



Minutes of a meeting of the Local Governing Body of Croft Church of England Primary School held in school on Tuesday 28th September 2021 commencing at 4.00pm.

Be happy: aspire, believe, achieve

Core Functions of GB:

- **Ensure clarity of vision, ethos and strategic direction**
- **Holding the Head Teacher to account for the educational performance of the school and its pupils, and the performance management of staff**
- **Overseeing the financial performance of the school and making sure its money well spent**

Actions list:

- Chair to add ‘golden threads’ to monitoring form as a focus when completing visits
- Agreed monitoring visits/reports to be completed prior to the next meeting. Clerk to add to agenda
- Chair to circulate Monitoring schedule for Autumn Term and draft of Parent Questionnaire for consultation
- Clerk to add Confirmation of Read of KCSIE, 2021 Child Protection Policy and NGA Safeguarding to next agenda
- Governors to forward completion certificates for all statutory online learning for retention in school
- Chair to progress expression of interest in Parent Vacancy
- Chair to collate Skills Audit and progress Monitoring training with M Smit
- Chair to sign NGA Code of Conduct on behalf of LGB and retain completed Registers of Business Interests and Gifts and Hospitality

Opening Prayer – The Vice Chair opened the meeting with a prayer.

Comments from the Chair – The Chair welcomed Governors to the first face to face meeting since the start of the Pandemic.

Present: A Russell (ARu) (Chair), J Clarke (JCI) (Vice Chair), S Robson (SRo) (Head Teacher), D Blenkharn (DBI), N Bleasby (NBI), N Potts (NPO),

Apologies: None

In Attendance: V. Brown (LA Clerking Service), V Waugh (Associate Governor)

Minute No.		Action and time scale
LGB 89/21	<u>Apologies for absence and to determine whether any absences should be consented to.</u> Agreed: No apologies received	All

LGB 90/21	<u>To remind governors of the need to declare interests, pecuniary or non-pecuniary.</u> Agreed: No declarations of interest received	All
LGB 91/21	<u>To determine whether any part of the proceedings should be treated as confidential.</u> Agreed: No items to be treated as confidential and excluded from the minutes made available to the Public.	All
LGB 92/21	<u>Notification of urgent other business</u> <ul style="list-style-type: none"> • Code of Conduct – 2021 • Register of Business Interests • Gifts and Hospitality register Agreed: Items accepted	All
LGB 93/21	<u>To approve as a correct record the Minutes of the meeting held on 13th July 2021</u> (circulated via TEAMS prior to the meeting) The Chair confirmed Governors read and invited comments/queries. No comments/queries received. Agreed: That the minutes of the meeting held on 13th July 2021 be signed by the Chair as a true and accurate record of the meeting	All Chair
LGB 94/21	<u>To consider matters arising from the minutes and for which there is no separate agenda item.</u> The Chair updated Governors on the actions from the last meeting: <ul style="list-style-type: none"> • Clerk to forward LGB preferred nomination of ARu for appointment as LGB Chair for the next academic year to the Trust Board for consideration and approval. - Completed • Clerk to add Records of contact with Subject Leaders to September agenda - Completed • Head Teacher to circulate Summary of pupil assessment information when available - Completed • Chair/Head Teacher to formalise suggestions/ideas on the School Vision – 3-5 years for further discussion in the Autumn Term - Ongoing <p>Impact of the July meeting - Governors suggested and agreed the following impact from the previous meeting:</p> <ul style="list-style-type: none"> • Presentation from GMc updated Governors with progress of RSE mapping through science/computing and learning overview • Information received made Governors aware of developments in teaching/learning of spelling • Governors updated on Digital learning across the curriculum and the impact of the use of IPADS 1:1 through presentation 	

