



**A Meeting of the Full Governing Board of Kirk Smeaton CE Primary School was held on
Tuesday 18th January 2022 at 7pm.**

The 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 Co-chair (RR) Mrs C Cessford Foundation Governor (CC) Ms E Hall Parent Governor (EH) Mr P Hudson Parent Governor (PHud) Mr P Hursthouse Parent Governor (PH) Mrs S Sheen Staff Governor (SS)</p> <p>In attendance; Miss A Temporal - Clerk</p>	
1.	<p>Welcome and introductions</p> <p>Governors were welcomed to the meeting, the meeting opened at 1905 and ended at 2105.</p>	
2.	<p>Apologies and Absences</p> <p>No apologies received, all governors present. EH left the meeting at 8.00pm</p>	
3.	<p>Reminder (All Governors) Register of Hospitality, Confidentiality and Declarations of Interest</p> <p>RR reminded the GB of the need for confidentiality and to disclose any hospitality received and any declarations of interest. RR reminded governors they need to complete the form and return to school. RR and PH were reminded that they need to complete this as well as HP and AH if they were elected as governors.</p>	
4.	<p>Notification of urgent other business:</p> <p>TJ has resigned from the governing board with immediate effect. He had concerns around conflicts of interest which would mean he wasn't able to be fully involved. The GB completely understand and respect his position and wanted to thank him for everything he had done in his time as a governor. The GB would be happy to have him back in the future.</p>	

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	<p>This means there are now 3 vacancies on the GB, 2 Co-opted and 1 Local Authority.</p> <p>After a brief discussion it was decided by the GB that they would vote to fill the 2 co-opted vacancies first and then potentially move Harvey over to a LA governor in the future.</p> <p>HC gave some background information about both HP and AH.</p> <p>AH is a teacher at Campsmount and would be able to offer support and guidance with teaching and learning.</p> <p>HC knows HP well, he is currently a chair of governors at another school. Currently HP works at Campsmount in IT. HP would be able to offer guidance with the schools IT plans.</p> <p>HC would be happy to recommend both for the roles.</p> <p>HP and AH were both proposed as co-opted governors. The GB all voted in favour and this was agreed.</p> <p>HC to send AT HP and AH details so she can send new governor information.</p> <p>Nothing further to add to the agenda.</p>	HC/AT
5.	<p>Identification of any items that should be treated as confidential.</p> <p>The discussion regarding the school structure would be confidential and potentially safeguarding.</p>	
6.	<p>To approve as a correct record, the minutes, confidential minutes and review the action log of the meeting of the FGB held on 27th September 2021</p> <p>Actions and matters arising from the action list were reviewed and if not completed then updated.</p> <p>HC shared confidential minutes on screen for all governors to read.</p> <p>All agreed and happy with this.</p>	
7.	<p>Headteacher Report</p> <p>The IT plan will be considered later in the meeting.</p> <p>HC is updating the HT report to include the server casing which needs updating in the coming months. This is to protect the electric parts which are upstairs and need to be in a locked room or unit. Some new legislation recently came out advising that the server needs to be enclosed and locked either in a room or in casing. A lockable server case will address the problem.</p> <p>HC addressed the roles which are now vacant due to TJ leaving.</p> <p>HP to look at IT. AH, PP and vulnerability</p> <p>HC needs someone to take over Health & Safety, Induction and GDPR. GDPR also covered by Rebecca. PHud happy to take over Health and Safety. EH agreed to take on GDPR and potentially HP. RR happy for just one person for governor induction, for now. HC has also changed governors around in school.</p>	



