Summer Term 3 <u>MINUTES OF THE FULL GOVERNING BOARD / HEALTH & SAFETY MEETING OF KIRK SMEATON</u> <u>CE PRIMARY SCHOOL</u>

HELD AT 7:15 PM ON WEDNESDAY 3rd MAY 2023 VIA MICROSOFT TEAMS

Present:	
Co-Chair - Harvie Palmer (HP)	Co-opted Governor
Vice Chair - Peter Hudson (PH)	Co-opted Governor
Hannah Cuddy (HC)	Headteacher
Carol Cessford (CC)	Foundation Governor
Mark Suasnabar (MS)	Parent Governor
Apologies:	
Alex Henderson (AH)	Co-opted Governor
Kay Crossley (KC)	LA Governor
Sadie Sheen (SS)	Staff Governor
Co-Chair - Rebecca Rawson (RR)	Foundation Governor
In attendance:	
Clerk - Lydia Waites (LW)	NYCC Clerk
Vacancies:	1 x Parent Gov

Colour coding Key – Highlighting Governor Core Functions

Red – Strategy Challenge/question Blue – Approval/Decision taken Green – Performance Challenge/Question Orange – Financial Challenge/Question

MINUTES

Minute	Item	Lead
1.0523	Apologies (with and without acceptance) Apologies from AH which were accepted. SS and KC were unable to attend. RR had work commitments and hoped to join the meeting later.	
2.0523	Declarations of interests None declared.	
3.0523	Approval of minutes from the last meeting 16.01.23 FGB minutes 27.03.23 Curriculum Committee minutes Governors approved minutes as an accurate record.	
4.0523	Matters arising from the previous meeting/update on action points HT read action points to governors who addressed their completion. -'safer recruitment' action point to be carried over to next meeting for AH.	LW / AH
5.0523	Consideration of which items should be confidential Confidential items will be minuted as such as they arise. <i>Extract from item</i> 8.0523 <i>minuted as confidential – item</i> 8.0523c refers.	
6.0523	 Any other urgent business No urgent business. Q: Are we on the SIAMS list for next year or have we not seen the list yet? A: Not seen the list yet, but there have been related meetings ahead of this. We have a mock SIAMS with all of the Diocese in October. We should have the SIAMS inspection next term onwards. 	
7.0523	 Headteacher Update Review of progress against the milestones in the SIP / Receive and review the summary school self-evaluation HT gave a quick overview of the areas of development highlighted by Ofsted (as shown in the report and document shared on-screen). Good feedback overall, geared towards further development of existing strengths. 	

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	Had a meeting with Jill Stubbs recently, who shared that school's attendance is good	
	and has improved. Have also been working on communication and engagement with	
	parents. Progression of knowledge and study is a focus going forwards.	
	HT will be looking at targets for the next year, as well as performance targets.	GB
	Perhaps something to discuss during finance meeting.	
	Finance section	
	Looking at 6k needed for boiler maintenance, emergency strip lighting, and further	
	maintenance work – need to check whether this will be covered by NYC service	
	grant.	
	H&S section	
	Working to use the pastoral support worker to support families with poor attendance	
	is ongoing. The gated area for Starfish is still in process, and still getting quotes for	
	fob keys.	
	The school have applied for several EHCP's for SEND pupils and have not been	
	successful. HT is working with 3 different authorities and is applying for element 2/3	
	funding to support these pupils.	
	Q: what's the deadline/date we are working towards for element 2 and 3 funding?	
	A: can only apply for 2 terms, then there's a cut-off for Doncaster. None for North	
	Yorkshire. We have the paperwork ready for the latter, but information is a bit unclear	
	with the other authorities.	
	Attendance update for children and staff	
	Absences and persistent absences (below 90%) are improving and are now below 6.	
	Staff absences have been quite high this spring term due to illness.	
	No exclusions.	
	Review admissions, pupil numbers and consider options for class and staffing	
	structure + exclusion update.	
	Unsure how many nursery pupils there will be. Have gone to appeals for Dolphins as	
	the pupil number has been exceeded, and the excess has been approved. Have high	
	pupil numbers overall for September in Y1-6.	
	Accident logs	
	Data is looking good. No major trends.	
	Q: weren't there a lot of head bumps in the Eagles previously?	
	A: yes, it's curious. Possibly because as they get older, children don't mention when	
	they have graze, but do know to tell staff about head bumps. Not sure why, though	
	anything above the neck falls under this category which could account for the amount	
	logged.	
	Behaviour reports	
	Have added an extra column, 'child hurting others', to the behaviour report document	
	to provide additional clarity within the data. Behaviour has generally improved - there	
	are more things in place to help families, etc	
	• Other	
	Governors are asked to attend at least two class sessions and subject coordinator	A 11
	conversations per year.	All
	HT noted that she has changed some governors and their classes around and asked	govs
	that governors contact her should they have any issues with these alterations.	
8.0523	3-year plan - discussion around capacity	
0.0023		
	HT gave a brief overview of the 3-year-plan, which includes reviewing all areas of the	
	curriculum and ensuring that all teachers embed practice and settle into routines.	
	The remainder of this item is minuted as confidential. Minute 8.0523c refers.	
9.0523	Financial monitoring report to be approved	
	Start budget	
	HT met with Angela on 21 st March to prepare the 23/24 start budget, which HT	
	shared on screen.	
	Q: what's the best-case scenario regarding funding?	

