MINUTES of the Meeting of the Governors of Bubwith Community Primary School held on Thursday 21 November 2024 at 6.30pm.

P R E S E N T:-

Ms F Ward (in the Chair)

Miss A Bailiss, Miss A Benn, Mr L Howard, Mrs A Hughes, Mrs E Postlethwaite, Mr O Southgate and Mrs P Williams.

Also in attendance: Mrs H Littlefield (Observer) and Mr C Wright (Observer).

Clerk to the Governing Board – Mrs B Clark.

3977 **APOLOGIES**

No apologies for absence were received, the meeting was in full attendance.

3978 **CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

RESOLVED: that no items be raised under any other urgent business.

3979 **DECLARATION OF INTERESTS**

RESOLVED: that no declarations of interest were received on any item on the agenda.

3980 **ANNUAL DECLARATION OF PECUNIARY AND BUSINESS INTERESTS**

The Annual Declaration of Pecuniary and Business Interests was circulated to governors prior to the meeting. The Clerk would confirm which declarations were outstanding and governor who had not already done so would complete a Declaration of Pecuniary and Business Interest.

RESOLVED: a) that the Clerk confirm which declarations were outstanding;

b) that governors who had not already done so would complete a Declaration of Pecuniary and Business Interest;

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

3981 **MEMBERSHIP**

The Clerk circulated the membership details held as part of the meeting and governors were asked to confirm as accurate. Any changes advised would be updated by the Clerk and governors were reminded that any additional changes could be made via HERE for Schools.

RESOLVED: a) that governors were asked to consult the membership details held and update their details if any changes were to be made;

b) that the Clerk update any changes to governor membership details;

c) that governors acknowledged that there were two vacancies on the governing board;

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d) that the resignation of Mrs B Pearce as a Co-opted governor be noted;

e) that Mrs Hughes' term of office as a Co-opted governor would end on 7 February 2025;

f) that the appointment of Mrs Littlefield as a Staff governor be noted;

g) that the appointment of Mr Wright as a Parent governor be noted.

3982 **APPOINTMENT OF CO-OPTED GOVERNOR**

RESOLVED: that Mrs Hughes be re-appointed as a Co-opted governor for a four year term from 8 February 2025.

3983 **ELECTION OF CHAIR**

There had been plans for Ms Ward to step down as Chair for some time and significant succession planning had been completed for Mr Howard and Mrs Postlethwaite to take over as Co-Chairs. Ms Ward would remain on the board and had offered to support with the transition period. The vote was cast by a show of hands to determine the outcome of the election.

RESOLVED: a) that the term of office for the Chair be until the first full governing board meeting of the autumn 2026 term;

b) that Mr Howard and Mrs Postlethwaite be elected Co-Chairs from 22 November 2024.

(Ms Ward in the Chair)

3984 **ELECTION OF VICE CHAIR**

Nominations had been received for Mrs Hughes to remain as Vice Chair and the vote was cast by a show of hands to determine the outcome of the election.

RESOLVED: a) that the term of office for the Vice Chair be until the first full governing board meeting of the autumn 2026 term;

b) that Mrs Hughes be elected Vice Chair.

3985 **REVISION OF COMMITTEES AND DELEGATION OF FINANCIAL RESPONSIBILITIES AND STAFFING FUNCTIONS**

Governors reviewed the terms of reference, including membership, financial delegation and staffing responsibilities for the Appeals Committee, Curriculum and Standards Committee, Finance, General Purposes and Personnel Committee, Health and Safety Committee and Performance Review Committee.

RESOLVED: a) that membership of the committees and the extent of delegation be as follows:

Appeals Committee

Quorum: 3
Membership: any three governors without prior knowledge of the appeal, excluding Staff governors.

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Terms of Reference:

- Hears pay policy appeals;
- Hears appeals against redundancy or dismissal decisions;
- Hears parental appeals;
- Forms the grievance appeals panel;
- Acts as the Staff Dismissal Appeals Committee.

<u>Curriculum and Standards Committee</u>

Quorum: 3
Membership: Mrs A Hughes, Mrs H, Littlefield Mrs E Postlethwaite, Mr O Southgate, Ms F Ward, Mrs P Williams, Mr C Wright and the Headteacher.

