

**The Governing Body of
Sutton-in-Craven Church of England VC Primary School
Meeting of the Governing Body**

Date and Time: Thursday 17th September 2020 (6.15 pm)

Location: Held Virtually Over Zoom

Present:

Mrs Orla Gibbons		Headteacher
Mr Simon Garner	(Chair)	Co-Opted Governor
Mrs Caroline Kilvington		Parent Governor
Rev'd Brian Greenfield		Foundation Governor
Mr Matt Carlton		Co-Opted Governor
Mrs Deborah Bacon		Parent Governor

Clerk: Mr Chris Davey

1/20 Welcome and Introductions

Mr Garner welcomed everyone to the meeting.

Mrs Gibbons advised the meeting that Mrs Alison Campbell, who had been the Staff Governor until 31st August 2020, had decided not to stand for re-election as she wished to concentrate on her leadership activities, and therefore she was not attending the meeting.

2/20 Apologies

Consented apologies were received from Rev'd Helen Collings (Foundation Governor) who is away on sabbatical.

3/20 Election of Chair of Governors and Vice-Chair of Governors

Election of Chair of Governors

The Clerk took the Chair and, after confirming that the Term of Office as Chair and Vice-Chair would remain at twelve months or until the first meeting of the Autumn Term 2021, asked for nominations for the post of Chair.

Mr Garner was nominated by Mrs Bacon and the nomination was seconded by Mrs Kilvington. Mr Garner accepted the nomination. There were no other nominations.

Mr Garner left the meeting.

The Clerk then asked if there were any objections to the nomination and as no objections were forthcoming he asked for a vote in favour of electing Mr Garner as Chair of Governors. The vote by show of hands to the Clerk was unanimously in favour.

Mr Garner returned to the meeting and took the Chair.

Election of Vice-Chair of Governors

Mr Garner then asked for nominations for the post of Vice-Chair. Mr Carlton was nominated by Mr Garner and Mr Carlton accepted the nomination. There were no other nominations.

Mr Carlton then left the meeting.

Mr Garner then asked if there were any objections to the nomination and as no objections were forthcoming he asked for a vote in favour of electing Mr Carlton as Vice-Chair of Governors. The vote by show of hands to the Clerk was unanimously in favour.

Mr Carlton then returned to the meeting.

- 4/20 Annual Declaration of Business, Financial or Personal Interest Forms**
As it was not possible for governors to complete, sign and date their forms, due to Covid-19 Restrictions, the Clerk said that he would email a blank form to all governors for them to complete, with "nil" entries where applicable, which they should then email back to him for future filing.
ACTION CLERK THEN ALL GOVERNORS (Action 4/20)
- 5/20 Annual Register of Gifts and Hospitality**
The Clerk asked all governors to declare if they had received any gifts, in excess of a nominal value of £5, or hospitality since 1st September 2019. There were no such declarations and accordingly the Chair undertook to complete, sign and date a Nil Return.
ACTION CLERK THEN MR GARNER (Action 5/20)
- 6/20 Declarations of Business, Financial or Personal Interest**
There were no declarations of interest in any item on the agenda.
- 7/20 Confidentiality**
One confidential item was identified at the start of the meeting. It was agreed it would be dealt with under the Headteacher's Report.
- 8/20 Any Other Urgent Business**
No items of other business were identified at the start of the meeting.
- 9/20 Governing Body Matters**
Instrument of Government, Vacancies & Reconstitution
Mr Garner advised the Clerk that the Instrument of Government held by the Clerk was out of date as the Governing Body reviewed the Instrument each and every year and had agreed to change the constitution of the Governing Body.

Mr Garner advised the Clerk that he understood that there should be only two Parent Governors and two Co-Opted Governors and one LA Governor.

Mrs Gibbons undertook to ask the School Business Manager for a copy of the latest Instrument and to send it to the Clerk for information.
ACTION MRS GIBBONS (Action 9/20.1)

Mrs Gibbons confirmed that she was in the process of running an election for a new Staff Governor.

