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MINUTES of the virtual Meeting of the Governors of Lockington CE VC Primary School held on Thursday, 18 November 2021 at 6.00 pm.

P R E S E N T:-

Cllr K Beaumont (in the Chair)

Mrs J Cattle, Mrs L Dawson, Mrs K Girking, Mr G Parr, Mrs K Peacock and Mr D Rodmell.

Clerk to the Governing Body – Mrs S Messenger.

1484 **OPENING PRAYER**

The Opening prayer was led by Dr Parr.

1484 **APOLOGIES**

Apologies for absence were received from Miss J Cattle, Mr N Holland and Mr P Mellor.

1485 **CONSENT FOR ABSENCE**

RESOLVED: that consent be given to Miss J Cattle, Mr Holland and Mr Mellor for their absence from this meeting.

1486 **CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

RESOLVED: that the CCTV Policy and Code of Practice be raised under any other item of urgent business.

1487 **DECLARATION OF INTERESTS**

RESOLVED: a) that Cllr Beaumont declared that he was a serving Councillor for East Riding of Yorkshire Council;

 b) that no further declarations of interest were raised on any item on the agenda.

1488 **PECUNIARY INTERESTS**

Governors were reminded to complete their Declaration of Pecuniary Interest forms and to return them by email to the clerk who would collate before forwarding to school to update their central records.

RESOLVED: a) that the Declaration of Pecuniary Interests be completed;

 b) that the completed forms be emailed to the clerk;

 c) that the Register of Pecuniary Interests be reviewed and updated.

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1489 GOVERNOR CODE OF CONDUCT

The clerk advised governors of the pertinent changes to the most recent governance Code of Conduct that they had been asked to consider and adopt.

Effective boards clearly set out what they expect of members, particularly when they first joined. All governing boards should adopt a code of conduct which detailed the behaviour and professional standards required.

Once the code had been adopted by the governing board, all members agree to faithfully abide by it. New members would be provided with a copy of the current Code of Conduct as part of their New Governor application process.

The code of conduct should be maintained and communicated to all prospective governors to set clear expectations of the governors' role and behaviour. Once approved by the governing board, the code of conduct should apply to all governors. Explicit agreement to the code of conduct will mean there is a common reference point should any difficulties arise in the future.

The Code of Conduct had been updated as follows:

- Updated terminology, body to board etc.
- Included Framework for Ethical Leadership in Education (Appendix 2).
- Confidential minutes – reference made to staff governors and other governors who have declared an interest.
- Section 13 - reference made to recording attendance at virtual meetings.
- Section 16 – reference included with regards to actions agreed and Clerks collating pecuniary and non-pecuniary interests in the autumn term meetings.

RESOLVED: that governors reviewed and approved the adoption of the Code of Conduct.

1490 MEMBERSHIP

It was noted that the current membership had two vacancies, one Co-opted governor and one Foundation governor.

Dr Parr's term of office as foundation governor would end in April 2022, he advised that the Diocese had been in contact and that they were in the process of renewing his membership of the governor board for a further four year term.

The Headteacher had been in discussion with a person who had offered to become a foundation governor, discussions were on-going and an update would be provided at the next meeting.

RESOLVED: a) that Dr Parr's term of office as a Foundation governor would end on 20 April 2022;

 b) that the Diocese was in the process of renewing Dr Parr's term of office as a Foundation governor for a term of four years.

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1491 ELECTION OF CHAIR

- RESOLVED:
- a) that the term of office for the Chair be two years;
 - b) that Cllr Beaumont be elected Chair.

Cllr Beaumont in the Chair

1492 ELECTION OF VICE CHAIR

- RESOLVED:
- a) that the term of office for the Vice Chair be two years;
 - b) that Mr Rodmell be elected Vice Chair.

1493 REVISION OF COMMITTEES AND DELEGATION OF FINANCIAL RESPONSIBILITIES

- RESOLVED:
- a) that membership of the committees be as follows:

Appeals Committee

Quorum: 3

Membership

Any three governors not previously involved or who is not a member of staff, as appointed by the Chair of Governors.

Terms of Reference

- Hears appeals against pay policy decisions;
- Hears appeals against dismissal or redundancy decisions;
- Hears appeals against decisions of the Pupil Disciplinary committee;
- Hears appeals against decisions of the Complaints Committee;
- Acts as Grievance Appeals Panel;
- Hears parental appeals against exemptions from the national curriculum;
- Acts as the Staff Dismissal Appeals Committee

Curriculum and Standards Committee

Quorum: 3

Membership

Mr K Beaumont;
Mrs J Cattle;
Mr P Mellor;
Miss K R Peacock;
Mr D Rodmell.

