Snainton CofE Primary School

A Full Governing Body Meeting was held on

17 May 2021 - VIRTUAL meeting

Minutes

Present	Carol Olivier (CO)	Chair – LA Governor	
	Matt Davies (MD)	Head	
	Karen Nicholson (KN)	Staff Governor	
	Louise Jones (LJ)	Parent Governor	
	Richard Bond (RB)	Parent Governor	
	Jane Ahmed (JA)	Co-opted Governor	
	Rev Joe Kinsella (JK)	Foundation Governor	
In attendance	Laura Waites (LW)	NYCC Clerk	
Apologies	Denise Crosier (DC)	Foundation Governor	
	Mark Ballam (MB)	Co-opted Governor	
Vacancies	none		

No	Item/Details	Action
1.0521	Welcome	
	CO welcomed all to the meeting.	
	Co-option of new governor – Jane Ahmed	
	CO advised she and MD met with JA to introduce the school and discuss the	
	role of school governor. JA confirmed she was happy to be a co-opted	
	governor and submitted an expression of interest, which was discussed by	
	the GB The GB agreed that JA be appointed as a co-opted gov by show of	
	hands. (JA in waiting room).	
	JA joined the meeting and was welcomed to the governing body; all made	
	introductions.	
2.0521	Apologies for absence and to determine whether any absences should	
	be consented to	
	Apologies were reported from DC and MB; JK (delayed and will try to attend	
	later); consented.	
3.0521	Declaration of interests	
	None.	
4.0521	Confidentiality	
	CO gave a reminder. It was agreed any confidential items to be highlighted if	
5.0504	needed.	
5.0521	Urgent Other Business	
0.0504	None	
6.0521	Minutes	
	The minutes of the FGB meeting held March 2021 were approved by show of	
7.0504	hands. CO noted that the action table was useful.	
7.0521	Matters arising	
0.0504	All matters arising and actions are to be covered on the agenda. Finance	
8.0521		
	Start Budget – MD reported that there are now 8 children joining in September rather than 6; potential income streams have not been included	
	as work is still in progress to look at options for next year. The previous report	
	showed a small deficit budget forecast and with the additional 2 pupils to join	
	reception the budget is now not in deficit. This reflects the positive impact that	
	the nursery is having on following years' budget. JJ attended the last meeting	
	and covered the budget information in detail.	
	It was agreed that the later item on staff be minuted as a confidential item.	
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No	Item/Details	Action
9.0521	Premises, Health & Safety	
	MD reported that works are planned to convert the collective worship area	
	and library into a new maple classroom and to make a larger integrated	
	nursery in 2 designated spaces; there will be the facility to be in both spaces	
	and the changes will also allow better access to outside space.	
10.0521	Staffing Matters	
	MD reported that 11 staff had received 1 vaccine and 2 had the second; there	
	were only 2 staff still waiting.	
11.0521	Committees	
	There were no committee updates to report.	
	CO clarified the committee arrangements for JA. Arrangements will be	CO
	reviewed at the September 2021 FGB meeting.	
12.0521	Report from the Headteacher	
	MD referred to the circulated HT report and noted it should read 4 x 2 year	
	olds, 8 children from September and 40 on roll from September. The nursery	
	is slightly lower on numbers but this is usual for the time of year and a good	
	position to be in from September.	
	In the Autumn term an open morning is planned to target nursery and	
	reception age children. The school has the strongest reception intake for 12	
	years this year.	
	MD referred to the highlights in the report:	
	- SIA – there have been some changes and the temp advisor has been	
	replaced with another, George Tyson; a timetable of visits is planned.	
	Governor question - How long will we keep him?	
	Answer – Not sure; the senior advisor has been in touch and is aware of the	
	number of changes	
	 SEF SIAMS – MD has met CB to review the current document and an 	
	updated version is in development. CB suggested that a separate Covid	
	SEF be done to link into SIAMS strands and demonstrate the work done	
	in the school. The revised documents will be brought to the next FGB. A	MD
	visit is expected as soon as SIAMS inspections resume.	
	- Audit of reading – Positive feedback received; all reading meets the	
	needs of the class and there is good practice. This confirms that the	
	school was right to invest in books.	
	- Safeguarding Audit – MD met with LJ to review the document and	
	procedures (see below).	
	- Exclusion – There have been 2 x FT exclusions; may require a governor if	
	any representation is made.	
	- Proposed change to school day – letter sent out; currently the school	
	opens 8.45 instead of 9am temporarily and in the afternoon there are 2	
	breaks. Proposal is to maintain the early start and lose 1 break so have	
	early finish of 3pm; this brings the school in line with other local schools	
	and would allow slightly earlier start for parents meetings and staff	
	meetings. The after school offer has also been looked at.	
	Governor question – This was going to be from September, is that still the	
	Case?	MD
	Answer – Will be from September; it has been trialled due to Covid. More	MD
12.0504	information will be shared at the next FGB.	
13.0521	Safeguarding Audit – update and action plan	
	LJ gave a report on the update of the safeguarding audit and plan. Last year's	
	document was reviewed. There are 8 different categories and a score is given	
	from 1-5 (1 is N/A and 5 is met) – there were only 5 x areas where further	
	actions were needed (1 of which was no further action needed – as agreed a	
	formal supervision model not needed for the school). There are no imminent	
	actions needed apart from updating of policies.	