There was a discussion about how a new LA Governor is now appointed and the Clerk explained that this role is no longer a political appointment. It was agreed to try to identify a suitable candidate from a wider, non-school, background if possible.
- Skills Audit
Follow the changes in the membership of the Governing Body over the last year, the Clerk undertook to send out a new Skills Audit form for all governors to complete as soon as practicable and to return it to him for analysis.
ALL GOVERNORS THEN CLERK (Action 9/20.1)

The results of the Skills Audit would be used to identify training needs as well as, potentially, the skills of any new potential governors.

Governor Terms of Office

In response to a question the Clerk was informed that the information on Terms of Office was correct.

Committees and Committee Membership

Mr Garner reminded governors that the Governing Body had disbanded committees last year because of the various well-known events of the previous year. He then noted that having a committee is better for dealing with Finance and Resources, which can include buildings, Health & Safety and staffing, as more time is available at a committee meeting to dive in to the detail than is available at a full meeting of the Governing Body.

Re-establishing one such committee would also free up time to focus on Improvement and Curriculum at meetings of the Governing Body and allow Subject Leaders to present to the Governors.

It was agreed to appoint the following individuals to the Finance & Resources Committee:

- Mr Garner
- Mr Carlton
- Mrs Gibbons.

Once additional governors were appointed the size of the committee would be increased.

It was also agreed that Mrs Gibbons would ask Angela Hayton, School Business Manager, to clerk the Finance & Resources Committee meetings.

Mr Garner undertook to send the Clerk a copy of the Terms of Reference for the Finance and Resources Committee.

Complaints Committee

The following governors were appointed to the Complaints Committee:

- Mr Carlton
- Mrs Kilvington
- Mrs Bacon
- Rev'd Greenfield.

In the event that the Clerk was required to form a committee to hear a complaint he would ask each governor to confirm that there was no reason for them not to be involved and then if more than three governors eligible and available, to draw lots to form the panel of three.

Headteacher's Performance Management Panel

The following governors were appointed to the Headteacher's Performance Management Panel:

- Rev'd Greenfield
- Mr Garner
- Mrs Bacon.

There was discussion about inviting either Lee Talbot, from the Diocese, or Karen Butler, NYCC. It was agreed that the decision would be made once Mrs Gibbons had met with Lee Talbot.

Appointment of Governors with Specific Responsibilities

The following appointments were made:

- Safeguarding – Rev'd Greenfield
- Pupil Premium & SEND – Rev'd Collings and Mrs Kilvington
- Health & Safety – Mr Garner
- Phonics – Mrs Bacon.

There was a discussion about the role of Link Governors to support the School Development Plan and the Support Plan, along with the development of Key Performance Indicators (KPIs) against which the progress of Plans could be assessed.

Mrs Gibbons undertook to send the Clerk the list of governors appointed to those roles last academic year. **ACTION MRS GIBBONS** (Action 9/20.3)

Code of Conduct and Standing Orders

Following a brief discussion it was agreed that Mrs Gibbons would review both the Code of Conduct and the Standing Orders and send them, with her comments to the Chair and Clerk for their comments prior to circulating them to all governors for formal adoption at the next meeting.

ACTION MRS GIBBONS THEN MR GARNER & CLERK (Action 9/20.4)

360° Review of Chair

The Clerk undertook to send Mr Garner the 360° Review of Chair.

ACTION CLERK (Action 9/20.5)

Governing Body Self-Evaluation

Mr Garner undertook to contact Lee Talbot, who has taken over from Darren Dudman at the Diocese, to ask them to conduct a Governance Review.

ACTION MR GARNER (Action 9/20.6)

Effective Monitoring During the Covid-19 Crisis

Mr Garner undertook to review the latest guidance on Effective Monitoring by Governors during the Covid-19 crisis and then circulate a document to governors on how they should conduct Governor Monitoring Visits.

