



Snainton CofE Primary School
Full Governing Body Meeting - 27 March 2023, 5.15pm at Snainton School

Minutes

Present	Carol Olivier (CO) Matt Davies (MD) Christopher Moorwood (CM) Denise Crosier (DC) Clive Stoneham (CS)	Chair – LA Governor Headteacher Staff Governor Foundation Governor Parent Governor
In attendance	None	
Clerk	Laura Waites (LW)	NYCC Clerk
Apologies	Mark Ballam (MB) Jane Ahmed (JA)	Co opted Governor Co opted Governor
No Apologies	Rev Joe Kinsella (JK)	Foundation Governor
Vacancies	One	Parent Governor

Colour coding Key – Highlighting Governor Core Functions

Red – Strategy Challenge/question

Blue – Approval/Decision taken

Green – Performance Challenge/Question

Purple – Financial Challenge/Question

Minute	Details	Action
1.0323	Welcome and Apologies (with and without acceptance) The meeting started at 5.20pm. The Chair gave a reminder of the core functions of the Governing Board. The Clerk confirmed that apologies had been received from Jane Ahmed and Mark Ballam; and the apologies were accepted by the Board. JK was not present at the meeting. The Clerk confirmed that the meeting was quorate, with at least 50% or 4 of the current number of Governors in post present.	
2.0323	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.	
3.0323	Approval of minutes from the last meeting The Board confirmed the minutes of the meeting of 23 January 2023 were an accurate record of events and they were approved. The Chair signed a paper copy for the file.	
4.0323	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: The Clerk is to ensure the action points are listed at the end of the minutes. The Chair reminded Governors to update / provide pen pictures The Headteacher gave an update on progress with support staff contracts and the pay increase and will circulate the information in full to the Board once it has been read and interpreted.	Clerk Govs
5.0323	Consideration of minutes of any committee meetings None held since last meeting	

6.0323	<p>Consideration of which items should be confidential The Board noted no confidential items.</p>	
7.0323	<p>Any other urgent business The Board noted no other urgent business.</p>	
8.0323	<p>Headteacher report The Board confirmed they had all received the report from the Headteacher and read it in advance of the meeting. Governors reviewed the pupil roll, attendance update, nursery sessions, professional learning update, curriculum update, advisor visits update, nursery staffing proposal, safeguarding update, health and safety update, premises, Connecting Classrooms 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:</p> <p>Pupil Roll - The Headteacher confirmed nursery numbers are increasing and enquiries are coming through for next year. The Board noted there was a long waiting list due to other local provision closing recently. The Board noted numbers for other classes in the report.</p> <p>Attendance – The Headteacher reported that the overall attendance figure is still sliding below 95%. One pupil moved to another setting (not counted in the figures as there are exceptional circumstances) and there are four pupils with persistent absence whose attendance was below 90%. The Headteacher updated the Board on work done by the school on improving attendance, especially those with identified issues, to get ahead of the threshold. It was noted that 95% is seen as good attendance and the aim is to get to pupils before attendance drops to this. The Headteacher confirmed half termly attendance is shared with parents and the school asks parents to work with them.</p> <p>Curriculum –The Headteacher confirmed that the last SEA visit by Julie Pattison focussed on the curriculum and the Headteacher asked for specific areas of gaps so that evidence could be provided. The Headteacher confirmed some of the evidence exists and just needed putting on the drive. There were some gaps due to subscriptions ending which the Headteacher has addressed by taking out new subscriptions. The reliance on the sports provider was reviewed and the school is tied into the arrangement until Summer but has already bought into a PE curriculum with a two-year version of the training package The long-term annual subscription after the two years is similar to French and other subjects. The Headteacher confirmed that all gaps identified by the SEA should be closed when the curriculum is next reviewed by the SEA this week. The Board noted that the Headteacher confirmed the purchase with the Chair, knowing the sports premium was there. The Headteacher confirmed there is a residential trip in June 2023 for some KS2 pupils (about 50% attending) and the school has supported pupil premium children to attend.</p> <p>Advisor visits – see item 11 below for details of SEA advisor visits and reports. The Headteacher noted Chelo Brooks did a Diocese visit in February 2023 and identified some developments and activities. The Headteacher will check that the most up to date version of the report is circulated to Governors.</p> <p>Safeguarding - The Headteacher noted the Safeguarding Advisor, James Urquart, had referred to the very inclusive process used by the school for referrals. The Headteacher gave an update on safeguarding training completed and advised that the CPOMS staff safe automated system will help to identify deadlines and alerts. The Headteacher updated on workshops on online safety done with pupils presenting which increased parental engagement; further sessions are planned.</p>	Head

