



The Federation of Lowick and Holy Island First Schools

Governing Board Minutes – Summer Term 2023

Tuesday 13th June 2023 at 5.30pm

(Held at HIFS)

Invited	Governor Category	Attendance	Apologies
Rev Adam Hood	Foundation	Yes	
Rev Sarah Hills	Foundation	Yes	
Dr Margaret Cartlidge	Foundation	Yes	
Rev Charlotte Osborn	Foundation	No	Yes
Mrs Rebecca Simpson	Headteacher	Yes	
Mrs Nikki Gamston	Parent	Yes	
Mrs Heather Stiansen	Staff	Yes	
Mrs Joan Montgomery	NDEB	Yes	
Mr Colin Hardy	Foundation	Yes	
Miss Jane Reed	Parent Governor	Yes	
Ms Becki Telfer	Observer	Yes	
Miss Karen Carnaffin	School Governance Officer	Yes	
Quorate No: 5			

Opening Prayer: Rev Adam Hood

PART 1 (Classified non-confidential)

Items discussed under Part 1 of this agenda will not be classified as confidential. The minutes and supporting documents must be made available to any person wishing to inspect them.

1. Apologies for Absence

Apologies were received and consent given for the absence of Rev Charlotte Osborn.

2. Membership Update

- Governors considered vacancies for a Parent Governor, a Foundation Governor and a Local Authority Governor.
- The Chair formally raised the issue of re-electing a new Chair.
- Governors discussed and elected Mrs Joan Montgomery as the new Chair. She will be supported by the Headteacher and the rest of the governors in her new role. **Action SGO** - to send information regarding training for a new Chair.



3. Declaration of Personal and Pecuniary Interests in this Agenda

- The Headteacher declared that she will be the interim Headteacher at Hugh Joicey C of E First School for a term, whilst they recruit a new Headteacher.

4. Annual Declaration of personal or pecuniary interests

The Registers of Governor and Staff Interests would be circulated to governors for any amendment or additions to be made. The register would then be updated by the school and retained for audit purposes as well as being published on the school website.

Governors noted that details of their attendance at full and committee meetings were also required to be published.

Action: The Headteacher agreed to manage this process.

5. Minutes and Action Grid

Minutes of the full governing board meeting held on 16th February 2023, having been circulated to the Governors, were adopted and signed as a true record.

The following actions from the Action Grid that had been delegated to individuals, groups or committees at previous meetings were reviewed and updates received as follows:

- The election of a new Chair – **complete**

All other such actions were reported on under the relevant agenda item.

6. Receive Minutes of Committee Meetings

Governors received the agreed minutes from the following committee meetings:

- The Resources and Curriculum Committee meeting minutes were tabled at the meeting.
- The parents and carers questionnaires were well received with some pleasing results.
- The SIAMS Inspection results were very pleasing, the inspector had a nice manner and was very pleasant with the children.
- The school's curriculum committee are looking into having a joint education team, especially if updating the curriculum to a 50/50 split with Christianity and World Faith.
- The RE curriculum will re-balanced and when the school converts to a primary and the curriculum will have to include Humanism and Buddhism.



- **Q: What is Humanism?** A: In summary it means humans are the pinnacle, and strength comes from humanity, not God.
- The Resources Committee looked at the budget and noted that Holy Island's new vehicle has not been delivered yet. The vehicle (a 9 seater) is needed to transport the children from one school to the next. Governors discussed sending some flowers/card to the parent who has been helping with the transport in the interim.
- The new carpets have been laid in the school and the new cupboards have been installed.
- Mr Guy Whickham and Mr Mark Elliott from NCC came to look at the building to remap for the school converting to a primary. The Headteacher discussed changing walls and upgrades to the office space.
- The Chair thanked everyone who attended the meetings.

7. **Annual Review of Committee Membership**

Governors considered committee membership, delegation arrangements in respect of the Headteacher and terms of reference defined for committees.

