



## LOCAL GOVERNING BODY OF ZETLAND PRIMARY SCHOOL

### MINUTES OF A VIRTUAL MEETING HELD ON THURSDAY 25 NOVEMBER 2021

#### Governors Present:

Trust Appointed Governors: Mr J Douglas (Vice-Chair), Mrs S Leng (Chair), Mr P Robinson, and Ms A Sands.

Head Teacher: Mr S English

Staff Governors: Mrs M Fellows and Mr P Richardson (Deputy Head Teacher)

Governance Professional: Mrs L Noteyoung  
Redcar and Cleveland Governance Support Service

Also Present: Mrs T Barnes, Zetland Primary School (in-part)  
Ms D Skjelhaug (Prospective Governor) (in-part)  
Mrs B McGlasson (Prospective Governor)

*The meeting was held virtually and started at 4:00pm. The required quorum was met at all times during the meeting.*

#### **1. APOLOGIES AND CONSENT TO ABSENCE**

1.1 The following governors were either absent from the meeting or were unable to access the meeting due to technical difficulties with the Governor Portal: Mrs K Daniels, Mrs A Dixon, Mrs M Mamoulides and Ms A Sands. The Chair advised that prospective new governor Ms D Skjelhaug would be late to join the meeting.

1.2 RESOLVED to consent to the absence of the above-named governors.

#### **2. ANY OTHER BUSINESS**

No items were declared for consideration under Any Other Business (AOB).

#### **3. DECLARATION OF INTEREST AND ANY DECLARATION OF GIFTS/ DECLARATION OF COMPLIANCE/REGISTER OF INTERESTS ANNUAL REVIEW**

##### **3.1 Purpose**

3.1.1 Governors were given an opportunity to declare any interest in a specific matter to be discussed at the present meeting, as well as the acceptance of any gifts, hospitality, awards, prizes, or any other benefit which might be seen to compromise the personal judgement or integrity of an individual.

- 3.1.2 The Governance Professional had circulated a compliance form in advance of the meeting for governors to confirm:
- that they had read and would abide by the Code of Conduct for governors;
  - that their details contained within the business interests register were correct/valid;
  - that they had read the document detailing criteria that must be met to avoid disqualification from being a governor, that they were not disqualified from remaining as a governor and they would notify the Governance Professional immediately if they ever did become disqualified.

## 3.2 Outcomes/Actions

- 3.2.1 RESOLVED no such declarations of interest were made on this occasion.
- 3.2.2 Governors agreed to return their compliance forms to the Governance Professional via email. **ACTION: Governors/Governance Professional**

## 4. MINUTES

### 4.1 Purpose

Minutes of the local governing body meeting held on 7 June 2021 had been circulated in advance of the meeting, to be approved and signed as a true record. Governors also had an opportunity to question progress with any matter discussed at that meeting which would not arise during the course of the present meeting.

### 4.2 Discussion/Challenge

#### 4.2.1 Amendment at Item 13.3. – Finance Working Group

The Vice-Chair advised that governors had agreed to set up a finance working party, and the first meeting would take place in spring 2022, however, this was not mentioned in the minutes. The Governance Professional would revise the minutes upon the close of the meeting.

#### 4.2.2 Arising from Item 16.2 – Evacuation Strategy

The Head Teacher confirmed that the local church had agreed to let the school continue to use the church building as a safe place if there was an immediate threat or emergency.

#### 4.2.3 Arising from Item 15.2.2 – Evacuation Strategy

The Head Teacher advised that the replacement of the school server had been delayed until the second half of the spring 2022 term.

### 4.3 Outcomes/Actions

Governance Professional would amend the minutes as requested at 4.2.1. The minutes would be presented at the spring term meeting for approval. **ACTION: Governance Professional/ Agenda Item**

## 5. CHAIR'S REPORT

### 5.1 Purpose

5.1.1 The Chair provided an update on correspondence received and activity undertaken since the last local governing board meeting;

- The Chair thanked all staff members and pupils following a positive start to the academic year;
- Catch up provision was in place and working effectively;
- The Chair would circulate an Ofsted guide, which she had obtained from a virtual training session;
- The school had secured a tutor who was already familiar with the school and pupils. The Head Teacher outlined the benefits of securing this person;
- The Local Governing Body continued to be grateful for the hard work and commitment demonstrated by staff members. All staff members had been sent a bouquet of flowers at the start of the academic year.

