

MINUTES OF THE FULL GOVERNING BOARD / HEALTH & SAFETY
MEETING OF KIRK SMEATON CE PRIMARY SCHOOL
HELD AT 5 PM ON MONDAY 16TH JANUARY 2023, AT THE SCHOOL

Present:	
Co-Chair - Harvie Palmer (HP)	Co-opted Governor
Vice Chair - Peter Hudson (PH)	Co-opted Governor
Hannah Cuddy (HC)	Headteacher
Carol Cessford (CC)	Foundation Governor
Emma Hall (EH)	Parent Governor
Sadie Sheen (SS)	Staff Governor
Alex Henderson (AH)	Co-opted Governor
Apologies:	
Co-Chair – Rebecca Rawson (RR)	Foundation Governor
In attendance (via Teams):	
Clerk - Lydia Waites (LW)	NYCC Clerk

Colour coding Key – Highlighting Governor Core Functions

Red – Strategy Challenge/question

Blue – Approval/Decision taken

Green – Performance Challenge/Question

Orange – Financial Challenge/Question

Minute	Detail	Lead
1.0123	Apologies (with and without acceptance) Apologies from RR who was not able to attend.	
2.0123	Declarations of interests HT to email any governors who still need to sign the declaration.	HT
3.0123	Approval of minutes from the last meeting Sept 22 (attached on SharePoint.) All approved.	
4.0123	Matters arising from the previous meeting/update on action points Action points from Sept 22 meeting were addressed. HT read out action points from previous meeting and confirmed these had been addressed/carried out. AH agreed to carry out governor safer recruitment training.	AH
5.0123	Consideration of which items should be confidential To be raised as applicable during meeting.	
6.0123	Any other urgent business	
7.0123	Headteacher Update <ul style="list-style-type: none"> • Finance section PE funding- 4k left to use, and lots of plans for this for rest of year. To review the leadership structure of the school and look at academy and federation – support and mentoring required. Also, to review the financial impact of the nursery and after school and morning clubs. To review catering with NYCC, and look at options for future. We are looking to update on the kitchen area, and storage and decoration of hall corridor toilets and cupboards. Have put feelers out for the former, and hoping to get the latter done this year. Looking at quotes for this work. The work done so far has been an improvement. Eco elements: ongoing replacement of heaters in IT suites, back office, and upstairs; and replacing the lighting in the upstairs storage and meeting room. • H&S section Have been adding new locks to the hall door so it can be locked in an 	

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	<p>emergency. Also added new fencing at the back of the play area, and we are in the process of adding new locks on all internal doors in the school as well as a new fob door from admin to the main part of school. Reviewing playground equipment and considering bike road safety training for KS1 pupils. Have an ongoing aim to use the pastoral support worker to support families with poor attendance. The fire risk assessment is to be updated soon, and accident books to be reviewed termly. Governors to complete safe recruitment training, and safeguarding to be added to all governor agendas.</p> <ul style="list-style-type: none"> • Attendance update <p>Numbers have evened out – all vulnerable groups attendance are above 90%. Absences and lateness have slightly decreased. Have recently had two more admissions.</p> <ul style="list-style-type: none"> • Accident log <p>No specific trends lately. Some physical incidents in Starfish class and some incidents with the climbing frame in Lions class. Some physical incidents at a football game, though nothing major or trending overall.</p> <ul style="list-style-type: none"> • Exclusion update <p>No exclusions since last FGB meeting discussion.</p> <ul style="list-style-type: none"> • Behaviour <p>Starfish are a young cohort; several pupils are under referral and have additional needs. Lions and Eagles have had some incidents, but again, nothing major, though it is being monitored closely.</p>	
8.0123	<p>Safeguarding updates</p> <p>HT noted it is good practice for governors to share the safeguarding training with school. There are one minute guides as well as online courses to complete, these were shared in the safeguarding email sent in November 22. It is important to ensure governors are aware of all areas of safeguarding and we have shared skills across the board e.g. the 'Prevent' radicalisation training.</p> <p>Census update this term. Nothing new to share in terms of safeguarding. HT has been sharing important documents with TAs to make sure staff are updated on practices, etc.</p> <p>Q: have there been an increase in referrals due to cost-of-living crisis etc.? A: not particularly, in terms of safeguarding – it seems to have evened out.</p>	
9.0123	<p>Governor monitoring</p> <p>CC and HT had Vulnerability meeting in Dec 22. HT invited CC to give an overview.</p> <p>CC noted school should expect massive improvement given the amount of money put in. It's a big investment, but have to remember it's a long-term investment. Added that Y6 in particular is looking positive.</p> <p>HT explained what vulnerability means in this context – elucidated that it is related to pupil premium and supporting vulnerable children.</p>	
10.0123	<p>Health and safety premises update</p> <p>Lighting is the main thing that is being addressed, as discussed in HT report. School carried out an in house inspection recently and this has been shared with staff.</p>	
11.0123	<p>Website compliance</p> <p>HT checks the website often. Suggested governors check it to give a secondary/outside perspective, which will help ensure that all looks well from an Ofsted point of view.</p>	All govs
12.0123	<p>Staffing and contracts</p> <p>One staff member will be on maternity leave in the coming months – has provided a plan for returning to work which will be addressed.</p>	

