

EMMANUEL HOLCOMBE CofE PRIMARY SCHOOL MINUTES OF THE GOVERNING BOARD MEETING	
Date	Thursday 26th November 2020 at 6.30pm
Venue	Remote Meeting via Zoom Video Conference

Present:	Mrs Catherine Bennett Mrs Glad Cooper Mr David Hulme Mrs Sarah Lawrence Rev Ian Flemming Mr Chris Thew Dr Lisa Wilson Miss Jo Venn	Headteacher Foundation Governor LA Governor Foundation Governor Foundation Governor (Ex Officio) Parent Governor Parent Governor Foundation Governor (Chair of Governors)
Apologies:	Mr Robert Airey Mr Paul Sumsion Mrs Jayne Field Mrs Jan Thomond Mrs Heather Ainscough Chris Thew	Foundation Governor Foundation Governor Foundation Governor Staff Governor Foundation Governor Parent Governor
In attendance:	Mrs Amy Longstaff Mrs Lynne Bailey	Deputy Headteacher Clerk to Governors

The meeting met its quorum

AGENDA ITEM 1	CONFIDENTIALITY
	Governors were reminded that all discussions during Governors Meetings are to be treated as confidential.

AGENDA ITEM 2	WELCOME, OPENING PRAYER & APOLOGIES FOR ABSENCE
	Governors were welcomed and the meeting opened with a prayer. The meeting was held over Zoom video conference. The apologies of RA, JF, JT, CT, PS and HA were received and accepted.

AGENDA ITEM 3	CODE OF CONDUCT/DISCLOSURE OF AND REGISTER OF PECUNIARY INTERESTS
	The Governor Code of Conduct and Declarations of Interest forms were circulated to governors prior to the meeting. Governors were asked to complete and return the forms by email to the Clerk as soon as possible.
Action:	ACTION: Governors to complete and return Code of Conduct and Disclosure of Pecuniary Interest forms to the Clerk asap.

AGENDA ITEM 4	GET INFORMATION ABOUT SCHOOLS (GIAS)
	Governor information will be updated by the school, one terms of office have been clarified.

AGENDA ITEM 5	APPOINTMENT OF CHAIR OF GOVERNORS UNTIL AUTUMN TERM 2021
Discussion:	DH proposed that Jo Venn be appointed as Chair of Governors and this was seconded by LW. All governors were in favour of the appointment.

Minutes of the Governing Board Meeting to be held on Thursday 26th November 2020

Signed: (Chair of Governors) Date:

Decision:	RESOLVED: That Jo Venn be appointed as Chair of Governors until the Autumn term 2021.
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AGENDA ITEM 6	APPOINTMENT OF VICE CHAIR OF GOVERNORS UNTIL AUTUMN TERM 2021
Discussion:	JV proposed that David Hulme be appointed as Vice Chair of Governors and this was seconded by SL. All governors were in favour of the appointment.
Decision:	RESOLVED: That David Hulme be appointed as Vice Chair of Governors until the Autumn term 2021.

AGENDA ITEM 7	VACANCIES ON THE GOVERNING BODY
Discussion:	<ul style="list-style-type: none"> Chris Thew, Parent Governor term of office coming to an end. Lisa Wilson, Parent Governor term of office coming to an end. Glad Cooper, Foundation Governor, term of office coming to an end. Jayne Field, Foundation Governor, is stepping down. Rev Ian Flemming has joined the Governing Body and replaces Rev Paul Sumsion. <p>The Headteacher will advertise the Parent Governor vacancies. Glad Cooper expressed an interest in renewing her term of office. The Chair will raise this at the next meeting of the PCC.</p>
Action	ACTION: The Chair to propose the reappointment of Glad Cooper as Foundation Governor, at the next meeting of the PCC.

AGENDA ITEM 8	MINUTES OF THE LAST MEETING (15th July 2020)
Discussion:	Governors unanimously agreed that the minutes are an accurate reflection of the meeting held on 15 th July 2020.
Decision:	RESOLVED: That the minutes of the meeting held on 18th June 2020 are an accurate record.

