



<b>SNAINTON SCHOOL GOVERNING BOARD</b> <b>FULL GOVERNING BODY MEETING (in person)</b> <b>Minutes of the meeting held on 15 May 2023 at 5pm at Snainton School</b>		
Members Present	Carol Olivier (CO) - <b>Chair</b> – LA Governor Matt Davies (MD) - Headteacher Christopher Moorwood (CM) - Staff Governor Denise Crosier (DC) - Foundation Governor Clive Stoneham (CS) - Parent Governor Rev Joe Kinsella (JK) - Foundation Governor	
Apologies From Members	Mark Ballam (MB) - Co-opted Governor Jane Ahmed (JA) - Co opted Governor	
Absent With No Apologies		
Also In Attendance	Joanne Jackson – NYCC Bursar	
Name Of Clerk	Laura Waites (LW) – NYC Clerk	
School Vision And Values	<ul style="list-style-type: none"> <li>• <b>Belong</b>– Our sense of belonging to the local community whilst developing an understanding of the global community.</li> <li>• <b>Believe</b> – Understanding our Christian roots in the teachings of the Bible as well as understanding other world religions and cultures.</li> <li>• <b>Become</b>– We hope to raise our aspirations to ‘be the change we want to see’ in the communities that we belong to.</li> </ul> <p><i>It is important to ensure that all decisions that are made are in line with the school’s vision and strategic direction.</i></p>	
Core Functions Of Governance	<ul style="list-style-type: none"> <li>• Ensuring clarity of vision, ethos and strategic direction;</li> <li>• Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and</li> <li>• Overseeing the financial performance of the organisation and making sure its money is well spent.</li> </ul>	

**Colour coding Key – Highlighting Governor Core Functions / School safeguarding focus**

Green – Safeguarding challenge question

Red – Performance / Strategic / Financial challenge question

Blue –Approval/decision taken

Item (Number)	Detail	Record Actions (who and by when)
Welcome And Apologies For Absence (01.0523)	CO chaired the meeting. The Chair welcomed all to the FGB.	
Declaration Of Interests, Register Of Governors' Interests (02.0523)	JK confirmed an interest as a governor at other schools. Governors confirmed they had no additional declarations to note for any item on the FGB agenda.	
Any Other Urgent Business (03.0523)	No items were identified to be agreed to be added to the agenda.	
Minutes Of The Last Meeting Held March 2023 (04.0523)	<p>The Board confirmed the minutes of the meeting of 27 March 2023 were an accurate record of events and they were approved.</p> <p>Colour coding was agreed as green to highlight the safeguarding questions, red for other questions and blue for approvals/decisions.</p> <p><i>The approved minutes become a public document and can, if agreed, be shared on the school website. Confidential minutes would not be shared publicly and must be stored securely.</i></p>	
Actions And Matters Arising (05.0523)	<p>Governors noted progress for every item on the action log from the last set of minutes and noted if there were any other matters arising from the last set of minutes.</p> <p>Point 11 (Nov 22) - The Chair gave a reminder to all governors about providing their pen portraits for the school website.</p> <p>Point 15 (March 23) - The Chair confirmed that safeguarding training has been completed by governors. CO/DC are to undertake safer recruitment training. All other points were noted as completed.</p>	Governors May 2023
Minutes from committees (06.0523)	The Chair confirmed no committees have been held since the last FGB meeting.	
Confidentiality (07.0523)	<p>Governors were reminded of the confidential nature of the meeting and that other people's views should be respected.</p> <p><i>It was agreed that any items to be confidential and excluded from the main minutes would be highlighted during the meeting.</i></p>	
Governing Board Business - vacancies, terms of office, training (08.0523)	1 x parent governor vacancy – Headteacher to progress	
Finance Update including approval of Start Budget (09.0523)	<p>The Bursar (JJ) gave the finance update and referred to the following reports which were circulated at the meeting:</p> <p>Start Budget Summary 23/24 – 25/26</p> <p>Start Budget Detail 23/24 – 25/26</p> <p>Budget Monitoring Summary Report – month ended 31 March 2023</p> <p>Budget Monitoring Detail Report – month ended 31 March 2023.</p> <p><b>Start Budget</b></p>	

JJ confirmed that there is a forecast overall deficit of - £32.3k this year to carry forward into 23/24.  
 JJ reported on revenue income and expenditure budget lines and the Board noted the assumptions and variances made in the budget.

