

Minutes of a meeting of the Governing Body of Wheatcroft C P School
Tuesday 27 September 2022 at 6pm

Present:

Mr C Baxter

Mr R Hirst

Mrs C Webster

Mr O Levett

Mrs M Parkins

Mr G Moore

Mr M Parkins

Miss V Lewis (Clerk)

GB01/22

Welcome from the Clerk:

GB02/22

Apologies

Trudy Petrie – another appointment.

Gav Dyer – unwell.

Absences were considered and accepted.

GB03/22

Membership / Vacancies

Liz Noble resigned wef 31.8.22 so we are awaiting allocation of a new LA governor. Unfortunately, governor support are struggling to recruit LA reps so we will just have to wait. If anyone knows anyone interested they could apply via the LA, the clerk can provide information.

Parent Election ended 26.9.22 – unfortunately no nominations received. Therefore after discussion with the Chair and Headteacher the Clerk has invited Marie Parkins and Gary Moore to take another term as they can be appointed uncontested due to no nominations being received. Both have accepted and have further terms until 25.9.2026.

Matt Parkins' term officially ended 31.8.22 but confirmed he is happy to renew his term, which now expires 31.8.2026.

This leaves 2 further co-opted vacancies. Prior to the Summer there were two interested parties, CM and ST, who both seemed to have the skills and qualities the governing body needed. However, the Clerk and Chris Baxter have both been trying to get in contact and have had no responses.

During the Parent Governor election one parent was interested, but did not nominate herself. She has subsequently emailed the Clerk to say she would still be keen to join but would like to meet the Chair first. If KL took one of the vacant co-opted places that would leave one remaining co-opted vacancy and the LA vacancy. If ST or CM subsequently get in touch they can be offered the co-opted vacancy and if both get in touch one could also be asked to apply via the LA.

Governors all agreed, and at present will run with the following vacancies – 2 x co-opted, 1 x LA.

Governors discussed sending a token of heartfelt thanks to Liz for her extensive dedication and service to the school.

Action: Update membership records.

By: Clerk

Action: Contact prospective governor KL

By: Chair

Action: Arrange to send thanks to Liz Noble

By: Clerk / CB

GB04/22

Election of Officers: Nomination for Chair, Nomination for Vice

Mr. Baxter was nominated for Chair by Richard Hirst, and this was seconded by Marie Parkins. There were no other nominations or expressions of interest and all governors present agreed the appointment subject to acceptance. CB said he would accept a final year's nomination on the proviso that the governing body begin actively planning for Chairperson succession. He feels it is an important year for the school and would like to ensure the appointment of an established Head is completed satisfactorily. **Chris Baxter will act as Chair for the 2022/23 school year.**

