

**P R E S E N T:-**

Mrs A Lister (in the Chair)

Mrs J Banks, Mrs S Burdass, Mrs O Cunliffe-Lister, Mrs H Jameson, Mrs A Jackson, Mr A Lawson, Mrs R Lee, Dr C Shipley, Mrs J Thompson and Mrs J Warkup.

Also in attendance – Mrs P Lee (New Governor).

Clerk to the Governing Body – Mrs S Trulio.

**MESSAGE FROM THE CHAIR**

Prior to the start of the meeting, the Chair welcomed all governors back following the summer 2020 break. She then conveyed a message of thanks, on behalf of the entire governing body, to the Headteacher and the staff at the school for their hard work and dedication during the Covid-19 pandemic.

1969 **APOLOGIES**

No apologies for absence were received, the meeting was in full attendance.

1970 **CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

RESOLVED: that the following items be raised under any other urgent business:

- School Lunches;
- Class 4 Teacher Professional Development Request.

1971 **DECLARATION OF INTERESTS**

RESOLVED: that no declarations of interest were received on any item on the agenda.

1972 **PECUNIARY INTERESTS**

It was explained that all Pecuniary Interest forms should now be returned to the Clerk and not to the school. Governors were asked to forward their completed forms to the Clerk as soon as possible and the Clerk thanked those governors who had already done so.

- RESOLVED:
- a) that governors complete their Declaration of Pecuniary Interest forms and send them to the Clerk;
  - b) that the Register of Pecuniary Interests be reviewed and updated.

## 1973 **MEMBERSHIP**

Mrs Banks informed governors that she would be retiring at the end of the current academic year however, she would be continuing in her role as governor until that time.

The Headteacher shared that she had made some progress with the vacancy for a Foundation governor. A family had very recently joined the school and the father was in training to become a Vicar. He had also been a governor at the family's previous school and had a background in education. He was very interested in the vacancy and the Headteacher confirmed that she would liaise with the Diocese and keep governors informed as this progressed.

- RESOLVED:
- a) that Mrs Banks would be retiring at the end of the current academic year;
  - b) that the Headteacher would keep governors updated on the progress of the Foundation governor vacancy.

## 1974 **APPOINTMENT OF LOCAL AUTHORITY GOVERNOR**

The Chair introduced Mrs Pam Lee and explained that she had recently completed an application to become the Local Authority governor at the school. Mrs Lee gave governors an insight into her background in both education and governance and governors welcomed her to the school and the governing body.

RESOLVED: that Mrs Lee be appointed as an Authority Governor.

NOTE: Mrs Burdass and Mrs Thompson joined the meeting at this point.

## 1975 **ELECTION OF CHAIR**

Governors discussed the term of office for the Chair and agreed that it would be for one year. Mrs Lister confirmed that she would be happy to stand again as Chair and Dr Shipley also expressed an interest in the role. Governors asked Mrs Lister and Dr Shipley to leave the meeting briefly whilst the vote took place.

NOTE: Mrs Lister and Dr Shipley left the meeting at this point.

Governors discussed the nominations for the position and queried the best way for them to submit their votes anonymously in a virtual meeting format. The Clerk suggested that governors send their votes to her via direct message and that she would collate them and report the result.

NOTE: Mrs Lister and Dr Shipley re-joined the meeting at this point.

Governors were informed that the votes had been counted and were in favour of Mrs Lister remaining as Chair for a further year.

- RESOLVED:
- a) that the term of office for the Chair be until the autumn term of 2021;
  - b) that Mrs Lister be elected Chair.

(Mrs Lister in the Chair)

1976 **ELECTION OF VICE CHAIR**

Governors agreed that the term of office for the Vice Chair would also be for one year. Dr Shipley explained that he would be stepping down from the role and governors were asked to submit nominations for the position. Mrs Thompson nominated Mrs Burdass for the role and this was seconded by a number of other governors. Mrs Burdass confirmed that she would be happy to take on the role of Vice Chair for a one year term.

- RESOLVED:
- a) that the term of office for the Vice Chair be until the autumn term 2021;
  - b) that Mrs Burdass be elected Vice Chair.

NOTE: Mrs Banks left the meeting at this point.

1977 **REVISION OF COMMITTEES AND DELEGATION OF FINANCIAL RESPONSIBILITIES**

- RESOLVED:
- a) that membership of the committees be as follows:

Appeals Committee Quorum: 3

Three governors not involved in the original decision.

