

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

Date and Time: Wednesday 20th January 2021 (6.15 pm)

Location: Held Virtually Over Teams

Present:	Mrs Deborah Bacon	Parent Governor
	Mr Matt Carlton	Co-Opted Governor
	Rev'd Helen Collings	Foundation Governor (left at 7.37 pm)
	Mrs Tracy Felgate	Staff Governor
	Mr Simon Garner (Chair)	Co-Opted Governor
	Rev'd Brian Greenfield	Foundation Governor (left at 7.28 pm)
	Mrs Orla Gibbons	Headteacher
	Mrs Caroline Kilvington	Parent Governor

Clerk: Mr Chris Davey

41/20 Welcome and Introductions

Mr Garner welcomed everyone to the meeting of 2021 and observed that, being back in Lockdown with the school only open to children of Key Workers and Vulnerable children, was not what everyone had expected.

He asked the governors who were parents of school aged children how they were coping and generally the responses were "not too bad".

42/20 Apologies

There were no apologies for absence as all governors in post were present.

43/20 Declarations of Business, Financial or Personal Interest

There were no declarations of interest in any item on the agenda.

44/20 Confidentiality

It was noted at the start of the meeting that there were confidential minutes of the Resources Committee to be considered, but there were no other items of a confidential nature identified at the start of the meeting.

45/20 Any Other Urgent Business

Two items of other urgent business, Testing and Staff Well-being were identified at the start of the meeting and it was agreed that they would be dealt with at the appropriate points during the meeting.

46/20 Minutes of the Meeting held on 19th November 2020

The minutes of the meetings held virtually over Zoom on 19th November 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 46/20)

47/20

Matters Arising from the Minutes not Covered Elsewhere on the Agenda

Mr Garner reviewed the Actions from the previous minutes:

23/20	Clerk to send Mrs Felgate a copy of the Declaration Form to be completed	Done
26/20.1	All governors to read the SIAMS document	Mostly Done - all Remaining Governors
26/20.2	Collective Worship training to be shared	Done
28/20	Mrs Gibbons to talk to staff about how to invigorate Bobbins	Being done (26th Feb), but partly overtaken by events
29/20.1	Clerk to expedite Reconstitution	Approval received from Diocese now to go to NYCC
29/20.2	Mrs Gibbons and Mr Garner to discuss potential LA Governors	On-going
29/20.3	Remaining governors to submit their Skills Audit to Mr Garner	Remaining Governors
29/20.4	Mrs Gibbons then Mr Garner to review and revise both the Code of Conduct and Standing Orders and once completed send to Clerk	Sent to Chair for Review
29/20.5	Mr Garner to send out the 360° Review of Chair	Sent out (check)
29/20.6	Mrs Gibbons to resend the Governor Monitoring list - governors to contact the relevant Subject Leads.	Remote Governor Monitoring to start w/c 25/1/21
29/20.7	Mrs Gibbons to share the Spring 1 timetable with governors so they can co-ordinate their monitoring.	Overtaken by events
30/20	Mr Garner to sign and date a copy of the minutes of the meeting held on 17 th September 2020	To be carried forward
31/20.1	Mrs Gibbons to arrange for school to update GIAS with information supplied by governors	Remaining Governors
31/20.2	Mr Garner to send out information about GSIN meeting	Attended by CK & DB
32/20.1	Safeguarding Audit to be completed by March 2021	Mrs Gibbons
32/20.2	Data to be on the next GB Agenda	Done
32/20	SEF to be carried forward to the next GB Agenda	Delayed by events
36/20	Mrs Gibbons to draft a letter to parents about wearing masks	Done
37/20.1	Mrs Kilvington to review Looked After Children Policy and send comments to Mrs Gibbons	Done
37/20.2	Other policies not approved at this meeting to be carried forward to next meeting	Done
40/20	Clerk Headteacher and Chair to discuss length of agenda	Done

A governor asked about Bobbins and Mrs Gibbons explained that the staff are working from home and they are currently working on a plan.

A governor asked what was happening about the Monitoring of RE during the current new lockdown?

Mrs Gibbons replied that this would need to be picked up at some point soon.

A governor then asked what had happened with the Phonics tests?

Mrs Gibbons informed the governors that the results had been above expected as 17 out of the 19 pupils has achieved or exceeded the pass mark. Two of the four children who were not expected to achieve the pass mark did in fact achieve it and the other two have made really good progress.

