



## Governing Body Agenda

### Cononley Primary School: Meeting of the Full Governing Body

**Date and Time:** Tuesday 23 March 2021 (6:00 pm): virtual meeting

**Present:**

Mrs Jane Breare	(Co-opted Governor)
Mrs Harriet Brewer	(Parent governor)
Mrs Julie Cawood	(Co-opted Governor)
Mr John Evans ( <b>CHAIR</b> )	(Co-opted Governor)
Mrs Katie Mason	(Parent Governor)
Mrs Catherine Pickles	(Headteacher)
Mrs Rachel Price-Waite	(Parent Governor)
Dr Richard Wheelhouse	(LA Governor)

**Clerk:** Ms Sarah Williamson (NYCC Clerking Service)

A	Procedural
38/20	<b>Welcome</b> The Chair welcomed governors to the meeting.
39/20	<b>Apologies</b> Consented apologies were received from Mrs Fraser.
40/20	<b>Any Other Urgent Business</b> None
41/20	<b>Confidential Items</b> None
42/20	<b>Minutes of the last meeting</b> The minutes of the meeting of the Governing Body held on 8 December 2020 were circulated to all governors before the meeting. <b>Governors agreed</b> the minutes should be accepted as a true record of that meeting. The Chair will sign a copy for the record at the next available opportunity; this will be filed in school. A pdf version will be posted on the school's website. <b>ACTION Clerk and Headteacher</b>
43/20	<b>Matters arising from the Minutes of the last meeting</b> None
44/20	<b>Minutes from Committee Meetings held since 8 December 2020</b> Copies of the minutes of both committee meetings were circulated in advance of the meeting.



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	<p><b>a) Standards &amp; Achievement Committee (9 March 2021)</b></p> <p>Mrs Mason commented all key areas are covered in the HT's Report.</p> <p><b>b) Resources Committee (23 February 2021)</b></p> <p>Mrs Price-Waite gave a summary of the key areas of discussion:</p> <ul style="list-style-type: none"> <li>• <b>HT's teaching commitment:</b> governors noted this is high in comparison to similar schools. The AHT is currently covering the HT's Y4 teaching on Friday, which is very helpful. <b>Governors agreed</b> a plan of action is required; the HT will continue to review the situation in the Summer term.</li> <li>• <b>Covid funding:</b> information on funding and expenditure is on the website. Governors noted funds have predominantly been spent on extra staffing, extra TA hours and resources for interventions that have an impact for all children. Parent governors commented parents would welcome more information about how funds are being used for catch-up. <b>Governors agreed</b> the HT should include an update in the bulletin signposting information on the website. <b>ACTION: HT</b>  <b>How much funding has been received?</b> £12,240 in the first term. There will be a further amount of funding following this lockdown – exact amount to be confirmed. Governors noted the publicised out of hours catch-up funding is for secondary not primary schools.  <b>Have any parents contacted the HT directly to discuss use of Catch-up funds?</b> No. The HT will invite parents to contact her if they have any questions. Parents will also receive more information about specific intervention for their child(ren) in the parent meetings.</li> <li>• <b>Auditing of School Funds:</b> governors noted a new system is being introduced which means funds will no longer require external auditing. Governors agreed they should write to thank Mr Parker, a local volunteer, who has kindly audited these accounts for a number of years. <b>ACTION: Headteacher and Chair.</b></li> <li>• <b>Premises inspection:</b> Mrs Price-Waite and the HT conducted a Covid-safe premises check. No major issues were noted.</li> <li>• <b>Cleaning costs:</b> The HT explained cleaning costs appear fully used before the year end as they are paid in a single lump sum at the start of the year.</li> <li>• <b>MASS:</b> clawed back £13,053 on top of the £10/12k SLA paid to them for maintenance work at the school. <b>Governors agreed</b> the MASS agreement should be kept under review and will be an agenda item for discussion at the November meeting. Governors asked for a breakdown of what this has been spent on to be presented at the May Resources Committee meeting. <b>ACTION: HT and Clerk</b></li> </ul>
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B	School Improvement
45/20	<p><b>Headteacher's Report</b></p> <p>A copy of the HT's report was circulated in advance of the meeting. Updates were shown in green.</p> <p><b>a) School context</b></p> <p>Governors noted the increase in the number of GTA hours that reflects both the additional support required because of school closure due to Covid, and the increase in pupil numbers.</p> <p><b>Are the new caretaking arrangements effective?</b> Yes. The new team has settled in.</p> <p><b>b) Curriculum priorities</b></p> <p><b>What impact has lockdown had on SEMH?</b> The return to school has gone well. Some children have found the situation more challenging than last time. Children are settling back into routines but are tired and the Easter break will be important.</p> <p>The priority is on addressing gaps in learning. Teachers are revisiting basic skills, and assessing phonics and reading again. A broad and balanced curriculum is being delivered through shorter lessons; more breaks are helping to build up concentration skills. In the summer term lessons will be longer but interspersed with outdoor learning to re-develop children's activity levels.</p> <p>The English Adviser is leading phonics and reading training for staff in April. Mrs Brewer will attend that training for monitoring.</p> <p><b>What is the impact of the Nuffield Early Language intervention?</b> This is a very good research-led intervention but very time consuming. Impact will need to be assessed in the context of time taken, wider implementation may not be feasible.</p> <p>There is a significant focus on the lowest 20% of readers to get them to expected levels of progress.</p> <p>Monitoring will focus on Music, RE, French and PHSE in the summer term.</p> <p><b>Reading books are to be returned, will children not be sent home with a reading book at Easter?</b> A significant number of reading books have gone missing, or require replacing, which will impact on delivery after Easter. The HT will send parents a reading website link and copies of phonics comics can be handed out.</p> <p><b>How is the school promoting wellbeing outdoors?</b> The outdoor space has been very helpful in settling children back into school. The outdoor facilities are a valuable resource that has a very positive impact.</p> <p><b>c) Remote learning</b></p> <p>Staff will continue to set work for children who are isolating. A remote learning monitoring check was carried out by governors and feedback from parent surveys considered.</p>



