

**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 Monday December 7th 2020 at 7.30. p.m.**

Present: Carolyn Brown (CB), Tracey Cole-Brownlee (TCB), Laura Wild (LW), Andrea Spensley (AS), Sarah Taylor (EHT), and Chris Burgess (CBu)

In attendance: Jill Stockdale (Bursar, Kirkby Malzeard) (JS), Ann Brining (Bursar, St. Nicholas West Tanfield) (AB), Kat Hunter (Business Manager) (KH), Jill Cooper (Clerk to the Governing Body) (JC) and Dominique Adams (Mentor to the Clerk to the Governing Body) (DA)

(6+)

Apologies One.

Minute No.	Action
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PART A - PROCEDURAL

GB 37/20	<p>Welcome Governors were welcomed to the “Virtual” Full Governing Body Meeting at 7.30.p.m. ST led the meeting in prayer. Governors were advised that Lynda Regnier has resigned as a Parent Governor, and the Parent Governor election process will be started in the New Year. Lynda was thanked for her time and support for the Governing Body.</p>	
GB 38/20	<p>Apologies for absence Apologies were received from Sarah Webster. Apologies accepted and consented to.</p>	
GB 39/20	<p>Declarations of Interest / Determine Confidentiality 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 40/20	<p>Urgent Other business It was agreed to discuss two brief items from the EHT at the end of the meeting.</p>	
GB 41/20	<p>To approve as a correct record the Minutes of the meeting of the Governing Body 11.11.20 Governors received copies of the draft public minutes of 11th November 2020 prior to the meeting for consideration. The following amendment were made:</p> <ul style="list-style-type: none"> • Minute 27/20: This is to be a confidential minute • Minute 30/20: Staff member’s name to be replaced with ‘ RE Lead’, and for a section to be a confidential minute • Minute 31/20: A governor question to be a confidential minute • Minute 31/20: Red and Amber to read ‘red and amber procedures’ • Minute 31/20: Mrs Griffith to be corrected to ‘Mrs Griffiths’ • Minute 31/20: Staff members names to be replaced with ‘English and Maths subject leads’ <p>Subject to these amendments, it was proposed by CBu and seconded by CB that the minutes were a correct record. Resolved: That the public minutes of the meeting held on 11.11.20 be signed by the Chair as a correct record.</p>	
GB 42/20	<p>Actions arising from the previous meeting</p> <ol style="list-style-type: none"> 1. Update Standing Orders – These have been updated however these had not been circulated to governors, therefore this will be carried forward to the next meeting 2. Collate Declaration of Business Interest forms and Code of Conduct – all except a couple have been received, DA to send another reminder 3. Establish Petty Cash system: There is no petty cash system at St. Nicholas, and Kirkby Malzeard has a school fund. KH and ST have been working on this, however further 	<p>DA/JC DA/JC ST/KH</p>

	<p>discussion is needed around what this is used. This will be carried forward to the next meeting.</p> <ol style="list-style-type: none"> 4. To look at having more than one governor on remote training system at a time: AS has contacted Jane to look into this and it has been confirmed that two people cannot be in the same article at the same time, but it possible to show someone on a different article which is definitely workable. 5. Send H&S report: This has been actioned. 6. To look at monitoring gaps/ curriculum: LW has collated some key questions around discussions at the last meeting, and a meeting will be arranged in the New Year with the English and Maths Leads, TCB and ST to look at this. 7. To chase Whizzkids questionnaire: ST has looked into this but only three had been returned. KT will look into this and find out what is happening. 8. Look for Whistleblowing policy: A Whistle-blowing policy has been found by SW. 9. Look for Governor Allowances policy: A Governor Allowances policy has been found by DA. 10. To look at how the impact of the behaviour policy is monitored: To be carried forward to the next meeting. 11. Send draft Community Engagement questionnaire: This has been sent out to staff and it was shared in the last meeting. 12. To send Darren Dudman's ROV send out: This will be shared at the January meeting which is a Standards focus. 13. To arrange a meeting to look at nursery provision. 	<p>LW/ST/ TCB</p> <p>ST/KH</p> <p>LW</p> <p>ST/Bus link gov /KT</p>
GB 43/20	<p><u>Date of next meeting</u> The next meeting will take place on Tuesday January 12th 2021 at 7.00pm with a Standards focus. N.B. This was cancelled in January 2021.</p>	
PART 'B' – SCHOOL IMPROVEMENT & SAFEGUARDING		
GB 44/20	<p><u>Business Link monitoring report</u> Governors were advised that AS met with ST, KH and Gwen, and a discussion was held around Whizzkids and how working patterns have changed due to COVID. Numbers are down. A member of staff was asked to change their working hours.</p> <p><i>Governor Question: Has the working pattern for this member of staff now changed?</i> <i>Answer: Yes, this came into place on November 2nd. Going forward, extra-curricular activities are planned, which have not been possible due to lockdown.</i></p> <p><i>GQ: How is the new pastoral role working?</i> <i>Answer: This started on November 2nd, and the member of staff is mainly working with Pupil Premium children with a nurturing programme in class and breaking down barriers. Baselineing is taking place including around SEMH, and it is hoped that this will run until the summer. So far, the feedback is positive. This will be evidenced in more detail going forward.</i></p> <p><i>GQ: Has this also been taking place at SN?</i> <i>Answer: Unfortunately, there is not enough in the budget for this at the moment, although it has been discussed using the Breakfast and After-School clubs to invite children along to, at no additional cost, to help children settle into the day ahead, and to attend the after-school club or homework club, for 2 or 3 nights a week, to help them to complete this, with specific children targeted.</i></p> <p><i>GQ: When will this start at SN?</i> <i>Answer: In January 2021. This is being introduced carefully so as not to identify families.</i></p> <p>Thanks to AS for her report.</p>	
GB 47/20	<p>EHT Verbal update The following were highlighted:</p>	

