

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD ON THURSDAY 10TH
DECEMBER 2020 AT 5.00PM AT WENSLEY FOLD CE ACADEMY
VIA TEAMS**

PRESENT: Mr John Leigh (Chair), Mrs Donna Simpson (Headteacher), Mrs Safina Alam (5.15pm), Ms Maggie Beck, Mrs Olwyn Fairless, Mr Tanveer Hussain, Mr Shuaib Khan, Mrs Stephanie Pfeiffer, Mrs Julie McFeely, Mrs Sadia Rafiq (5.20pm) Mr Ehsan Raja (5.20pm) and Mrs Amanda Whittingham

IN ATTENDANCE: Mrs Firoza Hafeji (Clerk), Ms Christine Wilson (Senior Statutory Auditor on behalf of MHA Moore and Smalley Accountants) and Mrs Sue Blackwell (SBM)

The meeting started at 5.00pm.

The Chair welcomed everyone to the meeting.

1. APOLOGIES AND CONSIDERATION OF CONSENT FOR ABSENCE

Apologies for absence were received and accepted from Mrs Aisha Hussain, Mrs Elaine Rae and Miss Marrienne Morant. Dr R Master's absence was noted.

2. NOTIFICATION OF ANY OTHER BUSINESS

There were no items of any other business noted.

3. MEMBERSHIP OF THE GOVERNING BODY

Received: The Governing Body received a copy of the existing membership list from which the following points were noted:

- a)
 - i. Mrs Julie McFeely's term of office as Co-Opted Governor was extended until 10th December 2024.
 - ii. Ms Maggie Beck was welcomed to her first Full Governing Body meeting as a Co-opted Governor.
- b) The Governing Body decided not to appoint any associate members.
- c) Governors were asked to verify their personal details and relevant changes were noted by the Clerk.

4. ELECTION OF CHAIR

Mr John Leigh's term of office as Chair was extended until Spring term 2021.

Governors agreed for this item to be deferred until the Spring term 2021.

5. ELECTION OF VICE CHAIR

This item was deferred until the Spring term 2021.

6. DECLARATION OF INTEREST

There were no declarations of direct or indirect pecuniary interest in respect of any agenda items at this time.

7. REGISTER OF BUSINESS INTEREST

Received: Register of Business Interest form.

The Governing Body were emailed the annual register of business interests form to complete and submit to the SBM as soon as possible. The register will be kept in school and Governors were reminded that

publication of relevant business and pecuniary interest was a requirement for the school website.

ACTION: SBM to e-mail Governors the Register of Business Interest form as well as the Code of Conduct.

8. MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON 9TH JULY 2020

Received: A copy of the minutes of the FGB meeting held on 9th July 2020

Resolved: That the minutes of the Governing Body meeting held on 9th July 2020, having been previously circulated, were accepted as a true record.

9. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

10. REVIEW OF, AND APPOINTMENT TO COMMITTEES AND DESIGNATED GOVERNORS

Received: List of Governing Body Committees Structure and Delegation of Responsibilities to individual Governors

No changes were made to the Committee membership.

FINANCIAL BUSINESS

a) Presentation of annual accounts and financial statements

Mrs Wilson from MHA Moore & Smalley Accountants, summarised the annual school accounts and the financial statements, which were previously circulated to Governors. It was noted that once Governors approved the annual accounts they would be published on the schools website and also be sent to the Education and Skills Funding Agency (ESFA).

RESOLVED: Governors approved the schools Annual Accounts

b) Recommendations from the audit reports

Governors noted the Audit finding report, circulated electronically to Governors. Mrs Wilson summarised the report and highlighted that the school was in a healthy financial position and no plans had been made for the expenditure of the school reserves.

c) Academies Financial Handbook

The SBM presented the Academies Financial Handbook and highlighted that the handbook was updated annually and no changes were made.

d) Management Accounts

The Management Accounts were e-mailed to Governors in November for noting. No questions were asked by Governors.

e) Schools Resource Management Self-Assessment Tool

The SBM summarised the report highlighting that the document identified how the school was benchmarked with other schools. The school was identified as working broadly in line with the schools it was compared with.

f) Internal Financial Procedures

The SBM informed Governors that the recommendation from audit was to update the authorisations for credit card transactions. Governors heard that the Internal Financial procedures was updated to include that in the absence of the Headteacher a member of the SLT is able to authorise transactions purchased via the schools credit card.

g) Risk Register

Governors noted the Risk Register, circulated to Governors.

The SBM highlighted that to conform with the increased requirements by the ESFA for internal scrutiny,

the Governing Body are invited to identify areas of the register to be scrutinised by internal auditors, who come into school three times a year.

ACTION: Set up a Risk Committee in Spring term 2021. The purpose of the committee will be to monitor the Risk Register. SBM will e-mail Governors to request volunteers to sit on the committee.

h) Any Proposed Changes to the Articles of Association

No changes were highlighted by Governors.

i) Appointment of Auditors 2020/2021

Governors approved to continue with MHA Moore and Smalley Chartered Accountants.

11. HEADTEACHER'S REPORT

Received: The Headteacher's Report – Autumn term 2020

The Headteacher presented her report and explained that the report reflected the challenging circumstances school finds itself in and included the School Improvement Plan for 2020-2023.

