

THE GOVERNING BODY OF GRANGE MOOR PRIMARY SCHOOL

Minutes of the annual meeting of the Governing Body held at 6.00pm at the school on Tuesday, 26 September 2023.

PRESENT

Mrs H Myers (Chair), Mrs C Huscroft (part), Mrs L Jones, Mrs L McGrath, Mr M Rodgers, Dr A Youde.

In Attendance

Mrs K Wilkinson (NLG – External Review of Governance)
Mr G Dawkins (Minute Clerk)

1. ELECTION OF CHAIR

It was noted that no election of Chair was necessary as Mrs H Myers had been elected Chair for 2 years at the Annual Meeting held on 27 September 2022.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs R Tomlinson and Mrs L Wagstaffe

There were no declarations of interest.

The Governing Body also confirmed the following:

2.1 Approve the Governors' Code of Conduct

Governors had been sent the 2023 copy of the NGA code of conduct which they were encouraged to adopt, it was noted that much of the content remained unchanged. Most governors confirmed they had read the code.

RESOLVED: That the Governing Body agree to adopt the NGA's revised Governors' Code of Conduct and to adhere to the contents.

Action 1: Mrs R Tomlinson and Mrs L Wagstaffe to confirm to the Head Teacher that they have read the NGA's revised Code of Conduct and agree to adhere to the contents of the Governors' Code.

2.2 Declaration of Business Interest information

Governors were reminded that as part of the LA's Financial Audit, **all** Governors and those members of staff involved in the procurement of goods, were required to complete the register of business interest form and publish Governors' Declaration of Business Interest information on the school website, in order to be compliant.

Once the form had been completed, it would be retained and made available for inspection by Kirklees Audit as part of the audit process.

Action 2: All Governors to complete the register of business interest form.

RESOLVED: That once all Register of Business Interest Declarations have been received the school will publish the Declaration of Business Interest information on the school website as required by the DfE

2.3 Get Information About Schools

It was highlighted that in the interests of transparency, the Governing Body must ensure that its record on Get Information About Schools (GIAS) remained up to date and checked regularly when changes on the GB occurred.

RESOLVED: That Governors note the requirement to provide all governance information to the DfE and ask that the school continue to do this on behalf of the Governing Body.

3. NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS

The following matters were notified to be raised under Any Other Business:

- (a) Proposal to join the MAST MAT.
- (b) RAAC (Reinforced Autoclaved Aerated Concrete) Issue
- (c) School Website
- (d) LA Information Items

4. REPRESENTATION

(a) The following matters of representation were reported:

<u>Resignation Name</u>	<u>Category</u>	<u>With Effect From</u>
Laura Jones	Co-opted	18.07.2023
<u>Appointments Name</u>	<u>Category</u>	<u>With Effect From</u>
Helen Myers	Co-opted	23.05.2023
Laura Jones	Parent	19.07.2023
Claire Gray	Associate Member	19.07.2023

(b) LA Governor

The Chair reported that an application had been received by the LA from Nancy Halliwell for the LA Governor vacancy.

It was noted that Nancy Halliwell has an educational background.

The Chair proposed Nancy Halliwell's application be approved which was agreed unanimously.

RESOLVED: That the Governing Board approve Nancy Halliwell's application for the LA Governor vacancy.

5. ELECTION OF VICE CHAIR

It was noted that no election of Vice-Chair was necessary as Dr A Youde was elected Vice-Chair for 2 years at the Annual Meeting held on 27 September 2022.

Mrs C Huscroft joined the meeting at 6.20 pm

6. REVIEW OF COMMITTEES.

(a) Committee Membership

Committee membership was agreed as follows:

Resources and Pay Committee

Mrs. Helen Myers (Chair)
Mrs. Claire Gray
Mr. Mark Rodgers
Mrs. Lydia McGrath
Mrs. Linda Wagstaffe

Standards and Effectiveness

Mrs. Charlotte Huscroft
Mrs. Laura Jones
Mrs. Helen Myers
Mr. Mark Rodgers
Mrs R Tomlinson
Dr. Andrew Youde (Chair)

Staff Dismissal Committee

Mrs Charlotte Huscroft
Mrs Lydia McGrath
Mrs Helen Myers

Dismissal Appeals Committee

Mrs. Laura Jones
Mrs. Linda Wagstaffe
Dr. Andrew Youde

Complaints Committee

Mrs. Charlotte Huscroft
Mrs. Lydia McGrath
Dr. Andrew Youde

Pupil Exclusions committee

Mrs. Laura Jones
Mrs. Lydia McGrath
Dr. A Youde

Head Teacher's Performance Management Committee

Mrs. Charlotte Huscroft
 Mrs. Helen Myers
 Dr. A Youde
 KLP (advisory)

It was reported that the KLP and the School's NLE (National Leader of Education) was now Mrs Natasha Greenough from the MAST MAT.

