



**Minutes of the Meeting of the FGB of Kirk Smeaton CE Primary School held on
Tuesday 3rd May, 2022 at 7pm, via Microsoft Teams**

Minutes

Colour coding Key – Highlighting Governor Core Functions

Red – Strategy Challenge/question

Blue – Approval/Decision taken

Green – Performance Challenge/Question

Orange – Financial Challenge/Question

No	Present	Actions
1.	<p>Mrs H Cuddy Headteacher (HC) Mrs R Rawson Co-chair (RR) Mrs C Cessford Foundation Governor (CC) Mr A Henderson (AH) Mr P Hudson (PHud) Mr P Hursthouse (PH)</p> <p>In attendance; Miss A Temporal - Clerk</p>	
2.	<p>Welcome & Apologies (1 min)</p> <p>The governors were welcomed to the meeting and the meeting started at 19:04. Apologies were received from Harvey Palmer and Sadie Sheen Emma Hall had previously advised that she may be late for the meeting.</p>	
3.	<p>Confidentiality & Declaration of Business Interests (1 min)</p> <p>RR reminded the governors of the need for confidentiality and to disclose any hospitality received. RR also advised that she had completed the form and taken this into school, PH to complete.</p>	
4.	<p>To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection (1 min)</p> <p>Does discussions about federation need to be confidential? This is up to the Chair and Headteacher.</p>	
	<p>Notification of any other business to be agreed for which there is no separate agenda item (1 min)</p> <p>Confidential minutes</p>	

5.	<p>To approve as a correct record the minutes of previous meeting held on the 18th January 2022 (1 min)</p> <p>Agreed that the minutes of the FGB meeting held on the 18th of January were a true and accurate record.</p> <p>Actions and matters arising from the action log were reviewed and detailed below;</p> <ul style="list-style-type: none"> - Monitoring weeks are going to be sent out by HC and she has asked for Governors to send through their availability. - Circulation for proforma of visits, HC has sent this to governors. This should be completed and used for visits. - Covid risk assessment has been completed. - Headteacher report has been updated with comments against targets. - The door between the classroom and cloakroom, HC is still finding out whether this is a fire door. - Accident book has been completed but no governor has looked at this, previously Tim Jones would do this. PHud to let HC know when available to review. - Class governor has been resolved. 	
6.	<p>Colour coding on minutes (3 mins)</p> <p>All governors to consider the colour coding and the governing body should be using these during their challenges.</p>	
7.	<p>Headteacher report</p> <p>Eco-lighting through school has mainly been completed, just a few outstanding items remaining. Wiring upstairs has been completed.</p> <p>Touchscreen board and laptops - 'Parents and Friends' money used for this, the account has been closed now. There was a small amount of money which has been transferred into school fund. In future whenever money is raised from 'Parents and Friends' it will be transferred straight into school funds.</p> <p>New laptops and tablets are up and running.</p> <p>The key codes have been completed and the school is currently waiting for new fencing around the Lions playground and the work will be completed during the next half term. CCTV will be installed next half term and the painting of the exterior building will also be completed then.</p> <p>Interviews are being held tomorrow for the SEND lead and teacher in school.</p> <p>Casing completed in secure cupboard upstairs.</p> <p>HC has sent through a costing for the restructure for IT suite, kitchen and back office, it was approximately £50k. HC would like to know how much money they could ring-fence. HC is still waiting on 2 other quotes.</p> <p>Does that money come from capital budget? Depending on the situation, every year the school receives £5-6k each year. The rest of funding for renovation comes from money which has been saved.</p> <p>RR wanted to discuss catering and feedback on school dinners. RR mentioned that the feedback seems to be that parents are unsure of options for children on themed days</p>	

	<p>and the general consensus is that the food is an inadequate portion size or not as appetising as it should be.</p> <p>Q – What is the review that is being done and what is it going to achieve? Kirk Smeaton is locked into the current deal to July 24, when we approach the end of the deal we need to look at what options are. Kelly and Elaine employed by NYCC and they would be moved to another school if we looked at another company to take on the catering. Chances are the school wouldn't have food prepared on site and would be shipped in. We would look at options prior to July 24 to look at what is on offer and portions and what is available.</p> <p>Q - In terms of feedback what options are available before the end of the contract? A – The feedback received from a child questionnaire, HC advised she will share at the next meeting. The outcome was a good balance from children saying they liked dinners and some asking for variation. NYCC said they could provide salad bar after covid period. HC has asked for this to happen and there will be a jacket potato options with 2 options rather than just 1.</p> <p>HC is happy to send a message to parents what they can choose and what the options are. HC does hear staff speaking to children and this has also been featured on newsletter. HC will ensure this goes on the newsletter again.</p> <p>Have we had feedback on dessert and size of it? Have we given feedback to caterers? NYCC do say how much fruit and veg they recommend and what Kelly provides is exactly what government guidance asks. This has been raised with NYCC as all of primary having one size, Reception through to Year 6. When Kelly gives out portions, she does give more to a Year 6 child and also sometimes seconds are offered.</p> <p>HC asked in terms of actions, if a survey should be sent out to parents. RR didn't feel that a parent survey is required but it is about the parents understanding about school dinners, options and portion sizes.</p> <p>Is it worth at parents evening physically having a portion on show for parents? This has been showcased on Dojo but parents want to see a massive amount of food on plate. It is difficult as government guidance differs to parents portions.</p> <p>The government guidance has previously been communicated. HC to send this to RR to speak with current parents about work has also been completed around healthy packed lunches and what should be provided in a child's packed lunch.</p>	<p>HC</p> <p>HC</p>
<p>8.</p>	<p>Academy and Federation</p> <p>HC has advised that she has circulated paperwork very recently but governors may not have had chance to look at this in detail.</p> <p>CC and HC have a meeting with Susanne McDonald who is the Federated Head of C of E local schools Barlow, Burton Salmon and Chapel Haddersley. She is going to talk through process of federation and options for Kirk Smeaton.</p> <p>HC has spoken to the Head at Whitley and Eggborough regarding possible Federation and supporting each other. One thing the GB should consider is that if Kirk Smeaton has to eventually form part of an academy is there any point going through the Federation process.</p> <p>HC has spoken to Simon Ashby for guidance regarding the newly issued white paper and the decisions within this and HC is awaiting his response. HC has also emailed Mark Randall at Enhance and he has sent some information to review.</p>	