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	A: have employed a bursar to work with Anita and have gleamed that there is no	
	'best-case scenario' regarding funding, but rather a measure of how funding currently	
	stands. It would be good to see what deficit budget percentage we're looking at now	
	as opposed to 4 years ago given the cost-of-living crisis. There has definitely been a	
	change as there has been ~2% deficit rather than a surplus (as in previous years) at	
	the end of the year in recent years. We've always tried to ensure that we spend the	
	school's allotted budget.	
	HT added that it might be worth getting a group of governors together who work with	
	Anita in order to see how the school will spend its budget. If we academise, that	
	money is going to be taken and the school won't see it. Need to ensure that we	
	provide the school with what it needs to thrive before academisation.	
	HT shared that in her previous school, the school's budget was in deficit, but this was	
	due to a high level of pupil premium along with cuts made in other areas such (e.g.	
	redundancies) out of necessity.	
	HT shared the following updates and actions surrounding the start budget and asked	
	if governors agreed with the start budget or had any questions:	
	- Consider and agree the maintenance programme and proposals for the use	
	of devolved capital	
	- Leger agreement to be updated.	
	 Diocese ESP will be renewed shortly. 	
	 In process of reviewing contracts. No changes as of now. 	
	Governors agreed on the start budget.	
10.0523	Communication with stakeholders	
	HT/the school have been working a lot with parish council and eco-council, which is a	
	really positive relationship. Have a patch in the village where there will be a space for	
	prayers, flowers etc HT also went to Brayton School recently and developed some	
	links which was positive.	
11.0523	Policies - PE Policy, E-safety Policy, and Acceptable Use Policy	
11.0020	HT has amended the Acceptable Use Policy (to reframe it as a guidance document	
	for parents with no signature needed) and shared this with governors. Invited	
	governors to contact her if they need more time to consider the updated policy and	
	contact her with any comments by Friday.	
	Governors agreed to wait before approving the policy as not all have read the	All
	amended version, email HT by Friday with any changes.	govs
12.0523	Confirm a mid-year review (Head teacher performance management)	govo
12.0020	HT to contact Mike who organises performance management, which typically	НТ
	happens in September.	
	Asked whether the Performance Management Governors are happy to stay on as	
	such. Governors agreed.	
	HT to contact governors regarding the matter.	НT
13.0523	Governor action plan- visits and monitoring	
1010020	Update with H&S visit from Kay and Carol	
	HT gave an overview of her visit in K'Cs absence, and this visit was noted in the	
	Governor Action Plan document. KC looked at risk assessments and accident books,	
	and cross-referenced these with the HT report. Also came in in April and March with	
	CC for an educational visit to The Deep.	
	CC shared that the children hadn't had many visits, so it was very exciting for them	
	and they were notably well-behaved. It was a successful visit and the children were	
	all engaged and involved.	
	 Update with Maths, IT and Starfish session from Mark MS visited the school in April for a full morning. Shared that it was nice to come in 	
	MS visited the school in April for a full morning. Shared that it was nice to come in and see the children and the positive things that are happening in the school, and a	
	and see the children and the positive things that are happening in the school, and a	
	nice change from considering risks, etc	
	Had a discussion about maths and IT with lead teachers and was interested to see	
	how it all rung as well as the continuity in teaching throughout the school. The	
	how it all runs, as well as the continuity in teaching throughout the school. The children seemed to love maths, which was amazing. MS was reassured by and	