	<p>Health & Safety – see item 14</p> <p>Premises – The Headteacher confirmed that a lottery grant bid writer has completed a draft application and it will be useful to use some of the details for other bids. It is hoped to use funding for a structure to cover the forest school area and storage.</p> <p>Connecting classrooms – The Headteacher confirmed SND solutions are preferred contractor for a £28k project funded by the DfE. Cabling is to be done first and then the upgrade to the Wi-Fi connection. The Bursar is liaising with the LA on the invoices and how the funding is reimbursed.</p> <p>Inclusion – The Headteacher confirmed that a learning walk was completed by the SENco. The Board agreed to receive an updated on this at the next FGB meeting.</p> <p>No bullying or racial reports</p> <p>The Headteacher invited questions from the Board on their report</p> <p>Governor challenge</p> <p>Q Are you looking at increasing hours and staffing to reflect the nursery demand? A The Headteacher confirmed the school is increasing hours as the demand is there and likely to continue into next year. Governors noted the positive potential growth of the nursery and the impact on future school numbers even if the nursery was still operating at a loss. The Headteacher confirmed the more pupils there are at 30 hours, the less the deficit is, and the government funding is also increasing.</p> <p>Q At what point will you not make a loss in the nursery? A The Headteacher confirmed that once have got to 3 staff the nursery should break-even. However, the Board noted if there are more 2-year-olds it impacts on costs as the pupil / staff ratio is higher. The school is trying to gauge the number of children likely to continue through the school which will have an impact.</p> <p>Q Where are they travelling from to attend the nursery? A The Headteacher noted it was mixed, with some from Sainton who are likely to stay with the school and some from elsewhere who will go to other settings in September.</p> <p>Q Can we ask why families are choosing to come here who are not in Snainton? A The Headteacher confirmed this will be reviewed.</p> <p>Q Does the report say what is being done regarding the attendance; if the 4 are taken out of report what would the attendance be for rest of school? A The Headteacher confirmed that in terms of the 4 children there is targeted intervention; the school knows their patterns and is challenging them. There are some positive impacts recently seen from the approach. Governors noted that knowing the families also helps.</p> <p>Q What is attendance like for nursery? A The Headteacher confirmed that illness has an impact, there have been a few cases of scarlet fever etc.</p> <p>Q Can it be shown on the attendance report if KS1 or 2, as if its KS1 it is more likely to be childhood illnesses and if KS2 it could be other reasons. A The Headteacher is to review the report format.</p> <p>Q Would there be no one coming in then to provide PE under the new subscription arrangement? A The Headteacher advised staff will be providing it; some staff have not taught PE for some time hence the reason for the introduction of the training package. The Headteacher gave examples of how the training / subscription would work and how skills are developed against colour coding.</p> <p>Nursery Staffing Options - The Headteacher confirmed that given the continued growth in nursery numbers, a third member of staff has agreed to work some additional hours in the summer term to ensure places can be offered to those pupils</p>	<p>Head</p> <p>Head</p>
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	<p>likely to preference Snainton for Reception places in September 2023 or September 2024. The Board was referred to the numbers confirmed for the next academic year shown in the report. The Headteacher advised that the Bursar has been asked to provide staffing options as part of the preparations for the 2023-24 start budget to include a HLTA as well as the addition of a third member of staff as a GTA. The Board noted that costed options are to be provided to Governors at the May FGB meeting, where the start budget will be discussed.</p> <p>The Board agreed there was a need to review staffing given the growth in numbers and discussed the proposal in detail in order to make a decision.</p> <p>Governor challenge</p> <p>Q How many staff are there? A In summer term there will be 3 staff as we are paying additional hours for the third staff member.</p> <p>Q Are there any concerns regarding space in the nursery? A The Headteacher confirmed there is a limit of 12 with 2 staff, with the 3rd member of staff the ratio changes and enable a maximum of 16 children. The Headteacher explained how classes could be split and potential use of additional bridging space in September.</p> <p>Q Is a different qualification needed for an HLTA? A The Headteacher confirmed there would be and will review job descriptions. It was noted that it could be positive that the school can say it has employed a higher-level staff in nursery.</p> <p>Q At what point would other arrangements be needed? A The Headteacher did not think the school is at the point when there were 50 on roll and 3 classes, however, will need to look at the dynamics of 2 classes.</p> <p>Q How many nursery children are moving up to Reception in September? A The Headteacher confirmed 5 at the movement and there may be a couple more</p> <p>Governors noted the need to be mindful of impacts on future classes – numbers are on a protectomy upwards; also, the need to consider what mix of children there are for class planning next year.</p> <p>The Headteacher confirmed the current strategy was to look at early numbers and boosting them; the next challenge for the Board is when does the Headteacher teaching commitment need to be increased again and not impact on the strategic direction of the school</p> <p>Governors noted the highest skill teachers should be in early years; affording a HLTA in nursery would give a different level of leadership and this would impact on Reception in turn and give children a sound start to go on from.</p> <p>The Chair asked Governors to vote by show of hands on the proposal. The Board agreed with the Headteacher proposal to plan for a HLTA from September 2023 or sooner depending on recruitment.</p> <p>Dates for Safer Recruitment training for Governors are to be checked - DC and CO are to undertake the update if needed.</p>	DC CO
9.0323	<p>Safeguarding, including single central record</p> <p>The Board confirmed that they had received a copy of the Safeguarding Audit from the Headteacher and read it in advance of the meeting.</p> <p>The Chair confirmed that it was a governing Board responsibility to ensure the completion of the safeguarding audit. For expedience, the Chair and Headteacher had completed the document.</p> <p>The Headteacher gave a summary of any areas that had not scored 5 and noted the actions taken / to be taken. The Board noted that actions identified in the audit</p>	