Terms of Reference:

- To deal with curriculum issues and have the delegated powers to approve any policies relating to the curriculum.

<u>Complaints Committee</u>

Quorum: 3
Membership: any three governors without prior knowledge of the appeal, excluding Staff governors.

Terms of Reference:

- Deals with parental complaints and grievance issues.

<u>Finance, General Purposes and Personnel Committee</u>

Quorum 3
Co-Chairs: Mr Howard and Mrs Postlethwaite.
Membership: Mr L Howard, Mrs A Hughes, Mrs E Postlethwaite, Mr O Southgate, Ms F Ward, Mrs P Williams and the Headteacher.

Also in attendance: Miss L Baxter, School Business Manager.

Terms of Reference:

The Finance, General Purposes and Personnel Committee be delegated the following powers:

- To approve, amend and monitor progress against the school budget;
- To monitor and take corrective action to avoid overspending;
- To approve the school fund account.
- To vire budget headings and incur expenditure between £5,000.00 and £10,000.00.

<u>Health, Safety and Wellbeing Committee</u>

Quorum: 3
Membership: Miss A Benn, Mr L Howard, Ms F Ward, Mrs P Williams, Mr C Wright and the Headteacher.

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Performance Review Committee

Quorum: 3
Membership: Mr L Howard, Mrs A Hughes, Mrs E Postlethwaite and Mr O Southgate.

Review Officer: Ms A Benn.

Terms of Reference:

- To agree and review the performance of the Headteacher and set targets for the forthcoming year and award salary points accordingly.

b) that the delegation of financial responsibilities be as follows:

- The power to vire between budget heading and incur expenditure upto £5,000.00 – Headteacher;
- The power to vire between budget heading and incur expenditure upto £10,000.00 – Finance, General Purposes and Personnel Committee;
- The power to vire between budget heading and incur expenditure over £10,000.00 – Full Governing Board.

c) that the delegation of staffing responsibilities be as follows:

The responsibility for the appointment and dismissal of staff remain with the Headteacher in accordance with The School Staffing (England) Regulations 2009.

3986 **ELECTION OF GOVERNORS WITH SPECIAL RESPONSIBILITIES**

RESOLVED: a) that Miss Benn be elected as an Educational Visits and Service Forces Representative governor;

b) that Mrs Hughes be elected as an Early Years Foundation Stage (EYFS) and Pupil Premium (PP) governor;

c) that Mrs Postlethwaite be elected as an Art, Music and Personal, Social, Health and Education (PSHE) governor;

d) that Mr Southgate be elected as an English governor;

e) that Ms Ward be elected as a Maths governor;

f) that Mrs Williams be elected as a Wellbeing and Mindfulness governor;

g) that Mr Wright be elected as an Information Technology (IT) and Sports Premium (SP) governor.

3987 **MINUTES**

RESOLVED: that the minutes of the meeting held on 26 June 2024 be deferred to the spring 2025 full governing board meeting.

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3988 **MATTERS ARISING FROM THE MINUTES**

RESOLVED: that matters arising from the minutes be deferred to the spring 2025 full governing board meeting.

3989 **GOVERNOR ACTIONS**

RESOLVED: that all governor actions had been completed.

3990 **COMMITTEE MINUTES**

Since the Curriculum and Standards Committee meeting, Ms Ward had visited to observe maths lessons. The Health and Safety Committee meeting had been deferred.

RESOLVED: that the minutes of the meeting of the Curriculum and Standards Committee held on 7 October 2024 be received.

3991 **REPORT OF THE HEADTEACHER**

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

There had been a few changes to the number of pupils on roll. A few pupils had left the school and a few had also joined, with the school currently having 116 pupils on roll. There were 21 pupils in Year 6 who would leave the school at the end of the academic year. The school were anticipating that 14 pupils would join Reception and therefore, overall numbers would reduce however, this was better than initial projections. **A governor enquired if the school received a good intake of pupils from the local treehouse nurseries.** It was confirmed that all children from the nurseries had attended the school at some point and all of school age had joined the school. **A governor asked if any of the nursery children had joined other schools.** They had all joined Bubwith Primary School.