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	impressed with both teachers he spoke to as well as the children, who were engaged	
	and asking lots of questions. Noted the good behaviour of the Starfish class which he	
	also visited for half an hour. Seems like teachers all have a firm grip on the syllabus	
	so if staff were to change, he's confident the transition would be smooth as there are	
	lots of good practice across the school. This visit was also logged on the Governor	
	Action Plan document.	
14.0523	Academisation discussion continued	
14.0525	HT noted that a lot has been done in terms of considering academisation. One of the	
	things we want to do is have a conversation with the Church of England trust. Mark	
	Randell the CEO for Enhance has agreed to meet the governors to talk though our	
	options.	
	HT had a breakfast meeting with Bishop Sophie in Doncaster. Doncaster dioceses	
	are forward-thinking regarding academisation and so HT has developed a few links	
	during the meeting which may be useful in future. HT and CC have also conversed	
	with Pam and Chris Smith about trusts – specifically the Waterton trust whose	
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	philosophy is similar to Kirk Smeaton's.	
	HT reminded governors that the GB now has a LA Governor vacancy. Chris has lots	
	of academisation and other relevant experience and is interested in taking on the	
	role. If governors are happy with that, HT will go ahead with the appointment process, noting that it will mean a strong team of governors especially with	
	academisation looming.	
	Govs agreed they are happy to proceed with appointing Chris as LA Governor.	
	Q: can we see if Mark Randell can join us for 15 minutes of our next meeting?	
	A: yes. Will give him both of the upcoming dates.	
15.0523	Business case plans	
10.0020	 Website compliance - new website & when to make this change 	
	Nothing to share. HT invited governors to check website compliance in line with	
	previous action point. Will consider a six-month-plan and finding quotes for potentially	
	getting a new website.	
	HP suggested that a new website may be questionable given potential changes with	
	academisation. HT agreed, and suggested governors check the website is in working	
	order and consider whether they know anyone who has experience with website	
	design. The main consideration is ensuring it's easy for all users to navigate.	
	MS noted that the website needs to be functional and informative above anything	
	else.	
	Q: are there any main questions or pieces of information parents request?	
	A: We could look into making an FAQ page.	
	Q: could you look at website traffic to see which pages get the most/least traffic?	HP /
	A: yes, also a good idea. Will look at that. HP and HT.	HT
16.0523	Governor training log	111
10.0023	The governor training log was updated with recent training and visits.	
	Q: has anyone done any other training e.g. Prevent or Leger training, etc.?	
	A: no.	
	Nothing more to share at this time.	
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17.052	Dates and times for next year	
	HT shared meeting dates with governors prior to meeting.	
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22.052	How has this meeting impacted on the welfare and progress of our pupils?	
	Attendance has been positive and finance is looking okay. Work on the SEF has been beneficial and informative. Considering health and safety and site maintenance is likewise for the benefit of pupils.	
23.0523	Date of next meetings	
	Finance meeting: 12.6.23 @ 7.15pm	
	Curriculum meeting: 3.7.23 @ 5.15pm, in-person	
	-FGB & H&S meeting: 26.9.23 @ 5pm.	

Meeting closed at 8:40pm.

Actions of the FGB and H&S meeting held 3rd May 2023.

Item no	Action	Lead
4.0523	LW to carry over 'safer recruitment' action point to next meeting for AH.	LW / AH
7.0523	HT will be looking at targets for the next year, as well as performance	Finance
	targets. Perhaps something to discuss during finance meeting.	cttee
	Governors to contact HT should they have any issues with the alterations to	
	their assigned classes.	All Govs.
11.0523	Governors to contact HT with any comments on the updated Acceptable	All Govs.
	Use policy by Friday.	
12.0523	HT to contact Mike who organises performance management.	HT
	Also to contact govs regarding Headteacher Performance Management /	
	review.	
15.0523	HP and HT to look at school website traffic to see which pages get the	HP / HT
	most/least traffic.	

Minutes produced by Lydia Waites – Clerk Signed (Chair) Date