



Snainton CofE Primary School
Full Governing Body Meeting - 23 January 2023, 5pm at Snainton School

Minutes

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| Present | Carol Olivier (CO) Matthew Davies (MD) Christopher Moorwood (CM) Mark Ballam (MB) Jane Ahmed (JA) Denise Crosier (DC) Clive Stoneham | Chair – LA Governor Headteacher Staff Governor Foundation Governor Co opted Governor Foundation Governor Parent Governor |
| In attendance | | |
| Clerk | Laura Waites (LW) | NYCC Clerk |
| Apologies | None | |
| Vacancies | one | Parent Governor |

Core Functions of the GB:

Setting strategic direction.

Holding Headteacher to account for educational performance.

Ensuring financial health, probity and value for money.

| Minute | Details | Action |
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| 1.0123 | Welcome and Apologies (with and without acceptance) The meeting started at 5pm. The chair welcomed Clive Stoneham as new parent governor. The clerk confirmed that no apologies had been received. JK was not present at the meeting. | |
| 2.0123 | Declarations of interests All governors were reminded to declare any changes to the form 'Annual Register of Governors Business and Personal Interests'. All governors confirmed that they had no additional declarations to note for any item on the board agenda. The clerk is to send relevant forms to CS and circulate the code of conduct to all governors to review and approve by signature. | Clerk |
| 3.0123 | Approval of minutes from the last meeting The Board confirmed the minutes of the meeting of 14 November 2022 were an accurate record of events and they were approved. The Chair signed a paper copy for the file. | |
| 4.0123 | Matters arising from the previous meeting/update on action points Governors noted progress on every item from the action log from the last set of minutes and noted if there were any other matters arising from the last set of minutes. The following additional points were raised: Governors completed safeguarding training last week Governors were reminded to update / provide pen pictures and recent photo and send them to Clare in the school office. | Govs |
| 5.0123 | Consideration of minutes of any committee meetings None held since last meeting | |
| 6.0123 | Consideration of which items should be confidential The Board noted no confidential items. | |
| 7.0123 | Any other urgent business The clerk confirmed that there was 1 parent governor vacancy and the headteacher confirmed that the school was undertaking the parent governor | Had |

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| | <p>appointment process. The clerk confirmed there were no terms of office due to end this term or next term.</p> <p>The board agreed that the HT performance management be covered in the governor monitoring item.</p> | |
| 8.0123 | <p>Head teacher report</p> <p>The board confirmed they had all received the report from the headteacher and read it in advance of the meeting.</p> <p>Governors reviewed the pupil roll, attendance, scarlet fever, curriculum, SEA/Diocese visits, Safeguarding and single central record (SCR), health and safety, premises, inclusion and SEND, Racial incidents and reports of Bullying</p> <p>The headteacher highlighted the following headlines from the report for discussion with the board:</p> <p>Pupil roll - 58 overall on roll and the headteacher noted, at it's peak the school had 65 on roll (w/o nursery), so numbers are now not far off this. Nursery numbers are at 15 and the report gave a full breakdown of who attends and when – it was noted that certain sessions are now completely full. The headteacher confirmed that there had been an increase in enquiries due to closure of a local facility. The board was made aware that the school is prioritising children due to remain in the school and will look at the timing of advertising in summer for September.</p> <p>Attendance - 94.51% excl nursery (benchmark for good is 95-100%) – the main reason for low attendance was due to an outbreak of scarlet fever. There were 5 pupils with persistent absence (below 90%) and the school is working closely with those pupils and families. The board agreed this is good data to keep track of.</p> <p>Scarlet fever outbreak - details of the scarlet fever outbreak were noted and actions taken including risk assessment and safety measures. The headteacher confirmed that no reply had been received from public health after the school reported the outbreak.</p> <p>Curriculum – the headteacher confirmed that teaching staff are currently reviewing the curriculum and will be looking at next 4 year cycle.</p> <p>SEA and Diocese visits – The headteacher confirmed that SEA (Julie Pattison) conducted a safeguarding audit in November, attended by the chair, and the board confirmed they had all received the SEA safeguarding report from the headteacher and read it in advance of the meeting.</p> <p>The headteacher confirmed that a governor health check has been completed by the Chair, Clerk and Headteacher and will be shared with the Local Authority when a date is agreed to meet. The draft document will also be shared with the board.</p> <p>The headteacher confirmed that an audit of the Single Central Record (SCR) was conducted by Amy Binks (NYCC) in November and the board confirmed they had all received the SEA safeguarding report from the headteacher and read it in advance of the meeting. The headteacher confirmed that the school was compliant, and recommendations focussed on taking good practice to best practice. A staff safe system (on CPOMS) will hold SCR data and provide auto alerts when checks are needed.</p> <p>The headteacher confirmed that the LA safeguarding adviser conducted a visit in January and a safeguarding action plan was agreed at the meeting. The board confirmed they had all received the Safeguarding action plan from the headteacher and read it in advance of the meeting.</p> <p>The headteacher confirmed that Wayne Thickett is due to carry out a Health and Safety premises inspection on 24th January, Julie Pattison is due to conduct a</p> | Head |

