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**Minutes of a Meeting of the Full Governing Body of Kirk Smeaton CE Primary School**

**held on TEAMS on Tuesday 7th May 2024, at 7.15pm**

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| **Present:** | **Role** | **Time attended *(from 19:15 unless stated otherwise)*** |
| Harvie Palmer (HP) | LA Governor |  |
| Hannah Cuddy (HT) | Headteacher |  |
| Carol Cessford (CC) | Foundation Governor |  |
| Sadie Sheen (SS) | Staff Governor |  |
| Christian Brooks (CB) | Co-opted Governor |  |
| Chris Smith (CS) | Co-opted Governor |  |
| Kay Crossley (KC) | Parent Governor | From 19:55 *(due to technical issues)* |
| Rebecca Rawson (RR) | Foundation Governor |  |
| Mark Suaznabar (MS) | Parent Governor |  |
| **Apologies:** |  |  |
| (Chair) Peter Hudson (PH) | Co-opted Governor |  |
| **In attendance:** |  |  |
| Lydia Waites (LW) | NYC Clerk |  |

**Colour coding Key – Highlighting Governor Core Functions**

Red – Strategy Challenge/question

Blue – Approval/Decision taken

Green – Performance Challenge/Question

Orange – Financial Challenge/Question

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| **Item** | **Minute** | **Lead** |
| 1.0524 | **Apologies (with and without acceptance)**  Apologies from PH (accepted).. KC joined the meeting at 8:55pm due to technical issues with Teams. HP chaired the meeting. |  |
| 2.0524 | **Declarations of interests**  None declared. |  |
| 3.0524 | **Approval of minutes from the last meeting**  Governors addressed the minutes from the previous FGB meeting held 16.01.24 and agreed these are an accurate record. |  |
| 4.0524 | **Matters arising from the previous meeting/update on action points**  HP addressed the matters arising from the previous meeting:   * Remaining governors still to sign The Key to say they have read Keeping children safe in education * Governors to send training certificates to HT * Governors still to send their skill sets to HT so she can create a skills packet | Govs |
| 5.0524 | **Consideration of which items should be confidential**  Any confidential items will be minuted as such as they arise. |  |
| 6.0524 | **Any other urgent business**  No other urgent business. |  |
| 7.0524 | **Headteacher Update**  HT referred to the circulated summary school self-evaluation which she shared on screen for governors to review. No comments. HT shared the circulated HT report on screen and provided updates on the areas below:   * Safeguarding   There was a minor safeguarding incident involving a dog on the school premises. Lockdown measures were implemented, and the dog is now at a rescue home now. The effective lockdown was a positive move forwards.   * Finance section of HT report (pp. 1-2)   The Eagles classroom has been decorated and its furniture updated.  An advertisement is out for TAs to run the after-school club on a long-term basis.  Mrs Beck's preschool Nursery has been closed for investigation and will be closed for up to 6 weeks for review. This will impact Kirk Smeaton School because our parents want full-day child care, which the preschool and our wraparound care provides. HT spoke to NYC about taking on the nursery for a short-term period.  A staff member who does ad-hoc has been appointed for morning wrap-around morning care for the extra children in a morning.  We are waiting on a quote for the kitchen area works.  The server backup will be complete soon.  We are also reviewing the broadband contract.  No change to catering IT or PE contracts.  6ft fencing is needed around the allotment area, particularly following the dog being on school premises.  Lighting and a new boiler panel are also needed are to be completed soon.  Q: Is anything on that list less urgent?  A: The kitchen and IT room definitely need looking at [HT detailed the works required].  Finance Committee to discuss spending priorities and securing funding for these where possible during the next committee meeting.   * Health and Safety (pp. 5-6)   HT summarised the ongoing and completed items under Health and Safety, including a new gated area for staff, and the updated locks around the school.   * Attendance update for children and staff (p. 6)   HT referred to the attendance data on screen and compared this to the previous year's data, noting the patterns between academic years and term times. There is a growing trend of staff and pupil absences due to illness since COVID within our data and that nationally. However, we are above National data and the trend is looking positive from last year.  Attendance of staff was also looked at. It was clear that the Spring term was the term with the highest absence rates and is a trend over the years.  Q: Has attendance improved since this time last year?  A: Yes. The trend for persistent absentees has improved. The attendance for all groups has improved.   * Review admissions, PAN; consider class and staffing structure options (p. 6)   Due to several families relocating and other factors, class numbers are reduced for Sept 24. We are also losing 22 Y6 pupils this year so it will have an impact on pupil numbers.  This will impact on the budget and the money we receive. Reception is full for September (15). Dolphins could take 2 more. Y2, Y4 and Y6 have low numbers. Until September, the exact pupil numbers are uncertain.  Q: Is it worth doing some marketing for the school?  A: It is difficult in a village school given the catchment areas which overlap with other schools; however, this is something we are looking at. We have high numbers in certain classes (above the PAN 15) which complicates the class sizes as the children move through the school.   * Accident book   No major trends, aside from one particular child and a number of children who are quite accident prone. There is a pattern of more behaviour incidents being logged among boys.   * Staffing update   Two staff members resigned in February (one class- job share). An ECT, Megan Roy, has been appointed and will start in September. An additional staff member has recently resigned, and another has asked for a sabbatical year in New Zealand, which we are considering. We have put an advertisement out for an experienced KS2 Teacher for Y6 and will be interviewing on the 22nd of May. HT invited governors to join the interview panel if they are able to. CB volunteered to be part of the panel.   * Sports funding   There is ~£6k sports funding remaining. We will receive the next amount of money (£17k) in April. The price of Ledger Sports has increased (from £7.5k to £9.5k) this year, but having looked at other packages, there is nothing local that matches the price (other packages are ~£13k). As such, the schools contract with Ledger will continue.  HT shared business case plans (for the placement of football nets sourced through Norton School) on screen and gave an overview of where the nets will be situated on the school grounds.  Q: Do we need to get more prices for the football nets?  A: Norton have used this company and did a price check and said they were the cheapest around.  HT to source another quote for football nets and bring this to the next meeting. | FCttee  FCttee |
| 8.0524 | **3-year plan**  HT shared the school's 3-year plan on screen and provided an overview of the general actions and an update on progress. Section one of the plan is about quality of education and personal development, which links into the government Ofsted areas. General actions include:   * Ensure the school is doing well with data * Ensure the school supports tuition and wrap-around care * Ensuring all teachers embed good practice * Ensure curriculum plans are (further) embedded   HT outlined the actions for 2025 and the actions completed since 2023. Further priorities for 2024 include:   * Developing leadership and management. * Energy saving is a priority due to energy costs. Turning off lights and heating is standard practice in the school, so a significant change is not yet evident. * Updating the kitchen and IT area. * Updated tablets and iPads   PAN have steadily increased in previous years, until the recent decrease addressed above, so advertising the school is something to consider, as HP also suggested.  **Possibility of academisation**  HT met with an Elaine Broadbent to discuss the Learning Accord Trust, a Church of England academy. At a headteacher meeting HT attended recently, other Heads spoke highly of Elaine and her team. Elaine is happy to meet with the governors and answer their questions. Governors approved the decision to invite Elaine to attend the meeting in July.  HT also met as group of academy governors in April- see notes on sharepoint.  HT met with Adam Dale to discuss the school's plans and vision. This involved asking Adam whether the school could work with him much longer as a partnership school and not go fully into academy status. Adam noted that there is no funding for schools to academies from September onwards, and schools (groups of 3) are now advised to approach academies rather than just one school as there is no longer incentive for schools to join academies. He suggested an alliance/federation so that schools have more of a partnership – like the arrangement the school has already.  Governors discussed this.  Q: It's important to remember the key drivers of the school's initial decision to academise.  A: [HT agreed and returned to the current staffing changes and need for support in this area]. Adam from Ledger is looking at a KS2 teacher who could potentially support us. While this isn't definite, what would another academy chain do for us that Adam has done there? If I'm honest, I'm not really sure.  HT and SS reiterated the schools values and initial drivers behind deciding to academise.  Q: One of our key drivers was to say we can't afford to have a Headteacher, a Deputy Headteacher, etc. But we recognise only having a Headteacher comes with its own challenges, and we thought that being part of an academy would give us support at that level. If we're now – for good reasons – not going to be in an academy, what are we doing instead in the potential 12-month interim before academising to make sure there is support? It's a long time to not have solved the challenge that we think we've got around support at a senior level.  A: I think that's a good question for governors to have a conversation around. I will lead the school in my position, and I know next year is going to be difficult. [HT put forward some suggestions]  Q: From a wellbeing perspective, should we be thinking about support for staff? Would an academy provide this?  A: I spoke to the LA and Diocese, who have also put forward a KS2 teacher suggestion. We aren't desperate, however, we need to appoint key people with good recommendations for this position. An academy may be able to transfer a staff member for two terms or a year, or a secondment, but that isn't definite and depends on the academy.  No further comments from governors. |  |
| 9.0524 | **Financial monitoring report to be approved**  HT noted that the circulated start budget has changed significantly due to the confidential changes to staffing addressed above. Governors agreed to ratify the updated start budget. Additional updates:   * Ledger are changing their offer. * The Diocese ESP renewal (£440) is complete. * Census information is updated as appropriate and the May census is complete. |  |