ACTION MR GARNER (Action 9/20.7)

10/20

Scheme of Delegation to the Headteacher

Annex B of the NYCC Budget Management Policy was formally adopted by the Governing Body, following a unanimous vote by show of hands to the Clerk. The Governors formally approved the limits as follows:

“The Headteacher shall not vire from one budget head to another any sum exceeding 0.5% of the delegated budget or £5,000 whichever is the lesser, without the consent of the Governing Body or, in the case of an urgent matter, the Chair thereof.”

11/20

Minutes of the Meeting held on 13th July 2020

The minutes of the meetings held virtually over Zoom on 13th July 2020 were circulated with the papers for the meeting.

The minutes were agreed to be a true and accurate record of the meeting.

Mr Garner undertook to sign and date a copy for the record at the next face-to-face meeting.
ACTION MR GARNER & CLERK (Action 11/20)

12/20

Matters Arising from the Minutes not Covered Elsewhere on the Agenda

Mr Garner reviewed the Actions from both sets of previous minutes:

126/19 from 104/19.2	Look at any savings created by the discontinuation of ParentPay in favour of School Comms – to be carried forward	Mrs Gibbons
125/19.1	Mr Garner to sign and date copies of the minutes of the meetings held on 18 th May 2020 and 15 th June 2020	Mr Garner
127/19.1	All governors to send comments on Our Vision and logo to Mrs Gibbons	All Governors
130/19.1	All governors to read Keeping Children Safe in Education 2020	All Governors
131/19.1	Mrs Gibbons and Mr Garner to explore routes to identify new governors	Mrs Gibbons and Mr Garner

It was noted that two items were either on-going / carried forward (125/19.1 & 130/19.1) and two were complete (127/19.1 & 130/19.1). However, with regards to 126/19 (from 104.19.2) Mrs Gibbons noted that the office was still down on capacity. She added that she now understands that there will not be any cost savings, but there will be efficiency savings as everything will be in one place.

It was agreed that this action should now be closed.

A governor asked if parents should be informed that the office was understaffed at the moment?

Mrs Gibbons said that she would tell them if necessary.

13/20

Headteacher’s Report

Mrs Gibbons started her verbal Headteacher’s Report by thanking the governors for their on-going support during the lockdown, partial and full reopening of school.

She described school now as calm and collected and said that the children are now settled. Staff were anxious to begin with, as they were concerned about ‘doing the right thing’. The morale and well-being across school is positive.

There are now 114 pupils on roll, with eleven in Reception, including one child who has not yet started. The school is operating a phased introductory timetable.

There are 15 children in Year 1. Willow Class has 31 children, 14 Year 2s and 17 Year 3 children. There are 25 children in Year 4 and 32 in the Year 5 (14) & Year 6 (18) Class. It is well managed.

The children are sitting in rows, facing the front of the class and there is a child-free area at the front. The staff are wearing clear visors and face masks.

Attendance to date is 98.3%; two families are isolating one post-holiday and the other one, where there are symptoms in the families cannot get a test. Mrs Gibbons confirmed that she had given the family a home test to use.

One child, from Dubai, is due to start in Reception in October.

Seven members of staff have individual Risk Assessments, which were all made and agreed before school restarted. They will be reviewed every two weeks or as appropriate.

One part of Mrs Gibbons Headteacher's Report related to Staffing was deemed to be confidential and it has therefore been recorded separately in the Confidential Minutes Not Available for Public Inspection.

Blossom Class, the EYFS room, looks very different and the staff have worked really hard to get the right resources ready for the return of the children. It is really calm in class, with clear routines, but Mrs Gibbons noted that there is still a way to go. Both part-time teachers are working well together and they have split the planning.

Mrs Gibbons noted that the Year 1 children are a 'tricky cohort' as they have specific needs.

The Curriculum this term Whole School Topic is Water. A class letter and topic plan have been sent to parents. The staff are now looking at knowledge organisers and building the depth of the curriculum behind the three-year long-term plan, so that children know more and remember more.

