

September 2023

Minutes of the FGB meeting of Kirk Smeaton CE Primary School, held on Tuesday 26th September 2023 at 5pm, at the school

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| Present: | | |
| Co-Chair - Harvie Palmer (HP) | Co-opted Governor | <i>In person</i> |
| Hannah Cuddy (HC) | Headteacher | <i>In person</i> |
| Carol Cessford (CC) | Foundation Governor | <i>In person</i> |
| Co-Chair – Rebecca Rawson (RR) | Foundation Governor | <i>In person (17.05pm)</i> |
| Mark Suaznabar (MS) | Parent Governor | <i>Online</i> |
| Vice Chair – Peter Hudson (PH) | Co-opted Governor | <i>In person</i> |
| Kay Crossley (KC) | Parent Governor | <i>Online (17.05)</i> |
| Sadie Sheen (SS) | Staff Governor | <i>In person</i> |
| Apologies: | | |
| Chris Smith (CS) | | |
| In attendance: | | |
| Clerk - Lydia Waites (LW) | NYC Clerk | <i>In person</i> |
| Vacancies: | 1 x LA Gov | |

Colour coding Key – Highlighting Governor Core Functions

Red – Strategy Challenge/question

Blue – Approval/Decision taken

Green – Performance Challenge/Question

Orange – Financial Challenge/Question

MINUTES

| Item | Minute | Lead |
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| 1.0923 | Welcome and Introductions HP and HT opened the meeting and welcomed governors. | |
| 2.0923 | Apologies for absence and to determine whether any absences should be consented to. No apologies from CS. | |
| 3.0923 | Election of Chair and or Vice Chair: <i>Governors agreed that RR and HP are to continue as Co-Chairs and PH are to remain as Vice Chair.</i> <i>HP to move to the LA position so we can open the Co-opted position to someone with the correct skill set.</i> All governors to undertake a skill set questionnaire – HP. Legal and recent education backgrounds would be welcome as areas to strengthen. | GB |
| 4.0923 | Annual Register of Business and Personal Interests. Governors signed the circulated paper. | |
| 5.0923 | Register of Gifts and Hospitality Governors signed the circulated paper. | |
| 6.0923 | To remind Governors of the need to declare interests, pecuniary or non-pecuniary. Governors were reminded of the need to declare interests and signed the disqualification paper. | |

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| 7.0923 | <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. Any confidential items will be minuted as such as they arise.</p> | |
| 8.0923 | <p>Notification of urgent other business previously notified to the Chair No urgent business.</p> | |
| 9.0923 | <p>Committees: Governors agreed to continue with the committee structures and memberships as they currently stand, and agreed on the membership of the complaints and appeal panels.</p> <p>Q: do we need any training courses? A: not currently – CC circulated some training recently.</p> | |
| 10.0923 | <p>To confirm the scheme of delegation to the Headteacher. HT to find the scheme of delegation which will be addressed during the following meeting.</p> | HT |
| 11.0923 | <p>Pupil Premium http://kirksmeaton.n-yorks.sch.uk/data/documents/Pupil-premium-Jan-23.pdf HT directed governors towards the above link where pupil premium data is stored for them to access.</p> | |
| 12.0923 | <p>Governors with specific responsibilities and Link Governors HT gave an overview of governors' specific responsibilities and Link Governors roles. SS agreed to oversee Art and DT. No other changes to be made to governors' subject responsibilities.</p> | |
| 13.0923 | <p>Agree a timetable for Governor monitoring visits HT shared a governor monitoring visit timetable on screen and provided a brief overview of the schedule for the following year. Also explained how feedback will be shared with governors and parents. Governors were invited to put forward anything they felt necessary on the action plan.</p> | |
| 14.0923 | <p>Standing Orders Governors reviewed the circulated 'Standing Orders' paper. HT to check whether the existing standard orders paper for the school needs updating. To be addressed during next meeting if so.</p> <p><i>RR and KC joined the meeting at this point.</i></p> | HT |
| 15.0923 | <p>Code of Conduct Governors reviewed the circulated code of conduct which was signed and filed by the Chair/s.</p> | |
| 16.0923 | <p>To approve, as a correct record, the minutes of the meeting held on Minutes of Curriculum Committee meeting 03.07.23- edits required- to be approved in the next meeting.</p> <p>Minutes of Full body meeting 3.5.23. <i>Confidential minutes from full Body 3.5.23. Governors agreed the above minutes are an accurate record.</i></p> | |
| 17.0923 | <p>To consider matters arising from the minutes for which there is no separate agenda item. All items have been actioned except for item 15.0523 which is to be carried over.</p> | LW |
| 18.0923 | <p>Report from the Headteacher - to receive and ask questions - School Improvement Plan: 3-year plan. HT shared the circulated 3-year plan on screen for governors to see and explained the colour key and priorities. Priorities include Safeguarding, SENCO, and energy efficiency. Governors were reminded of the need to</p> | |

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| | <p>remain within budget given price increases and were invited to ask any questions about the plan.</p> <p>Q: should the decide on academy route be in the first and second sections as this affects all areas? A: it can be – it is part of the plan regardless of where it factors in. Q: is the number enrolled still 120? A: yes, it's looking that way.</p> <p>HT discussed the current enrolment and reception intake situation, noting that numbers are balanced and positive at present. Nursery numbers are factored into the data because financially they are brilliant. Nursery numbers are currently at 14, which is nearly at capacity. This is the first time nursery has been so full – it might be something to develop so that more pupils can be accepted.</p> <p>Q: how does nursery intake work? A: it's on a first come, first serve basis.</p> <p>- SIAMS update – HT report pgs. 10, 11, 12 HT addressed the 3 targets that were given during the previous SIAMS. SIAMS are currently behind. HT and CC attended a SIAMS meeting recently, and some staff members will now be doing monthly strands of training with the Diocese. This is something which governors ought to do to. CC agreed to do this training – HT to circulate to governors should they also want to complete it.</p> <p>Q: could something like the one-minute reads we do in meetings be SIAMS related so that governors are up to date in this area? A: yes, that's a good idea.</p> <p>- 2023 targets – HT report pg. 1 HT shared the following priorities for the school for 2023-2024 on screen:</p> <ul style="list-style-type: none"> • Create a consisted, positive approach to teaching and learning and behaviours, ensuring all children with SEND have differentiated work that they can access with limited adult support • All classes to provide clear and concise objectives for each subject taught on half termly topic plans for monitoring and stakeholders. Evaluate plans for each half term. • Make a clear decision around academisation and the direction the school will take (2-year target). <p>- HT report – key lines of enquiry, pgs. 8 and 9. HT shared the key lines of enquiry on screen and explained the data to governors. Hoping to be well above the national average if trends continue. There has been a big emphasis on phonics, which has improved significantly since 2022. There is a line of enquiry regarding 2022 Y2 SATs – results have improved here too. Expecting to see more GDS this coming year. There are 3 lines of enquiry for 2023 KS2 SATs. SPAG was lower than writing, GDS is lower than national, and middle ability writers and readers at KS1 did not achieve as well as national. HT explained why some pupils missed out on GDS grades, which they did by a small margin.</p> | <p>CC / HT</p> |
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| | <p>Q: what's the SEND percentage in that cohort? A: 1 or more out of a cohort of 10 – so about 40% SEN, which does affect the overall data.</p> | |
| 19.0923 | <p>Governing Board Update 1 x LA Governor vacancy. HT has advertised for an LA governor position in the school paper/newsletter and heard back from someone – to respond to them, but it would be good to have a governor with a skillset suited to education. HT and RR to nominate HP to governor support services as an LA Governor. HT and HP to put out feelers to fill the remaining vacancy that this change will leave, specifying that there are certain skillsets the GB is looking for/lacking. RR's term of office ending 26/09/2023 - this is to be extended following the signing of a form with the diocese.</p> <p>HT, KC, MS and CC met to discuss academisation possibilities and services, which has isolated two potential groups that the school could join. Academisation is to be addressed during the Finance or Curriculum Committee meeting.</p> <p>HT shared the governor action plan live document on screen for governors to review and make any amendments. It was noted that CC did safer recruitment training on The Key this September and KC met with AM recently to discuss finance. Safeguarding team need to meet in the coming weeks- HT to circulate some dates.</p> <p>Q: did anyone meet with teachers in July to discuss their subject action plans? A: SS, HJ, MS, and CC.</p> <p>Recent subject monitoring, subject action plan, pupil voice and check-in visits were added to the live document.</p> <p>HT shared the governor training log live document on screen for any amendments or updates. Governors were reminded that Prevent training needs to be completed by all governors at least every 3 years.</p> | <p>HT / GB</p> <p>GB</p> <p>HT</p> <p>GB</p> |
| 20.0923 | <p>Sports Premium – figures needed and shared HT directed governors to the circulated sports premium report and elucidated on its key points.</p> | |
| 21.0923 | <p>Safeguarding Report and notification of safeguarding issues The one-minute guides below were shared on screen for governors to read: Operation Divan: https://www.safeguardingchildren.co.uk/professionals/procedures-practice-guidance-and-one-minute-guides/operation-divan-schools-guidance/ PAMIC information: https://www.safeguardingchildren.co.uk/tool-for-assessing-and-responding-to-the-impact-of-parental-mental-ill-health-on-children/ HT noted that the PAMIC information has been shared with staff for their awareness.</p> | |
| 22.0923 | <p>To receive Budget Monitoring Report – to date</p> | |