48/20

Minutes and Confidential Minutes of the meeting of the Resources Committee held on 7th December 2020

The normal minutes of the meeting of the Resources Committee, held on 7th December 2020 were circulated with the papers for the meeting. The Confidential Minutes were circulated by separate email immediately prior to the meeting, with an instruction to governors to delete the email and any downloaded copies of the minutes and to destroy any printed copies immediately following the end of the meeting.

Mr Garner reviewed the minutes and noted that the school's financial position had improved since the Start Budget was approved. The Start Budget predicted an in-year deficit in the current financial year and in future financial years, but the position now was that there should not be an in-year deficit in FY 2021/22 and the predicted in-year deficit in FY 2022/23 has been reduced to £18,000. Work is being done to try to reduce this in-year deficit further.

49/20

Governing Body Matters

Reconstitution

The Clerk reported that he had had email correspondence with the Diocese and they had not raised any objections to the reconstitution and that, following the approval of the minutes of the meeting of the Governing Body held on 19th November 2020, he could now proceed with asking NYCC to prepare the new Instrument of Government. **ACTION CLERK** (Action 49/20.1)

The Clerk also undertook to send Mrs Felgate a copy of the current Instrument of Government.

LA Governor Vacancy

It was reported that no progress had been possible on exploring potential candidates to fill the vacant LA Governor position, but Mr Garner and Mrs Gibbons would continue to explore the options previously discussed.

Governors were asked to think if they knew of any suitable candidates and to let Mr Garner and Mrs Gibbons know.

It was also confirmed that Mr Carlton intended to stand down at the end of the Academic Year as he had moved house and was no longer local.

Skills Audit

The Clerk undertook to analyse all of the Skills Audit forms he has received and to chase governors for the missing forms. **ACTION CLERK** (Action 49/20.2)

Code of Conduct and Standing Orders

It was agreed that, due to pressure of work, to postpone consideration of the Code of Conduct and Standing Orders until the next meeting in April 2021.

ACTION MRS GIBBONS THEN MR GARNER & CLERK (Action 49/20.3)

360° Review of Chair

Mr Garner said that he had sent out the 360° Review of Chair to governors who were reminded that they should return the forms to the Clerk.

ACTION ALL GOVERNORS (Action 49/20.4)

Governing Body Self-Evaluation

Mr Garner advised the meeting that he had not yet received a response from the Diocese about the rearranged date. A review by the LA is due to take place in Early February, with the outcomes made available for the next meeting of the Governing Body in April 2021.

Effective Monitoring During the Covid-19 Crisis

Mr Garner observed that the school's staff are under immense pressure at the moment, in particular because of the need to deliver mixed (online and in classroom) teaching.

He added that there are six key areas at the moment for governors to consider: Health & Safety, Safeguarding, Attendance, Effective Remote Learning, Communications and the Well-Being of the Headteacher & staff.

Mr Garner confirmed that he is getting together information on each of the six points.

There was a discussion about several of the areas raised.

Rev'd Greenfield said that he was addressing Safeguarding in conjunction with Mrs Gibbons.

Rev'd Collings said that she would prefer to concentrate on supporting staff and that RE could be dealt with when all of the children are back in school.

Mr Garner raised the issue of attendance, particularly remote attendance, and asked whether the children working at home are engaging with the home learning and also asked whether those children supposed to be in school are actually in school. He also asked how governors could assess the quality of the work being done remotely.

Rev'd Greenfield asked whether there were children who were unable to access remote learning and what was being done to help them?

Mr Garner replied that there was need for a plan to be put together for when school returns to normal, which mean two plans were needed: one up to February half-term and one for after half-term.

Mrs Gibbons reminded governors that RE is essential for a church school and assured them that it was being taught at least once a week and covers the statement of entitlement from the Diocese. She added that the YouTube links provided by the Foundation Governors were a vital help.

She also noted that, at the next staff meeting the subject leaders could look at the quality of what is being sent home / done online to see what could be done to improve it further, adding that this is by its very nature an iterative process.

50/20

Home Learning UpdateEngagement

Mrs Gibbons said that last year she had issued questionnaires about access to Internet enabled devices for home learning and had found that all children had access to some form of device, although their usefulness for home learning varied.

Two laptops were allocated to families before Christmas and further laptops were issued on Tuesday 19th January. Five families have now borrowed laptops and the school has eight remaining, which could be allocated if necessary. In addition the school has other laptops in school that could be made available if necessary.

