



| <b>SNAINTON SCHOOL GOVERNING BOARD</b><br><b>FULL GOVERNING BODY MEETING (in person)</b><br><b>Minutes of the meeting held on 10 July 2023 at 5pm at Snainton School</b> |  |  |
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| Members Present  | Carol Olivier (CO) - <b>Chair</b> – LA Governor<br>Matt Davies (MD) - Headteacher<br>Topher Moorwood (TM) - Staff Governor<br>Denise Crosier (DC) - Foundation Governor<br>Jane Ahmed (JA) - Co opted Governor<br>Mark Ballam (MB) - Co-opted Governor   |  |
| Apologies From Members   | Clive Stoneham (CS) - Parent Governor  |  |
| Absent With No Apologies   | Rev Joe Kinsella (JK) - Foundation Governor  |  |
| Also In Attendance   |  |  |
| Name Of Clerk  | Laura Waites (LW) – NYC Clerk  |  |
| Vacancies  | 1 x parent governor vacancy  |  |
| School Vision And Values   | <ul style="list-style-type: none"> <li>• Belong– Our sense of belonging to the local community whilst developing an understanding of the global community.</li> <li>• Believe – Understanding our Christian roots in the teachings of the Bible as well as understanding other world religions and cultures.</li> <li>• Become– 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)             |
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| Welcome And Apologies For Absence (01.0723)                          | CO chaired the meeting. The meeting was quorate. Apologies were received and accepted from Clive Stoneham (CS) - Parent Governor.  |  |
| Declaration Of Interests, Register Of Governors' Interests (02.0723) | Governors confirmed they had no additional declarations to note for any item on the FGB agenda.  |  |
| Any Other Urgent Business (03.0723)                                  | The Board agreed to add the presentation of the Headteacher's Business Plan to the agenda.   |  |
| Minutes Of The Last Meeting Held 15 May 2023 (04.0723)               | The Board confirmed the minutes of the meeting of 15 May 2023 were an accurate record of events and they were approved.<br><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>  |  |
| Actions And Matters Arising (05.0723)                                | 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.<br>Point 11 (Nov 22) - The Chair gave a reminder to all governors about providing their pen portraits for the school website. It was noted DC had completed this.<br>Point 2 (Jan 23) – Undertake parent governor appointment process – Headteacher to progress.<br>All other points were noted as completed.   | Governors<br>July 2023<br><br>Head July 2023 |
| Minutes from committees (06.0723)                                    | The Chair confirmed no committees have been held since the last FGB meeting.   |  |
| Confidentiality (07.0723)  | Governors were reminded of the confidential nature of the meeting and that other people's views should be respected.<br><i>It was agreed that any items to be confidential and excluded from the main minutes would be highlighted during the meeting.</i>   |  |
| Updates on early reading and phonics within the school (08.0723)     | Ildiko Gibson (IG) was to deliver a presentation to the Board but did not attend the meeting – Headteacher to rearrange.   | Head July 2023                               |
| Governing Board Business (09.0723)                                   | <b>Vacancies</b><br>1 x parent governor vacancy – Headteacher to progress<br><br>The Chair gave thanks to Mark Ballam for his length of service with the Board and his work as a governor. Governors noted Mark will be stepping down as co-opted governor at the end of this term.<br><br><b>Terms of office</b> - CO reported that her term of office as LA governor ends in November 2023 and following NYC Governance Team advice, is unable to apply to a third term of office. <i>The Board agreed that Jane Ahmed is to apply to the LA governor position and CO be appointed to the vacant co-opted governor position vacated by MB.</i> | Clerk July 2023                              |

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|                                     | <p><b>Training</b> - The Board noted that Governor Liaison Group (GSIN) meetings are being held online. Clerk to circulate the dates for forthcoming meetings.</p> <p><b>Health Check</b> - The Chair reported on the outcome of the governance health check meeting, held face to face in Northallerton on 29 June 2023 with Elaine Trehwitt (NYC)/CO/MD/LW, and referred to the circulated summary actions and the circulated draft health check report. The Board reviewed the RAG-rated actions in the draft report and agreed the following:</p> <ul style="list-style-type: none"> <li>• The process for the removal of a governor linked to behaviour policy is to be developed - Clerk to get a copy of the NYC policy.</li> <li>• Recommended use of School email addresses for governors - the Board has agreed the use of governors' own emails with the caveat that governors use appropriate security measures e.g. not sharing passwords/email address with other family members; data protection etc.</li> <li>• Up to date publication of FGB minutes – the Board noted minutes do not have to be on the website, however agreed the school is to continue to publish them online, as meetings should be in the public domain. The Headteacher advised the last 3 meetings are published and the website is now up to date.</li> <li>• Training – a potential governor to lead this will be identified at the next FGB when link/lead governor roles are reviewed.</li> </ul> <p>Self evaluation – the Chair referred to the circulated NGA template on 20 questions for GB self evaluation. The Board agreed to hold a summer governors meeting on 31 August 2023 at 5pm to discuss these and governors understanding of curriculum / Ofsted.</p> | <p>Clerk July 2023</p> <p>Chair July 2023</p> |
| <p>Headteacher Report (10.0723)</p> | <p>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, charging 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:</p> <p><b>Pupil numbers</b> – the Headteacher advised pupil numbers were stable at 66.</p> <p><b>Attendance</b> – the Headteacher reported that the school was well above the national figure. DC advised to include the national figures for comparison in future reports. The Headteacher noted at the recent School Network Meeting, Snainton was the only school above the national figure and the Headteacher wants the school to do even better. The Headteacher had previously agreed to provide the Board with a breakdown of cohorts and referred to this in the report, including pupil premium, SEND (slightly below, but</p>   | <p>Head July 2023</p>                         |