	<p>HC has spoken to Adam Dale a lot recently regarding the academisation.</p> <p>In terms of the land the school is owned by the local authority but HC thinks some of the land is diocese based. RR advised that the diocese are not saying that Kirk Smeaton can't academise but they would not be in favour of a non-diocese led academy.</p> <p>RR asked the board to consider the vision of the school and what they would need order to achieve this. The board were asked to consider the criteria what they would like for the school, for example CPD, support with the facilities.</p> <p>The action point was for governors to firstly have an email discussion by the end of May and then HC to have a meeting with 2-3 governors. On the email governors should details their preference and priorities. This also will need to be added to the agenda for next Finance meeting.</p> <p>Additional confidential minutes</p>	
9.	<p>Pupil Premium</p> <p>HC had a meeting with AH and CC recently and they have completed a detailed report, if any governors have any specific questions please ask.</p> <p>CC advised that the money that Kirk Smeaton spend on this sector of the school outweighs what is provided by the government. Within the report they look at assessment and data. HC advised that it is hard to see where the children are as they haven't yet received national data. HC definitely feels like there has been impact however it's very hard to showcase with no comparable data.</p> <p>During the meeting the National Tutor Programme was discussed and lots of parents are now asking if their child can access it. This is very positive but there is an issue as there is no funding left for this, if Kirk Smeaton are provided more funding then the school will use this especially for the Year 6 children.</p> <p>How are you measuring the impact of the programme on the children?</p> <p>The staff can see the difference between those that have received the tutoring and those that haven't. National tutoring programme is plugging the gaps. Unfortunately not all children can have this. Lots of parents asking for help for their children, nearly all Year 2 parents asking to use it.</p>	
10.	<p>Sports Premium</p> <p>Kirk Smeaton has a small amount of Sports Premium money left.</p> <p>Previously when the astro flooring was fitted in Starfish classroom it was measured wrong and should have cost an additional £6k. The company have not charged Kirk Smeaton for this but the money has been kept to one side in case the company argue fault, this money could potentially be used next year.</p> <p>The kits have been ordered and there is approximately £2k left (plus the £6k). Kirk Smeaton is due to get their next increment of PE money this year which should be approx. £16k.</p>	

	<p>HC feels that the partnership agreement is good for staff CPD and it is a positive move working with the group of schools. Ledger do see Kirk Smeaton as part of the group which is also good for the staff morale. The current focus of the partnership has been in Maths and Kirk Smeaton has developed a Maths, French and Science working group.</p> <p>HC is working on Leadership and how the SEND person can work within the trust if required in the future. HC does not know what the offer will be moving forward, but there may be additional costs.</p>	
15.	<p>Governor Action Plan</p> <p>PHud has put together a collection of annual tasks for governors. An annual communication plan hasn't yet been developed but this has been discussed in more details in the meetings. There is currently 1 governor vacancy and PH term is coming to end at the end of academic year. It was discussed that the governor vacancies could be mentioned on the school newsletter. AT to check term dates for governors and inform HC and RR. Skills audit to be circulated by PHud and needs to be completed and returned by Sept 22 before the meeting.</p>	AT Phud
16.	<p>Governor visits/monitoring</p> <p>March 22 Induction for AH and HP completed. April 22 AH and CC completed vulnerability and assessment update. April 22 RR, HP and CC completed HT support and complaints work.</p> <p>RR advised that there are currently lots of governor work taking place in relation to complaints and this is time consuming.</p>	
17.	<p>Policies</p> <p>LAC policy, very few changes. All governors agreed they are happy to adopt the policy.</p>	
18.	<p>Safeguarding</p> <p>Nothing to discuss, this was shared in last meeting.</p>	
19.	<p>Any other business agreed at beginning of meeting (agenda item 4)</p> <p>Congratulations to Alex who has recently become a Dad. Meeting closed at 20.45.</p>	
20.	<p>Date of Next Meetings:</p> <p>Finance meetings: (7pm): 7.6.22</p> <p>Curriculum meetings (7pm): 4.7.22</p>	

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Actions of the FGB Meeting held 3rd May 2022

No	Action	By Whom	When
1	Information regarding school dinners, options and portion sizes to be added to newsletter.	HC	
2	Government guidance regarding portion sizes of school dinner to be emailed to RR.	HC	
3	Governors to take part in email discussion and give input regarding their preference for vision of school and priorities.	All governors	
4	Academy/Federation discussion to be added to the agenda for the Finance Meeting	HC	
5	P Hudson to share his availability with HC to review accident book.	PHud	
6	HC to amend report taking out the persistent absent children. HC to also look at sibling families.	HC	
7	AT to email term dates of governors to HC	AT	
8	Skills audit to be circulated by P Hudson	PHud	

Minutes produced by Alyson Temporal – Clerk

Signed (Chair) Date