

**MINUTES OF THE FULL GOVERNING BOARD / HEALTH & SAFETY MEETING OF
KIRK SMEATON CE PRIMARY SCHOOL
HELD AT 7 PM ON MONDAY 26TH SEPTEMBER 2022, VIA MICROSOFT TEAMS**

Present:	
Co-Chair - Rebecca Rawson (RR)	Foundation Governor
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
Emma Hall (EH)	Parent Governor
Sadie Sheen (SS)	Staff Governor
Alex Henderson (AH)	Co-opted Governor
Apologies:	
None	
In attendance:	
Clerk - Lydia Waites (LW)	NYCC Clerk

Colour coding Key – Highlighting Governor Core Functions

Red – Strategy Challenge/question

Blue – Approval/Decision taken

Green – Performance Challenge/Question

Orange – Financial Challenge/Question

Minute	Detail	Action
1.0922	Welcome and Introductions HT opened meeting and welcomed governors.	
2.0922	Apologies for absence No apologies. EH and AH late – arrived not long into meeting.	
3.0922	Election of Chair and Vice Chair: RR noted that chairs are typically elected and appointed/re-appointed on a yearly basis. Asked if governors were okay with that. All agreed. Also agreed to elect via informal show of hands. RR and LW asked who was interested in being chair. RR happy to do another term if necessary, but noted this will be her final year as Chair. Co-chairing raised as a possibility by governors and LW. HP volunteered for co-Chairing with RR. Asked whether there would be a conflict of interest. GB not aware of any. The GB agreed to elect Chair and Vice Chair by show of hands vote. PH was elected to continue as Vice Chair and HP and RR elected as co-chairs. RR chaired the meeting.	
4.0922	Annual Register of Business and Personal Interests. Form circulated to governors to be signed.	All
5.0922	Register of Gifts and Hospitality LW made governors aware of the form and the need to sign it if/when necessary throughout the year.	All
6.0922	Declaration of interests Governors reminded. None reported.	
7.0922	Confidentiality	

	Governors agreed it be decided at the end of the meeting if anything should be considered confidential. Confidential minutes to be saved separately.	
8.0922	Notification of urgent other business No urgent business.	
9.0922	<p>Committees: The GB discussed whether to keep the committee arrangements as last year or hold more FGB meetings and have no committees. The GB agreed to continue with having two committees as the most effective way to spread the work of the GB. RR stated that the committees' terms of reference will be covered in the next committee meetings.</p> <p>Committee membership was discussed and agreed as follows: Add details of the 2 committees discussed above and membership Performance Management Committee –AH and EH Complaints Panel - Same governors as last year (add initials) plus HP</p> <p>AH and EH joined the meeting at this point.</p> <p>Appeals Panel - RR, PH, and AH</p> <p>HP noted some training might be useful for his role on the committee.</p>	<p>Committee Chairs</p> <p>HP</p>
10.0922	To confirm the scheme of delegation to the Headteacher. RR noted they have a scheme of delegation from last year. LW to locate and circulate scheme of delegation paper after meeting to see if it needs updating.	LW
11.0922	Pupil Premium HT shared the pupil premium document on the screen. Mentioned that the school doesn't get much pupil premium compared to other schools. More details on it in HT report. There were no questions from governors on the report.	
12.0922	<p>To appoint Governors with specific responsibilities and Link Governors HT outlined governor's positions and responsibilities. Asked if governors were happy to continue with these or would like to change them. Governors agreed to continue existing arrangements.</p> <p>HT mentioned the parent governor vacancy which the school is making arrangements to fill.</p> <p>HT outlined class governor arrangements on screen; noted one is stepping down. Governors confirmed they were happy with the existing arrangements shown.</p> <p>Q (LW): have at least 2 governors done safer recruitment training per mandatory requirement? A: Yes. Noted most governors have. RR is mandatory safeguarding governor. Will discuss responsibilities further when new parent governors are elected, in the curriculum meeting.</p>	HT

	RR to go through governors' specific responsibilities in next committee meeting. EH joined the meeting at this point.	RR
13.0922	Agree a timetable for Governor monitoring visits HT outlined a timetable for monitoring visits and asked governors to confirm availability. EH agreed to take on literacy. PH agreed to take on science.	All EH/PH
14.0922	Standing Orders LW explained that the standing orders document is a standard template and advised governors to read and agree on highlighted parts. The final version will be circulated after the meeting if any changes are made. RR outlined the red highlighted text on the standing orders document. Asked if any objections to termly meetings, length of terms of office, procedure for electing Chair/Vice Chair, calendar of meetings. No objections. The GB approved the highlighted text. Discussed how the co-chairing would work in practice and agreed whoever is leading the meeting will decide on responsibilities.	
15.0922	Code of Conduct RR outlined that there is a new standard NGA code of conduct. LW reiterated this and confirmed that the school/governors have the most recent updated version of the document. RR read the additional changes marked on the updated NGA code of conduct document. The GB agreed to adopt the updated form. LW advised that governors need to confirm their agreement of the document by signature so a record can be attached to the document and filed in Governor file. It was agreed that governors will email their agreement and HT will organise the filing.	All
16.0922	To approve, as a correct record, the minutes of the meeting held on 3.5.22 HT unable to retrieve previous FGB meeting minutes from former clerk/s. Has contacted governor support to try and retrieve minutes from Alyson since her clerk email is bouncing back.	
17.0922	Action log Minutes unavailable. In lieu of addressing checklist from previous minutes, HT outlined highlights of the meeting from her notes so governors are aware, including: <ul style="list-style-type: none"> • Business case plan and update of the school (kitchen and IT suite) discussed. • Looked at federation and academy, legal issues, etc.. • Had a conversation about school dinners, procurement, catering. New contract for catering starting in 2023. • Pupil questionnaire was shared. • Wanted to check with Diocese about academisation – still to be progressed. 	HT
18.0922	Minutes of Committees held since the last meeting (for information) Curriculum Committee 4/7/22 Finance Committee 7/6/22 RR asked governors had any questions about those meetings No questions raised.	

19.0922	<p>Report from the Headteacher - to receive and ask questions HT noted a couple of things have been updated in the report.</p> <p>Priorities for 2022/3 – reminded governors to be aware of these and read through them. Touched on improving attendance – mainly focusing on performance management.</p> <p>Also noted that information on the Ofsted criteria and education inspection framework has been sent out. HT shared the 2019 document which the school references on screen and gave an idea of what the school will try to develop over the course of the year.</p> <p>Q: are we doing a mock inspection? A: yes, a SIAMS one. Had a mock literacy and another mock inspection last term.</p> <p>HT asked if anyone is able to attend a planning meeting with the local authority. HP agreed, provisionally. HT put forward that if anyone wants to share anything, to let her know. Any questions? No.</p>	<p>All</p> <p>HP/All</p>
20.0922	<p>Pupil Outcome Update HT reminded governors of the need to be aware of what attendance and grades are like for the previous year and gave a brief update. Pupils did well, particularly in KS2. Don't have KS1 data to find out how well they have done nationally, but know it needs improvement.</p> <p>The school is working with Lithub for support with phonics. Recently taken on a phonics scheme purchased through the school, which staff are aware of. The scheme will also be supporting school financially and helping to get the money spent on books/the scheme back in due course.</p> <p>Q: what extra support is available this year? A: staff are supporting; setting expectations and making sure they're high. This includes a consistent approach to teaching and learning and making sure TAs know how to support students. Students have shown improvement. Dyslexia programme has also been helpful as have other support resources.</p> <p>HT will give an update nearer December to the curriculum meeting when there will be more documentation.</p>	<p>HT</p>
21.0922	<p>School Improvement Updates</p> <p>HT gave updates on the following:</p> <ul style="list-style-type: none"> • SDP/SIP/Ofsted Actions/Report • SEF/SIAMS Update. • School Targets/ 3-Year-Plan. • Building and infrastructure- business case plans for the year. • Discuss strategic direction. • Recruitment of staff and changes. <p>Three-year-plan - HT sent out the plan last term. Noted that governors should be aware of the impact of the energy crisis and look at ways to reduce bills and heating costs over the next 3 years. Want to keep the school's 3-year-plan open-ended as new governors etc. will join over the years.</p>	

