

**Minutes of a Virtual Meeting of the Governing Body of the
Federation of Kirkby Malzeard & St. Nicholas, West Tanfield Church of England Primary Schools
held via Video Conferencing
on Thursday 25th February 2021 at 7.00 p.m.**

Present: Sarah Webster (SW), Sarah Taylor (EHT), Carolyn Brown (CB), Chris Burgess (CBu), Andrea Spensley (AS), and Rebecca Wolfe (RW).

In attendance: Jill Cooper (Clerk to the Governing Body) (JC) and Dominique Adams (Mentor to the Clerk to the Governing Body) (DA) (6+2)

Apologies Two apologies.

Minute No.		Action
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PART A - PROCEDURAL

GB 53/20	<p><u>Welcome</u> The Vice Chair (SW) welcomed governors to the “Virtual” Full Governing Body Meeting at 7.00p.m. SW welcomed the newly elected Staff Governor (RW) to the Governing Body. SW led the meeting in prayer.</p>	
GB 54/20	<p><u>Apologies for absence</u> Apologies were received from Tracey Cole-Brownlee (Chair) and Laura Wild. Both apologies were accepted and consented to.</p>	
GB 55/20	<p><u>Declarations of Interest / Determine Confidentiality</u> Governors were reminded of the confidentiality of governing body meetings, and for governors to declare if they have any declarations of interest. There were no declarations of interest.</p>	
GB 56/20	<p><u>Urgent Other business</u> None.</p>	
GB 57/20	<p><u>To approve as a correct record the Minutes of the meeting of the Governing Body 10.12.20</u> Governors received copies of the draft public minutes of 10th December 2020 prior to the meeting for consideration. The following amendments were made: Apologies: one apology, Sarah Webster, consented. Date of Next Meeting: 12th January 2021 was cancelled. Resolved: Subject to these amendments, the public and confidential minutes of the meeting held on 10.12.20 be signed by the Chair as a correct record.</p>	
GB 58/20	<p><u>Actions arising from the previous meeting</u></p> <ol style="list-style-type: none"> 1. Standing Orders and Register of Business updates – draft standing orders with highlighted amendments were distributed to governors prior to the meeting. Governors discussed the highlighted amendments and agreed to accept all the amendments, including treating all governor disqualifications for non-attendance the same. There is one Register of Business Interest outstanding, JC will chase. 2. School fund at Kirkby Malzeard – KH has located the School Fund. There are procedures that need to be put in place, it is being worked on and will be discussed at the Business link governors meeting, prior to the next FGB. 3. Whizz Kids questionnaire - to be discussed at the March meeting. 4. Meeting to look at monitoring gaps/curriculum – to be completed by LW. 5. How the impact of the behaviour policy is monitored– to be completed by LW. 6. Nursery provision – will be discussed in item 9. 7. Non-payment of school lunch bill – will be discussed in item 9. 8. Send Cyber-Security report to governors – the report has been sent to governors; it is to be added as an agenda item for the Business meeting. 	<p>JC</p> <p>LW LW</p> <p>ST</p>