The school has also got some free data-only SIM cards from Vodaphone and they are currently used by one family.

She commented that the challenges for some families are greatest when there are multiple siblings at school, knowing how to access Teams and actually doing some of the work.

Mrs Gibbons said that she felt that communications between school and home and vice versa were exceptional. A further questionnaire will be sent out when possible to determine parental views.

The school is using a RAG rating (Red, Amber & Green) system for English, Maths and Topic work every day.

The children complete their work on class notebook. The teachers/staff then look at the work that day or the day after and feedback appropriately in a different colour. Feedback and addressing of misconceptions also happens during the morning and afternoon virtual calls each day to ensure children receive all the support they need.

Support staff are accessing and feeding back to the children and the whole staff team are trying to balance out the teachers' workloads. This includes resolving misconceptions, which are addressed the next day. Meeting times are staggered especially where there are multiple siblings.

Mrs Gibbons reported that there has been an average 92% attendance on video calls, although it varies from 88% for the youngest children to 96% for the oldest children.

There has been an 82% engagement across school for children doing the work and feeding back. An extended RAG rating is used where Green shows the work was done, Amber indicates some of the work was done and Red none was done as well as Purple for working in school and White for absent due to illness.

Mrs Gibbons noted that where it seems to be the same children who are not engaging the parents then get sent an email the following day, which if the situation persists is followed up with a phone call and then if things do not improve a phone call from Mrs Gibbons herself as it becomes a Safeguarding concern.

Some parents haven't really understood these calls. Some children thus identified and being vulnerable have been brought into school.

Staff have also been pre-recording videos for children.

In addition to work done by the staff the Diocese have been arranging singing lessons, Kanga Sports have been doing PE lessons online and the national Oak

Academy is being used for Modern Foreign Languages especially for speaking and listening, which cannot really be done using worksheets.

Mrs Gibbons explained that the statutory requirement for children in KS1 is three hours per day covering Phonics, English, Maths and Topic. In EYFS twenty, short, snappy, videos are available covering areas such as patterns, sequences, colours, etc.

Recorded lessons give parents the opportunity to decide when they are watched during the day.

A governor asked about the parity of content being taught in the classroom and being taught for those children working at home?

Mrs Gibbons explained that the learning is exactly the same. This avoids the need for double planning by staff, although she noted that it is hard for teachers to pull back from full-time teaching and let another member of staff work with the children. She is trying to facilitate and support staff and to ensure that a balance is struck.

The maximum number of children in a classroom is ten if social distancing is to be maintained. One bubble has 14 children across the full week.

43% of children are attending school at some point during the week.

Some teachers have two days a week working from home and Mrs Gibbons noted that the Support Staff have really stepped up to the mark. One teacher, who is 28 weeks pregnant, must, under the latest guidance, now work from home from Monday 25th January 2021, until she starts her Maternity Leave and the Maternity Cover, Mrs Veronica Crangle has now started in school, albeit earlier than originally intended and she is doing 25 hours a week across the full five days.

A governor asked about the process for assigning the remaining laptops?

Mrs Gibbons said that parents were contacting the school when they had problems, some of which are being exacerbated by software updates and resultant changes.

The school has 16 laptops given by the government, but only four families have taken up the offer of using these devices. One family has accessed 4G sim cards and no one requested access to the free BT Wi-Fi in spite of the devices and free Wi-Fi being offered numerous times in letters and emails home.

The governor then asked if the parents could be told that the school office could help if parents had problems?

Mrs Gibbons said that at the moment school to home communications were very good and parents were regularly being contacted by the class teachers and advising them of any problems.

Another governor observed that Barnardo's have been supporting vulnerable families through the provision of printers and ink/toner through the North Yorkshire charity, SELFA.

Mrs Gibbons added that the link for the Family Fund, which provides grants for children with SEND, was included in the last newsletter.

51/20

Staffing Update

Mrs Gibbons noted that Mrs Veronica Crangle, the Maternity Cover for Mrs Charlotte Walker has experience working with children with SEND and Mental Health issues.

52/20

School Improvement Plan Update

The updated SIP was circulated to governors with the papers for the meeting.

Mrs Gibbons noted that she is awaiting action plans from some of the teachers.

The document has been shared with staff.

