

**A meeting of the Full Governing Body of Kirk Smeaton C of E Primary School was held on Tuesday 19th January at 7.00pm
This meeting was held remotely using Skype.**

Minutes

Colour coding key – Highlighting Governor Core Functions

Red – Strategy challenge/questions

Blue – Approval/Decision taken

Green – Performance Challenge/question

Orange – Financial Challenge/question

No	Present:	Actions
	Mr T Jones - Co-opted Governor Mrs R Rawson - Foundation Governor (Chair) Mrs C Cessford - Foundation Governor Ms E Hall – Parent Governor Mr P Hudson - Parent Governor Mrs H Cuddy - Headteacher In attendance Mr N Parker – Clerk	
1	<u>Welcome and Introductions.</u> The meeting opened at 19:05	
2	<u>Apologies for absence.</u> Lorna Thornley sent her apologies. The apologies were consented. P Hursthouse was absent.	
3	<u>Reminder Register of Hospitality, Confidentiality and Declarations of Business Interests</u> RR reminded the meeting of the need to disclose any hospitality received and of any changes to business interests. Several annual confirmations of Declarations of Business Interests, adherence to Code of Conduct and of having read Keeping Children Safe in Education (2020 update) are outstanding. NP will email governors accordingly.	NP
4	<u>Notification of urgent other business</u> HC advised that a situation has arisen where the number of children in KS1 will exceed the maximum. This will be discussed as part of the HT report.	
5	<u>Confidentiality and identification of confidential agenda items</u> RR reminded the governors that, although the minutes of the meeting are a public record the discussions that take place in the meeting are confidential. No agenda items were identified as confidential.	

6	<p>Approval of minutes of meeting of 29th September and matters arising. The minutes were accepted as a true record. NP will sign the minutes on RR's behalf until it is possible to meet in person again. NP will password-protect the confidential minute from the last meeting and circulate to those present for that item. Actions and matters arising from the previous meeting were reviewed, all have been completed.</p>	
7	<p><u>Headteacher's report</u></p> <p>HC summarised her HT report:</p> <ul style="list-style-type: none"> • New school logo. A revised version of the new logo is awaited (revision is to reduce brightness of the hand colour). It has been agreed to keep the same red uniform with the new logo. The meeting agreed with HC's proposal to allow children to continue to wear the old logo until September 2022 to ease any financial issues for parents. It was agreed that the new logo, along with the implementation plan, would be circulated to parents following February half-term holiday. HC advised that although the COVID-19 crisis had created many other priorities, the work on the logo had been almost complete, so it had not detracted focus from other areas. • Doors have been painted and the lighting updated in KS1 area, similar lighting upgrades are required elsewhere in the building and will be budgeted for. • The Fire Risk Assessment is ongoing. The accident books have been reviewed within the school and by TJ. No significant issues or trends have been identified. • Punctuality has improved since the introduction of staggered start times. <p>Q. There was consideration of replacing the heating system to improve efficiency, what was the outcome? A. It would be very expensive to replace the full system, some work is required but the extent of it is still under consideration. It was hoped there may be financial support from either the Local Authority (LA) or DfE but none has been identified.</p> <p>HC advised that a new family, with children at Year 1 and Year 3 age, have moved into the catchment area. There is capacity in Year 3 but the additional child in Year 1 would exceed the maximum. HC has discussed with the LA admissions team who have agreed the extra child can be accommodated as the school's "exceptional number". Both siblings will join the school after the February half-term holiday.</p> <ul style="list-style-type: none"> • COVID-19 and Risk Assessments. The governors met on 6th January to discuss and agree the revised Risk Assessment (RA). HC advised that the number of children in each sub bubble has not exceeded 12 at any one time and 15 children have accessed the sub bubble within the week. On-line 	

training for lateral flow testing for staff has been undertaken. Staff will be tested twice a week commencing 25/1/2021. HC confirmed that the RA is unlikely to change as result of the introduction of testing. The need to have a further test if symptoms develop will be stressed to staff.

Q. Are there any additional costs resulting from complying with the RA?

A. No, there is no additional cost, staff been very flexible over their working hours.

- Remote Learning Policy
HC advised that she has drafted the policy based on the template issued by DfE. The draft policy was reviewed with teachers during the recent INSET day. The meeting discussed the section on feedback to parents and children, and the nature of feedback given for children of different abilities and ages. It was agreed that HC would review the section to allow it to be more open-ended and flexible. The governors with children at the school agreed that the remote learning provision, and feedback, is working well.

Q. Do staff have time to work on the remote provision?

A. Each teacher is in their own classroom with the staff in that bubble and they all support each other. Teachers now have a full day each week for planning rather than the half day allowed under normal circumstances. Teaching Assistants (TAs) have time allowed to update Dojo comments. These measures have been welcomed by staff. The Dojo comments are signed by the teacher or TA who gave the comment.

