Kirk Smeaton Church of England Primary School

Governing Board

Minutes of Full Governing Board Meeting held on

Wednesday 23rd January 2019 at 6.00pm

Present

Mr T Jones - Co-opted Governor

Mrs A Carville - Co-opted Governor

Mrs R Brown - Co-opted Governor

Mr A Robertson - LA Governor

Mrs R Rawson - Foundation Governor

Mrs C Cessford - Foundation Governor

Mr P Hursthouse - Parent Governor

Mr P Hudson - Parent Governor

Mrs H Cuddy - Headteacher

In Attendance

Mrs L Thornley - Associate Governor

Mrs L Richardson - Clerk

**PART 1**

**1. Welcome & Apologies**

* Chair of Governors welcomes Mr Hudson onto the GB
* GB has agreed that Mrs Thornley should become an Associate Governor after her term of office ended recently

Mr C Stone – Co-opted Governor due to parents evening

Mrs M Holmes – Staff Governor due to parents evening

**Governors consent to apologies**

**Non-Attendance**

Mr R Mason – Parent Governor

**2. Any other business to be agreed**

* None

**3. Confidentiality & Declaration of Business Interests**

* Confidentiality reiterated
* No new business interests declared

**4. Minutes of meeting held on 26th September 2018**

**Agreed that the minutes of the Full Governing Board meeting held on 26th September 2018 be signed by Chair as a correct record**

**5. Action log**

* Mr Jones & Mr Stones’ term of office ends on 1st February. Mr Stone has indicated he would be willing to continue as a Governor. Mr Jones indicates that due to work commitments he is unable to continue but is happy to continue advising school on H & S matters.
* Governors thank both Governors for their work on the GB
* Governors review the expertise needed on the GB. Mr Jones is our H & S Governor. Mr Robertson has some H & S knowledge through his work and agrees to be the new H & S Governor on a temporary basis until we fill the vacancies on our board.

Communication – Mrs Thornley has expertise but may move away in the near future. She is willing to continue until then. We have a continued focus on communication for the future.

HR – knowledge would be useful as we continue to receive conflicting information from NYCC

Finance – Mr Mason has some knowledge. We need a governor who is able to meet with bursar during school time. Mr Hursthouse would be interested but currently the finance committee discuss personnel matters during meetings, and this would be a conflict of interest with his wife being a teacher at our school. Governors agree that Mr Hursthouse should meet with Mrs Marner to offer his help in financial matters and to see if there is a way to do so whilst avoiding personnel matters.

Succession planning – Governors need to consider the future of the GB and the possible need for a new CofG if current CofG were to step down. The CofG needs to have some flexibility so as to be available to visit during school time for specific tasks such as recruitment.

***See confidential minutes***.

 It is understood that some Governors are unable to attend all meetings, but they may support school in other ways such as visiting school during school hours. Co-opted Governors are appointed to cover needs/skills required by GB.

CofG to put specifications together for skills required, this information to be included in next newsletter for parents. Information also to be included on local Whatsap group, village magazine, church magazine and both parish magazines in the hope that we can recruit someone with a skill we require. CofG to contact Mr Stone and explain the actions we are taking to fill the vacancies we currently have. Mr Stone is welcome to apply again if he feels he has any of the skills now required.

To be discussed further and final decision to be made at next FGB meeting.

2016/2017

29) Fire protection expert is unable to visit our school due to conflict of interest as his authority oversees NYCC authority. Mr Jones to contact South Yorkshire Fire Service for someone to give us advice as there would be no conflict of interest. If no-one available he will contact NYCC and request advice from them.

2017/18

1. Parent election took place, a second election now to take place.

18) Meeting took place to discuss new accident reporting.