Mrs Gibbons reviewed which governors are linked to each area in the SIP. She undertook to send the relevant governor or governors the information needed. She added that all Governor Monitoring would have to be done virtually until there has been a full return to school. Staff have been asked to contact the governors and she asked governors to let her know if they had not been contacted by Friday 29th January 2021.

ACTION ALL GOVERNORS (Action 52/20)

Subsequent Note – Mrs Gibbons postponed this until after half-term in order to help manage staff well-being and workload.

There were no further questions about the SIP.

Rev'd Greenfield left the meeting at 7.28 pm as he had another meeting to attend virtually.

53/20

Pupil Data

Mrs Gibbons advised the meeting that the Pupil Data would be included with the SEF when it is circulated to governors in the next couple of weeks.

54/20

Pupil Premium Sports Premium and Catch-Up Updates

A document outlining the update on the Catch-Up Funding was circulated to governors with the papers for the meeting.

Mrs Gibbons said that the school was continuing its relationship with Kanga Sports, as it cannot spend the Sports Premium at the moment.

A document on Pupil Premium expenditure and impacts will be sent out week commencing 25th January 2021. The school has received about £46,000 of Pupil Premium.

A governor asked if the third national lockdown / second school closure lockdown would have an effect on the ability of the school and pupils to deliver and benefit from the Catch-Up funding and whether there would be delays?

Mrs Gibbons said that this had been discussed at the Staff Meeting immediately prior to the meeting of the Governing Body. There is already some differentiation in the work going home and the school is trying to meet the needs of all children. Consideration is being given to delivering interventions in the afternoons, but some children are in school and therefore interventions are still happening for those children.

However, there will be a knock-on effect for those children working at home.

Mrs Gibbons stated that she had no idea what the Government is thinking about doing about Catch-Up.

55/20

SEND Update

The SEND Update was circulated with the papers for the meeting.

Mrs Gibbons noted that the data for SEND would be included with the SEF next week.

A governor asked Mrs Gibbons to explain one sentence in the update concerning all teachers being teachers of SEND. Mrs Gibbons explained how teachers and TAs work to jointly support children so they can access Quality First teaching. Mrs Gibbons undertook to clarify the meaning of the particular sentence in the document.

Rev'd Collings left the meeting at 7.37 pm

56/20 Schools Financial Value Standard

The SFVS was circulated to governors with the papers for the meeting.

Mr Garner reported that the SFVS had been reviewed at the December meeting of the Resources Committee.

He noted that at that meeting a query had been raised about one item, the Pupil/Teacher Ratio, which appeared to be incorrect.

Subsequent Note – Mrs Gibbons has checked and confirmed that the item was indeed correct.

He confirmed that he had reviewed the guidance and asked Mrs Gibbons to correct the figure before submitting the SFVS.

Subject to that one correction being made, the Governing Body voted unanimously, by show of hands to the Clerk, to approve the SFVS and asked that it be submitted by the deadline. **ACTION MRS GIBBONS** (Action 56/20)

57/20 Governor Monitoring Visits

Team Around the Child / Team Around the School

Mrs Kilvington reported that two weeks ago she joined a trail blazing on "Teams Around the Child" meeting. She added that the meeting included a Senior Mental Health therapist, a child psychologist and a Mental Health Practitioner.

The focus of the meeting was the children and the staff of the school.

The purpose of the meeting was to set up the team and for participants to understand what is available, what training is needed and what training is available for staff. A longer-term support plan is also being worked on and it was made clear that a whole school approach is needed. A reporting tool will also be included.

The group discussed the scale and level of detailed information would be needed as well as how children were feeling and self-image for older children.

The next meeting is scheduled to take place on Friday 22nd January 2021.

Mrs Kilvington summarised by saying that it should be an amazing program of help for the children and staff.

Mrs Gibbons confirmed that she has also received information following a Team Around the School meeting and that is hoped to have something in place for the full return to school, which will include carrying out a baseline assessment and then identifying intervention needs.

There might be a need for a small amount of additional expenditure.

Safeguarding

A Governor Monitoring Report from Rev'd Greenfield on Safeguarding was circulated with the papers for the meeting.

Rev'd Greenfield noted in his Report that Safeguarding continues to be well monitored and continuous improvements have been, and are being, made.

Governors noted the Report.

58/20

Safeguarding

Mrs Gibbons noted that most areas of Safeguarding had already been covered and confirmed that all children and parents had been contacted this week.

59/20

Health & Safety

The latest version of the Covid-19 Risk Assessment was circulated to governors with the paper for the meeting.