<p>GB 59/20</p>	<p><u>Date of next meeting</u> The next scheduled F.G.B. meeting will take place on Monday 22nd March 2021 at 7.00 p.m.</p>	
<p>GB 60/20</p>	<p><u>Update on Governor Vacancies</u></p> <ul style="list-style-type: none"> • Staff governor – RW was welcomed by governors at start of meeting. • Parent governor – the Chair has sent a skills audit to governors, there is one outstanding. The outcomes of the audit will used to be used to inform the parent governor election process. 	
<p>PART 'B' – SCHOOL IMPROVEMENT & SAFEGUARDING</p>		
<p>GB 61/20</p>	<p><u>Business Link monitoring report</u> Governors had been provided with a copy of this report in advance of the meeting.</p> <p>Governors were advised that the Business Link governors had met to discuss the following items and made recommendations to the F.G.B.</p> <ol style="list-style-type: none"> 1. Consideration of UPS application – Business Link governors recommended that the member of staff should pass the threshold and move to UPS 1. This was unanimously approved by governors. 2. Unpaid bill – the parent unpaid bill at St. Nicholas School has been cleared. The pre-school owes two months’ rent, a bill has been sent. Action: the EHT will arrange for the bill to be chased. 3. Nursery provision – planned meetings in January did not take place due to Covid. The EHT explained ideas and discussions with staff for nursery provision being introduced. School is planning to have a soft run inviting the new starters, 4 children, into the Reception/KS1 class to attend two days a week in the term prior to starting school i.e., the summer term. There will be no charge as there would be issues with the 30-hour funding. The soft run would mean that school could see if the provision works and check it is not detrimental to the current provision. If this works then the EHT would look to bringing the nursery provision proposal to governors in September with a view to starting in December. This could also provide additional administration hours. Additionally, Forest School sessions are being set up at St. Nicholas, for toddlers in the West Tanfield area. They will start in September and will be held two mornings a week. The Reception children will also be included, and Sports Premium funding will be used to support this. <p><i>GovernorQ: For the nursery provision, will they follow an EYFS curriculum and run it as an EYFS group, will you do all the assessments?</i> <i>Answer: Some assessments will need to be done; however, these will be useful. The provision will be a challenge because there will be four year groups in one class but there is TA support and only 13 children. The vision is to have HLTA support so that groups can work separately in the mornings and come together in the afternoons. The staff are very experienced in Early Years. The only concern is if it will affect provision for the KS1 children. However, staff have been working very hard with tracking and progress is good and shows improvements.</i></p> <p><i>GovernorQ: Are the teaching staff keen to incorporate the Nursery?</i> <i>Answer: Staff are very keen; one teacher is especially keen to have an Early Years unit. One of the TAs has informed the EHT that she is starting an HLTA course next term. The TA is going to pay for this herself, the EHT would like governors to consider paying for the course, as this was done for another TA at Kirkby Malzeard.</i></p> <p>Action: It was agreed that the TA funding would be discussed at the next Business link governors’ meeting, prior to the next FGB.</p> <ol style="list-style-type: none"> 4. Charging & Remissions policy - SW reported that she is currently going through this. 	<p>ST</p> <p>ST</p>

<p>GB 62/20</p>	<p><u>SEND Link monitoring report</u> Governors had been provided with a copy of this report in advance of the meeting.</p> <p>The SEND Link Governor advised governors that it was clear that both SENCOs know their schools, understand their roles, what they need to do and what the challenges are. One SENCO has sent a revised SEND policy, based upon the NYCC Model Policy, to the Link Governor.</p> <p><i>GovernorQ: will this policy be mirrored in the other school? It would make sense to have the same policy across the federation.</i> <i>Answer: Generally, there are the same policies across both schools. It was explained that the schools are on different policy cycles and that the other Kirkby Malzeard SEN policy is not due until September. It was confirmed that both policies were approved in July and they were both much the same. The EHT will check when both policies are due.</i></p> <p>Governors discussed the advantages of making both policies the same and collaborative working between the SENCOs from both schools.</p> <p>The SEN Link Governor confirmed that the progress of SEN children would be the focus of her next meeting.</p> <p><u>Thanks to CB for her report</u></p>	<p>ST</p>
<p>GB 63/20</p>	<p><u>Staff Wellbeing Survey</u> Governors had been provided with the results of this survey in advance of the meeting. It was due to be presented by LW who had sent her apologies for the meeting.</p> <p>Governors decided that they need revisit the results of the survey with LW as they had questions to ask about details in the data for some questions. E.g., question 1 was phrased in such a way to find out what staff workload was like and what hours each member of staff was working, but the data does not show this. For the opinions at the end governors would like to know how much weighting there is i.e., if it is one dissatisfied person or a number of people for each opinion.</p> <p><i>GovernorQ: Can you identify what the role was for the person who felt they were not satisfied with information, support, skills to do their job?</i> <i>Answer: ST will look at the questionnaire in more detail.</i></p> <p><i>GovernorQ: The person who is dissatisfied throughout the results, is that one person or is it several people?</i> <i>Answer: ST will look at the questionnaire in more detail to clarify whether this relates to one or more members of staff and if they need more training and support.</i></p> <p><i>GovernorQ: Is that something that comes up in appraisal?</i> <i>Answer: Yes. The third target on the appraisal process is a personal target, e.g., training needed.</i></p> <p><i>GovernorQ: Can we look back through appraisals to find out?</i> <i>Answer: The TAs have not had their appraisals yet due to lockdown. It is a priority that they have those straight after Easter.</i></p> <p>Action: It was agreed that SW would send the questions to LW and that the Wellbeing Survey be rolled over to the March meeting.</p> <p><u>AS joined meeting at 7.25 p.m.</u></p>	<p>SW</p>