Committee Membership was reviewed and confirmed as follows:

Curriculum Committee	Mrs Nikki Gamston, Mrs Joan Montgomery, Rev Sarah Hills, Rev Adam Hood, Dr Margaret Cartlidge and the Headteacher
Resources Committee	Mr Colin Hardy, Mrs Joan Montgomery, rev Charlotte Osborn, Mrs Jane Reed and the Headteacher

8. **Headteacher's Report**

Governors considered the report from the Headteacher circulated prior to the meeting

Items under discussion:

- School numbers are up to 37 now.
- **Q: How is that working with staffing?** A: Its trickier, one of our new children in nursery is disabled so requires one to one support. The Headteacher is looking at hiring an apprentice to support the nursery. The school have received funding for a SEND child, and the child with disabilities.
- The school knows of someone who may be keen to take on the apprentice role.
- The school are willing to have a student teacher; this could bring in £5000 to the school.



- **Q: What is the cost to employ someone?** A: We don't know yet, maybe approximately £16,000 for a full-time student teacher.
- **Q: Would this be September?** A: Yes, as the need is there.
- Numbers across the school and SEND are increasing; the staffing situation needs to be resolved quickly.
- The Headteacher is trying to source a private Educational Psychologist (EP), but this is not easy as there are not many EP's available.
- The SEND numbers are increasing, likely because the school is very inclusive. All the children are Lowick based.
- The Headteacher reiterated that the staff are really good and knowledgeable, and they make positive relationships with the children.
- The staffing issue is such that the school would struggle to meet any more complex needs.
- **Q: Headteacher, how are you finding the SENDCO role in school?** A: It's hard, there is more to do than can be done. The Headteacher informed governors that help is coming from the staff who are supporting with the paperwork. This has helped because paperwork is a massive issue in this role.
- The Headteacher is taking on an interim Headship role at Hugh Joicey C of E First School (at Ford) for one term next year. This will not be a teaching role. This is also CPD for the Headteacher.
- This will raise capacity issues at Lowick C of E First School and supply cover will need to be brought in to cover the teaching aspects.
- The Headteacher will be the main safeguarding lead at Hugh Joicey but will not be the SENDCO.
- **Q: What if there isn't anyone who can take the role of Headteacher?** A: There will be candidates for the role and it is highly unlikely that it won't be filled.
- The Headteacher's biggest fear is Ofsted come to the school whilst the interim arrangement is in place, because the school are in the window. However, the school are strong and not just scraping through to Good.
- The Quality of Education phonics checker is bringing in positive results and the school are confident that it will be hitting 100% soon.
- SATs results are positive in the school.
- Responses to collective worship were positive and the children enjoyed the sessions.
- The SIP Report has not been ratified yet, but it was very positive and will be shared with governors soon.

9. Safeguarding Report

Governors noted there have been updates to the KCSIE document and this will be looked at in more detail at the FGB meeting in the Autumn Term.

10. Governor Training and Monitoring Reports



Governors noted that no reports had been written, it was hoped there would be some available for the Autumn FGB in November.

11. Budget Update

Governors received and considered a verbal update of the school's current budget position from the Headteacher.

Governors noted that the operational budget for 2023/2024, along with an indicative budget for 2024/2025 and 2025/2026 had been drawn up and submitted to County by 1 May 2023.

- There were some discrepancies in the previous pupil numbers, however this was resolved.
- There is a family moving to the village, with a Year 2 child who will hopefully be joining the school.
- NCC have offered support to look at the viability of employing an upper KS2 teacher. The salary would be split between the two schools, and this would make it much more affordable.

12. Consultation Update

- The Berwick partnership of schools are officially moving to two-tier.
- The Headteacher will email all governors with the latest staffing protocol that has been released – **Action Headteacher**
- The protocol will come into effect at the end of July and staff will know they will have a job for September as soon as possible.
- Any jobs that emerge are ring fenced for any at risk schools (middle schools)
- The middle school staff will have to pick which school they wish to apply for with a less informal interview process.
- The staff applying for the jobs will list in numerical order their choice and then it will be matched up to best fit. Governors noted that this seems stressful for the staff and feels fraught with difficulty. Some teachers, who have come from a middle school may struggle to adapt in a small school like Holy Island.
- Holy Island do not need a teacher until later on in KS2, but this may change further on in the process.
- **Q: Do you have to make an offer to the at risk staff?** A: No but you do have to interview, however the person has to be right fit for the school.
- **Q: Would we be able to specify, 'our school needs a teacher who has the skills to be a SENDCO'?** A: This will be in the staffing structure and will be formalized to allow for the right people into each role and school.
- The SIP mentioned that NCC are looking to set up a loose alliance to enable the use of resources and to buy in staff.



- Supervision in school would be positive to support the staff during this period of change. Staff need to be able to air any frustrations/issues without fear.
- The Headteacher also needs the same support.
- **Q: Could the alliance lead to a MAT?** At some point there will be something in writing and it will be shared with everyone.
- **Q: How are the middle school staff feeling?** The staff protocol is there to stop staff leaving. It is likely that staff are looking at alternative options, and the most employable will go first.
- **Q: Has there been any feedback about problems that other partnerships have encountered?** A: No, it just moves forward, we do know The Duchess High School had a tricky time transitioning, however the pastoral care is in place now and its worlds apart from where it was at the beginning of the transition.
- Governors noted that all transitions will encounter difficulties, but if this is the way forward, governors will support the school and the process.
- **Q: Berwick High School is not wheelchair friendly, are there any plans to show what the building will look like?** A: Not at the moment, but no doubt there will be consultants, working with NCC to develop the plans.
- **Q: What is the timescale for the new build high school?** A: It should be operational by September 2026. There are other schools that have been built in the county so there should be no issues and the build should be positive and fit for purpose.

13. Policy Review

Governors had no new policies to adopt.

14. School's Voluntary Account

This item was deferred until Autumn term.

15. LA Reports

- Model School Complaints Procedure
- 2023 Serial & Persistent Complainants Model Guidance for Schools
- NGA Membership

Governors agreed to **adopt** both the School Complaints Procedure and 2023 Serial & Persistent Complainants Model Guidance for Schools from the date of the meeting. The Headteacher agreed to replace any older versions of both documents with these updated versions.

Governors further noted that any advice on school complaints should be sourced from their Governance Professional at the earliest possible opportunity and that the draft documentation available to them should be used as part of the process.



AND

Governors noted the changes to the NGA membership provided by NCC. Governors will still have access to NGA Learning Link.

GDPR

The Board noted that an annual GDPR report would be circulated to them by email this summer term. Governors noted the majority of breaches that occurred in Northumberland schools were accidental however they acknowledged that any lessons learned would be contained in the report.

16. Urgent Business – with approval of the Chair

There was no urgent business.

17. Dates of Future Meetings

- Autumn Term 2023 – Wednesday 8th November 2023 (Lowick)
- Spring Term 2024 – Tuesday 27th February 2024 (Holy Island)
- Summer Term 2024 – Tuesday 4th June 2024 (Lowick)

There being no further business, the meeting closed at 19:10 p.m.

Further Information

Presentations and supporting information shared with Chairs/Vice Chairs at the termly briefing sessions are available at: www.northumberlandeducation.co.uk/governors

Chair _____

Date _____

PART 2 (Classified Confidential)

Matters discussed in this part of the agenda and any supporting papers will be classified as

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confidential and are for Governors only. The resulting minutes will be marked 'Not for Publication'.

CONFIDENTIAL

The Northumberland Education Department has produced this guide to help governors and trustees navigate the specialist abbreviations used in education settings.

ADHD Attention Deficit Hyperactivity Disorder

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ADD Attention Deficit Disorder
AP / SIP Achievement Partner / School Improvement Partner
APP Assessing Pupil Progress
APS Average Point Score
ARC Additionally Resourced Centre
ARE Age Related Expectations
ASP Analyse School Performance
ATH - Academy Trust Handbook
AWPU Age-weighted Pupil Unit
BSA Books/Stationery/Apparatus
CATs Cognitive Ability Tests
CEIAG/ IAG Careers Education, Information, Advice and Guidance
CEO Chief Executive Officer
CFO Chief Financial Officer
CEOP Child Exploitation and Online Protection Centre
COO Chief Operating Officer
CPD Continuing Professional Development
CPOMS Child Protection Online Monitoring System
CYPS Children and Young People Service (prev CAMHS)
DBS Disclosure and Barring Service (replaces CRB)
DFC Devolved Formula Capital
DfE Department for Education
DDA Disability Discrimination Act
DES Disability Equality Scheme
DSG Dedicated Schools Grant
DSP Designated Safeguarding Person
DT Design Technology
EAL English as an Additional Language
ECT Early Career Teacher
EEAST Early Education Additional Support Team
ESFA Education Skills and Funding Agency
ESO Education Supervision Order
EHCP Education, Health Care Plan
EHP Early Help Plan
EGPS English Grammar, Punctuation and Spelling
EWO Education Welfare Officer
EYFS Early Years Foundation Stage
EYPP Early Years Pupil Premium
FAP Fair Access Panel / Protocol
FGM Female Genital Mutilation
FFT Fischer Family Trust (education charity)
FSM Free School Meals
GAG General Annual Grant (Academies)
GLD Good Level of Development

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GCSE General Certificate of Secondary Education
GDPR General Data Protection Regulations
HSE Health and Safety Executive
HLTA Higher Level Teaching Assistant
HMCI Her Majesty's Chief Inspector
HMI Her Majesty's Inspector
ICT Information and Communication Technology
ICFP Integrated curriculum and financial planning
IDSR Inspection Data Summary Report
IEB Interim Executive Board
IEP Individual Education Plan / Programme
INSET In Service Education and Training
L & M Leadership and Management
LAC / CLA Looked After Children / Children Looked After
LA Local Authority
LADO Local Authority Designated Officer (Safeguarding)
LCVAP Locally Co-ordinated Voluntary Aided Programme
LGA Local Government Association
LGB Local Governing Body
LLE Local Leader of Education
MAT Multi Academy Trust
MFG Minimum Funding Guarantee
MFL Modern Foreign Languages
MPS Main Pay Scale
MSG Monitoring Support Group
NFF National Funding Formula
NGA National Governance Association
NLE National Leader of Education
NLG National Leader of Governance
NOR Number on Roll
NPQH National Professional Qualification for Headship
NQT Newly Qualified Teacher
OFSTED Office for Standards in Education
OSC Out of School Clubs (or ASC – After School Clubs)
PAN Published Admissions Number
PGR Parent Governor Representative
PFI Private Finance Initiative
PGCE Post Graduate Certificate in Education
PI Performance Indicators
PLASC Pupil Level Annual School Census
PM Performance Management
PP Pupil Premium
PPA Planning, Preparation and Assessment
PRP Performance Related Pay

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PRU Pupil Referral Unit
PSA Parent Support Adviser
PSHCE/PSHE Personal, Social, Health (and Citizenship) Education
PSP Pastoral Support Programme
PTA / PTFA Parent Teacher (Friends) Association
PTR Pupil Teacher Ratio
QCDA Qualifications and Curriculum Development Agency
QTS Qualified Teacher Status
R & R Recruitment and Retention
RI Requires Improvement (Ofsted grading)
RSC Regional Schools Commissioner
SACRE Standing Advisory Council on Religious Education
SATs Standard Assessment Tests
SBM School Business Manager
SCITT School Centred Initial Teacher Training
SCR Single Central Record
SEAL Social & Emotional Aspects to Learning
SEF Self Evaluation Form
SEMH Social and Emotional Mental Health
SEND/SENCO Special Educational Needs and Disabilities / Special Educational Needs Co-ordinator
SENTASS Special Educational Needs Teaching and Support Service
SFVS Schools Financial Value Standard
SIMS School Information and Management System
SIP / SDP / SP School Improvement Plan / School Development Plan / School Plan
SLA Service Level Agreement
SLE Specialist Leader of Education
SLT Senior Leadership Team
SMSC Spiritual, Moral, Social and Cultural
SMT Senior Management Team
SoD Scheme of Delegation
SPAG Spelling, Punctuation and Grammar (see GPS)
STEM Science, Technology, Engineering and Maths
STRB School Teachers Review Body
STPCD School Teachers Pay and Conditions Document
TA Teaching Assistant
TaMHS Targeted Mental Health in Schools
T & L Teaching and Learning
TLR Teaching and Learning Responsibility
TSA Teaching School Alliance
UFSM Universal Infant Free School Meals
UPS Upper Pay Scale
UTC University Technical College
VA Voluntary Aided

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VA Value Added

VC Voluntary Controlled