



**Minutes of a Meeting of the Full Governing Body
of Kirk Smeaton CE Primary School, held via TEAMS
on Wednesday 25th September 2024, at 7.15pm**

Present:	Role	Time attended (from 19:15 unless stated otherwise)
Harvie Palmer (HP)	LA Governor	
Hannah Cuddy (HT)	Headteacher	
Carol Cessford (CC)	Foundation Governor	
Sadie Sheen (SS)	Staff Governor	
Rebecca Rawson (RR)	Foundation Governor	
Mark Suaznabar (MS)	Parent Governor	
Apologies:		
Christian Brooks (CB)	Co-opted Governor	
Kay Crossley (KC)	Parent Governor	
In attendance:		
Lydia Waites (LW)	NYC Clerk	

Colour coding Key – Highlighting Governor Core Functions

- Red – Strategy Challenge/question
- Blue – Approval/Decision taken
- Green – Performance Challenge/Question
- Orange – Financial Challenge/Question

Item	Minute	Lead
1.0924	Welcome and Introductions HP opened the meeting and welcomed governors. KC and CB did not attend.	
2	Apologies for absence and to determine whether any absences should be consented to. Apologies from CB and KC (accepted). HT shared that CS and PH have stood down from the board.	
3	Election of Chair and or Vice Chair: Governors were invited to put themselves forward for the roles of Chair and Vice Chair. HP volunteered to be Chair for the term of a year and RR volunteered to be Vice Chair for one term. Governors agreed unanimously to elect them by show of hands.	
4	Annual Register of Business and Personal Interests. Governors to sign the declaration of interest forms via The Key.	
5	Register of Gifts and Hospitality Governors to sign the gifts and hospitality register via The Key.	
6	To remind Governors of the need to declare interests, pecuniary or non-pecuniary. Governors were reminded of the need to declare interests.	
7	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. Any confidential items will be minuted as such as they arise.	
8	Notification of urgent other business previously notified to the Chair To discuss under AOB item 28.	

9	<p>Committees: Committee and panel memberships were agreed as follows:</p> <ul style="list-style-type: none"> • Curriculum Committee Chair: TBC • Finance Committee Chair: MS/KC • Headteacher's Performance Management Committee: CC and HP. One person to be appointed. • Complaints Panel: CC, MS. One person to be appointed. • Appeals Panel: KC, RR, SS 	
10	<p>To confirm the scheme of delegation to the Headteacher. LW to circulate the scheme of delegation to the Headteacher to the board for their approval via email.</p>	LW/ Govs
11	<p>Pupil Premium HT shared an update regarding pupil premium, referring to an online article on the subject.</p> <p>Discussion regarding LL, LH and FH reducing their hours in July 24. HT would like to spend some of the money on an intensive TA to work with all the vulnerable groups. HT shared her intention to propose 15 hours per week, however this will be a zero-hour contract and therefore the hours can be cut when and if needed, following budget conversations.</p> <p>Q: We were talking about redundancies in July, why do we need this position? A: Hours have reduced due to LL, LH and FH reducing hours. Usually LL would support intensive groups, however she resigned in July.</p> <p>Q: Have you spoken with HR? A: HR have been consulted. They said we can advertise as a zero hour and then see where we are once finances have been revised.</p> <p>Q: Where will this advert be advertised? A: This will be an internal post and if needed it will be advertised externally. This will mean anyone on payroll currently will be able to apply.</p>	
12	<p>Governors with specific responsibilities and Link Governors HT shared the Link Governor role section of the Headteacher's report on screen for review. Governors agreed to continue with their existing class responsibilities and the mandatory Link Governor roles were assigned as follows:</p> <ul style="list-style-type: none"> - Safeguarding Link Governor: RR, HP - SEND Link Governor: CC, KC 	
13	<p>Agree a timetable for Governor monitoring visits HT directed governors to the governor action plan, monitoring diary and training plan available for them to access on SharePoint.</p>	
14	<p>Standing Orders Governors to sign the standard orders circulated by LW.</p>	LW
15	<p>Code of Conduct Governors to sign the code of conduct circulated by LW.</p>	LW
16	<p>To approve, as a correct record, the minutes of the meeting held on Governors agreed the minutes of the FGB meeting held 7.5.24 are a correct record.</p>	
17	<p>To consider matters arising from the minutes for which there is no separate agenda item. HT addressed the matters arising from the previous meeting, which it was established have been or are in the process of being actioned. Governors were reminded of the need to consider skill sets when recruiting future board members.</p>	
18	<p>Report from the Headteacher - to receive and ask questions</p>	

