

**EMMANUEL HOLCOMBE CoFE PRIMARY SCHOOL  
MINUTES  
OF THE GOVERNING BOARD MEETING**

<b>Date</b>	<b>Wednesday 30<sup>th</sup> June 2021 at 6.30pm</b>
<b>Venue</b>	<b>Remote Meeting via Zoom Video Conference</b>

<b>Present:</b>	Mr Robert Airey Mrs Catherine Bennett Mr Tom Hardcastle Mr David Hulme Mrs Sarah Lawrence Mrs Jan Thomond Miss Jo Venn Dr Lisa Wilson	Foundation Governor Headteacher Parent Governor LA Governor Foundation Governor Staff Governor Foundation Governor (Chair of Governors) Parent Governor
<b>Apologies:</b>	None	
<b>Absent:</b>	Mrs Glad Cooper Rev Ian Flemming Rev Paul Sumsion	Foundation Governor Foundation Governor Foundation Governor
<b>In attendance:</b>	Mrs Amy Longstaff Mrs Lynne Bailey Mr Martin	Deputy Headteacher Clerk to Governors

**The meeting met its quorum**

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

<b>AGENDA ITEM 2</b>	<b>WELCOME, OPENING PRAYER &amp; APOLOGIES FOR ABSENCE</b>
	Governors were welcomed and the meeting opened with a prayer. No apologies were received.

<b>AGENDA ITEM 3</b>	<b>CHANGES TO THE GOVERNING BODY</b>
	There have been no changes to the Governing Body since the last meeting.

<b>AGENDA ITEM 4</b>	<b>DISCLOSURE OF AND REGISTER OF PECUNIARY INTERESTS</b>
<b>Discussion:</b>	There were no declarations of interest made in relation to any agenda items. Governors' business and pecuniary interests are detailed on the school's website. LW added that she is working in the School of Education at the University of Huddersfield and has recently undertaken research on home schooling.

<b>AGENDA ITEM 5</b>	<b>OVERVIEW OF MATHS AND SCIENCE (MR TIM MARTIN)</b>
<b>Discussion:</b>	Mr Martin, Subject Leader, gave a presentation on Maths giving examples of how Power Maths is taught. Power Maths is a programme that is used the whole way through school from EYFS to Year 6. Governors were given examples of the following: <ul style="list-style-type: none"> <li>• A typical Power Maths lesson.</li> <li>• Practice Book Activities</li> <li>• Marking and Corrections/Overview</li> </ul>

	<ul style="list-style-type: none"> <li>• Fluency in Maths (learning off by heart facts)</li> <li>• The next step is to do an audit of resources, catalogue and identify any areas of need. Some research is also being done around available interventions for those children who might need extra support.</li> </ul> <p>Mr Martin gave a presentation on Science and governors were informed of the following:</p> <ul style="list-style-type: none"> <li>• Curriculum objectives.</li> <li>• All teachers in science have created a two-year cycle and this was displayed.</li> <li>• Working scientifically (detailing skills that children should know at each key stage).</li> <li>• Science lesson example, unit overview sheet and Enquiry Focus.</li> <li>• The next step is to raise the profile of science in school through science clubs etc.</li> </ul> <p><b>Q: Have you thought about linking up with another school to share science ideas? A:</b> Yes. It is also hoped that a Scientist can come into school to speak to children.</p> <p><b>Q: Does the school have sufficient resources for both Science and Maths? A:</b> Yes, an audit is being done and there appears to be few gaps in resources.</p> <p>Mr Martin was thanked for sharing the information.</p>
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*Mr Martin left the meeting at 6.50pm*

<b>AGENDA ITEM 6</b>	<b>VACANCIES ON THE GOVERNING BODY</b>
	There is one vacancy for a Foundation Governor.

<b>AGENDA ITEM 7</b>	<b>MINUTES OF THE LAST MEETING (25<sup>th</sup> March 2021)</b>
<b>Discussion:</b>	LW is shown as being present at the meeting but was not in attendance. LW gave apologies following the meeting. The Clerk will amend the minutes. Governors unanimously agreed that the minutes are an accurate reflection of the meeting held on 25 <sup>th</sup> March 2021, with the above noted amendment.
<b>Decision:</b>	<b>RESOLVED: That the minutes of the meeting held on 25<sup>th</sup> March 2021 are an accurate record.</b>

<b>AGENDA ITEM 8</b>	<b>MATTERS ARISING</b>
<b>Discussion:</b>	<p><b>Item 3</b> – Further costings for replacement lights to be sought and circulated to governors (Headteacher) <b>(Action completed)</b></p> <p><b>Item 8</b> – Confirmation that DBS checks for DH and TH have been received. <b>(Action completed)</b></p> <p><b>Item 8</b> – Governors to confirm preferred link and DH to collate information and circulate. <b>(Action completed)</b></p>

