



Kirk Smeaton CoFE Primary School

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

**Meeting of the Full Governing Body of Kirk Smeaton CoFE Primary School to be held on
Thursday 6th May 2021, 7.00pm.
This meeting was held remotely.**

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
	Mrs H Cuddy - Headteacher (HC) Mrs R Rawson - Chair (RR) Mrs L Thornley - Vice Chair (LT) Mr T Jones - Parent Governor (TJ) Mr P Hudson - Parent Governor (PHud) Mr P Hursthouse - Parent Governor (PHur) Mrs C Cessford - Foundation Governor (CC) Mrs E Hall - Parent Governor (EH) Mrs S Sheen - Staff Governor (SS) In attendance Mr N Parker (NP, Clerk and Miss A Temporal (AT, Clerk)	
1	<u>Welcome and introductions.</u> The meeting opened at 7.05pm. All governors were present. RR Introduced SS to the Governing Board.	
2	<u>Apologies and Absences</u> There were no apologies for absence.	
3	<u>Reminder (All Governors) Register of Hospitality, Confidentiality and Declarations of Interest</u> There were no declarations of business interests. The chair reminded the meeting of the need for confidentiality.	
4	<u>Notification of urgent other business</u> No other business was notified.	
5	<u>Identification of any items that should be treated as confidential.</u> No confidential items were identified	
6	<u>Minutes of previous meeting</u> The minutes of the meeting on the 19 th of January 2021 were agreed as a true and accurate record.	
7	<u>Action Log</u> All actions were completed except the following; NP to circulate the new Instrument of Governance to all Governors. Governors to respond to PHud regarding skills audit .	NP Governors

	<ul style="list-style-type: none"> NP to collate all minutes issued since virtual meetings started and send them to the school. Once NP has sent minutes, RR to visit school to sign them. 	<p>NP</p> <p>RR</p>
8	<p><u>Headteacher report</u> School Development Plan - strategic 3-year plan. School Development Plan is usually reviewed in January, however that has not happened as a result of COVID-19. The Development plan is for all to comment on and challenge and describes the priorities for the school for the next 3 years. HC advised there are increased numbers of children next year with appeals in progress and September 2022 could be similar. HC welcomed comments on the circulated documents.</p> <p>HC advised that potentially there will be 107 children in September which is over PAN (Published Admission Number). The meeting discussed a previously circulated document which showed the maximum number of children each classroom could accommodate. The meeting discussed the legal limits applying at Reception, KS1 and KS2. TJ summarised the legal position under workplace legislation but also advised that the legislation, strictly speaking, applied to the teachers for their place of work but not to the children. It was, however, felt that it was reasonable for the school to apply the 11 cubic metre per person, required by workplace legislation, to the class as a whole.</p> <p>TJ is to send HC a link to the workplace legislation information. It was agreed that the legislation could be we used as guidance in the appeals process.</p> <p>It was agreed to discuss the strategic implications of the class-size limits, i.e. if the school were to expand how could that be accommodated, at the next FGB.</p> <p>The meeting discussed whether toilet facilities were adequate for the number of children and concluded they are sufficient.</p> <p>The meeting discussed anticipated birth rates.</p> <p>Q. Achievement of the NYCC Gold Standard for Health Schools award was a target for 2020/21; not all the requirements had been met, could the reasons behind that be explained?</p> <p>A. HC summarised the requirements of the award. It is based mainly on the PHSCCE curriculum, the PE element a staff wellbeing questionnaire, Food Technology and Design Technology. The school achieved 4 of the strands and was therefore awarded silver. Food Technology and Design Technology were not fully met. The school has now submitted the other documents and should soon find out if the full requirements have been met. To maintain the gold award mini checks take place and attendance at meetings is required, there should be termly meetings for PHSEE, food meetings etc. There is no financial impact to the school but it is good CPD for staff. It is also good for Ofsted personal development.</p> <p>HC – Discussed current catering provision with North Yorkshire catering service and whether this is appropriate or whether there are other companies that could be used. The school is very happy with NYCC catering. HC also clarified what would happen with current catering equipment if another supplier was to be used.</p> <p>It was agreed to revisit this point meeting in the September FGB. If anyone has any points to be considered then they were asked to share them with HC in advance.</p> <p><u>Headteacher report</u> Assessments and Learning Gaps This was largely covered in the Curriculum Meeting. Assessments started when the children returned on 08/03/2021 and have continued until Easter. All assessments have been done for all pupils. It is difficult to assess what material has not been fully covered during lockdowns.</p> <p>Learning gaps Staff have discussed each year group year, identifying where the gaps are and how those gaps should be filled. Closing gaps is a focus through the rest of the term. There will be further assessments at the end of term. The National Tutor Programme has been very beneficial for Year 4 and Year 5, funded by the Catch-Up premium. The Catch-Up premium is available until May 2022.</p> <p>Q. Is the school on track to spend all the catch-up funding?</p>	<p>TJ</p> <p>HC</p> <p>ALL</p>

