



LOCAL GOVERNING BODY OF ZETLAND PRIMARY SCHOOL

MINUTES OF A VIRTUAL MEETING HELD ON MONDAY 7 MARCH 2022

Governors Present:

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

Head Teacher: Mr S English (in part)

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

Parent Governors: Ms A Dixon

Governance Professional: Mrs A Douglas, Redcar and Cleveland Governance Support Service

Also Present: Mrs T Barnes, Zetland Primary School (in part)

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 Apologies had been received in advance from Mrs E McGlasson, Mrs D Skjelhaug and Mrs M Mamoulides. Mrs K Daniels was not present and had not submitted apologies.

RESOVLED to consent to the absence of the above-named governors.

2. **ANY OTHER BUSINESS**

RESOLVED that face-to-face meetings would be discussed under Any Other Business.

3. **DECLARATION OF INTERESTS AND ANY DECLARATION OF GIFTS/ REGISTER OF INTERESTS**

3.1 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 Mrs A Douglas noted that she was related to the Vice Chair.

3.2 RESOLVED that Governors would return any outstanding Register of Interest forms to the Governance Professional. **ACTION: Governors.**

To support discussion, the published agenda was reorganised in the following way.

14. SCHOOL BUSINESS MANAGER'S REPORT

14.1 Purpose

To provide Governors with assurances around the school's financial operations and enable them to monitor effectively.

14.2 Discussion/Challenge

14.2.1 Governors were guided through information which had been updated since the report was shared. The most significant difference in the medium-term financial plan was that £12,900 had been added to devolved capital costs for building works.

14.2.2 Governors were informed that a 1.75% pay award had been ratified for all support staff and would be backdated from April 2021. This would be included in the March payroll. **In response to a query from Governors**, the SBM confirmed that an increase in National Insurance costs would come into force from 1 April 2022. Despite the additional cost in staffing, there would be a carry forward of approximately 13%.

Mrs T Barnes withdrew from the meeting.

14.3 Outcomes

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

14.3.2 Governors were invited to attend a future discussion around budget planning. **ACTION: Governors**

4. MINUTES

4.1 Purpose

Minutes of the local governing body meeting held on 25 November 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 present meeting. Revised minutes of the local governing body meeting held on 7 June 2021 were also presented for approval.

4.2 Discussion/Challenge

4.2.1 The Chair reminded Governors to send pen portraits for to the school for inclusion on the website.

Matter arising from Item 6.2.15 Link Governor Monitoring

4.2.2 Governors were welcomed to conduct visits to school in person. Masks were no longer required in school. The number of classes outside at lunchtime continued to be limited as this was beneficial in terms of children accessing space.

Matter arising from Item 7.2 Catch-Up Funding

4.2.3 Mrs M Fellows shared an update on staffing in the Early Years and Foundation Stage (EYFS) which continued to have an impact on the catch-up provision. The team in EYFS

had stabilised but the one-to-one reading catch-up had not been offered to the extent that was planned. The initial meeting around emotional support was scheduled for 10 March 2022. Children's Mental Health Week before half term was very positive, and the children responded well.

- 4.2.4 Mrs D Skjelhaug and Mrs K Daniels would visit Key Stage One to oversee the progress around pupil premium, and to discuss responsibilities around Children in our Care.

Matter arising from Item 18 Skills Audit

- 4.2.5 **ACTION: Governance Professional to confirm if this exercise had been completed.**

Point of accuracy regarding Governors Present

- 4.2.6 Mrs E McGlasson had been incorrectly recorded as a prospective Governor, rather than a staff Governor. **Action: Governance Professional.**

Point of accuracy Item 4.2.3 Evacuation Strategy

- 4.2.7 This item had been incorrectly labelled and referred to the school server, not the Evacuation Strategy. **ACTION: Governance Professional.**

- 4.2.8 Governors noted that when accessed through Office 365, the numbering on the minutes was misaligned. This was not an issue when downloaded through the portal.

