

SUMMER TERM 2022 GOVERNING BOARD MINUTES

MINUTES OF A MEETING OF THE GOVERNORS OF SACRED HEART RC PRIMARY SCHOOL

HELD VIA VIDEO CONFERENCE ON THURSDAY 23RD JUNE 2022 AT 5.30 P.M.

QUORUM = 5

PRESENT: Mrs R Taylor - Chair of Governors
Mrs P Dungworth - Headteacher
Mrs J Bannon
Mrs S Brown
Miss R Reader
Mr R Ryan
Mrs V Woodruff

IN ATTENDANCE: Mrs D Linton - For Clerk to Governors

PROCEDURAL ITEMS

The Chair opened the meeting at 5.30 p.m. and confirmed that the Governing Board meeting was quorate.

483	<u>OPENING PRAYER</u>
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The Governing Board meeting opened with a prayer.

484	<u>USE OF VIDEO / TELEPHONE CONFERENCE</u>
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The Governing Board agreed to the use of video / telephone conferencing to hold their Governing Board meeting. Governors were also asked to nominate a co-host for the meeting in the event that the host/clerk loses connection.

RESOLVED:

- i) **Governors agreed to the use of video/telephone conferencing to hold their governing Board meeting;**
- ii) **Governors nominated Mrs Dungworth as co-host for the meeting.**

AGREED ACTION BY:

Governor Support.

485	<u>APOLOGIES FOR ABSENCE</u>
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Apologies were sent from the Associate Member Mrs Price.

Apologies for absence were not received from Mrs S Akem-Odey and Mr N Drycz.

RESOLVED:

- i) **Governors give their consent to the absence of Miss R Reader.**
- ii) **Governors do not give their consent to the absence of Mrs S Akem-Odey and Mr N Drycz.**

AGREED ACTION BY:

Governor Support.

486	<u>DECLARATION OF INTEREST</u>
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Governors were advised that individuals must withdraw from any discussion where a conflict of interest (pecuniary interest or conflict of loyalty) would arise between that individual and the Governing Board or where a fair hearing is required and there is reasonable doubt about the impartiality.

RESOLVED:

The following Governor declared an interest on the following items and advised on the action they would take in relation to that particular item:

Governor name	Agenda item and number
Mrs P Dungworth (Headteacher)	Item 20 – Headteacher Appraisal – Appointment of Independent Advisor (minute 502 refers)

487	<u>REVIEW OF COMMITTEE MEMBERSHIP/LINK GOVERNOR APPOINTMENT FOR NEW GOVERNORS</u>
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Governors were advised that they are requested to review any delegation decisions as a result of any new Governor appointments.

In relation to committees, Governors were reminded that Staff Governors and any Governor employed at the school should not be members of the Personnel and Pay and Personnel Appeals committees. The Headteacher should also not be a member of the Personnel and Pay and Personnel Appeals Committee, although he/she may attend meetings to give advice/present his/her case to the Committee.

Governors reviewed the Link Governor Roles and made the following changes:-

Mrs S Aken-Odey – Link Governor for MFL
 Mrs J Bannon – Vice-Chair, Link Governor for History and Geography
 Mrs S Brown – Link Governor for Maths, Science, Computing and EYFS
 Miss R Reader – Link Governor for Send/Inclusion and Foreign Language
 Mr R Ryan – Link Governor for PE, Art and Design and Technology
 Mrs R Taylor – Chair and Link Governor for Well-Being, Safeguarding, Attendance
 Mrs V Woodruff – Link Governor for Finance

RESOLVED:

- i) **That, as previously agreed by the Governing Board, all new Governors will be automatically added to all eligible committees. Therefore Miss R Reader and Mr R Ryan will be added to all eligible committees.**
- ii) **That the Link Governor Roles be amended as detailed above.**

AGREED ACTION BY:**Governor Support.**

488	<u>MINUTES OF THE PREVIOUS GOVERNING BOARD MEETING</u>
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Governors received the minutes of the previous meeting held on 10th March 2022 and reviewed the content to ensure they were a true and correct record.

Governors were advised that once approved, the Chair of Governors is required to access the 'Approved Minutes' folder on Governor Hub after the meeting, and electronically mark the minutes as 'signed'. Alternatively, the Chair can give the Clerk/Governor Support Officer permission to mark as 'signed' on their behalf.

RESOLVED:

- i) That, the minutes of the previous meeting held on 10th March 2022 be confirmed and signed as a correct record.
- ii) That the Chair of Governors gives permission for the Clerk / Governor Support Officer to mark the approved minutes as 'signed' on GovernorHub.