Terms of Reference

- Drafts and Review the Strategic Plan;
- Monitors standards and achievement;

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- Ensures adequate assessment systems are in place;
- Ensures the New Curriculum is being implemented;
- Reviews policies:
- Reviews and analysis data for the curriculum and analysis of standards.

Complaints Committee

Quorum: 3

Membership

Any three governors with no prior knowledge of the incident or who is not a member of staff, as appointed by the Chair of Governors.

Terms of Reference

- Hears parental complaints;
- Hears staff complaints.

Ethos Committee

Quorum: 3

Membership

Mrs J Cattle;
Mr P Mellor;
Dr G D Parr;
Miss K R Peacock.

Terms of Reference

- Reviews the SIAMS framework

Health and Safety Committee

Quorum: 3

Membership

Mr K Beaumont;
Miss J Cattle;
Mrs J Cattle;
Mrs L M Dawson;
Mr N Holland
Miss K R Peacock.

Terms of Reference

- Will undertake a termly Health & Safety Audit.

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Pupil Discipline Committee

Quorum: 3

Any three governors with no prior knowledge of the incident or who is not a member of staff, as appointed by the Chair of Governors.

Personnel Committee

Quorum: 3

Membership

Mr K Beaumont;
Mrs J Cattle;
Mrs K Girking;
Miss K R Peacock.

Terms of Reference

- Determines the arrangements for the selection and appointment of all staff (teaching and non-teaching), except for the Headteacher and Deputy Headteacher;
- Recommends a whole school pay policy to the governing body;
- Reviews annually the school pay policy in light of the annual review of school teachers pay and the DfE Teachers' Pay and Conditions document, and make recommendations for any amendments to the full governing body;
- Recommends a staffing structure to the full governing body;
- Manages the annual staff salary reviews in line with the school's appraisal policy and pay policy;
- Determines personnel matters including discipline and grievance in accordance with policies adopted by the governing body;
- Acts as the Staff Dismissal Committee;
- Oversees the implementation of the Appraisal Policy;
- Reviews and evaluates the effectiveness of personnel policies.

Performance Review Committee

Quorum: 2

Membership

Mr K Beaumont;
Mrs K Girking;
Mr D Rodmell.

Terms of Reference

- Undertakes the performance management of the Headteacher and awards salary points as appropriate.

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Finance and General Purposes Committee

Quorum: 3

Membership

Mr K Beaumont;
Mrs J Cattle;
Ms L Dawson;
Mrs K Girking;
Dr G Parr;
Mr D Rodmell

Terms of Reference

- To approve the annual budget;
- To approve the 3 year plan and updates;
- To recommend the annual budget and the 3 year plan and any bi annual update to the full governing body;
- To monitor performance against budget through the receipt of regular reports from the school's Finance Officer;
- To ensure consistency and adequate explanation of variances;
- To report to the governing body regularly on budgetary performance as the year progresses;
- To make expenditure / virements decisions up to an agreed limit and review expenditure decisions made by the head teacher with regard to virements limits;
- To undertake a detailed budget monitoring role on behalf of the full governing body including:
 - Consideration in detail of prospective budgets/financial plans
 - Monitoring of the school fund
 - Appointment of the School Fund Auditor, and
 - Approval of the Audited Account of the School Fund Account.
- Ensure systems are in place to enable Best value to be demonstrated and to prepare the Annual Best Value statement;
- Consider the self-assessment under the Schools Financial Value Standard as an annual item;
- To produce an annual Income and Expenditure Statement and Report on School Finances for approval by the Governing Body;
- To ensure that the school's financial practices comply with East Riding of Yorkshire Council's financial regulations and principles of Best Value;
- To consider and approve for adoption Local Authority Policies concerning financial matters.

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b) that the extent of delegation be as follows:

- Headteacher be authorised to approve expenditure on any single item up to the value of £5,000 and vire funds between budget headings up to £3,000.
- Finance Committee authorised to approve expenditure on any single item between the value of £5,000 and £10,000 and to vire funds between budget headings between £3,000 and £10,000.
- Full Governing Body authorised to approve expenditure on any single item or vire between budget headings above £10,000.

c) that the delegation of staffing responsibilities be:

- The Chair of Governors or another nominated governor who is not a member of staff to oversee the staffing functions in conjunction with the Headteacher in accordance with the School Staffing Regulations 2009.