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	<p>Q: can I ask about SENCO? A: yes, it's looking really positive so far. Will hand over to Katy soon once all up and running. Tom to take on PE and IT. Have done lots of staff training and feeling positive about it.</p> <p>Q: Will we replace the member of staff on maternity leave? A: This will be reviewed once we know how long the maternity leave will be.</p>	
13.0123	<p>Academisation discussion continued HT shared academisation document put together by PH on screen – thanked him for his work on it. Outlined the strengths and weaknesses of academisation. Noted that the decision re academizing needs to be made as it's likely the school will be forced into academisation eventually regardless. Discussed the opportunities provided by joining an academy and the threats of joining an academy. Lastly outlined the questions to ask of a potential academy trust. Added that the document has been useful re consolidating all of the information about academisation.</p> <p>Q: what are the next steps for this? A: to look at Diocese. Mostly a case of making a decision. Could create a team of governors who are looking into this, rather than all of us. Need to start off a letter process, etc.</p> <p>It was noted that some governors won't be able to take park as they're associated with the leger which would be a conflict of interest. Governors discussed merits of joining a church academy vs a school that is geographically closer. It was agreed that three governors (who are also parent governors – KC, MS and PH) would be a suitable group to look into academisation. HT mentioned some schools she knows of that have academized. CC noted that there aren't a great deal of nearby schools that have academized. HT acknowledged that this is somewhat of an issue with isolated schools, but her connection to the Diocese should prove useful in this respect. Group of governors tackling this to feedback in March finance meeting with their ideas re the decision. To have a meeting before 6th March.</p>	3 govs
14.0123	<p>Leger agreement update No significant updates. Still doing some work on it, which has been really positive so far. Will keep updated.</p>	
15.0123	<p>Business case plans None to share.</p>	
16.0123	<p>Governor training None to share. HT noted that tries to spend it wherever possible.</p> <p>Q: have we any new SIAMS training? A: will be a new schedule in September 2023.</p>	
	Additional items	
17.0123	<p>Health and safety</p> <ul style="list-style-type: none"> • Policies - no smoking and vaping policy. • Safeguarding - one-minute guides on FGM and forced marriage. <p>HT shared forced marriage and FGM policies on screen for governors to read. Governors confirmed they have read the one-minute guides for these policies.</p>	
18.0123	<p>Any other business No other business.</p>	
19.0123	<p>How has this meeting impacted on the welfare and progress of our</p>	

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	pupils? Has been helpful and necessary to discuss academisation and consider school's options and the benefits academizing provides. Health and safety checks have been important for keeping children safe, as has covering the recent safeguarding policies.	
20.0123	Date of next meeting Finance meeting Monday 6 th March, 5pm – in-person. Curriculum meeting: Monday 27 th March 2023, at 5pm – in-person.	
	Meeting closed at 6:20pm.	

Actions of the FGB and H&S meeting held 16th January 2023.

Item no	Action	Lead
2.0123	HT to email any governors who still need to sign the declarations.	HT
4.0123	AH agreed to carry out governor training.	AH
11.0123	Governors to check website to give a secondary/outside perspective re compliance	All govs
13.0123	Governors tackling academisation decision to feedback in March (date TBA) with their ideas re the decision. To have a meeting before 6th March.	3 govs

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