

Snainton CofE Primary School

A Full Governing Body Meeting was held at the school on

26 September 2022

Minutes

Present	Carol Olivier (CO) Denise Crosier (DC) Mark Ballam (MB) Jane Ahmed (JA) Matt Davies (MD)	Chair – LA Governor Foundation Governor Co opted governor Co opted governor Headteacher (absent for item 1)		
In attendance Louise Wilson (LWi) Amanda Newbold (AN) Alison Smith (AS) Andrew Smith (ASm) Leanne Walker (LWa)		NYCC School improvement advisor NYCC head of School Improvement Diocese of York – Assistant Director Diocese of York – Director Deputy Headteacher (absent for item 1)		
Clerk	Laura Waites (LW)	NYCC Clerk		
Apologies	Louise Jones (LJ)			
Vacancies	Two	Parent Governor, Staff Governor		

No	Item/Details	Action
1.0922	Welcome and discussion on Federation	
	CO opened the meeting and welcomed the attendees for this item from the	
	Diocese of York and North Yorkshire County Council (NYCC). All made introductions.	
	The head teacher and deputy head teacher left the meeting due to a conflict of interest in this item.	
	It was agreed that this item be minuted as a confidential item, item 1.0922c refers.	
	It was agreed that the LA is to be informed that a decision is pending until all	
	governors have been able to agree the proposed decision.	
	The head teacher and deputy head teacher re-joined the meeting.	
2.0922	Apologies for absence	
	Apologies were reported from LJ and consented to.	
	No apologies had been received from JK; MD / CO are in contact with JK	
	and the Diocese regarding lack of attendance.	MD/CO
3.0922	Election of Chair and or Vice Chair:	
	Governors voted by show of hands to appoint CO as the Chair and DC as	
	the Vice Chair of the Governing Body.	
4.0922	Annual Register of Business and Personal Interests.	
	All governors were reminded to complete the annual register form.	
5.0922	Register of Gifts and Hospitality	

No	Item/Details	Action	
	All governors were reminded to declare any gifts or hospitality received in		
	academic year 2021-22 – none declared.		
6.0922	Declaration of interests, pecuniary or non-pecuniary.		
	No further interests in the meeting were declared (MD/LWa had declared an		
	interest at item 1).		
7.0922	Confidential Agenda Items		
	Item 1 and item 23.		
8.0922	Any other urgent business		
0.000	Item 23 – discussion on federation with MD/LWa.		
9.0922	To confirm the scheme of delegation to the Headteacher.		
10.0922	To cover at next FGB meeting Committees:		
10.0922	The following committee and committee membership arrangements were		
	approved (TOR and Chair/VC tbc at first cttee mtg):		
	approved (1014 and oriall) volube at hist offee mig).		
	Sustainability Committee – CO/DC		
	Headteacher's Performance Management Committee - CO/DC		
	Complaints Panel – DC/MB/LJ		
	Appeals Panel - DC/MB/LJ		
11.0922	To appoint Governors with specific responsibilities and Link Governors		
	Statutory required responsibilities are SEND and Safeguarding –		
	LJ – Safeguarding		
	CO – SEN		
	Others agreed by the GB as follows:		
	DC - Nursery		
	JA- Curriculum		
	MB – H&S		
	JA - Academic standards		
	CO/DC - Wellbeing JK - Collective worship		
	Tbc (gap for vacancy) – Finance		
	The (gap for vacancy) — I mance		
12.0922	Agree a timetable for Governor monitoring visits		
	At least 1 monitoring visit a term is to be done by each governor for their link	ALL	
	area. Governors will agree dates with LWa for a visit before the next FGB		
	meeting.		
13.0922	Standing Orders		
	The standing orders template was discussed and approved with the following		
	amendments:		
	Number of meetings - 6 FGBs		
	Chair / Vice chair term – 1 year		
	Calendar of meetings - 26 September, 14 November, 23 January, 26 March,		
44.0000	15 May, 10 July		
14.0922	Code of Conduct – approved and signed by chair To approve as a correct record the minutes of the meeting held on 11		
15.0922	To approve, as a correct record, the minutes of the meeting held on 11		
	July 2022 Approved and noted that the HT performance management meeting took		
	place on 18 July and performance targets were on track		
	CO signed as a correct record.		
16.0922	Matters arising from the minutes		
10.0022	Governor challenge - Has the school got safeguarding training for the staff		
	and governors?		
	MD confirmed there is to be a training session for staff on 5 th October and a		
	separate session for governors is to be arranged.		
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No	Item/Details	Action		
17.0922	Minutes of committee meetings			
	None held since the last FGB			
18.0922	Report from the Headteacher			
	Governors noted the circulated report and MD covered the key points as follows:			
	Pupil numbers are as predicted this year. Nursery hours increased from 15 to 30 hours and the challenge now is how to promote the 30 hours – MD is talking to staff about doing wider promotion and the selling feature of the progression into reception from the nursery.			
	Governor challenge – is there an opportunity to advertise the provision with banners? MD will review this.			
	There has been a steady increase in pupils joining the school with a slightly higher proportion in KS2. The report gave detailed numbers for each class with a total of 55 pupils (including 12 in nursery).			
	The Local Authority have named a new Senior Education Adviser (SEA) for the school. This will now be Julie Pattison. Julie has met with MD and CO to establish the routine for school visits throughout the academic year, including dates. There will be 3 additional safeguarding visits from the safeguarding advisor and an early years visit. All reports from visits will be shared with governors			
	Chelo Brooks has contacted MD to arrange a visit on Monday 6 th February, 2023. MD noted that the school needs to start showing progress from the SIAMS inspection.			
	Safeguarding – LWa is the named Designated Safeguarding Lead (DSL) with Samantha Bond (SB) and MD is named as Deputy Designated Safeguarding Lead (DDSL). MD covered how safeguarding monitoring and reporting practice had been strengthened in the school. For example, LWa and MD meet weekly to go through the CPOMS log and do report appraisals, identify any actions and identify children on the monitoring list.			
	SB has met with parents to review SEN plans for the support of their child. This has involved parents and carers, pupil views as well as external agencies.			
	DC reminded of the need to minute the safeguarding and SEN meetings – and MD advised that the safeguarding meetings are covered in an action log.	MD		
	There have been no fixed term exclusions, reported incidents of bullying or reported racial incidents since the last Headteacher's report.			
19.0922	School Improvement Plan/Ofsted Actions/Report MD referred to the draft SDP circulated to all governors and noted the new format used which reflects each Ofsted area of inspection. This will clearly show what the school is doing as a result of the recent inspection. The plan includes a number of key priorities and a summary section. Milestones are currently left blank following LA feedback that these need to focus on impact statements.			
	MD confirmed that the priority areas have been shared across the senior leadership team to lead – e.g. quality of education is led by MD and LWa leads behaviour and early years. Covered how SLT meet to summarise progress and report on it			

