

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

Date	Thursday 25th March 2021 at 6.30pm
Venue	Remote Meeting via Zoom Video Conference

Present:	Mrs Catherine Bennett Mrs Glad Cooper Mr Tom Hardcastle Mr David Hulme Mrs Sarah Lawrence Dr Lisa Wilson Miss Jo Venn Rev Paul Sumsion Mrs Jan Thomond	Headteacher Foundation Governor Parent Governor LA Governor Foundation Governor Parent Governor Foundation Governor (Chair of Governors) Foundation Governor (Ex-Officio) Staff Governor
Apologies:	Rev Ian Flemming Mr Robert Airey	Foundation Governor Foundation Governor
In attendance:	Mrs Amy Longstaff Mrs Lynne Bailey Mr Gary Moss	Deputy Headteacher Clerk to Governors WN1 Professional Lighting Solutions

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
Discussion:	Governors were welcomed and the meeting opened with a prayer. The meeting was held over Zoom video conference. Mr Tom Hardcastle, who is a recently elected Parent Governor, was given a particular welcome and introductions were made. The Chair informed that Mrs Lisa Wilson has been re-elected as Parent Governor. Mrs Heather Ainscough has been absent for a period and has confirmed that due to personal circumstances she will be officially stepping down as Foundation Governor. The apologies of IF and RA were received and accepted.
Decision:	RESOLVED: That the apologies of IF and RA be accepted.

AGENDA ITEM 3	LIGHTING PROPOSAL (MR GARY MOSS)
Discussion:	Mr Gary Moss and his colleague attended the meeting to present on proposals to replace the lighting in school. Governors were informed of the following: <ul style="list-style-type: none"> • The government is offering an incentive for schools to upgrade to energy efficient LED lighting, by way of an interest free loan for installation which is paid back over time, from the savings made on energy bills. • To qualify for the funding the project must pay for itself within 8 years. • Findings from a survey carried out by the company, indicate that there will be a saving of 62.7% in energy costs per year once the lighting is replaced. • The project cost is £9,960.87 and will be funded by the interest free loan offered from the government. • Based on the savings quoted the lighting will be paid for over a period of 6 years and 4 months.

	<ul style="list-style-type: none"> • There will also be savings made in maintenance costs, which have not been incorporated into the calculations. Lights have a five-year guarantee. The lifespan of LED lighting is 20 years. • The company has researched prices from three installation companies and three manufacturers and will project manage from start to finish. • If the Governing Body accept the proposals an application will be prepared which will take 6 to 8 weeks to process. Once approved the funding will be ring fenced for 12 months. Installation will take less than one week. <p>Q: What will happen if the savings are not made to the extent quoted? A: Savings have been calculated to be 62.7% per annum which does not include savings in maintenance costs, so there is room for some movement. The loan also can be paid over a period of 8 years, also giving room for movement.</p> <p>Q: Is there a maintenance contract? A: A five-year warranty is provided. The school will undertake maintenance through the existing electrician and caretaker, who are very able.</p> <p><i>Mr Gary Moss and his colleague left the meeting at this point (6:50pm).</i></p> <p>Q: Have other schools seen the level of expected savings materialise? A: Two other schools have recommended the company and have reported that the level of savings being made is in line with those quoted.</p> <p>Q: Have quotes been requested from any other companies? A: It was difficult to find companies locally who were able to quote. This company act as a broker who will project manage. They have contacted three companies for a price comparison.</p> <p>Q: When will the work be done? A: The work will be done during the holidays or at weekends when children are not in school.</p> <p>Q: Based on the annual electricity bill, do the savings sound right? A: Yes, the savings sound realistic.</p> <p>Following discussion and questioning it was agreed that a further quote for the intended works be sought from the school's existing electrician so that a price comparison can be made. Information will be circulated to all by email and a decision will be made following this.</p>
Action:	ACTION: Further costings for replacement lights to be sought and circulated to governors.

AGENDA ITEM 4	CHANGES TO THE GOVERNING BODY
Discussion:	<p>The Chair advised of recent appointments:</p> <ul style="list-style-type: none"> • Mrs Cooper has been reappointed as Foundation Governor. • Mrs Wilson has been reappointed as Parent Governor. • Mr Hardcastle has been appointed as Parent Governor. • Mrs Ainscough has stepped down from the Governing Body.

AGENDA ITEM 5	DISCLOSURE OF AND REGISTER OF PECUNIARY INTERESTS
Discussion:	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. Governors were asked to check and confirm that all information is up to date.

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

AGENDA ITEM 7	MINUTES OF THE LAST MEETING (26th November 2020)
Discussion:	Two typos were noted, one under Agenda Item 4 and one under Agenda Item 17. The clerk will amend the minutes. Governors unanimously agreed that the minutes are an accurate reflection of the meeting

	held on 26 th November 2021.
Decision:	RESOLVED: That the minutes of the meeting held on 26th November 2020 are an accurate record.

