



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	<p>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.</p> <p>The head teacher and deputy head teacher left the meeting due to a conflict of interest in this item.</p> <p>It was agreed that this item be minuted as a confidential item, item 1.0922c refers.</p> <p>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.</p> <p>The head teacher and deputy head teacher re-joined the meeting.</p>	
2.0922	<p>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.</p>	MD/CO
3.0922	<p>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.</p>	
4.0922	<p>Annual Register of Business and Personal Interests. All governors were reminded to complete the annual register form.</p>	
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 Item 23 – discussion on federation with MD/LWa.	
9.0922	To confirm the scheme of delegation to the Headteacher. To cover at next FGB meeting	
10.0922	Committees: The following committee and committee membership arrangements were approved (TOR and Chair/VC tbc at first cttee mtg): 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	
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 area. Governors will agree dates with LWa for a visit before the next FGB meeting.	ALL
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, 15 May, 10 July	
14.0922	Code of Conduct – approved and signed by chair	
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 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.	

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 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. LW is to check Governors details are correct on the website. Skills audit and governor training – to be discussed at a future meeting.	MD LW
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 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 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