Behaviour, Safety & Attendance Committee Quorum: 3

Mrs H Jameson;  
Mr A Lawson;  
Mrs A Lister;  
Mrs P Lee;  
Mrs J Thompson;  
Mrs J A Warkup.

Finance Committee Quorum: 3

Mrs J Banks;  
Mrs S Burdass;  
Mrs O Cunliffe-Lister;  
Mrs H Jameson;  
Mrs P Lee;  
Mrs A Lister.

Leadership and Management Committee Quorum: 3

Mrs J Banks;  
Mrs S Burdass;  
Mrs O Cunliffe-Lister;  
Mrs H Jameson;  
Mrs P Lee;  
Mrs A Lister.

Mrs S Burdass;  
Mrs H Jameson;  
Mrs A Lister;  
Dr C Shipley;  
Mrs J Thompson.

Additional governors to be co-opted as and when required.

b) that the extent of delegation be as follows:

Appeals Committee

Hears appeals against pay policy decisions;  
Hears appeals against dismissal or redundancy decisions;  
Hears appeals against decisions relating to disciplinary issues;  
Acts as Grievance Appeals Panel;  
Hears parental appeals against exemptions from the national curriculum.

Behaviour, Safety & Attendance Committee

Acts as Complaints Committee;  
Acts as Pupil Discipline Committee;  
Acts as Sites and Buildings Working Party;  
Acts as Health & Safety Committee - carries out H&S walk around school;  
Acts as Safeguarding Committee.

Finance Committee

Responsible for approving service level agreements;  
Responsible for scrutinising the school budget.

Extent of Financial Delegation:

The full governing body retains the power to approve the budget and the responsibility for compliance with financial regulations;  
The Headteacher authorised to incur expenditure within an approved budget and to vire between budget headings up to a limit of £5,000 per transaction; transactions over this amount to be referred to the Finance Committee for approval.

Leadership and Management Committee

Forms the Deputy Selection Panel;  
Determines the pay policy;  
Responsible for redundancy decisions;  
Appointment and discipline/dismissal of staff delegated to the Headteacher and Chair;  
To agree and review the performance and pay of the Headteacher.

### Teaching and Learning Committee

Governors to carry out a monitoring role.

c) that the delegation of staffing responsibilities be:

The responsibility for the appointment and dismissal of staff be the Headteacher in consultation with one or more governors in accordance with the staffing regulations 2009.

## 1978 **ELECTION OF GOVERNORS WITH SPECIAL RESPONSIBILITIES**

- RESOLVED:
- a) that Mrs Cunliffe-Lister be appointed as a numeracy, gifted & talented, attendance and Year 3 governor;
  - b) that Dr Shipley be appointed as a geography, history, science, PE and Year 1 governor;
  - c) that Mrs Warkup be appointed as a safeguarding, EYFS and educational visits governor;
  - d) that Mrs Burdass be appointed as a disadvantaged pupils, ICT and Year 5 governor;
  - e) that Mrs Jackson be appointed as a numeracy, literacy and Year 6 governor;
  - f) that Mrs Thompson be appointed as a history, geography, PE, RE, SEND and Year 2 governor;
  - g) that Mr Lawson be appointed as an arts and Year 4 governor.

## 1979 **MINUTES**

RESOLVED: that the minutes of the meeting held on 25 June 2020 be confirmed and signed at the next available opportunity in light of the current Covid-19 restrictions.

## 1980 **MATTERS ARISING FROM THE MINUTES**

- a) to review matters arising;

### Minute 1962 – Report of the Headteacher

The Headteacher shared that pupil who had joined the school from Pocklington had been awarded funding for one to one support which was now in place. Both the school and the parents were delighted with how the pupil had developed both personally and academically.

b) to review actions agreed at the previous meeting;

#### Minute 1960 – Matters Arising from the Minutes

It was explained that the School Fund Account was about to be audited prior to the Covid-19 pandemic however, as a result of the lockdown and national school closures this had not yet taken place. Mrs Banks confirmed that she had contacted the Local Authority and they had confirmed they would audit the account once the auditing service was resumed. It was hoped that the audited School Fund Account would be presented at the next meeting of the full governing body in the spring 2021 term.

RESOLVED: that the School Fund Account be presented at the next meeting of the full governing body.

#### 1981 **COMMITTEE MINUTES**

RESOLVED: that no committee minutes were presented.

#### 1982 **SCHOOL FUND ACCOUNT**

RESOLVED: that the School Fund Account be presented at the next meeting of the full governing body.

