



LOCAL GOVERNING BODY OF ZETLAND PRIMARY SCHOOL

MINUTES OF A VIRTUAL MEETING HELD ON MONDAY 7 JUNE 2021

Governors Present:

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

Parent Governor: Mrs A Dixon

Head Teacher: Mr S English

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

Clerk: Miss Joanne Shaw
Redcar and Cleveland Governance Support Service

Also Present: Mrs T Barnes, Zetland Primary School

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 Governors consented to an apology that had been received from Mrs K Daniels.

1.2 It was noted that Mrs M Mamoulides was absent from the meeting without submitting apologies. The Head Teacher (HT) advised that Mrs M Hill had resigned from her post as governor on 6 December 2020.

ACTION: Clerk

2. ANY OTHER BUSINESS

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

3. DECLARATION OF INTEREST AND ANY DECLARATION OF GIFTS.

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. RESOLVED no such declarations were made on this occasion.

4. RECOMMEND A CHAIR TO TRUSTEES AND APPOINT A VICE-CHAIR FOR THE 2021/22 ACADEMIC YEAR

RESOLVED to nominate Mrs S Leng as Chair and to appoint Mr J Douglas as Vice Chair.

Governors agreed to discuss agenda Items 12-16 prior to Item 5.

12. BUDGET MONITORING REPORT

12.1 Purpose

12.1.2 To discuss the most recent evaluation of income and expenditure compared to the school's agreed budget plan and predicted reserves at the close of the year.

12.1.2 To support governors to do this, the School Business Manager (SBM) had included several financial documents in the advanced meeting papers which highlighted areas such as income and expenditure, management accounts, and pupil numbers etc. These documents provided governors with assurances that the school continued to monitor finances efficiently and used available funds effectively to support the learning and development of pupils.

12.2 Discussion/Challenge

12.2.1 The SBM brought attention to staffing costs, areas of the budget affected by COVID-19, and asked for governors to approve a number of projects including:

- Repurposing a cupboard into a lavatory
- Developments to a SEN classroom
- Repurposing a garage into a storage facility

12.2.2 The SBM directed governors to Appendix 2 in the advanced meeting papers which provided the costings for the garage/storage project. She explained that they had received a cost from the Local Authority that would be paid partially through the December 2020 outturn and the Capital Buildings Work Grant. The HT highlighted that this project had been discussed in the previous governor meeting on 2 March 2021. The SBM advised that some spending was still to take place for staff training, premises, and IT.

12.3 Outcomes/Actions

12.3.1 Governors approved all proposed projects.

12.3.2 Governors were satisfied with the outturn.

13. RECOMMEND A BUDGET AND STAFFING STRUCTURE TO THE BOARD OF TRUSTEES FOR APPROVAL

13.1 Purpose

As outlined in the Academies Financial Handbook, the board of *Trustees* “*must approve a balanced budget, and any significant changes to it, for the financial year to 31 August, which can draw on unspent funds brought forward from previous years.*” The purpose for this approval is to “*ensure budget forecasts for the current year and beyond are compiled accurately, based on realistic assumptions including any provision being made to sustain capital assets, and reflect lessons learned from previous years.*”

13.2 Discussion/Challenge

13.2.1 Prior to the present meeting, the SBM had provided governors with a document that outlined the school’s five-year budget for review, scrutiny, and approval. In the meeting, the SBM provided an overview on key areas such as Age Weighted Pupil Unit (AWPU) funding, General Annual Grant (GAG) funding, carry forward and outturn figures, and areas of increased expenditure such as COVID-19 related expenses.

13.2.2 The SBM brought governors attention to Appendix 3 – recommended staffing structure - in the meeting papers that had been sent in advance of the meeting. The SBM provided a brief overview of the staffing structure to governors which included information on maternity leave, changes to staffing through resignation and retirement, recruitment proposals, and contract changes to support professional and personal development such as reduced hours and pay grade changes.

13.3 Outcome/Actions

13.3.1 Governors approved the recommend budget.

13.3.2 Governors approved all requests for change in the recommended staffing structure.

13.3.3 Governors approved in full, the recommended staffing structure.

13.3.4 Governors agreed to set up a finance working party, with the first meeting to take place in spring 2022.

14. RECOMMEND A THREE-YEAR SPENDING PLAN TO THE BOARD OF TRUSTEE FOR APPROVAL

It was agreed that this matter had been discussed previously in Item 13.

15. IT IMPROVEMENT STRATEGY

15.1 Purpose

To outline a school strategy for improving IT over the next three years.

15.2 **Discussion/Challenge**

15.2.1 The SBM advised that information on the IT Improvement Strategy had been included in the Head Teacher's Report.

15.2.2 The following changes and planned expenditure were highlighted in the meeting.

- The purchase of additional iPads during the 2020/21 and 2021/22 academic years.
- Costs for online applications purchased for remote learning would remain in place until further notice.
- New interactive TVs would be installed in each classroom.
- Support had been secured through the Local Authority's Virtual School for students with additional needs.
- The school's server would be replaced with a cloud-based option in the 2021/22 academic year.

15.3 **Outcomes/Actions**

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

Mrs T Barnes left the meeting.

16. **SCHOOL RISK REGISTER UPDATE**

16.1 **Purpose**

To identify any potential risks to the school as well as measures put in place to mitigate against the risks.

16.2 **Discussion/Challenge**

The HT advised that the school had based their risk register on Normanby Primary's template and that it would be reviewed in the next planned IAT Head Teacher's meeting. He added that the school had completed its annual check of the evacuation strategy and asked a local church if the school could continue to use the place of worship as a safe place if there was an emergency or threat such as a bomb scare. At the time of the meeting, the school were awaiting a response from the church.

16.3 **Outcomes/Actions**

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

5. MINUTES AND MATTERS ARISING

5.1 Purpose

To consider draft minutes of previous meeting held on 2 March 2021 for approval and to provide the local governing body with an opportunity to update on other matters not included elsewhere on the agenda.

5.2 Discussion/Challenge

5.2.1 Minutes of the meeting held on 2 March 2021 had been circulated in advance of the meeting. The following amendments were put forward and agreed by the governing body:

- Item 5.2.1 Change the word Greed to Green.
- Item 5.2.3 Replace the name Lisa with Leanne Best.
- Item 14.2 Amend Verito to read Veritau.
- Item 5.2.9 Amend spelling of name in confidential appendix.

5.2.2 Governors also had an opportunity to question progress with any matter discussed at that meeting which would not arise during the present meeting:

5.2.3 Matters Arising from Item 8.2.1 – Governor visit to Early Years

Mr Robinson confirmed that his visit had taken place virtually.

5.2.4 Matters Arising from Item 8.2.3 – Mental Health and Wellbeing Surveys

The Chair clarified that the MHWB team were planning to develop staff, parent, and pupil surveys to gauge levels of support required during the COVID-19 lockdown restrictions.

5.2.5 Matters Arising from Item 8.2.4 – Governor IAT Email Addresses

The Chair asked the clerk if she had received governor emails. The clerk replied that to date, she had not received them.

5.2.6 Matters Arising from Item 16.2 – Catch-up Funding

The Chair asked the HT for further confirmation on the amount of catch-up funding the school would receive.

5.3 Outcomes/Actions

5.3.1 Clerk to make agreed amendments.

- 5.3.2 Leanne Best to send Clerk IAT governor email addresses.
- 5.3.3 HT to confirm catch-up funding figures.
- 5.3.4 RESOLVED that pending the above amendments, the minutes were a true and accurate record of the meeting and would be signed by the Chair at a later date.

6. Chair's Report

6.1 Purpose

To provide the local governing body with an update on any correspondence received and/or activity since the last governing body meeting.

6.2 Discussion/Challenge

The Chair thanked all staff for the continued efforts during the pandemic and shared that she was happy to see children and parents being positive and confident about being in school. The Chair read out Kathryn Lord's retirement letter and advised that she had replied on the behalf of the local governing body to say thank you. The governing body discussed Kathryn's role and her achievements whilst working in the school. The HT informed governors that Vicky Hill would take on the role and highlighted that an in-depth and structured hand-over was currently in place between Kathryn and Vicky.

6.3 Outcomes/Actions

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

7. HEAD TEACHER'S REPORT

7.1 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 is monitored through a red, amber, green (RAG) rated system.

7.2 Discussion/Challenge

- 7.2.1 Governors were provided with the Head Teacher's Report prior to 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. In addition, the HT highlighted key points of interest in the meeting for governors' attention.

Attendance

- 7.2.2 Attendance was reported as 96.9%, a trend the HT attributed to parents' commitment to their children's education.

Health and Safety

- 7.2.3 An independent health and safety review had taken place in which it was recommended that the school should keep fire doors closed and that the rotary kitchen hatch required an annual check. This check would be completed by the end of the Summer term.

Staffing

- 7.2.4 An overview of current staffing levels was provided to governors including long term absences, contract changes to allow for study time and backfill/cover arrangements. The HT praised staff for their resilience throughout the pandemic.

Summary Performance Data

- 7.2.5 Pupil assessments were in progress at the time of the meeting. A wide range of assessment activity was in place to provide teachers with a range of data and insights across all year groups. The HT commended pupils for their continued hard work during the lockdown restrictions and advised that their performance had remained strong throughout. It was noted that teachers had included additional learning in and outside of the classroom to support pupils to further develop social skills such as working and playing together. Mental health and wellbeing continued to be a priority with support systems and processes in place at a school and trust level. Mr P Richardson shared that Year 5 and 6 classes had been supported by School Centred Initial Teacher Training (SCITT) students. He added that the support had been very beneficial for pupils and teachers.

Curriculum

- 7.2.6 It was noted that there had been little change to the school curriculum. However, one addition was to consider how the school could include the local area – beach and local parks - more in teaching and learning. Mrs M Fellows informed governors that EYFS had a revised curriculum framework that would begin in September 2021. She advised that the school's current EYFS curriculum was aligned with the new framework and that very minor changes would be required e.g., eLearning goals. Mrs Fellows added that she would meet with Mr Robinson to discuss these changes.

Governance

- 7.2.7 The HT suggested that once governors were able to, it would be beneficial for them to visit the school to see some of the changes that had been made to school premises and land such as a new intervention room and dedicated “quiet areas” outside for pupils. He added that the new quiet areas had been created in response to requests from Year 4 children.

7.3 **Outcomes/Actions**

Mrs Fellows and Mr Robinson to meet for a discussion on the revised EYFS curriculum.

8. **REVIEW EFFECTIVENESS OF PUPIL PREMIUM AND CATCH-UP FUNDING**

8.1 **Purpose**

To report on impact of allocation and use of funding.

8.2 **Discussion/Challenge**

The HT assured governors that Pupil Premium needs were being met through several measures including the National Tutoring Programme for Year 3, SCITT student support, teaching assistant (TA) and higher-level TA (HLTA) support across all other year groups.

8.3 **Outcomes/Actions**

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

9. **DESIGNATED GOVERNORS INTERNAL AND EXTERNAL MONITORING / VALIDATION REPORTS**

9.1 **Purpose**

To support governors to oversee the strategic decisions and actions taken by the school, each governor undertakes visits/meetings – virtual or in person – on set areas such as key stages of education, safeguarding, compliance and mental health etc. Governors can use this time in meetings to feedback their views and findings to the whole local governing body. This activity provides assurances to all governors that the school is focused on the development and safety of all staff and pupils.

9.2 **Discussion/Challenge**

Mental Health and Wellbeing

- 9.2.1 The Chair advised that she had continued discussions with the HT regarding staff and pupil mental health and wellbeing. She commended the use of a programme called ELSA to support children with their emotions and **asked** the staff governors in the meeting whether COVID-19 restrictions were still having an impact on staff and children.

Staff governors replied that there appeared to be less of an impact on individual bubbles, but it remained difficult for staff to engage informally with one another across all levels. To overcome this issue, they suggested that social distancing in staff rooms had helped to facilitate staff engagement. The HT suggested that the longer-term response to staff mental health and wellbeing should be similar to the safeguarding approach. He explained that staff should have access to recommended sites, a strategic approach, resources to support staff to access help and advice when needed, and a culture that allows individuals to open up when they need support.

Website Compliance

- 9.2.2 Mrs Fellows and Mrs McGlasson had met in May 2020 to check that the website was compliant with DfE requirements. A second meeting in 2021 had been planned, however, they had taken the decision to defer this until they could meet face to face. Mrs Fellows advised that she was working with a colleague in the school office and the website developers Itchy Robot to improve the accessibility of the website. It was noted that additional EYFS information would be placed on the website to promote success stories and uptake of places.

Safeguarding

Mrs McGlasson reported that she had completed a Single Central Record check and that once face to face visits were able to take place, regular safeguarding meetings would be reinstated. The HT added that the school would arrange for individuals to complete a level 3 safeguarding course.

9.3 **Outcomes/Actions**

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

10. **UPDATE OF SEND PROVISION IN LA**

Governors noted the Local Authorities SEND Handbook.

11. **ANNUAL REPORT FROM THE DESIGNATED TEACHER FOR CHILDREN IN OUR CARE (LAC)**

11.1 **Purpose**

It is a statutory requirement for schools to present an annual report to governors on provision for its Looked After Children (LAC).

11.3 **Discussion/Challenge**

Governors had received the report prior to the meeting to support them in their role to ensure strategic decisions and ways of working in the school focused on the wellbeing of all children. The HT confirmed that the report included all relevant data to provide

assurance to governors and took the opportunity to highlight the low number of pupils in school classed as LAC and the effective, collaborative provision they had established with all other relevant agencies.

11.4 Outcomes/Actions

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

17. POLICY UPDATE

Governors noted all school and trust policies and understood that they could be accessed the IAT SharePoint site and website.

18. DESIGNATED GOVERNORS

18.1 Purpose

To confirm link governor roles and responsibilities.

18.2 Discussion/Challenge

Governors discussed existing and new roles that had been suggested by the Governance Support Service and wider education and employment teams in the Local Authority. For example, a new role was to focus on careers advice and raising aspirations.

18.3 Outcomes/Actions

Chair to send clerk an updated list of link governor roles.

19. MEMBERSHIP UPDATE

The clerk advised there were no elections due for the governing body until December 2021 when a parent election would be required. With notice that Mrs Hill had resigned, the governing body had two trust appointed vacancies.

20. GOVERNOR TRAINING AND DEVELOPMENT

The clerk had produced a basic log for training and asked governors to send her details of any external and/or missing training governors would like added. She promoted the next Governor Support Service training session and advised that governors could book on to further training through SLA Online.

21. SKILLS AUDIT

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

22. SELF-REVIEW ARRANGEMENTS

Governors agreed that the chair and vice-chair would complete a health check on the governing board and develop an action plan to discuss in the Autumn term meeting.

23. GOVERNANCE ACTION PLAN

This matter was covered in Item 22.

24. TRUST COMMUNICATION/UPDATE

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

25. ANY OTHER URGENT BUSINESS

There were no other items discussed as AOB.

26. 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.

27. IDENTIFICATION OF MATTERS FOR TRUSTEES

There were no additional matters identified for trustee's consideration.

28. ITEMS IDENTIFIED FOR NEXT AND FUTURE MEETINGS

There were no items identified for next and future meetings.

Meeting closed at 6:11pm

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

Chair: _____

Date: _____