

LYDGATE JUNIOR SCHOOL

MINUTES OF THE MEETING HELD ON 12th NOVEMBER 2020

Present: Rosemary Fletcher (Chairperson); Stuart Jones (Headteacher); David Kyffin; Julie Farrell; Marelize Joubert; Andrew Hogg; Toyin Aderiye; Mark Alexander; Alix Wall
Also present – Stephanie Holden

In Attendance: David Smith (Clerk to the Governors)

	ACTION
<p>1. Apologies for Absence Apologies for absence were received from Simon Hamilton, Maureen Neill and Carina Kemp and these were accepted.</p>	
<p>2. Declaration of pecuniary interests relevant to this agenda Governors were asked to declare any pecuniary interests relevant to the agenda. There were no pecuniary interests declared.</p>	
<p>3. Confirmation of the minutes of the previous meeting and report on matters arising from the minutes Resolved: That the minutes of the meeting held on 9 July 2020 be approved and signed. Matters arising from the minutes The RSE introduction had been delayed until the summer term as the Local Authority was working out how they would consult with parents re content. There were no other matters arising from the minutes.</p>	
<p>4. Appointment of Chair and Vice Chair and confirmation of term of office Maureen Neill had been Chair for a number of years, however due to technical difficulties she had been unable to attend the virtual meetings. Discussions around the Chair's role were conducted. Rosemary stated that she had no wish to take on the role due to other commitments and no one else wished to be considered. The Headteacher stated that he had been in constant contact with Maureen and, although she cannot attend virtual FGB meetings she is not 'out of the loop' and is still very well versed in school matters. It was resolved that Maureen Neill be elected Chair and that Rosemary Fletcher be elected as Vice Chair for a period of 6 months and the issue would be discussed at the meeting in the summer term.</p>	<p>Clerk to inform Learn Sheffield</p> <p>Summer 2021 Agenda Item</p>

5. Conduct of the meetings in the coming year – whether to continue virtual attendance.

The Headteacher spoke on this item. The possibility of face to face meetings was discussed and the fact that the Local Authority did not outlaw such meetings, but practically it was difficult.

Julie Farrell stated that she did not feel comfortable at this time to move to face to face meetings, and the Headteacher agreed.

The meeting concluded that the next meeting would take place virtually via Zoom.

The clerk to inform Learn Sheffield

6. Approve the ‘Schools Model Disciplinary Procedure’

This was agreed and approved by the Governors.

7. Review and approve the school’s Safeguarding Policy

This was agreed and approved by the Governors.

8. Review and approve the school’s Complaints Procedure Policy

The Headteacher gave an overview of the policy and illustrated how this had worked regarding an incident the previous term. The Headteacher recommended the adoption of the policy.

David Kyffin asked – Had the school received any anonymous complaints? and if so, how had the school responded?

The Headteacher replied that the school had received very few complaints in total (only 2 the previous term) and even fewer anonymous complaints in general. Any anonymous complaint was difficult to challenge, as the school could go through the stages in the procedure. However, when received they were still investigated, it was very important to read all complaints and if these related to safeguarding the school would always refer.

The Complaints Procedure was agreed and approved by the Governors

9. Review of Governing Board membership and vacancies

It was noted that John Hague’s term as Parent Governor had come to an end on 13th October 2020 and that, due to work commitments Carina Kemp had resigned her position as Parent Governor. This left 2 Parent Governor posts unfilled.

The Headteacher stated that the school, aware of JH’s term of office coming to an end, had conducted a recruitment exercise for a new Parent Governor.

Three parents had expressed an interest and an election had been held. **RUTH TULLY** had been elected as a new Parent governor.

Subsequent to the election Carina Kemp had resigned, which left another position available. The Headteacher asked the meeting if the second placed candidate would be suitable to fill this vacancy.

Marelize Joubert - Agreed as it was important to have a full board.
Andrew Hogg - Suggested that it was a sensible decision to appoint the second placed person.

The Headteacher named the new parent governor as **TOM FINNEMORE**.

The meeting was informed that there were an additional 3 Co-opted governor vacancies. It was agreed that these be left vacant until the results of a skills' audit of governors was conducted – see item 15.

Clerk to inform
Learn Sheffield

10. Review the range of committees in place and agree their Terms of Reference

Rosemary Fletcher indicated that there were 2 working committees. T L &P, with Rosemary Fletcher as Chair and Simon Hamilton as Vice Chair. This would continue as before, although David Kyffin would be happy to step in if Simon Hamilton (who was absent from the meeting) did not wish to continue.

Clerk to inform
Learn Sheffield
RF to inform SH

The Resources committee was chaired by Mark Alexander, however Carina Kemp was the Vice Chair, so a new vice chair was needed. Andrew Hogg volunteered for this position. The meeting approved these changes.

11. Committee Minutes and reports

The TL&P meeting had not taken place due to COVID restrictions. The Headteacher commented that due to the interruptions the end of year assessments had not taken place. However, Julie Farrell was working on data and this should be available at the next meeting. There was no report from the Resources committee.

Julie Farrell

12. Headteacher's Report

Prior to the meeting the Headteacher had emailed a comprehensive report and spoke through the report at the meeting. The COVID restrictions and change of working had a significant impact on the running of the school with a changing situation daily and the main focus was on a safe environment for staff and pupils. Julie Farrell had been mentoring the NQT as they needed extra support due to fewer opportunities in their training year. Performance Management Reviews with staff had not been completed due to COVID restrictions around observations and cross bubbling risks, as the school did not want to be in a position of sending 'bubbles' home. In addition, the evidence to support performance of pupils was not available.