**Income:**  
 There is additional early years funding; the report details estimated hours; figures are to be confirmed in Summer.  
 Pupil numbers are 43 this financial year, 42 next year  
 The mainstream schools grant has changed in the revised budget, and it is assumed that it will cover all the inflationary rises e.g. pay awards  
 Other income was covered e.g., pupil recovery money, pupil premium, sports funding and payments from other schools. The school missed out on Sparsity Funding by 0.5 mile.

**Expenditure:**  
 A 4% teachers pay rise has been assumed and JJ noted any extra is to be paid by the government. The support staff pay rise is also included  
 The budget includes all staff absence costs and insurance. Building maintenance includes planned and responsive works under MASS as well as a contingency for other works not covered.  
 The school is in the NYC energy saving scheme and there is a 15% estimated increase for electricity and gas.  
 School meals costs are based on average meals taken per day over the year. The cost is £3.99 (April-Aug 23) then £3.79 (Sept 23 – Mar 24), with the reduction due to an uptake in meals. The Board noted that the school tries to keep costs down to reduce the meal charge to parents.

**Overall:**  
 JJ reported that there was a forecast surplus of £51,991 in Year 1 (23/24) and with the deficit brought forward, the overall balance was to carry forward was £19,687 .  
 The Year 3 forecast is £72,445.  
 JJ noted that any changes to staff will need to be reflected in the budget.

**Capital:**  
 JJ reported that there was a balance of £467 to carry forward after planned works in Year 1 (23/24).

In summary, the Board noted that the Start Budget was looking generally positive.

JJ and the Headteacher responded to questions from the Board on the Start Budget.

**Governor challenge**  
 Q Why does £4k come here from other schools?  
 A The Headteacher confirmed that funding was split between nominated settings and this school got a share from being an early years approved setting.  
 Q Are there any grants for energy efficiency in buildings?

	<p>A The Headteacher reported that the school is trying to get solar panel funding however it was challenging due to shape / slope of the roof/  Q Will the uncommitted funding be lost if not spent each year in full?  A The Bursar noted that the LA stopped clawback as schools were spending when they didn't need to. The Board agreed that the school needs to ensure the maximum amount in the budget is spent on the good of the children  Q What is prudent to c/f?  A The Headteacher noted 2% is normally recommended.  Q Are we signing off all of the budget or is it reviewed each year?  A The Bursar confirmed that the Board is being asked to approve the budget for the next financial year and the forecasts for the next 2 years. The LA wants to know about any deficit c/f and what the school plans to do about it.</p> <p>It was noted that the Board will need to consider the risk of any fluctuation to nursery hours.  The Headteacher noted that early years provision was crucial to the school, as pupils can stay with the school for a number of years; the schools needs to keep the numbers it has and attract more pupils.  The Headteacher noted that the budget confirmed that collaboration with a federation did not automatically result in a saving; the experience last year had an impact on last year's budget.</p> <p>The Bursar asked the Board to confirm approval of the Start Budget 2023/24 – 25/26 and the Board approved the Start Budget.</p> <p><b>Budget Monitoring</b>  JJ asked the Board to note the outturn for 2022/23 in the budget monitoring reports for month ended 31 March 2023. The Headteacher confirmed that the next budget monitoring review would be November / December 2023, when JJ attends the FGB.</p> <p>JJ left the meeting at this point.</p>	
<p>SEND update - SENDCo presentation (10.0523)</p>	<p>The Chair reported that SB was unable to attend the meeting in person and had circulated a report for governors to read in advance.</p> <p>The Board confirmed that they had received a copy of the SEND Report from the SENDCo and read it in advance of the meeting.</p> <p>The Headteacher reminded governors of the need for confidentiality of the report and that it was not to be shared outside the meeting; although data was reported anonymously, being a small school, some descriptions could identify certain pupils.</p>	

