



**NORTH NEWTON COMMUNITY PRIMARY SCHOOL**

**MINUTES OF THE BOARD OF GOVERNORS' MEETING HELD ON**  
**MONDAY 26<sup>th</sup> April 2021**  
**Team Remote Meeting**

**Participants:** Mr. N. Arnold (Headteacher), Mr. M. Barham (Chair), Mrs. A. Crow (Staff Governor)  
Mrs. N. Shuttleworth (Parent Governor), Mr. A. Kirby (Parent Governor)  
Mrs. H. Hunter (Parent Governor), Mrs. K. Bown (LA Governor),  
Mr Derek Norman (Co-opt Governor) and Mrs. S. Haysham (Clerk).

**“Inspiring every child to be life-long learners with belief in their ability to succeed”**

**27/21 STATEMENT OF CONFIDENTIALITY**

The Chair reminded all Governors meetings and documents are strictly confidential.

**28/21 APOLOGIES FOR ABSENCE**

Apologies were received from Mrs. K. Bown (LA Governor).

**29/21 BUSINESS INTERESTS AND DECLARATION OF CONFLICT OF INTERESTS**

No new Business Interests were declared.

**30/21 MINUTES OF THE LAST MEETING**

The Minutes of the Meeting held on Monday 25<sup>th</sup> January 2021 were circulated prior to the meeting, agreed at the meeting, and signed remotely by the Chair.

**31/21 MATTERS ARISING**

The Headteacher gave an update on staffing restructure and current staffing. This included 5 people expressing an interest in the post of Headteacher having booked school visits, an LSA off long term after fracturing an ankle, a MDSA absent until mid-May due to illness and advertising had begun for a 1-1 as a member of staff has given their resignation and will leave at half-term. Notice has been received from Mrs Elkington who will leave at the end of the summer term. An advertisement for the SENCO post is online.

**32/21 HEADTEACHER APPOINTMENT**

The Chair asked Governors for volunteers to join the Interview Panel for the Headteacher Post. It was explained that a meeting with the County Adviser had been arranged for Thursday 29<sup>th</sup> April to discuss the format and tasks for the Interview Days. All Governors present at the meeting said they would be happy to contribute to the Interview Panel.

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Signed... M. R. G. Barham ..... Date.. 05/07/2021.....

The Chair advised Governors that the shortlisting date was Tuesday 4<sup>th</sup> May and a meeting with the County adviser had been arranged at 6pm. All Governors on the Interview Panel to attend to agree candidates to shortlist for Interview.

It was agreed that all governors and candidates would submit a negative LCR test for COVID-19 upon arrival for the Interviews. Masks to be worn also.

The Governors discussed some of the tasks they would like the candidates to undertake on interview day 1, these will be discussed and agreed with the County Adviser.

It was agreed that 5 Governors would be on the Governors Interview Panel with 2 in reserve in case of a Positive COVID-19 test.

The Chair had provisionally booked the Holiday Inn conference room for Day 2 of the Headteacher Interview Process, cost had been advised at £120 for the day. The clerk was asked to investigate other local venues for pricing and if dearer try to negotiate a better rate with the Holiday Inn and confirm a booking.

CLERK

### 33/21 FINANCE AND BUSINESS COMMITTEE

It was confirmed to Governors that the Budget had been approved by the Finance and Business Committee and submitted to County.

The SFVS (Schools Finance and Values Statement) return had been completed and the Chair requested that Finance and Business Committee members have a final look to confirm prior to signature and submission. The clerk will forward to members. Governors were asked to give immediate attention so that it could be submitted by the 30<sup>th</sup> April 2021 deadline.

CLERK

### 34/21 HEADTEACHERS REPORT

The Headteacher asked Governors to consider reviewing bubbles as restrictions are lifted. Governors discussed this in detail. It was reported that there have been less accidents while operating in bubbles and KS1 children have been far more confident on the playground. However, there are restrictions when staffing 2 bubbles which could be assisted if staff were in one bubble. **Governor Challenge: Could we think about mixing of staff but not children in the first instance?** It was agreed that initially as restrictions allowed staff could move across bubbles, but pupils would remain in their bubbles. Governors did recognise that pupils have siblings in the opposite bubble and mixing does occur at home and outside of school in bubbles of 6.

Currently Learning Walks are not taking place but as restrictions are lifted the Headteacher would like these resumed. Lesson observations have been taking place and children are being assessed at present for gaps in their learning. **Governor Challenge: Is there any advice from County regarding this?** The Headteacher advised that currently there was no specific guidance but all teachers in the school are incredibly strong and competent in assessing the pupils.

Consent was sought by the Headteacher to erect a temporary mesh screen on the fence facing the pub opposite. Since they have reopened but are only able to serve outside, there have been people drinking in the afternoons which the Headteacher felt it was not appropriate for the

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Signed... M.R.G. Bar ..... Date.. 05/07/2021.....

children to see. Governors agreed and granted permission.

It was noted to Governors that members of staff were going above and beyond to promote the school. One had organised and promoted Keep Britain Tidy and encouraged the community to take part. This had appeared in local news publications with photographs. Another had spent time updating the photographs on the school website and several had given their time during half term to tend to the school flower beds.

**Inset Days 2021/22** – Governors were asked by the Headteacher to approve the following Inset Days for 2021/22: 6<sup>th</sup> and 7<sup>th</sup> September 2021, 4<sup>th</sup> January 2022 and 25<sup>th</sup> and 26<sup>th</sup> July 2022. Governors approved these inset dates.

The Chair thanked the Headteacher for all the improvements and good things he had brought to the school over the last 7 years.

**35/21 GDPR**

Two questions were asked from the Blue Sheet:

[How Do you inform data subjects/parents/carers of the data you process?](#)

The school has privacy notices displayed on its website giving details of data held.

[Have you sought consent for activities that are not statutory, legal or contractual obligations?](#)

Consent is sought for all activities and trips prior to pupils attending.

**36/21 BENCHMARKING**

Benchmarking Charts had been circulated with the minutes for Governors to review ahead of the meeting. The Governors were satisfied that these showed no areas of concern and the school was operating inline with other similarly sized schools.

**37/21 HEALTH AND SAFETY**

The Annual Health and Safety Inspection will take place on Wednesday 19<sup>th</sup> May at 3.15pm. Governors involved will wear masks and be socially distanced in line with COVID19 protocol.

There is currently no building work taking place.

**38/21 POLICIES**

SEN and Disability Policy – Request to review the consistency of the use of abbreviations SEN or SEND as there is a mixture of both in the Policy. **Governor Challenge: These days do we speak of a SENDCo or a SENCo?** Clarification was sought from the school SENCo who advised that this is her title currently.

CLERK

Governors agreed that once the consistency of abbreviations has been updated the Policy can be signed by the Chair.

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Signed... M.R.G. Bar ..... Date.. 05/07/2021.....

39/21 **TRAINING**

The following Training has been completed by Governors:

Complaints – 12<sup>th</sup> February 2021

Safeguarding – 9<sup>th</sup> March 2021

Area Chairs Meeting – 22<sup>nd</sup> February 2021

Governor Induction Part 2

CLERK

Certificates of attendance had not been received the clerk will request copies.

CLERK

Governors would like to attend training on SEND, Finance and Safer Recruitment, the Clerk will make enquiries.

**Governor Challenge: Staff Wellbeing Day - Any news on how this will work?** The Head advised that confirmation is awaited from County.

40/21 **DATE, TIME AND PLACE OF NEXT MEETING**

Next Governor meeting: Monday 5<sup>th</sup> July 2021 at 6.00p.m.

The meeting closed at 7.50pm.

**ACTION POINTS**

Clerk	Book Investigate costs and book a conference room for 14 <sup>th</sup> May 2021. Request copy certificates for attendance at Governor training programmes. Enquire regarding Governor Training Courses. Forward Updated SEN and Disability Policy to Chair for signature.
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Signed...

M.R.G. 

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