1494 ELECTION OF GOVERNORS WITH SPECIAL RESPONSIBILITIES

- RESOLVED:
- a) that Mr Beaumont be elected as Educational Visits, Training Link, Geography, History, and English governor;
 - b) that Mrs Dawson be elected as Early Years Foundation Stage (EYFS) and Key Stage 1, Art & Creativity, Computing, Phonics, Music, RE and PSRH governor;
 - c) that Mrs Girking be elected as Special Educational Needs and Disabilities (SEND), Safeguarding and Child Protection, Pupil Premium and Sports Premium governor;
 - d) that Mr Holland be elected as Key Stage 2, Computing Modern Foreign Languages, Maths, PE and Science governor.
 - e) that Mr Mellor be elected as Educational Visits, Training Link, Safeguarding and Child Protection, Geography, History, and English governor;
 - f) that Dr Parr be elected as Early Years Foundation Stage and Key Stage 1, Art & Creativity, Computing, Phonics, Music, RE and Science governor;
 - h) that Mr Rodmell be elected as Key Stage 2, Computing, Modern Foreign Languages, Maths, PE and Science governor.

1495 GOVERNOR SKILLS AUDIT

Governors had been asked to undertake an annual skills audit, prior to the meeting and a number of them had completed their forms and returned them to the Headteacher to collate the information and shared with governors. Governors who

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had not returned their completed matrix were asked to do so to enable the information to be collated and then shared with the Governing Board.

RESOLVED: that governors complete a skills audit form.

1496 MINUTES

RESOLVED: a) that the minutes of the meeting held on 17 June 2021 be confirmed and signed by the Chair;

b) that the minutes be signed at the next available opportunity due to the Covid-19 pandemic.

1497 MATTERS ARISING FROM THE MINUTES

a) to review matters arising;

There were no matters arising from the minutes.

b) to review actions agreed at the previous meeting;

All actions were complete.

1498 COMMITTEE MINUTES

RESOLVED: a) that the minutes of the Curriculum Committee held on 4 October 2021 be received;

b) that the minutes of the Health & Safety Committee held on 7 October 2021 be received;

c) that the minutes of the Finance Committee held on 12 October 2021 be received;

d) that the minutes of the Ethos Committee held on 13 October 2021 be received.

1499 REPORT OF THE HEADTEACHER

The report of the Headteacher was considered and the following highlighted:

Mrs Hopkinson the Breakfast and After School Club playworker was hoping to retire at the end of the autumn term 2021. Her role had been advertised twice locally however no applications had been received, currently the Headteacher was putting notices around the village, asking governors if someone locally would be interested in taking on the role.

It was confirmed that the Music Service had recommenced, and "First Steps" sports coaching had restarted, as had previously been planned these services were utilised to provide Planning, Preparation and Assessment (PPA) time for staff.

Attendance was good especially considering that currently COVID was marked as non-attendance, where as previously there was a specific code.

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Governors asked whether school was affected if one child was absent as it was a small number of pupils that were on roll. The Headteacher concurred and advised that the Welfare Officer had visited the school and persistent non-attendance had been reviewed, resulting in letters being issued where relevant. The situation would be closely monitored.

It was confirmed that school had re-commenced remote learning when the school had recently suffered cases of COVID. It had not just been the pupils who had been affected as a member of staff was also off absent; as they had tested positive for COVID.

RESOLVED: that the report of the Headteacher be received.

1500 **SCHOOL IMPROVEMENT PLAN 2021/2022**

The Headteacher highlighted that school were working towards the Healthy Schools Award which would have benefits for all.

Following the recent COVID outbreak everyone was working to ensure that learning was caught up. Some items that had not been carried out where apparatus had to be used, for example in maths, were now being fulfilled.

Consolidation in Reading and Writing and Spelling was a priority throughout school and was progressing well.

Some positive rewards being introduced with a focus for improved Behaviour, which appear to have provided a positive outcome with some quick wins, this would continue to be monitored. Furthermore, as departments were starting to attend schools again as restrictions are being lifted there were plans to have the Educational Psychologist and the Behaviour Support team to visit school once more which would have a positive impact.

RESOLVED: that the School Improvement Plan 2021/2022 be received.

1501 **SAFEGUARDING REPORT**

The Headteacher advised governors that there had been no issues to be reported. There was one looked after pupil in school. There had been no concerns and there had been no operation encompass reports received.

The Safeguarding policy had been updated and the staff had been notified of the updates, new members of staff had carried out the statutory training. Some governors were required to update their training for which the Headteacher would be in touch accordingly to make relevant arrangements.