***Q – What happens if a child goes to after school club, how would parents be told of an accident at school?***

***A – Sticker is put in planner, bumped head form sent home and if it is a more serious incident parents would have been informed by telephone.*** Item Closed

19) External after school clubs have their own accident reporting procedure, but it is the same as ours. Item Closed

24) Some Governors have visited school. Item Closed

2018/19

1. Mr Jones & Mr Stone were asked if they were willing to continue on GB. Discussed earlier in meeting. Item Closed
2. Governor details updated on school website. Item Closed
3. Standing orders discussed at Curriculum meeting. Item Closed
4. No one was available to attend GSIN meeting in November. Item Closed
5. Mrs Brown & Mr Hudson to read Part 1 of Keeping Children Safe in Education
6. Wish list costed and returned to PFA. Item Closed
7. Lingotots to be asked to contact school – matter outstanding

**6. Confidential minutes of meeting held on 26th September 2018 & matters arising**

* Governors agree to move this item to end of meeting

**7. Headteacher’s report & SDP**

* School Improvement Partner (SIP) visited school and is pleased with what she saw.

***Q – Did she look at middle ability learners?***

***A – Yes, she was pleased with the challenge they are receiving along with challenges for the more able children. This was the same across school except for one class***

* ***Q – Last meeting, Primary Futures were discussed what is that?***

***A – It is a national scheme, schools can apply on line to have people come into school to talk to the children about their jobs***

* Developing outdoor area of Starfish – money is now in place

***Q – How are the bikes & equipment checked?***

***A – Any issues can be seen visually and the item would then be removed and either repaired or disposed of.***

There had been an increase in incidents regarding scooters in Starfish before the summer holidays. This could have been the nursery children, and no issues have been raised by staff

* Headteacher report is updated monthly
* Green highlights show items that are completed, these are then transferred to the back of the report for the following meeting. Yellow highlights show ongoing items. If there is no highlight, the items need to be reviewed
* Governor areas of responsibility –

Mr Stone is currently Science & Assessment

Mr Jones is currently Health & Safety and behaviour, plus new governor induction

***Q – What do governors do in respect of their areas of responsibility?***

***A – It is an area they can look at when they visit school. Governors are not expected to make a judgement and can work with the headteacher on that area. Governors can come into school to monitor that what the headteacher is telling governors at GB meetings is actually happening in school. Behaviour Governor can look at the culture in class and that all children are engaged.***

Mrs Carville agrees to take on new governor induction.

Mrs Brown agrees to be behaviour governor – to meet with headteacher to discuss what is required.

Mr Hudson agrees to take on Health & Wellbeing responsibility.

* Class governors –

These are swapped annually. Governors can talk to the teacher & the children. Governors can look at needs of the class.

* Mrs Cessford has recently visited school to review the data. Headteacher to send report from Mrs Cessford to all governors.
* Small group of governors met to discuss class arrangements for future years. Legally we are unable to have more than 30 children in KS1.

***See confidential minutes***

Governors agree to revisit this discussion in April once we have final numbers for EYFS

* Mr Robertson & Mrs Rawson attended class buddy meeting
* Mrs Cessford met with Mrs Holmes to discuss RE last January, this meeting is to take place again soon.

Mrs Thornley leaves at 7.15pm

**8. Raise Alliance update**

* Raise Alliance – Schools are dropping out of alliance, currently there are only 4 schools left. We are no longer paying into this, but the schools are still working together
* Pyramid Cluster – Doncaster schools. There has been little communication and meetings arranged, however we are hopeful this will continue
* North Star Alliance – We continue to pay into this and receive some training, but many are after school hours and are a long distance for our staff to travel. Some of the support packages we now pay extra for. We are to consider closer options next year, to possibly work with Selby schools instead.

We have an NQT starting in March, but the NQT training through North Star Alliance has already started so we will be looking for NYCC training.

**9. Report on number of exclusions, formal complaints & racist incidents**

* None

**10. Governor Action Plan**

* CofG to send copy of plan out to governors again. To be reviewed at next FGB meeting. Some actions have already been completed

**11. Governor training/school visits**

* Any training should be booked through school
* There are now some webinairs for governors and some Facebook sites
* Mrs Carville visited school on 15th October to monitor how the new EYFS children had settled in. She noticed that there are two groups of children, one who attended our nursery last year and are a higher ability group, compared to the other group of children who did not attend our nursery. There are also children with speech and language issue in this class.
* Mr Robertson & Mrs Rawson attended class buddy meeting
* Mrs Cessford met with Mrs Holmes to discuss RE last January, this meeting is to take place again soon.