#### 1983 **SCHOOL FINANCIAL VALUE STANDARD**

The School Financial Value Standard (SFVS) had been presented at the meeting of the Finance Committee earlier that day and the committee had recommended this for approval by the full governing body.

RESOLVED: that the School Financial Value Standard be approved and signed for submission to the Local Authority.

#### 1984 **REPORT OF THE HEADTEACHER**

The report of the Headteacher was considered and the following highlighted:

##### a) Overview

The Headteacher shared that it was really lovely to have everyone back in school and that all pupils had settled well and seemed happy to be back. It was difficult because it was not school as everyone was used to and all the things that made Burton Agnes CE Primary School special were not being seen as much. Assemblies were being done virtually and worships were taking place in classrooms. Pupils did not eat lunch together so they were not able to socially interact as they had done previously. The staff were making every effort to make the most of the situation and be as positive as possible.

All of the staff in school were feeling the pressure to keep everybody safe as well as the pressure to catch pupils up if they were falling behind. There was no downtime for staff at all. They did not get the same break and lunch times and while everyone was pulling together, it was “exhausting”. The Headteacher shared that she could not

thank the staff enough because there was a real team effort and they had gone above and beyond and were working extremely hard.

Pupil wellbeing was the main priority and staff had taken some time in the first few weeks to make sure they were all well but most pupils had not needed this and had settled back in straight away. Pupils were so happy to be back and ready to learn so staff went back to normal and just gave any support where needed. The school was feeling like a happy place.

It was confirmed that there was no leadership development taking place at the moment as staff were far too stretched. The main priority was the pupils and to keep everyone safe and well.

b) Health and Safety

When fully re-opening the school in September 2020, the school had simply extended a number of the practices from the partial opening in June 2020. Videos had been shared with pupils online so they could see how things would be when they came back to school and knew what to expect. Parental feedback was that this had been really helpful.

All risk assessments had been adapted and the school had continued with the additional cleaner on a lunchtime for an extra two hours per day. Ms Lauren Newham, Safety Officer at the Local Authority, had visited the school and was happy with the practices that had been put in place. The breakfast club and after school club had re-opened with reduced numbers and in keeping with the bubble system. The aim was to try and keep everything as normal as possible.

A total of seven people had been tested for Covid-19 at the time of this report however, all tests had been returned negative. One parent had tested but never received her test results so the pupils were kept off school for 14 days as a precaution.

The Headteacher shared that the Local Authority helpline was extremely helpful and that she had appreciated the support given by them. All the advice was supported by Public Health England so any information given out regarding a positive test or self isolation had come from higher up and this had been communicated to parents.

**A governor enquired as to how staff were coping.** It was explained that there had been some reluctance when face coverings in communal areas became mandatory however, generally the mood of the staff was good despite how exhausted they were. The Headteacher shared that she was trying to keep staff morale up as best she could but that they would all be ready for the half term break. The Staff governor also commented that the Headteacher was doing a fantastic job and that this in itself was a boost to staff morale.

It was noted that this year the Local Authority was offering Flu Vaccination vouchers for school staff and that all staff bar one had taken this up.

c) Remote Learning

The Headteacher explained that there was a requirement for all schools to have a remote learning plan in place from 22 October 2020 and this plan had been shared with governors prior to the meeting.

The plan was split into three layers which addressed the issues of pupils and/or staff having to isolate and both potential full and partial closures of the school. A parent survey on home learning had been conducted however, the response had been disappointing with only 28 responses out of a possible 64 received.

Home learning information had also been added to the school website and all other online resources such as Mathletics and White Rose Maths would still be in place. Feedback from parents had been that these had worked well during the previous school closure. If school were to be placed into another full lockdown, there would be some virtual contact from teachers every day and parents would need to engage with the home learning. That expectation had not been there during the first lockdown but would be next time and there would be the opportunity to upload pupils' work for review. **A governor enquired whether any live teaching would be carried out if the school were to close.** The Headteacher explained that staff would not be asked to do live lessons as there were too many safeguarding issues plus, this would open staff up to criticism and put them under a lot of pressure. Both the Local Authority and Department for Education (DfE) did not support the implementation of live teaching.

d) Catch Up Funding

The school had been allocated £6,500 over the year with £1,640 to be spent this term however, it was up to the school how the funds would be used. Governors needed to be aware of how this money was spent and a detailed breakdown of the Catch Up Funding expenditure had been provided to governors prior to the meeting.

