

**MINUTES OF THE FULL GOVERNING BOARD / HEALTH & SAFETY MEETING OF KIRK SMEATON**

**CE PRIMARY SCHOOL**

**HELD AT 7:15 PM ON WEDNESDAY 3<sup>rd</sup> MAY 2023 VIA MICROSOFT TEAMS**

<b>Present:</b>	
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
<b>Apologies:</b>	
Alex Henderson (AH)	Co-opted Governor
Kay Crossley (KC)	LA Governor
Sadie Sheen (SS)	Staff Governor
Co-Chair - Rebecca Rawson (RR)	Foundation Governor
<b>In attendance:</b>	
Clerk - Lydia Waites (LW)	NYCC Clerk
<b>Vacancies:</b>	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	<b>Apologies (with and without acceptance)</b> 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	<b>Declarations of interests</b> None declared.	
3.0523	<b>Approval of minutes from the last meeting</b> 16.01.23 FGB minutes 27.03.23 Curriculum Committee minutes Governors approved minutes as an accurate record.	
4.0523	<b>Matters arising from the previous meeting/update on action points</b> 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	<b>Consideration of which items should be confidential</b> Confidential items will be minuted as such as they arise. <i>Extract from item 8.0523 minuted as confidential – item 8.0523c refers.</i>	
6.0523	<b>Any other urgent business</b> No urgent business. <b>Q: Are we on the SIAMS list for next year or have we not seen the list yet?</b> <b>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.</b>	
7.0523	<b>Headteacher Update</b> <ul style="list-style-type: none"> <li>Review of progress against the milestones in the SIP / Receive and review the summary school self-evaluation</li> </ul> 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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	<p>A: have employed a bursar to work with Anita and have gleaned 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.</p> <p>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.</p> <p>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.</p> <p>HT shared the following updates and actions surrounding the start budget and asked if governors agreed with the start budget or had any questions:</p> <ul style="list-style-type: none"> <li>- Consider and agree the maintenance programme and proposals for the use of devolved capital</li> <li>- Leger agreement to be updated.</li> <li>- Diocese ESP will be renewed shortly.</li> <li>- In process of reviewing contracts. No changes as of now.</li> </ul> <p><a href="#">Governors agreed on the start budget.</a></p>	
10.0523	<p><b>Communication with stakeholders</b></p> <p>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.</p>	
11.0523	<p><b>Policies - PE Policy, E-safety Policy, and Acceptable Use Policy</b></p> <p>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.</p> <p><a href="#">Governors agreed to wait before approving the policy as not all have read the amended version, email HT by Friday with any changes.</a></p>	All govs
12.0523	<p><b>Confirm a mid-year review (Head teacher performance management)</b></p> <p>HT to contact Mike who organises performance management, which typically happens in September.</p> <p><a href="#">Asked whether the Performance Management Governors are happy to stay on as such. Governors agreed.</a></p> <p>HT to contact governors regarding the matter.</p>	HT  HT
13.0523	<p><b>Governor action plan- visits and monitoring</b></p> <ul style="list-style-type: none"> <li>• Update with H&amp;S visit from Kay and Carol</li> </ul> <p>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.</p> <p>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.</p> <ul style="list-style-type: none"> <li>• Update with Maths, IT and Starfish session from Mark</li> </ul> <p>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 nice change from considering risks, etc..</p> <p>Had a discussion about maths and IT with lead teachers and was interested to see 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</p>	

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	<p>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.</p>	
14.0523	<p><b>Academisation discussion continued</b>            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 through 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 philosophy is similar to Kirk Smeaton's.</p> <p>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.</p> <p>Govs agreed they are happy to proceed with appointing Chris as LA Governor.</p> <p>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.</p>	
15.0523	<p><b>Business case plans</b></p> <ul style="list-style-type: none"> <li>Website compliance - new website &amp; when to make this change</li> </ul> <p>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.</p> <p>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?            A: yes, also a good idea. Will look at that. HP and HT.</p>	HP / HT
16.0523	<p><b>Governor training log</b>            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.</p>	
17.052	<p><b>Dates and times for next year</b>            HT shared meeting dates with governors prior to meeting.</p>	
19.0523	<p><b>Consider risk assessments and school visits (if need board approval)</b>            None needed. Only very localised trips coming up. KC looked at these risk assessments and this has been logged on governor action log.</p>	
20.052	<p><b>Safeguarding one-minute guides</b>            HP shared the 'Safer Recruitment' and 'Supporting Transgender Children' guides on-screen for governors to read.</p>	
21.0523	<p><b>Any other business</b>            No other business.</p>	

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22.052	<b>How has this meeting impacted on the welfare and progress of our pupils?</b> 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	<b>Date of next meetings</b> 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 3<sup>rd</sup> May 2023.**

<b>Item no</b>	<b>Action</b>	<b>Lead</b>
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 targets. Perhaps something to discuss during finance meeting. Governors to contact HT should they have any issues with the alterations to their assigned classes.	Finance cttee All Govs.
11.0523	Governors to contact HT with any comments on the updated Acceptable Use policy by Friday.	All Govs.
12.0523	HT to contact Mike who organises performance management. Also to contact govts regarding Headteacher Performance Management / review.	HT
15.0523	HP and HT to look at school website traffic to see which pages get the most/least traffic.	HP / HT

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