

**Kirk Smeaton Church of England Primary School  
Governing Board**

**Minutes of Full Governing Board Meeting held on  
Tuesday 30<sup>th</sup> April 2019 at 6.00pm**

**Present**

Mrs R Brown	-	Co-opted Governor
Mr A Robertson	-	LA Governor
Mr R Mason	-	Parent Governor
Mr P Hursthouse	-	Parent Governor
Mr P Hudson	-	Parent Governor
Mrs M Holmes	-	Staff Governor
Mrs H Cuddy	-	Headteacher

**In Attendance**

Mrs L Richardson	-	Clerk
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**Mr Robertson agrees to Chair the meeting**

**PART 1**

**1. Welcome & Apologies**

Mrs R Rawson - Foundation Governor, due to family commitments  
Mrs C Cessford - Foundation Governor, due to family commitments  
Mrs L Thornley – Associate Governor, due to childcare issues

**Governors consent to apologies**

**Non-Attendance**

Mrs A Carville	-	Co-opted Governor
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**2. Any other business to be agreed**

- Confidential matter

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

- Confidentiality reiterated
- No new business interests declared

**4. Minutes of meeting held on 23<sup>rd</sup> January 2019**

**Agreed that the minutes of the Full Governing Board meeting held on 23<sup>rd</sup> January 2019 be signed by Chair as a correct record**

**5. Action log**

2016/17

29) Mr Robertson to speak to Mr Jones as to whether he will still be organising for a fire protection expert to come into school

2017/18

1) Parent elections took place. Item Closed

18) Mr Jones & Mrs Marnier met to discuss new accident reporting process. Item Closed

19) External after school clubs have adequate H & S. Item Closed

24) Some governors have visited school. Item Closed

2018/19

1) Mr Jones & Mr Stone were not re-appointed to GB. Item Closed

- 2) Website information emailed out to governors for them to update details. Photos of Mr Hursthouse & Mr Hudson required
- 3) Standing orders discussed at Curriculum meeting. Item Closed
- 4) Autumn GSIN meeting was in November. Item Closed
- 5) Governors have read KCSIE and signed to say they have done so. Item Closed
- 6) PFA wish list costed. Item Closed
- 7) There is no available slot for Lingotots to be an after-school club. Item Closed
- 8) Cost to have LA Clerk for Finance meetings would be £180 per meeting. Mrs Marner has now taken on clerking these meetings and is happy to continue. Clerk has given advice for what should be included on finance committee agendas. Governors agree to continue with Mrs Marner clerking these meetings for now. Item Closed

## **6. Confidential minutes of meeting held on 23<sup>rd</sup> January 2019 & matters arising**

**Agreed that the confidential minutes of the Full Governing Board meeting held on 23<sup>rd</sup> January 2019 be signed by Chair as a correct record**

### **Matters Arising**

- ***Q – Have we had any further information regarding HR inconsistent advice?  
A – Nicola Brown is our HR adviser and is back from MAT leave. HR are to review their systems***

### **7. Governor vacancies**

- We had no parent nominations
- Vacancy details have been included in village booklet – no response
- We currently have 2 x co-opted governor vacancies and 1 x parent governor vacancy
- Governors agree to ask Mrs Thornley if she would be willing to be a parent governor instead of an associate governor, currently she has no voting rights.
- Mrs Carville's term of office ends 23<sup>rd</sup> May 2019. Governors agree that she be asked if she is happy to be re-appointed. Mr Robertson to ask Mr Jones if he would consider returning to the GB as a co-opted governor

### **8. Headteacher's report & SDP**

- Two sections of railings are 5 years old and the paint is now chipping which has caused a splinter incident. As a H & S issue school is organising for them to be re-painted
- Flat roof repaired over Easter holidays
- Fencing around starfish to be dealt with during May half term
- ***Q – Is there an update regarding the outdoor learning area which PTF are paying for?  
A – The cost was £10.5K which will use all their funds. 2 more quotes required but they are struggling to get more quotes. If no further quotes available, we will help them negotiate a reduction in the price.***  
Planning – school have been informed that they do not require planning by NYCC, but SDC have not confirmed this. Under permitted development rights we should be able to erect a wooded gazebo under 5m high, 5m away from boundary and with a max of 50m footprint. Therefore, our building would be within these guidelines. Mr Robertson to chase confirmation in writing.
- ***Q – What about sports funding are we spending this?  
A – We have requested quotes for parallel bars, we are also looking at a running track but can't afford astro turf.  
Q – Have the children been asked what they want?  
A – Yes but they tend to have some unrealistic ideas***
- ***Q – Have we had any feedback in respect of Lions residential?  
A – Ms Wolff came up with the idea of having an onsite one night residential, parents are to be consulted this week so that we see if enough will be interested before anything is booked. Y5/6 usually have an offsite residential, we have attended Kingswood, Robinwood, Bewerley Park and Caythorpe in the past. In future we need***

*to look at staffing and what is best for the school. 24 x KS2 children will not be attending the residential this year.*

**Q – Is the one night onsite residential for this year?**

**A – Yes it will take place 18<sup>th</sup> July whilst others are away**

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

*See confidential minutes*

#### **10. Governor Action Plan**

- Governors need to be sent the updated version

#### **11. Governor training/school visits**

- Mrs Cessford's latest visit report has been sent to governors
- Mr Hudson to complete a visit report in respect of his latest wellbeing visit
- Next Governor SIN meeting is on 13<sup>th</sup> June at Escrick, Governors to inform school office if they would like to attend

#### **12. Correspondence**

- None

### **PART 2**

#### **13. Headteacher's report & SDP Health & Safety items**

- GDPR training completed by staff, Governors have been sent to the link so they too can complete the online training
- Mr Robertson has put together a governor H & S checklist, it outlines how governors can support school. It includes all areas of Health & Safety. Governors agree that this should be completed annually by Governors and will be included as an annual agenda item. Mr Robertson to send copy to Headteacher who will check it against what school already has. LA have primary responsibility for VC schools.

**Q – Does it include lockdown procedures?**

**A – No. This is something that could be added**

#### **14. Accident & near miss books**

- Latest 3 months data sent to governors
- No major issues
- **Q – Were any of the injuries serious?**

**A – No**

**Q – What happens with head bumps, are the children taken out of the danger area?  
There are issues with sports head injuries**

**A – They still have access to the playground. There is a balance in the difference of risk. Parents are always informed of head bumps and would inform school of any further concerns**

#### **15. Health & Safety**

- Discussed earlier in meeting

### **PART 3**

#### **16. Review Academisation**

- School approached by Mr Clennan Selby Educational Trust, MAT. We are in a good position at the moment.

**Q – Is there any evidence that being part of an academy improves schools?**

***A – No. If we were to academise the MAT would take control of our bank balance. MATs tend to run all their schools the same which would probably not work for us being a small school with split year groups.***

**17. Policies:**

- None.

Staff & Mr Hursthouse leave the meeting

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

- ***See confidential minutes***

Meeting ends at 7.15pm