	<p>have been progressed or planned or dates were agreed to address them. The action plan is embedded in the audit document.</p> <p>There were no questions on the report.</p> <p>The Board agreed to approve and sign the Safeguarding Audit and that it be submitted with an update to the latest Prevent training being completed.</p>	
10.0323	<p>Pupil progress and attainment updates - Autumn Data Summary</p> <p>The Board confirmed that they had received a copy of the Autumn Term Data Report from the Headteacher and read it in advance of the meeting.</p> <p>The Headteacher advised that the Spring term data will be circulated at the next meeting.</p> <p>The Headteacher confirmed that the data shows attainment at this particular data snapshot in terms of national expectations – green is meeting, blue is beyond, orange is one step below and red is further behind national expectations.</p> <p>It was noted that the 24% grey area in Maple is due to reception data not being logged in same way. In future it will be split from KS1 to allow the different tracking to be shown.</p> <p>The Headteacher confirmed progress data was also shown and green is where each child is making expected progress, blue is where they made 1 step more (accelerated progress).</p> <p>The Board noted that in Silver Birch there was a signification proportion in the red area and the Headteacher confirmed this was due to the number of SEND pupils for that group.</p> <p>The Headteacher noted a number of children started school part way through term and show as grey if waiting for data from the previous school.</p> <p>The Board noted where pupils are not on track to make ARE, need to consider if progress is on track.</p> <p>The Headteacher responded to questions on the report.</p> <p>Governor Challenge Q Do we have any progress comparison for grey ones from when started to now? A The Headteacher confirmed there will be when we have a complete year. Still get attainment, its data over time that is needed. Q In silver birch, why are they not getting attainment in blue. A The Headteacher confirmed as they are learning they are not showing the greater depth, as build on the curriculum over the term this will come through There will be two terms of data at the next FGB. Current data is only up to December 2022/</p>	Head
11.0123	<p>Advisor updates</p> <p>The Board confirmed that they had received a copy of the following advisor reports from the Headteacher and read them in advance of the meeting. Core Advisor Report – Phonics (Julie Pattison January 2023) Core Advisor Report - Curriculum (Julie Pattison February 2023) Early Years Advisor Report (John Banks March 2023)</p> <p>The Board noted the report from John Banks was very clear and positive It was agreed to come back to the actions in the reports and received a progress update at the next FGB. The Headteacher will look at providing an action plan. The Headteacher confirmed that Julie Pattison is doing the next curriculum visit this week.</p>	Head