PSHE focuses on Mental Health and Well-Being and is entitled "Let's Begin Again"; Mrs Campbell has done a great job of training staff.

A new lesson plan and design for Maths, based on the training done last year, is now being used. This is being monitored this half-term and Leadership and Staff Meeting time has been allocated for this.

With regards to English an Action Plan is being developed, which has included a review of Phonics, and new reading books, paid for by the PPC, are available. There are clear procedures for books going home.

The process for Writing is being looked at, with one trial completed. Writing has previously been inconsistent across the school. Mrs Gibbons said that Pie Corbett / Philip Webb is also being considered.

Collective Worship has started in each bubble. New resources are available and there will be a half-termly newsletter that will include activities for parents and children to do.

A virtual Open-Morning has been planned for October to help with the marketing of the school. It will go on the website and there will also be a presentation by Mrs Gibbons to the current parents about the curriculum vision.

Pupil Learning & Progress

Mrs Gibbons said that she did not like the Government's term "Catch-Up" as it has a negative connotation and it must not be assumed that all children will need to catch-up.

Teachers are updating records and annotating planning and using the assessment after every lesson to inform the next lessons and same-day intervention for children to ensure that 'gaps' do not get bigger and that children close the gaps. A 'baseline' will be done towards half-term to give a clear indication of every child's needs.

The SENCO has spoken to the teachers and they will talk to the parents of every child on the SEND Register. The SEND Register itself is being carefully reviewed and updated to ensure it is accurate and relevant.

Parents Evenings will be done over Microsoft Teams on a one-to-one basis, or over the telephone, depending on parental preference. They will be recorded.

Leadership time has been made available for Sex and Relationships Education, English and Website. Other areas including Maths and SEND up to half-term. The priorities will be reviewed after half-term based on the monitoring.

Once these have been done Link Governor Monitoring 'visits' can be arranged.

Mrs Gibbons reminded governors that SRE does not have to be in place until April 2021. Parents have been invited to participate in a working group. The consultation ends week commencing 2nd November 2020.

As an aside it was noted that not all parents are receiving all messages. Mrs Gibbons undertook to send a text to parents and ask them to check that they are getting emails and texts. She will also have a discussion with ScholarPack as there might be a problem there. **ACTION MRS GIBBONS** (Action 13/20.1)

Pupil Voice will also be obtained from children in Years 4 to 6 through the PHSE Association. Mrs Gibbons will ask parents what they think SRE is or should be.

Sports Premium

Mrs Gibbons noted that the Sports Premium Impact Report for Academic Year 2019/20 has been written and will be uploaded to the website once the new format is made available. The new plan for 2020/21 will be written after half-term. The priority this year is the playground and privileges.

HSE Inspections

All staff are aware of the type of questions they are likely to be asked as Dale Barton has some through. The HSE will speak to whoever answers the telephone. Mr Garner undertook to carry out his Health & Safety visit as soon as possible.

ACTION MR GARNER (Action 13/20.2)

Safeguarding

All staff have been trained in Keeping Children Safe in Education 2020 Part 1.

The Safeguarding folder for staff includes the new, one-minute, guides from NYSCB.

Mrs Gibbons confirmed that she had reminded staff about signs of safeguarding and about Early Help.

Training has been given on CPOMS and will continue to be delivered to staff.

The Child Protection Policy needs Governing Body approval and signing as soon as possible.

Mrs Gibbons reported that she was aware of one potential Safeguarding incident involving TikTok. Older children have received e-safety training. Notification, support and advice was sent to parents via the school's Facebook page, as well as popped on the fortnightly school newsletter. There is also a half-termly e-safety newsletter written by the Lead for ICT.

There is a new online Health & Safety Incident reporting form, using a platform developed by NYCC.

There have not been any new referrals to Early Help and there is only one open case.

An email about walking home was sent out on 17th September 2020.