	<p>A. Yes, the school is on track to spend all the funds.</p> <p>Attendance There are still have a few children who are isolating as their parents have not been vaccinated and do not want their children to return to school. It is hoped that 1 child will return in the next 2 weeks. Covid rates are very high in Selby and there may yet be more bubble closures. HC confirmed that if children are isolating this does not count as formal absences as work is still provided for the child. RHC advised that 97.5% is excellent attendance, 95% good and below 95% requires investigation. The target is 97.5% or higher.</p> <p>Q – How is the attendance data produced? A – Through a report in SIMS (School Information Management System). The colours on the report indicate trends compared to last year. HC will look at a RAG rating based on the set targets. HC explained that if a child falls below 95% attendance, then she will look for patterns or trends. If the child has more than 5 consecutive days absent then HC will look for a trend from the previous year. Some children will just need to be monitored, some will need letters to be sent home to parents. If 3 letters are sent then this will be reported to the LA. HC identified other considerations such as Campsmount School having different holidays which can affect attendance for families with siblings.</p> <p>Q – Is there anything governors can do to support the school regarding attendance, financially or any other way? A – No, HC has worked with other schools, looking at the attendance policy. North Yorkshire has different policies to Doncaster. The policies have been updated based on some of this work. It was agreed that the Attendance Policy would be reviewed at the September FGB.</p> <p>Q. Has staggered starts made a difference in terms of lateness? A. Staggered starts have helped to reduce lateness as some parents bring their children early.</p> <p>Q. Is staff absence monitored? A. Yes there is an annual report which is produced for governors although the data is often out of date by the time it is reported. All staff have their appraisal documentation. If any issue is raised then a conversation takes place to support the staff member. HC agreed to consider what report would be appropriate to allow governors to review staff absence on a timely basis. The information would be anonymised. EH to look at benchmarking information with Anita Marner (School Business Manager) when she visits school. RR advised that such reporting should not become an onerous task and the Governing Board should justify the need for the information.</p>	<p>HC</p> <p>HC</p> <p>HC</p> <p>EH</p>
8	<p>Succession planning SEN and safeguarding CC and TJ will continue to work together prior to TJ becoming the link governor.</p> <p>PHSE and RSE HC advised that it would be very helpful to have a link governor for PHSE and RSE. PHud volunteered for the role. HC noted that the school has funds available which should be spent for the benefit of the pupils. Areas for consideration could include staffing, class numbers, pastoral support or IT. HC said she would like to consider upgrading IT equipment and then continue to review it on a 2-yearly cycle.</p> <p>The meeting briefly discussed the school structure and whether it should be reviewed to ensure it is optimal. The meeting agreed that a review, which should be documented, would be appropriate but also that such a review might not lead to any change. HC advised that she will be attending some training regarding EYFS reform and will circulate further information.</p>	<p>HC</p>

	<p>HC agreed to bring further information on potential IT spend over the next 2 years to the next Finance Meeting. It was also noted that there may be public sector or private organisations who could potentially donate second hand equipment.</p> <p>It was agreed to review school structure, staffing and numbers at the September meeting and to maintain the topic as an agenda item.</p>	<p>HC</p> <p>AT/NP</p>
9	<p><u>Health and Safety</u> Accident/Near Miss book review The accident book has been audited by TJ who was positive about the recording etc. There are no obvious trends except that the younger children are more accident prone. Q . Has been any link between returning from lockdowns and accidents taking place, is there any evidence that later physical development is taking place? A. It does not seem there is a link although some of the children are having to navigate around more tables and this could potentially be a reason. Q. Are incidents on the school bus recorded? A. Those incidents are recorded if they are reported to the school. The school bus driver does not always reprimand the child. HC advised she has created a seating plan for the school bus. There are no school staff on the bus. If a staff member were to accompany pupils on the bus this would be a higher cost. HC will speak with NYCC about the drivers properly reporting any issues.</p>	<p>HC</p>
10	<p><u>Notification of any Safeguarding issues</u> Nothing to report other than the point about school bus, covered above.</p>	
11	<p><u>Building and infrastructure</u> Nothing to report.</p>	
12	<p><u>Governor vacancies, reconstitution and governance</u> The Instrument of Government has now been amended and applies from the date of this meeting. There is still an LA governor vacancy. RR advised that she is in discussion with someone who may be interested in being nominated for the position; if so then the process would be for RR (or the clerk) to pass that person's details to NYCC Governor Support Unit.</p>	
13	<p><u>Governor Action Plan</u> The Governing Board reviewed progress on the Governor Plan and agreed various updates and actions, all were captured on the plan and will be circulated to governors. Appropriate actions will be rolled over onto 2021/22 plan. It was agreed to review the plan at the September FGB meeting. Prior to the July Curriculum meeting, HC will discuss and consider which elements of the COVID-19 precautions and changes should be retained. PHud has circulated the skills audit and will feedback on the outcome in the new academic year. RR confirmed she has reviewed some deep-dive information with HC. HC suggested inclusion of a SIAMS target on the plan. RR also suggested including Governor knowledge of SIAMS framework. The suitability of an annual communications plan was discussed and the nature of the governors' role in communication as opposed to the HT's. It was agreed to include Communications Strategy on the agenda for the September FGB</p>	<p>HC</p> <p>PHud</p> <p>AT/NP</p>
14	<p><u>Governor training</u></p> <ul style="list-style-type: none"> • Training undertaken since last meeting . Participation in Safer Recruitment training was noted at the last meeting. • Forthcoming governor training or SINS meetings. • An online GSIN meeting is planned for 25th May and How Governing Boards Support School on 20th May 	
15	<p><u>To deal with any matters agreed for consideration under Item 4 and/or 5 above.</u> Nothing noted.</p>	