	<p>Building and infrastructure: discussed changing the IT room. May put plans on hold due to energy crisis as children don't use the rooms they're wanting to improve.</p> <p>Have 2 quotes for price of changing the website, which is outdated. HT asked governors to have a look at quotes themselves and decide what would be best for the school.</p> <p>Q: is there a yearly fee? A: yes.</p> <p>HT emphasised the need to be cautious about spending until have an idea of how the energy crisis will affect the school. HT gave examples of what energy saving measures were being done by the school.</p> <p>Q: what problem are you trying to solve with the website? A: everything – old, hard to navigate, needs to be straightforward for parents, etc.. Other schools have invested in websites, and it's made a difference.</p> <p>PH reminded the GB that the school might be forced into an academy if Ofsted doesn't go well, and to bear this in mind in any decision on the website.</p> <p>Q: does the Diocese offer any help with website or a template that might be free? A: good question. not sure, but worth looking into.</p> <p>HT outlined recruitment efforts and current staffing arrangements. it was noted that after-school provision has reduced and numbers of students attending are lower which is affecting profit.</p> <p>Q: how does booking work? A: can book whatever days you need.</p> <p>RR noted the school needs to look at the loss – it's quite significant. Change to work situations, working from home, childcare, etc. are potential reasons.</p> <p>Q: do we still have as many children coming from outside the village? A: not sure. Do have more young families within the village. Younger ones on school bus are going straight home and not attending after school provision. Worth looking at a having weekly bookings a week in advance and only running/staffing sessions if enough pupils are attending.</p> <p>PH noted ad hoc wouldn't suit him as a parent. HT agreed, but noted the need to consider profit for the school. Governors discussed advantages and disadvantages, potential options. Suggested a parent questionnaire and doing more research into reasons behind lowered attendance. Don't want to put a recruitment advert out given this financial situation.</p> <p>Q: does the after-school provision have to be self-funding? A: yes.</p> <p>PH noted the school maybe needs to tolerate some degree of loss on this front as it's an attraction for the school – people may not apply if there is no after-school provision. Need to weigh it up. There was a discussion on potential alternative arrangements with local childminders, if after-school were to end. HT advised the GB to consider options, will do more analysis herself.</p>	<p>All</p> <p>All</p> <p>HT</p>
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	HT recalled previously putting recruitment advert out and not having applications and is considering putting it out again and seeing who applies.	
22.0922	<p>Governing Board Update</p> <p>There is 1 Local Authority Governor vacancy and 1 Parent Governor vacancy.</p> <p>RR's Foundation Governor term of office coming up in September. HT stated this will be discussed in next meeting and that no one has come forward to fill vacancies so far.</p>	
23.0922	<p>Sports Premium</p> <p>HT shared screen with sports premium.</p> <p>Any questions? No questions.</p>	
24.0922	<p>Safeguarding Report and notification of safeguarding issues</p> <p>HT noted the GB has completed most out the safeguarding training. Has circulated latest necessary safeguarding policies prior to meeting as well as training to be completed. Governors agreed on these documents prior to their circulation to staff. All happy with new policies.</p> <p>Q: what training do all need to complete?</p> <p>A: HT outlined what gobs need to do. Noted that from a safeguarding point of view, governors should know all this information.</p> <p>LW made the GB aware of the latest KCSIE safeguarding document which she will circulate to governors along with other necessary safeguarding training for governors so they are aware of mandatory requirements. Reminded that the GB must ensure appropriate safeguarding is in place and robust for Ofsted. Also ascertained that the mandatory safeguarding governors are appointed, who have done the necessary training, and that at least 2 governors have done the safer recruitment training. Also confirmed that the school has a public complaints policy on the website and governors are familiar with the policy/procedure.</p> <p>Governors confirmed they were aware of the latest policies and will review the latest KCSIE document and confirm their understanding.</p>	All
25.0922	<p>To receive Budget Monitoring Report – to date</p> <p>No discussion.</p>	
26.0922	<p>Governor Training</p> <p>HT to send document with additional training to governors and LW.</p>	HT
27.0922	<p>Policy Review</p> <p>HT drew attention to attendance data. Noted Covid years are awkward. Aiming for 99% in following year.</p> <p>Q: how do we support children not attending?</p> <p>A: fixed penalty notices.</p> <p>Q: rephrased: how do we support children who have missed classes?</p> <p>A: have support and intervention. Not if pupils are missing school due to holidays – sets a bad precedent, discouraged – would lead to lower attendance. Some learning can be done virtually. We do what we can to aid children in catching up on work missed, but better if holidays are taken during term breaks.</p>	
28.0922	<p>Health and Safety</p> <p>Headteacher report- behaviour and attitudes section</p>	