GB 64/20	<p><u>Annual 360 review of Chair and Governing Body update</u></p> <p>It was agreed that this be moved to the next meeting in March.</p>	JC
GB 65/20	<p><u>EHT Written Report 2</u></p> <p>Governors had been provided with a copy of this report in advance of the meeting. Governors were invited to ask questions.</p> <p><i>GovernorQ: Is there a new Risk Assessment for the school reopening, is there anything that governors need to agree before the school reopens?</i> Answer: Yes, it has been revised.</p> <p><i>GovernorQ: Is there anything that needs to be changed?</i> Answer: Yes, it changes every time there is a new lockdown so there have been tweaks.</p> <p><i>GovernorQ: Will there still be bubbles?</i> Answer: Yes, the bubbles will be as they were in December.</p> <p>Action: The EHT will send the Risk Assessment to governors to agree via email</p> <p>The EHT is working on the staffing structure for September and needs to consider who is going where and what support is needed. Three or four staffing proposals will be run through the budget. The scenarios will be presented to the Business link governors to consider, they will then bring their proposals to full governors.</p> <p><i>GovernorQ: Do you think that you might be able to keep some of these staff to assist with enrichment?</i> Answer: Two members of staff, whose contracts have been extended, are already being funded by the first Covid catch up premium to run interventions. It was announced yesterday that the Government is providing additional funding. The average funding is around £6000. With smaller schools such as KM and SN it could be well below this around £2000 - £4000 and we won't know yet. The most effective use of the funding would be to use it to pay teachers to run interventions after school, they are the staff who know the children best. This is if they are willing to, on a voluntary basis.</p> <p><i>GovernorQ: Play and enriching the children's education is important. What are you doing about enrichment?</i> Answer: We have the Sports Premium to use for enrichment. We have spoken about running the Forest Schools at KM. School wants to do clubs every night. KM is in a good position with the budget but at St Nicholas the school will need to look carefully at how to fund enrichment.</p> <p><i>GovernorQ: How are staff feeling about coming back?</i> Answer: They are all excited to have the children coming back into school.</p>	ST
PART 'C' – Policies		
GB 66/20	<p><u>Revised Budget</u></p> <p>The Kirkby Malzeard revised budget has been circulated to all governors.</p> <p>This was UNANIMOUSLY APPROVED by governors.</p>	
GB 67/20	<p><u>Governor Training</u></p> <p>The Governors had been provided with a copy of NYCC Governor Training schedule in advance of the meeting.</p>	

	<p>RW is taking over the role for governor training from SW, she will forward her information to RW.</p> <p>RW has been tasked to do an audit of governors’ training and then to work out the gaps in training.</p>	<p>RW</p>
<p>GB 68/20</p>	<p><u>Policies</u></p> <p>All policies were circulated to governors before the meeting.</p> <p>a) Whistleblowing Policy The above policy was UNANIMOUSLY AGREED by Governors.</p> <p>b) GDPR Policy Governors discussed the requirement in the policy for lockable storage at home for laptops. They discussed the issues of leaving a laptop in unattended in a car or if the staff member lives in a shared property. It was suggested that it would be better to have a second layer of security i.e., encryption on the laptop.</p> <p>It was agreed that ‘lockable storage’ referred to in the policy is ‘the house’.</p> <p>Action: the EHT to revisit encryption of laptops as part of the Cyber Security report.</p> <p>The policy was UNANIMOUSLY AGREED by Governors.</p> <p>c) Health and Safety Policy An NYCC model policy that has been checked to ensure the right names are included.</p> <p>The above policy was UNANIMOUSLY AGREED by Governors.</p> <p>d) Remote Learning Policy As well as the policy, governors discussed the Remote Learning feedback for both schools which had been circulated prior to the meeting.</p> <p>Governors discussed the Remote Learning feedback that had been circulated with the policy prior to the meeting. There were several very positive comments and appreciation of the daily live collective worship. Parents’ comments clearly show they appreciate the work that school is doing to provide remote, and in school, learning.</p> <p>The EHT reported that the staff have worked incredibly hard. It has been a steep learning curve and school has got better at it. The EHT is very proud of the staff at both schools. The staff are also impressed by the levels of engagement from the children.</p> <p><i>GovernorQ: Do you think that because parents have been doing home schooling, they have a greater understanding of what goes on in school? It might help them to feel more confident to support their children at home.</i></p> <p><i>Answer: There is a legacy, everything is in place for homework. Next term school is due to review the homework policy, a questionnaire will be sent to parents to find out what worked well for home learning and it will be used as a basis for the new policy.</i></p> <p><i>GovernorQ: This time children were more ready and accepting of home learning, however, there has been more anxiety. Mental well-being has struggled this time and wondered if that was across the board?</i></p> <p><i>Answer: The EHT agreed and explained that when the children return to school on 8th March routines would be established in the mornings and that a ‘nurture timetable’ would be</i></p>	<p>ST</p>