The Headteacher shared that the October 2020 training day would be dedicated to how this funding was used and how to support identified learners. The school was very confident in the curriculum as there had been a lot of work done last year.

e) Pupil Numbers

Currently, the school's Published Admission Number (PAN) was 14. This number had been calculated by the Local Authority based on classroom capacity. It was thought that the school could potentially increase this to 15 however, the Headteacher felt that at present it should be kept at 14.

There had been three pupil transfers at the end of July 2020. One pupil had transferred to Pocklington which the school had expected and two pupils had transferred to Nafferton Primary School which the school had not been expecting. There had also been four pupils join the school from Kilham Primary School.

In terms of the Reception intake, the school had been full with 14 pupils but were now down to 13 due to the aforementioned transfer. A total of six of those pupils had been from catchment areas, the rest had been out of catchment.

There was currently one pupil in Year 6 who was being educated at home. When staff had been asked to wear face coverings in school the family had decided it must not be safe and opted to home educate until Christmas 2020 at the earliest. The protocol was that the pupil would have to be removed from the school roll and then re-apply for their place when they wanted to return. The Headteacher confirmed that she had shared the curriculum plan for this term and signposted the family to websites as the school would have to pick up this learning should the pupil return to school.



f) Attendance

Attendance for the autumn 2020 term had been varied due to pupils having time off for Covid-19 related reasons. There was one family whose attendance was causing concern however, outside agencies were working with the Headteacher on this.

Holiday in term time requests had reduced dramatically and there had only been one request for two days off thus far.

g) Governor Involvement in School

The Headteacher shared that she was continuing with the assumption that governor involvement in school currently was non-existent due to the current circumstances. Governors agreed that it might be worth discussing some ideas of remote monitoring such as pupil interviews via Microsoft Teams (with the Headteacher present for safeguarding purposes). Pupils could show governors their work discuss key learning. Governors could also completed their link visits with subject leads virtually.

RESOLVED: that the report of the Headteacher be received.

1985 **SCHOOL IMPROVEMENT PLAN 2020/2021**

The Headteacher provided governors with a verbal update on the School Improvement Plan.

It was agreed that it was not realistic to expect any school improvement in the current half term. The focus needed to be developing a comprehensive remote learning plan and catching the pupils up. The current School Improvement Plan ran from January to January and the Headteacher shared that she would aim to look at this after the October 2020 half term break and have a new plan ready for January 2021.

The Relationships and Sex Education (RSE) policy was originally meant to have been in place by September 2020 however, the DfE had relaxed this due to Covid-19 and it now needed to be in place by July 2021.

RESOLVED: that the School Improvement Plan 2020/2021 update be received.

1986 **SAFEGUARDING REPORT**

The Safeguarding Report had been circulated to governors prior to the meeting. The Headteacher shared that the biggest upturn seen was the amount of Operation Encompass alerts which had increased considerably over lockdown and the summer 2020 break.

There was currently one pupil on the Child in Need (CIN) register and regular meetings were held regarding this pupil. The Headteacher explained that she had developed a good relationship with the pupil's social worker and was confident that the pupil was well cared for.

There was one family with attendance issues. The Headteacher confirmed she was in touch with the mother regularly and had involved the Children's Centre who provided various activities for families to do and checked in regularly. This had now evolved and the family had asked for additional help and agreed to do an Early Help

Assessment. Support could be given by a family support worker now which was positive.

The Headteacher noted that she greatly appreciated the support received from Mrs Warkup in her role as Safeguarding governor.

RESOLVED: that the termly safeguarding update be received.

1987 **COUNTER FRAUD AND CORRUPTION AND WHISTLEBLOWING POLICIES**

RESOLVED: a) that the Counter Fraud and Corruption and Whistleblowing Policies be approved and adopted;

b) that the Headteacher notify staff of the adoption of this policy.

1988 **GRIEVANCE POLICY AND PROCEDURE**

RESOLVED: a) that the Grievance Policy and Procedure be approved and adopted;

b) that the Headteacher notify staff of the adoption of this policy.

1989 **REVISED SCHOOL SAFEGUARDING STATUTORY GUIDANCE KEEPING CHILDREN SAFE IN EDUCATION 2020 AND THE SCHOOL STRATEGIC CHILD PROTECTION AND SAFEGUARDING POLICY**

RESOLVED: a) that the Revised School Safeguarding Statutory Guidance Keeping Children Safe in Education 2020 and The School Strategic Child Protection and Safeguarding Policy be approved and adopted;

b) that the Headteacher notify staff of the adoption of this policy.