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| | <p>Mr. Hirst was nominated for Vice Chair by Chris Baxter, and this was seconded by Catherine Webster. There were no other nominations or expressions of interest and all governors present agreed the appointment subject to acceptance. RH reiterated everything CB had said, and as his term of office ends next Summer, feels this will be his final year as Vice Chair. Marie is keen to shadow Richard with a view to succession planning. Richard Hirst will act as Vice Chair for the 2022/23 school year.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>Action: Update records to reflect elections By: Clerk</p> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| GB05/22 | <p>Election of Committees and appointment of Chairs. Finance Committee: Gavin, Chris, Richard, Matt, Catherine School Performance Group: Gavin, Chris, Marie, Gary, Ollie</p> <p>Appointment of Link governors – governors discussed and agreed the following:</p> <table> <tr><td>SEND:</td><td>Marie Parkins</td></tr> <tr><td>Equalities:</td><td>Marie Parkins</td></tr> <tr><td>Child Protection:</td><td>Marie Parkins</td></tr> <tr><td>Safeguarding:</td><td>Catherine Webster</td></tr> <tr><td>LAC:</td><td>Catherine Webster</td></tr> <tr><td>PP:</td><td>Catherine Webster</td></tr> <tr><td>Behaviour:</td><td>Gary Moore</td></tr> <tr><td>Attitudes to Learning:</td><td>Gary Moore</td></tr> <tr><td>Personal Development:</td><td>Marie Parkins</td></tr> <tr><td>Parental Engagement:</td><td>Catherine Webster / Ollie Levett</td></tr> <tr><td>School Council Rep:</td><td>Richard Hirst</td></tr> <tr><td>Premises:</td><td>Matt Parkins</td></tr> <tr><td>Health & Safety:</td><td>Matt Parkins</td></tr> </table> <p>Headteacher's Performance Review Chris Baxter and Richard Hirst agreed to once again undertake the Interim Headteacher's Performance Management Review.</p> <p>Pay Committee This committee will meet once per year to agree the teaching staff performance and incremental progression. Members: Chris Baxter, Catherine Webster, Matt Parkins.</p> <p>Complaints Panel The Complaints Panel will be convened on an ad hoc basis if required to take account of any previous knowledge of issues, nature of complaint and any conflicts of interest.</p> | SEND: | Marie Parkins | Equalities: | Marie Parkins | Child Protection: | Marie Parkins | Safeguarding: | Catherine Webster | LAC: | Catherine Webster | PP: | Catherine Webster | Behaviour: | Gary Moore | Attitudes to Learning: | Gary Moore | Personal Development: | Marie Parkins | Parental Engagement: | Catherine Webster / Ollie Levett | School Council Rep: | Richard Hirst | Premises: | Matt Parkins | Health & Safety: | Matt Parkins |
| SEND: | Marie Parkins | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Equalities: | Marie Parkins | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Child Protection: | Marie Parkins | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Safeguarding: | Catherine Webster | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Behaviour: | Gary Moore | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Attitudes to Learning: | Gary Moore | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Personal Development: | Marie Parkins | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Parental Engagement: | Catherine Webster / Ollie Levett | | | | | | | | | | | | | | | | | | | | | | | | | | |
| School Council Rep: | Richard Hirst | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Premises: | Matt Parkins | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Health & Safety: | Matt Parkins | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>Action: Update records and website to reflect Committees etc By: Clerk</p> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| GB06/22 | <p>To invite governors to declare confidentiality or any interest in items of business on the agenda – None declared</p> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| GB07/22 | <p>Register of Business Interests / Gift & Hospitality Register / Governors' Code of Conduct– Clerk advised governors needed to complete their annual returns and return to her for filing.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>Action: Update records and file returns By: Clerk</p> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>Action: Contact Trudy Petrie to complete her returns By Clerk</p> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| GB08/22 | <p>Consider and agree Committee Terms of Reference & Scheme of Delegation Governors were asked to consider and adopt the Terms of reference for the Finance Committee, the School Performance Group and the model Scheme of Delegation for the Full Governing Body. All agreed.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| GB09/22 | <p>Minutes of the previous meeting – 18.7.22 Catherine Webster proposed as a true record, seconded by Richard Hirst. All agreed.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | Actions: File and publish agreed Minutes as per procedure By Clerk |
| GB10/22 | Business arising on the Minutes None. |
| GB11/22 | <p>To Receive Finance Minutes 25.5.22 Minutes OF THE LAST Finance Committee meeting 25.5.22 distributed to governors.</p> <p><u>Actions:</u></p> <p>FC28/21 Discover Education Subscription OL : at present we are not using to its full potential and due to changes in the curriculum we have moved away from it. However, it is used more in KS1 so probably needs further evaluation to see if it is cost effective. To be discussed at next Finance meeting with Annika.</p> <p>FC28/21 Portacabin cladding VL : The quote was affordable, however the quote received to repair the play surface in KS2 is very high and means we will need to put funding towards this instead due to health and safety implications.</p> <p>FC31/21 Mrs Jones 0.66 Contract This was offered and accepted. Mrs Jones is currently contracted to 3 days per week plus PPA (0.66 total).</p> <p>FC31/21 Capability Issues This will be discussed at the Finance meeting. KY did seek HR support.</p> <p>FC32/21 Meal Price The new meal price was communicated to parents and Parentpay has been updated accordingly.</p> <p>FC32/21 Y3 Classroom Works These are now planned for October Half Term. VL to meet with Maria Clapham to discuss works.</p> <p>FC32/21 PSHE Curriculum 3 year contract This is in place and being used across school.</p> |
| GB12/22 | Correspondence None received. |
| GB13/22 | <p>Headteacher's Report & SEN updates Gavin Dyer had planned to present verbally however, due to unavoidable absence he is unable to do so. He will prepare a written version to circulate to governors in due course.</p> <p>SEND Summary Update received from Mariana Glass. Governors thanked her for her report.</p> <p>Action: Circulate brief summary report to Governors By: Headteacher</p> |
| GB14/22 | <p>Safeguarding All staff and governors should recognise that there is a corporate responsibility for safeguarding.</p> <p>Summary of safeguarding provided. At this early stage of the year children have returned happy and seem settled. MG has undertaken a SEND/Safeguarding Learning Walk and everything seems positive. Bluebells class have several children with significant needs but this is being managed effectively.</p> |
| GB15/22 | <p>Governor Aims & Objectives Clerk circulated the 21/22 document for reference. Chris Baxter will liaise with Gavin to set the objectives for this year. These will be circulated to governors in due course.</p> |