	<p><i>implemented for three weeks leading up to the Easter holidays, with time in the afternoons for health and well-being until it is felt that can step back. There will be some light touch assessments that will need to be done, but the children will not see these as assessments. Staff governor commented that they are impressed with the children’s amazing engagement levels and the parents who are supporting them with the raised expectations, and they are very proud of the children.</i></p> <p>GovernorQ: <i>Have you been able to monitor any work with the remote learning?</i> Answer: <i>The work is marked and returned.</i></p> <p>The Remote Learning policy was UNANIMOUSLY AGREED by Governors.</p>	
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PART ‘D’ – OTHER BUSINESS

<p>GB 69/20</p>	<p><u>Urgent Other business</u></p> <p>Membership of the Staff Discipline and School Complaints Committees Due to the resignation of a parent and staff governor last term, there are vacancies on each of the committees above.</p> <p>It was agreed that Chris Burgess would join the Staff Discipline Committee and that Carolyn Brown would join the School Complaints Committee.</p> <p>New Intake Numbers GovernorQ: <i>Have we got the intake numbers for next year?</i> Answer: <i>Yes, we have 14 for Kirkby Malzeard and 4 for St. Nicholas.</i></p> <p>Governors agreed that these were good and balanced the numbers leaving at the end of the school year.</p> <p>Agenda GovernorQ: <i>How do we put something onto the agenda for the next meeting?</i> Answer: <i>Contact the Chair in the first instance, giving as much notice as possible.</i></p> <p>Action: It was agreed that the Safeguarding Audit would be put on the agenda for the March meeting.</p> <p>Governors discussed items to be included at the next Business link governors’ meeting including the SFVS, the Kirkby Malzeard finances and staffing. This meeting is to be held prior to the next FGB.</p> <p>Governor Monitoring The EHT asked if any governors were available for Collective Worship monitoring. CBu & SW have agreed to go on site to watch collective worship. Dates are to be confirmed. Whole school collective worship is taking place at St. Nicholas because they are one bubble. At Kirkby Malzeard collective worship is taking place in bubbles.</p> <p><u>SW thanked everyone for their contributions.</u></p>	<p>JC</p> <p>ST</p>
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The meeting was closed at 8.20 p.m.
Date and time of next meeting –
 The next scheduled meeting of the F.G.B. will be on Monday 22nd March 2021 at 7.00p.m.

*Note: The colour coding links to the three Core Functions for governors and evidences questioning and challenge in these areas; **GREEN** for 'setting strategic direction'; **BLUE** for 'holding the head teacher to account for educational performance'; **RED** for 'ensuring financial health, probity and value for money'*

IMPACT resulting from this G.B. Meeting

1. There is draft plan for Nursery provision.
2. There is a plan in place for the children returning to school including nurture and enrichment.
3. The Remote Learning discussion linked with our governor goal to strengthen engagement between school, parents, and the community to optimise educational outcomes for all our children. There has been a real collaboration between school and parents which can be built upon.
4. There has clearly been robust governor monitoring with very good reports.

Actions resulting from this meeting

1. The clerk to chase one outstanding Register of Business Interest - **JC**
2. Meeting to look at monitoring gaps/curriculum – to be completed by **LW**
3. How the impact of the behaviour policy is monitored– to be completed by **LW**
4. Cyber-Security report to be added as an agenda item for the Business link governors' meeting **ST**
5. EHT will arrange for the outstanding pre-school bill to be chased – **ST**
6. TA funding to be discussed at the next Business link governors' meeting prior to the next FGB – **ST**
7. EHT to check when both SEND policies are due -**ST**
8. Send governor questions about Wellbeing Survey to LW – **SW**
9. Wellbeing Survey be rolled over to the March meeting – **JC**
10. Annual 360 review of Chair and Governing Body update to be rolled over to the March meeting – **JC**
11. The EHT will send the Reopening of School Risk Assessment to governors to agree via email – **ST**
12. Complete audit of governor training - **RW**
13. The EHT is to revisit encryption of laptops as part of the Cyber Security report – **ST**
14. It was agreed that the Safeguarding Audit would be put on the agenda for the March meeting – **JC**
15. SFVS to be discussed at the next Business link governors' meeting prior to the next FGB – **ST**

Tracey Cole-Brownlee 01/07/21