Governors noted the updated Risk Assessment.

60/20

School Policies

The following policies were circulated to governors with the papers for the meeting and approved for immediate use:

- Remote Learning Policy
- Acceptable Use Policies (KS1, KS2 and Parents).

Online Safety Policy

There was a discussion about governors' existing social media contacts in respect of one line in the draft policy.

Mrs Gibbons asked governors to review the draft policy and to send comments to her.

ACTION ALL GOVERNORS (Action 60/20)

There was a discussion about the school's Facebook page and the use of images and videos of children. Mr Garner emphasised that the school needed to ensure that content is compliant.

61/20

Governor Training

It was reported that Mrs Kilvington and Mrs Bacon attended the Governor School Improvement Network meeting on 7th December 2020.

They reported that the meeting covered subjects including Headteacher Recruitment, Headteacher Well-Being and resources available to support Headteacher and Staff Well-Being, the new Governor Handbook, SEND related data and Changes to Assessments over the next few years.

Mrs Gibbons undertook to reply to the questions sent to her by Mrs Bacon and Mrs Kilvington following the meeting and to circulate her answers to all governors.

ACTION MRS GIBBONS (Action 61/20.1)

Leadership Development Programme

Mr Garner reported on the DfE and Governor.net Leadership Development Programme for governors, which he has attended. He explained that the course included national education priorities and strategic direction of schools.

The next module will cover effective governance and financial oversight including benchmarking. The final module covers educational improvement, challenge, Pupil Premium and assessing the impact of Governing Bodies.

He added that the Governing Body can consider what would be useful at the next meeting.
ACTION MR GARNER (Action 61/20.2)

NYCC and Diocesan Training

The latest NYCC Governor Training Schedule and information on Diocesan training was circulated to governors with the papers for the meeting. Governors were reminded that they needed to book on courses through the school office.

62/20

Any Other Urgent Business

There were two items of other business.

Covid-19 Testing – Lateral Flow Tests (LFT)

Mrs Gibbons reported that she and Angela Hayton had attended webinars on Lateral Flow Testing. Guidance from Government is still awaited.

Mrs Gibbons noted that testing is optional for staff, but they have to make the decision whether to be involved by 10.00 am on Friday 22nd January.

Mrs Gibbons described when the process would be / might be done, for example on Sunday nights and Wednesday nights for full-time staff and set out the requirements for void tests, reporting test results, self-isolation and booking PCR tests in the event of a positive result or two successive void tests.

She is awaiting final guidance.

Staff and Headteacher Well-Being

Mrs Gibbons reported that the biggest frustrations reported by staff are around IT technology. Staff regularly talk to her about it.

Mr Garner said that he would like governors to check with staff about their well-being every time they have contact or a meeting with them

63/20

Dates of the Next Meetings

It was agreed that the meetings for the rest of the Academic Year would be held on:

- Monday 26th April 2021
- Monday 12th July 2021.

It was agreed that there would also be a short additional meeting to review and approve the SEF and that the Clerk would contact governors with suggested dates once he had received and circulated the SEF from Mrs Gibbons.

ACTION MRS GIBBONS and CLERK (Action 63/20)

Mr Garner declared the meeting closed at 8.28 pm and thanked everyone for attending.

Items Approved

60/20 School Policies	Two policies were approved for immediate use.
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Actions

46/20	Mr Garner to sign and date a copy of the minutes of the meeting held on 19 th November 2020	Clerk & Mr Garner
49/20.1	Clerk to expedite Reconstitution with NYCC	Clerk
49/20.2	Clerk to analyse Skills Audits	Clerk
49/20.3	Code of Conduct and Standing Orders to be reviewed	Mr Garner and Mrs Gibbons
49/20.4	360° Review to be completed and sent to Clerk	All Governors
52/20	Governors to let Mrs Gibbons know if they have not been contacted by staff about the SIP by 29 th Jan	All Governors
56/20	SFVS to be corrected (one item) and submitted	Mrs Gibbons
60/20	Online safety Policy to be reviewed by all governors and comments sent to Mrs Gibbons	All Governors
61/20.1	Mrs Gibbons to circulate responses to questions arising from GSIN meeting	Mrs Gibbons
61/20.2	Governing Body to consider Leadership and Development Programme areas	Mr Garner
63/20	Additional Short meeting to be arranged to consider SEF	Mrs Gibbons Clerk and All Governors