	<ul style="list-style-type: none"> • Discussion re the vision and strategic view of the future of school linked to SDP provided Governors with information for consideration/discussion • Annual statement of Governance discussed/approved informs the school community of the work of the LGB • SEND report provided Governors with update on inclusion and monitoring of progress across the school of children with SEN <p>Agreed: No matters arising from the Actions list for which there are no separate agenda items</p>	
LGB 95/21	<p><u>Date of next meeting</u> Agreed: Tuesday 23rd November 2021 at 4.00pm in school</p>	All
	PART 'B' – FINANCIAL	
LGB 96/21	<p><u>Financial update</u></p> <ul style="list-style-type: none"> • Monitoring Reports for June and July (available on TEAMS prior to the meeting) – The Chair highlighted the variance to budget due to the increased time in school of the SENCO. • Updated Start Budget (available on TEAMS prior to the meeting) – The Chair confirmed that sufficient surplus is available to cover any deficit • Nursery and OOSC – The Chair informed well attended with 10 starters and 13 in reception • Pupil numbers – The Chair informed 102 on roll. She drew attention to the Recovery Funding which is based on numbers of Pupil Premium children in school. The minimum is £2K a year • Pupil Admission Numbers (PAN) additional item – The Chair informed 15 proposed and agreed. She made Governors aware of request during consultation to go above for mid-year applications. <p>Agreed: (1) That the monitoring reports for June and July be received (2) That the Pupil Admission Number proposed at 15 be approved</p>	All
LGB 97/21	<p><u>Review of SLA's</u> The Chair informed all positive comments and issues have been reported to the Trust these will continue to be monitored</p>	
LGB 98/21	<p><u>Premises Update</u> The Chair informed no further update since the last meeting on appeals for unsuccessful bids The Head</p>	

	<p>Teacher expressed the opinion that any consideration of a future bid for fencing of part or all of the grounds needs to be completed in partnership with the Community. He led Governors through the issues relating to litter, balls and animals and highlighted the need to protect the outdoor school area particularly Forest schools. He suggested further discussions are held with the community prior to any decision.</p>	
	<p>PART 'C' – SCHOOL IMPROVEMENT</p>	
<p>LGB 99/21</p>	<p><u>To receive SEF, SDP inc Recovery Plan (Catch up strategy) and LGB Development Plan 2021/22</u> (available prior to the meeting on TEAMS)</p> <ul style="list-style-type: none"> • SEF - The Head Teacher informed following advice from the Trust Diocesan SIP the SIAMS and Ofsted SEF have been merged into one document. He drew attention to the golden highlights on statements throughout the document and informed these statements are linked to the three key words of perseverance, independence and respect in the school vision. He explained these are the 'golden threads' that Staff and Governors can identify when monitoring. He led through the statements and highlighted link to words. The Chair informed she will pick up the individual threads and add to monitoring report templates as a reminder of focus when monitoring. The Head Teacher confirmed the SEF has been scrutinised by the Trust SIP advisers and they have recommended that the grading is outstanding. He expressed the opinion work will be needed in some areas and commended the staff for their input which is above and beyond requirements. <p>Q) Do you feel high achievers receive as much emphasis as lower attainers? A) Previously this was not an issue. We now have an increase in the numbers of high attainers which will be a focus for support. We are happy with their progress to date.</p> <ul style="list-style-type: none"> • SDP - The Head Teacher informed the Recovery Plan is included in the Development Plan. The Catch up strategy is to be updated due to changes in the proforma. This now needs to be included in the Pupil Premium Strategy. He explained the focus of the plan and the measurement against success criteria by monitoring actioned by key people. He led through the key aims of the Plan and the progress to date 	

	<ul style="list-style-type: none"> • Allocation of any outstanding areas of responsibility – See GB Handbook – on TEAMS. The Chair updated Governors on the following: <ul style="list-style-type: none"> • Constitution of LGB – process for recruitment of Parent Governor in place. Vacancy advertised one expression of Interest received. The Chair briefly led Governors through the background to the potential nominee. • Identify priorities and areas for monitoring by GB, Curriculum, SDP – CPD has been arranged. Governors will be reminded of areas of curriculum assigned. • Effective communication with Community Parents – Open collective worship, possible the last Friday of term 22nd October. All Governors encouraged to attend. • Events planned – Visit from Dogs Trust. • Monitoring subjects – The Head Teacher suggested that link Governors liaise with subject leaders to discuss key areas and individual threads. The Chair highlighted the external review on 6th December and suggested monitoring reports be produced for the next meeting • To discuss formalised suggestions/ideas on the School Vision – 3-5 years – The Head Teacher reminded Governors of the areas suggested in the previous discussion relating to the school vision <p>Agreed: (1) Chair to add ‘golden threads’ to monitoring form as a focus when completing visits (2) Chair to circulate reminder of link Governor areas for monitoring/links with staff (3) Monitoring reports to be completed prior to the next meeting. Clerk to add to agenda (4) That the SEF/SDP and GB Development Plan be received.</p>	<p>Chair</p> <p>All</p> <p>Clerk</p>
<p>LGB 100/21</p>	<p><u>Report of the Head Teacher</u> (available prior to the meeting on TEAMS)</p> <p>The Head Teacher confirmed Governors read/receipt of the Report and End of Year Data circulated at the end of the summer term. He invited comments/queries on the Report and Data</p> <p>Q) Are the orange/red areas on the data attributable to Covid?</p> <p>A) It is partly the Impact of Covid but also the mobility of students. We have some challenging year groups with high percentages of SEN children which can affect data. There is also a big gender difference. The focus for recovery is the low achievers/SEN. An appointment has</p>	

