulated to governors in advance of the meeting and questions were invited. | |
| 17.01 | It was noted that Year 2 were roughly in line with the Juniper Group of schools. The Headteacher explained that the grades submitted were teacher assessed rather than external examinations, so the results may not have been rigorous. | |
| 17.02 | The previous Year 6 were reported to have lower writing skills than had been predicted and this was considered an area for | |

improvement going forward.

- 17.03 Foundation stage children had missed a big part of the middle term. It was reported that 28% of these children were registered as SEND, many with speech and language needs. The Headteacher noted that this may be due to more rigorous assessment of needs when the children had started at the school. About 53% had 'good' levels of achievement, which was lower than the pre-pandemic cohort had been.
- 17.04 Some social and personal development issues were noted amongst foundation stage children, e.g. changing clothes for PE.
- 17.05 The Headteacher explained that this year there would not be a focus on more assessment, but that the board would look in detail at data in the Spring term teaching and learning committee. The aim was to provide solid teaching rather than additional assessment.
- 17.06 The Headteacher had increased staffing in the Early Years Foundation Stage (EYFS) and throughout KS1 in order to support progress.
- 17.07 The headteacher reported that attendance to date had been good.
- 17.08 The most teacher lost days of work had been in Years 1 and 2. At the time of the meeting four staff were isolating for ten days. The Headteacher explained that the school had had 101 days of absence during September, although it was noted there had rarely been a need for supply teachers. Eleven children had tested positive for COVID since returning from the Summer break.
- 17.09 Over the summer the school had employed one new part-time teacher, and four TAs. One teacher was on long term sick leave and was reported to be doing well. Another teacher had taken leave due to bereavement.
- 17.10 The school currently had 438 children on roll, which was slightly lower than predicted. There were no children on the waiting list, and the school reported an unusually high turnover of children. However, Nursery had more children than this time last year with 43 on roll and 71 out of 78 part time places were taken.
- 17.11 The fire safety system had been updated over the Summer. The planned fire escape routes had now changed to accommodate the bio dome. Further building works would take place, including plastering and painting the hall and painted and decorating of the Year 4 classrooms.
- 17.12 It was agreed that the governor with responsibility for Health and Safety would be invited to observe the next planned fire evacuation practice
- 17.13 In the summer holidays the school had been part of the 'active'

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scheme where 45 funded children had attended for a number of days, with the average being eight days. The school was open for 14 days to provide the provision. The school charged a reduced lettings rate. There is funding for this scheme to run again at Christmas.

- 17.14 A governor asked about training on Growth Mindset, which the Head agreed to organise.
- 17.15 The Chair asked the HT to pass on thanks to the Facilities team and all those involved in supporting the works to the school during the holidays and particularly for the effort to get the school clean and ready to open.
- 18.00 ARRANGEMENTS FOR THE PERFORMANCE MANAGEMENT OF THE HEADTEACHER (TOR 1.11)**
Covered in item 19.
- 19.00 HEADTEACHER'S REPORT ON PERFORMANCE MANAGEMENT**
- 19.01 The Headteacher reported that the performance management meeting had taken place with the pay committee and the local authority School Improvement Advisor at the end of July 2021 with appraisal targets set.
- 19.02 A mid-year review date had been set for 16 February 2022.
- 19.03 The objectives set for the Head for the academic year were outlined as:
- School development plan
 - Writing
 - Disadvantaged/ and more able pupils.
- 20.00 DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS**
- 20.01 **Resolved:**
- That authority be delegated to the Headteacher to vire sums of up to £8,000 and to enter into contracts up to the value of £15,000.
 - That signatories for authorisation of orders and invoices be approved as follows:
Orders: Headteacher, Deputy Headteacher
Invoices: Unknown.
 - Petty Cash: Headteacher, Deputy Headteacher
 - That the Chair, on behalf of the governing board, be authorised to sign the relevant form to register any unofficial funds.
- 20.02 The Headteacher mentioned that the school had an unofficial fund, which had previously been used to purchase tables for the School breakfast club.
- 21.00 POLICY REVIEW (STATUTORY POLICIES)**
- 21.01 The local authority model Child Protection and Safeguarding policy had been circulated to governors in advance of the meeting for review.

Head

Resolved:

- That the Child Protection and Safeguarding policy be approved

21.02.1 The Keeping Children Safe in Education document had been circulated to governors in advance of the meeting for review.

Resolved:

- That the governing board adopt the Keeping Children Safe in Education document

21.02.2 The Governor with responsibility for Safeguarding advised that Zara Lister (the school safeguarding officer) would be in touch with Governors seeking their confirmation that the Keeping Children Safe in Education had been read.

21.03 The Headteacher reported that the Teacher Pay policy had not yet been received and that this would be circulated to governors for review and approval at the next full governing board meeting once it had been received.

22.00 GOVERNOR DEVELOPMENT

The Headteacher reported that training on the Ofsted framework for governors would be arranged for the Spring term 2022.

23.00 CHAIR'S BUSINESS

23.01 A governor demonstrated the Shared drives/folders and files for governors to access key documentation.

23.02 The Chair thanked everyone who had completed blogs for the website and requested that any outstanding be sent.

23.03 The Chair confirmed that she would continue to meet with the Headteacher once each half term to that the corresponded between meetings as required.

24.00 CLERK'S BUSINESS

None at this time.

25.00 ANY OTHER URGENT BUSINESS

All Governors asked for thanks and well wishes for retirement to be passed onto the previous clerk for his support to the Governing Board. The new clerk was welcomed to her new role.

26.00 DATE AND TIME OF THE NEXT MEETING

The next meeting of the full governing board would be held at school on Thursday 2 December 2021 at 6.30pm.

All
governors

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