Safeguarding

There have been two incidents requiring outside agencies this month, which have been dealt with. There have been no near misses and all statutory training is up to date.

Well-being survey

This has been sent to all staff, and AS and LW will look at the results. All staff are working very hard and ready for a break. It has been a tough term, with new timetabling and Covid-19 catchup and assessments for this premium. The last round of assessments has been completed. Governors were thanked for the biscuits which were very much appreciated by staff.

Health & Safety

Terry Bland's (NYCC H&S Officer) report has been received and shared. All actions have been completed, except for manual handling training which is booked to take place in May (following cancellation of the previous training course due to lockdown). EBAC and INBAC procedures are in place, and this will be practiced in late December/early January, without the children.

Buildings and Maintenance

A lot of work is taking place, especially at Kirkby Malzeard where the fascias have been fixed, wall repairs have taken place, and the fencing in the wildlife area is now secure. Fire extinguishers and PE equipment have also been checked.

At St. Nicholas toilet doors have been repaired as well as the holes in the fence. A new shed is in place and the fire extinguishers and PE equipment have been checked. The tree surgeon has also checked the forest area.

Behaviour and Attendance

At Kirkby Malzeard attendance is much better than last year at 97% across the whole school, the target being 95%. Attendance of Pupil Premium children is 97% and children with SEN 98% which is very pleasing.

Red and Amber procedures: One child is on Red (attendance less than 90%), which is mainly due to medical reasons. Their attendance has improved significantly in the second half-term when they have engaged every day except one. There are six children on amber who are all at 94% which is just under the threshold, and staff are continuing to work with these children and families.

Major incidents: There have been two bullying incidents which have been dealt with, and which started at home online. All parties are happy with the result.

At St. Nicholas attendance is down to 93%, Pupil Premium 93% and SEN 92% which needs monitoring.

Governor Question: This seems quite low, is this due to there being fewer children?

Answer: ST feels that this will improve, and even out as the year progresses as there has been a rash of illnesses and ST is not too concerned. There is only one child on Red which is due to arriving late to school, and the lateness is going down as an absence. We are working with the family and telephoning etc., however things have improved in the last 2 week Every day now twice a week. There is one child on Amber.

Major incidents: There have been no major incidents and 8 or 9 minor ones, no racial incidents or exclusions.

Governor Question: What is classed as a minor incident?

Answer: This includes name-calling, arguing, a small push etc. A major incident would be bullying, swearing, abusing public property etc. These need to be recorded in order to identify any patterns that may be emerging.

Staffing

There are 3 new members of staff who have settled in really well.

There are three new support staff: to support SEN at St. Nicholas, to support a child with medical needs at Kirkby Malzeard and to support Reception at Kirkby Malzeard). All have completed First Aid and Safeguarding training and their DBS checks have been completed.

