



The Federation of Lowick & Holy Island First Schools

Governing Board Minutes – Autumn Term 2022

Tuesday 15th November 2022 at 5.30pm

(held in the school)

Invited	Governor Category	Start Date	End date
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 Kim Gillings	Parent	Resigned	
Mrs Nikki Gamston	Parent	Yes	
Mrs Heather Stiansen	Staff	Yes	
Mrs Joan Montgomery	NDEB	Yes	
Mr Colin Hardy	Foundation	No	Yes
Quorate No: 5			

Opening Prayer

Rev Sarah Hills opened the meeting with a prayer.

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. Election of Chair

Nikki Gamston was elected as Chair of Governors until the spring term FGB meeting. Sarah Hills agreed to consider taking on the role as Chair in the future as a shared role.

2. Election of Vice Chair

Margaret Cartlidge was elected as Vice Chair until 31 August 2023.

3. Apologies for Absence

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



4. Membership Update

Governors noted the resignation of Kim Gillings and recorded thanks for her service to the school.

The Headteacher agreed to run a parent governor election.

5. Declaration of Personal and Pecuniary Interests in this Agenda

Governors declared that they had no personal or pecuniary interest in any item on the agenda.

6. Minutes and Action Grid

Minutes of the following full governing board meeting held on Tuesday 7th June 2022, 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:

- To undertake RE M&E visit – Completed
- To undertake Homework M&E visit – To be completed on Friday 9th December.
- To undertake Maths M&E visit- To be completed on Friday 9th December.
- GDPR compliance visit- Completed
- To include consultation information within School Newsletter- Completed
- To contact Mr Guy Renwick with a view to attending a meeting with parents to discuss the consultation- Completed.

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

7. Receive Minutes of Committee Meetings

Governors noted:

- There have been no meetings, but the governors have been communicating via email when decisions were needed.
- Resources committee meeting arranged for Monday 5th December at 4pm.
- Curriculum committee meeting arranged for Friday 9th December at 9.30am.



8. Annual Review of Committee Membership

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

It was agreed that no changes were required.

9. Headteacher's Report

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

Items Under Discussions:

- **Has the number of SEND children in school gone up?** Yes
- **What do we need to do to support that increase?** One child that joined us this week will need an EHCP and doesn't come to the school with any evidence of diagnoses pathways and graduated approach.
- **What do you do in the meantime?** Staff put all the support in place but without any funding. There is the capacity in school and feel positive, but it is going to be a long haul to get what is needed.
- There is a nursery child also in the same situation which in the future may need additional support.
- **As Headteacher you are SENDCo, do you have the capacity?** One TA has expressed an interest in helping with the paperwork side of things. It is going to be a challenge in the meantime.
- It is still unknown what will happen with the consultation. If the school was to go to two tier, then an additional teacher may come with subject leader, middle leader or SENDCo experience.
- The new Music and French teacher are excellent. The children are loving both lessons.
- Connections with other small schools is really building momentum.
- It is a useful group, and the Headteachers share a lot of advice and support. It makes everyone feel less isolated.
- Seeing the Lindisfarne Gospels in Newcastle today really topped off all the work that has been done this term. It was a very proud cumulative moment.
- Thank you to the Headteacher for the report. It is very comprehensive and appreciated.
- The SIP and SEF were also shared.

10. Safeguarding Update

Mrs Vicki Evans
School Governance and Data Protection Manager
Vicki.evans@northumberland.gov.uk



This item was discussed under Item 9 Headteachers Report

Governors noted:

- Governors were asked to note the changes made to Keeping Children Safe in Education. Governors were reminded to read the document if they have not already done so and email the school to confirm they have both read and understood it.
- Governors agreed that if they had not completed the Safeguarding training with Carol Leckie that they would complete the online Learning Link module through the NGA.

Rev Sarah Hills left the meeting.

11. Budget Update

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

Governors noted that a revised operational budget for 2022/2023, along with an indicative budget for 2023/2024 and 2024/2025 would need to be drawn up and submitted to the Local Authority by 1 December 2022.