Action 3: The Chair and Head Teacher to contact Natasha Greenough to set dates for the Mid-term Review and the Appraisal Review.

In the event any of the above governors were not available or had a conflict of interest which prevented them from being involved another eligible governor would be selected or an independent governor sourced.

(b) Terms of Reference of Committees

RESOLVED: That the Governing Board agree to adopt the Kirklees Model Terms of Reference for all committees.

7. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED: That the following Governors be appointed with specific responsibility for:

- Special Educational Needs Governor – Mrs Helen Myers
- Governor Training Contact – Mrs Claire Gray
- Early Years Governor – Mrs Lydia McGrath
- Safeguarding Governor – Mrs Laura Jones & Mrs Charlotte Huscroft
- Website Compliancy Governor - Dr Andrew Youde and Mrs Linda Wagstaffe

RESOLVED: That Governors be appointed specific responsibility for the following subjects:

- English – Mrs Lydia McGrath
- Mathematics – Mrs Linda Wagstaffe
- Science – Mrs Laura Jones
- History – Dr Andrew Youde
- Geography – Dr Andrew Youde
- RE – Dr Andrew Youde
- Computing - Mrs Linda Wagstaffe
- PE – Mrs Laura Jones
- MFL – Mrs Charlotte Huscroft
- Music – Mrs Charlotte Huscroft
- Art – Mrs Helen Myers
- DT – Mrs Lydia McGrath
- PDHE – Mrs Helen Myers

It was noted that it would help Governors if they had the Role Descriptors.

Action 4: The Head Teacher to contact Mrs Sahota at The Governor Clerking Service for Specific Responsibility Role Descriptors.

It was also pointed out to Governors that when they visiting school they should be looking at the intent, implementation and impact of the school curriculum to see if it met and challenged the National curriculum.

Governors should look at the subject criteria as given for each subject on the National Curriculum website before meeting with Subject Leaders.

Action 5: The Head Teacher to email a list of the Subject Leaders to all Governors.

8. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER.

RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:

- (i) Planning and conducting the affairs of the school to remain solvent.
- (ii) Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority's financial regulations and standing orders and maintaining a sound system of internal controls.
- (iii) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.
- (iv) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it.
 - (i) Following LA advice, the HT's authorisation expenditure limit for day-to-day financial management of the school be as set in the terms of reference for the resources committee and be agreed at £5,000K.
 - (ii) The virement between budget headings be agreed at £5,000K

9. MINUTES OF THE MEETING HELD ON 18 JULY 2023

RESOLVED: That the minutes of the meeting held on 18 July 2023 be approved and signed by the Chair as a correct record.

10. MATTERS ARISING

There were no Matters Arising.

11. REPORTS FROM COMMITTEES

It was noted that the Standards & Effectiveness Committee last met on the 18 July 2023, however, no minutes had been presented.

The Standards & Effectiveness Committee and Resources Committee reports would be reported under Minute 22.

12. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher reported that he did not produce a Head Teacher's Report for the Annual meeting.

Q: How frequently is a Head Teacher's Report produced?

A: For all full Governing Body meetings which are usually every half term.

Action 6: It was agreed that Governors would review the content of the Head Teacher's Report to ensure it was all relevant with a view to saving the Head Teacher time.

13. FINANCIAL MANAGEMENT AND MONITORING

There were no financial issues to report.

It was noted that the LA would carry out a Financial Audit in the next few weeks.

14. SCHOOL DEVELOPMENT PLAN – PRIORITIES 2023/24

The Head Teacher reported having met Mrs Greenough regarding the School Development Plan and SEF who had advised reducing the content to make it concise, show priorities, strengths and areas for improvement.

The SEF was almost complete and would be considered along with the SDP at the next Standards & Effectiveness Committee before being presented to the full Governing Body.

15. SCHOOL EVALUATION AND REVIEW

It was reported that the School Evaluation and Review would be undertaken once the School Development Plan Priorities 2023/2024 were set.

16. MONITOR THE SCHOOL IMPROVEMENT PLAN AND REVIEW GOALS

It was noted that monitoring of the School Improvement Plan and the review of goals would follow once the School Development Plan Priorities for 2023/24 were set.

17. GOVERNING BODY DEVELOPMENT: ACTIONS AND PRIORITIES 2023/24

Mrs Wilkinson (NLG) reported that from her observations of the Governing Body meetings a suggested Action Plan would be produced.

Governors welcomed the guidance being given by both Mrs Wilkinson (NLG) and Mrs Greenough (NLE) such as linking up school visits with the National Curriculum criteria and submitting questions to the teacher in advance of a visit.

It was agreed that Mrs Wilkinson would attend the Governing Body meeting as an observer.

18. SAFEGUARDING

The Head Teacher reported that there was a new Safeguarding Policy which would be sent to all Governors for comments/approval.

Action 7: The Head Teacher to send the new Safeguarding Policy to all Governors for comments/approval.