#### Staffing Request

5.1.2 The Chair had received a variation of contracted hours request from a staff member. Due to the confidential nature of the request, this item was recorded in a confidential appendix.

*See confidential appendix*

### 5.2 Outcomes/Actions

This outcome was recorded in the confidential appendix due to the sensitive nature of the discussion.

*See confidential appendix*

## 6. HEAD TEACHER'S REPORT

### 6.1 Purpose

To report on matters such as attendance, safeguarding and Coronavirus, staffing, pupil wellbeing, attainment, curriculum development, stakeholder communication, premises, trust contribution and analysis against Key Performance Indicators (KPIs). The report was monitored through a red, amber, green (RAG) rated system.

### 6.2 Discussion/Challenge

6.2.1 Governors were provided with the Head Teacher's Report in advance of the meeting to review and scrutinise school performance in the areas outlined above. They were given the opportunity to raise any questions, queries or concerns in the present meeting to gain assurance that the school continued to operate in a way that best supported all staff, pupils, and wider school community. The Head Teacher highlighted key points of interest for governors' consideration;

Fire Drill

- 6.2.2 The scheduled fire drill had been postponed and would take place before the end of term.

Safeguarding

- 6.2.3 The number of Child in Need (CiN) cases had reduced and was expected to further decline in the coming weeks. All Child Protection (CP) cases had been de-planned. There was an increased number of children who were being closely monitored by school but were not officially recognised by Social Care.
- 6.2.4 Ms Julie Barnett had undertaken a safeguarding walk at the school and any arising issues had been quickly addressed.

Attendance

- 6.2.5 The school's approach to Covid-19 safety measures had remained cautious and as a result there had been minimal impact upon attendance. The Head Teacher advised that the downside of the stringent measures was that the staff rooms had remained separated and as such staff members had limited opportunities to communicate in-person with their colleagues. The school continued to prioritise staff wellbeing and morale to help reduce the effects of the ongoing pandemic.
- 6.2.6 In response to a **question** from the Vice-Chair, the Head Teacher clarified that the thirty absent pupils were from across the whole school and did not relate to one particular year group.
- 6.2.7 Whole school attendance at the time the report was published was 95.1%. At the time of the meeting attendance was approximately 94.7%. Governors **were pleased** to see that attendance was so high. This was testament to the Covid-19 management practice undertaken by the school.

*Ms D Skjelhaug joined the meeting*

- 6.2.8 The Head Teacher advised that there would be some curtailment of the Christmas events planned this year to comply with Covid-19 safety guidance. Mrs M Fellows outlined events planned both within and outside of the classroom, which had been designed to allow children to explore the Christmas story in a Covid safe way.

Curriculum Development

- 6.2.9 The curriculum content on the school website would be reviewed on a rolling programme to ensure that information was easily understood by parents and accessible.

### Laptop Distribution

- 6.2.10 Governors **sought assurance** that the school had approached parents who had not requested a laptop to offer support. The Head Teacher confirmed that all parents had been asked discreetly during remote parent consultations. Laptops had been issued to all parents who had requested.

### Staff Development

- 6.2.11 The Head Teacher and Deputy Head Teacher had attended a leadership course. Mrs Best had also undertaken training to obtain a school business manager qualification.

### Key Stage Performance

- 6.2.12 The Head Teacher advised that targets set for each year group were aspirational. Performance in Early Years Foundation Stage (EYFS) and Key Stage 1 (KS1) had been affected by some staffing instabilities, which had a subsequent effective on the delivery of catch-up interventions. Following questioning around this governor **were assured** that a plan was in place to manage the inconsistencies in staffing and targeted interventions were in place to support children to make progress.
- 6.2.13 Gaps in learning in Year 6 had been minimised substantially. The focus was now on ensuring that these pupils were ready for the next stage in education. Governors were advised that children had returned to school in September with exemplary behaviour and readiness to learn. Nearly all children invited to attend maths booster sessions on mornings had attended. This demonstrated the commitment and resilience of the children and staff members.
- 6.2.14 Governors **scrutinised** the performance data for Year 5. The Head Teacher highlighted that there was a significant number of children with Special Educational Needs and Disabilities (SEND) in this cohort. A School Centred Initial Teacher Training (SCITT) student was working with this cohort to provide some additional support.

