

**A meeting of the Full Governing Body of Kirk Smeaton C of E Primary School was held on Tuesday 29th September 2020 at 6.00pm
This meeting was held remotely using Skype**

Minutes

Colour coding key – Highlighting Governor Core Functions

Red – Strategy challenge/questions

Blue – Approval/Decision taken

Green – Performance Challenge/question

Orange – Financial Challenge/question

| No | Present: | Actions |
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| | <p>Mrs R Rawson - Foundation Governor (Chair) Mrs C Cessford - Foundation Governor Ms E Hall – Parent Governor Mr P Hudson - Parent Governor (PHud) Mrs L Thornley - Parent Governor (Vice Chair) Mrs H Cuddy - Headteacher</p> <p>In attendance Mr N Parker – Clerk Mr A Tordoff – Clerk</p> | |
| | <p><u>Welcome and Introductions</u> The meeting opened at 18.05.</p> | |
| | <p><u>Apologies for absence.</u> Paul Hursthouse (PHur) and Beth Hursthouse sent their apologies. The apologies were consented. Tim Jones did not send apologies before the meeting, but did speak with the appraisal governors on 30.9.20, he had a work emergency.</p> | |
| | <p><u>Election of Chair and Vice Chair.</u> The clerk took the Chair. There were no further nominations for the positions of Chair or Vice Chair, RR and LT offered themselves for re-election. The meeting voted for RR to be re-appointed as Chair and LT as Vice Chair. The Chair and Vice Chair terms of office were again confirmed as 1 year. RR took the Chair.</p> | |
| | <p><u>Diocesan Advisor and SIAMS schedule</u> Unfortunately, technical issues prevented Lee Talbot, Diocesan Advisor (Leeds Diocese) joining the call. HC summarised Lee’s introductory email. The email is attached to the minutes. Q. Who is the governors’ point of contact with Lee? A(HC). Please email any questions to Hannah who will then discuss with Lee. It would be helpful if Hannah could have any questions by Friday 2nd October. Q Is it anticipated Lee will be able to come into school? A (HC) It is hoped so but the safety and hygiene precautions need to be established. Lee will soon be providing a day of SIAMS training at the school; for that day Lee will join by video call and then be taken, virtually, around the school. Q: What Safeguarding requirements are needed when using digital technology in the classroom?</p> | All |

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| | HC confirmed that the technology would not allow for the video to be recorded. | |
| | <u>Declaration of Business Interests</u> RR reminded the meeting of the need to confirm Declarations of Business Interests annually. It was agreed that governors would complete a new form and email it to NP for collation. NP will then send all forms to the school. NP will email governors with the form and with other items that require action (Code of Conduct, KCSIE etc). | NP |
| | <u>Register of Hospitality</u> RR reminded the governors of the need to register gifts or hospitality as described in the appropriate policy. | |
| | <u>Confidentiality</u> RR reminded the governors that, although the minutes of the meeting are a public record the discussions that take place in the meeting are confidential. | |
| | <u>Notification of urgent other business</u> None was notified | |
| | <u>Governing body constitution</u> The meeting discussed and reviewed the current Governing Board (GB) constitution - a copy of the constitution was circulated prior to the meeting. Consideration was given to the overall size of the GB, current vacancies (3 Co-opted and 1 LA governor) and whether a smaller GB would still have all the appropriate skills and be able to form quorate meetings. After discussing options, including no change, the governors agreed to investigate, and if acceptable, proceed with re-constituting to reduce the number of parent governors by 2 and the number of co-opted governors by 1, leaving the GB as: 3 Co-opted Governors 2 Parent Governors 2 Foundations Governors 1 LA Governor 1 Headteacher 1 Staff Governor It was agreed that the re-constitution would be achieved by 2 governors, PHud and LT resigning as parent governors and being immediately selected as co-opted governors. PHud and LT indicated their willingness to take this route. NP will contact NYCC Governor Support to confirm the acceptability and process of the change and to initiate the reconstitution and the establishment of a new Instrument of Government. It was confirmed that the diocese would also need to be consulted and agree. It was agreed to recruit to a co-opted post, the school is to advertise in the newsletter and the village booklet. | NP HC |
| | <u>Review Governors Committee Structure, Composition , Delegation and Terms of Reference.</u> RR summarised the existing structure, Full Governing Board (FGB), Curriculum Committee and Finance/Personnel Committee. The FGB and committees all meet once per term, Health and Safety is included on all agendas. In their first year governors are asked to sit on all committees and then can remain if they wish. | |