| 10.0524 | **Communication with stakeholders**   * What are we asking parents about? What has been in the post-box?   We have asked parents to feedback on SEN and Literacy, but had limited response. We are asking parents and carers about academisation next.  The parent questionnaire completed in March had 50 responses and did not flag up any concerns. This was ratified by KC.  Some people asked about wrap-around care and after-school provision. The breakfast club has been brilliant [HT thanked SS]. Parents had questions about what personal development is, so we will continue to educate parents through drip feeding this on dojo.  There were some comments about the price of residentials compared to other schools, which we explained is due to the school's location. KC suggested Browns Coaches in Kirkby.   * Staff exit interviews   KC shared that the staff exit interviews she conducted went well and their reasons for leaving were personal circumstances. Progression was noted as one reason for leaving, but it is worth noting that the position does not offer much progression. |  |
| 11.0524 | **Policies to review and adopt**   * Adaptive Teaching Policy * Flexible Working Policy and procedures * Charging and Remission Policy *(added the defib info)* * School Medical Policy and Intimate Care Policy *(added the new form for allergies)*   Governors approved the circulated policies above (following an amendment to the Charging and Remission Policy raised by SS). |  |
| 12.0524 | **Confirm a mid-year review (Headteacher performance management)**  HP to arrange a date for Headteacher performance management interim with HT. | HT/HP |
| 13.0524 | **Governor action plan: visits and monitoring**  HT noted the importance of succession planning for the governing board and for staffing within the school.  Governors to sign mandatory governor training paperwork by 31st May – HP/HT to send a follow-up email to the board about this by Friday.  HT summarised the recent visit and report from Mark Turner. It was a positive visit which highlighted ensuring the curriculum topic for geography and history are balanced and the subjects are distinct, to ensure that subject leaders understand the different evidence sources and make sure these are explicit in the planning documents, and to focus further on subject leader monitoring and development time for a longer-term cycle.  Mark is visiting again to do another curriculum review in June.  Further visits and monitoring:   * Chris Smith, April 24 * Carol Cessford, April 24   Helen Lever visited to look at RE with CC. The focus was on inclusion of religions other than Christianity and on inclusivity within the subject.   * Kay Crossley: interviews, April 24   KC attended the school to conduct interviews with HT. KC noted this was a productive day with some good candidates. | Govs; HT/HP |
| 14.0524 | **Academisation discussion continued**   * Academy docs: Adam Dale and Elaine Watson * FAQ from Learning Accord   HT directed governors towards the circulated documents above. |  |
| 15.0524 | **Governor training log**  CC completed Ledger SEND and Inclusion training in May and Statement of Entitlement for RE and Monitoring RE training in February. HT updated the governor training log accordingly. |  |
| 16.0524 | **Dates and times for next year**  Governors agreed to continue with the typical meeting schedule and shared their preferred days for meetings. HT to circulate proposed dates to LW and the board for their approval | HT / GB |
| 17.0524 | **Consider risk assessments and school visits (if need board approval)**  HT made governors aware of the risk assessments for the wildlife park and Williams Den school visits. |  |
| 18.0524 | **Safeguarding one min guides**  HT shared the SIAMS strands 3 (Hope, Aspiration, and Courageous Advocacy) and 4 (Community and Living Well Together) from her Headteacher's report on screen for governors to read and review.  Q: Is aspiration included [under strand 3]?  A: Yes.  Q: Does the Parish Council ever visit the school to discuss their role?  A: They haven't done so for a while – it may be worth doing so. |  |
| 19.0524 | **Any other business**  No other business. |  |
| 20.0524 | **How has this meeting impacted on the welfare and progress of our pupils?**  Governors ensured statutory compliance with safeguarding training. The new football nets will impact positively on children's physical education. Raised awareness of important things for governors to be mindful of for the benefit of pupil and the school. |  |
| 21.0524 | **Date of next meeting:**  Finance meeting, via TEAMS: 11.6.24 @ 7.15pm.  Curriculum meeting, at the school: 3.7.24 @ 5pm. |  |

*Meeting closed 9pm.*

**Actions of the FGB and H&S meeting held 7th May 2024**

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| **Item** | **Action** | **Lead** |
| *4.0524* | * Remaining governors still to sign The Key to say they have read Keeping children safe in education * Governors to send training certificates to HT * Governors still to send their skill sets to HT so she can create a skills packet | Govs |
| *7.0524* | Finance Committee to discuss spending priorities and securing funding for these where possible during the next committee meeting.  HT to source another quote for football nets and bring this to the next meeting. | FCttee |
| *12.0524* | HP to arrange a date for Headteacher performance management with HT. | HT/HP |
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| *16.0524* | HT to circulate proposed meeting dates for next year to LW and the board for approval. | HT /  GB |