

Kirk Smeaton Church of England Primary School

Governing Body

Minutes of Governing Body Meeting held on Tuesday, 12th November 2019

Present:

Mrs H Cuddy - Headteacher
Mrs A Carville
Mrs C Cessford
Mr P Hursthouse
Mrs R Brown

In Attendance

Mrs A Marner – Clerk

Part 1

1. Welcome & Apologies

Mrs Carville chairs the meeting
Mrs R Rawson - Family commitments
Mr R Mason - Work Commitments
Mr A Robertson - Work Commitments
Mrs Thornley - Work Commitments
Governors consent to apologies

2: Any other business to be agreed

Mrs Marner asked to discuss and approve the revised budget in this meeting

3: Confidentiality & Declaration of Business Interests

No new interests. Governors reminded of the importance of confidentiality

4: Minutes of meeting held on 21st May 2019

Minutes of the meeting of the Governing Body meeting held on 21st May agreed and signed by Mrs Carville as a correct record. (The agenda stated it was the meeting 8th July 2019 that needed agreeing but this was corrected in the meeting to be 21st May 2019)

5: Confidential minutes of meeting held 21st May 2019

None

Part 2

1: Governor Action Log

Closed items to be removed from the log. SFVS deadline amended from 2019 to 2020 - this will be shared with Governors prior to submission.

2: Head's report - Finance and Leadership

Mrs Cuddy confirmed works that have now been completed: Railings repainted, After School costings increase implemented, Hall entrance painted. Mrs Cuddy commented how book scrutiny with all Governors is a good idea. Off Rollers are children who have left our school previously but we need to keep their data and be able to be questioned on it. This doesn't include Year 6 leavers, just in house leavers. Mr Hursthouse said how this seems a much fairer process where data is concerned. Safeguarding is also an important element in the transfer of files and off rolling. Mrs Cessford mentioned how this is also a cause for concern when files are transferred between authorities.

Year 2 and Year 6 parents evening took place earlier this year. Teachers confirmed it was a much better process as allowed them to focus on just one year group. To look at holding Year 2, Year 4 and year 6 one evening next year and the others another evening. Mrs Carville asked if parents were happy with the change, Mrs Cuddy confirmed we had no problems or complaints.

Mrs Cuddy confirmed we are now with Star Alliance not North Star - Star Alliance are developing ideas and network meetings for other subject areas for example DT and Art. Mrs Cuddy said how nice it was to focus on areas other than just Maths and English.

Mrs Cuddy discussed IT and the idea of using Devolved Capital to fund new Laptops for Staff next year and current ones to be used by pupils. Discussion around how we need to improve IT and certainly every 4/5 years. Mr Hursthouse believes chromebooks would be a better option than laptops and kindly offered to help in finding the right choice when the need arises. He explained how it's important to look at the schools needs before looking at the device required. Mr Hursthouse confirmed how chromebooks are better for GDPR also but they do require good internet access. Mrs Cessford pointed out how having the Laptop trolley creates inconvenience when working with groups of children in the IT suite due to the constant interruptions.

3: Budget Monitoring Report

Mr Hursthouse asked about staff absence insurance and is it a fixed premium - advised it's on a risk basis really and we have benefitted in the past for example when Mrs Cuddy was on maternity leave. There is an option to decide on different level of cover for each member of staff.

Mrs Cessford questioned whether we should look at an additional member of staff for after school club. An idea could be to have a 16/17-year-old to assist and be paid. Mrs Carville made the point that due to our location it would probably be very difficult for a 16/17-year-old to be here for 3.30pm. Mrs Cuddy explained Mrs Whittles often steps in to cover if needed. Mrs Cessford expressed concern how if some children wish to play football and others wish to stay inside to bake for example how one person can manage on their own. Mrs Marner confirmed since costings increased the income for Autumn 1 half term was £2030. To look at the possibility of an additional member in particularly toward the Spring when the weather allows more choices.

4: PE Funding Update

Mrs Cuddy explained how the PE Leader, Rachel Jenkinson is very popular with the children on a Wednesday. She takes each class for sport on a Wednesday and also after school club 3.30-4.30pm where she changes the sport every half term. The sessions are charged at £4 and the income comes direct to school as we pay for Mrs Jenkinson.

Sports premium also used for the fitness park which is being installed in the near future and Forest School sessions.

Mr Hursthouse asked about the continuity of sports funding - as far as we are aware it is set to continue.

5: Pupil Premium Update:

Mrs Cuddy and Mrs Cessford meet to discuss vulnerability - a date is to be arranged. We have 4 current pupil premium children and an additional three ever6. General teaching assistants do lots of intervention work. There is a General Teaching Assistant in each class every morning which is good and some afternoons also.

6: Benchmarking

Mrs Marner confirmed she now has the template for this year's benchmarking and has done a comparison against nine similar schools. One the comments have been added on the template this will be shared with Governors. Governors attending the meeting today requested hard copies other than Mr Hursthouse who is happy to receive electronically.

7: Devolved Capital Update

Our current allocation is to be used towards the proposed toilet refurbishment. An asbestos survey is being carried out on Monday, 25th November. Following this the report will be sent to the Property Officer who can allow us to go ahead if nothing highlighted in the report. A briefing meeting will then take place with the contractor to discuss the fine details and set a proposed date.

8: Health & Safety with financial implications

Works following the 5 year fixed electrical testing need to be carried out - £1193.00.

Mr Hursthouse queried PAT testing - Mrs Marner confirmed annual PAT testing is carried out every January and this is arranged through the MASS (maintenance and servicing scheme). Mr Hursthouse said it would be worth checking as not all appliances need doing annually. Training costs relating to Health & safety are ongoing - Mrs Cuddy has shared epipen online training with staff (FOC) and if any Governors would like to do it to let us know.

Part 3

9: Heads Report - personnel and update on staffing.

No updates - Mrs Cuddy's post has been advertised internally and a decision will be made this week and shared with staff and parents.

11: Policies

Budget Management Policy, Complaints Policy and Model Pay Policy agreed by Governors

12: Safeguarding

Mrs Cuddy has put lots of information around safeguarding on display in the staffroom. Online Basic awareness in Child protection must be renewed every 3 years. If still in date, there is a domestic abuse online learning available. Prevent when originally completed was a one off course. Mrs Marner finding out the validity of this now as some websites are stating every 3 years.

Mrs Marner is undertaking the comprehensive pathway safeguarding training though NYCC.

13: Governor Visits and reports.

Mrs Brown to visit Eagles class on Friday.

14: Correspondence:

None

15: Any other business agreed at the beginning of the meeting

Revised budget agreed by all present Governors.

Meeting closes at 3.20pm