4.3 **Outcomes**

- 4.3.1 Governors to forward pen portraits to the Chair for publication on the school website. **ACTION: Governors**

- 4.3.2 RESOLVED that the minutes of the meetings held on 25 November 2021 and 7 June 2021 be approved and signed by the Chair once amended. **ACTION: Chair.**

5. **CHAIR'S REPORT**

5.1 **Purpose**

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

5.2 **Discussion/Challenge**

- 5.2.1 **Governors confirmed that the letters and reports which had been shared by the Chair had been informative and useful.**

- 5.2.2 During Inter-Faith Week, the Chair had been impressed by the active listening demonstrated by children. The children greeted a speaker in Arabic, they learnt a lot and enjoyed the activities. Positive feedback had been shared.

- 5.2.3 Mrs M Fellows shared an overview of Children's Mental Health Week. There was a different theme each day, including kindness cakes being baked on 'Feel Good Friday'.

Children had access to a range of resources, and they all contributed to a display including handprints for a Together Tree. Mrs T Barnes had created a wellbeing area in her room for staff to access.

- 5.2.4 The Chair noted the importance of Governors monitoring staff workloads and expectations around staff attendance at meetings.

Mrs T Barnes re-entered the meeting.

- 5.2.5 Mrs T Barnes sought approval from Governors to use £50 from the budget to purchase items to support those in Ukraine. Discussion followed on which items would be purchased, and whether a cash donation would be more suitable. Ms A Sands had raised £100 through charitable work and would donate the items she purchased to the school appeal. **Governors asked how the situation in Europe was being communicated to children, and how their worries were allayed.** Mrs M Fellows confirmed that the letter to parents explained how the school would address this in an age-appropriate way.

5.3 Outcome

RESOLVED that first aid kits would be purchased with £50 from school funds. **ACTION: Mrs T Barnes**

Mrs T Barnes withdrew from the meeting.

15. MEMBERSHIP UPDATE

Local Governing Body Membership

- 15.1 An updated membership list had been circulated prior to the meeting. There was a vacancy for a Parent Governor, and relevant paperwork had been shared with the Headteacher. No terms of office were due to expire during the remainder of the academic year. **A Governor asked why there were two non-governing staff member roles. Action: Governance Professional.**

Governor Training and Forthcoming Events

- 15.2 Governors had been provided with a governor training and development programme.

NGA and LGA Membership for all Trustees and Governors

- 15.3 Governors were informed that they did not currently have representation on the Redcar and Cleveland Governors' Association. This was an independent organisation which provided a forum for governors and trustees in the local area. Governors were asked to consider whether they would like to take on this role. **ACTION: Governors**

16. GOVERNOR MONITORING AND EVALUATION ARRANGEMENTS

16.1 Purpose

To schedule governor visits, and to review link governor monitoring reports.

16.2 Discussion/Challenge

Visits were welcomed in person. The Chair had shared reports of her visits with Governors. The Chair and Vice Chair had visited every class at least once during the Autumn term.

16.3 Outcome

RESOLVED that Governors would contact school to arrange in-person monitoring visits.
ACTION: Governors

17. GOVERNANCE SUPPORT SERVICE TERMLY BRIEFING PAPER SPRING 2022

17.1 Purpose

The briefing paper had been previously circulated and included key information and recommendations to ensure governors remained compliant with new or amended statutory guidance and legislation.

17.2 Discussion/Challenge

17.2.1 Governors were guided through key items which required action, including the greener governance commitment and updated guidance on school uniform costs. The Chair confirmed that items of school uniform for Zetland could be bought from supermarkets.

17.2.3 Discussion took place around concerns about road safety and emissions from vehicles when cars queued on Gosforth Avenue. Signs were in place confirming that the area was not to be used for picking up or dropping off children. However, parents did use the area, and when engines were left running, children could not be kept safe from fumes. Governors shared thoughts including sending a letter home or asking a parking enforcement officer for support. The temporary 'Beat the Street' initiative could be used to highlight that children were in the area. Mrs M Fellows confirmed that children were taught about road safety in school.

