

Kirk Smeaton Church of England Primary School

Governing Body

Minutes of Governing Body Meeting held on Tuesday, 10th March @ 5pm

Present:

Mrs H Cuddy - Headteacher

Mrs R Rawson

Mrs L Thornley

Mrs A Carville

Mr P Hursthouse

Mrs B Hursthouse

In Attendance:

Mrs A Marner - Clerk

Part 1

1: Welcome & Apologies

Mrs Carville chairs the meeting

Mrs C Cessford - Holiday

Mrs R Brown - Health reasons

Mr P Hudson - Work Commitments

Mr T Jones - no apology received

Governors consent to apologies

2: Any other business to be agreed

See Confidential Minutes

3: Confidentiality & Declaration of Business Interests

No new interests. Governors reminded about the importance of confidentiality.

4: Minutes of meeting held on November 12th 2019

Signed and dated by Mrs Carville

5: Confidential minutes of meeting held on 12th November 2019

None

Part 2:

1: Governor Action Log

Fire Audit is to take place by North Yorkshire Fire Service on Monday, 20th April 2020. Mrs Marner and Janet Morris (Health and Safety Risk advisor) to be onsite.

Hall ceiling tiles discussed - to look at possibly netting or support to avoid the continuous cost/repair of replacing.

Mrs Cuddy would like to look into energy saving lighting in the Hall. Mrs Rawson asked if any quotes were available. None sourced yet.

Paediatric first aid was discussed. Mr Hursthouse questioned if Mrs Humphrey (After School Play leader) has this qualification. Mrs Cuddy confirmed she does. Also confirmed all staff have the emergency first aid certificate.

2: Three Year Strategic Plan

Pupil numbers discussed. Mrs Cuddy confirmed currently the admissions module we have access to shows 19 pupils possibly wanting a Reception place in September 2020. This does include 2nd and 3rd choices though. Our PAN (Pupil admission number) is 15. We do know of 12 pupils definitely wanting a place and we have predicted 13 pupils.

Mrs Cuddy explained the three-year process and how the 3rd year is often a real challenge without any known costs.

3: New Ofsted Schedule and where we are currently

Mrs Cuddy is to continue to develop careers days and cultural diversity.

Deep dives have been carried out last half term for Maths, PE, PHSE, RE and Literacy and staff need time to implement suggestions. Mrs Cuddy confirmed Deep Dives are very beneficial and pupil voice is fantastic.

Four Midday Day Supervisory staff have attended training around lunchtimes and behaviour and attitude. All staff found the training very useful and enjoyable. Mrs Cuddy confirmed we have a clear consistent approach to lunchtime with 4 full time staff members. One member of MSA staff is currently on sickness leave. Our MSA's are also General teaching assistants-Mrs Rawson questioned the contracts they are currently on and to ensure contracts are correct as per the job role.

Mrs Cuddy advised of the new arrangements for MSA's following the training in that a weekly meeting is now held to discuss the week we've had and any issues etc. for the following week. Mr Hursthouse asked if MSA's are made aware of any children have issues or that may have had issues on that particular day. Mrs Cuddy confirmed we have specific children that are monitored regularly and staff are aware of these. The sheets are also shared with parents. Staff are aware of the triggers.

Following comments from the pupil questionnaires Mrs Cuddy may introduce punctuality awards.

Mrs Cuddy has reviewed the anti-bullying policy with the anti-bullying council. She also wants to review this with parents as well and then the policy is done with all parents input.

Personal development areas discussed - Year 1 and 2 bike skills. Governors agreed that using future sports funding would be a good spend on bikes. Mrs Rawson queried if the bike shelter is part of

this. Mrs Cuddy confirmed the movement of the bike shelter is different. The shed from the playground which posed health and safety risks has been removed.

Mrs Cuddy confirmed the whole school vision is to be discussed at the next full Governors meeting. Mrs Cuddy proposes the school logo is to be changed and would need approval from staff and governors and then parents - to consider for September 2021. There would be cost implications in changing the colour of the uniform so again would need discussing at full Governors.

Siams training is to take place 01.04.20.

Mrs Marner is now trained in safeguarding

Mr Hursthouse asked if other schools had gone through the new inspection through the new framework? Mrs Cuddy confirmed Darrington Primary have and said it was fine. They felt it was about the whole child rather than just in year data. Mrs Cuddy confirmed how deep dives have been beneficial and made us realise how things are going.

Mrs Carville asked the Ofsted timescale - Mrs Cuddy confirmed we are entering the three-year window from December 2020 or could be up to another two years.

Mrs Cuddy confirmed the training didn't mention non-core curriculum but music is high on the agenda as is PHSE.

4: Head's report - Finance and Leadership

The toilet refurbishment will take place in April 2020 during the Easter break.