The meeting discussed the final section of the policy, relating to children with SEND. As they may also need additional support, EYFS and KS1 children have been included in this section, but the meeting agreed that it would be better to refer to these in a different section of the policy. HC will update the policy accordingly.

With the aforementioned changes the policy was **approved**. Once the changes are made HC will upload the policy to the school website.

Q. Have devices been made available to those who need them?

A. Parents were surveyed on their need for devices, enough devices were available for those who needed them. Villagers have also come forward to offer laptops etc that they no longer need.

HC had circulated the DfE Good Practice for Remote Learning document. RR reviewed the assessment that had been carried out against the document:

- Engagement – access to, monitoring of and following up on lack of engagement with remote learning was discussed.
- Monitoring and Evaluating - HC described the measures and systems being taken to monitor and manage staff (both teaching and admin) workload as described above.

HC

	<p>Q. Who is monitoring the HT's workload? A. RR has been very supportive and all the staff are working as a team. Governor stressed that HC must ensure she makes time for herself and her family.</p> <ul style="list-style-type: none"> ○ Pupil Progress. RR summarised that it is the school's responsibility to deliver provision for the children, if the children, or their parents, choose not to take it up, despite all the efforts to encourage engagement, then that is their choice. <p>Q. With the mechanisms in place to monitor and manage engagement then what is the government's expectation regarding children's progression? A. Some, who are accessing and completing all the work, should have little disruption to their progression but those who are not fully engaging are likely to have more of an issue. Staff are focussing on identifying which work has not been done and then use live sessions to address those areas for individuals or groups of children. Assessment will continue as usual.</p> <ul style="list-style-type: none"> ○ Behaviour and attitude. <p>Q. Is there a brief set of clear rules in place, for children and parents, relating to live remote learning? A. There are some basic rules in place, HC will discuss further with staff as, with more experience of delivering live remote learning, additional points are becoming clear.</p> <p>It was suggested that a list of up to 5 brief rules may be appropriate.</p>	
8	<p>School Logo</p> <ul style="list-style-type: none"> • As above in HT report. 	
9	<p><u>Succession Planning</u></p> <ul style="list-style-type: none"> • SEN and safeguarding CC has attended SEN training, CC and HC will meet to review SEN and safeguarding. TJ volunteered to join the meeting with view to taking on SEN/Safeguarding in the future. HC will propose a date for the meeting. 	HC
10	<p><u>Health and Safety</u></p> <ul style="list-style-type: none"> • Accident/Near Miss book review. See above in HT report. TJ advised that the books are more consistent and much improved. 	
11	<p><u>Notification of any Safeguarding issues</u></p> <ul style="list-style-type: none"> • Approve the Safeguarding Audit. HC emailed the Safeguarding Audit to governors in November 2020. One point that arose was the need for two governors to undergo Safer Recruitment training. RR and TJ are to complete the training. The audit was approved. 	

	<p><u>To deal with any matters agreed for consideration.</u> Mrs Becks has advised that the breakfast club will not re-open. HC will include this in the school newsletter. HC will consider whether the club could be provided by the school, demand would need to be considered.</p> <p>Q. What arrangements are there for those who are eligible for free school meals but are not in school? A. The scheme set by the government is in place. Caterers will provide parcels, this will be reviewed after a week, if the offering is not satisfactory then it will be replaced by vouchers.</p>	HC
16	<p><u>Correspondence</u> Update on IT business plan. TJ and HC have reviewed and updated the plan and tendered to 3 potential suppliers. Quotes are awaited, all suppliers are advising that, given current volatility, their quotes will only hold for the day they are issued. The GB agreed to delegate responsibility to TJ to work with HC to place an order as long as appropriate procedures followed. The GB agreed a spend limit of £6k. TJ and HC are committed to achieve best value. It was also agreed to progress the purchase of tablets with a maximum spend of £7k. HC confirmed that these amounts are manageable within the school's budget.</p>	
17	<p>Next meeting dates FGB meetings (7pm): 06/05/2021 Finance meetings: 26/11/2020 7pm, 8/3/2021, 7pm (CONFIRMED). Curriculum meetings (7pm): 24/03/2021 06/7/2021</p>	

The meeting closed at 9.15pm

ACTIONS of the FGB Meeting held 19th January 2021

	Action	By Whom	By When
1	NP will email governors regarding outstanding confirmations etc.	NP	22.01.2021
2	HC will amend the Remote Learning policy, as agreed, and upload it to the school website.	HC	
3	HC will propose a date for the meeting with CC and TJ on SEN and Safeguarding.	HC	
4	NP to contact NYCC Governor Support regarding the reconstitution of the GB	NP	29.01.2021

5	RR to contact the diocese regarding the reconstitution of the GB	RR	29.01.2021
6	PH to circulate a skills audit	PH	
7	PH to update the Governor Action Plan	PH	
8	HC to consider whether the club could be provided by the school	HC	

Minutes produced by Nick Parker – Clerk

Signed: **(Chair) Date:**

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