AGREED ACTION BY:**Governor Support.**

489	<u>MATTERS ARISING FROM THE PREVIOUS GOVERNING BOARD MEETING</u>
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a) LINK GOVERNOR REPORTS - MINUTE NUMBER 472 REFERS

The Link Governor Roles were reviewed earlier in the meeting at Minute 487.

b) REPORT OF VISIT - MINUTE NUMBER 473 REFERS

A visit took place the day before the spring meeting, the report was not available then. These reports were considered under Item 14 – Report/s of Visit/s (ROV) from Improvement Professionals (Minute 496 refers)

490	<u>COMMITTEE MINUTES</u>
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Governors received minutes from the following committees, as previously circulated.

- a) Curriculum & Standards Committee – 19th May 2022
- b) Resources Committee – 19th May 2022

RESOLVED:

That, the minutes of the above committees were received with thanks.

491	<u>MATTERS ARISING FROM COMMITTEE MINUTES</u>
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a) Curriculum & Standards Committee – 19th May 2022

There were no matters arising

b) Resources Committee – 19th May 2022

There were no matters arising

492	<u>DECISIONS MADE UNDER “CHAIR’S ACTION”</u>
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The Chair advised Governors that no actions had been taken under “Chair’s action” powers since the last meeting.

SCHOOL ITEMS FOR CONSIDERATION

493	<u>HEADTEACHER REPORT</u>
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Governors had received the Headteacher’s report in advance of the meeting, along with the following appendices:

- a. SENDCo Report
- b. Staff Training

The following discussion took place in relation to the report:

a) STAFFING UPDATE

The Headteacher provided an update on the Staff Structure for 2022-23 and advised that all parents and carers had now been informed of the staffing organisation for the year ahead. Governors were advised that Mrs Brown in Year 4 would be training to become a teacher under the apprenticeship scheme and would therefore, under the direction of the class teacher, begin planning, delivering and assessing some lessons. The Year 5 Teacher had successfully completed her first assessment period and next year would continue to complete her probationary period as an Early Years Teacher working through the materials and actions with the programme. One teaching assistant had resigned and the school would continue to seek to appoint to this position.

The Headteacher also advised that today she had appointed a L2 Teaching Assistant and L3 Teaching Assistant, subject to references and the relevant checks. These were both strong candidates and would be an asset to the school. One of the successful applicants was a maths specialist and had experience in KS3 and KS4 so this would bring extra knowledge and experience to KS2.

A Governor made reference to the staff sickness absence list for January 2022 to May 2022. In response, the Headteacher advised that this had improved the figures were lower at the beginning of the year due to covid and other illnesses.

b) SCHOOL CONTEXT

The Headteacher provided an update on the School Context Overall from September 2021 to February 2022. The school was currently full across all year groups. There was a drop in the birth rate across Rochdale for the September 2022 intake, however the Reception class was now full and there was a waiting list for this year. Some parents had lodged a School Admission Appeal,

however the reason some did not gain a place was due to not completing the application forms in time and missing the deadline date.

A Governor noted that the school had four LA Cared for Pupils and asked if this was one family or more than one. The Headteacher advised that this was more than one family.

The Headteacher advised that there had been an issue with persistent absences this had been mainly caused by two children in Years 1 and 2 that did not return to school in September 2021. There were also some children that had ill-health and there had been numerous cases of chicken pox and norovirus in Year 1.

The School had had meetings with the School Improvement Officer regarding the persistent absences and they had suggested implementing contracts with the families concerned, and to meet with the families on a weekly basis to discuss any issues that may be occurring. Once the Welfare Support Officer was in post they would look at and monitor attendance at the school overall.

c) SAFEGUARDING

The Headteacher provided an update on Safeguarding and Child Protection level of need. Currently, the number of children in school who had an Early Help Assessment was 9 and this was as a result of a number of cases stepping down from Child in Need. As the school had become the 'lead professional' for these cases this had become the majority of the CARITAS workers case load this term.

RESOLVED:

Governors thanked the Headteacher for the report.

494	<u>DESIGNATED SAFEGUARDING LEAD REPORT</u>
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Governors received the report provided by the Designated Safeguarding Lead in advance of the meeting. Governors were reminded that this was an annual report, provided so that Governors can monitor compliance with the requirements of the Education Act 2002 and identify areas for improvement, beyond minimum statutory requirements.

This item was covered previously in the meeting as part of the Headteacher's report at minute number 493.