<p>AH in Dolphins, RR stay with current class, HP and PH in Eagles. HC enquired if PH wanted to change his class? He would speak to Michelle and as long as she is comfortable with this PH would be. HC to check with Michelle and then confirm with everyone via email. RR raised the situation with the co-chair role. No immediate decision needs to be made but RR would like other governors to consider this and asked for it to be kept on the agenda and that all options would be considered.</p> <p>HT Performance Management both TJ and LT were involved in this. EH happy to also be involved.</p> <p>HC asked governors to look at the governor visits to check all is in order, please let HC know if anything is missing.</p>	<p>HC</p>
<p>Accident Book</p> <p>HC used to do accident book and TJ used to check this over. PHud happy to take this over and HC will send the book home for PHud to look over</p> <p>HC shared accident book data from September to present day. There is no particular trend, most of the children just fall over each other. Some pencils in the eye, trapped fingers in doors but doors are much heavier.</p>	<p>HC/PHud</p>
<p>There was a query regarding the door between class and cloakroom and whether this is a fire door and therefore should be kept closed. HC will check whether this is meant to be a fire door.</p> <p>Q - There was one accident offsite with an Eagles child. Was there anything extra that needed to be done? A – This happened on school trip and on the school bus. No specific issues, it was a bump of heads.</p> <p>There has previously been comments from parents about school trips. An email has been sent out to staff to advise about documentation, recce, sick buckets, and adult's needing specific information about the day.</p> <p>HC has organised a staff training in February and LA doing an in house session about educational visits.</p>	<p>HC</p>
<p>RR asked that at the top of the report HC add a sentence highlighting the key thing which has been achieved for that target, this to be added in the priority section.</p> <p>Benchmarking</p> <p>HC circulated a report about benchmarking. The main disparity was that the school spends twice as much on energy. HC explained the main reason for this is the size of the hall for such a small school. This is comparative though as the school gets this money back through the community room. Quite a few heaters have now been updated which was part of the eco plan and only a couple are left to update as per the plan. The school have not spent any money to do this as they have been updated on the mass scheme that is in place. Something that the school needs to consider going forward is that if the school moves to an academy chain the surplus would not belong to the school. HC to update HT report regarding this.</p>	<p>HC</p>



	<p>The school have been looking to updating the IT suite and kitchen. HC has been waiting to get free items but have decided to start purchasing items now.</p> <p>Spend on teaching resources in Kirk Smeaton is 2% less than others. The school could potentially be using different budget codes. This could be a question for Anita going forward.</p> <p>The cost of admin and clerical staff at Kirk Smeaton is double than at other schools, although still only 4% but spend on supply staff is half the amount that other schools spend. Having more admin staff saves Kirk Smeaton money on supply staff. There is no deputy or SLT team at Kirk Smeaton and Anita's role is similar in ways to a deputy.</p> <p>Consideration should possibly be giving to looking for a deputy Headteacher in the coming years. HC identifies that it was very problematic when she was off with Covid particularly for safeguarding. HC did work with another HT who would have provided covered if there was an issue and she had to go in.</p>	
8.	<p>COVID Update</p> <p>There are currently 5 positive covid cases in school and an additional 5 more children are awaiting PCR results. Some parents are not testing their children although they are displaying symptoms. The school is not yet at the 10% threshold which is when a group of children need to have PCR tests.</p> <p>The risk assessment will need updating with the latest government guidance, testing now to be done on day 5 initially. HC is waiting for clarification from the LA to confirm whether people should take a lateral flow test within 28 days of having covid.</p> <p>Q - Do you need lateral flow test logged on government system if negative? A – The school asks all parents to log this. If lateral flow tested day 5 and day 6 negative and came back. The school do need this logged.</p> <p>HC advised that the issue is that the children need to be in school and educated, but avoid the cases spreading further. HC has been ringing parents to give permission to lateral flow their child.</p>	HC
9.	<p>Partnership Agreement with Leger</p> <p>HC is having a meeting with Leger on Friday. She has already completed lots of work on the curriculum. HC has been working with Ruth Hartley the Deputy Head at Campsmount.</p> <p>It is proving difficult from a time perspective as every time HC comes out of school there is potential for there to be a safeguarding issue (due to HC being one of the people responsible for safeguarding).The partnership however is proving to be very worthwhile and HC is looking at other practices which can be adopted in school. The benefits of the partnership is to work collectively at leadership level to see where the school is going and how the school can progress. HC wants to work with the literacy lead in the future but this needs to be done at leadership level first.</p>	
10.	<p>Business case plan for laptops</p> <p>HP has already looked at the IT plan for the school.</p>	