	<p>The Board reviewed the report including updates on SEND benchmarking, SEND register by area of need, success and progress.</p> <p>The Chair confirmed they had met with SB to go through the report in detail and raised the following key points for the Board to be aware of:  The % of SEND support / children was above national average in Snainton.  The school really does know the children well-being a village school and gets the parent involved.  Teacher involvement is good, and examples of really individual solutions were given –the school prefers interventions to be taken in the classroom and to not take children out of class.  All the outside agencies, although utilised, were sometimes hard to access.</p> <p><b>Governor Challenge</b>  Q Why is the social emotional % so high in areas of need. It looks like it is the primary need?  A The headteacher confirmed that it is very common to look at social / emotional first; then looking underneath this other needs can be identified.</p>	
<p>Headteacher Report (11.0523)</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 update, nursery sessions, professional learning update, curriculum update, advisor visits update, nursery update, health and safety update, Connecting Classrooms update, Staffing update, Safeguarding update, Inclusion update, Racial incidents and reports of bullying update.</p> <p>The Headteacher highlighted the following headlines from the report for discussion with the Board:  <b>Pupil numbers</b> – 42 in Reception/KS1/KS2 and 24 in nursery.  <b>Attendance</b> – the school was just underneath the threshold for good attendance at 94.83% (exl nursery); two pupils had 100% attendance and three pupils had persistent absence with attendance below 90%.  <b>Governor Challenge</b>  Q Persistence absence has a significant impact on the overall figure, can figures be provided minus the 3 pupils to show the difference?  A The Headteacher confirmed that the data will be provided.  Q What is being done to tackle absence?  A The Headteacher confirmed that there is weekly monitoring of attendance and regular meetings with parents, to look at barriers to attendance and support that can be put in place. Examples of attendance management programme support were provision of breakfast club, getting ready in the morning, walk to collect children.  Q Do you reward for 100% attendance?</p>	<p>Head  May 2023</p>

A The headteacher confirmed this was not currently done. It has been discussed and staff queried if it would encourage children to come in when not well.  
Q It may be a good time to introduce it this term whilst good weather etc. Could a short scheme be trialled?  
A One of the biggest issues is term time absence and the school does not advocate authorising them  
Q Are the persistent absences across the school?  
A The Headteacher confirmed they were KS2 pupils.

The Headteacher confirmed attendance needs to be a priority

**Nursery sessions** – the Headteacher confirmed that the report included nursery sessions for September 2023. The school is nearly full, with a waiting list in the majority of sessions. There are some vacancies, mainly in afternoon e.g. where 2 or 3 years olds just started and not ready for a full day.

The Board noted the need to consider the future approach to the Nursery - whether to appoint an additional member of staff to create more hours to manage demand (as has been done in the short term), or whether to allow the waiting list to grow which may drive people towards planning ahead and booking places well in advance.

**Professional learning** - the Headteacher confirmed that they are completing an apprenticeship which involves the development of a business proposal to be submitted early July 2023, which the Board needs to approve.

Governors agreed they will confirm their support or not for the proposal by email, once received.

The Headteacher gave an update on the subscription to Walkthrus and gave examples of how it would work in practice.

**Curriculum** – The Headteacher gave an update on update on the subscription to Kapow for French and music. An update on Real PE was also given.

**Advisor Visits** – the Headteacher confirmed that there were no LA advisor visits since the last FGB. There was an extra visit from the English Hub to look at early years and phonics through the school which resulted in the school being eligible for additional funding. This has been used to buy additional intervention materials and classroom resources.

Mark Bennett did a premises inspection on 18<sup>th</sup> April to identify priorities for maintenance and a number of matters were highlighted for follow up. Some are to be covered under the MASS scheme.

**Nursery** – the Headteacher noted there had been a staff resignation and initial cover is being provided by an existing TA from elsewhere in school; the Headteacher is progressing a longer term solution with supply agencies.