17.2.4 **In response to a query from Governors regarding when the additional day off school for the Jubilee would be taken**, Mrs M Fellows confirmed that 27 May 2022 and 6 June 2022 would be non-school days. One of those days was in lieu of a PD day as twilight sessions had been completed during the year.

17.2.5 **Governors queried when Ofsted were due to visit school** and noted that the last visit was in May 2019. Therefore, it was nearly three years since the last visit.

17.2.6 Governors agreed that the offer of guided self-evaluation should be investigated further.
Action: Vice Chair to contact Mrs L Noteyoung, Manager of the Governance Support Service.

17.3 Outcomes

17.3.1 Governors were welcomed to contact the Governance Professional for further information if required.

17.3.2 The Chair would discuss concerns around pollution from vehicles with the Headteacher.
ACTION: Chair/ Headteacher

18. IRONSTONE ACADEMY TRUST UPDATE

Governors received Trust Board minutes for information.

Mr S English and Mr P Richardson joined the meeting.

6. HEAD TEACHER'S REPORT

6.1 Purpose

To report on matters such as attendance, safeguarding, staffing and catch-up funding.

6.2 Discussion/Challenge

- 6.2.1 A copy of the Headteacher's report was circulated prior to the meeting with the following key information discussed in greater detail.
- 6.2.2 A survey of local issues facilitated by the Local Authority had highlighted the high regard the local community had for the school, with over 60 separate positive posts shared from a range of people.
- 6.2.3 School staff and children remained positive with learning habits and motivation. Phonics results in Key Stage 2 (KS2) were a real success. The aim was to achieve expected levels through the broad and balanced curriculum. Beach School was a key theme, which ensured the local area was embedded in the curriculum. Longer term, school would strive to secure Beach School status to use outdoor resources to enhance learning.
- 6.2.4 Governors were encouraged to resume visits to school in person. **The Headteacher noted that the Chair and Vice Chair had both visited school in person in the Autumn term**, and the value of observing learning in real time was discussed.
- 6.2.5 Mr Richardson guided Governors through expectations for the end of year 6. Standards would remain as they were pre-pandemic, with no downgrading. Examples of work that had been shared for moderation confirmed that assessment thresholds were high.
- 6.2.6 By the end of year 6, the aim was for children to be secondary ready. This was not necessarily the same as achieving expected levels in writing, which were significantly high. Children had made huge amounts of progress but were not as confident and secure as they would have been had COVID not occurred. Staff were actively monitoring for signs of stress.
- 6.2.7 Improvements to the website regarding the curriculum were ongoing, with a view to completion by the end of the Summer term. **Governors felt the website was a credit to the work conducted by staff and website Link Governors.** The improvements made the website more accessible for parents and removed the previous corporate focus.
- 6.2.8 School had been selected to trial maths tests which would help set benchmarks for national expectations.
- 6.2.9 In relation to staffing, a number of absences had been managed. A member of staff had returned following parental leave.

- 6.2.10 There had been a slight increase in children moving to Children in our Care (CIOC) status. Personal Education Plans (PEPs) were gold standard and school had a good relationship with the Virtual School and Social Workers. Child in Need (CIN) numbers had reduced after some children on Child Protection Plans had been de-planned to CIN status before being removed from that level.
- 6.2.11 Staff continued to work closely with Riverdale Primary, and staff meetings had been held on writing, to support children with writing with confidence. Zetland staff would visit Riverdale to see how they achieved best value from their iPads.
- 6.2.12 Attendance was largely related to COVID absences. There were not many issues with persistent absences that were not COVID related. Parents were supporting school with testing children for COVID, and school continued to provide parents with testing kits when required.
- 6.2.13 **The Vice Chair shared feedback from his visit to school in December and noted the value of visiting school in person.**
- 6.2.14 Children were participating in the 'Beat the Street' initiative, and Zetland was currently in 12th place on the leader board.
- 6.2.15 A RIDDOR accident report would be completed, as a member of staff damaged her shins owing to incorrectly stored PE equipment. **Governors agreed that prescription costs of £35 would be covered by school.** The member of staff was on a phased return to school. As part of the learning process, all staff had been reminded of the importance of preventing tripping hazards, and yellow lines had been painted on the floor.
- 6.2.16 World Book Week was successful, and staff had participated in 'The Masked Reader' activities.
- 6.2.17 **Governors noted that phone consultations with parents had been well received during COVID and asked if there was a plan to offer a hybrid model once face to face parents evenings resumed.** The Headteacher confirmed that face-to-face meetings were important in facilitating structured conversations and strengthened relationships between families and staff. The next parents evening would be a celebration of welcoming parents back into school, and of what the children had achieved.
- 6.2.18 School would issue a questionnaire to parents on contextualised safeguarding. This would gather views on parents' priorities for which areas of safeguarding should be delivered to the children, relating to local concerns.
- 6.2.19 **Governors noted the potential impact of the cost-of-living rise on children and families, and asked if school had considered what, if any, support they could offer.** The Headteacher confirmed that Beach School was part of this offer. School would be mindful of reducing any financial requests to parents, and where contributions were required, for example for school trips, the costs would be spread across the year. Staff were aware, on an individual level, of where support could be offered. For example, bus passes were provided for a family who had moved out of the immediate area but wanted their children to continue to attend Zetland, as they had felt well supported by school when they were in safeguarding measures. **Governors noted the benefit of**

