

The Federation of Lowick & Holy Island First Schools
Governing Board Minutes – Summer Term 2021
Thursday, 24 June 2021 at 5.30 p.m.
(Virtual meeting via video conference)

Invited	Governor Category	Attendance	Apologies
Mr Robert O'Rourke	Authority	No	Yes
Rev Adam Hood	Foundation	Yes	
Rev Sarah Hills	Foundation	No	Yes
Dr Margaret Cartlidge	Foundation	Yes	
Rev Charlotte Osborn	Foundation	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 Mr O'Rourke, Mrs Gillings and Rev Hills.

2. Membership Update

Governors noted Mr O'Rourke would be standing down and agreed to further consider succession planning.

The current vacancies were also discussed in depth. Ideally, Governors agreed they would like to recruit someone from the Island. Mrs Stiansen to raise this at the next PCC meeting. **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. Annual Declaration of Personal and 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. The Head agreed to manage this process.

Action: Headteacher

5. Minutes and Matters Arising

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

- 4 February 2021

There were no matters arising.

6. Receive Minutes of Committee Meetings

Governors received the agreed minutes from the following committee meetings:

- Curriculum Committee, dated 26 May 2021

Governors noted:

- Governors wished to thank the Headteacher and her staff for the wonderful presentation from the children (video on website), they were particularly pleased at the number of parishioners that were present which strengthened the link within the community.
- Remembrance garden that had been set up in Lowick had been very successful. Holy Island would like to do the same and call it the "Peace Garden" – 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.

It was agreed that no changes were required.

8. Headteacher's Report

Governors considered the report from the Head Teacher circulated prior to the meeting covering the following topics:

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

Items under discussion:

- Curriculum – Staff had not covered the whole curriculum; however, in terms of fundamentals everything had been covered. Reading was being pushed to ensure a good foundation was in place for September. In maths staff felt they had been taking one step forward and one step back. Small group teaching had been carried out which had helped, and all children had been well engaged. Staff were very mindful of gaps and felt that as the fundamentals were in place there would be no additional stress put upon children.
- Phonics - Predictions had been correct and relevant support was in place where appropriate.
- Attendance – Figures remained consistently good.
- Premises – E mails received from resident/s regarding trees. The trees had been inspected on both sites by County and deemed to be healthy and safe. Concerns received state the roots of one of the trees go under the house. A further concern had been the branches of the tree go across their property line. The Head had taken further advice from County who had advised removal of roots would more than likely cause more damage, as the tree takes up a lot of water and without this could lead to excess flooding. Governors agreed to advise resident a structural engineer would investigate concerns and County would then take over. It was further agreed the branch problem could be related to lighting and if this was the case cutting back / thinning out the tree could resolve the issue and resolved to ask a local tree feller, if possible, to liaise with the resident. The preferred option would be to keep the tree/s. The Head explained the school were not liable as long as annual inspections were carried out. **Action: Head to respond to resident/s.**

- Quality of Education - Governors were extremely impressed at how settled the children were and confirmed that parents had also commented at how well the children were absorbing their lessons and activities. Governors wished to formally record their thanks to the Headteacher and her staff for continuing to provide a superb safe learning environment for children. The Head commented that although the children were tired with mental exhaustion, they were still very happy to attend school. Lots of clubs and enjoyable activities had also been offered and were well attended, with special thanks to the staff, who had volunteered their own time.

9. Safeguarding

Governors took the opportunity to discuss Safeguarding in the school.

Governors noted:

Situations had eased slightly as families had become more settled

Staff continued to remain very vigilant

Face to face Safeguarding training would be carried out in September across the partnership, delivered by Carol Leckie from County and this would be held at Glendale Middle School

Fire and Water Safety check would be carried out at the end of term

ESafety and Road Safety information continued to be provided to parents

Mrs Gamston is undertaking SEND training / course

10. Governors' Monitoring Reports

Governors noted there were no reports to receive. The Head agreed to arrange diary dates to recommence monitoring and evaluation visits in September - **Action: Head.**

Suggested areas were: -

- Pupil Voice
- Liaise with staff re Curriculum areas and topics

11. Budget Update

Governors received and considered a written summary current budget position from the Head Teacher.

Governors noted that a revised indicative budget for 2021/2022 and 2022/2023 would need to be drawn up and submitted to the Local Authority by 1 December 2021.

Governors noted the planned Learning Resources expenditure planned for the Autumn Term, in line with the School Development Plan.

Governors noted:

- Both budgets were fairly healthy
- Lowick in year deficit due to extra member of staff
- Resources committee meeting to be arranged for quite early in September to discuss contingency further – **Action: Resources committee**
- Holy Island potentially gaining additional child from September
- Covid expenditure - extra member of staff for catch up plus cleaning materials costs - had claimed for small amount

12. School's Voluntary Account

The account was awaiting validation and this item was deferred until Autumn term.

13. GDPR

Governors received an update from their Data Protection Officer in relation to their GDPR arrangements.

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

Revisions continue to maintain the systems audit tool and schools' privacy notices.

14. Urgent Business – with approval of the Chair

Governors discussed the following: -

South African Heritage Day – Head and Mrs Gillings agreed to liaise to further discuss ideas (teach local dance, read in local tongue etc) - **Action: Head/Mrs Gillings**

15. Dates of Future Meetings

- Autumn Term 2021- 18 November at Holy Island
- Spring Term 2022 - 17 March
- Summer Term 2022 – 23 June

There being no further business the meeting closed at 6.50 pm

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 were classified as confidential and minuted as such. Any reports circulated with the agenda papers were enclosed for Governors only, coloured pink and marked “not for publication”.

CONFIDENTIAL