



**A Meeting of the Full Governing Body of Kirk Smeaton CE Primary School was held on
Monday 27th September at 7pm.**

This meeting was held remotely via Microsoft Teams

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
	<p>Mrs H Cuddy Headteacher (HC) Mrs R Rawson Chair (RR) Mrs C Cessford Foundation Governor (CC) Ms E Hall Parent Governor (EH) Mr P Hudson Parent Governor (PHud) Mr T Jones Parent Governor (TJ) Mr P Hursthouse Parent Governor (PH)</p> <p>In attendance;</p> <p>Miss A Temporal - Clerk Mr N Parker – Clerk</p>	
1.	<p>Welcome and introductions Meeting began at 7.05pm NP welcome everyone to the meeting.</p>	
2.	<p>Apologies and Absences Sadie Sheen had sent her apologies prior to the meeting and these were consented.</p>	
3.	<p>Election of Chair and Vice Chair RR discussed that the FGB needs to elect a Chair and Vice-Chair. Due to RR's increasing work load she has expressed a desire for the Chair role to be divided between two people and she would be happy to continue on this basis as Co-Chair. TJ expressed interest in becoming the 2nd co-chair and agreed that this would be a positive approach. This could potentially be completed on a trial basis for 1 year to see if this was successful. TJ however did express concern that there could potentially be a conflict of interest as his wife is a teacher at the school.</p> <p>The GB confirmed that they were all happy to move to a Co-chair role. The GB voted for RR and TJ both to take on the Co-Chair role and then TJ would have discussions after the meeting with his wife and HC. If there were any concerns from other governors regarding TJ's appointment as Co-chair then he asked them to let RR know any concerns. If TJ decides after the FGB meeting that he would not want to continue as Co-chair then he would stand down. PHud put himself forward for the Vice Chair role and the GB voted for him.</p>	



	<p>Declaration of Business Interests</p> <p>The Declaration of Business Interests form had been distributed to all governors in advance of the meeting. It was agreed that all governors would complete the form and take into school. AT asked for governors to email to advise once this had been done.</p> <p>Governors to email AT to advise that had read the Code of Conduct and agree to adhere to this.</p> <p>CC asked if her personal email could be used in future for all emails as she has problems with her Kirk Smeaton email address.</p>	<p>All governors</p> <p>AT</p>
<p>5.</p>	<p>Reminder (All Governors) Register of Hospitality</p> <p>Nothing declared.</p>	
<p>6.</p>	<p>Confidentiality</p> <p>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.</p> <p>Item 15 may need to be treated as confidential and the current covid situation in school may need to be considered as confidential minutes.</p>	
<p>7.</p>	<p>Notification of urgent other business:</p> <p>HC mentioned the toilet situation in KS2 and whether the school should go back to how they were previously used or continue with current situation.</p>	
<p>8.</p>	<p>Governing Body Constitution</p> <ul style="list-style-type: none"> • Review current membership • Review of vacancies current or potential in 2020/21 • Review constitution • Recruitment of governors <p>PH is the first governor's term to end but not until July 2022.</p> <p>3 people have expressed an interest in the governor vacancies. RR would like someone to speak to the candidates first. School should look to fill the Co-opted vacancy then fill the LA vacancy with the 2nd person. TJ confirmed that he would be happy to make contact with the candidates with a view to bringing further information to the next meeting. HC and RR to email details to TJ.</p> <p>The skills audit had been shared and completed by most governors. In terms of the skills required for the governor vacancy, the main opportunity would be to elect someone that has experience of financial planning. However unless any candidates has a specific background in education or school management then it may be worth upskilling the current governors.</p> <p>It was confirmed that 2 of the potential candidates have financial background. 2 of the candidates currently work in education at Campsmount.</p> <p>The Constitution of Governing Board was reviewed last year, all governors agreed they were happy with current structure.</p> <p>PH term ends at the end of July 2022 and he would not be able to continue as a parent governor after his term finished. If PH wanted to remain on the governing board after July 2022 he could become a co-opted or LA governor.</p>	<p>TJ/HC/RR</p>



PH advised they should continue looking to recruit governors and he would make a decision. None of the candidates could fill the parent governor role.

9. Review Governors Committee Structure, Composition, Delegation and Terms of Reference.

- Curriculum Committee
- Finance and Personnel Committee
- Set up Complaints Panel Committee
- Set up Appeals Panel Committee

No questions from the governing board regarding the terms of reference.

