

# CHAPEL ALLERTON PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held in school on Wednesday 02 October 2024 at 6.30pm

<b>PRESENT</b>	Jenny Hand (Chair)	Nicholas Sykes (Headteacher)
	Nicola Allardyce	Gemma Dolden
	Marcus Bowell	Amy Sanderson
	Richard Cowles	Samantha Todd

**IN ATTENDANCE:** Jess Shearer – Clerk, Governor Support Service

		<b>ACTION</b>
<b>1.00</b>	<b>APOLOGIES</b> Apologies were received and accepted from Mohammed Rafique and Amy Wilson.	
<b>2.00</b>	<b>MEMBERSHIP MATTERS</b>	
2.01	The Clerk advised there were vacancies for 3 co-opted governors.	<b>Chair to provide an update in next meeting</b>
2.02	The Clerk advised that the term for Sam Todd, staff governor would end on 18 November 2024 and a further election would be arranged.	<b>Headteacher</b>
2.03	The term for Amy Sanderson, co-opted governor would end on 10 February 2025. No further terms due to expire until December 2025.	
<b>3.00</b>	<b>DECLARATIONS OF INTEREST</b> Governors at the meeting completed and signed the Business Interest form circulated before the meeting. Forms would be obtained from absent governors	<b>Chair</b>
<b>4.00</b>	<b>ELECT A CHAIR AND VICE CHAIR AND AGREE TERMS OF OFFICE</b>	
4.01	Jenny Hand was nominated for the position of Chair. There were no other nominations, and Jenny left the meeting for the voting to take place. <b>Resolved:</b> That Jenny Hand be elected as Chair of the governing board for a term of one year.	
4.02	Gemma Dolden and Amy Sanderson were nominated for the position of Vice Chair. There were no other nominations, and both left the meeting for voting to take place. <b>Resolved:</b> That Gemma Dolden and Amy Sanderson be elected as Co-Vice Chairs of the governing board for a term of one year.	
<b>5.00</b>	<b>CONFIRMATION OF CODE OF CONDUCT</b>	

The Local Authority model Code of Conduct had been circulated to all governors before the meeting.

**Resolved:**

- That the board adopted the code of conduct.

The Code of Conduct was signed by all governors present at the meeting and signatures would be obtained from absent governors.

Chair

**6.00 AGREE METHODS FOR PARTICIPATION IN MEETINGS**

The governing board agreed the following.

**Resolved:**

- All full governing board meetings and committee meetings will take place in person.
- If for any reason, it is not possible to hold face to face meetings, participation via virtual methods e.g., Teams, Zoom, Skype will be permissible. The Chair, in consultation with the governing board, will decide if the meeting will be virtual.
- Participation via agreed virtual methods will be counted towards the quorum.

**7.00 AGREE TERMS OF REFERENCE**

The Local Authority model terms of reference had been circulated prior to the meeting.

**Resolved:**

- that the model terms of reference for each committee be agreed with the following change of name:
  - Leadership and Management including Pay Committee
  - Quality of Teaching, learning and Assessment, and
  - Pupil Development Behaviour and Welfare
- that all committees have full delegated powers in accordance with the agreed terms of reference
- that the Leadership and Management Committee has authority to agree the budget unless a deficit action plan is required
- that appointment to the Headteacher and Deputy Headteacher posts be delegated to a panel of the governing board. All other appointments will be delegated to the Headteacher.

**8.00 CONFIRM COMMITTEES AND COMMITTEE MEMBERSHIP**

8.01

**Resolved:**

- That the following committee structure, membership, and committee Chairs be agreed:

**Leadership and Management (L&M) Committee**

Amy Sanderson, (Chair), Marcus Bowell, Mohammed Rafique, Headteacher. The School Business Manager would be invited to meetings but would not be a member of the committee.

**Quality, Teaching of Learning and Assessment (QTLA) Committee**

Amy Wilson (Chair), Sam Todd, Nicola Allardyce, Becca Pinder (Deputy Head/Associate Member) would be a member of the committee without voting rights.

**Personal Development, Behaviour and Welfare (PDBW) Committee**

Gemma Dolden (Chair), Amy Sanderson, Amy Wilson, Sam Todd, Nicola Allardyce, Becca Pinder (Deputy Head/Associate Member). would be a member of the committee without voting rights.

8.02 **Resolved:** that Richard Cowles would attend each first committee meeting and decide which to join.

**9.00 GOVERNORS WITH SPECIFIC MONITORING DUTIES**

9.01 **Resolved:** that responsibilities were allocated to governors as follows:

- Child Protection and Safeguarding - Gemma Dolden
- Children Looked After - Gemma Dolden
- Attendance – Nicola Allardyce
- Special Educational Needs and Disabilities (SEND)- Nicola Allardyce
- Complaints - shared by all governors with the Chair as the initial contact.
- Early Years Foundation Stage – Amy Wilson
- Pupil Premium – Nicola Allardyce
- Health and Safety – Marcus Powell
- Literacy and Writing - Amy Sanderson

9.02 It was agreed that any other specific monitoring duties would be decided in the next full governing board meeting.

**FGB Agenda**

**10.00 DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS**

- 10.01
- That authority be delegated to the Headteacher to vire sums of up to £20,000 and to enter into contracts up to the value of £20,000.
  - That signatories for authorisation of orders and invoices be approved as follows:  
Orders: N Sykes, D Harris (School Business Manager - SBM)  
Invoices: SBM
  - Petty Cash: N Sykes, SBM
  - That the Chair, on behalf of the governing board, be authorised to sign the relevant form to register any unofficial funds.

**11.00 ARRANGEMENTS FOR THE PERFORMANCE MANAGEMENT OF THE HEADTEACHER**

**Resolved:** that the Leadership and Management Committee would finalise the performance management of the Headteacher at the next meeting on Thursday 24 October.

**L&M Agenda**

**Resolved:**

- That Amy Sanderson, Jenny Hand and Mohammed Rafique would conduct the performance management of the Headteacher for the upcoming year.
- That the School Improvement Adviser (SIA), would be the independent person to assist governors in conducting the performance management of the Headteacher.

The objectives would be shared if all parties agreed, and a mid-term review would be arranged.

**12.00 MINUTES OF THE LAST MEETING**

**Resolved:**

- That the minutes from the meeting held on Thursday 4 July 2024 were agreed as an accurate record
- That the Chair be authorised to sign the minutes.

**13.00 REVIEW ACTIONS AND MATTERS ARISING**

13.01 **Election for new staff governor (minute 2.01 refers): Action complete;** The Headteacher informed governors that a staff election was presented to school staff, with nobody currently interested in the role.

13.02 **Co-opted governor DBS (minute 2.02 refers): Action outstanding;** The Headteacher would check progress with the School Business Manager.

**Headteacher**

13.03 **Schedule of meetings (minute 7.12 refers): Action complete;** the clerk circulated the schedule of meetings for 2024-2025 with all governors.

**14.00 PRESENT UN-VALIDATED END OF YEAR RESULTS, INCLUDING FOR DISADVANTAGED PUPILS AND OTHER GROUPS**

14.01 The Head advised that governors could hear an in depth analysis of the provisional summer data from Data Consultant, Ian Stokes in the next QTLA meeting.  
The results across the school were pleasing particularly as the starting point for some children, especially in foundation stage, was lower.

14.02 **Phonics**  
The phonics screening results were very good, with a 90% pass rate.

14.03 **KS1**  
Greater depth has improved in KS1. The pass rate for RWM combined was 70%.

14.04 **KS2**

The Year 6 results were very good with three subjects: Maths, Reading and Spelling punctuation and grammar (SPAG) scoring over 70% at the expected level. The pass rate for RWM combined was 67%.

**15.00 STRATEGIC PLANNING (SEF and SIP)**

15.01 The evaluated 2024-25 School Development Plan and the draft priorities for 2024-25 had been circulated prior to the meeting. Governors were pleased to receive the updates and costs that had been added throughout the year which had been highly informative.

15.02 The Headteacher advised governors of the key focuses for the 2024-2025 academic year: adaptive teaching, impactful interventions, and outdoor learning.

**16.00 QUESTIONS ABOUT THE HEADTEACHER'S REPORT**

16.01 The report had been distributed in advance of the meeting and governors discussed the report extensively. The following points were noted:

16.02 **Q** – Are the assessments nationally set?

**A** – From this year, the KS1 SATs were non-statutory. School completed these assessments in June, rather than May and they were used to inform own understanding.

16.03 **Q** – Are there still assessments in the first 6 weeks of the Foundation Stage?

**A** – Yes, they are sent away and returned in 2028 to be used as a value added measure.

16.04 **Q** – How are you finding the workload due to the additional staffing?

**A** – David (School Business Manager) is now taking one day a week for himself to complete financial tasks, such as educational visits. This is working well. I am leading on more, particularly safeguarding due to the new member of staff who is yet to be fully qualified. It is a good year to make changes in preparation for next academic year.

