

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

**Minutes of Full Governing Body Meeting held on  
Wednesday 2<sup>nd</sup> May 2018 at 6.00pm**

**Present**

Mrs L Thornley	-	Parent Governor
Mr T Jones	-	Co-opted Governor
Mrs A Carville	-	Co-opted Governor
Mr C Stone	-	Co-opted Governor
Mrs R Rawson	-	Foundation Governor
Mrs C Cessford	-	Foundation Governor
Mrs M Holmes	-	Staff Governor
Mr T Hiley	-	Acting Headteacher
Mr A Robertson	-	LA Governor

**In Attendance**

Mrs L Richardson	-	Clerk
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**PART 1**

**1. Welcome & Apologies**

- Mr R Mason - Parent Governor due to working away

**Governors consent to apologies**

Governors welcome Mr Hiley to the school as Acting Headteacher

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

- School Lunch costs
- H & S visit

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

- Confidentiality reiterated
- No new business interests declared

**4. Minutes of meeting held on 25<sup>th</sup> January 2018**

**Agreed that the minutes of the Full Governing Body meeting held on 25<sup>th</sup> January 2018 be signed by Chair as a correct record**

**5. Action log**

**2016/17**

29) Mr Jones has arranged for Ken Parsons to visit school, he is from a different Local Authority and can only advise us on how we can comply with legislation. Date to be arranged with Headteacher

**2017/18**

- 1) Parent election letter to be sent out next week
- 7) Mrs Carville attended complaints training and has shared the information with Mrs Cessford. If we follow the procedure set out we will not have any problems. Mrs Carville stated that it was very useful training.

**Q – Was ACAS covered?**

**A – Yes**

It was also advisable that if there is any member of the FGB who deals with this sort of thing in their job then they should be asked to be a member of the Complaints committee if possible.

A suggestion was made that we should link with another school of similar size, so as to have access to Governors not on our board in case a complaint was raised against the whole of the board.

**Q – Would it have to be a NYCC school?**

**A – They didn't say but did say it just needs to be independent governors. We could approach one of the other RAISE schools.**

Mr Robertson arrives at 6.10pm

8) Mrs Carville attended the Spring GSIN meeting. The Summer term meeting will take place on 24<sup>th</sup> May at Escrick, other venues are available on different dates.

Workshop

focus will be Primary data. Next academic year the meetings will reduce to 2 per year

and will start slightly later to help those that work. Item Closed

10) School meals information included on newsletter. Item Closed

14) JRSOs & Headteacher spoke to parents about parking. Item Closed

15) Headteacher PM took place. Item Closed

16) New Governor Action plan still ongoing. Governors to meet on Saturday 23<sup>rd</sup> June at 10.30am to finalise plan

17) Parent election discussed earlier. Item Closed

18) Clipboards are in each classroom re: accidents & a sticker is put in the child's Planner

**Q – Is this system working better?**

**A – Yes**

Mr Jones is to meet with Mrs Marnier and will report back to Governors afterwards

19) Mr Jones to report back to Governors once he has spoken to external providers regarding their H & S procedures. It will be an assurance exercise for GB with the hope that their reporting procedures align with school

**Q – What about Forest School club will that be looked at too?**

**A – Mr Jones helped with the Risk Assessments for this club so he knows that they are in place but will check regarding accident reporting.**

Mr Jones to conduct a H & S audit for all external after school clubs, report findings to Governors and then report back to the club organisers.

20) Governor newsletter included asking for volunteers to remove stage & totem pole. Item

Closed.

21) Governor Allowance Policy included as agenda item. Item Closed

**6. Confidential minutes of meeting held on 25<sup>th</sup> January 2018 & matters arising**

- Governors agree to move this item to end of meeting

**7. Headteacher's report & SDP**

- This is a new format for Acting Headteacher and this report was mostly prepared by Mrs Cuddy prior to starting her Maternity Leave
- Acting Headteacher will help move the school forward and keep momentum
- School priorities may change and refocus after end of year data has been collated

- Data for Spring 18 has been updated from assessments before Easter. Data is still looking very positive with some slight changes.

#### Year 6

- 1 child left Y6 so each child now equates to 10%
- Writing – 2 children are on borderline to achieve expectation, school is doing all it can to help them
- SIP, Donna Makepeace has visited school today and was impressed with discussions by Headteacher & Governors about small cohorts
- Progress has been maintained or has slightly improved
- **Q – Are there any particular concerns?**  
**A – No**
- **Q – Are we doing everything we can to help these children succeed?**  
**A – Yes. Lots of hard work is being done in school including help from volunteers. Lots of booster classes are taking place during lunchtimes and assembly time. We started boosters before Christmas and now need to keep the momentum going**
- **See confidential minutes**

#### Year 5

- Data shows mid to late 70% expected in most areas
- **Q – Exceeding in Writing & SPAG are highlighted red why is this?**  
**A – This data is taken after Y5 completed a Y6 test and is in comparison to national data. We started using a new writing scheme in September and are hoping that this will help with editing skills and so should increase writing results**
- **Q – What benefits will be seen?**  
**A – It will help with SPAG. It includes drafting and editing which are skills also used at high school**
- **See confidential minutes**

#### Year 4

- Similar data to Year 5 except for Writing, which is being addressed

#### KS1

- Year 2 predictions look solid and should be above national and last year's results.  
**Q – Are these moderated?**  
**A – Some has been and more is planned**
- **Q – Will NQT receive internal support?**  
**A – Mrs Cuddy was supporting this teacher and Mr Hiley will continue this**
- Year 1 phonics we should be just above national figures

#### EYFS

- 80% GLD is in line with national data and could be slightly higher by the end of the school year
- Governors send thanks to all staff for their continuous hard work

### **8. Maternity Leave Return to work (Hours Variation Request)**

- Mrs Maltby has requested a reduction in hours when she returns to work in September. She previously worked every morning and full day on Thursday, she would like to not work at all on a Tuesday due to childcare. This would raise an issue for the school office as currently the reception is manned every morning and if this change was made then Mrs Marner would need to man the reception on a Tuesday and she is already working to capacity.

Julie who is currently covering for Mrs Maltby on a relief contract would agree to working Tuesday mornings but obviously if she were to get another job we could not expect her to stay.

**Q – *Would there be any cost implications to this?***

**A – *Headteacher to check***

Governors agree that this change could not last any longer than a term, as if Julie were to leave then that is the length of time Mrs Marner could do it for.

Governors agree to offer a reduction in hours for one term to allow her additional time to organise child care, but will expect the hours to revert back in January.

### **9. Raise Alliance update**

- No updates

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

- None

### **11. Governor Action Plan**

- Discussed previously in meeting

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

- No training information is being received from Diocese. Headteacher to check who should receive the notifications
- Governors to attend next SIN meeting if available
- Governor visits included in Headteacher's report.  
Mrs Rawson to arrange visit to Lions class.  
Mrs Carville visited Starfish last week and was very impressed with the improvement made since these children started school and how they start their learning immediately arriving in the classroom.  
Mr Robertson to arrange class & maths visit.  
Mr Mason also needs to arrange visit.  
Mr Stone has arranged a visit this term.

### **13. Correspondence**

- Email has been received from a prospective Governor. This person volunteers in school already and has expertise in strategic planning. Information read out to Governors. Governors agree to ask them to join us as a Co-opted Governor. Chair of Governors to confirm and send details to Clerk who will invite them to the next GB meeting.

## **Part 2**

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

- All staff have completed First Aid training this term

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

- To be reviewed twice a year. Next due before end of school year.
- **Q – *Have there been any issues due to the new outdoor equipment?***  
**A – *No and we now have a clear timetable for use of the new equipment***
- **Q – *I know we have regular PAT testing, but when is the fixed electrical systems checked?***  
**A – *Every 5 years by NYCC, it has been done recently***

## **16. Health & Safety**

- One of the new gates has a bolt missing and school is having problems getting the company to reply to our requests to come out and repair it.

**Q – How old is it? Is it still under warranty?**

**A – It is not old and should be under warranty.**

Governor suggests if they do not reply soon we should send a letter for action.

In the interim Governors agree that a bicycle lock should be used to secure the gate as there are 2 gates so if necessary everyone could use the second gate to leave the area.

### **Health & Safety Visit**

- Mr Jones & Mrs Holmes visited Bewley Park where we are due to send children on a residential visit. They met the staff, walked around the facilities. The risk assessments were outstanding.

When the dormitories get locked down there is an alarm on the external doors which sound in the staff bedroom, this was very impressive.

Mr Jones & Mrs Holmes are to arrange a presentation for parents so as to reassure them of their children's safety and wellbeing during the visit.

**Q – What is the ratio of children to staff?**

**A – 35 children will be attending and there will be Mrs Holmes, Mr Jones, Mrs Holt & Mrs Nutall attending plus staff on site.**

- It is a NYCC run facility
- PP children will have their accommodation costs paid for by NYCC
- It is a high quality centre
- They provide wetsuits, walking boots and wellingtons for the children
- Canoes are wide and can be tied together to give additional support. The water is only children's waist high and children will also wear buoyancy aids
- Risk assessment also completed for visit to Bingham rocks where children will be scrambling
- **Q – How many children will be left in school and what will they be doing?**
- **A – There will be no more than a class size of children left in school and they will be working with Mrs Hursthouse & Mrs Wilkinson**

## **Part 3**

### **17. Academisation timescale**

- Nothing to report

### **18. Policies**

#### **Term Time Absence Policy**

- **See confidential minutes**
- Policy is based on NYCC version
- Headteacher has a certain amount of discretion
- **Q – Do we fine parents?**
- **A – We have in the past, although it is LA that decide whether to fine or not, but this is done in the name of the Headteacher**
- Governors ask that parents are informed that governors have agreed the policy. Information about children being late regularly has been included in the newsletter and this has had a huge impact and the numbers have been reduced
- Policy Agreed

#### **Governor Allowance Policy**

- **Q – Do we audit what is claimed?**  
**A – There has never been a claim. If there was it would be brought to Finance Committee**
- Policy Agreed

#### Standards of Conduct Policy

- NYCC Policy, no changes made, it is not written specifically for schools
- **Q – Is this for everyone on site?**  
**A – Yes, we also have the Parent Behaviour Policy**  
**Q – Is that policy on the school website?**  
**A – Yes & it also was sent out to parents**  
**Q – Is it given to new parents?**  
**A – Not sure, but they do receive an information pack where documents included on website is signposted**
- Policy Agreed

#### H & S Policy

- Policy Agreed

### **19. Any other business agreed at beginning of meeting**

#### School Lunch costs

- NYCC County Caterers are changing the way they are charging for lunches using actual numbers, which will be more accurate but will give us a significant loss
- It has been more than 3 years since we last increased school meal prices. Currently we charge parents £2.15 per day and using current numbers this would give us a loss of £2768 over the year. If we were to increase this cost to £2.60 per meal we would still lose £117.80 over the year. School will need to inform parents why prices are to increase and should also include that the school will be running at a loss
- **Q – Pre-school meal charges are lower, why is this?**  
**A – The portions are smaller**
- Governors agree we need to work towards a zero loss and will need to review costs annually. Another option is to consider in house catering, but it is too late to consider this for September this year
- It is essential that we increase costs, either over a few years or all at once. Governors agree that parents should be consulted
- **Q – If all children were to change to pack ups from home who would pay for the staff to supervise them over lunchtime?**  
**A – School would pay. We also must provide a meal for any child on FSM and all children eligible for UIFSM**
- Governors consider that £2.50 should be the cost for Sept 18 to Aug 19.

#### H & S visit

- Discussed earlier in meeting

Mrs Holmes & Headteacher leave the meeting at 8.05am

### **6. Confidential minutes of meeting held on 25<sup>th</sup> January 2018 & matters arising**

**Agreed that the confidential minutes of the Full Governing Body meeting held on 25<sup>th</sup> January 2018 be signed by Chair as a correct record**

#### **Matters arising**

- None

Meeting ends at 8.10pm