



The Federation of Lowick & Holy Island First Schools

Governing Board Meeting Minutes – Spring Term 2023

Thursday 16th February 2023 at 5.30pm following the consultation meeting

(Held at Lowick school)

Invited	Governor Category	Attendance	Apologies
Rev Adam Hood	Foundation	Yes	
Rev Sarah Hills	Foundation	Yes	
Dr Margaret Cartlidge	Foundation	Yes	
Rev Charlotte Osborn	Foundation	Yes	To leave at 6.30pm
Mrs Rebecca Simpson	Headteacher	Yes	
Mrs Nikki Gamston	Parent	No	Yes
Mrs Heather Stiansen	Staff	Yes	
Mrs Joan Montgomery	NDEB	Yes	
Mr Colin Hardy	Foundation	No	Yes
Mrs Vicki Evans	School Governance Manager	Yes	
Jane Reed	Observer- potential parent governor	Yes	
Quorate No: 5			

Opening Prayer

Rev Adam Hood 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. Apologies for Absence

Apologies were received and consent given for the absence of Colin Hardy and Nikki Gamston.

2. Membership Update



Governors noted the reappointment of both Rev Adam Hood and Rev Sarah Hills by the Diocese.

3. 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.

4. Minutes and Action Grid

Minutes of the full governing board meeting held on Tuesday 15th November 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:

- To consider Chair of Governor election- This is ongoing, someone needs to come forward to take over or work as Co-Chair with Nikki Garmston.
- Headteacher to run a parent election- Completed
- Governors to complete NGA Learning Link Safeguarding training if they have not done so already- Completed

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

5. Receive Minutes of Committee Meetings

Governors received the agreed minutes from the following committee meetings:

- Resources Committee dated December 5th, 2022.
- Curriculum Committee dated January 26th, 2023.

Governors noted:

- The date set for the next Resources committee meeting is Monday 17th April at 3.15pm.
- The date set for the next Curriculum committee meeting is Tuesday 23rd May at 1.30pm.
- NCC have asked if they can use the Headteachers Cultural Capital Review document as an example of best practice which is great.
- There are rising numbers on Holy Island, and staff are now working out how the children will be transported between the two schools.



- Staff are currently looking at leasing options as the arrangement needs to be flexible.
- **Is there anyone who is retired who might do it?** Potentially
- **As part of the Holy Island 2050 project, one thing they are looking at is getting an electric minibus, that would be owned by the island but could be used?** Potentially but the school would need it a lot and would not want to upset the community.
- There are four younger children on the island who will be coming through the school soon.

6. Headteacher's Report

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

Items under discussion:

- SIP Report
- The new parts that have been added to the report since the last visit are shown in green.
- Governors discussed CPOMS and what it is used for.
- There is a spare slot on the Safer Recruitment training that the Headteacher has organised. Joan Montgomery agreed to attend.
- The SIP had a discussion with the subject leaders to prepare them for external visitors.
- The SIP also did a pupil voice session with the Holy Island children to help them get used to speaking to visitors about their learning.

7. Safeguarding Report

This item was discussed under Item 6 Headteacher's Report.

8. Governor Training and Monitoring Reports

Rev Adam Hood agreed to carry out a monitoring & evaluation visit with a focus on RE.

9. Budget Update

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

Governors noted that an agreed budget for 2023/2024 would need to be submitted to the County by 1 May 2023.



Governors noted:

- The budget setting meeting would take place before the end of March.
- The budget will look better than anticipated as the electric bill will not be as high as it was first thought.
- The budget is still carrying £30,000 for building works.
- The budget is not as good as it has been due to the increases in prices.
- Staff continue to do what they can to improve the budget.
- Nursery provision continues to grow, more children mean more income.
- Governors discussed staffing for a Primary school if it was to ever happen. There would be a lot more to investigate and brainstorm.
- Governors arranged to meet on Tuesday 18th February at 5.30pm via zoom to agree the consultation response.

10. School Admission arrangements

Governors confirmed that:

- The admissions policy had been approved at Resource Committee level.
- Admission arrangements for 2024/25 were determined by 28th February 2023, and appropriate bodies were notified.
- A copy of the full determined admission arrangements for 2024/25 will be sent to the LA by 15th March 2023.
- Determined admission arrangements have been published on the school website by 15th March 2023 and will be displayed for the whole offer year (the school year in which offers for places are made).

11. GDPR

Governors noted that a website compliance check would be carried out by the DPO this term and that the results would be shared with them in due course.

12. Urgent Business – with approval of the Chair

There was no urgent business.

13. Dates of Future Meetings

- Summer Term 2023 – Tuesday 13th June at Holy Island at 5.30pm.

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



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
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
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

VA Value Added

VC Voluntary Controlled