12.0323	<p>Governor monitoring The Chair confirmed that she had met with the Headteacher four times since Christmas and reviewed the Safeguarding Audit at the last meeting. The Chair noted staff are signing to say they have read policies and there is a policy file in the office with a sign-in sheet. The Chair also noted that in a walkaround visit she saw the ethos of the school reflected in ensuring a child was taking part in an activity and commented that it was good to see what we hear is happening in practice.</p> <p>It was noted that MB is to complete the H&S walkaround</p> <p>The Board agreed that CS is to join the Finance Committee meetings.</p>	MB CS
13.0323	<p>Policies in line with the school's policy schedule The Board confirmed that they had received a copy of the following policies from the Headteacher and read them in advance of the meeting.</p> <p>Digital Screen Equipment (DSE) Procedure – the Headteacher advised this was a standard NYC policy and the school will do some individualised risk assessments for anyone with high use of screens</p> <p>Educational Visits – the Headteacher advised that the risk assessment is reviewed every visit and there are ratios of supervision: pupils and risk assessment procedures were described. Governors reviewed anything outside the boundary that would require specific consent and noted the addition of the church to the list of places.</p> <p>Business Continuity – The Headteacher confirmed some changes to the policy had been made since Covid</p> <p>The Board agreed to approve the above policies which any highlighted changes.</p> <p>The Headteacher asked if a Governor can review the website using the website compliance checklist to ensure it is intuitive and easily accessible. It was agreed that DC undertake the review; will check the website from different devices as well.</p>	Head DC
14.0323	<p>Health and safety premises update The Board confirmed that they had received a copy of the Premises Inspection Report January 2023 from the Headteacher and read it in advance of the meeting.</p> <p>The Headteacher confirmed that the H&S Advisor had been into school for an inspection visit and the report shows high, medium and low risks. Governors queried the recommendations. The Headteacher confirmed the following are being reviewed: The window opening and if can be opened as a door. Kitchen access – will put a latch on inside to prevent getting to where sharp knives and other equipment could be accessed. New finger protectors to be installed.</p> <p>A query raised by the Early Years advisor on new plugs / socket safety was referred to the H&S advisor for a response / recommendation.</p>	DC
15.0323	<p>Communication with stakeholders (Incl website compliance) Website compliance covered above, The Headteacher confirmed that a parental voice online survey has been done and a summary will be sent to Governors.</p>	Head
16.0323	<p>Financial monitoring The Board confirmed that they had received a copy of the following reports from the Headteacher and read them in advance of the meeting. Budget Detail and Summary reports January 2023.</p> <p>The Headteacher confirmed there was a slight positive variation to what was expected to where we are with a positive increase. More income is coming in with an increase in nursery numbers and underspends in some areas. The Headteacher is working with the Bursar to ensure the capital budget overspend</p>	