1990 **RIGHT TO REQUEST FLEXIBLE WORKING PROCEDURE**

RESOLVED: a) that the Right to Request Flexible Working Procedure be approved and adopted;

b) that the Headteacher notify staff of the adoption of this policy.

1991 **SHARED PARENTAL LEAVE POLICY**

RESOLVED: a) that the Shared Parental Leave Policy be approved and adopted;

b) that the Headteacher notify staff of the adoption of this policy.

1992 **SPECIAL LEAVE POLICY**

- RESOLVED: a) that the Special Leave Policy be approved and adopted;  
b) that the Headteacher notify staff of the adoption of this policy.

1993 **GOVERNOR TRAINING AND DEVELOPMENT**

Mrs Burdass confirmed that she had completed her Safer Recruitment Training.

Dr Shipley confirmed that he had recently completed PREVENT and Safeguarding Training.

RESOLVED: that all training details are available on the CPD website [www.hereforschools.co.uk](http://www.hereforschools.co.uk).

1994 **GOVERNOR VISITS**

The Chair confirmed that she had visited school to have a general catch up with the Headteacher and also to meet with Mr Paul Johnson, Headteacher from Nafferton Primary School, regarding school lunches. All relevant safety and social distancing measures had been adhered to.

RESOLVED: that the Governor Visit Reports be received.

1995 **SCHOOL LUNCHES**

A letter had been received from a parent regarding school lunches raising some questions and concerns. This letter had been shared with governors prior to the meeting.

The Chair explained that she had liaised with the Head of School Catering at the Local Authority and had the processes behind school lunches and how menus were decided explained to her. The Local Authority would put a new menu forward which had been worked out according to balanced diet, nutrients and allergens. This would then be discussed with representatives from each school on a termly basis and some small tweaks may be made.

The changes made in response to Covid-19 had meant less staff in the kitchens but still cooking approximately 600 meals over five schools. As a result of this, for the first half term they had been cooking things that they know pupils liked but were also easy to make. The consultation had not been completed in the normal way due to Covid-19 however, schools had all agreed to the reduced menu for this term. There would be a three week menu for after the October 2020 half term however, this would involve all kitchen staff so the impact of self isolation due to Covid-19 would have to be considered.

The parent who had written the letter had also contacted the Local Authority with similar questions and concerns. The procurement process was complex and schools had a very tight budget. There was a requirement to put a balanced meal on a plate for approximately £1.70 which was no easy task. This meant that locally sourcing ingredients, whilst it would be the preferred option, was not always possible.

A governor noted that this letter had highlighted that, as a governing body, they were not aware of the process behind school meals and felt that this had been useful in informing them. However, it was difficult to know what this parent wanted to achieve from sending this letter. Governors agreed that at this time in the current situation, there was not much that could be done with regards to this. It was agreed that the Chair would reply to the parent thanking them for their letter but noting that nothing could be done from a governor point of view at the current time. The school felt that the lunches were good and balanced and that the pupils enjoyed them. There were some schools in the area that could not provide a hot meal so they were fortunate to be in a position to do so. The majority of the answers to this parent's query would be answered by the Local Authority.

RESOLVED: that the Chair would respond to the parent letter regarding school lunches.

#### 1996 **CLASS 4 TEACHER PROFESSIONAL DEVELOPMENT REQUEST**

The Headteacher shared that the Class 4 teacher had been approached by Hull University to do some Science teaching. The Headteacher confirmed that she was in support of this as the school encouraged the professional development of staff.

A number of governors raised concerns that it would take the teacher out of the classroom but the Headteacher explained that this could be covered if managed correctly. The School Improvement Adviser had advised that it would be wrong to refuse the request in the current climate and that she should be allowed the opportunity to do it and the school should review it on a termly basis. **A governor enquired whether the teacher was happy with the plan that the school was proposing to accommodate this.** It was confirmed that she was. Governors noted that the school were lucky to have such talented teachers and that they should do everything possible to allow their development. **A governor asked whether there was a risk assessment in place.** It was explained that the teaching would be completed online initially.

RESOLVED: that the request for the Class 4 Teacher Professional Development be approved.

#### 1997 **REVIEW OF ACTIONS**

RESOLVED: that the Review of Actions be confirmed.

#### 1998 **FUTURE MEETINGS**

RESOLVED: that future meetings be held on the following dates commencing at 4.30pm:

- Thursday 4 March 2021;
- Thursday 17 June 2021.

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Chair's Signature – 4 March 2021