external trips and how hugely enriching they were. Governors agreed that trips should be maintained even when households were under pressure.

6.3 **Outcome**

Governors noted the Headteacher's report and supplementary information.

7. **SCHOOL IMPROVEMENT PLAN (SIP) PROGRESS**

7.1 **Purpose**

To scrutinise progress made against improvement priorities.

7.2 **Discussion/Challenge**

A new approach to school improvement had been adopted and the SIP was now focused on a one-hundred-day period. Staff had found this useful in setting achievable targets.

7.3 **Outcome**

RESOLVED that Governors approved the SIP.

19. **ZETLAND PRIMARY SCHOOL POLICY REVIEW**

19.1 Following a meeting with North Yorkshire County Council, the Educational Visits Policy had been updated in terms of the boundary areas. Risk assessments did not need to be updated for trips within the boundary. Training for Educational Visits Coordinators had been reviewed.

19.2 **Outcome**

Governors approved the school-based policy, as presented. **ACTION: Headteacher.**

8. **ATTAINMENT AND PROGRESS DATA REPORT**

Not discussed on this occasion.

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

This item was discussed during the Headteacher's report. Governors agreed that the successes that had been achieved had been clearly demonstrated.

10. **INTERNAL/EXTERNAL REPORTS**

This item had been discussed during the Chair's report and the Headteacher's report.

11. **STAKEHOLDER COMMUNICATION/FEEDBACK**

Information on stakeholder communication including the forthcoming survey on contextualised safeguarding was discussed during the Headteacher's report.

12. EQUALITY AND BRITISH VALUES

Not discussed on this occasion.

13. EDUCATIONAL VISITS

This item had been discussed during the Headteacher's report.

20. ANY OTHER URGENT BUSINESS

20.1 RESOLVED that future meetings would be held in person, with Governors retaining the option to join the meeting virtually if they wished.

20.2 The Headteacher shared information on a school mental health practitioner following the recent initial meeting. The practitioner would work directly with children or could signpost them to support for other needs. More information would be provided in the summer term. **ACTION: Agenda Item.**

20.3 Ms A Dixon informed Governors that Zetland had won a £30 book donation in a competition. Ms Dixon would bring the books to school later in the week.

20.4 The Chair shared feedback from a visitor who had noted how hard the staff were working in very challenging circumstances.

21. DOCUMENTS FOR PUBLIC INSPECTION

RESOLVED that the agenda and supporting documents of the present meeting be made available for public inspection. **ACTION: Governance Professional.**

22. IDENTIFICATION OF MATTERS FOR TRUSTEES

No matters were identified during the meeting.

23. DATE AND TIME OF THE FUTURE MEETING

The next meeting date (revised) would be Monday 13 June 2022 at 4:00pm. This meeting would be held at school.

Meeting closed at 5:55pm.

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

Chair: _____

Date: _____