AGENDA ITEM 8	MATTERS ARISING
Discussion:	<p>Item 3 - Governors to complete and return Code of Conduct and Disclosure of Pecuniary Interest forms. (Action completed)</p> <p>Item 7 - The Chair to propose the reappointment of Glad Cooper as Foundation Governor, at the next meeting of the PCC. (Action completed)</p> <p>Item 9 – DBS check for SL has been completed. Confirmation of DBS for DH and TH to be received. (Action ongoing)</p> <p>Item 11 - The Headteacher to check that the furlough subsidy for the before / after school club staff is sustainable. Reported: Yes, this is sustainable. (Action completed)</p> <p>Item 11 - The Headteacher to give more of a breakdown on the PPG report in terms of costings. Reported: This has been included in the Headteacher’s Report. (Action completed)</p> <p>Item 12 - Governors to confirm that they have read updated KCSiE guidance. (Action completed)</p> <p>Item 17 - DH to update Committee Membership Information. Reported: Governors can view updated information on Teams. (Action completed)</p> <p>Item 17 - The Chair and HT to clarify Link Governor reporting arrangements, document storage etc. Reported: Governors to link with a member of staff rather than with a subject. Governors were requested to look at teacher responsibilities in the Headteacher’s Report and if there is a preferred link to email this to DH. A list of links will be created and circulated. The Headteacher suggested a proforma to use with suggested questions and guidance around what areas to look at. (Action ongoing)</p> <p>Q: Is there an update on the use of the chairlift? A: The chairlift has been decommissioned as annual service and battery replacement is extremely costly. This is something that will be reviewed when required. There are no parents, staff or children who need the use of the stairlift currently.</p>
Action:	ACTION: Governors to confirm preferred member of staff to link to.

AGENDA ITEM 9	UPDATED COMPLAINTS GUIDANCE (to note)
	The Complaints Guidance forwarded by the Local Authority was noted.

AGENDA ITEM 10	REPORTS FROM SUB-COMMITTEE MEETINGS HELD
Discussion:	<p>Progress Committee</p> <p>The Headteacher informed governors of the following:</p> <ul style="list-style-type: none"> • Children’s progress is still being assessed following the latest period of lockdown. • Wellbeing is being assessed and relationships are being re-established. • Progress made by children to Christmas was good, with the majority engaging on-line during periods of lockdown. • Remote learning was ‘tweaked’ during this period of lockdown, as it was noticed that children’s dexterity had been impacted due to increased computer use and less writing practice. • There will be gaps in learning for some pupils, but overall progress appears to be positive. <p>The Chair asked for feedback from Parent Governors at the meeting.</p> <ul style="list-style-type: none"> • LW reported that the quality of home schooling delivered has been exemplary. TH agreed stating that the efforts of staff should be applauded. • LW has linked with other parents for feedback and has written a report detailing information collated. Initially there were concerns around screen time but there has been a shift in opinion relating to the latest period of lockdown as screen time has been reduced. • Parents are pleased with the focus on the outdoor area and outdoor curriculum.

	<p>Finance Committee</p> <p>The minutes were circulated prior to the meeting and DH informed governors of the following:</p> <ul style="list-style-type: none"> • Savings have been made in the budget this year and it is expected that there will be an amount to carry forward into the next financial year. • There has been some underspend/overspend in certain areas, as reported in the minutes. • A close eye is being kept on finances for Peelers as the club has lost money due to extended periods of closure. • The claim made to cover additional expenditure due to Covid-19 has been met. • The next meeting will cover the 2021-22 budget in depth. <p>The Headteacher informed that savings made this year in the budget has allowed for the purchase of much needed IT and D&T resources.</p> <p><i>PS left the meeting at 7.25pm</i></p> <p>Q: Has the question as to whether all staff are receiving the living wage been addressed? A: The Headteacher confirmed that all staff are being paid above the living wage.</p> <p>Q: Has the question of whether staff on temporary contracts can be made permanent, been addressed? A: The Headteacher has queried this with Bury HR. If a post is related to a child with an EHCP then the contract will remain temporary. If a child leaves the school the funding to support the teacher's salary will be lost. Governors discussed the value of having staff on permanent contracts wherever possible.</p>
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AGENDA ITEM 11	REPORT FROM THE WELLBEING GOVERNOR
Discussion:	<p>The CoG reported that she and JT attended training on wellbeing earlier the same day. JT informed of the following:</p> <ul style="list-style-type: none"> • Children are doing well in terms wellbeing. • Staff are doing well, and the staffing questionnaire has helped. • Training has highlighted that there needs to be a strategy in place going forward. • The Governing Body should ensure that the HT and SLT are being supported. <p>The Chair highlighted the following:</p> <ul style="list-style-type: none"> • A Wellbeing Governor should be appointed. • It is advised that the Governing Body carries out an audit of what is being done in terms of wellbeing. • The Governing body should connect, be active, take notice, keep learning, and give. • Staff and pupils should feel safe, loved, and fulfilled. • There should be a whole school approach to parental engagement. <p>DH suggested that when it is possible, arrangements be made for governors and staff to meet informally.</p> <p>SL volunteered to be the Wellbeing Governor. Wellbeing will form part of the Finance & Staffing Committee agenda and feedback will be given at each Governing Body meeting. Children's wellbeing will be discussed by the Progress Committee.</p>
Decision:	RESOLVED: That Mrs Sarah Lawrence be Wellbeing Governor.
Decision:	RESOLVED: That wellbeing be an agenda item for Committees and feedback will be given at full Governing Body meetings going forward.