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	<p><b>d) Behaviour and attitudes</b></p> <p>Governors noted detailed attendance, behaviour and first aid reports are on the governor section of the website. Behaviour logs are complete to w/b 8 March, however subsequently more incidents have been logged.</p> <p><b>How is the school responding to this increase?</b> Structured circle time has been introduced that gives children the opportunity to talk through issues with friendships as they occur.</p> <p><b>e) Attendance</b></p> <p>Attendance is currently 97.4%, which is good. Covid-related absence does not have an impact on attendance data. The school monitors closely any child with attendance lower than 95%.</p> <p><b>Was online attendance monitored?</b> Yes, via the learning platform. Teachers also noted absence in the daily live lessons. Any non-attendance was followed up and found to be for valid reasons.</p> <p><b>f) Pupil wellbeing healthy lifestyle</b></p> <p>Parents have been particularly worried during this lockdown primarily because of cumulative absence.</p> <p>All parents are concerned about the impact on their individual child. Some parents have enquired about summer school. This has been considered but costs would be prohibitive. Research indicates summer schools do not have impact on those who most need it; funds are better invested in in-class intervention.</p> <p><b>How many pupils attended school in lockdown?</b> Initially 30% of school population, increasing to 50%, then decreasing again after the beginning of February: this seemed to be because a lot of parents work in the financial sector and were particularly busy in the run up to the financial year-end. When the bulk of this work was completed after the beginning of February, they were able to manage their children at home.</p> <p><b>g) Staff Wellbeing, to include (28/20a) Staff Wellbeing Survey</b></p> <p>A voluntary staff wellbeing survey has been carried out (13 responses). The HT will process the results and ask the Clerk to circulate a copy to governors. <b>ACTION: Headteacher and Clerk.</b></p> <p><b>h) Early Years</b></p> <p>The classroom was refurbished in time for children returning to school but there are still some replacement resources to come. Governors asked the HT to thank all staff for the work undertaken to ensure these teaching areas were ready. <b>ACTION: Headteacher</b></p> <p><b>i) Pupil Premium (PP)</b></p> <p>The number of pupils receiving Free School Meals (FSM) has increased from 4% to 8% because of Covid-19 but is still well below national average.</p>
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	<p><b>j) Sports Premium (SP)</b></p> <p>Governors noted any outstanding funding must be spent by 31 July rather than 31 March.</p> <p>Mrs Brewer agreed to take responsibility for monitoring the impact of SP funding.</p>
<b>46/20</b>	<p><b>Safeguarding</b></p> <p><b>a) Issues or incidents to report</b></p> <p>There were no issues or incidents to report.</p> <p>There have been no Child Protection (CP) referrals this term. No children are currently subject to CP Plans or Child in Need Plans. 12 safeguarding/SEMH concerns have been recorded internally and are being. Referrals have been made to Early Help and Healthy Child Teams this term.</p> <p><b>Is this number high?</b> No. Concerns tend to relate to the same few children.</p> <p>The Drugs Misuse policy requires updating. This will be completed in the summer term. <b>ACTION: Headteacher</b></p> <p><b>b) NYSCP Safeguarding Audit</b></p> <p>The action plan is included in the HT's report. Governors noted restrictive intervention training needs to be sourced.</p> <p><b>Is this required now?</b> Yes, staff need to renew this training but as it is face to face training it is not currently being offered.</p> <p><b>Governors unanimously agreed</b> the NYSCP Safeguarding Audit.</p> <p><b>c) Visit Leader training</b></p> <p>A new member of staff requires this training, which was booked but subsequently cancelled. No trips are currently happening and there are sufficient staff with relevant training.</p> <p><b>d) Pedestrian entrances to school</b></p> <p>Using two entrances is much safer. Although the main gate is technically a vehicle entrance this can be managed as no cars park there regularly. The H&amp;S Advisor will be asked to check these revised arrangements. <b>ACTION: Headteacher</b></p> <p><b>e) (30/20d) Update on completion of NYSCP Safeguarding Basic Awareness refresher training</b></p> <p>Mrs Breare, Mrs Cawood and Dr Wheelhouse confirmed they have completed the Safeguarding Basic Awareness training. Mrs Brewer has recently done this in another setting and will provide the HT with a copy of the certificate. <b>ACTION: Mrs Brewer.</b></p> <p>Other governors were asked to complete training as soon as possible and send a copy of the certificate (or screenshot) to Mrs Pickles. <b>ACTION: Mr Evans, Mrs Mason and Mrs Price-Waite</b></p>