Govs  
July 2023





	<p><b>Q Have we shortlisted for the HLTA recruitment</b>  <b>A The Headteacher confirmed that shortlisting had been completed.</b></p>	
Review of progress against the milestones in the SDP/SIP (12.0523)	The Headteacher confirmed that the SDP was reviewed at a previous meeting and a further update will be provided at the next FGB.	
Receive and review the summary school self-evaluation (13.0523)	<p>The Board confirmed that they had received a copy of the Summary School Self Evaluation (SEF) from the Headteacher and read it in advance of the meeting.</p> <p>The Clerk is to use PDF format for documents in future for ease of reading.</p> <p>The Headteacher confirmed that the SEF has been re-formatted and each area links back to the Ofsted framework. Some areas are on the threshold of RI/good and the school continues to look for evidence to be more secure in some judgements. Evidence and validation is needed from a variety of sources e.g. governors, advisors, mentoring visits etc.</p> <p>The Headteacher confirmed that LA advisor visits mean there is quality assurance on some evaluations. Most improvement has been in Early Years and the school continues to work on that and there will be a benchmark from the next Early Years Advisor visit.</p> <p>The Headteacher confirmed there were better response rates on the parent survey on the perception of leadership, quality of education, behaviour and attitudes. An example of feedback given was that parents said they can talk clearly about concerns with their child.</p> <p><b>Governor Challenge</b>  <b>Q Are governor visits one of the areas for improvement?</b>  <b>A The Chair noted there was a governor visits policy, and this included a template for monitoring visits and a walk around – the Headteacher is to send a copy to all governors.</b></p> <p><b>Q In general do you have an idea of the timeline for how long the school starts to evaluate as good?</b>  <b>A The Headteacher confirmed this is needed by Summer. Ofsted are expected 12-24 months following the last visit in July 2022. The school needs to be as ready for this as possible if the visit is next half term onwards</b></p> <p><b>Q Are Ofsted changing their approach after what happened earlier in the year?</b>  <b>A The headteacher noted there is no sign of any changes to the framework.</b>  <b>The Headteacher noted the school and Board have a strong perception of how an inspection should look and need to be ready to challenge if needed.</b></p>	<p>Clerk Ongoing</p> <p>Head May 2023</p>



	One question the headteacher will ask inspectors is how are you going to ensure staff health and wellbeing throughout the inspection	
Review of pupil attendance data (14.0523)	Covered above.	
Review of staff attendance (15.0523)	The Headteacher gave assurance that the school buys into the staff absence insurance scheme.	
Receive a pupil data report (16.0523)	<p>The Board confirmed that they had received a copy of the End of Spring Term Pupil Data report from the Headteacher and read it in advance of the meeting.</p> <p>The Headteacher gave an update on the main headlines in the report.</p> <p>The Headteacher noted 12% of pupils in writing shaded grey are children in reception who are still working on the early years goals. The school is working on setting up a cohort with a different set of criteria for future reports.</p> <p>The Headteacher went through the attainment and progress data and noted data was collected in April before Easter, so reflected the completion of two thirds of the curriculum. There were some areas still to come back to in the curriculum to check children meet expected progress and by the end of this term there should be more evidence that teacher judgements are supported.</p> <p>In Silver Birch there are now progress measures for all children now the school has previous data.</p> <p>The school was selected for moderating in writing by the LA and the Headteacher updated the board on the process.</p> <p>The biggest concern is KS1 and Maple Class and the gaps to be identified.</p> <p><b>Governor Challenge</b>  Q Can the data be shared at parents evening. Really like the overview as it gives attainment and the progress.  A The Headteacher confirmed that this can be done at individual level as well as class level.</p> <p>Q Can we see the data for previous terms and the year as it progresses.  A The Headteacher confirmed that an updated report will be produced for governors so it gives a reminder of where we were last term.</p>	<p>Head May 2023</p> <p>Head May 2023</p>
Policies (17.0523)	<p>Governors confirmed that they had received the following policies and reviewed them in advance of the meeting:</p> <p>Menopause Policy – The Headteacher advised that it is a school choice to have this policy, not a national requirement. The Headteacher noted the importance of having a policy as they are aware staff are going through this.</p>	

	<p>Resolving issues At Work Policy Hearings and Appeals Policy</p> <p>There were no questions or comments from governors regarding the policies. <a href="#">The Board recommended that the policies be approved</a></p>	
Safeguarding, including single central record update (18.0523)	<p>The Headteacher reminded the Board that the Safeguarding Advisor was visiting on 22<sup>nd</sup> May and governors can attend the meeting. There were a number of suggested actions from the last meeting; no areas of concern</p> <p>The headteacher confirmed that the website has been reviewed</p>	
Monitoring visit reports External advisors /Governors (19.0523)	No reports – the Board noted some visits are due	
Health and safety premises update (20.0523)	<p>Covered in Headteachers report. The Headteacher is to contact MB regarding a H&amp;S visit</p>	Head May 2023
Communication with stakeholders (Incl website compliance) (21.0523)	<p>The Board noted communication from NYC governor support regarding CO's term of office as LA governor, which ends in November 2023. CO confirmed that she is happy to progress a further term of office.</p> <p>DC is to do a test of the website to check ease of navigation.</p> <p>The Headteacher noted a parent survey was sent out and summary of response is to be circulated.</p> <p><b>Q Can you see how many people download the minutes A The Headteacher confirmed this can be checked on the website</b></p>	<p>DC May 2023</p> <p>Head May 2023</p>
Any Other Urgent Business (22.0523)	None	
Date Of Meetings (23.0523)	FGB – 10 July 2023	
Effectiveness Of Meeting (24.0523)	<p><i>What impact has this meeting had on the staff and pupils at our school?</i></p> <p>Start Budget agreed Clarified strategies for improvement in the SEF Discussed attendance Discussion around process and comms with parents regarding strike action Format of the pupil progress data Governors aware of the decisions / approach to nursery</p>	