<b>AGENDA ITEM 9</b>	<b>GOVERNOR SELF-EVALUATION AND TRAINING PLAN</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• The Chair advised that she has attended a recent Governors Conference, a focus was diversity and inclusion. Notes from the Conference will be forwarded to governors for information.</li> <li>• Governors were requested to forward information on training attended to the Clerk at lbaileyclerktogovernors and records will be updated and shared on Teams.</li> </ul> <p><b>Q: Are all governors fully up to date with Safeguarding training? A:</b> The school uses NSPCC training. Alternatively Best Trust can come into school to deliver training. The Headteacher will investigate the best options for governors to undertake training.</p>
<b>Action:</b>	<b>ACTION: Training information to be shared on Teams (Clerk/LW)</b>
<b>Action:</b>	<b>ACTION: The Headteacher to investigate the availability of safeguarding training for governors.</b>

<b>AGENDA ITEM 10</b>	<b>WHOLE SCHOOL PAY POLICY (for ratification)</b>
<b>Discussion:</b>	The Whole School Pay Policy.
<b>Decision:</b>	<b>DECISION: to ratify and adopt the Whole School Pay Policy.</b>

<b>AGENDA ITEM 11</b>	<b>SCHOOL TERM DATES</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>Governors noted the additional bank holiday during the summer 2021-22 half term break.</li> <li>Governors agreed that occasional dates for 2022/23 and 2023/24 should be set at the discretion of the Headteacher.</li> <li>Governors agreed that staff wellbeing is paramount, governors would like to ensure that staff get a good clear break over the Christmas periods.</li> </ul>
<b>ACTION</b>	<b>ACTION: The Headteacher to agree and set occasional days for 2022/23 and 2023/24.</b>

<b>AGENDA ITEM 12</b>	<b>REPORTS FROM SUBCOMMITTEES</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>The budget is healthy and additional catch-up funding has been received, which is part funding a tutor in the Year 5 cohort. There will be different tutoring options available from the DfE in September and more information is awaited in relation to this.</li> <li>The Finance Committee has agreed that funds accumulated in DFC can be used to re-level and create a new outside area for EYFS. (Funds in DFC are ringfenced for building and ICT hardware spend.)</li> <li>The school has been successful in obtaining funding of £35k from the School Condition Allocation (SCA) fund. The funding will be used to finish work at the back of the school. A contribution of 10% must be made to the overall cost and the PTA has kindly agreed to meet this cost.</li> <li>A tree survey has been commissioned following a pine tree coming down during high winds. Three trees need immediate attention. Three quotes have been received and a tree surgeon has been booked to do the work on 7<sup>th</sup> July to carry out the work.</li> </ul> <p><b>Q: Is there an update on staff being offered an extra day of leave, as offered by the Council?</b>  <b>A: The Headteacher will get an update on this and will report back as soon as possible.</b></p>
<b>Action:</b>	<b>ACTION: The Headteacher to make enquiries about extra day of annual leave offered by the Council.</b>

<b>AGENDA ITEM 13</b>	<b>LINK GOVERNOR REPORTS</b>
<b>Discussion:</b>	<p>Link governor visits have been taking place over Teams. The following meetings have taken place:</p> <ul style="list-style-type: none"> <li>EYFS – LW reported that nursery is at full capacity now. A lot of work is being done in phonics. It is reported that overall children are about two to three weeks behind.</li> <li>Art, Design and D&amp;T – The Chair reported that an Artist recently visited school and much has been done to organise resources.</li> <li>RE – The Chair met with Mrs Longstaff and discussed Easter events and worship.</li> <li>SEN – The Chair stated that the school is becoming a centre of excellence for SEN which brings in resources but also challenges. Educational Healthcare Plans were discussed.</li> <li>MFL – The Chair stated that French is the predominant focus. A day is to be held where staff are encouraged to speak in French when carrying about routine things, i.e. taking the register.</li> <li>English – SL informed that she has a meeting booked for 15<sup>th</sup> July 2021.</li> <li>The Headteacher confirmed that she will upload the visit report template onto Teams.</li> </ul>
<b>Action:</b>	<b>ACTION: The visit report template to be uploaded to Teams. (HT)</b>
<b>Action:</b>	<b>ACTION: Governors to write up visit reports.</b>

<b>AGENDA ITEM 14</b>	<b>ELECTRICAL QUOTE</b>
<b>Discussion:</b>	Following the last meeting the Headteacher obtained three quotes for electrical work to give a comparison for the quote provided by WN1 Lighting. Governors have had sight of all quotes and agreed to proceed with WN1 Lighting. It is hoped that the work can go ahead over the summer holidays.
<b>Decision:</b>	<b>RESOLVED: Lighting work to go ahead with WN1 Lighting.</b>

<b>AGENDA ITEM 15</b>	<b>REPORT FROM WELLBEING GOVERNOR</b>
<b>Discussion:</b>	JV, RA and JT have all attended wellbeing courses this term.