	<p>HT shared her screen. Mentioned new locks in halls and new keys, new fencing in play area, 6-foot-tall gate, getting quotes building/infrastructure work for yellow highlighted areas in the shared document. Noted that work so far has been good and helpful. Made governors aware that attendance has been updated. Suspension policies will need to be approved in next meeting.</p> <p>It was agreed that further discussion be minuted as a confidential item – <i>minute 28.0922c refers.</i></p> <p>Accident book- see HT report Touched briefly on problem of a wasp’s nest which hasn’t been a problem since flagged. Noted the issue of space in Dolphin classroom, and minor issue of children hitting heads on lockers.</p>	
29.0922	<p>Any other business Safeguarding policies to be approved before the documents are shared with staff. HT noted PAN numbers have been sent to the local authority and have stayed at 15. HT needs to do staff appraisal this Friday – could ideally do with 2 governors for support. PH agreed. HT to send Teams meeting link. Residential is coming up, for 2 nights. 2 members of staff going.</p>	<p>Govs</p> <p>HT</p>
30.0922	<p>How has this meeting impacted on the welfare and progress of our pupils? RR asked what governors think has been helpful/impactful this meeting and the following was noted: Safeguarding awareness. Sharing the leadership role Making sure it’s an informed/supported GB going forward. Talking about progress going forward was also helpful. Support for Y2 children beneficial. Helpful discussion of sustainability for school in terms of school progress.</p>	
31.0922	<p>Date of next meeting(s) Monday 28th November 2022 (Finance Committee meeting) at 7pm. Monday 14th December 2022 (Curriculum Committee meeting) at 7pm.</p>	
	<p>Meeting closed at 9:23pm.</p>	

Actions of the FGB and H&S meeting held 26th September 2022.

Item no	Action	Lead
4.0922	Annual Register of Business and Personal Interests form circulated to governors to be signed.	All
5.0922	Register of Gifts and Hospitality form to be signed when necessary throughout the year.	All
09.0922	Committees' terms of reference will be covered in the next committee meetings. HP noted some training might be useful for his role on the committee.	Committee Chair HP
10.0922	LW to circulate scheme of delegation paper after meeting to see if it needs updating.	LW
12.0922	School making arrangements to fill parent governor vacancy. RR to go through governors' specific responsibilities in next committee meeting.	HT RR
13.0922	HT outlined a timetable for monitoring visits and asked governors to confirm availability. EH agreed to take on literacy. PH agreed to take on science.	All EH/PH
15.0922	Govs to email their agreement to Code of Conduct and HT to organise the filing.	All
17.0922	HT wanted to check with Diocese about academisation – still has to be progressed.	HT
19.0922	Priorities for 2022/3 – governors to be aware of these and read through them. HT asked if anyone is able to attend a planning meeting with the local authority. HP agreed, provisionally	All HP/all
20.0922	HT will give an update nearer December to the curriculum meeting when there will be more documentation.	HT
21.0922	Need to be cautious about spending until have an idea of how the energy crisis will affect the school. HT advised the GB to consider after-school options, will do more analysis herself.	All HT/all
24.0922	LW to circulate latest KCSIE safeguarding document to governors along with other necessary safeguarding training so that govs are aware of mandatory training.	LW
26.0922	HT to send document with additional training to govs and LW.	HT
29.0922	Suspension policies to be approved in next meeting. HT to send staff appraisal Teams meeting link to PH.	GB HT

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