No	Item/Details	Action
	MD responded to the following governor challenge on the SDP:	
	There was a governor query on intent and milestones.	
	Behaviour – Priority Area 3 – pupils are aware – can this to be changed to	
	'pupils know the high expectations'	
20.0922	Governing Board Update	
	Current and upcoming vacancies were reviewed. There is 1 parent governor vacancy and 1 staff governor vacancies MD is making arrangements to fill these.	MD
		LW
	LW is to check Governors details are correct on the website.	
	Skills audit and governor training – to be discussed at a future meeting.	
21.0922	Safeguarding Report – covered in the HT report	
22.0922	Policies	
	Health & Safety policy- MD referred to the circulated policy and the GB approved the policies with the following amendments:	
	Identifying – governors queried if this should this be all staff / governors – MD	
	confirmed it is written into the staff code of conduct and will update the policy	
	as discussed. First aid – MD to amend section regarding 'any others' to add others with	
	responsibility	
	2 nominated persons for water management – MD/CO? – it was confirmed	
	that they oversee that tests are done.	
	MD to send amended copy of the policy to CO for signature.	MD
23.0922	AOB	
	Federation – minuted as a confidential item. Minute 23.0922c refers.	
	CO advised MD and LWa of the GB decision following earlier discussion with	
24.222	NYCC at item 1.	
24.0922	Key Actions Summary and Impact of GB decisions	
	Reviewed H&S policy Safeguarding training	
	Ensured governance and meetings in line with what is expected of GB	
	Discussed marketing of the nursery	
	Identified governor monitoring requirements	
	Looked at early draft of SDP and made comments	
25.0922	Close and Date of next meeting	
	Next meetings of the FGB were agreed as follows:	
	14 November 2022, 5pm	
	23 January, 2023, 5pm	
	27 March, 2023, 5pm	
	15 May, 2023, 5pm	
	10 July, 2023, 5pm	

ACTIONS

Name	Task	Opened	Closed	Comments
MD/CO	Contact JK and the Diocese regarding lack of attendance.	Sept 22		In progress
MD	Review use of banners to advertise the nursery provision	Sept 22		

MD	Ensure SEN/S-G meetings are minuted	Sept 22	ongoing	
MD	Updated H&S policy to be sent to CO for signature	Sept 22		
LW	Check governor details on website	Sept 22		
MD	Make arrangements to fill parent and staff governor vacancy	Sept 22		
ALL GOVS	Arrange monitoring visit dates with LWa	Sept 22		

Signed

Dated