	<p>HT shared the circulated Headteacher’s report on screen, first summarising the school priorities for 2024/25. The focus in the coming year will be on embedding practice, particularly with new staff.</p> <p>The new teachers have been taught adaptive teaching at university and are doing well. The school will meet for academisation in January 25 once more government information has been released. The school is working well with Leger- KH is on an NPQ course with Leger and HT is leading NPQM and maths driver within Leger. The practice with Leger is amazing and HT noted that she would not want to leave the trust unless there was a better option.</p> <p>HT shared the school’s 3-year SDP on screen and summarised its headlines and key priorities for governors. Results data from the previous year was for the most part above or in-line with national averages. Improving the number of GDS learners in Writing and Math will be a priority going forwards. Following the upcoming year’s priorities, another action is to update the IT suite.</p> <p>Q: Should preparing for Ofsted be a part of the SDP/can this be phrased differently? The actions are things the school ought to be doing.</p> <p>A: We are always preparing for OFSTED, this is to highlight when they are due.</p> <p>HT gave a brief update on the school budget. A new budget monitoring report will be available in November.</p> <p>The SIAMS schedule has changed. HT shared the SIAMS targets on screen for governors to view. HT referred to Mark Turner’s (NYC) circulated visit report and gave a brief overview of its contents.</p> <p>HT shared 4 quotes for works to the school entrance. One quotes £650 and another quotes £150.</p> <p>Q: Have you seen examples of the art by the £150 quote?</p> <p>A: Yes. [HT shared art by artists on screen as an example and governors discussed this.]</p> <p>Governors agreed to go with the cheapest art quote proposed by Rachel List.</p> <p>HT referred governors to the circulated SEF 24 and Inspection data summary report.</p>	
19	<p>Pupil Outcome Update</p> <p>HT summarised the pupil outcome date shared on screen. KS2 writing Expected and GDS are lower than last year’s national average. Maths GDS in KS2 are lower too. These are lines of enquiry.</p> <p>Q: What are we doing to address these areas?</p> <p>A: Pathways to write across Rec- Y6. All the training has been shared and staff have been or will be going to Wadworth Primary to see if established. Whiterose maths mixed age planning has been an area of work and will continue to develop this year. Work with KS2 staff on the maths and adaptations that are needed.</p>	
20	<p>Governing Board Update</p> <p>Governors discussed the upcoming terms of office. RR’s term of office has been renewed from Sept 24 – Sept 28.</p> <p>HT shared the ‘governor action plan’ and ‘governor training log’ live documents available for governors to access on SharePoint and summarised their latest updates and highlighted areas. Governors were reminded to read the circulated KCSIE 2024 and to complete the mandatory annual safeguarding training online.</p>	
21	<p>Sports Premium</p> <p>HT will be considering alternate sports packages throughout the year and feeding back to governors about what these providers offer.</p>	

	<p>Q: Will any of the sports funding carry over? A: No, the budget has been spent.</p>	
22	<p>Safeguarding Report and notification of safeguarding issues Governors read the following One Minute Guide, 'Prevent and Extremists': https://www.safeguardingchildren.co.uk/professionals/procedures-practice-guidance-and-one-minute-guides/prevent-extremism-and-radicalisation/ .</p> <p>Q: Have we had any examples of [the above] in school? A: [HT gave an example of such concerns or instances in school and detailed how these were addressed].</p> <p>HT shared the SIAMS strand 7 section of the Headteacher's report, which concerns RE, on screen for governors to read.</p> <p>Q: What are you doing to ensure the new teachers are progressing well and aware of SIAMS objectives? A: We did lots of work on this with the Diocese last year. I will be drip feeding bits and pieces in the weekly staff meetings, and it is something that will be specifically focused on in future meetings.</p>	
23	<p>Communication with parents The school is continuing to develop communication with parents. Governors discussed this and HT detailed what information has been communicated to parents so far this term. CC noted that lots more parents have been attending the Monday worship sessions, which is a positive. Attendance information and new government legislation around attendance will be shared with parents after this meeting.</p>	
24	<p>Governor Training and development CC completed a Senior Leaders Briefing training session through the Diocese and noted this was informative training that can be applied to monitoring visits.</p>	
25	<p>Policy Review</p> <ul style="list-style-type: none"> • SEND Policy • Attendance and Punctuality Policy • Charging and Remissions Policy • Child Protection <p>Governors reviewed and ratified the circulated policies above. Governors to sign the Child Protection document on Governor Hub.</p>	Govs
26	<p>Headteacher report: behaviour and attitudes section HT summarised the on-screen attendance data for governors. The school is working with a driver group with Ledger to address attendance, which has been helpful. HT also summarised school staff attendance.</p> <p>Q: When is national attendance data released? A: Weekly, for pupils. This can be seen on the national attendance for schools website.</p> <p>There have been no exclusions. HT summarised PAN and explained why pupils have left or joined the school. HT gave an overview of the accident book and behaviour log.</p> <p>Q: Do we track gender? A: Yes- you can see this on the report. Staff are aware of this too. We know that there are a higher number of issues with boys than girls in school.</p>	

	<p>The school's neighbours reported that a brick has been thrown at their car from the school. HT has reviewed the CCTV footage to no conclusion. Governors were made aware that the neighbours may make an insurance claim. The neighbours asked for a higher fence. Governors agreed this was not in the budget at present. The neighbour asked to improve the school fencing.</p> <p>Q: Is this the first report of such an incident? A: It is.</p> <p>Q: Can we allow the neighbour to improve the fencing? A: No, there needs to be insurance in place and this is not the case.</p> <p>HP noted that HT's performance management went well and that HT is doing lots of good work in the school.</p>	
27	<p>To deal with any matters agreed for consideration under item 8 above Governors to sign the Acceptable Use Policy in school or via email.</p>	Govs
28	<p>How has this meeting impacted on the welfare and progress of our pupils? Governors checked health and safety; monitored pupil outcomes; addressed strand 7 of SIAMS; discussed developing the school building and the new football posts.</p>	
29.0924	<p>Date of next meeting(s) FGB & H&S meetings:</p> <ul style="list-style-type: none"> • Tues 14.1.25 @ 5pm in school • Wed 7.5.25 @ 7.15pm on TEAMS <p>Finance meetings:</p> <ul style="list-style-type: none"> • Wed 27.11.24 @ 7.15pm TEAMS • Mon 3.3.25 @ 7.15pm TEAMS • Tues 10.6.25 @ 7.15pm TEAMS <p>Curriculum meetings:</p> <ul style="list-style-type: none"> • Tues 10.12.24 @ 7.15pm TEAMS • Wed 19.3.25 @ 7.15pm TEAMS • Tues 1.7.25 @ 5pm in school 	

Meeting closed 9:30pm.

Actions of the FGB and H&S meeting held 7th May 2024

Item	Action	Lead
10.0924	LW to circulate the scheme of delegation to the Headteacher to the board for their approval via email.	LW / Govs
1.09249	Review governors duties in January 25 <ul style="list-style-type: none"> - Vice chair - HTPM - Complaints panel - Curriculum chair 	Govs
14.0924	Governors to sign the standard orders circulated by LW.	LW
15.0924	Governors to sign the code of conduct circulated by LW.	
25.0924	Governors to sign the Child Protection document on Governor Hub.	Govs
27.0924	Governors to sign the Acceptable Use Policy in school or via email.	Govs

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