ACTION LOG

Item	Action	Person	Opened	Comments
1	Contact JK and the Diocese regarding lack of attendance.	MD/CO	Sept 22	Completed
2	Review use of banners to advertise the nursery provision	MD	Sept 22	Completed
3	Ensure SEN/S-G meetings are minuted	MD	Sept 22	ongoing
4	Updated H&S policy to be sent to CO for signature	MD	Sept 22	completed
5	Check governor details on website	LW	Sept 22	completed
6	Make arrangements to fill parent and staff governor vacancy	MD	Sept 22	Appointed Nov 22
7	Arrange monitoring visit dates with LWa	ALL GOVS	Sept 22	completed
1	Confirm approval of budget presented at Nov FGB	MB, JA, DC	Nov 22	Completed
2	Provide a synopsis for Governors.	JJ	Nov 22	completed
3	Send a final copy of last years' SFVS as a starting point	JJ	Nov 22	completed
4	Complete curriculum focus visit	JA	Nov 22	completed
5	Complete H&S visit	MB	Nov 22	completed
6	Provide monitoring visit update at the next meeting.	DC	Nov 22	completed
7	Confirm title / objectives for JK's community link governor role	MD	Nov 22	completed
8	Share LA SEA / Advisor visit reports with the Board.	MD	Nov 22	completed
9	Forward new governor information to new parent and staff govs	LW	Nov 22	completed
10	Process to fill new parent governor vacancy.	MD	Nov 22	completed
11	Update their pen pictures / provide a photo for the website.	ALL GOVS	Nov 22	Reminder given May 23
12	Complete the online safeguarding training (Child Protection and Prevent) and send certificates in	ALL GOVS	Nov 22	completed
13	Confirming you have read KCSiE 2022.	ALL GOVS	Nov 22	completed
14	The clerk is to re-send the links to relevant training and documents.	LW	Nov 22	completed
1	Send relevant forms to CS and circulate the code of conduct to all Governors to review and approve by signature	Clerk	Jan 23	completed
2	Undertake parent governor appointment process	Head	Jan 23	
3	Governors to do safeguarding training	Govs	Jan 23	completed
4	Share healthcheck report	Head	Jan 23	completed
1	Show attendance for KS1/2	Head	March 23	completed
2	Provide CB report to Governors	Head	March 23	completed
3	Invite English lead , SENDco, Bursar to summer FGB meetings	Head/ Clerk	March 23	completed
4	Review why families not from Snainton chose the nursery	Head	March 22	completed
5	Spring term data to be circulated for next FGB	Head	March 23	completed
6	Advisor progress action plan for next meeting	Head	March 23	completed
7	H&S inspection	MB	March 23	completed
8	Attend finance committee meetings	CS	March 23	completed
9	Update visit policy	Head	March 23	completed
10	Website review	DC	March 23	completed
11	Copy of parental survey to govs	Head	March 23	completed
12	Financial benchmarking report at next FGB	Head	March 23	In progress
13	SEF at next FGB	Head	March 23	completed
14	Arrange HT mid-year review	Chair	March 23	completed
15	Safer Recruitment training	CO/DC	March 23	To do
1	Provide attendance data figures minus the 3 persistence absence pupils to show the difference	Head	May 23	
2	Confirm their support or not for the head's business case proposal by email, once received.	Govs	May 23	
3	Confirm attendance at safeguarding gov visit on 22 May with the Hadteacher	Govs	May 23	
4	Headteacher is to look at how strike days are communicated.	Head	May 23	
5	Use PDF format for meeting documents	Clerk	May 23	
6	Send a copy of visits policy and templates to all governors.	Head	May 23	

7	Share pupil progress and attainment data at parents evening	Head	May 23	
8	provide data for previous terms and the year as it progresses.	Head	May 23	
9	contact MB regarding a H&S visit	Head	May 23	
10	DC is to do a test of the website to check ease of navigation.	DC	May 23	
11	Circulate summary of parent survey responses	Head	May 23	