NP advised that as the complaints policy has been updated in the last year then there would not be the third appeals stage. Complaints initially goes to the school (HC), then the governor's complaint panel and if still not happy then it would go to the Dfe in Manchester therefore the appeals panel is not required.

TJ has previously been on the complaints panel but as TJ now is co-chair, one co-chair will support in first instance and then the complaint panel could be the second co-chair.

This would be decided if the school receives a complaint that gets to this stage. NP explained that the main priority was that governors had completed the appropriate training. TJ and RR will fill on the complaints panel along with CC and PHud. CC has completed the training and is happy to continue with being on the Committee. PHud has completed the training but will need to undertake a refresher.

10. Governors with Specific Responsibilities and Link Governors

- Confirm Governors' responsibilities
- Confirm governor visit timetable

HC advised no changes on HT report this year in terms of Governors Responsibilities and Link Governors.

Governors' Responsibilities agreed by the GB;

Eagles - Tim

Lions - Carol and Sadie

Dolphins - Paul and Rebecca

Starfish - Pete and Emma.

Subject co-ordinators were detailed as follows;

RR - Safeguarding, Curriculum and Induction.

CC - Assessment, RE, Pupil Premium and Vulnerability.

EH – PE, Foundation Stage and Maths.

SS – Literacy.

PHud – Mental Health Awareness, PHSEE, RSE, Science and EYFS.

PH – Maths, IT and Finance.

TJ – Health and Safety, Pupil Premium, Vulnerability, Induction and Maths.

EH to change from Maths to Literacy.



	<p>Governor timetable</p> <p>HC to email details of the monitoring weeks. Governors to advise HC of availability to come into school.</p>	<p>HC and governors</p>
<p>11.</p>	<p>Review and Confirm Scheme of Delegation to the Headteacher</p> <p>The existing scheme of delegation had been circulated prior to the meeting and the governing board agreed no changes were required.</p>	
<p>12.</p>	<p>Consider and Review Procedural Documents:</p> <ul style="list-style-type: none"> • Standing Orders • Code of Conduct <p>The existing documents were circulated prior to the meeting. The FGB agreed that no changes were required.</p> <p>AT asked that all governors email to confirm that they will adhere to the Code of Conduct.</p>	<p>All governors</p>
<p>13.</p>	<p>To approve as a correct record the minutes of the meeting of the FGB held on 6th May 2021.</p> <p>It was agreed that the minutes of the Full Governors Board meeting held on the 6th of May be agreed and signed as a correct record by the Chair.</p> <p>It was raised by RR that the minutes from previous FGB meeting will be published on the school website and these include details of the conversation around the school day.</p> <p>Curriculum and the Finance meeting have yet to be approved, but all other minutes RR confirmed that she was happy for HC to sign the minutes on her behalf for them then to be published on the website.</p> <p>The contentious points when the minutes go onto the school website would be regarding the school day. Governing Body need to be prepared to be challenged by parents.</p>	<p>HC</p>
<p>14</p>	<p>Head teacher report SDP/ Strategic Plan/ 2021-22 Objectives</p> <p>The school has made lots of headway against previous targets. In the last 5 years the school has achieved many things including the introduction of the after school club, the breakfast club is yet to be fulfilled but efforts are being made to have this facility available.</p> <p>HC would like the governors to consider where they would like to take Kirk Smeaton in the future and either mention this in the next meeting or contact HC.</p> <p>RR discussed the strategic consideration of the school. Previous ambition was to go from good to outstanding, things have changed within Ofsted but she would like to explore the concept of exceptional curriculum.</p> <p>TJ has reviewed the 3 year plan and feels that lots of consideration should be given to the school environment. The investment in the school has been fantastic recently particularly in the shared area and he would like to see this continue. TJ urged governors to go into school to see the difference in school.</p>	<p>Governors</p>



	<p>HC discussed areas which still need work such as the IT suite and the back of the school.</p> <p>PH feels the school should aim to be recognised as outstanding in a range of area irrespective of whether this fits with Ofsted targets.</p> <p>RR discussed the strategic plan, the environment, teaching and pupil progress, children also need lots support not just academically.</p> <p>HC asked the GB to speak with her if they would like to discuss the plan further.</p> <p>EH commented that there is lot on the plan and should the school have fewer objectives divided into years to make the plan realistic and achievable.</p> <p>TJ offered his time to work with HC on the plan.</p> <p>Phonics screening test to be done on current Year 2s will be happening in November/December.</p> <p>Governor roles has already been discussed.</p> <p>Current number on roll is 106.</p> <p>PAN number for 2022/23 will be 15 which is also the current PAN number.</p>	
<p>16.</p>	<p>Risk assessment and outbreak management plan</p> <ul style="list-style-type: none"> The school is following the LA plan. <p>Currently the school has several covid cases and is now over the 10% trigger point. HC is now working with the LA and DfE moving forward. The outbreak is essentially in the Lions classroom and paperwork has been sent to parents to advise the children to have PCR tests. This is not a mandatory requirement but is advisory and the school is monitoring this daily. Out of 18 cases, 5 of those cases belong to children who are now back in school. This is a situation that is changing daily.</p> <p>In the holidays HC completed an outbreak management plan based on the government guidance. LA has now completed a plan which has been circulated to governors prior to the meeting. As an LA school we should adopt their plan, governors confirmed they were happy to adopt the LA plan. HC will send to parents.</p> <p>PH mentioned that the template letter refers to 16th August which seems irrelevant now. HC to check the template letters and make sure the correct information is communicated to parents.</p> <p>GB wanted to thank teachers with how they have coped with the situation. There has been no covid cases for teachers within the school.</p> <p>RR received a communication from school advising they should use Oak Academy if isolating at home and she felt like this was a step backwards in comparison to the support last year. HC is speaking to the staff regarding this. When the large number of covid cases came in, the process was to</p>	<p>HC</p>



	<p>signpost children to work rather than remote learning as there was still a large amount of children in school.</p> <p>HC prioritise to speak to staff, but she advised that is really hard to plan for the amount of covid cases as it was totally unexpected this month. The focus was to make accelerated progress with the children from September. Oak Academy is a good resource which the government put in place is why this was being used. RR was surprised by the communication as it wasn't specific.</p> <p>PHud advised that case rates in Selby are highest in 18 months. He acknowledged the difficulty of teaching children in school and at home.</p> <p>Q – Did we let providers know about the case rates? A – All providers have been advised about case rates and advised to wear a mask and keep 2 metres in ventilated area.</p> <p>EH raised that there was a time lapse between school communicating and policy of advising parents. HC is going to communicate when cases are reducing in school, a daily update would not be helpful to parents. Moving forward Kirk Smeaton will adopt the LA outbreak plan.</p> <p>TJ discussed that the school policy should not conflict with anything else. A single case at Kirk Smeaton is a bigger issue than in other schools because of the small numbers.</p> <p>It was agreed that a communication should be sent to parents advising that the school have reviewed the current policy and actively telling parents why the school is changing the policy. All governors felt it was key to be transparent. HC to adjust the school policy to the LA policy.</p> <p>HC workload has developed massively because of covid, need assistance from the governors with this. RR happy to help with pro-active communication to parents.</p> <p>RR left the call due to a work meeting.</p>	<p>HC</p> <p>HC/RR</p>
<p>17.</p>	<p>Notification of any Safeguarding issues HC will send out the latest safeguarding document to be read in the coming weeks. CC completed the safeguarding training on June 25th and the certificate has been sent to school.</p>	<p>HC</p>
<p>18.</p>	<p>Building and infrastructure</p> <p>Whiteboard update CBC provided the best quote from all the companies, currently waiting for an installation date. The money is coming from the parents and friends fund and will cost approximately £8,500.</p> <p>Alarms and CCTV Quote from 2 providers including the current provider, will look to obtain a 3rd quote. A contact of HC has provided the cheapest quotes and the school is currently awaiting costs for the CCTV. HC will update the GB when this has been received.</p>	<p>HC</p>



	<p>Fencing Fence for eagles will hopefully be replaced and this is costing less than £1,000 and will be completed over half term.</p> <p>Other work Currently there is no lock in community area, waiting for a quote and HC will update further when she has this information. Completed work in starfish play area outside and also the hall and toilets looking amazing and KS2 decoration and new furniture.</p> <p>Signage New signage completed and the new notice boards. HC to speak to TJ about that further. TJ sending information to HC about that. May need to make changes due to the guidance (ceiling in KS1 area). TJ to go through legislation and document with HC. CC pointed out that new sign at bottom of the drive has dirt on it. HC advised this is from where they have had to fit it to the poles. CC also addressed the roof and it is currently being checked.</p> <p>Q - Have you an order when the new whiteboards will be installed? A - They will all be installed in the half term within the day.</p>	HC/TJ
19.	<p>Communications Strategy This has been deferred to the next FGB meeting.</p>	
20.	<p>Recruitment and School Structure The school has been trying to recruit a member of staff for breakfast club. There has been 5 advertisements locally with no interest, the closing date for the most recent advert is tomorrow. HC has contacted both Leger and Campsmount but they are unable to help. HC is receiving pleas from parents to implement a breakfast club. The school have now been successful with an EHCP for a child, they have advertised for a TA and they are hoping the same person might want to do the breakfast club.</p> <p>HC suggested that consideration should be given regarding the school structure and that this should be moved to the next FGB meeting. The GB need to consider future planning, TLR'S, the leadership structure and teacher structure. Once HC has more information from a finance perspective then this can be discussed further. Consideration should also be given for succession planning and also a retirement profile.</p>	AT
21.	<p>Governor training TJ and CC completed a training session with HC, regarding special needs and vulnerable children. Safeguarding audit in June with RR/HC. CC safeguarding training completed in June.</p>	
22.	<p>Health and safety There were no real trends with the accidents which are occurring in school, the accidents are mainly because of the clumsy children in Starfish. High percentage of accidents compared to previous term.</p>	



	<p>Allegation toward staff training is outstanding for HC to complete. HC has booked herself onto a course for 2021.</p> <p>Complex cases attendance and lateness are worse this term so HC is keeping a close eye on this. HC has updated the HT report to reflect staff attendance but this is not yet on report. HC to put on their next time the report comes out.</p> <p>Complex case for a child in school, a great success story as the child is back in school full time which is something to celebrate.</p>	<p>HC</p>
<p>23.</p>	<p>To deal with any matters agreed for consideration under Item 7 and/or 8 above.</p> <p>Toilets in KS1: When covid first happened the school was advised that the toilet should be separated within classes to keep the class bubbles. The girls' toilet in KS2 became Lion's toilet and the boys' became the Eagle's toilet. Separate cubicles are inside the toilet block. The school kept that arrangement and this has worked well. HC put new signage up and an inclusive gender sign. Since the signage has been displayed the school had a few issues now there are mixed gender toilets. HC proposing go back to boys' and girls' toilets and a mixed toilet in the hall but would like to know how governors feel.</p> <p>Q - Is feedback going to say that we are anti trans? A – Potentially, HC said we don't have facility to do a boy/girl and mixed.</p> <p>Legally the school should provide a cubicle separate for boy and girl over the age of 8 but the law contradicts itself. HC gone to LA and awaiting legal document.</p> <p>Q - Will the school be meeting the legal requirement if the adult toilet is disabled but gender neutral? A - Yes and we also have the hall toilet.</p> <p>If this needs to be changed in the future we can address this.</p> <p>Meeting closed at 21.22</p>	
<p>24.</p>	<p>Next meeting dates 11th November 2pm (or 7pm by TEAMS) – Finance 30th November 5.30pm (or 7pm by TEAMS) – Curriculum See HT report for other dates.</p>	



Kirk Smeaton CofE Primary School

Let God's Love Shine As We Care for Each Other and Learn Together

Actions of the FGB meeting held 27th September 2021

	Action	By Whom	When
1	Declaration of Business Interest form signed and taken into school, email AT when completed	Governors	
2	Email AT to confirm Code of Conduct read	Governors	
3	AT to use CC personal email address for future correspondence	AT	
4	TJ to make contact with potential governors, HC and RR to send contact information	TJ/HC/RR	30 November 21
5	Email governors details of monitoring weeks	HC	
6	Governors to provide availability to HC to visit school	Governors	
7	HC to sign previous minutes on behalf of RR and publish to school website	HC	
8	Governors to give consideration to SDP/Strategic Plan/Objectives and feedback to HC	Governors	
9	Look at templates from LA	HC	
10	Communicate change of covid policy to parents	HC/RR	
11	Communicate latest KCSIE document to governors	HC	
12	Send quotes for CCTV to governors	HC	
13	Further discussion regarding notice boards	HC/TJ	
14	Include Communication strategy on the agenda for next FGB meeting	AT	Spring Term FGB
15	Include School Structure as an agenda item on the next FGB meeting	AT	Spring Term FGB
16	Add staff attendance to updated HT report	HC	

Minutes produced by Alyson Temporal - Clerk

Signed: (Chair) **Date:**