RESOLVED: that the termly safeguarding update be received.

1502 **FIVE YEAR BUDGET PLAN UPDATE**

Governors enquired whether the Headteacher had managed to arrange a meeting with Christine Atkinson, Schools Finance Manager at the Local Authority (LA). The Headteacher informed governors that the meeting had occurred and Mrs Atkinson had advised that there was very little that the school

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could do to improve the budget, all actions had been taken. It had been suggested contacting Mrs Deborah Myers, Head of Children and Young People, Education and Schools, to ensure that school could spend what was provided for within the budget, otherwise the children would suffer, and the provision of education would be compromised.

The Headteacher was going to draft a letter for approval by Full Governing Board send to Mrs Deborah Myers, and Mr Eoin Rush, Director of Children, Families and Schools.

A governor advised that he had been involved with the Schools Forum Finance meeting when the “sparsity factor funding” had been discussed. The LA received that funding which related to the population density within the local authority area, there was a formula to be applied which might benefit the school. East Riding had decided not to follow this Central Government advice with the majoring of sparsity funding not being allocated to schools. The amounts received by local authorities were quite sizeable funds, which could significantly change the financial situation of the school. The Governor advised that he would explore this further as a potential line of funding with the Forum. Chair suggested that this information needed to be included within the letter.

Governors commented that the LA needed to come to terms with the number of small schools across the authority suggesting that if it does not alter the funding mechanism a number of small schools would not be financially viable. From a political point of view this needed to be raised.

Chair advised that there was a new Councillor overseeing education and that he would include his comments as a Councillor to letter and will send to this councillor.

RESOLVED: a) that the five year budget update be approved;

b) that a letter be drafted to be sent to the Mr Rush and Mrs Myers.

1503 **SCHOOL FUND ACCOUNT**

RESOLVED: that the School Fund Account be deferred to the spring 2022 meeting

1504 **SCHOOL FINANCIAL VALUE STANDARD**

RESOLVED: that the School Financial Value Standard be approved and signed for submission to the Local Authority

1505 **SCHOOL POLICIES**

A governor queried that his personal details were currently present on the Strategic Safeguarding Policy and asked for them to be removed and replaced with c/o the school's contact details

Governors asked the clerk to check if the contact details should be c/o ERYC rather than of the school so that it is via the authority.

The following school policies were considered by the governors

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- Behaviour Policy;
- Strategic Child protection Safeguarding Policy, September 2021;
- Special Educational Needs and Disabilities (SEND) Policy;
- CCTV Policy and Code of Conduct.

RESOLVED: a) that the afore mentioned school policies be approved and adopted;

b) that the Headteacher notify staff of the adoption of this policy

c) that the clerk advise regarding the c/o information to be updated on the Safeguarding Policy.

1506 GOVERNOR VISITS

The following governor visits had taken place

- Finance, Wellbeing and Safeguarding – Mrs Girking, 24 September 2021.

Governors asked if it was possible to visit school and that the LA were happier that these visits could commence from January 2022. The Headteacher advised that subject to local COVID restrictions which might be in place at any point she was happy to welcome governors into school but asked that they communicate with her regarding their visit and that they take the appropriate measures at the time that visits would take place.

It was understood that visits would have to take into consideration what was occurring environmentally at the time, and it would be looking at small manageable groups. Staff wanted the governors to be in school but suggested that if a governor needed to access everywhere, they would need to wear a face mask.

RESOLVED: that the governor visit reports be received.

1507 GOVERNOR TRAINING AND DEVELOPMENT

RESOLVED: that all training details are available on the CPD website www.hereforschools.co.uk.

1508 RESIDENTIAL VISIT

Previously the Headteacher had written to governors regarding the funding and staffing for residential visits. With the current financial situation for the school and additional costs that families were facing it had been decided to look closer to the time the residential would normally take place and to consider replacing with days out. Governors were asked if there were prepared to continue with that proposal as there were only three supervisory adults within school which opened the potential of risk.

If was concurred that no-one wanted families to pay for something that may or may not happen. Governors were happy to support the proposal for the current year.

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1509 REVIEW OF ACTIONS

RESOLVED: that the Review of Actions be confirmed.

1510 FUTURE MEETINGS

RESOLVED: that future meetings be held on:

- Thursday, 17 March 2022 at 6.00 pm;
- Thursday, 26 May 2022 at 6.00 pm.

Chair's Signature.

Date of Signature.