Action 8: Mrs Huscroft and Mrs Jones to arrange a Safeguarding Review with the Head Teacher.

19. POLICIES FOR REVIEW BY FULL GOVERNING BODY

Governors were made aware of their responsibility for monitoring school policies and to ensure that they were fit for purpose as well as being implemented properly. The Clerk highlighted that it was also important that schools had all statutory policies in place and, where appropriate, they were placed on the school website.

The following model Kirklees policies had been shared with the governors with a recommendation for governing bodies to adopt.

- **Kirklees Model Appraisal Policy 2023**
- **Kirklees Model Complaints Policy 2023**

It was reported that these policies had been personalised to meet the needs of the school.

RESOLVED: That the Governing Body approve Kirklees model Complaints policy and the model Appraisal policy

Whistleblowing Policy

RESOLVED: That the Governing Body approve the Whistleblowing Policy.

20. GOVERNOR TRAINING AND GOVERNOR VISITS

(a) Governor Training

Q: Does School keep a record of training carried out by Governors?

A: Yes, all Governors have carried the Governor Induction and Safeguarding.

Q: When was a Governors Skills Audit last carried out?

A: Last year using the NGA scheme.

Action 9: A Skills Audit is to be undertaken and the Head Teacher and Mrs Wilkinson are to look at alternative schemes.

(b) Governor Visits

Mrs Huscroft, Mrs Jones and Mrs McGrath were to arrange class visits on Wednesday 4 October 2023.

21. ANY OTHER BUSINESS

(a) Proposal to join the MAST MAT.

The Head Teacher reported that prior to this Governing Body meeting an “informal consultancy” meeting was held with Governors and representatives from the MAST Multi Academy Trust.

As a result of this consultation, it had been proposed to progress academisation with the MAST Multi Academy Trust.

This was agreed unanimously.

RESOLVED: That the Governing Body unanimously approve the school progress to academisation with the MAST Multi Academy Trust and officially notify the DfE.

Action 10: The Head Teacher to notify the DfE regarding academisation with the MAST Multi Academy Trust.

(b) RAAC (Reinforced Autoclaved Aerated Concrete) Issue

The Head Teacher reported that as the School had been identified as possibly having RAAC the LA would carry out a survey before the half-term break. The survey would establish whether there was RAAC in School.

(c) School Website

It was reported that the School was changing website provider.

(d) Information Items

Governors noted the LA's information items.

22. DATES OF FUTURE MEETINGS

RESOLVED: That future meetings of the Full Governing Body for 2023/24 be held in School at 06:00pm as follows:

- (i) Thursday, 23 November 2023 preceded by the Standards & Effectiveness Committee at 5:00 pm
- (ii) Thursday, 25 January 2024 preceded by the Resources Committee at 5:00 pm
- (iii) Tuesday, 19 March 2024 preceded by the Standards & Effectiveness Committee at 5:00 pm
- (iv) Tuesday, 21 May 2024 preceded by the Resources Committee at 5:00 pm
- (v) Tuesday, 16 July 2024 preceded by the Standards & Effectiveness Committee at 5:00 pm

23. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act.

ACTION LOG:

Number	Action	By Whom
1	Minute 2.1 - Mrs R Tomlinson and Mrs L Wagstaffe are to confirm to the Head Teacher that they have read the NGA's revised Code of Conduct and agree to adhere to the contents of the Governor's Code.	Mrs R Tomlinson/ Mrs L Wagstaffe/ Head Teacher
2	Minute 2.2 - All Governors are to complete the <u>register of business interest form</u> which can be done online by following the link above.	All Governors

3	Minute 6.2 - The Chair and Head Teacher are to contact Natasha Greenough to set dates for the Mid-term Review and the Appraisal Review.	Chair / Head Teacher
4	Minute 7 - The Head Teacher will contact Mrs Sahota at The Governor Clerking Service for Specific Responsibility Role Descriptors.	Head Teacher
5	Minute 7 - The Head Teacher is to email a list of the Subject Leaders to all Governors.	Head Teacher
6	Minute 12 - It was agreed that Governors would review the content of the Head Teacher's Report to ensure it was all relevant with a view to saving the Head Teacher time.	All Governors
7	Minute 18 - The Head Teacher is to send the new Safeguarding Policy to all Governors for comments/approval.	Head Teacher / all Governors
8	Minute 18 - Mrs Huscroft and Mrs Jones are to arrange a Safeguarding Review with the Head Teacher.	Mrs Huscroft / Mrs Jones / Head Teacher
9	Minute 20 - A Skills Audit is to be undertaken and the Head Teacher and Mrs Wilkinson are to look at alternative schemes.	Head Teacher / Mrs Wilkinson
10	Minute 21(a) - The Head Teacher is to notify the DfE regarding academisation with the MAST Multi Academy Trust.	Head Teacher

The Chair closed the meeting at 7:35 pm.