

The Federation of Lowick & Holy Island First Schools

Governing Board Minutes – Summer Term 2022

Tuesday, 7 June 2022 at 5.30 p.m.

Invited	Governor Category	Attendance	Apologies
Rev Adam Hood	Foundation	Yes	
Rev Sarah Hills	Foundation	Yes – left at 6.05pm	
Dr Margaret Cartlidge	Foundation	Yes	
Rev Charlotte Osborn	Foundation	Yes	
Mrs Rebecca Simpson	Headteacher	Yes	
Mrs Kim Gillings	Parent	Yes	
Mrs Nikki Gamston	Parent	Yes	
Mrs Heather Stiansen	Staff	Yes	
Mrs Joan Montgomery	NDEB	Yes	
Mr Colin Hardy	Foundation	Yes	

Opening Prayer

Rev Osborn 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

There were no absences as all the Governors were present.

2. Membership Update

Governors welcomed Mrs Montgomery and Mr Hardy to their first meeting.

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.

Annual Declaration of personal or pecuniary interests

Mrs Susan Mitchell
School Support Officer
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June 2022

4. 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. The Headteacher agreed to manage this process.

5. Minutes and Action Grid

Minutes of the full governing board meeting held on 16 March 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:

- Mrs Stiansen had further pursued vacancies with the PCC, Parish Council; & Local Community on Holy Island – Mr Hardy & Mrs Montgomery had been duly appointed – Mrs Stiansen agreed to liaise with new Nursery parents in September – **Action: Mrs Stiansen**
- Mrs Gamston had not yet undertaken a Maths M&E visit – **Action: Mrs Gamston**
- The Head had circulated the SIP (School Improvement Partner) report.
- The Head & Rev Hood had arranged a date for an RE (Religious Education) M&E visit to take place (15 June) - ***Governors asked if the Head felt confident emerging questions would be answered?*** - The Head explained the more the curriculum was covered the better. It would also be advantageous for Governors to be confident in all subject areas.
- The Head had further considered the uniform policy which had been previously shared with Governors and was now published on the school website. There had been no comments from parents. Governors agreed the policy was very equitable. ***Governors asked if any uniforms had been recycled?*** - The Head confirmed there had been lots of donations from parents which had been made available via the parents' table.
- The Head & Resources committee had met on 9 May (as below). ***The Head confirmed all outcomes had been covered as questioned.***
- The Head had not yet circulated the Skills Matrix – **Action: Head**

6. Receive Minutes of Committee Meetings

Governors received the agreed minutes from the following committee meetings:

- Resources Committee, dated 9 May 2022

Governors noted:

- Mr Hardy joined the committee
- Further quote had been obtained for painting – The two received had been vastly different with one quoting £4k and the other £1700. The Head confirmed she would ask for a clearer breakdown due to the difference in prices. Governors agreed if the breakdowns were comparable, then they would go with the cheaper option.
- It was noted BarMoor Wind were no longer taking requests. The Head confirmed they would be requesting donations, as staff would be making a case for the outdoor area as an improvement to a community building - ongoing

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:

Resources Committee	Curriculum Committee
Mrs Gamston, Mrs Gillings, Head, Mr Hards, Rev Osborn, Rev Hills	Mrs Gamston, Mrs Gillings, Head, Mrs Stiansen, Dr Cartlidge, Rev Hood, Mrs Montgomery

8. Headteacher's Report

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

Suggested items to cover and documents to include:

- SIP Report (previously circulated) – covered above

Items under discussion:

- Numbers
- Remote Learning

- SEND & Pupil Premium
- Staffing
- Safeguarding
- Premises
- Leadership & Management
- Staff Training
- Quality of Education
- Pupil Outcomes
- Behaviour & Attitudes
- Attendance
- Personal Development
- Collective Worship
- School Trips / Enrichment Opportunities

Governors noted/questioned/agreed/discussed:

