

**The Federation of Lowick and Holy Island First Schools**

**Governing Board Minutes – Spring Term 2022**

**Wednesday, 16 March 2022 at 5.30 p.m.**

<b>Invited</b>	<b>Governor Category</b>	<b>Attendance</b>	<b>Apologies</b>
Rev Adam Hood	Foundation	Yes	
Rev Sarah Hills	Foundation	Yes - arrived 6pm	
Dr Margaret Cartlidge	Foundation	Yes	
Rev Charlotte Osborn	Foundation	No	Yes
Mrs Rebecca Simpson	Headteacher	Yes	
Mrs Kim Gillings	Parent	No	Yes
Mrs Nikki Gamston	Parent	Yes	
Mrs Heather Stiansen	Staff	Yes	

**Opening Prayer**

Rev 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 Rev Osborn and Mrs Gillings.

**2. Membership Update**

Governors noted vacancies had been publicised via the school newsletter and PCC – Ongoing. Mrs Stiansen agreed to further pursue with PCC, Parish Council and local community (parents on the Island) - Action: **Mrs Stiansen**

**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 following full governing board meeting, having been circulated to the Governors, were adopted, and signed as a true record:

- 18 November 2021

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 Head had liaised with Mrs Gillings regarding co-chairing (agreed).
- Dr Cartlidge agreed to be elected as Vice Chair for the remainder of the academic year.
- See above regarding vacancies.
- The Resources committee had further considered DFC allocations and budget contingency – Quotes have been sought for painting, resurfacing, markings on school yard, replacing greenhouse, storage cupboards etc.
- The Head had not yet circulated the Skill Matrix – **Action: Head**
- Mrs Stiansen had further pursued vacancies with the PCC as detailed above.

#### 5. Receive Minutes of Committee Meetings

Governors noted there had been no meetings held due to Covid related staffing absences.

#### 6. Headteacher's Report

Governors considered the report from the Head Teacher circulated prior to the meeting.

Suggested items to cover and documents to include:

- Covid 19 Updated Recovery Plan
- SIP (School Improvement Partner) Report (for circulation & discussion)
- Phonics Screening
- Love of Reading
- Curriculum Update

**Items under discussion:**

- School Population
- Remote Learning

- SEND (Special Educational Needs or Disability) & Pupil Premium
- Staffing
- Safeguarding
- Premises
- Leadership & Management
- CPD (Continued Professional Development)
- Quality of Education
- Pupil Outcomes
- Behaviour & Attitudes
- Attendance
- Personal Development
- Collective Worship
- School Trips / Enrichment Opportunities

**Governors noted/agreed/discussed/questioned:**

- Berwick Partnership – See Part Two confidential
- Numbers - Nursery children were included within Lowick's numbers
- Numbers – The Head confirmed there would be space for any Ukrainian refugees however, there may be difficulty transporting children as well as language barriers. English lessons could be offered to parents as a solution. The curriculum may also need to be altered as appropriate.
- CPOMS – ***Governors asked if the programme was proving useful?*** - The Head confirmed it had been an excellent addition particularly for SEND communication as well as ensuring staff were aware of any conversations held. The information was stored in one place and enabled categorising in order that reports could be ran. Governors acknowledged the term, "Incident" was quite subjective.
- ***Governors asked if covid cases had stabilised?*** – The Head confirmed that nursery children were now affected and that it was extremely hard to judge with current guidelines and restrictions being open to interpretation - ie PHE (Public Health England) advises that if testing positive, isolate for 5 days and then test twice for negative results, which conflicted with the latest Government advice, stating that this is no longer a requirement.
- **Governors thanked the Head for the ongoing support offered to member of staff who was absent following a sudden family bereavement.**
- ***Governors asked for further clarification on core books?*** - The Head explained they are books that staff chose to engage the children's reading and learning across the curriculum. Children had written their own scripts for twelfth night and were extremely excited about them. She further

emphasised the importance of choosing the right books for the children. Queens Handbag was being utilised in year 1, which linked to geography as the bag travelled around the country. The children were very enthusiastic. The school Improvement Partner had been impressed by the deep level of children's understanding of Twelfth Night.