	<p><i>Governor Question: What is happening with staff governor elections?</i> <i>Answer: The cut-off day is Friday December 11th and the applications will be looked at on Monday.</i></p>	
GB 50/20	<p>Questions, priorities and actions arising from the Government cyber security guidance Governors were advised that this had been included on the agenda as some local authorities were being targeted in this way.</p> <p><i>Governor Question: Do we have cyber security in place?</i> <i>Answer: Schools ICT are used at St. Nicholas, and JP consultants at Kirkby Malzeard. It would be preferable to have just one provider but the school is tied into one of the contracts for 3 years. Both providers are doing the job, and there are pros and cons with each. Both providers have been asked all the relevant questions and ST will send the report to governors.</i> Action: ST to forward the report to governors.</p>	ST
PART 'C' – Policies		
GB 51/20	<p><u>Policies</u> All policies were circulated to the GB before the meeting.</p> <p>a) Governor Allowances Policy The above policy was UNANIMOUSLY AGREED by Governors for approval</p> <p>b) GDPR Some amendments are needed to add job titles etc., and this will be brought to the next meeting.</p> <p>c) Federation Access Policy This will be brought to the next meeting.</p> <p>d) Single Use and Equality This will be brought to the next meeting.</p> <p>e) Acceptable Use <i>Governor Question: Do staff have dedicated USB drives which are encrypted?</i> <i>Answer: No, they have their own laptops some of which are encrypted, and the laptops from JP consultancy are not yet encrypted but these need to be.</i></p> <p><i>Governor Question: Does this also cover software and hardware for remote learning?</i> <i>Answer: No, but this will be added in.</i> It was agreed to add this and for laptops and USB's to be encrypted.</p> <p>Subject to the above amendments, the policy was UNANIMOUSLY AGREED by Governors for approval</p> <p>f) Pay Policy Changes have been highlighted changes in yellow. It was noted at the HTPM meeting that changes cannot be made in the middle of the performance management cycle.</p> <p><i>Governor Question: Has HR been consulted about the pay differentials?</i> <i>Answer: Yes, but this can only be added from September 2021 only.</i> <i>More information will be gathered on this from HR and this will be brought to the next meeting.</i></p>	
PART 'D' – OTHER BUSINESS		
GB 52/20	<p><u>Urgent Other business</u> Governors were advised that it is proposed that staff are given a day in lieu for their extra hours worked due to Covid at a cost of £600 at St. Nicholas and £1200 at Kirkby Malzeard, however much of this absence can be covered with flexibility in staffing and potentially these figures could be reduced by half. Days can be taken as and when they want them as a gesture to thank staff.</p>	

Governor Question: Is this a one-off?

Answer: Yes. This would be a one-off arrangement to thank staff for everything they are doing, such as working through lunch breaks, and opening up early etc. This time off will be pro-rata based on the hours that they work.

Governor Question: Would this include the SLT?

Answer: It is not planned to include the SLT.

A governor commented that it would be a good idea for the SLT as well for their well-being.

Governor Question: Is there anything we need to be aware of?

Answer: It will be made clear that this is a one-off arrangement which has to be agreed in advance, although ST will be as flexible as possible.

This was UNANIMOUSLY AGREED by governors.

Pre-School: Governors were advised that the pre-school has asked if their rent can be reduced due to the Covid-19 pandemic, although a formal application to governors has not yet been made.

There being no further business, the Chair thanked governors for all their work over this challenging year, which has included dissolving the two previous governing bodies, and creating a new federated one. It was noted that the year is ending on a good note, with a strong governing body in place, and all governors were wished a Merry Christmas.

The meeting was closed at 9.25.p.m.

Date and time of next meeting –

The next scheduled meeting of the F.G.B. will be on Tuesday January 12th 2021 at 7.00pm

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 more clarity around the budget.
2. Governors have a better understanding of schools and their budgets (and not just the financial implications)
3. Governors have been made aware of what they need to consider in the budgets over the next 3 years
4. The budgets are more positive than last year, with no deficit budgets in either school.
5. Provision: Governors noted that the schools are attracting children who need specific provision which is positive as this shows that parents have trust in the schools, but the impact on staffing and the budget going forward was also noted
6. Governors have considered how to challenge for fair funding from NYCC, and will keep pursuing.
7. The schools have two very skilled SENCO's that push really hard for the children.
8. RE provision at St. Nicholas has not been fully resolved but things are progressing in the right way and this is monitored for the children.

Actions resulting from this meeting

1. Standing Orders – These have been updated however these had not been circulated to governors, therefore this will be carried forward to the next meeting -**DA**
2. Collate Declaration of Business Interest forms and Code of Conduct – all except a couple have been received, DA to send another reminder - **DA**
3. Petty Cash system – to be clarified what this is used for - **KH & ST**

4. To look at monitoring gaps/ curriculum – a meeting to be arranged in the New Year – **LW, English and Maths Leads, TCB & EHT.**
5. To chase Whizzkids questionnaire: **KT and ST**
6. To look at how the impact of the behaviour policy is monitored - **LW**
7. To arrange a meeting to look at nursery provision – **ST, Business Link governors, Business managers**
8. To send Cyber-Security report to governors - **ST**