- Parental Questionnaire Circulated for Discussion – The first question had been based on which school the children attended to enable breakdown – Vast majority of responses had been positive – There had been some confusion regarding the negative response of “lack of remote learning”. Governors acknowledged there could be some negativity towards homework but failed to comprehend the comment regarding the remote learning. The Head confirmed she was unable to challenge/respond due to anonymisation - Governors agreed to undertake a M&E visit focused on Homework (**Action: Governor**) – Staff had agreed they needed to find the right balance of how marking was interpreted – Governors agreed the staff should be encouraged and take heart from the positive responses.
- Staffing – ***Governors asked if the staffing in the report would be the staffing for September and was Miss Easton qualified for Early Years?*** - The Head confirmed Miss Easton had not quite qualified and would be with them for the foreseeable future and that staffing had slightly altered due to a Teaching Assistant being offered alternative employment. Governors acknowledged that fewer staff would mean bigger challenges to cover absences etc – ***Governors asked for an update from Mrs Stiansen regarding student placement and whether any additional support was required?*** - Mrs Stiansen explained the placement was progressing well however the downside was expectations for planning as sometimes, particularly in a small school you just needed to react to a specific situation. Although, once actual teaching had commenced things had clicked into place. She was also teaching the children French as she herself was fluent. The university tutor Had been extremely pleased with her progress. - ***Governors asked how the new cook was working out?*** – The Head confirmed she was a

terrific asset to the school and community. She had recently provided a fantastic picnic for the children.

- ***Governors asked how CPOMS was working?*** - The Head confirmed the system was exceptionally good which kept information in one confidential place. Staff were working on how to generate reports.
- International Art Competition – The Head confirmed the schools were one of the few who taking part and gave them an extra dimension.
- Attendance – Governors noted Holy Island figures were a weak point this year as covid & covid isolations together with the usual sickness bugs had impacted heavily (91%) - Partnership Heads had confirmed their figures were around 92%-97% - Lowick figures stood at 92%-95%.
- Times Table Assessments – The Head explained children learnt tables but not at the detriment of other subjects – Staff worked out on not putting children under unnecessary stress children.
- County Moderation - Partnership Teachers had worked together at Belford to assess pieces of work to ensure a consistent approach.
- Parental Engagement – Governors agreed how refreshing it was to be able to welcome parents back into school.
- SIP Report (previously circulated) – Pupil Voice had been completed – Subject Leads had found the visit especially useful – Discussions had centred around emerging questions (ongoing) - Governors agreed to build on their own knowledge and understanding of the schools via M&E visits - A further visit had been arranged to take place on the July 1st.

9. Safeguarding Report

Governors noted this item had been covered under Item 8, Headteachers Report.

10. Governors' Monitoring Reports & Monitoring Schedule

Governors received and considered the verbal report from Mrs Montgomery noting the following:

- Visit carried out 24 May

- Discussions regarding past, present and future, topics and how they fitted into the 5-year plan
- Children had been keen to comment, were purposeful, engaged, and well behaved
- Staff had been happy and respectful
- Environment - lots of space all being utilised with great displays
- Overall lovely visit.

Mrs Gillings agreed to undertake a M&E visit focusing on Maths – **Action: Mrs Gillings (20 June).**

11. Budget Update

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

Governors noted that the operational budget for 2022/2023, along with an indicative budget for 2023/2024 and 2024/2025 had been drawn up and submitted to County by 1 May 2022.

Governors noted:

- Both budgets were healthy with large contingencies and financially stable
- Additional child for Holy Island
- Covid expenditure – Funds utilised for staffing for small group work as well as 1:1's

12. 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.

13. LA (LOCAL AUTHORITY) Reports

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

Governors noted that the school would comply with as much of the DfE's [statutory guidance on the cost of school uniforms](#) as possible by September 2022 and noted these had been published on the school websites.

Governors noted that the school must publish how they have spent the PE and sport premium funding by **31 July 2022** at the latest.

Governors noted that as part of the Governance SLA (Service Level Agreement) they now have full membership to the National Governance Association for the next 12 months. Governors would have received a sign-up email direct from the NGA and were reminded to follow the instructions to set up their accounts. Governors were asked to contact their School Support Officer should they have any questions.

14. GDPR (General Data Protection Regulations)

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

The DPO (Data Protection Officer) had carried out a compliance visit for Holy Island (report to be circulated in due course). A date would be arranged with the Headteacher to undertake a visit to Lowick – **Action: DPO.**

15. Urgent Business – with approval of the Chair

Governors discussed:

- Berwick Partnership Consultation - See part two, confidential
- Mrs Gillings informed the Governors she would be standing down as Co-Chair as she would be leaving. Mrs Gamston confirmed she would also be stepping down as Co-Chair due to work commitments.

16. Dates of Future Meetings

- Autumn Term 2022 - 15 November at Lowick
- Spring Term 2023 - 14 February at Holy Island (tide pending)
- Summer Term 2023 – 13 June at Lowick

There being no further business, the meeting closed at 6.20 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

Chair _____

Date _____