RESOLVED:

That Governors:

- i) Receive the Designated Safeguarding Lead report with thanks, following questions.**
- ii) Ensure that safeguarding is of the highest priority and is integrated within the school development plan.**
- iii) Ensure the school has mechanisms in place for the nominated Safeguarding Link Governor to have regular meetings with the Designated Safeguarding Lead and to monitor progress in respect of safeguarding practise within the school.**

495	<u>LINK GOVERNOR REPORT/S</u>
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Governors received the following Link Governor reports:

- a) EYFS Link Governor report – 6th May 2022
- b) Safeguarding Link Governor report – 19th May 2022
- c) Maths Link Governor report – 23rd May 2022

RESOLVED:

That Governors received the Link Governor reports with thanks.

496	<u>REPORT OF VISIT (ROV) FROM IMPROVEMENT PROFESSIONALS / PIONEER TRUST REVIEW</u>
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Governors received a copy of the school's ECM Leadership Partner Record of Visit (ROV) from 9th March 2022.

RESOLVED:

That Governors received a copy of their ECM Leadership Partner Record of Visit (ROV) dated 9th March 2022.

497	<u>GOVERNOR TRAINING</u>
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Governors were asked to consider the impact of training they attended in the previous term, to consider the report provided by their Link Governor and discuss their training and development needs (see training programme available this term as outlined on the last page of the Briefing Note).

Governors were also reminded to update the Training section of their GovernorHub profile with any training attended; this section is located under the 'Training' heading once logged into GovernorHub, and by clicking on 'Add a new training record'.

Governors noted the briefing note in relation to Governor training and development. Governors discussed their training and development needs, as follows:

The Chair advised that she had attended the Real Trust Finance Training Session.

RESOLVED:

That Governors:

- i) **note the details of training undertaken by Governors;**
- ii) **who have undertaken training, will update their training record on GovernorHub.**

498	<u>GOVERNOR SELF-ASSESSMENT</u>
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Governors were informed that they should take the opportunity to consider how the board has performed over the year. Some potential points for discussion include:

- How well Governors have worked together.
- Whether the board has all the skills required, and what extra skills might be needed.
- Whether Governors need to make any changes in order to work more effectively over the next year.

- Governors to carry out a self-evaluation to help with this and discuss the results in a meeting. Governors should regularly be discussing training needs and training/CPD requirements.

Governors were provided with the NGA's self-evaluation guidance and questions.

Governors are asked to consider the self-evaluation information shared and agree how they will undertake self-evaluation of the Board.

Governors had a discussion on the self-evaluation and agreed to complete this individually and return these to the Headteacher by the end of term. The results would be collated and discussed at a relevant committee in the Autumn Term.

RESOLVED:

- Governors received the briefing note on self-evaluation and the updated evaluation questions that had been updated by the NGA.**
- That Governors agreed to complete the forms individually and return these to the Headteacher by the end of the Summer Term – the results would be collated and discussed at the relevant Committee in the Autumn Term.**

LA ITEMS FOR CONSIDERATION

499	<u>SCHOOL GROUP SIZE REPORT</u>
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Governors were informed that this report provides Governors with information on the school's School Group Size in accordance with the provisions of the current School Teachers' Pay and Conditions document. The calculation is based on the January School Census figures. In accordance with the policy of the Authority the group size for all schools in this borough is undertaken each year as part of the analysis of the School Census.

RESOLVED:

- Governors note the report.**

500	<u>APPOINTMENT OF APPRENTICES</u>
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Governors received a copy of the updated procedure relating to the appointment of Apprentices. This replaces the previous procedure which was issued in 2021.

The policy outlines the procedure for the appointment of apprentices and the terms & conditions of employment.

All amendments to the policy since its last issue have been highlighted in red so that the changes are easily identifiable.

RESOLVED:

Governors adopt the procedure.

501	<u>SUPPORT STAFF PAY POLICY (2021)</u>
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Governors received a copy of the updated policy relating to support staff pay & conditions. This replaces the previous policy which was issued in 2019.

The policy outlines the procedure for the appointment of support staff and the terms & conditions of employment.

All amendments to the policy since its last issue have been highlighted in red so that the changes are easily identifiable.

RESOLVED:

Governors adopt the policy.

502	<u>HEADTEACHER APPRAISAL – APPOINTMENT OF INDEPENDENT ADVISOR</u>
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Headteacher declared an interest and withdraw whilst any decision on this item is made

Governors were asked to consider the information provided on the accompanying briefing note, which outlines that Governing Boards of maintained schools must abide by the Education (School Teachers' Appraisal) Regulations 2012. Boards of trustees of academies are free to determine the process they will use to appraise the Headteacher.