AGENDA ITEM 9	MATTERS ARISING
Discussion:	<p>Item 4 - DBS checks to be completed by the Local Authority for DH, SL and HA has been processed. Reported: HA is on a sabbatical. DBS checks are being processed for DH and SL. The Clerk emphasised the importance of having DBS checks in place and this is a statutory requirement. (Ongoing action)</p> <p>Item 13 - Clerk to check terms of office for existing Governors and report any vacancies. Reported: Terms of office have still to be clarified for all members. (Ongoing action)</p> <p>Q: How is the school progressing with the new SRE guidelines? A: The Headteacher informed that work is being done on this in staff meetings. A Scheme of Work has been purchased 'Jigsaw' which gives specific guidance for Church of England schools. Once finalised plans will be brought to the Governing Body. Q: Are St Andrew's and St Mary's still involved with the school in planning for this? A: Talks have discontinued due to the inability to meet. The Chair requested that the schools be kept up to date with what Emmanuel Holcombe are doing around SRE. The Headteacher confirmed that plans must be in place ready for delivery in the Summer term 2021.</p>

AGENDA ITEM 10	REPORTS FROM SUB-COMMITTEE MEETINGS HELD
	<ul style="list-style-type: none"> The Progress Committee met on 8th October 2020 The Finance Committee met on 24th October 2020 <p>The minutes of both meetings have been circulated. There were no questions.</p>

AGENDA ITEM 11	HEADTEACHER'S REPORT
Discussion:	The Headteacher's Report was circulated prior to the meeting. The report provides comprehensive updates under the following headings:

- Statistical Information
- Staffing and Areas of Responsibility
- Safeguarding and Child Protection
- Attendance
- Health and Safety
- School Improvement
- PE Funding
- Achievement and Attainment
- KS2 Results
- Pupil Premium Grant
- Performance Management
- PTA
- Collaboration with other schools and SSIF
- Staff Training
- Diocese Church and Community Links
- Peelers
- Covid 19

The Chair highlighted the following points and questions were invited:

- Numbers on roll are extremely healthy at 113.
- Attendance is particularly good but does not consider Covid related absences. Governors congratulated the Headteacher on the positive attendance.

Q: Are there any wider issues around attendance? A: Some families were reluctant initially to send their children into school, however after reassurance those families have returned.

The DHT gave an update on SEN.

- There are currently 2 x EHCP applications being processed. One child is due to start nursery. The Case Worker has confirmed that the EHCP will be granted for this child, hours now need to be confirmed. The school is pushing for an allocation of 30 hours. The other EHCP that is being processed is for a child in Year 3.
- The application for a family to move their child to a special school has been declined. Alternative provisions will continue to be considered by the parents.

Q: Is staffing in place for the children with EHCP applications going through? A: Staffing will be put in place once the allocation of hours has been confirmed.

Q: Will any celebrations be held for Mrs Jude? A: A letter has gone out to staff and parents. There may be a low-key staff lunch. Mrs Jude will be 'clapped' out of school on her last day, governors are invited to attend.

Q: Peelers, the before/after school club, are staff still being furloughed with the school subsidising salaries. If so, can the club sustain this? A: The Headteacher informed that the salary subsidy can be sustained by the club. Some staff are due to be taken off furlough as numbers are rising. Elaine Allum keeps the accounts and the Headteacher will obtain an update of the situation and get confirmation as to if the subsidy can be sustained.

Q: Is PE funding information published on the school's website? A: Yes, this has been uploaded.

Q: What is the position with progress made by children this term, has any benchmarking been carried out? A: A pupil progress meeting is to be held next week. Governors will be updated following this. The Headteacher will see if schools in the cluster can carry out some benchmarking. This information will be posted on Trello.

Q: Is PPG information published on the website? A: Yes, this has been uploaded. **Q: Can more of a breakdown be provided about costings?** A: The Headteacher will arrange for this to be done.

Q: Who are providers of staff CPD? A: BEST and NSPCC.

- IF gave an update on the Diocese and Community links – 5 x video workshops are to be held in school and children will be invited into church in the last week of term.

There were no further questions. The Headteacher was thanked for her report.

Action:	ACTION: The Headteacher to check that the furlough subsidy is sustainable.
Action:	ACTION: The Headteacher to give more of a breakdown on the PPG report in terms of costings.
AGENDA ITEM 12	KEEPING CHILDREN SAFE IN EDUCATION (Updated Guidance)
Discussion:	Governors were asked to email the Clerk to confirm that they have read the updated KCSiE Guidance issued in September 2020.
Action:	ACTION: Governors to provide email confirmation to the Clerk that they have read the updated KCSiE guidance.
AGENDA ITEM 13	ADMISSION ARRANGEMENTS FOR 2022/23
Discussion:	Governing Bodies are asked to consider the School's Admission Number for the academic year 2022/23. The proposed Admission Number is 15 .
AGENDA ITEM 14	SCHOOL WEBSITE COMPLIANCE
Discussion:	DfE information around what must be published on school websites has been updated. The Headteacher confirmed that Governor information needs to be updated on the school website. This is underway.
AGENDA ITEM 15	REPORTS FROM CHAIR AND/OR HEAD TEACHER ON TOPICS ON WHICH THEY HAVE RECEIVED BRIEFINGS
Discussion:	<ul style="list-style-type: none"> Weekly bulletins are being received from the Local Authority to update on Covid news. The Headteacher's Performance Management has taken place. The Chair informed that she has attended PREVENT training and a Narrowing the Gap briefing. Further training to be attended is on 1st December, Governor Roles and Structures and on 7th December, Integrated Curriculum and Financial Planning. <p>The Headteacher stated that Year 1 pupils seem to be the most affected in primary school, as they have missed a chunk of their reception year. Writing strength is lacking due to the amount of time missed in school. Online lessons have really helped, but children have not done a lot of writing. Q: Are plans in place should children have to isolate, to encourage writing? A: Yes, children will be sent home with exercise books to record work in.</p>
AGENDA ITEM 16	BURY GOVERNORS' ASSOCIATION
Discussion:	Bury Governors' Association a) Report by BGA representative. There were no reports. b) Issues for BGA to take up. There are no items to take up.
AGENDA ITEM 17	ANY OTHER BUSINESS
Discussion:	<ul style="list-style-type: none"> Link Governors – LW asked for clarification of the process in terms of reporting and where data and previous reports can be stored and accessed. The Chair and Headteacher will discuss and advise governors. The Chair asked what has been learnt about the Governing Body, during the time of the pandemic. Governors agreed that the Governing Body has been resilient and has adapted well, with more frequent meetings and communication. DH stated that the Governing Body, whilst holding the Headteacher to account, should also be mindful of letter her know what a good job she is doing. The Chair thanked the Headteacher and staff for their hard work, stating that a 10% on numbers on roll says a lot about the school.

	<ul style="list-style-type: none"> The Chair asked that the Committee Membership be updated. This will be uploaded to the website once done. DH offered to update the list. DH will Chair the Finance Committee. School Conditions Allocation bid – The Headteacher explained that a bid has been made to address the damp in the Willow classroom. A dehumidifier is being used currently to stop the classroom becoming too humid. The forms ask if the school can contribute. Governors agreed that a contribution of £1,000 can be made towards the cost. The Headteacher asked Governors for their curriculum areas of responsibility. <ul style="list-style-type: none"> DH – PE and GDPR LW and SL – English and PSHE JV – SEND, RE and Languages GC – H&S and Maths CT – Science and ICT <p>It is hoped that some gaps can be filled by the new Parent Governor.</p>
Action:	ACTION: DH to update Committee Membership Information.
Action:	ACTION: The Chair and HT to clarify Link Governor reporting arrangements, document storage etc.
Decision:	RESOLVED: A contribution of £1k to be made towards the cost of rectifying the damp in the Willow class.

AGENDA ITEM 18	THE NEXT MEETING OF THE GOVERNING BODY & CLOSING PRAYER
	<p>Sub-Committees: Progress sub-committee on 21st January 2021 Finance sub-committee on 27th January 2021</p> <p>FGB: Thursday 25th March 2020 Thursday 17th June 2020</p>

The meeting ended with a prayer and closed at 8.00pm