

Snainton CofE Primary School

A Full Governing Body Meeting was held on

17 May 2021 – VIRTUAL meeting

Minutes

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

No	Item/Details	Action
1.0521	<p>Welcome CO welcomed all to the meeting.</p> <p>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.</p>	
2.0521	<p>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.</p>	
3.0521	<p>Declaration of interests None.</p>	
4.0521	<p>Confidentiality CO gave a reminder. It was agreed any confidential items to be highlighted if needed.</p>	
5.0521	<p>Urgent Other Business None</p>	
6.0521	<p>Minutes The minutes of the FGB meeting held March 2021 were approved by show of hands. CO noted that the action table was useful.</p>	
7.0521	<p>Matters arising All matters arising and actions are to be covered on the agenda.</p>	
8.0521	<p>Finance 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.</p>	

No	Item/Details	Action
	<p>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?</p> <p>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.</p> <p>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.</p>	
14.0521	<p>School Development Plan</p> <p>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 priorities for next year will also be considered so governors can make an informed decision.</p> <p>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.</p>	MD
15.0521	<p>Governing Body Update</p> <p>With JA and JK joining the GB all positions are now filled.</p> <p>CO referred to the recent request for governors to support Wold and Vale and has offered to work with the GB.</p>	
16.0521	<p>Governor Training</p> <p>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.</p>	
17.0521	<p>Governor Monitoring Visits</p> <p>MD and CO showed JA and JK around the school.</p> <p>LJ came in for the safeguarding audit.</p>	
18.0521	<p>Policies to consider/agree</p> <p>SEND Policy – MD reported that the policy circulated is a complete revision 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.</p> <p>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 is arranging the updates and will email once done to ask for further feedback.</p> <p>LW advised that at the end of the school year the attendance and GB membership documents are updated and provided to the school for publication.</p>	MD MD LW
19.0521	<p>Urgent Other Business</p> <p>None.</p>	
20.0521	<p>How has this meeting impacted on the welfare and progress of our pupils?</p> <ul style="list-style-type: none"> - 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	<p>Date of next meeting</p> <p>12th July 2021</p>	
22.0521	<p>Confidential item</p> <p>JK joined the meeting at this point. JK is to discuss collection worship arrangements with MD.</p> <p>RB and KN left the meeting due to staffing connections</p>	

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

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

Signed

Dated