	<p>been made to support Inclusion and SEND across the school.</p> <p>Q) Pre Covid parents were involved with spellings and homework will this be continuing? A) Spelling is a priority area for this year. A new scheme is to be introduced which is still in the process of implementation.</p> <p>Q) What is being done to improve writing? A) we are currently reassessing everything across the school. Writing was challenging to support as home learning hence the dip. This goes hand in hand with spelling, it is early days yet but routines will be re-established. Staff are currently producing action plans which will be put into place from half term onwards. The focus for the next few weeks will be completing baseline assessment in individual areas across the school. Writing/Spelling is definitely a priority.</p> <p>The Head Teacher made Governors aware of events to re-engage parents which will have more details next meeting. The Staff Governor briefly led Governors through the proposed revised way of teaching spelling and informed this has not yet been launched with staff.</p> <p>Q) How many current cases of Covid in school and what is the impact? A) Currently there is one case and one member of staff testing. At the beginning of term two children were isolating. Current guidance is to remain open. We are trying to work positively and identify if Covid or other symptoms. An email has been sent to clarify issues with Parents. The advice is to contact school with any concerns.</p> <p>Governors discussed parental reaction to the email and suggestions for future emails. The Head Teacher reminded Governors of the removal of bubbles and the effect now across the whole school. He encouraged anyone with concerns to contact the school directly for clarification.</p> <p>Agreed: (1)That the Report of the Head Teacher and Data report be received. (2) Thanks to the Head Teacher for his work and presentation (3) Governors commended the Head Teacher on the quality of his Reports</p>	<p>All</p>
<p>LGB 101/21</p>	<p><u>To review Pupil Premium Strategy</u> (available on TEAMS prior to the meeting) The Chair highlighted the importance of Governors being aware of the focus for the funding Agreed: That the Pupil Premium Strategy be received</p>	
<p>LGB 102/21</p>	<p><u>To review PE Strategy</u> (available on TEAMS prior to the meeting)</p>	

	<p>The Head Teacher informed the Strategy is still to be finalised due to delays with Covid. Activities are now taking place again. He led Governors through the key areas for development and highlighted Sports Coaches, Forest schools and the return of volunteers to school.</p> <p>Agreed: That the PE Strategy be received</p>	
LGB 103/21	<p><u>To review Governor Monitoring Schedule Autumn Term</u></p> <p>The Chair informed the Parental Questionnaire will be circulated following Parents evening. A draft will be circulated for consultation.</p> <p>Agreed: Chair to circulate Monitoring schedule for Autumn Term and draft of Parent Questionnaire for consultation</p>	Chair
LGB 104/21	<p><u>To review Safeguarding –</u></p> <p>The Chair reminded Governors of the need to read the full KCSIE document and the 2021 Child Protection Policy</p> <ul style="list-style-type: none"> • New KCSIE September 2021 – full document – all Governors to confirm read. • New Child Protection Policy 2021– all Governors to confirm read • NGA Safeguarding – all Governors to confirm read <p>Agreed: Read of KCSIE, 2021 Child Protection Policy and NGA Safeguarding to be confirmed at the next meeting. Clerk to add as agenda item</p>	Clerk
LGB 105/21	<p><u>Correspondence from the Dales, DFE and Diocese</u> (available on TEAMS prior to the meeting)</p> <p>The Chair drew attention to the Dales policies available on TEAMS and informed additional policies are to be developed including Peer to Peer abuse</p> <ul style="list-style-type: none"> • Dales HR policies – for information <p>Agreed: That the Dales HR policies be received</p>	
LGB 106/21	<p><u>To ratify the following policies:</u></p> <ul style="list-style-type: none"> • Charging and Remissions – available on TEAMS prior to the meeting • Child Protection September 2021 – available on TEAMS prior to the meeting • Home School Agreement – available on TEAMS prior to the meeting • School Uniform – The Head Teacher sought Governors views on changes to the current school uniform and PE uniform. He informed on the recent revisions to the supervision of mixed gender pupils changing in the same area and highlighted the time this takes out of the school day. He shared his thoughts on reviewing the uniform to allow outside activities/access to outdoor areas to take place without the necessity to change, while still remaining smart for the 	