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| | <p>Currently all governors are on all committees although as the committee quorum numbers are smaller they may not attend all meetings. NYCC clerks clerk the FGB and Curriculum meetings with Anita Marnier clerking the Finance and Personnel Committee.</p> <p>The meeting reviewed this structure and the clerking arrangements. Various alternatives were considered including conducting all the business through FGBs, with an increase in the number of FGBs (potentially to 9 a year) or Including the Curriculum Committee's business in the FGB but retaining a separate Finance and Personnel Committee. Issues such as duplication of discussions and the overall length of meetings were discussed. It was agreed to retain the current structure but to continue to review throughout the year.</p> <p>It was agreed that Complaints, Staff Discipline, and Pupil Discipline committees or panels would be convened as required with governors available at the time.</p> <p>CC advised that on-line Complaints Training is available on Thursday 8th October.</p> | |
| | <p><u>Governors with Specific Responsibilities and Link Governors</u></p> <p>RR referred to the current list on page 3 of HC's September Headteacher report. It was agreed that as Andrew and Anne have now left, EH would take Maths and PE, TJ and RR would cover induction. HC will review class links to confirm which is the most suitable for EH.</p> <p>The meeting discussed how best to carry out monitoring and reporting during the COVID19 pandemic. It was agreed to discuss this in the next committee meeting. HC advised that she and RR have agreed to meet, by skype, every 2 weeks, other governors are welcome to join. HC noted that as the Risk Assessment is modified there may be opportunities for governors with children at the school to come into school.</p> | HC |
| | <p><u>Review and Confirm Scheme of Delegation to the Headteacher</u></p> <p>The existing scheme of delegation had been circulated prior to the meeting; the meeting agreed no changes were required.</p> | |
| | <p><u>Consider and Review Procedural Documents:</u></p> <ul style="list-style-type: none"> • Standing Orders • Code of Conduct <p>The existing documents were circulated prior to the meeting. The FGB agreed no changes were required. NP will email asking governors to confirm they will adhere to the Code of Conduct.</p> | NP |
| | <p><u>Approval of minutes of ad hoc meeting of 13th July and matters arising.</u></p> <p>the minutes were accepted as a true record.</p> | |
| | <p><u>Head teacher report</u></p> <p>HC referred to her September HT report, circulated prior to the meeting. RR advised that Curriculum, Finance and Personnel topics are covered in those committees.</p> <p>HC asked all governors to ensure they are familiar with the 2017 Ofsted and SIAMS targets (as listed in the HT report)</p> <ul style="list-style-type: none"> • <u>School Priorities</u> The 2019-20 School Priorities are listed in the report. With the disruption throughout 2020 the 2020-21 priorities differ. <ol style="list-style-type: none"> 1. Staff have carried out Continuing Professional Development (CPD) during lockdown and are using the Jane Considine approach to develop writing to | |

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| | <p>help Greater Depth Children as well as those At and Below National Expectation levels</p> <ol style="list-style-type: none"> 2. Developing Mastery of Maths to increase the number of Greater Depth (GD) attainers. Although last year's data is incomplete (as a result of lockdown) it did show that the GD Attainers are the group that required focus. 3. Buzz Compass training has been carried out over lockdown and staff are now fully trained. The Buzz Compass helps give emotional support to pupils returning to school and coping with the safety measures and other changes that might have happened in their environment. <p>RR commented that we need to focus on rewording these targets so that they show intent, implementation and impact. HC advised that the choice of priorities is data driven and asked for any further comments or questions to be send to her by the end of the week.</p> <p>Q. How have the children found coming back? A. (HC) It is lovely to see the children back, everyone has enjoyed it, they seem to welcome the routine. As there is little opportunity to see parents in school it is important to be in contact with them to ensure their children have settled in. The children almost seem to have matured during lockdown and they have clearly missed their friendships.</p> <p>Q How have parents adapted to the changes, e.g. staggered start and finish times? A (HC) The parents seem ok, there has been a comment about a wider range of people running after-school clubs but clearly current circumstances prevent that.</p> <p>RR stressed the need to be clear on which after-school activities are provided by the school (I.e. After School Club) and which are provided on site by other individuals or groups, with all that linked to the Risk Assessment</p> <ul style="list-style-type: none"> • School Development Plan. HC referred to the priorities and to the Behaviours and Attitudes (H&S) section of her report. Q How is the school finding operating to the measures defined by the Risk Assessment? A (HC) behaviours have been good and processes and precautions are being followed, the PPE seems to be working as intended, there have been no issues during schooltime, one problem after school time has been resolved. • Phonics screening test – All Yr 2 pupils currently in Yr3 will complete the screener in November/December 2020. • Number on Roll (NOR). HC reported as 100 • Published Admittance Number (PAN) –The meeting confirmed the number should remain at 15 children per year group. Q does 15 children per year group support financial sustainability? A(HC), yes, it works well when combined with the income from the afternoon nursery. • H+S. A new shed has been installed, giving a clearer view of the children playing. The office door has been changed, the Trim Trail repaired and the hall doors checked and realigned. The antibullying policy is being reviewed. <p>HC reported that attendance is varying as people go for tests and await results. HC will circulate Absence figures for the Finance Meeting. All results have been negative so far but the process keeps children out of school. Home schooling is being provided to parents whose children are quarantining. HC described the</p> | <p>HC</p> <p>All</p> <p>HC</p> |
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| | <p>situation for one particular child with medical issues whose parents do not want the child to return to school..</p> <p>Q Is the school able to continue to support the child in their progress? A (HC)HC would like child in school and has made that clear to parents but would like to work with the family to find a solution. In the absence of the particular class teacher HC is providing feedback to the child, who is working well.</p> <p>Q Is the situation sustainable for staff? A (HC). HC advised that it was difficult because the class teacher is on bereavement leave. HC is supporting but will need to review the situation on a ½ termly basis. HC reported that she has discussed the situation with the LA who have advised that the absence should currently be registered as authorised but would become unauthorised when the parents are formally asked to send the child to school.</p> | |
| | <p><u>School vision and logo</u></p> <p>The new school vision has been shared with governors and staff but still needs to be shared with parents. Some elements need a little further consideration, which is in progress. The logo is being worked on. The meeting discussed the wording, design and religious aspect. It was agreed to ask Lee Talbot for his view. HC will also discuss with the design company and will update governors.</p> | <p>HC</p> |
| | <p><u>External visitors – risk assessment update</u></p> <p>HC advised that as the external PE provider, Rachel Jenkinson, cannot currently access the building then the school is paying for a service it does not receive. Attempts at delivering PE by skype were not a great success. Some PE is being provided, privately, by Debbie Drake, to those who attend her private after school clubs but there is a need to consider what precautions and PPE could be implemented to allow Rachel to return. There is a similar situation with Louise Vizard who provides music services and Sally Wolff from Forest Schools. These are both valued services although neither is paid for unless delivered.</p> <p>The meeting discussed the potential risks if these services were to be delivered and the ways the risks could be mitigated – PPE, barriers, locations in or outside school, the use of teaching resources etc. HC advised that although PE and music teaching can be provided by staff Rachel and Louise are specialists and provide a richer learning experience for the children. The Forest School provision is not essential to the national curriculum but contributes to the children’s well-being and enhances opportunities further.</p> <p>The meeting discussed and agreed an amendment to the risk assessment which set out some new criteria. As long as those criteria could be met, anyone could come into school if required by the school. The criteria were that there was a separate toilet facility available only for such visitors to use that would be cleaned between different visitors who might use it, that the visitor would have to be able to maintain 2m distance from pupils and staff, that the visitor would only operate in the school hall or outdoors and would not enter the other school buildings (except in an absolute emergency). The meeting agreed that it appeared Rachel and Louise could operate within these requirements sufficiently well for the potential benefit to pupils to outweigh the potential risks. HC is to consider further whether the hoped-for Forest school provision could also operate sufficiently well with these requirements. The meeting agreed that they did not believe Rachel could operate an after-school club in accordance with these requirements and so, for now, the school would not expand its offering to include an after-school club run by Rachel.</p> <p>HC will ask the providers to supply Risk Assessments (Sally has already sent one) and will share those with governors. HC also reported that Anita is speaking to</p> | <p>HC</p> |

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| | Whitley and Eggborough schools about the contract they have with Louise with a view to agreeing a similar contract. | |
| | <p><u>Notification of any Safeguarding issues</u></p> <p>All governors are required to read the latest update to the Keeping Children Safe in Schools document.</p> <p>An accident book has been introduced and is to be reviewed early November. HC to invite governors to discuss this in an additional meeting.</p> | HC |
| | <p><u>Building and infrastructure</u></p> <ul style="list-style-type: none"> • Outdoor classroom – a quote is awaited. • Toilets – the original building company have folded. A new, slightly cheaper, quote has been received and approved by the LA. It is hoped the work will be carried out over Easter 2021. • Dolphins’ outdoor area – the bike rack is to be relocated to the front of school and a pagoda, or cover, built for the Dolphins’ area. £5k is available from the Masonic Society. A range of quotes are available but specifications for the work have changed so there is a need to review. • IT upgrade. The school will receive approximately £8k from the government as a catch-up grant. It is hoped to carry out a trial of Chromebooks, with the potential to buy 60 Chromebooks, but current high demand has forced prices up. The plan would be for teachers and Reception/KS1 to use laptops and KS2 to use Chromebooks. There may be a need to update teacher’s laptops and appropriate CPD would be essential. | |
| | <p><u>Governor training</u></p> <p>CC advised that she has participated in complaints and digital resilience training (safeguarding). CC also advised that Parentszone is available free on YouTube and covers the safe use of IT. CC will email information to HC.</p> <p>Governors for Schools offer online webinars, the next one is on Thursday and is about how Governors can/should monitor the provision of remote learning.</p> <p>NP will ask if any Governor School Improvement Network (GSIN) meetings are planned.</p> | CC NP |
| | <p><u>To deal with any matters agreed for consideration</u></p> <p>HC has circulated amended policies – could all governors review and send any comments or questions to HC. NP will circulate an email asking governors to confirm their acceptance of policies. It was agreed that HC could consider the policy accepted provided at least half of all governors (ie a quorum) confirmed this by email</p> <p>HC will circulate the Staff Absence figures for the Finance meeting.</p> | All NP HC |
| | <p><u>Goodbyes</u></p> <p>Thank You and goodbyes have been extended to departing governors.</p> | |

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| | <u>Next meeting dates</u> 11 th November 7pm by Skype – Finance 30 th November 7pm by Skype – Curriculum HC to circulate subsequent proposed meeting dates | HC |
| | <u>Recruitment</u> – recorded as a confidential minute. | |
| | <u>AOB</u> | |

ACTIONS of the FGB Meeting held 29th September 2020

| | Action | By Whom | By When |
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| 1 | Email any questions on SIAMS to Hannah | All | 2/10/2020 |
| 2 | Complete Declarations of Interests, agree to Code of Conduct, confirm having read KCSIE and approval of policies and return to NP | All | 9/10/2020 |
| 3 | Contact Gov Support regarding reconstitution | NP | 9/10/2020 |
| 4 | Review which class Emma should link with | HC | |
| 5 | Review wording of 2020-21 objectives | HC | |
| 6 | Email any questions on 2020-21 objectives to HC | All | 2/10/2020 |
| 7 | Discuss logo with designers and with Lee Talbot | HC | |
| 8 | Ask PE and music providers to supply RAs | HC | |
| 9 | Forward training information to Hannah | CC | |
| 10 | NP to check whether any GSIN sessions planned | NP | 9/10/2020 |
| 11. | Circulate Absence figures for Finance Meeting | HC | |
| 12. | Circulate proposed meeting dates for 2021 | HC | |
| 13. | Draft job advertisement as discussed | HC | |
| 14. | Accident book to be reviewed early November and HC to invite governors to discuss this in an additional meeting. | HC | |
| 15. | Advertise the co-opted governor position | HC | |

Minutes produced by Nick Parker – Clerk

Signed: **(Chair) Date:**