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	<p><b>f) Single Central Record</b></p> <p>The Single Central Record of Appointments has been monitored this term by the HT. Mrs Pickles explained the checks that are recorded. The register needs updating regularly to record checks for new staff (including supply staff) and to remove leaving staff. The School Administrator will carry out a check of HR files in the summer term and the SCR will be checked again.</p>
<b>47/20</b>	<p><b>Health and Safety / Premises</b></p> <p><b>a) Issues or incidents</b></p> <p>None</p> <p><b>b) (27/20b) Quotations for alterations to the Courtyard Room and extension to the Hall and (31/20c) Update on refurbishment of toilet facilities</b></p> <p>A bid has been submitted for refurbishing the toilets, accompanied by photos and a parent petition. The school has also submitted a bid to extend the Courtyard Room. The outcome should be known at the beginning of April.</p> <p><b>Governors agreed</b> this should be an agenda item at the May Resources Committee meeting as governors will wish to discuss further if no funding is forthcoming.</p> <p><b>ACTION: Clerk</b></p> <p><b>Does NYCC have access to school budget information?</b> Yes. There is money in budget to staff another class but not to adapt the space.</p> <p>Governors discussed the timing of any staff appointments. The HT advised no decision will be taken until after 15 April when Reception numbers are known. The school is still receiving enquiries for pupil places and there were 10 in-year admissions this year. Although a large cohort will leave Y6, the growth in housing in the village means increased numbers are projected.</p> <p><b>What numbers are anticipated for Reception?</b> 20, the school's PAN is 21.</p> <p><b>Has a Smartboard been installed in the Courtyard Room?</b> Yes and the board in the hall has been retained as it is a good space for interventions. This accounts for the slight overspend on IT equipment.</p>
<b>48/20</b>	<p><b>School Policies</b></p> <p>The following policies were made available on the governor section of the website in advance of the meeting:</p> <ul style="list-style-type: none"> <li>• Schools Financial Value Standard (SFVS)</li> <li>• Statement of Procedures for Dealing with Allegations of Abuse Against Staff</li> <li>• Risk Assessment for the Wider Reopening of Schools</li> </ul> <p>Governors discussed and <b>unanimously approved</b> these policies and the SFVS for submission.</p> <p>Governors noted the following policies were approved at the Finance Committee:</p>



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	<ul style="list-style-type: none"> <li>• Lone Working Policy</li> <li>• Volunteer and Safeguarding Statement</li> <li>• First Aid at Work</li> <li>• Working at Heights</li> <li>• Snow and Winter Weather</li> <li>• Missing Child Procedure</li> </ul> <p>Governors noted the Disciplinary Policy was approved at the Standards &amp; Achievement Committee.</p>
<b>C</b>	<b>Other Business</b>
<b>49/20</b>	<p><b>Governor Training</b></p> <p>The Clerk circulated the NYES schedule of training dates with papers for the meeting.</p> <p>Is a governor required to undertake the Psychological 1st Aid training mentioned in the Governor Support newsletter? Mental Health is an important issue. The AHT is the wellbeing lead in school, trained through Compass Buzz. She has been supporting a small number of children with emerging SEMH needs during lockdown; both children in school and those learning at home referred by parents. It would be useful if a governor undertook this free training for young people in emergency crisis situations. Mrs Price-Waite volunteered to undertake the training. <b>ACTION: Mrs Price-Waite &amp; Headteacher</b></p> <p>Is there any other specific training the HT would recommend? <b>Governors agreed</b> training in the handling of complaints would be useful. Governors to email Mrs Pickles if they are interested in this or any other training. <b>ACTION: All governors</b></p>
<b>50/20</b>	<p><b>Governor Monitoring Visits</b></p> <p><b>a) Remote Learning Monitoring</b></p> <p>A virtual visit to monitor remote learning provision took place on 9 Feb 2021.</p> <p><b>b) Future monitoring visits</b></p> <p>These will be planned when further guidance is available from the DfE after Easter.</p>
<b>51/20</b>	<p><b>Governance</b></p> <p><b>a) Vacancy for a Co-opted Governor</b></p> <p>Governors noted the resignation of Ms Travers, creating a vacancy for a Co-opted governor. Governors agreed that the composition of the GB needs careful consideration and that ideally the vacancy would be filled by an individual with a Finance background who is not a parent or an educationalist.</p> <p><b>Governors agreed</b> the HT should approach a local financial organisation who had been helpful in recruiting governors in the past. The HT will also advertise the vacancy on the school's website.</p>



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	<b>Governors agreed</b> they will complete the NGA skills audit again in the summer term. <b>ACTION: Clerk</b>				
<b>52/20</b>	<p><b>Consideration of the Impact of the meeting on the children at the school</b></p> <p><b>Governors:</b></p> <ul style="list-style-type: none"> <li>• Know how the revised curriculum is being implemented and the plans that are in place for monitoring</li> <li>• Understand the priorities for the recovery curriculum and how this will be delivered</li> <li>• Have carried out a premises check with the Headteacher with a focus on H&amp;S</li> <li>• Discussed whether the school buildings are fit for purpose</li> <li>• Are aware of the impact of lockdown on staff and pupil wellbeing and discussed ways in which support is available</li> <li>• Considered the action plan arising from the Safeguarding Audit and agreed training priorities</li> <li>• Agreed governor training priorities and to conduct a skills audit</li> </ul>				
<b>53/20</b>	<p><b>Any Other Urgent Business</b></p> <p><b>Is the new website up and running?</b> This is ready but will be launched after the Easter holidays. The new mobile-friendly format of the newsletter is appreciated. The HT will add all governors to the distribution list. <b>ACTION: Headteacher</b></p> <p><i>[At 7.20pm Mrs Price-Waite left the meeting due to a technical difficulty]</i></p> <p>The HT stated all the up-to-date information governors require will still be available on a specific governors' page on the new website.</p> <p><i>[At 7.23pm Mrs Price-Waite re-joined the meeting]</i></p> <p><b>Is there anything in particular that governors can do at this time to support the Headteacher and the staff team?</b> The HT thanked governors for their continued help and support; there is nothing specific required at the present. The HT and governors are looking forward to the resumption of in-person meetings when guidance allows.</p>				
<b>54/20</b>	<p><b>Dates of future meetings</b></p> <p><b>Full governing body meeting</b></p> <ul style="list-style-type: none"> <li>• Tuesday 13 July 2021 at 6pm, preceded by the Standards &amp; Achievement Committee meeting at 5pm.</li> </ul> <p><b>Committee meetings:</b></p> <table border="0"> <tr> <td><b>Resources:</b></td> <td><b>Standards &amp; Achievement:</b></td> </tr> <tr> <td>Tuesday 18 May 2021 at 6pm</td> <td>Tuesday 13 July 2021 (5pm)</td> </tr> </table>	<b>Resources:</b>	<b>Standards &amp; Achievement:</b>	Tuesday 18 May 2021 at 6pm	Tuesday 13 July 2021 (5pm)
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Tuesday 18 May 2021 at 6pm	Tuesday 13 July 2021 (5pm)				





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<b>Close</b>	The Chair thanked governors for their contributions. The meeting closed at 7.26 pm
	SIGNED: ..... DATE: ..... CHAIR
<b>Clerk</b>	<b>Sarah Williamson</b>