The start of the year had seen attendance at 98% with almost a full breath of curriculum on offer. PE had been delivered in the hall and playground. Year 6 had a theatre company deliver a half day workshop with each class, so the school had been able to enrich the curriculum and not just focus on maths and English. The Headteacher noted that it had been difficult to make provision for small numbers of children who were isolating, with little staff capacity to make daily contact. The school had provided the curriculum plan guidance and links to resources that had covered the essentials. The school was not making any provision for the two children whose parents were choosing to keep their children at home.

Toyin Aderiye asked – How were teachers coping with not being able to have conversations or meet in groups to discuss issues they might be having?

The Headteacher stated that the teachers were isolated into a two class bubble so could see and be able to work with at least one colleague. The school had also removed a few expectations to allow the staff to manage workload and if work could be done at home this was allowed. A social distance staff room was still available, all staff had been involved in a mindfulness yoga session and had free access to a counselling service. The focus was on the wellbeing of staff. There had been some stress related absences but the atmosphere in school was good. Alix Wall (staff Governor) stated that staff were in a routine and had quickly settled into a new way of working.

Rosemary Fletcher asked – As the PMR's have not taken place, how would this affect pay progression for staff?

The Headteacher replied that the three performance targets that were set were now largely irrelevant and that the Trade Unions were pushing for staff to progress. At the school there were only a few staff that this applied to and these would be dealt with soon.

Toyin Aderiye asked – Had there been enough time for PE?

The Headteacher replied that there were fewer taught hours than before COVID restrictions, with less structured activities, but what was on offer outstripped the DFE guidelines. Year 4 pupils were still having swimming lessons. Julie Farrell said that Table Tennis, Dance, Football were all still taking place.

An Additional item on the Headteacher's report was a presentation on the recent developments on the RRS school (Rights Respecting School)

Stephanie Holden and Alix Wall led on this item.

The RRS award was supported by UNICEF and the school had achieved a Bronze award in 2014 and Silver in 2015, but this now needed to be reaccredited by November 2021. The school had a SLT steering group, a RRS council with pupil representatives from each class and an Adult Steering

Group. The focus when making decisions was to consider children’s rights at the heart of the decision process. The school was looking to recruit to the Adult Steering Group as this needed to be built from a team of parents willing to support the venture.

Stephanie and Alix then went through a presentation outlining the steps needed to achieve the Silver Award. The focus in school would be on Class Charters, language used embedded into the curriculum and Global Citizenship.

The children would be involved in 3 fundraising events during the year.

- 1 – Children in Need – on 13th November 2020
- 2 – Comic Relief – on 19th March 2021
- 3 – Bears in Sheffield (Children’s Hospital) – date TBC

In addition the children would be involved in campaigning on Road Safety (on Manchester Road), and the move to make the school a plastic clean school. The RRS council met every 3 weeks to discuss progress on these steps. The website would also contain year group blogs in an effort to make the RRS profile obvious to parents. Stephanie and Alix then asked if any Governors would be willing to volunteer to be on the Adult Steering Group? There would be a short training module to complete for anyone willing to join.

Mark Alexander asked – What would be the likely time commitments on the Adult Steering Group?

Alix replied that the Steering Group would meet once a term.

Marelize Joubert and David Kyffin both said that they were willing to support this initiative.

Stephanie Holden would send (via Headteacher) an email with links to the training session.

Rosemary Fletcher thanked Alix and Stephanie for the presentation and thanked Marelize and David for volunteering to be on the RRS Adult Steering Group.

13. To adopt or confirm the Governing Board Code of Conduct – NGA Revised Edition 2020

The Code of Conduct was approved by the meeting.

14. Receive report on spend of Pupil Premium and Sports Premium Grants in previous school year

This item was deferred to the next meeting.

15. Review and update Governing Board skills audit

Headteacher
/Stephanie
Holden

Agenda Item/
Julie Farrell

	ACTION
<p>The school office would circulate the skills' audit to Governors (not forgetting the 2 new Governors appointed at the meeting).</p>	school office
<p>16. School admissions 2022/23 – to approve indicated admissions number</p> <p>The admission number of 120 was approved by the meeting.</p>	
<p>17. Set Governing Board objectives for the year</p> <p>The disruption caused by the COVID restrictions meant that the previous objectives were rolled over into the new year.</p>	
<p>18. Review of the meeting – how has the governing board fulfilled the three core functions for which it is responsible?</p> <p>Rosemary Fletcher commented that the Headteacher's report was encouraging and that the school was meeting the needs of the pupils with the excellent breath of curriculum. Andrew Hogg was pleased on the significant input on the RRS. With no pupil progress to report at this meeting due to the inability to carry out assessments in the summer, data on progress should be available at the next meeting. The Governing Body had met their financial requirements through the Resources Committee.</p>	Agenda Item
<p>19. Review of Governor training opportunities</p> <p>An email had been sent to all governors with details of all the free training opportunities. The Headteacher encouraged governors to have a look and book on these training sessions and inform the school office once these have been completed. The details would then be published on the website.</p>	All governors
<p>20. Any other urgent business</p> <p>There was no other urgent business.</p>	
<p>21. The date and time of the next meeting</p> <p>Agreed that the next meeting be held on 11th March 2021 via Zoom.</p> <p>(the summer meeting is scheduled for 8th July 2021).</p>	
<p>Meeting closed at 21:00</p>	