16.05 **Q** – Has there been anything that has surprised you regarding safeguarding responsibilities?

**A** – Yes. It has made me read safeguarding documents differently and be more hands on with the changes to the guidance Keeping Children Safe in Education.

16.06 **Q** – What will be put in place in advance of the KS1 Phase Leader going on maternity leave?

**A** – Discussions have been had with the Deputy Headteacher about support for KS1. We are looking at other teachers that may be looking for a leadership role.

- 16.07 **Q** – Is the new format to admissions likely to go against the school?  
**A** – Parents will still have an opportunity to express their first choice of school.
- 16.08 **Q** – Who will be providing funding for the repairs to the school roof?  
**A** – The roof will be council funded as part of a funding project the council provide every 30 years to schools.
- 16.09 **Q** – How will children participate in the Rethink Food club?  
**A** – There was an option for the programme to be embedded into the KS2 curriculum, however we have opted for a club format for students that wish to attend.
- 16.10 **Q** – Are you worried about the 100 hours of teaching assistant time being lost this year due to changes in staffing?  
**A** – We are expecting there to be different impacts on different year groups depending on SEND needs. Year 5 has had the most severe cut to teaching assistants, resulting in taking a different, inclusive teaching approach to SEND pupils. The priority for Year 5 teachers is getting to know the least capable students and what support they require.
- 16.11 **Q** – How are staff feeling about the changes being made?  
**A** – Phase leaders are doing what they can to support the wellbeing of staff. Staff are seeing the changes as a positive strategy to promote independent learning.
- 17.00 SAFEGUARDING STATUTORY**
- 17.01 The Local Authority model Child Protection Policy had been sent to governors prior to the meeting.  
**Resolved:**  
That the Child Protection Policy be adopted.
- 17.02 The updated guidance Keeping Children Safe in Education had been sent to governors prior to the meeting, and governors confirmed they had read the relevant parts.  
**Resolved:**  
That the guidance document Keeping Children Safe in Education be adopted.
- 17.03 The Headteacher would put the Child Protection Policy and the updated guidance Keeping Children Safe in Education on the website.
- 17.03 The Chair agreed to check with the School Business Manager that all governors had completed safeguarding training.
- 17.04 The governor with a responsibility for safeguarding reported on her recent meeting with Tessa Robbins, the new Safeguarding Welfare Officer (SWO).
- 18.00 POLICY APPROVAL**

**Headteacher**

**Chair**

18.01	Teacher's Pay Policy The Teacher's Pay Policy had not yet been received and was deferred to the next meeting for approval.	<b>FGB agenda 28/11/24</b>
18.02	Complaints Policy It was noted that there were no changes to the Complaints Policy from last year, and the Headteacher would email it to governors for approval in the next meeting.	<b>Headteacher FGB Agenda</b>
<b>19.00</b>	<b>GOVERNOR DEVELOPMENT</b>	
19.01	The Chair advised the board that she was planning to attend the Headteacher Appraisal and New Chairs training.	
19.02	A. Wilson advised that the new Health and Safety governor should attend Health and Safety training.	
<b>20.00</b>	<b>CHAIR'S BUSINESS</b>	
20.01	There was no Chair's business.	
<b>21.00</b>	<b>ANY OTHER URGENT BUSINESS</b>	
21.01	The governing board discussed how to recruit more governors, with the Chair advising that there was interest in the parent governor role rather than co-opted governor role.	
21.02	The Vice Chair expressed interest in booking a Skills Audit for the board, since the recruitment of newer members.	
21.03	The Head advised the board the school's 150 <sup>th</sup> birthday was approaching, and the board discussed the installation of tiered seating and a projector system upgrade for the hall. The Vice-Chair suggested looking into the national lottery heritage fund to cover part of the cost of the project.	<b>AS</b>
<b>22.00</b>	<b>DATE AND TIME OF NEXT MEETING</b> <u>2024 Autumn 2 Oct-Dec</u> Thursday 07 November PDBW Thursday 28 November FGB <u>2025 Spring 1 Jan-Feb</u> Thursday 16 January QTLA Thursday 23 January L&M <u>2025 Spring 2 Feb-Apr</u> Thursday 27 February PDBW (Cover clerk needed) Thursday 20 March FGB <u>2025 Summer 1 Apr-May</u> Thursday 24 April QTLA Thursday 01 May L&M Wednesday 21 May FGB <u>2025 Summer 2 May-July</u> Thursday 05 June PDBW Thursday 03 July FGB	
	The Chair closed the meeting at 08:04pm	