	<p>remainder of the day. The School Office Manager is investigating affordable sources for samples of uniform for consultation with Parents. He informed staff are positive and would like to see options and discuss further. Governors forwarded and discussed their views</p> <p>Agreed: To be investigated/discussed further</p>	
LGB 107/21	<p>Update on Dales Agreed: No updates since the last meeting</p>	
LGB 108/21	<p>To review Governor training</p> <ul style="list-style-type: none"> • All Governors to Complete online Child Protection, Prevent and Counter Terrorism training (links provided by email) The Chair informed links for Governor training and E-safety have been circulated <p>Agreed: Governors to forward completion certificates for retention in school</p>	All
LGB 109/21	<p>Update on SIAMS (report available on TEAMS) The Vice Chair commented on the positive feedback received in the visit and report</p> <ul style="list-style-type: none"> • SEF/SDP include SIAMS – Covered Item LGB 99/21 	
LGB 110/21	<p>To review MAT Local GB</p> <ul style="list-style-type: none"> • Vacancies/Appointments – The Chair informed expression of interest received for Parent vacancy which will be progressed • Renewal Term of Office – DBI – The Chair sought the views of DBI on continuation of term of office for a further four years. • Statutory training – Safeguarding/ Prevent/ E Safety/ Counter Terrorism – Covered in Training • Skills Audit - Chair to collate • Agree CPD plan – Chair to progress Monitoring training with M Smit <p>Agreed: (1) Chair to progress expression of interest in Parent Vacancy (2) That the Term of Office for DBI be renewed from the date of this meeting for four years (3) Chair to collate Skills Audit and progress Monitoring training M Smit</p>	Chair DBI
	PART ‘D’ – HEALTH & SAFETY	
LGB 111/21	<p>To review Health and Safety (July report available in TEAMS prior to the meeting) The Chair informed Paperwork check will be actioned in the Autumn term with the LA H&S Adviser</p> <ul style="list-style-type: none"> • Covid RA and risk assessments – available on TEAMS prior to the meeting • Accidents and near misses - Deferred • Emergency response plan - Deferred 	

	PART 'E' – OTHER BUSINESS	
LGB 112/21	<p><u>To deal with any matters agreed for consideration.</u> The Chair reminded Governors of the need to complete and return the Register of Business Interests and Gifts and Hospitality Register.</p> <ul style="list-style-type: none"> • Code of Conduct – 2021 – Chair to sign • Register of Business Interests – All to complete and return • Gifts and Hospitality register – All to complete and return <p>Agreed: Chair to sign Code of Conduct on behalf of LGB and retain completed Registers of Business Interests and Gifts and Hospitality</p>	Chair
	PART 'F' – PERSONNEL	
LGB 113/21	<p><u>To review staffing</u></p> <ul style="list-style-type: none"> • Staff Health and Well Being – The Chair sought the views of the Staff Governor on their Health and Well Being. Governors expressed the opinion that things are returning to normal and much better than last year with less change. New staff are settling well • Performance Management HT – date to be arranged • Review of recommendations for teaching staff pay progression – The Chair confirmed that reviews of Support staff are to be completed in the Autumn Term <p>Agreed: Date for HTPM to be arranged</p> <ul style="list-style-type: none"> • 	
LGB 114/21	<p><u>Impact of the meeting</u> Agreed: All to consider and bring suggestions to the next meeting</p>	

Meeting closed at 5.36pm