### Link Governor Monitoring/ Feedback

- 6.2.15 Governors recognised the importance of monitoring activities and were keen to restart in-person visits to the school. The Head Teacher invited governors to contact the school to arrange an initial informal visit, prior to the scheduling of more targeted link governor visits in the spring term. Governors were advised on the robust Covid-19 safety measures in place to support these visits and were asked to complete a lateral flow test prior to any onsite monitoring activities.

## 6.3 **Outcomes/Actions**

- 6.3.1 Governors noted the comprehensive Head Teacher's Report.

- 6.3.2 The Governance Professional would circulate the current link governor arrangements.

**ACTION: Governance Professional**

- 6.3.3 The Chair and Vice-Chair arranged to visit the school on 8 December 2021. **ACTION: Chair/ Vice-Chair**

## **7. REVIEW EFFECTIVENESS OF CATCH-UP FUNDING**

### **7.1 Purpose**

To report on impact of allocation and use of funding.

### **7.2 Discussion/Challenge**

As reported earlier in the meeting, delivery of catch-up provision had been impacted by staff absence. A one-to-one reading workshop had taken place and each child would receive tutoring support by January 2022. Any remaining catch-up funding would be allocated in the spring term. The Chair was impressed with the delivery of catch-up provision and the utilisation of space in school.

### **7.3 Outcomes/Actions**

There were no outcomes or actions arising from this agenda item.

## **8. SCHOOL IMPROVEMENT PLAN**

### **8.1 Purpose**

A copy of the School Improvement Plan (SIP) had been circulated to highlight to governors the key priorities as well as providing the process through which all those involved in the management and development of the school were drawn to make their respective contribution. Staff, governors, parents and pupils all had their part to play in the process. The SIP was a statement of management intentions and was a central document in both internal and external monitoring of the school's progress.

### **8.2 Discussion/Challenge**

A new approach to school improvement had been adopted and the SIP was now focused on a one-hundred-day period. The Head Teacher provided an overview of progress made towards priorities, including a focus on emergent writing in EYFS through to writing in Year 6. A reading reward scheme was in place and was proving effective. The Nesta student in Year 3 was responsible for running the scheme as part of their whole school impact task.

### **8.3 Outcomes/Action**

Governors noted the progress made towards improvement priorities.

## **9. SELF-EVALUATION FRAMEWORK (SEF)**

### **9.1 Purpose**

A copy of the SEF had been circulated to governors in advance of the meeting. This was to highlight the strengths and weaknesses of the school and to tackle areas of development rigorously in order to improve the quality of provision pupils receive and standards they achieve.

### **9.2 Discussion/ Challenge**

The Head Teacher advised that the SEF had undergone some minor amendments.

### **9.3 Outcomes/Action**

Governors noted the SEF documentation.

## **10. DESIGNATED GOVERNORS INTERNAL AND EXTERNAL MONITORING / VALIDATION REPORTS**

### **10.1 Purpose**

Governors were provided with an opportunity to feedback on any monitoring undertaken.

### **10.2 Discussion/ Challenge**

10.2.1 Mrs B McGlasson advised that she had undertaken a check of the Single Central Register (SCR) prior to her term of office ending. She had also completed Core Training Level 3. She noted that the Governance Professional had circulated a copy of the NASEN SEND Governance Review and would use this in a future visit with the Special Education Needs and Disabilities Co-Ordinator (SENDCo).

10.2.2 The Head Teacher provided details on a recent near miss event.

## **11. UPDATE OF SEND PROVISION IN LA**

Governors noted the NASEN SEND Governance Review, which had been circulated in advance of the meeting.

## **12. BUDGET MONITORING REPORT**

### **12.1 Purpose**

12.1.1 Governors were provided with an opportunity to discuss the most recent evaluation of income and expenditure compared to the agreed budget plan and predicted reserves.

12.1.2 A copy of the School Business Manager's report and Management Accounts had been circulated in advance of the meeting.