**12. Correspondence**

* Diocese newsletter received by CofG. To be sent out to all governors. Including information about the new SIAMS framework

**PART 2**

**13. Headteacher’s report & SDP Health & Safety items**

* Replacing display boards for fire resistant ones is an ongoing matter

Governor visits over time

* Discussed earlier in meeting

Class governors

* Discussed earlier in meeting

Governor areas of responsibility

* Discussed earlier in meeting

**14. Future class plans**

Staff and recent appointments

* Mr Coulthard is to leave at February half term. We have appointed Mrs Yardley an NQT as his replacement. She has life experience and is eager to be in school, she has already visited school on many occasions to get to know the children. As an NQT she is entitled to additional time out of class
* Mrs Scarside left before Christmas. Headteacher and other in-house staff are currently covering PPA time

***Q – Will she be replaced?***

***A – From a budget point of view, this would not be cost effective.***

Headteacher to take school sports this will release Mrs Wolf to cover and provide support towards health and wellbeing for the children and staff. We are to have a PE teacher from another school to help us too.

This issue will be reviewed again in September

* We have a new music scheme costing £200, which the staff love
* A French teacher from Campsmount may come into our school to teach Dolphins & Eagles. A member of our staff, with A Level French, will teach it in Lions

***Q – What is our obligation in respect of teaching a language?***

***A – KS2 only, we are currently teaching this during PPA sessions and using scheme from Twinkl and are also teaching KS1.***

* Miss Gent will work with the school choir. Headteacher to run additional singing classes so as to develop performance
* Mrs Spinks, the Starfish TA left at Christmas. Mrs N Holmes working 3 mornings, with Mrs Carville helping in class on Monday mornings, which means that the class only has Fridays where they do not have additional help
* Mrs Brear, new teacher, working opposite Mrs Hursthouse
* ***See confidential minutes***

**15. Accident & near miss books**

* There was a previous issue with footballs. Mrs N Holmes is now supporting play activities

***Q – What does she do?***

***A – Works with specific children, watches them, makes up games and encourages them to play. If they are involved in their own activities she does not get involved***

**16. Health & Safety**

* None

**PART 3**

**17. Approve SFVS**

* Document is being updated. To be approved next meeting. To be submitted by end of March
* ***Q - Last year governors discussed procurement & having business statements are they still completed?***

***A – Yes, when applicable, need to be a benefit to the school and not restrictive. We continue to obtain 3 quotes. Probably not had need to do one recently as not completed any works***

 ***Q – What obligations do we have in respect of value for money for residential trips?***

 ***A – None***

 ***Q – How many don’t attend?***

***A – A few, approx. 70% of children attend a residential. Year 3 will not be attending the residential this year as it wasn’t booked in time so there are no spaces available.***

This is usually done by the headteacher, but she was on maternity leave and got overlooked.

**18. Review Academisation**

* Nothing to discuss
* Campsmount would like us to join their Academy, but there is no urgent need to join an academy now as government has changed its stance.

***Q – Do Church schools not need to join a church led academy?***

***A – The rules on this have now changed, more research is needed to make an informed decision***

**19. Policies:**

Late collection policy

* Governors were given the impression at a previous meeting that children were regularly not being collected promptly, Headteacher assures governors that this is not the case. Details of children attending after school clubs and the charges are included in the Charging & Remissions policy.

***Q – What if the after school club is full, so a child cannot join it?***

***A – Staff are usually around after school, also the clubs are not filled to capacity, so that would not happen.***

Late collection policy was not worded in a way that would benefit the school.

Headteacher feels that this policy is not required.

**20. Safeguarding audit 2018**

* Copy of safeguarding audit emailed to governors. To be submitted by end of March. Governors to approve document prior to it being submitted

**21. Any other business agreed at beginning of meeting**

* None

Mr Jones & Mr Hursthouse leave the meeting at 8.10pm

**6. Confidential minutes of meeting held on 26th September 2018 & matters arising**

* Point 16 – PAN should read 15 – amended on copy of minutes

**Agreed that the amended confidential minutes of the Full Governing Board meeting held on 26th September 2018 be signed by Chair as a correct record**

**Matters Arising**

* Staffing committee reported back previously re: staffing matters

**22. Recruitment - Confidential**

* ***See confidential minutes***

Meeting ends at 8.25pm