	<p>HC compared lease quotes though Alamo and Mints but it was more cost effective to purchase laptops and have a 3 year plan in place for replacing them.</p> <p>Anita has given notice with Alamo and will move to the new company in April. Waiting for confirmation of notice from Alamo this week.</p> <p>The 3 quotes were all comparable but the quote which was put forward was with CBC is also the cheapest.</p> <p>The GB was happy to approve IT business case and purchase of the new laptops and RR thanked HC for her hard work on this project.</p>	
11.	<p>Health and Safety</p> <p>Nothing to discuss.</p>	
12.	<p>Policies</p> <p>HC circulated the exclusion policy and the pay policy prior to the meeting and asked if all governors were happy to approve these.</p> <p>All governors agreed both policies.</p>	
13.	<p>Communication Strategy</p> <p>HC asked if anyone like to be involved in the parents evening sessions and advised that it was good for governors to be involved, if any governors can make it please contact HC.</p> <p>Provisional dates for parent meeting- Wednesday 16th February 3.10-6pm and Wednesday 2nd March 3.10-6pm. It will be held in the hall so the GB can have a coffee area in the entrance area.</p> <p>Previously LT completed all the newsletters, so this is something that needs to be looked after moving forward as she is no longer a governor.</p> <p>The next big communication which will be going out to parents will be after the meeting in March and this will be about the school day.</p> <p>It was suggested that rather than having a newsletter every term. Something could be added to the fortnightly newsletter. The governors could take turns to write a paragraph to go on the newsletter and also for it to go as an agenda item. HP and AH may want to be involved. Other things that could be mentioned is the parent governor vacancy which will be coming up. If anyone has any good ideas, they may be asked to lead on this.</p>	
14.	<p>School structure, academisation & Staffing</p> <p>Confidential minutes were taken.</p> <p>Academisation</p> <p>There is nothing for the GB to discuss at this point but it remains something that should be considered for the future.</p>	



	<p>Notification of any safeguarding issues</p> <p>HC has previously talked about safeguarding in the meeting.</p> <p>At present there is nothing else to report.</p>	
16.	<p>Governor training</p> <p>There is a forthcoming GISN meeting which is online and there is still time to register if people were available to attend.</p> <p>HC has also sent out some training from Campsmount which would be useful for governors. HC has completed the training and feels that the GB of Kirk Smeaton are already working in a dynamic way.</p> <p>HC discussed the pro forma for visits and advised that she would circulate the Campsmount one and amend if necessary.</p>	HC
17.	<p>To deal with any matters agreed for consideration under Item 4 and/or 5 above</p>	
18.	<p>Next meeting dates:</p> <p>FGB meetings: 3.5.22 7pm</p> <p>Finance meetings: 7.3.22 7pm 7.6.22 7pm</p> <p>Curriculum meetings: 5.4.22 7pm 4.7.22 7pm</p>	



Kirk Smeaton CofE Primary School
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Actions of the FGB meeting held 18th January 2022.

	Action	By Whom	When
1	RR and PH to complete business interests form plus AH and HP (New governors)	RR/PH/AH/HP	
2	HC to send out monitoring weeks to GB.	HC	
3	Governors to advise of their availability for visits, please let HC know.	All governors	
4	Feedback from development plan, please share with HC.	All governors	
5	HC to share CCTV quotes, one set received, still waiting on more companies to come forward. HC will share with GB.	HC	
6	Clerk to send new governor information to AH and HP	AT	
7	Circulation of proforma for visits	HC	
8	Update risk assessment re Covid	HC	
9	Comment to add to top of HT report re update against targets	HC	
10	Check on door between class and cloakroom as to whether this is a fire door	HC	
11	Accident book to be checked over	PHud	
12	Check with Michelle re class governor	HC	
13			
14			

Minutes produced by Alyson Temporal – Clerk

Signed: **(Chair) Date:**

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