16	<p><u>Correspondence</u> Update the on the school day. It was explained that the topic had been discussed in the last Curriculum meeting where, as there were only 4 governors present, it was agreed to discuss further at the Finance meeting held on 27/04/2021. At the Finance meeting EH and LT agreed to help HC in writing an appropriate letter to parents. HC explained the rationale behind the proposal to continue with the shorter day introduced as part of COVID-19 measures. The school day is reduced by 30 minutes by shortening the lunch break . HC’s document circulated to all governors prior to the Curriculum Committee meeting of 24/03/2021 described the background to the change, the benefits to pupils, the school and others, the process to be followed and other considerations. It was noted that a question had been raised previously on whether children have long enough to play. HC confirmed that they do and that fewer incidents happen now at lunchtime.</p> <p>Concerns were raised about how the decision would be communicated to parents and whether they should be consulted upon the proposal. It was noted that the school had been working this way for the last 12 months.</p> <p>Governors discussed, at length, the benefits and any potential disadvantages of the proposal, whether parents should be consulted and the most appropriate way to communicate with parents to ensure the rationale is fully explained. Concern was raised about the reduced time for play at lunchtime and that parents may react negatively.</p> <p>As there was no clear consensus it was agreed to vote on 2 points, firstly to vote on the proposal itself and secondly on whether there should be consultation with parents prior to a final decision. It was agreed that both would be open (i.e. not secret) votes.</p> <ol style="list-style-type: none"> 1. Proposal to extend the reduction of the school day by ½ hour by shortening the lunch break, as currently in place, from the start of the next academic year. The vote was unanimously in favour and the proposal <u>carried</u>. 2. Proposal that there should be a consultation with parents on extending the reduction of the school day (as above) prior to finally ratifying the decision. 6 voted against the proposal, 2 for and there was 1 abstention. The proposal to consult was <u>dismissed</u>. <p>EH and LT will further review the letter to parents. .</p> <p>It was agreed that consideration of staggered drop-off and pick up times and drop-off at the school gates were matters for the school to decide upon. HC will discuss further with EH and LTs.</p> <p>Governors discussed after school club running times. HC confirmed they could potentially review this in the future.</p>	<p style="text-align: center;">EH/LT</p> <p style="text-align: center;">HC/EH/LT</p>
17	<p>Next meeting dates: FGB meetings (7pm): TBC Finance meetings: TBC Curriculum meetings (7pm): 06/7/2021</p> <p>HC advised that a Pay Review meeting is planned for 14/07/2021, 2pm Governors are to advise HC if they can attend. LT and PHur confirmed they would attend. The meeting closed at 10.05pm</p>	



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Actions of the Curriculum Meeting held 6th May 2021

	Action	By Whom	When
1	Circulate new Instrument of Government	NP	21.5.21
2	Respond to PHud with skills audit information	Governors	
3	Send previous minutes to school to be signed	NP & RR	28.5.21
4	Send link to Health & Safety information to HC	TJ	
5	strategic implications of the class-size limit at next FGB	HC	September 2021
6	Consider any alternative catering provision	All	September 2021
7	Look at RAG rating for attendance targets	HC	
8	Review attendance policy at September FGB	HC	September 2021
9	Consider a new report for staff attendance	HC	
10	Look at benchmarking against other schools	EH	
11	Send out new EYFS reform updates when training completed	HC	
12	Bring information on potential IT spend to next Finance Meeting	HC	Next Finance Meeting (TBC)
13	Include School structure etc on agenda for September FGB	AT/NP	September 2021
14	Contact bus company regarding behaviour	HC	
15	Consider COVID "keeps", discuss with staff	HC	July Curriculum Meeting
16	Feedback from skills audit.	Phud	
17	Include Communications Strategy on agenda for September FGB	AT/NP	September 2021
18	Review letter regarding school day	EH/LT	
19	Agree communication regarding staggered start times	HC/EH/LT	

Minutes produced by Alyson Temporal - Clerk

Signed: (Chair) Date: