

**Kirk Smeaton Church of England Primary School**

**Governing Body**

**Minutes of Governing Body Meeting held on Tuesday, 21st May 2019**

**Present:**

Mrs H Cuddy - Headteacher  
Mrs L Thornley  
Mrs C Cessford  
Mrs A Carville  
Mr R Mason  
Mr A Robertson  
Mr P Hudson

**In Attendance**

Mrs A Marner – Clerk

**Part 1**

**1. Welcome & Apologies**

Mrs Thornley chairs the meeting.  
Mrs R Rawson - Work commitments  
Mrs R Brown - Holiday  
Mrs M Holmes - Other commitments  
Mr P Hursthouse - Other commitments

**Governors consent to apologies**

**2: Confidentiality & Declaration of Business Interests**

No new interests. Governors reminded of the importance of confidentiality

**3: Any other business to be agreed**

None

**4: Minutes of meeting held on 12th March 2019**

- Minutes of the meeting of the Governing Body held on 12th March 2019 agreed and signed by Mrs Thornley as a correct record. Confidential minutes of 12th March 2019 passed to all Governors to read. All agreed and signed by Mrs Thornley as a true record.

**5: Lead Governor for Finance Matters**

Mr Mason still involved with Finance however Mrs Carville to take the lead. Mrs Carville has previous finance knowledge and is normally available to attend meetings during the daytime. Mrs Carville to come and meet the FMS Officer on her next visit on Tuesday, 25th June 2019.

## **6: Governor Action Log**

GDPR Training - Mr Robertson has completed this through his employment - to provide certificates to Mrs Marner.

Mr Hudson has now completed his personal written piece as a Governor.

After School Provision costings: AM to provide income and expenditure from April 2019 to end of May half term in readiness for the next meeting to enable costings to be discussed further.

Grounds Maintenance - New contractor confirmed - Countrywide Grounds. Mr Robertson queried what it covered in the contract. Grass cutting/shrubs/weeding and sports day lines at an additional cost. Trees were queried. Mrs Marner confirmed Tree Surgeons are employed by NYCC and this falls under the premises scheme we buy into (MASS).

## **7: Confidential minutes of meeting held on 12.03.19 and matters arising.**

All minutes agreed and signed by Mrs Thornley

## **8: Start Budget and matters arising.**

Mr Robertson queried why Supplies and Services expenditure is higher this year than estimated for the following two years. Mrs Marner explained we have bought Smoothwall through Schools ICT at a fixed price for three years so there won't be a cost for the next two years.

Nursery income discussed - Mrs Marner confirmed figures are based on pupil number estimates. Historically numbers do increase term by term through a school year meaning Summer term income is generally higher.

Pupil numbers discussed - Mrs Cuddy confirmed there are some admission appeals in the process for Reception starts in September 2019. NYCC have advised us to only agree 15 pupils as this is our PAN.

Governors agreed the Start Budget.

## **9: Headteachers Report/SDP**

Mrs Cuddy confirmed Starfish perimeter fencing to be installed over the May half term. Quotes for parallel bars and a running track to be sought along with water coolers and paid through the Sports Premium.

Mr Robertson confirmed we don't need planning permission for the outdoor Gazebo kindly funded by Parents & Friends. Governors thanked Mr Robertson for all his work on this project so far. Mr Robertson confirmed he is meeting a potential contractor on site 22.05.19.

Painting of classrooms to be considered. Hall was in the plan to be painted however the FMS Officers advice was to take this allocated budget amount and put towards the more needed project of the toilet refurbishment. Mr Mason suggested perhaps just painting the Hall entrance and it would create a better first impression.

Awaiting quote for railings to be painted at the front of school - Health & Safety issue as the paint is chipping off and leaving a sharp surface.

## **10: After School Club feedback and costings**

Confidential minutes

### **11: Staffing for next year**

Confidential minutes

### **12: Grants and Bids**

Mrs Cuddy confirmed School will receive £2000 this week following an initiative and training she attended on Gardening held in Harrogate. The money is to be spent on Gardening. Possibly consider turning area where the totem pole is into a wildlife area.

Mr Mason is looking into the heating in school.

Mrs Marner has contacted NYCC Building Surveyor to ask advice on any possible grants towards the toilet refurbishment.

### **13: CPD for Staff and Governors**

Ongoing

### **14: SEN/PP/LAC/PE money**

Confidential minutes

### **15: Policies**

Policies agreed: Anti-fraud, Assessment, Looked After Children, Restraint and Teaching & Learning.

Mr Mason asked if these policies are NYCC based, Mrs Cuddy confirmed yes. Mrs Thornley asked if there had been any major changes to any of the policies, Mrs Cuddy confirmed no major changes.

Mr Hudson asked if a child was restrained in school would this be fed back to Governors. Mrs Cuddy confirmed if it was a one-off incident then not necessarily. If, however there were ongoing concerns with a child or a child with need then more likely to be brought to Governors attention. If there was a child with need there would be a policy and risk assessment in place for that child and parents would also be involved. Mrs Cuddy said it is uncommon to restrain a child in school. Mrs Cessford added this is probably more likely in a High School. Mrs Cuddy confirmed how she works closely with Mrs Cessford around SEN.

### **16: Governor Visits/Monitoring**

Mrs Carville is attending the Starfish Class visit to Yorkshire Wildlife Park and will write a Governor report following the visit. Mrs Thornley's link class is Starfish, visits will be included in her report.

Mrs Cuddy thanked Mrs Cessford for all her help and support during SATs and it was noted how Children were resilient and settled down really well during the week.

### **17: Health & safety**

Mrs Marner confirmed Nursery fencing to be installed during half term making a safer environment for the children. Community Gates at the front of school are currently locked with a combination lock - awaiting repair.

5 year fixed electrical installation report highlighted areas of work required. Cullertons in the process of quoting for these works.

### **18: Any other business agreed at the beginning of the meeting**

Forest School one night residential discussed. So far only 12 out of a possible 24 pupils have expressed interest. Miss Wolff initially said she needs 16 pupils to make it run. Not sure at this stage if it will go ahead. Miss Wolff has been contacted but is away on holiday at the moment so awaiting her response.

Different feedback from parents generally. Some want the two night residential to just be for years 5 & 6, others want years 3, 4, 5 & 6 as in previous years. Mrs Cuddy suggested maybe doing a 1 night residential at one of the centres for years 3/4 and a two night residential for years 5/6. Also discussed the effect on staffing too. Mrs Thornley suggested we opt for a year 4/5/6 - 2 two night residential. To consider doing a Survey using Survey Monkey for parents to express their thoughts/ideas.

Meeting closes at 7.26pm