- Guided reading – Was a programme which allowed the children to read daily. Children were working on practice papers for SATS. Staff encouraged children to use library fiction as well as nonfiction. The language used across the school actively promoted books. Ten minutes of teacher reading at the end of every day had also been introduced.
- Maths - ***Governors asked if would be useful to have a maths visit?*** – The Head confirmed this would be a good idea to cover the three different elements. Maths Mastery training was being undertaken (in 3 year). This year Mastery for numbers was targeting the younger children. Staff were encouraging children to recognize numbers which supported them with links to smaller number bonds. Mini abacus hugely successful. Children were also learning maths training which was aimed at cognitive science, connections, and memories. Speech & Language training linked extremely well with this - **Action: Mrs Gamston M&E visit.**
- SIP report – The Head agreed to circulate the report to Governors once it had been received from County – **Action: Head**
- Phonics – Staff were anticipating that 100% of the children would pass.

## 7. Safeguarding Report

Governors noted the S175 Audit would need to be completed by 31 March 2022.

## 8. Governors' Monitoring Reports

Governors agreed to carry out monitoring & evaluation visits with the following focus:-

- Maths – Mrs Gamston
- Safeguarding – To be confirmed
- RE (Religious Education) – Head to contact Rev Hood with proposed dates – **Action: Head/Rev Hood**

## 9. Budget Update

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

Mrs Susan Mitchell  
School Support Officer  
Tel. 01670 623610  
Email: [susan.mitchell01@northumberland.gov.uk](mailto:susan.mitchell01@northumberland.gov.uk)

Governors noted that an agreed budget for 2022/2023 would need to be submitted to the County by 1 May 2022.

**Governors noted:**

- Very healthy carry forward for both schools
- Holy island will need to be updated in line with additional pupils
- 6 April for budget setting meeting

**10. LA (LOCAL AUTHORITY) Reports**

The following LA Reports had been highlighted to Governors, as priorities:

- NCC (Northumberland County Council) Online Governor Training briefing note acknowledged.
- School Uniform Policy. Governors noted that by the end of the summer term 2022, they would need to:
  - Review the school uniform policy, and make changes where necessary (unless the exceptions set out below apply)
  - Publish the uniform policy on the school website
  - Make sure second-hand uniforms are available

Governors noted that they had until summer term 2023 to comply with the guidance if:

- Changing the school uniform would require you to breach a pre-existing contract or informal agreement with a uniform supplier.
- You need to run a competitive tender process to set up a new contract

Governors noted the proposed uniform policy would be shared with parents for comments / feedback – **Action: Head**

- Equality Information & Objectives briefing note acknowledged – Head to email Gill Finch for further advice.

All reports presented at the termly Chairs' and Vice Chairs Briefings are available at [www.northumberlandeducation.co.uk/governors](http://www.northumberlandeducation.co.uk/governors)

**11. GDPR (General Data Protection Regulations)**

Governors noted that a website compliance check would be carried out by the DPO this term.

## **12. Urgent Business – with approval of the Chair**

Governors agreed to set a date for the Resources committee to meet - **Action: Head**

## **13. Dates of Future Meetings**

- Summer Term 2022 – 7 June at Holy Island

There being no further business, the meeting closed at 7.20 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](http://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'.

Berwick Partnership – A meeting had been held on Monday 16 March to further discuss proposals. There would be a consultation for both 2 & 3 tier models during the summer term. Following that outcome, a shorter consultation would then be held in October with detailed models. *Governors asked what would happen if there was no definitive decision made?* - The Head confirmed County had stated that it was not a referendum! Mrs Avisiton, was visiting the school in April to assess the suitability of the building. *Governors asked what the general feeling was amongst Heads and what the timescales were?* - The Head confirmed a further meeting had been arranged to discuss further. Timescales had not been confirmed but would likely be September 2024.