AGENDA ITEM 12	HEADTEACHER'S REPORT
Discussion:	<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"> • Statistical Information • Staffing and Areas of Responsibility

- Safeguarding and Child Protection
- Attendance
- Health and Safety
- School Development Plan
- PE Funding
- Achievement and Attainment
- KS2 Results
- Pupil Premium Grant
- Performance Management
- Parent Teacher Association
- Collaboration with other schools and SSIF
- Staff Training
- Diocese Church and Community Links
- Peelers
- Headteacher 360 feedback
- Covid 19

The Chair highlighted the following points:

- The rise in pupil numbers is positive, with 101 pupils on roll in Autumn 2018 and 115 pupils on roll in Spring 2021.
- A Health and Safety visit has been carried out.
- Governors were invited to attend the 'Dedication of the Cross and Easter Service' on Thursday 1st April at 1.45pm.
- The Headteacher highlighted attendance data which is positive at 97% and shows how eager children have been to return to school.
- LW praised all staff, who have gone the 'extra mile'. Staff have considered families' personal circumstances to accommodate those who might be reluctant to return, this is reflected in the positive attendance data.

Q: An incident where two males (parents) gained access to the site without coming through the school office, to make a delivery, was referred to. Have measures been put in place to ensure that this cannot happen again? A: The gate has been repaired and is locked. Signs have been put up to say visitors and deliveries must go via the school office. Staffing arrangements at lunchtime/playtime have been changed so that there will always be a member of staff at the point where the parents entered. A staff member will always be on call at lunchtime to assist or to fill any gaps.

Q: Numbers on roll are positive. There are 18 pupils in Year 4, is the cap being protected and if so, how is it exercised. A: The cap sits at 15. There is a limit to numbers in KS1 where 30 children cannot be exceeded to any one member of teaching staff. In KS2 the cap can be exceeded at the Headteacher's discretion. Year 4 numbers were exceeded due to the low numbers on either side of this year group. Subsequently an application from a child with an EHCP was received which could not be refused.

The Headteacher informed that following her 360 review a meeting was held with all staff and this was very productive. A weekly meeting has been introduced for Teaching Assistants. Staff can access the minutes on Teams. Teaching Assistants have also been offered performance management and this is something that will be introduced in the summer term. All Teaching Assistants are taking up the offer.

Q: Is there an opportunity for staff to speak to members of SLT who want to raise any issues? A: Yes, there is an 'open door policy' when SLT are not in class and staff do use this opportunity to raise any issues.

Q: Has there been any concerns raised in the 'Worry Box'? A: No, not yet.

Q: Have all Teaching Assistants been attending the weekly meetings? A: Yes, so far all have attended. Staff do not have to attend the meetings, as they are held in their own time, they can refer to the

	minutes on Teams if they are unable to attend. Under staffing areas and responsibilities AL also has responsibility for languages. The Chair agreed to be the link for this area.
Decision:	RESOLVED: The Chair to be the link with AL for languages.

AGENDA ITEM 13	SCHOOL WEBSITE CHECKLIST
Discussion:	The updated school website checklist was circulated prior to the meeting. Governors noted that the website is fully compliant. The Headteacher is to update the website so that the information fully reflects the personalised curriculum that is being delivered in school.

AGENDA ITEM 14	SCHEME OF FINANCIAL DELEGATION
Discussion:	There have been no changes to the Scheme of Financial Delegation. The Headteacher has approval to authorise payment of any single amount up to £4k.
Decision:	RESOLVED: That the Scheme of Financial Delegation be approved for 2021-22.

AGENDA ITEM 15	ADMISSION ARRANGEMENTS FOR 2022/23
Discussion:	The school has consulted on the proposed arrangements, as previously discussed. Those children attending the nursery provision will have priority and will take second place below looked after children. The updated policy was approved following consultation however governors were mindful that siblings must be accommodated wherever possible.
Decision:	RESOLVED: That the updated Admissions Policy be approved and adopted.

AGENDA ITEM 16	ADMISSIONS POLICY
Discussion:	Discussed under Agenda Item 13.

AGENDA ITEM 17	SRE CURRICULUM
Discussion:	A resource that uses a Scheme in line with the Church of England's teaching has been purchased through Jigsaw. A policy has been produced from this. The Policy is now under consultation with parents.

AGENDA ITEM 18	THE NEXT MEETING OF THE GOVERNING BODY
Discussion:	The meeting was rescheduled to take place on Wednesday 30 th June at 6.30pm. Staff will be invited to meet with governors prior to this at 5.30pm.

AGENDA ITEM 19	ANY OTHER BUSINESS
Discussion:	<ul style="list-style-type: none"> The minutes of the Progress Meeting will be uploaded to Teams as soon as possible. Bury Governors Association has forwarded training information, this will be forwarded onto governors by the Chair. The Chair thanked Governors and staff for their support.

The meeting ended with a prayer and closed at 8.15pm