## 12.2 Outcomes/Actions

Governors noted the School Business Manager's report and accompanying financial documentation.

## 13. EDUCATION STAFF WELLBEING CHARTER 2021

### 13.1 Purpose

Governors received the Education Staff Wellbeing Charter in advance of the meeting.

### 13.2 Outcomes/Actions

13.2.1 Governors noted the Education Staff Wellbeing Charter.

13.2.2 The following governors had formed a working group to consider the implications of implementation: Mrs B McGlasson, Ms A Dixon, Mrs M Fellows and Mrs S Leng. A meeting would be arranged in due course. **ACTION: Mrs B McGlasson, Ms A Dixon, Mrs M Fellows and Mrs S Leng**

## 14. ZETLAND PRIMARY SCHOOL POLICY REVIEW

### 14.1 Purpose

A copy of the Zetland Primary School Attendance Policy had been circulated for governors' information.

### 14.2 Outcomes/Actions

14.2.1 Governors approved the school-based policy, as presented, for immediate implementation. **ACTION: Head Teacher**

14.2.2 Governors noted that all school and trust policies could be accessed via SharePoint.

## 15. DESIGNATED GOVERNORS

### 15.1 Purpose

To confirm link governor roles and responsibilities.

### 15.2 Discussion/Challenge

Governors discussed possible changes to the link governor roles.

### 15.3 Outcomes/Actions

Prospective governor, Ms D Skjelhaug to be added as a link governor for Key Stage 2. **ACTION: Governance Professional**



## 16. MEMBERSHIP UPDATE

### 16.1 Purpose

A copy of the local governing body membership list had been circulated to governors in advance of the meeting to highlight terms of office, vacancies and issues of the local governing body. Additionally, copies of application forms had been circulated to recommend to the board of trustees for approval.

### 16.2 Discussion/Challenge

Mrs D Skjelhaug had applied to become a trust appointed governor. Mrs B McGlasson, Mrs S Leng and Mr J Douglas also applied continue in their trust appointed governor roles. It was noted that Ms K Daniels term of office as a parent governor was due to end on 6 December 2021. Consideration was given to appointing Ms Daniels to the vacant trust appointed position on the board.

### 16.3 Outcomes/Actions

16.3.1 Governors recommended the appointments of Mrs Skjelhaug, Mrs B McGlasson, Mrs S Leng and Mr J Douglas as a trust appointed governors. All appointments were subject to board of trustee approval. **ACTION: Board of Trustees**

16.3.2 Governors recommended the appointment of Ms K Daniels as a trust appointed governor, subject to confirmation by the board of trustees and acceptance of Ms K Daniels. **ACTION: Board of Trustees**

## 17. GOVERNOR TRAINING AND DEVELOPMENT PROGRAMME 2021/22

Governors had been provided with a governor training and development programme to advise on upcoming training sessions.

## 18. SKILLS AUDIT

The Governance Professional asked governors to complete return the paperwork sent out by the trust Governance Professional at their earliest convenience.

## 19. TRUST COMMUNICATION/UPDATE

There were no trust communications/updates to share at the time of the meeting.

## 20. ANY OTHER URGENT BUSINESS

There were no other items discussed as Any Other Business.

## 21. DOCUMENTS FOR PUBLIC INSPECTION

RESOLVED that the agenda and supporting documents of the present meeting be made available for public inspection, with the exception of any document deemed confidential.

**ACTION: Governance Professional**

**22. IDENTIFICATION OF MATTERS FOR TRUSTEES**

Governors recommended appointments to the Local Governing Body for ratification.

**ACTION: Board of Trustees**

**23. GOVERNOR IMPACT**

Governors recognised that whilst it was important to ensure that lower ability children made progress, there was a possibility that higher ability children could be overlooked. Upcoming governor monitoring would therefore focus on higher ability children and their educational experience, which should provide a broader view of pupil experience.

**24. ITEMS IDENTIFIED FOR NEXT AND FUTURE MEETINGS**

There were no items identified for next and future meetings.

**Meeting closed at 6:15 p.m.**

These minutes have been approved by the local governing body as a true record of proceedings:

**Chair:** \_\_\_\_\_

**Date:** \_\_\_\_\_