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| | No budget monitoring to receive. This will be covered during the Finance Committee meeting. | |
| 23.0923 | <p>Policy Review</p> <ul style="list-style-type: none"> - Medical and intimate care policy – approved. - Charging and remissions policy – approved. - SEND policy- approved. - Information for parents – approved. - E safety and mobile devices policy- approved. - Child protection policy- approved. - Child protection manual- approved. - Self-harm and suicide policy- approved. - Low level concerns policy- approved. - Child on child harassment policy- approved. <p>Governors reviewed and agreed to ratify the updated policies (above) circulated prior to the meeting. HP demonstrated how governors can access The Key. Governors to read the updated KCSIE document and confirm via The Key that they have done so.</p> | GB |
| 24.0923 | <p>Headteacher report - behaviour and attitudes section</p> <ul style="list-style-type: none"> - Attendance - trends are low, though this is true nationally. - NoR (number on roll) – has been updated to include a pupil who just left and a pupil who just joined. - Exclusions – no exclusions. - Behaviour update – HT gave an overview of the behaviour incidents data. | |
| 25.0923 | <p>Accident book</p> <p>KC and HT have compiled an accident book which HT shared on screen. 'Health and Safety' is now a section within the accident book. HT listed the points that have been recorded to give an example of what this section and the book records. There were some trends arising, all of which are minor recordings.</p> | |
| 26.0923 | <p>To deal with any matters agreed for consideration under item 8 above</p> <p>None arising.</p> | |
| 27.0923 | <p>Date of next meeting(s)</p> <p>Finance meeting 28.11.23 at 7.15pm via TEAMS. Curriculum meeting Wednesday 13.12.23, 7:15pm via Teams.</p> | |
| Clerk: Lydia Waites. | | |
| Apologies for absence and reasons to lydia.waites@northyorks.gov.uk | | |

Meeting closed at 7pm.

Actions of the Curriculum Committee meeting held 26th September 2023.

| Item no | Action | Lead |
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| 3.0923 | All governors to undertake a skill set questionnaire | GB |

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| 10.0923 | HT to find the scheme of delegation which will be addressed during the following meeting. | HT |
| 14.0923 | HT to check whether the school's standard orders paper needs updating. To be addressed during next meeting if so. | HT |
| 17.0923 | Action 15.0523 to be carried over. HP and HT to look at school website traffic to see which pages get the most/least traffic. | |
| 18.0923 | CC to do SIAMS training. HT to circulate this to governors should they also want to complete it. | CC / HT |
| 19.0923 | <ul style="list-style-type: none"> • HT and HP to put out feelers to fill the remaining Governor vacancy • HC to speak with prospective dad who is looking to support the governors. • HP to move to the LA governor position. • All governors to go through a skill set again. • Academisation is to be addressed during the Finance or Curriculum Committee meeting. • Safeguarding team needs putting together. HT to circulate some dates. • Prevent training needs renewing soon. | HT / HP HT GB |
| 23.0923 | Governors to read the updated KCSIE document and confirm via The Key that they have done so | GB |

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