Mrs Cuddy mentioned the review of off rolling - pupils who have left us part way through primary school and how we need to keep an eye on how they're getting on. Example questions: How do you monitor off rolling at your school? Why were they below expected whilst they were with you? Safeguarding was discussed and how it can be an issue when transferring information. Mrs Rawson questioned what we do. Mrs Cuddy confirmed she chases school for the information. She also explained how recently she logged a complaint regarding how a child who we were significantly worried about went through three different authorities and we couldn't get hold of the information.

Mr Hursthouse and Mrs Thornley both asked if we carry out any safeguarding screening before a child is admitted - Mrs Cuddy confirmed it is often based on the information provided by parents. We ask parents if their child has an EHCP or any safeguarding concerns. Mrs Cuddy confirmed how she normally rings the school the child is coming from also for any background information. Mrs Rawson advised how she was very concerned with the fact parents don't have to disclose safeguarding issues and commented how she feels there should be something at an authority level that changes this process. Mrs Cuddy confirmed we cannot reject a child because of a safeguarding issue.

We have received £4000 from the Masons charity which will contribute towards the removal of the bike shed and the installation of a canopy over Dolphins outdoor area. The bike shed can be moved now at a cost £960.00. A sponsored walk is also going ahead to raise money towards this. Mrs Rawson shared her idea of how it would be good to have a totaliser at the front of the school to show how fundraising is increasing.

Mrs Cuddy advised how it is the intention to update teacher laptops to a higher specification and move KS2 pupils to chromebooks going forward. Mrs Cuddy is to visit Whitley and Eggborough

Primary school to look at their set up as they have moved over totally to chromebooks. Mr Hursthouse advised how chromebook is all in the cloud and good Wi-Fi is required. Mrs Cuddy confirmed she will obtain quotes and come back to Governors. Mrs Hursthouse commented how it would be beneficial to have named chromebooks so each child is responsible for looking after it. Ideal to have 60 chromebooks but if shared one child from Lions class and one child from Eagles class could be assigned to one chromebook. Mr Hursthouse confirmed how battery life is better with chromebook. Mrs Rawson mentioned we need a business case but is concerned it doesn't actually show three quotes.

Mrs Rawson left the meeting at 6.15pm

A discussion was held around laptops and requirements for DVD's. Mr Hursthouse advised school to ask suppliers as part of their quote to do a Wi-Fi check.

5: SFVS

The SFVS was agreed and signed by Mrs Carville.

This is Mrs Carville's last Finance meeting - Mrs Marner thanked her for all her support.

6: Budget Monitoring Report

Mrs Thornley questioned the loss of SEN income now a particular pupil has left and how it would affect staffing. Mrs Cuddy confirmed we may get another child with an EHCP but there are no guarantees. Mrs Cuddy also said how fabulous all her General Teaching Assistants are and she wouldn't want to lose any if the budget can cope. Mrs Thornley also queried 'voluntary contributions' - Mrs Marner confirmed we have to put this on every trip letter but parents do pay and support trips. Mrs Marner was thanked by Governors for sending the Finance summary report out following Angela's monitoring visits.

Starfish Explorers and After School Provision continue to be popular and provide a good income.

7: Reminder of the SIAMs training

Mrs Cuddy reminded Governors of the SIAMs training taking place on Wednesday, 1st April 3.45-5.15pm and referred Governors to her email dated 22nd February 2020.

8: PE Funding Update

Mrs Cuddy confirmed details of all the spend is now on the website

9: Pupil Premium Update

Mrs Cuddy advised Governors how we do encourage parents to claim Free School Meals.

10: Devolved Capital Update

Nothing to update at this stage. Latest planned capital project is the toilet refurbishment

11: Health and Safety with Financial Implications

The change in the cleaning contract was mentioned. Mr Hursthouse questioned if there was a conflict of interest? Mrs Thornley feels a conversation with Mrs Rawson would be advisable.

12: Fire Safety Point for the Community Hall

Mrs Brown has enquired if the Community Hall can be used as a safety spot in the unlikely event of a village disaster/incident. Governors Agreed.

Part 3:

1: Heads Report - Personnel and update on staffing.

Mrs Cuddy confirmed all General Teaching Assistant contracts end at the end of the Summer term and a decision is made prior to start budget regarding the following year.

2: SENCO

Deferred until next meeting

3: Policies

To be discussed at the next meeting

4: Governor Visits and Reports

To be discussed at the next meeting when Mrs Cessford available for an update

5: Correspondence

None

6: Parent Governor Nomination

We have just received one application from Mrs Emma Hall. Mrs Hall is a parent and past pupil of Kirk Smeaton School. She is an associate tax director so her finance knowledge will be welcomed. She has 13 years of finance experience. Governors agreed.

7: Any other Business at the beginning of the meeting

Mr Hursthouse asked about Corona Virus. Mrs Cuddy advised all the latest information is on the DFE website. Mrs Hursthouse expressed concern on pupil's self-hygiene and measures we could take to ensure children are aware of the importance.