<b>AGENDA ITEM 16</b>	<b>PARENT QUESTIONNAIRE</b>
<b>Discussion:</b>	<p>A report has been produced providing feedback from a recent parental questionnaire. The report was made available to governors prior to the meeting and includes comments from parents and responses from school where applicable. The report will also be circulated to parents. The curriculum will be available on the school website from September so parents can see exactly what is being taught. The whole report is positive, particularly feedback on home learning.</p> <p><b>Q: What is the response rate: A:</b> 46 families responded.</p> <p><b>Q: What actions will be taken because of feedback where responses are neither agree, nor disagree? A:</b> These areas will be addressed at 'meet the teacher' in September and curriculum information will go onto website pages.</p>
<b>Decision:</b>	<b>RESOLVED: Lighting work to go ahead with WN1 Lighting.</b>

<b>AGENDA ITEM 17</b>	<b>HEADTEACHER'S REPORT</b>
<b>Discussion:</b>	<p>The Headteacher's Report was circulated prior to the meeting. The report provides comprehensive updates under the following headings:</p> <ul style="list-style-type: none"> <li>• Statistical Information</li> <li>• Staffing and Areas of Responsibility</li> <li>• Safeguarding and Child Protection</li> <li>• Attendance</li> <li>• Health and Safety</li> <li>• School Development Plan</li> <li>• PE Funding</li> <li>• Achievement and Attainment</li> <li>• Pupil Premium Grant</li> <li>• Performance Management</li> <li>• Parent Teacher Association</li> <li>• Collaboration with other schools and SSIF</li> <li>• Staff Training</li> <li>• Diocese Church and Community Links</li> <li>• Peelers</li> <li>• Covid 19</li> </ul> <p>The Headteacher highlighted the following and questions were invited:</p> <ul style="list-style-type: none"> <li>• Numbers on roll have increased by 5 to 120.</li> <li>• The Headteacher stated that an application to work with the Star Academy has been successful. The provider is approved by the DfE to provide a two-year programme to newly qualified teachers. The Headteacher and Deputy Headteacher will visit the academy to deliver training. It is positive for staff to go out to other settings and the school will be paid for the training provided.</li> <li>• The Headteacher highlighted the fact that a significant child protection issue has come to a head this</li> </ul>

	<p>week. This has taken up a lot of time. The school was proactive in bringing about multi agency meetings which have had a positive impact. Governors can be reassured that safeguarding procedures are effective in school.</p> <ul style="list-style-type: none"> <li>The school has been successful in receiving another Educational Health Care Plan. Mrs Longstaff and Mrs Thomond were thanked for the considerable amount of hard work that was put into preparing the application.</li> </ul> <p><b>Q: What is the plan for Maths now that Mrs Sumsion is leaving? A:</b> Maths teaching will be fully under the control of the class teacher.</p> <p><b>Q: What will be the impact of staff taking time out of school to deliver training? A:</b> The working arrangements are flexible, early careers teachers will be teaching at this point so it is envisaged that training will take place after school. Finer details are yet to be known as the news that the application was successful has only just been received. The school will receive payment for practitioners' time.</p> <p>The Chair highlighted the many activities that have taken place and the works needed that have now been completed, which is to the school's credit. These are not all recorded in the Headteacher's Report, Sports Day, Artist's visit, Dickens' Day, the newly painted outside area, library painting being finished. The Chair reminded governors that Mrs Bennett writes an article each month for the church magazine.</p> <p>The Headteacher was thanked for her report.</p>
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<b>AGENDA ITEM 18</b>	<b>REPORT BACK ON ADMISSION ARRANGEMENTS FROM SEPTEMBER 2022</b>
<b>Discussion:</b>	The admissions policy and co-ordinated scheme have both been ratified. The agreed admission number for September 2022 is <b>15</b> .

<b>AGENDA ITEM 19</b>	<b>DATE AND TIME OF NEXT MEETING</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>Thursday 25<sup>th</sup> November at 6.30pm</li> <li>Thursday 17<sup>th</sup> March at 6.30pm</li> <li>Thursday 30<sup>th</sup> June at 6.30pm</li> </ul> <p>The following meeting dates were set:</p> <ul style="list-style-type: none"> <li>14<sup>th</sup> September governors meet the staff – 4.30pm</li> <li>Progress Committee – 15<sup>th</sup> Sept 6.30pm</li> <li>Finance Meeting – Weds 6<sup>th</sup> October at 6.30pm</li> </ul>

<b>AGENDA ITEM 20</b>	<b>ANY OTHER BUSINESS</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>The Headteacher reported on an extremely successful sports day. Parents were not able to attend but there were lots of photographs and videos taken to share on the school website.</li> <li>Concern was expressed around road safety during drop off and pick up times with narrow pavements and low visibility. This might be helped by extending the yellow road markings to restrict parking. The Headteacher confirmed that she will investigate this with the Local Authority.</li> <li>The Chair thanked that Headteacher on behalf of the Governing Body and asked that thanks be passed onto all staff for their hard work this year, when they have gone 'above and beyond'. Governors look forward to meeting with staff in the autumn term.</li> </ul>
<b>Action:</b>	<b>ACTION: The Headteacher to make enquiries to the Local Authority with regard to taking measures to improve road safety.</b>

The meeting ended with a prayer and closed at 7.50pm