No	Item/Details	Action	
	Governor question - Re the supervision, agree that staff work closely across		
	the school but is there any requirement to make a formal note of the informal		
	kind of supervision?		
	Answer - the model applies to bigger schools with a separate safeguarding		
	team. MD is designated SG lead and IG is deputy lead and we have a SG		
	governor and no need to share beyond that.		
	MD will send the action plan to the LA; they already have the audit. Once		
	done, the GB agreed that this is all complete and can be ratified as so.		
14.0521	School Development Plan		
	MD reported that the SIAMS SEF is updated and the school SEF is being		
	worked on. The overviews will be brought to the next FGB when the school	MD	
	priorities for next year will also be considered so governors can make an		
	informed decision.		
	MD noted many HTs are reporting that progress on their SDP is disrupted		
	due to Covid. Snainton is not in this position and won't be rolling over the		
	SDP into next year due to the work the school did in September to embed the		
	priorities, so will be looking at new priorities.		
15.0521	Governing Body Update		
	With JA and JK joining the GB all positions are now filled.		
	CO referred to the recent request for governors to support Wold and Vale and		
	has offered to work with the GB.		
16.0521	Governor Training		
	The next GSIN session on 27 May will be held online. CO is attending and if		
	any other governors wish to attend they can get in touch with the school office		
	to get login details.		
17.0521	Governor Monitoring Visits		
	MD and CO showed JA and JK around the school.		
	LJ came in for the safeguarding audit.		
18.0521	Policies to consider/agree		
	SEND Policy – MD reported that the policy circulated is a complete revision	MD	
	and has been reviewed by Mrs Bond; it encompasses the school vision for		
	SEND in the school. CO noted it was very readable and clear. The GB		
	confirmed they were happy to approve the policy. MD to arrange for it to be		
	published on the website.		
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	MD noted that the SIA has audited the website and given feedback on		
	formatting etc. to make it more user friendly, accessible and navigable – MD	МБ	
	is arranging the updates and will email once done to ask for further feedback.	MD	
	LW advised that at the end of the school year the attendance and GB	1.147	
	membership documents are updated and provided to the school for	LW	
10.0504	publication.		
19.0521	Urgent Other Business		
20.0521	None. How has this meeting impacted on the welfare and progress of our		
ZU.U3Z I			
	pupils?Discussed the safeguarding policy and audit		
	Literacy and reading feedback and funding for books		
	- External opinion of outstanding practice in terms of reading progression		
	within school		
	- Clarified the staff budget		
21.0521	Date of next meeting		
21.0021	12 th July 2021		
22.0521	Confidential item		
ZZ.UJZ I	JK joined the meeting at this point. JK is to discuss collection worship		
	arrangements with MD.		
	RB and KN left the meeting due to staffing connections		
	TO and the life meeting due to staining connections		

No	Item/Details	Action
	Minute 22.0521c refers	
	Governors agreed the Start Budget be approved based on the staffing options considered.	
	CO thanked everyone for their input and closed the meeting	

ACTIONS

Respond to request for associate governors from a local federation Approve the Start Budget at	March 2021	May 2021	СО
the May FGB	March 2021	May 2021	
Send comments on SFVS to MD	March 2021	May 2021	
Submit SFVS with Governor comments incorporated by 30 th April	March 2021	May 2021	
Circulate examples of signage	March 2021	May 2021	
submit Safeguarding Audit	March 2021	May 2021	
Capture pupil comments on signage to add to the website	March 2021		
FGB agenda		May 2021	
Collect next set of ARE data and agree preferred Option with most recent data	March 2021		
Arrangements will be reviewed at the September 2021 FGB meeting.	May 2021		
The revised SEF, SIAMS and SDP priorities documents will be brought to the next FGB	May 2021		
MD to arrange for it to be published on the website.	May 2021		
Email once website updated to request further feedback	May 2021		
Update GB attendance documents for publication end of school year	May 2021		
JK is to discuss collection worship arrangements with MD.	May 2021		
	Submit SFVS with Governor comments incorporated by 30th April Circulate examples of signage MD/LJ to complete and submit Safeguarding Audit Capture pupil comments on signage to add to the website Add SEN policy to the next FGB agenda Collect next set of ARE data and agree preferred Option with most recent data Arrangements will be reviewed at the September 2021 FGB meeting. The revised SEF, SIAMS and SDP priorities documents will be brought to the next FGB MD to arrange for it to be published on the website. Email once website updated to request further feedback Update GB attendance documents for publication end of school year JK is to discuss collection worship arrangements with	Submit SFVS with Governor comments incorporated by 30th April Circulate examples of signage MD/LJ to complete and submit Safeguarding Audit Capture pupil comments on signage to add to the website Add SEN policy to the next FGB agenda Collect next set of ARE data and agree preferred Option with most recent data Arrangements will be reviewed at the September 2021 FGB meeting. The revised SEF, SIAMS and SDP priorities documents will be brought to the next FGB MD to arrange for it to be published on the website. Email once website updated to request further feedback Update GB attendance documents for publication end of school year JK is to discuss collection worship arrangements with March 2021 May 2021 May 2021 May 2021 May 2021 May 2021 May 2021	MD Submit SFVS with Governor comments incorporated by 30th April Circulate examples of signage MD/LJ to complete and submit Safeguarding Audit Capture pupil comments on signage to add to the website Add SEN policy to the next FGB agenda Collect next set of ARE data and agree preferred Option with most recent data Arrangements will be reviewed at the September 2021 FGB meeting. The revised SEF, SIAMS and SDP priorities documents will be brought to the next FGB MD to arrange for it to be published on the website. Email once website updated to request further feedback Update GB attendance documents for publication end of school year JK is to discuss collection worship arrangements with March 2021 May 2021

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