Governors noted:

- There was not much to update governors on since the last meeting.
- The Budget is looking stable.
- Nursery numbers are going up which is a great source of income.

12. Schools' Financial Value Statement

Guidance from Internal Audit had been shared directly with the school. This guidance explained the process for completing the SFVS this year and that the school's financial value statement 2022/23 would need to be completed and submitted to the County by 31 December 2022.

Action: It was agreed that Resources Committee would take this forward on behalf of Governors.

13. School's Voluntary Account

Governors received a certified copy of the school's voluntary account and noted that the accounts had been appropriately checked and validated.



14. Governors' Monitoring Reports & Governor Training

Governors received and considered the following reports:

- Adam Hood- RE
- Governors need to be aware and supportive of the Headteacher regarding the looming inspections.
- Great to see opportunities to go to local churches.
- The children have a clear idea of what the vision is and how it is put into practice.
- Joan Montgomery – 17th October 2022.
- The children were purposeful, busy and engaged.
- They were not fazed by a visitor in school.
- Lesson objectives were clear.
- Children were happy to talk about what they were doing
- Although the school is small there is a great sense of ambition

15. Code of Conduct 2022

Governors noted the new draft Governor Code of Conduct that had been prepared for consideration by the Governing Board. Governors were reminded that the document associated with the Governor Code of Conduct was the Governor Behaviour Protocol and that both documents should be presented to any new governors joining the board before appointment.

Governors agreed to adopt the Governor Code of Conduct 2022 and to always adhere to it.

16. LA Updates

A briefing note had been shared with Governors to notify them of recent changes to government guidance. Governors were informed of the changes and agreed to review the documents and address any changes or actions that they would need to address.

The guidance that had been updated was:

- Keeping Children Safe in Education
- Working together to improve school attendance
- Behaviour in Schools
- Suspension & Permanent Exclusion

Action: Governors agreed to carry out all relevant actions alongside the Headteacher, sticking to the deadlines given.



17. School Admission arrangements

Governors are required to determine their admission arrangements for 2024/25 by 28th February 2023 regardless of whether they have consulted or not – minutes for this process should be retained. Once the governing body has determined their admission arrangements, they must notify the appropriate bodies of this. Governors must send a copy of their full determined admission arrangements 2024/25 to the LA by 15th March 2023 and must then publish a copy of their determined admission arrangements on their website by 15th March 2023 displaying them for the whole offer year (the school year in which offers for places are made).

The Admissions Policy for Holy Island was on the website, everything will remain the same and admission arrangements for 2024/25 were APPROVED by the governing board.

18. GDPR Update

An Annual GDPR Report had been sent to governors. The report detailed information of any breaches the school had reported to the DPO over the last 12 months and a summary of advice given.

An environmental audit of the school had already taken place and the findings were shared with governors. A full report would follow.

19. Urgent Business – with approval of the Chair

There was no urgent business.

20. Dates of Future Meetings

- Spring Term 2023 - 14th February at Holy Island- to change to Thursday 16th Feb as there is a consultation meeting at 5pm, the governors meeting is to follow at Lowick not Holy Island.
- Summer Term 2023 – 13th June at Holy Island.

There being no further business, the meeting closed at 7pm

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 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
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

Mrs Vicki Evans
School Governance and Data Protection Manager
Vicki.evans@northumberland.gov.uk



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
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

Mrs Vicki Evans
School Governance and Data Protection Manager
Vicki.evans@northumberland.gov.uk



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
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

Mrs Vicki Evans
School Governance and Data Protection Manager
Vicki.evans@northumberland.gov.uk



TA Teaching Assistant
TaMHS Targeted Mental Health in Schools
T & L Teaching and Learning
TLR Teaching and Learning Responsibility
TSA Teaching School Alliance
UIFSM Universal Infant Free School Meals
UPS Upper Pay Scale
UTC University Technical College
VA Voluntary Aided
VA Value Added
VC Voluntary Controlled