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| | Action: Agree and disseminate 22/23 aims and objectives to governors | | By: CB / GD / Clerk | | | | | | | | | | | | |
| GB16/22 | Admission Limit Consultation 2024-25 The submission deadline for this return was before this meeting. Mr Dyer consulted with Miss Lewis and Mr Baxter and it was agreed to keep the PAN as 30. There is no issue with being undersubscribed, there are a few spaces across the year groups but we have had enquiries for spaces also. Will still take more children into KS2 classes if they are in catchment area. Return completed and submitted in line with NYCC requirements. | | | | | | | | | | | | | | |
| GB17/22 | Policy Review <ul style="list-style-type: none">Budget Management Policy – model policy updated with wording changes to include references to the RPA insurance. CB signed.Child Protection Policy – model policy. Updated references include <i>peer-to-peer</i> replaced by <i>child-to-child</i>.CP Policy Appendix 1: Child Missing in education – this was prepared before the Summer but should be adopted to run alongside the CP Policy. Governors noted changes required regarding the updated use of class dojo but agreed the appendix in principle subject to changes.Relationship & Behaviour Policy – new policy to replace the previous Discipline and Behaviour Policy. More reflective of the school and national ethos re behaviour practice.School Values & EthosParent/Carer/Visitor Behaviour PolicyCode of Conduct for PupilsHealth & Safety Policy – now using the NYCC Model Policy as opposed to the previous version, which was school written as advised by H&S Adviser. CB signed.SEND PolicyHome : School Agreement – updated with new Headteacher info.Managing Unreasonable Complaints Policy – model NYCC policy. Governors approved all policies. Clerk also advised that following advice from HR, H&S and Governance it is planned to update all policies to be approved at Autumn Term meetings and / or via email confirmation to ensure all policies are up to date regarding changes to staff names and procedures. The schedule of review will then revert to normal from Autumn 2023. <u>Keeping Children safe in Education 2022</u> The new version of the KCSiE has just been published and was circulated to governors before this meeting. Governors have signed to confirm they have read this important document. | | | | | | | | | | | | | | |
| | Action: File and publish Policies as per procedure | | By Clerk | | | | | | | | | | | | |
| | Action; Update CP Policy Appendix 1 re class dojo | | By SENCo | | | | | | | | | | | | |
| GB18/22 | Meeting dates for 2022/23 <table><tr><td>Full governors</td><td>Thursdays at 6pm</td><td>19th January 23, 18th May 23, 13th July 23</td></tr><tr><td>Finance governors</td><td>Wednesdays at 4pm</td><td>23rd November 22, 19th April 23, 28th June 23</td></tr><tr><td>School Performance</td><td>Thursdays at 4pm</td><td>1st December 22, 11th May 23, 6th July 23</td></tr><tr><td>Pay Committee</td><td>Tuesday 11th October 4pm (via zoom)</td><td></td></tr></table> | | | Full governors | Thursdays at 6pm | 19 th January 23, 18 th May 23, 13 th July 23 | Finance governors | Wednesdays at 4pm | 23 rd November 22, 19 th April 23, 28 th June 23 | School Performance | Thursdays at 4pm | 1 st December 22, 11 th May 23, 6 th July 23 | Pay Committee | Tuesday 11 th October 4pm (via zoom) | |
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| | Actions: Circulate full list of meeting dates to all members | | By Clerk | | | | | | | | | | | | |
| GB19/22 | A.O.B. Governors had a brief discussion re Ofsted planning and planning for the further recruitment of established Headteacher in late Autumn / early Spring. Curriculum planning now very robust. | | | | | | | | | | | | | | |

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| | Ollie wished to pass on, on behalf of the teaching staff, how happy they are with Gavin and Vicki as the new Head and SBM respectively. Things are working well and are settled. |
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Meeting closed at: 7.15pm

Signed (Chair):..... Date: ...19.1.2023.....