The "Catch-Up" funding has not yet been received. Mrs Gibbons explained that the staff know the children best and some of them might be encouraged to do extra hours before or after school. The part-time staff are also willing to do additional days. Mrs Gibbons was clear that no arrangements would be made until more is known about the gaps in a few weeks time following class pupil progress meetings and once teachers have had more time to complete formative assessments.

Phonics interventions have started. Year 2 have to do the Phonics check this term, that they would normally have done at the end of Year 1.

Interventions for some children in Year 6 are also being delivered. These interventions are listed on the Class provision maps and will be monitored during the pupil progress meetings commencing 5th October 2020.

Mrs Gibbons confirmed that, for information at least, she has registered with the National Tutoring Programme as well as the Nuffield Early Language Programme. Mrs Gibbons and the SLT are still to decide what the best course of action is for our children and staff.

Contingency Planning

Mrs Gibbons advised the meeting that yet more guidance was issued earlier in the day. There are now four 'stages' with different procedures for each stage.

The school is currently at Stage 1, with home learning procedures in place. An HLTA is liaising with all teachers to ensure that learning at home can be done using the high quality learning tools recommended by Government. Learning activities are being sent home.

Stage 2 requires a bubble to be closed and the protocols are in place.

Stages 3 and 4 apply when two bubbles are closed or the school is closed.

The children are to be trained on Class Note Book as part of their computing lessons. A guide for parents is also being produced.

A governor asked whether all children have access to an Internet enabled device?

Mrs Gibbons explained that a survey is being carried out to find out what type of devices are available to children at home and whether or not they are shared with siblings and parents.

The Risk Assessment is checked every day and so far, the staggered starting times have been changed. Mrs Gibbons and the staff are now considering what changes are now needed, which might include a 10-minute arrival window for all children to be delivered to school. A trial of this arrangement will start on Monday 21st September.

Local updates are being closely watched, especially if they might indicate trends and local spikes in cases.

The school is part of the trailblazing Mental Health project with Bradford Community NHS Trust. One of their practitioners will be in school on Monday 21st September to meet with Mrs Gibbons only and then will be in once a week from then on.

A named Educational Psychologist is now linked to the school and there will be a whole school audit and an Action Plan will be drawn up for the year.

Mrs Gibbons explained about the Resilience Passport Project that will focus on recharging well-being batteries online. Training is to be given to a member of staff and the project will start in January 2021 for pupil in Years 5 & 6. It was agreed that Mrs Kilvington would be linked to this project.

Staff Training

Mrs Gibbons informed the governors that staff had received training on Microsoft Teams, the website, Keeping Children Safe in Education 2020, Safeguarding, Curriculum, Recovery and Well-Being, Finance and Admin, home testing kits, the replacements for P-Scales and Pivot tables, ClassNoteBook, Maths, Collective Worship, Reading training for support staff, Phonics, Understanding Christianity.

Training has been booked on Looked After Children and Mrs Gibbons and Mrs Campbell have been booked on to Refresher Safeguarding training.

The building of the Hygiene Room has been postponed until next summer. The works carried out this summer are complete and the new library created as well as a quiet workspace for staff.

The floor in Blossom Class has been replaced.

The leak in the roof needs to be repaired and the fungus treated.

Catering

An iPad ordering system is to be trialled shortly. Mrs Gibbons has been told that there will be a charge to the school following the trial if it is successful, but Mrs Gibbons has questioned the benefits to the school and is awaiting a response.

Mr Garner thanked Mrs Gibbons for her comprehensive verbal report.

14/20

Admissions

The letter from William Burchill, NYCC Transport and Admissions Manager, about the PAN was circulated to governors with the papers for the meeting.

It was agreed that the PAN should remain at 15.

Mrs Gibbons undertook to return the form, duly completed, to County.

ACTION MRS GIBBONS (Action 14/20)

15/20

Safeguarding

It was noted that this had already been covered.

16/20

Health & Safety

It was agreed that this had already been dealt with earlier in the meeting.