Pupils

There are 420 pupils in schools. 14 pupils had either an EHCP or an IPRA, 57 pupils were on the SEND register and 42 pupils accessed Pupil Premium funding. Currently there are eight CAF's open in school. The school has received 67 applications for September 2021 intake with 42% of the applications as 1st choice.

Safeguarding

The Headteacher remains the schools Designated Senior Lead for Safeguarding and Child Protection with Stephanie Pfeiffer and Tasneem Abdul as the deputy DSLs. The Designated Teacher for CIOC is Stephanie Pfeiffer.

All staff have completed level 1 and 2 Safeguarding training and can access CPOMS. Five referrals have come through Encompass during July 2019 – November 2020.

Children on plans were shared as:

- There is one child on a Child Protection Plan
- There are no children on a Child in need plan
- There are eight children on CAF plans
- There is one CIOC

From September 2020 until November 2020 45 referrals have been made to the Pupil Wellbeing Co-ordinator (PWBC). Some of the support offered was around parenting, weight, attendance, domestic abuse, housing issues and drugs. Five children are receiving one to one support from PWBC and ten families are receiving direct support. During the reporting period there have been no racist or bullying incidents recorded.

During the Summer Term, school worked closely with parents to encourage toilet training as part of school readiness; however, a large number of pupils started Reception class in September not toilet trained. It was reported that this is a similar picture across the borough as reported by colleagues at SENCO cluster meetings.

The school currently has four children who require personal care support to meet toileting needs. All four pupils have an identified medical need or significant developmental delays. The school nursing team is providing support for these children. Care Plans are in place and are reviewed regularly.

Staffing

Governors noted information on staffing for the Autumn term and heard that staff have accessed various trainings via the online platforms.

All teachers have completed their appraisal cycle. New targets have been set and are monitored regularly

to ensure sufficient progress is being made towards achieving them.

Teachers have been involved in observations of history or geography lessons this half term with their appraiser and subject leader.

Trips and visits

All planned trips and visits have been cancelled due to Covid-19.

Whole School Events

- Design and Technology Week – Christmas week
- Christmas Jumper Day – 17.12.2020
- European Day of Languages – 28.09.2020
- Children in Need – 13.11.2020
- Christmas performances – week commencing 14.12.2020 via zoom
- Meet the teacher – week commencing 14.09.2020 via zoom

Church links

Reverend Sheelagh is currently not delivering worship and the school have been unable to visit the Church due to COVID restrictions.

12. SCHOOL IMPROVEMENT ARRANGEMENTS FOR 2020/21

The Headteacher is Chair of SIG2 and virtual weekly meetings have taken place during Autumn Term. The SIG is currently looking at strategies and action plans to develop middle leadership.

13. REPORTS OF COMMITTEES AND/OR DESIGNATED GOVERNORS

Received: Teaching & Learning Committee 11/11/20, Community Committee 12/11/20 and Finance & Resources Committee 12/11/20

Governors noted the minutes.

The Chair has taken no formal ratification or urgent action since the Summer Term.

Ms Beck gave a verbal update on her recent visit to school as the Safeguarding Designated Governor. It was noted that the school adhered to the Covid-19 procedures.

14. AUTUMN TERM GOVERNING BODY BUSINESS

a) Review of School Policies

All new policies and updates have been approved and ratified at the relevant committees.

The Headteachers shared the policy tracker which lists all school policies and their renewal dates.

b) Governors' Year Planner 2020/21

Governors were reminded that the Governors year planner was included in the Governors Handbook.

HEADTEACHER TO INCLUDE THE DATES OF THE YEAR PLANNER.

c) Governor Skills Audit

The Headteacher thanked the Governing Board for completing the skills audit to help identify training needs. Mrs Hancock will summarise the information.

d) Review Headteacher performance

The Headteacher's Performance was completed on 18th November 2020.

e) Teachers' performance arrangements

The teachers' performance management and professional development were completed by 31st October 2020.

f) **School performance**

This was covered in item 13, in the Teaching and Learning Committee minutes - 11/12/2020

15. **DIRECTOR'S REPORT**

Received: The Director's Report - Autumn term 2020

A. **School Budgets 2021/2022**

Governors noted the report.

B. **Monitoring of School Reserves.**

Governors noted the report.

C. **School Inspections 2020.**

Governors noted the report.

D. **Virtual School template for Designated Teachers and Designated Governor reporting.**

Governors noted the report.

E. **Headteacher/Teacher Appraisal**

This was covered in item 14d.

F. **Safeguarding Update.**

Governors noted the update

G. **Prevent Team – Blackburn with Darwen and Lancashire.**

Governors noted the report and particularly the forward plan and adaptable nature of the team.

H. **Admissions Code Consultation.**

Governors noted the report.

I. **Information Governance update.**

Governors noted the report.

Virtual Governor Training Programme was noted. The Headteacher expressed that training focused on Academies would be beneficial for Governors.

16. **DATE AND TIME OF NEXT MEETING**

The date and time of the Spring Term 2021 Full Governing Body meeting was to be held on Thursday 25th March 2021 at 5.00pm.

The Chair thanked the Full Governing Body for their attendance and closed the meeting at 6.30pm.

Approved as a True record of the Meeting

Signed:
Chair

Date: