

Kirk Smeaton Church of England Primary School  
Governing Body

Minutes of Full Governing Body Meeting held on  
Thursday 25<sup>th</sup> January 2018 at 6.00pm

Present

Mr R Mason	-	Parent Governor
Mrs L Thornley	-	Parent Governor
Mr T Jones	-	Co-opted Governor
Mrs R Rawson	-	Co-opted Governor
Mrs A Carville	-	Co-opted Governor
Mr C Stone	-	Co-opted Governor
Mrs C Cessford	-	Foundation Governor
Mrs H Cuddy	-	Headteacher
Mr A Robertson	-	LA Governor

In Attendance

Mrs L Richardson	-	Clerk
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No Attendance

Mr M Storey	-	Parent Governor
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**PART 1**

1. Welcome & Apologies

- Mrs R Hattersley – attending a funeral. This would have been her final meeting as her term of office ends February and she will not be putting her name forward again
- Mrs K Wilkinson has resigned as Staff Governor

**Governors consent to apologies**

2. Any other business to be agreed

- Governor newsletter
- Ofsted
- Class visit – Mr Jones

3. Confidentiality & Declaration of Business Interests

- Confidentiality reiterated
- No new business interests declared

4. Minutes of meeting held on 27<sup>th</sup> September 2017

**Agreed that the minutes of the Full Governing Body meeting held on 27<sup>th</sup> September 2017 be signed by Chair as a correct record**

5. Action log

- 6. Raise/FFT training done. Item Closed
- 24 & 25. Member of staff has experience of academisation she may be willing to talk to GB about the matter. Item Closed
- 29. Information re: legislation of fire checks & escape routes was sent to school with recommendations. West Yorkshire legislation is more stringent than that of North

Yorkshire. Fire protection expert to be asked to visit school to give us further advice. Having coats along escape route may be an issue.

Staff room door also a concern as there should be a vision panel so that staff can see out of room before opening the door. A list of requirements along with costings to be written once visit taken place.

Lions class use the cloakroom which is causing concern but this could be changed so they use the back door instead.

**Q – How often do fire tests take place?**

**A – Every term, but recently we have done these half termly. They are well practiced and efficient.**

Governors request that a practice take place using the back door as a fire exit.

Lockdown practice also takes place regularly, alternating Lock in and Lockdown procedures.

Headteacher & SBM could be trapped in the office as dead end.

**Q – Who would check that they were able to escape?**

**A – Teachers would realise once everyone at evacuation points**

Display boards have been removed from Hall walls to reduce risk of fires, school has purchased canvass photo collages instead which need to be sprayed so to make them inflammable.

31. Professional friend not available to provide training for Governors. Governors have done other training instead. Item Closed

41. We are still awaiting permission to put up one banner. Other one has already been put up. Item Closed

## 2017/18

1. Parent Election still to take place
2. Vision document completed. Item Closed
3. SEF document updated. Item Closed
4. Governor action plan included as agenda item. Item Closed
5. Academisation timescales included as agenda item. Item Closed
6. Mrs Holmes may consider becoming staff Governor she can then give Governors information about working in an academy school during a FGB meeting. Item Closed
7. Dates for Complaints training & cost to be checked
8. No one was able to attend last Governor SIN meeting. Next meeting 8<sup>th</sup> February if anyone can attend they should contact school office who will book them a place.
9. Governor newsletter done. Any ideas for next newsletter are welcomed.  
To include: School meals, report from Mr Jones re: his last school visit, feedback from Ofsted inspection, information about SIAMS inspection, idea of having parents visit school to talk to children about their job, parking & involvement of JRSOs. Item Closed
10. School meals information to be included in next Governor newsletter
11. Governor newsletter included fundraising for canopy. Item Closed
12. Parking reminders included in Governor newsletter. **See confidential minutes** Item Closed
13. Parish Council included issue about parking in Parish Magazine. Mr Jones reported bin lorry to NYCC as it was blocking the school entrance at time when children were arriving at school.  
Headteacher & JRSOs to go out and speak to parents some mornings. We are not allowed to take photos of car number plates.

## **6. Confidential minutes of meeting held on 27<sup>th</sup> September 2017 & matters arising**

Agreed that the confidential minutes of the Full Governing Body meeting held on 27<sup>th</sup> September 2017 be signed by Chair as a correct record

### **Matters arising**

- **See confidential minutes.**  
Concern was raised about the choice of food available during School's after school club and amount children are eating which can sometimes mean they do not want a meal when they arrive home.  
Children are given a choice of snack and choice depends on which day it is in relation to shopping day.  
**Q – Could parents make the choice?**  
**A – Giving the children the choice is part of independent learning as they choose what they are going to have and then help to make it. Portion control could be a better option.**
- **See confidential minutes**

## **7. HT PM before maternity leave**

- Independent advisor Mike Smit will be in school on the afternoon of 8<sup>th</sup> March for HT performance management meeting. Confirmation of date and time to be emailed to Governors. We need 3 Governors to sit on PM panel and attend this meeting, governors to confirm via email if they are available.

## **8. Extending contracts and reducing contracts for August**

- **See confidential minutes**
- Mr Jones visited school recently and spent some time in Year 1/2 with Mr Coulthard and informs Governors that he saw an inspirational lesson where the children were all gripped throughout. Mr Coulthard has also introduced a maths league which has made the children enthusiastic about maths. Mr Jones was very impressed with the teaching he saw during his visit.

## **9. Maternity cover and requests – Headteacher & Admin**

- **See confidential minutes**

## **10. Headteacher's Report & SDP**

- Ofsted & SIAMs targets updated
- More class visits have taken place since report was written
- Headteacher has emailed Governors requesting that they arrange their class buddy visits and meetings with subject co-ordinators as soon as possible
- Pyramid cluster information to be updated

## **11. Raise Alliance update**

- No major changes to Raise Alliance. No Raise school will be supporting our school during Headteacher's maternity leave.  
Work with boys writing was good and productive

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

- None

## **13. Governor Action Plan**

- A new action plan needs to be written

- Mrs Rawson & Mr Jones to work on it together and then meet with other Governors to complete
- To be included:  
Headteacher maternity cover, Actions for Ofsted to be monitored, Academisation to still be included, succession planning, Training – GSIN meeting to be attended by at least one member of GB each term, SIAMs – see what training available.  
**Q – Could we included CPD sessions in Governor meetings**  
**A – This could be an option to consider as we have lots of expertise on the GB**
- Parent Governor election paperwork to include information about time and training commitment
- Co-opted vacancy to be chosen on skills needed  
**Q – Do we need to complete another skills audit?**  
**A – Yes**

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

- Mr Jones visited school to conduct H & S audit. There were 93 entries in the main accident book since last audit, 2 incidents occurred off site during school trip, all were minor incidents. He will write up the information and send it out to all Governors.  
Timber struts are still fixed after removal of climbing wall, they need to be removed.  
Starfish accident book included 4 fingers trapped in doors, this is a reduction since last audit.  
1 new miss incident was recorded, Mr Jones states that he would expect more to be reported. We are proactive in making changes or repairs before they become an issue. 1 staff accident was reported.  
Our reporting culture is excellent.  
Governor suggests adding a column in accident book to show whether parent has been informed. It was agreed that system should be changed so that each class has an accident sheet on a clipboard and parents would be asked to sign it to confirm that they have been informed if their child was involved in an accident. Mr Jones to meet with Mrs Marner to discuss this new process.  
Entries are to be archived after 18 months.  
**Q – Why do they need archiving?**  
**A – We need to keep this information until the minor is 25 years old due to potential claims in the future.**  
**Q – Do the after school clubs record accidents too?**  
**A – The ones run be school do.**  
Mr Jones to offer to audit books for external after school clubs, he could advise them on any issues they may have. Any major incidents would be reported to school.
- Some ceiling panels in sports hall are loose. Governors agree we need to budget for them to be taken down and replaced with something better, we would also need to look at lighting once ceiling removed. It will be expensive to do and Governors agree to include it in the Governor Action Plan.

#### **15. Correspondence**

- None

#### **Part 2**

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

- Safer recruitment training completed except for 1 member of staff who will have completed it shortly

- Governor newsletter to ask for volunteers to remove stage & totem pole. Fitness park to be installed in this area instead once we acquire funding

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

- Discussed earlier in meeting

### **18. Safeguarding Audit**

- This no longer needs reviewing annually. Headteacher has updated it this year

### **19. Health & Safety**

- Discussed earlier in meeting

## **Part 3**

### **20. Academisation timescale**

- No new information. Keep as agenda item

### **21. Policies**

#### Parent Behaviour Policy

- Policy agreed
- **Q – Have parents had a copy?**  
**A – Previously yes, new copy to be sent out**

#### Governors Allowance Policy

- Deferred to next FGB meeting

#### Collecting Children from School Policy

- **Q - It states that children not collected on time will be put into after school club and parents will be charged, how often has this happened?**  
**A – It does not happen often but it has happened in the past**  
This may need to be flagged to parents
- Policy agreed

#### H & S Policy

- Mr Jones name needs to be added to policy
- Headteacher to check H & S poster states her name rather than Mrs Marner
- Risk assessments should be reported to Governors in advance of visit. Staff to email copy of any new risk assessment to GB. Headteacher & Mrs Marner to oversee any existing risk assessments
- **Q – Do we use permit to work forms for managing contractors on site and ask for risk assessments & method statements?**  
**A - Yes**
- Policy agreed

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

#### Governor newsletter

- Discussed earlier in meeting

#### Ofsted

- Ofsted targets included in Headteacher's report
- It was a good visit
- If data dips they will return

**Q – How soon?**

**A – Not straight away but they made a point of saying that this visit was due to our data**

- Governors send their congratulations to all children and staff

Class observation – Mr Jones

- Discussed earlier in meeting

Meeting ends at 8.40pm