17/20

School Policies

The following policies were circulated to governors with the papers for the meeting:

- Admissions Policy
- Behaviour Policy
- Budget Management Policy
- Child Protection Policy
- Developing Performance Policy
- Guidance for Schools on Managing Allegations Against Staff
- Lettings and Charging Policy
- Guidance for Schools on Managing Allegations Against Those who Work or Volunteer with Children Procedure
- Resolving Issues at Work Policy and Procedure
- School Hearings and Appeals.

Governors noted that most of the policies were standard NYCC policies and procedures and had reviewed the policies and provided comments to Mrs Gibbons before the meeting. All policies were approved for immediate use.

18/20

Governor Training

The Clerk confirmed that he had received emails from most governors confirming that they had read "*Keeping Children Safe in Education 2020*". He asked those governors who had not yet sent their confirmatory emails to do so as soon as practicable.

ACTION REMAINING GOVERNORS (Action 18/20.1)

It was agreed that information on Diocesan and NYCC training would be circulated to governors, with a request to book all training through the school office.

Headteacher's Performance Management Training

It was noted that Mr Garner has attended online training on Headteacher's Performance Management and he undertook to send the information to Rev'd Greenfield.

19/20

Any Other Urgent Business

There were no items of other business.

20/20

Date of the Next Meeting

It was confirmed that the next full meeting would be held on Thursday 12th November 2020, starting at 6.15 pm. It was agreed that that meeting would be held virtually over Microsoft Teams.

It was agreed that Mrs Gibbons, Mr Garner and the Clerk would draw up a schedule of meetings for the rest of the academic year.

ACTION MRS GIBBONS THEN MR GARNER & CLERK (Action 20/20.1)

The date of the first meeting of the reinstated Finance & Resources Committee would be held on a date to be agreed with Angela Hayton.

ACTION MRS GIBBONS (Action 20/20.2)

Mr Garner declared the meeting closed at 8.36 pm and thanked everyone for attending.

Items Approved

17/20 School Policies	A large number of Policies and Procedures were approved for immediate use.
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Actions

4/20	All Governors to complete their Annual Declaration of Interests form and return to Clerk	All Governors
5/20	Mr Garner to complete a "Nil Return" of Annual Register of Gifts and Hospitality	Mr Garner
9/20.1	Mrs Gibbons to obtain a copy of the school's version of the Instrument of Government and send it to the Clerk	Mrs Gibbons
9/20.2	Clerk to send out a new Skills Audit form for governors to complete and return to him for analysis	All Governors
9/20.3	Mrs Gibbons to send the Clerk a list of Link Governors	Mrs Gibbons
9/20.4	Mrs Gibbons then Mr Garner to review and revise both the Code of Conduct and Standing Orders and once completed send to Clerk	Mrs Gibbons then Mr Garner
9/20.5	Clerk to send Mr Garner the 360° Review of Chair	Clerk
9/20.6	Mr Garner to contact Lee Talbot to ask about a Governance Review	Mr Garner
9/20.7	Mr Garner to review the document of Effective Monitoring during Covid-19 and circulate a document to governors	Mr Garner
11/20	Mr Garner to sign and date a copy of the minutes of the meeting held on 13 th July 2020	Mr Garner
13/20.1	Mrs Gibbons to contact all parents and ScholarPack to ensure that all parents are getting all texts and emails	Mrs Gibbons
13/20.2	Mr Garner to conduct his Health & Safety Inspection as soon as possible.	Mr Garner
14/20	Mrs Gibbons to return the Admissions PAN form to County	Mrs Gibbons
18/20	All remaining confirmations that governors have read KCSIE 2020 to be returned to the Clerk	All Remaining Governors
20/20.1	Dates for GB meeting for the rest of the year to be agreed	Clerk Mrs Gibbons & Mr Garner
20/20.2	Mrs Gibbons to agree a date for the Finance & Resources Committee with Angela Hayton	Mrs Gibbons