	can be offset. The Headteacher confirmed that the Bursar is to attend the next meeting as the start budget needs approving.	
17.0323	Schools Financial Value Standard (SFVS) The Board confirmed that they had received a copy of the SFVS document from the Headteacher and read it in advance of the meeting. The Chair noted it was similar to last year's submission and things had been altered to show the current situation including the experience of Governors, pupil projections, compliance questions. There were no questions or amendments to the document from Governors. The Board approved the SFVS document and agreed it for submission to the LA.	
18.0323	Access financial benchmarking information – will be done at next meeting with bursar	Head
19.0323	Review contracts schedule and any contract renewals/ tender documents – none	
20.0323	Review admissions, pupil numbers - consider options for class/staffing – the Headteacher confirmed there was nothing to note other than what was discussed earlier in the meeting regarding nursery etc.	
21.0323	Be assured that the census information is updated as appropriate - none.	
22.0323	Consider/agree maintenance programme and proposals for devolved capital – discussed above	
23.0323	Receive and review the summary school self-evaluation – to be covered in the next meeting – circulate in advance of the meeting	Head
24.0323	Confirm a mid-year review (Head teacher performance management) The Board agreed that the Chair and DC agree a date with the Headteacher for the mid-year review.	Chair
25.0323	AOB - none	
26.0323	How has this meeting impacted on the welfare and progress of our pupils? HLTA – improve standard of teaching and learning in early years Attendance and how improve that SEA visits and actions and progress Funding and how used to address gaps Assessment and what the trajectory is and what in place to help with it The Chair noted the meeting with SEA (Julie Pattison) before the FGB meeting was useful to get feedback and a reassuring test of GB knowledge of the school The Board queried how the school was affected by what happened in the south of the UK and impact on the wellbeing of staff. The Headteacher advised that wider conversations take place, and they routinely talk to individuals about how things are going. In general, wellbeing and health across school is mixed and the Headteacher described how rapid improvements are being driven through which can impact on expectations. Staff are clear on what help and support is available and there is a strong staff internal support system in school. Staff voice was this is a lovely place to work.	
27.0323	Date of next meeting 15 May 2023, 5pm – SENCo to attend for update, Bursar to attend for Start Budget 10 July 2023, 5pm - English lead to attend for update	Head/ Clerk

Signed By

Date

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	completed	
LW	Check governor details on website	Sept 22	completed	
MD	Make arrangements to fill parent and staff governor vacancy	Sept 22	completed	Appointed Nov 22
ALL GOVS	Arrange monitoring visit dates with LWa	Sept 22	completed	
MB, JA, DC	Confirm approval of budget presented at Nov FGB	Nov 22		to be confirmed before end of term
JJ	Provide a synopsis for Governors.	Nov 22	completed	
JJ	Send a final copy of last years' SFVS as a starting point	Nov 22	completed	
JA	Complete curriculum focus visit	Nov 22	completed	
MB	Complete H&S visit	Nov 22	completed	
DC	Provide monitoring visit update at the next meeting.	Nov 22	completed	
MD	Confirm title / objectives for JK's community link governor role	Nov 22	completed	
MD	Share LA SEA / Advisor visit reports with the Board.	Nov 22	completed	
LW	Forward new governor information to new parent and staff govs	Nov 22	completed	
MD	Process to fill new parent governor vacancy.	Nov 22	completed	
ALL GOVS	Update their pen pictures / provide a photo for the website.	Nov 22		Reminder given
ALL GOVS	Complete the online safeguarding training (Child Protection and Prevent) and send certificates in	Nov 22	completed	
ALL GOVS	Confirming you have read KCSiE 2022.	Nov 22	completed	
LW	The clerk is to re-send the links to relevant training and documents.	Nov 22	completed	
Clerk	send relevant forms to CS and circulate the code of conduct to all Governors to review and approve by signature	Jan 23		
Head	undertaking the parent governor appointment process	Jan 23		
Govs	Governors to do safeguarding training	Jan 23		
Head	Share healthcheck report	Jan 23		
Head	Show attendance for KS1/2	March 23		
Head	Provide CB report to Governors	March 23		
Head/ Clerk	Invite English lead , SENDco, Bursar to summer FGB meetings	March 23		
Head	Review why families not from Snainton chose the nursery	March 22		
Head	Spring term data to be circulated for next FGB	March 23		
Head	Advisor progress action plan for next meeting	March 23		
MB	H&S inspection	March 23		
CS	Attend finance committee meetings	March 23		
Head	Update visit policy	March 23		
DC	Website review	March 23		
Head	Copy of parental survey to govs	March 23		
Head	Financial benchmarking report at next	March 23		

	FGB			
Head	SEF at next FGB	March 23		
Chair	Arrange HT mid-year review	March 23		
CO/DC	Safer Recruitment training	March 23		