Governors were reminded that one of the core functions of school governance was to hold their Senior Leader to account for the way they lead and manage the school.

The Headteacher's appraisal should follow the cycle of other Teachers in the school and should take place at the earliest opportunity after the start of the new academic year. It must be completed by the deadline outlined within the School's Appraisal Policy and Procedure.

Only Governors with delegation from the full Governing Board (delegation through the school's scheme of delegation/Committee Structures) should conduct the Headteacher's appraisal. This should be 3 Governors however can be 2 in exceptional circumstances, 1 Governor should be the Chair of the Governing Board. The Local Authority recommends that all those undertaking the appraisal process have received appropriate training.

Appointing an External Adviser – Maintained Schools

Governors were informed that the School Teachers' Appraisal Regulations 2012 require the Governing Boards of maintained schools to appoint an external adviser for the appraisal of the Headteacher.

The role of the external adviser is to provide advice and support to the Governing Board about the Headteacher's performance.

The Governing Board may consider appropriate to support as an external adviser may include:

- The school's previous LA School Improvement Officer (SIO)
- An independent external consultant or School Improvement partner
- A serving Headteacher from another locality or one with no existing links to the school
- An education consultant
- A retired Headteacher or SIP

Governors were advised that it is important to remember that this is the Governing Board's appointment and seeking the view and opinion of the Headteacher is recommended. The appointment decision lies with the Governing Board.

To avoid any conflicts of interest, it is important that the board appoints someone who has no direct or indirect relationship with the Headteacher or the school. This appointment should be confirmed each year at a full Governing Board meeting.

RESOLVED:

- i) That the Governing Board note the Headteacher Appraisal briefing note.
- ii) That the Governing Board appoint Mr James Marsh for the purposes of providing the Headteacher Appraisal Committee with advice and support in relation to the appraisal of the Headteacher.

503	<u>SUBMISSION OF 2022/23 BUDGET PLANS AND 3-YEAR BUDGET FORECAST</u>
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Governors were reminded that a final budget plan for 2022/23 and 3-year budget forecast approved by Governors should be with the Local Authority by 31st May. The first year of the 3-year budget forecast will be the 2022/23 budget plan. This is a requirement of the Scheme for Financing Schools. Governors are recommended to delegate the detailed review of this to their finance or equivalent committee, but note that the first formal plan of the year must be approved by the Governing Board or appropriate committee.

Where a school is projecting a deficit greater than 5% in future years, a deficit recovery plan should also be submitted. There is currently no set format for the recovery plan and the detail required will be dependent on the size of the deficit. At a minimum, it is expected that governors are aware of the potential deficit and, along with options to be considered, this is recorded in the minutes of governing board meetings.

RESOLVED:

Schools make arrangements to ensure their budget plans and forecasts are approved by the Governing Board or appropriate committee for submission to the Local Authority by 31st May 2022.

504	<u>FACILITIES MANAGEMENT / MANAGED PROPERTY SERVICES RESTRUCTURE</u>
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Governors were informed that from 17th March 2022, a decision was taken to merge the Facilities Management Services with the Managed Property Services.

This restructure is aimed at giving schools a "one stop shop" for services including cleaning/caretaking, catering, school crossing patrol and planned and reactive maintenance, i.e. electrical, plumbing, general repairs, etc. It is further hoped that the merging of these two services will allow for some savings in the costs you may currently pay for going forward.

As part of the restructure, it has been decided to merge the 2 senior management posts (Facilities Manager/Operations Manager, Place) and as a result, Peter Gurney, Facilities Manager will be retiring on 20th May 2022, and the new Head of Facilities Management/Managed Property Services will be Russell Smith.

RESOLVED:

Governors note the update provided.

505	<u>DATE(S)/METHOD OF DELIVERY OF NEXT MEETING(S)</u>
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RESOLVED:

The next meetings of the Governing Board are to be held at the school, as follows:

Meeting	Date	Time	Method of delivery (Face to face/Video)
Autumn Term 2022	Thursday 10 th November 2022	5.30 p.m.	Video
Spring Term 2023	Thursday 9 th March 2023	5.30 p.m.	Video
Summer Term 2023	Thursday 15 th June 2023	5.30 p.m.	Video

AGREED ACTION BY:

Governor Support.

506	<u>CLOSING PRAYER</u>
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The Governing Board closed the meeting with a prayer.

The meeting closed at 6.30 p.m.