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| | <p>review of phonics and early reading on 25th January and Chelo Brooks is to visit on 6th February.</p> <p>Safeguarding - The headteacher noted that an online safety workshop for parents and carers is planned for 26th January, supported by pupils from Y5 and Y6 – the headteacher hopes that involving the children will increase attendance. 3 members of staff are to attend training on medication. Governors completed safeguarding training in January and the headteacher will share the training video link again with the board.</p> <p>Health & Safety - The headteacher confirmed that lighting works to the building, outdoors and perimeter have been completed. The headteacher noted that Wayne Thickett did an annual paperwork review and the board confirmed they had all received the H&S report from the headteacher and read it in advance of the meeting. The headteacher confirmed that a new outdoor surface in the early years area is to be installed for the safety of younger children.</p> <p>Grants - The headteacher reported that the school is currently applying for an Awards for All grant of £10k through the National Lottery to build and install a covered gazebo in the Forest School area. The school has also become eligible for funding from the DfE to upgrade the wi-fi infrastructure and a quote from a local company has been approved. The board noted that there should be minimal disruption to the school.</p> <p>Inclusion – the headteacher confirmed that SEND plans have been updated following meetings between the SENDCo and parents/carers and will be reviewed termly. The school behaviour policy was reviewed in the Autumn Term and the updated version presented to governors for scrutiny and discussion.</p> <p>There have been no fixed terms exclusions, bullying or racial incidents reported. One incident report was received that was investigated by the Headteacher and it was agreed with parents that this did not constitute a racial incident.</p> <p>Headteacher invited questions from the board on their report and the circulated plans.</p> <p>Governor challenge Q What is the % of children who will stay at Snainton after nursery A The headteacher confirmed that 5 out of 7 gave the school as a preference for reception. Q Has persistent absence gone up / down since last report and why? A The headteacher confirmed that it had gone up, there was no general trend, and the school was aware of the reasons, is working closely with families and not waiting for them to get to threshold. The headteacher confirmed how he works with the chair as safeguarding governor. Q What % of pupils are at 100% attendance and is there an incentive? A The headteacher is to review. Q How will the school be affected by the strike? A The headteacher has invited staff to let him know of any intention to strike (legally can't ask directly) and is working on a comms plan to be sent to parents – the headteacher noted it shouldn't affect the whole school, at worst may require a partial closure.</p> | Head |
| 9.0123 | <p>Safeguarding, including single central record Covered in the report of the headteacher.</p> | |
| 10.0123 | <p>SEND update Covered in the report of the headteacher.</p> | |

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| 11.0123 | Attendance update Covered in the report of the headteacher. | |
| 12.0123 | Exclusion update Covered in the report of the headteacher. | |
| 13.0123 | Curriculum update Covered in the report of the headteacher. | |
| 14.0123 | Behaviour update Covered in the report of the headteacher. | |
| 15.0123 | <p>Governor monitoring HT performance management review – the headteacher and staff governor left the meeting for this item. The Chair confirmed that a meeting was held with the Chair, Denise Crosier and Alison Smith (Diocese) to review the headteacher's performance and all targets were found to be met. The committee recommended that a pay progress of 1 point be awarded to the headteacher and the board voted unanimously to approve the proposal. The headteacher and staff governor re-joined the meeting.</p> <p>JA has carried out a curriculum focus visit and gave a report. The outdoor area was reviewed and its potential and the general displays were reviewed and it was clear what was being learned, the phonics display was also highlighted.</p> <p>MB will be coming into school on Fridays for a health & safety visit and the latest monthly report by the H&S advisor will be reviewed at the next visit.</p> <p>DC has visited the nursery and agreed some actions and DC gave a summary of her report. DC had observed practice and engagement, spoken to staff, reviewed outdoor provision and spoken to children. It was noted that staff were working well together, however there was still work to be done. There was a recommendation to look at how more use could be made of the outdoor area and making it more easily accessible.</p> <p>The Chair attended meetings with the Safeguarding adviser and the SEA advisor. It was noted that the SEA advisor would like to hear from governors and a virtual meeting is to be held on Monday 27 March at 5pm. The chair will provide more information when the details of the session have been confirm with the SEA.</p> <p>The headteacher noted that the advisor reports and governor monitoring reports that are being circulated to governors provide a full picture and allow triangulation of what is going on in the school, so that the board is not just relying on the headteacher reports.</p> <p>Governors queried an error in the SEA report – regarding 'walking' – headteacher to check.</p> | Head |
| 16.0123 | <p>Policies in line with the school's policy schedule The board confirmed that they had all received the following policies in advance of the meeting and had noted the contents. The headteacher confirmed that some policies were based on NYCC templates and these were adapted for school as required.</p> <p>The Board agreed to approve the policies with the following amendments: Pay policy – the headteacher noted from April the LA is to undertake unification with all borough councils and once the new LA takes effect there will be changes to terms and conditions – e.g. holiday entitlement for term time only support staff contracts and min % recommendations and potential changes to teaching staff dependent on collective agreements. Budget assumptions have been factored in by the bursar. The headteacher advised that HR advice is that governing boards decide locally on whether adopted pay policies now (which could change at a later date) or wait until after April when changes are</p> | |

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| | <p>confirmed. The headteacher confirmed that the parts in bold in the pay policy reflect that areas that the board is to decide on.</p> <p>The board agreed to leave support staff details in the policy until they have been implemented, and also leave details for teaching staff until in due course they have been considered and implemented or not.</p> <p>Working at height procedure – no changes</p> <p>Use of sunscreens procedure - spf proposals in letter for parents to be changed to parental choice</p> <p>Nappy changing procedure – no changes, noted there is more detail in the intimate care policy</p> <p>Missing child procedure – no changes</p> <p>Medicines policy –no changes; headteacher responded to query about where medicines are kept</p> <p>Lone worker procedure – no changes</p> <p>Lockdown procedure - Q how are the duty staff at break informed – headteacher confirmed use of walkie talkie procedure and whistle. Q have you practiced it? No will do upon agreement of new procedure. Q have parents the info they need on what to do? A yes will be made aware as part of procedure. Q do you also discuss locked out as well as lock in? A headteacher will review this and develop a separate section in the policy.</p> <p>Intimate care procedures - , no changes</p> <p>Governors visits policy - headteacher confirmed that the visits template had been reviewed with the chair, happy with format. Agreed that governors to do 1 learning walk a term, educational visits to be changed to 'educational activity', take out school assembly requirement. Discussed list of gov responsibilities agreed in Sept - CS to be finance lead and CM to focus on staff wellbeing.</p> <p>First aid procedure - Q how many first aiders are there? A Headteacher confirmed more than statutory requirements – agreed to add in what the minimum is and what school has. School is looking at increasing level of qualification beyond statutory levels.</p> <p>Emergency out of hours procedure – noted need specific information for Snainton, Refer to a list in school rather than having named people in policy in case it becomes out of date</p> <p>SEN policy – Governors queried whether interventions were in place in class to enable ARE – headteacher confirmed what was done in class and the type of other interventions that were done. Check s8 – sp of pupils, check formatting.</p> <p>The headteacher confirmed that policies will be updated and copies provided in a folder to staff, which can also be reviewed by the board. The policies will be included on the new staff safe system in CPOMS. All policies will be available on request and statutory policies are published on the website.</p> | |
| 17.0123 | <p>Health and safety premises report</p> <p>The board confirmed they had all received the health and safety review report from the headteacher and read it in advance of the meeting</p> <p>It was confirmed that a termly H&S officer visit is done; the one done in November was the paperwork evaluation. The headteacher and SBM have checked what needs to be kept and streamlined where it is kept. Certain policies have been updated and discussed at this meeting. Fire extinguisher checks were out of date and are now scheduled to take place. The H&S officer is scheduled to attend a staff training day.</p> <p>The headteacher confirmed he has looked at recording of incidents and covered the need to provide more detail on reports in staff training. CPOMS is being used for recording of first aid incidents; more serious injuries go in the carbonated copy as well and are reviewed in weekly safeguarding incident meetings. The headteacher noted the new system enables immediate follow up on reporting.</p> | |
| 18.0123 | <p>Communication with stakeholders</p> <p>Parents - A workshop is planned for Thursday and the headteacher noted he</p> | |

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| | <p>invites feedback regularly from parents. The application for lottery funding included parental views. The school continues to have newsletters on the website and these are sent to the board.</p> <p>Community - A number of community stakeholders / partners receive newsletters e.g. local MP has shown interest and is to visit the school; good update from Scarborough news. There was a nativity play before Christmas which members of the community attended – feedback was people in village feel part of what's going on in the school. Over £2.5k was raised to provide bespoke parcels to every family. A lot of communication takes place with the LA. Social media active outreach is taking place to build up a picture of school life, with consistency of messaging.</p> <p>Q As a church school is there something happening for older residents? A Headteacher confirmed did hand deliver cards at Christmas and aim to do similar at Easter</p> | |
| 19.0123 | <p>Review of progress against the milestones in the SPIP</p> <p>Agreed to include in next meeting.</p> <p>The headteacher confirmed all visits that the school is now seeing from advisors are agreed in the SPIP.</p> <p>The board queried if all the actions from the reports circulated have been progressed. The headteacher confirmed that the school was starting to look at these.</p> | |
| 20.0123 | <p>Review admissions, pupil numbers and consider options for class and staffing structure</p> <p>The headteacher confirmed they are looking at September arrangements.</p> <p>The school pays for a PE specialist currently using sports premium, an option is to bring this in house if have expertise in staff. There is potential that the sports grant becomes unavailable, which could be an issue for the school, and the headteacher is looking longer term to safeguard against loss of funding and gave examples of some potential solutions incl. use of staff, PPE cover, leadership, staff expertise.</p> | |
| 21.0123 | AOB - None | |
| 22.0123 | <p>How has this meeting impacted on the welfare and progress of our pupils?</p> <p>Adopting and approving new policies</p> <p>Engagement</p> <p>Plans for new cycle of curriculum</p> <p>Governor monitoring visits</p> <p>Improvements to school – play area, outdoor provision, funding</p> | |
| 23.0123 | <p>Date of next meeting</p> <p>27 March, 2023, 5pm – look at timing of planned session with Julie Pattison</p> <p>15 May, 2023, 5pm</p> <p>10 July, 2023, 5pm</p> | |