A governor referenced attendance in the report and asked if the date of 2023 was an error. This was confirmed; the date should have been 2024. The school continued to be just above local and national averages for whole school attendance. Most of the Reception cohort were of non-compulsory school age so were not included in the figures. There were 10 pupils classified as persistent absentees. These absences were regularly monitored by the school.. Reasons included term time holidays and absence for medical reasons.

Ms K Hobson and Miss S Scott had joined the school as teaching assistants and were both settling in well to the team. Miss A Shimmells had been recruited to teach the Beech class, and this had been positive for the school. **A governor asked if the caretaking arrangement was working well.** This was confirmed. The school were in the process of trying to resolve an issue with the heating.

Refresher training for Little Wandle had been provided for all staff involved with Phonics. The Headteacher had refreshed her Safeguarding training as part of her role as Designated Safeguarding Lead (DSL). The school had a visit from the English Hub and had managed to gain five further support days.

All staff had been set new targets. Early Career Teachers were not included as part of the appraisal process.

The school continued to receive requests from former pupils interested in completing work experience at the school. **A governor asked if work experience was for one week.** This was confirmed. Work experience would take place in the same week that Year 6 pupils were on transition visits to secondary school.

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The eco club continued to go from strength to strength and thanks were extended to all those involved.

The football team had won both matches that were played yesterday. **A governor asked if the team were wearing Bubwith jumpers.** This was confirmed and it was noted that the pupils looked smart whilst representing the school.

RESOLVED: that the report of the Headteacher be received.

3992 **SCHOOL DEVELOPMENT PLAN 2024/2025**

The School Development Plan had been reviewed by the Curriculum and Standards Committee. **A governor asked if the Headteacher was happy with the progress made in the previous year.** This was confirmed. The only ongoing area was writing as the school had not made as much progress as hoped and therefore, this would be a strong focus in the current academic year. **A governor asked if the previous plan had been red, amber, green (RAG) rated.** The Headteacher advised the plan had been RAG rated and would circulate this version following the meeting.

RESOLVED: a) that the School Development Plan 2024/2025 be approved;

b) that the Headteacher circulate a RAG rated version of the previous School Development Plan.

3993 **SELF-EVALUATION FORM**

The Self-Evaluation Form had been presented previously to governors and amendments made following feedback provided.

RESOLVED: that an update on the Self-Evaluation Form be received.

3994 **SAFEGUARDING REPORT**

There were no Child Protection Plans in place and three pupils were on a Child in Need plan. In the current term, there had been one body map concern form.

There were lots of zero returns on the report and it was agreed this was positive for the school. **A governor asked if logged reports related to the same pupils each time or whether it was for different pupils.** Governors were advised that concerns related to various pupils however, they were very low-level concerns.

There had been three incidents of child-on-child abuse logged. These included different pupils and were usually the result of a fall out on the playground.

All policies had been updated on the school website. **A governor enquired if safeguarding training was up to date.** This was confirmed. The Chair suggested Safer Recruitment training for governors. **A governor asked if all governors were required to complete safeguarding training.** All governors were required to complete the training, and this was logged on the school's single central record. The School Business Manager would usually advise when training was due for renewal.

RESOLVED: that the termly safeguarding update be received.

3995 **PUPIL PREMIUM STRATEGY**

There had not been many changes to the previous PP strategy and funding levels remained similar. Most of the funding continued to be spent on additional teaching assistants to provide support and run intervention groups.

RESOLVED: that the Pupil Premium Strategy be approved prior to publication on the school website.

3996 **SPORTS PREMIUM STRATEGY**

The school did not have a Physical Education (PE) specialist anymore and were offering two sessions of Fit 4 Fun instead. Priorities on the Sports Premium strategy remained the same as the previous year. **A governor asked for an update on swimming lessons.** It was advised that Goole Leisure Centre was being refurbished, and the School Business Manager had enquired with Selby Leisure Centre as an alternative. There had been no availability at Selby but fortunately, the school had taken the decision to offer the lessons across Year 3 and Year 4 so could revisit the lessons in the following year. It was hoped that Goole Leisure Centre would have re-opened by this time and the school could offer a catch up session. **A governor enquired if this would result in three year groups needing to do swimming.** This was confirmed as the school had no other viable options. **A governor referenced a house in the village that had a swimming pool and asked if this would be an option.** The pool was too small and could be challenging regarding insurance and health and safety. **A governor asked if Queen Margaret's School for Girls could be considered for swimming lessons.** The Headteacher asked if they offered lessons. Mr Southgate advised that they did not offer lessons however, he knew an instructor. The Chair stated that a lifeguard would be required. The school would review the situation again in the future and would consider other options should it be not likely that Goole Leisure Centre will re-open in time.

RESOLVED: that the Sports Premium Strategy update be received.

3997 **SCHOOL FINANCIAL VALUE STANDARD**

Governors would hold an extraordinary meeting on 16 January 2025 to approve the School Financial Value Standard (SFVS).

RESOLVED: that the SFVS be deferred to the extraordinary meeting held on 16 January 2025.

3998 **ASBESTOS POLICY**

RESOLVED: a) that the Asbestos Policy be approved and adopted;

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

3999 **CARERS SUPPORT LEAVE AND SUPPORT POLICY AND PROCEDURE**

RESOLVED: a) that the Carers Support Leave and Support Policy and Procedure be approved and adopted;

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

4000 **CORPORATE HEALTH AND SAFETY POLICY**

RESOLVED: a) that the Corporate Health and Safety Policy be approved and adopted;

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

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4001 **FLEXIBLE WORKING POLICY AND PROCEDURE**

RESOLVED: a) that the Flexible Working Policy and Procedure be approved and adopted;

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

4002 **MATERNITY/PATERNITY SUPPORT LEAVE POLICY AND PROCEDURE**

RESOLVED: a) that the Maternity/Paternity Support Leave Policy and Procedure be approved and adopted;

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

4003 **USE OF ELECTRONIC MAIL POLICY**

RESOLVED: a) that the Use of Electronic Mail Policy be approved and adopted;

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

4004 **USE OF THE INTERNET POLICY**

RESOLVED: a) that the Use of the Internet Policy be approved and adopted;

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

4005 **TOTAL PAY AND REWARD UPDATE TO POLICY AND PROCEDURE**

Following the outcome of the Total Pay and Reward Strategy review, the local authority had updated a number of policies which were provided to the governing board for information.

RESOLVED: that the following policies and procedures were presented for information:

a) Annual Leave Guidelines;
b) Appointment and Pay Progression Guidelines;
c) Business Car Users Scheme;
d) Contract Guidelines and Notice Provisions;
e) Grading Policy;
f) Honoraria/ ex Gratia Payments - Manager Guidelines;
g) Locally Agreed Allowances;
h) Market Supplements Policy;
i) Overtime and Non-Standard Working Arrangements;
j) Pay Grades;
k) Probationary periods - guidelines for managers schools;
l) Recruitment Procedure;
m) Sector Pay Grade Policy and Procedure.

4006 **SCHOOL POLICIES**

The school updated its Child Protection Policy annually to remain in line with Keeping Children Safe in Education (KCSiE). Changes were often minor and were published to the school website.

RESOLVED: a) that the following school policy were approved and adopted:

- Child Protection Policy.

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

4007 **KEEPING CHILDREN SAFE IN EDUCATION 2024**

RESOLVED: that governors would read at least Part One of the revised statutory guidance and advise Mrs Postlethwaite once completed.

4008 **GOVERNOR CODE OF CONDUCT**

Governors were provided with an updated version of the Governor Code of Conduct and the Clerk provided an overview of the changes that had been made.

RESOLVED: that the Governor Code of Conduct be adopted.

4009 **GOVERNOR SKILLS AUDIT**

RESOLVED: that governors would complete a skills audit.

4010 **GOVERNOR VISITS**

The following governor visits had taken place:

- Mrs Postlethwaite – 8 and 15 March 2025.

RESOLVED: that the governor visit reports be received.

4011 **GOVERNOR TRAINING AND DEVELOPMENT**

RESOLVED: that all training details were available on the CPD websites.

4012 **REVIEW OF ACTIONS**

RESOLVED: that the Review of Actions be confirmed and circulated to governors following the meeting.

4013 **FUTURE MEETINGS**

RESOLVED: that future meetings be held on the following dates:

Thursday 20 March 2025 at 6.30pm;
Tuesday 17 June 2025 at 6.30pm.

NOTE: Miss Benn, Mrs Littlefield and Mr Wright left the meeting at this point.

Chair's Signature – 17 June 2025