above national - relates to one child persistently absent), unauthorised and authorised absence (both below national). The Board noted there was an increase in unauthorised absence due to the criteria for authorised absence being more tightly regulated by the school. Persistent absence was well below national figures and was related to three pupils; the Headteacher reported on the impact and the positive strategies being used by the school to address this. Messaging from the LA is that fixed penalties are to be used, however the school aims to take other routes with less negative impact if possible. The Board noted that an attendance report is sent out to parents half termly (talking to other schools, Snainton is one of few schools who do this) and the school conducts weekly monitoring to pick up any emerging patterns as soon as possible.

**Nursery sessions** - some sessions are not yet full and the school is doing further promotion.

**Professional learning** – the Headteacher confirmed that staff had undertaken a significant amount of professional learning and reported on recent training completed by staff. The Board noted health & safety mandatory training is to be done as soon as it can be arranged.

**Curriculum** – The Headteacher confirmed that the design of curriculum will be covered with the Chair / GB at the summer governors meeting and all curriculum work is covered in detail with the LA SEA. The Headteacher noted that the school was chosen for moderation this year. KS2 writing moderation was completed in June, two children were borderline working at expected standard and classed as working towards as the flow of writing wasn't at the expected standard. KS1 moderation covered reading, writing and maths; all teacher assessments were agreed and comments included there being 'far too much evidence for the children'; the Board noted shows how well teachers doing their job.

**Question:** A governor asked about the reason for pupils being below in KS2 writing.

**Answer:** The Headteacher confirmed that the school knew which pupils were borderline and some moderators look for different areas of focus.

**Advisor Visits** - The Board confirmed they had received the following LA advisor reports and read them in advance of the meeting. The Headteacher noted it was helpful to have an SEA advisor who knew the school this year.  
 Kellee Osborn- Safeguarding (22 May 2023)  
 John Banks - EYFS (9 June 2023)  
 Julie Pattison – SEA (12 June)  
 Julie Pattison – SPIP (31 May 2023). A SPIP review meeting was also held with Louise Wilson and Julie Pattison on 21 June 2023. The school was found to have made rapid progress this year and the LA agrees with the current school self-evaluation.  
 Wayne Thickett - Fire Risk Assessment (28 June 2023).

**Charging** – the Headteacher asked the Board to review school meal charging proposals in the report and noted there is a fixed cost charge of £3.99 to the school; this has

reduced as more pupils are taking up meals. It was recommended that nursery meal charges remain unchanged, pupil (non FSM) meal charges increase by 20p and adult meals by 25p. The Headteacher noted the charge for pupil meals has not changed for 3.5 years. The benefit of adult meals is that staff eat with the children. The Headteacher asked the Board to consider the breakfast club charging proposals in the report, which recommended no change, and noted not every child currently pays; the cost comes out of pupil premium funding.

Governors reviewed the above proposals.

**Question:** How much are adult meals now?

**Answer:** The Headteacher confirmed current charges are £3 for adult and £2.75 for pupil (non FSM) meals.

**Question:** A governor asked if there would be reduced take up if school meal charges increased.

**Answer:** The Headteacher noted it was important for the school to offer a hot meal to all children.

**Question:** A governor asked which years had the highest take up of school meals?

**Answer:** The Headteacher confirmed Y3 and Y4; other year groups tend to bring a packed lunch.

**Comment:** The Chair noted the need to be wary of a big jump in price as it has not been done for some time vs nudging it up on take up

**Question:** A governor asked if charges needed to be reviewed annually?

**Answer:** The Headteacher confirmed annually would be better.

**Question:** A governor asked whether the school can get to a better position with the uptake of meals / pupil nos.

**Answer:** The Headteacher confirmed the uptake is the healthiest it has been for some time; there is not a lot more the school could do.

**Question:** A governor asked how often the school does special promotions?

**Answer:** The Headteacher confirmed usually once a term

**Comment:** School meal take up / charging could be reviewed on a termly basis. The school could publish data to promote take up of meals to improve the cost. The start of the school year was viewed as the best time to make any changes.

The Board agreed to reject the proposed increase to school meal charges and that the school makes parents aware of costs to increase uptake.

**Staffing** – An early years HLTA has been appointed from September and will complete some of her induction this term.

**Safeguarding** – The Headteacher and Chair (link governor for Safeguarding) have discussed an increased number of referrals sent on to external agencies for support. All have been accepted. Feedback was the referrals process was sound.

**Inclusion** -. An EHCP has been approved by the LA for 1 child and the school is looking at how to allocate the additional funding.

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|                                       | <p><b>Question:</b> A governor asked if the support was needed in early years?</p> <p><b>Answer:</b> The headteacher confirmed yes and it was likely to be needed in the long term</p> <p><b>Incidents</b> – There were no incidents of fixed term exclusion, bullying or racial incidents. The Headteacher noted steps taken to avoid fixed term exclusions taken by the school, including engagement with parents.</p>   |                |
| Review of the SEF (11.0723)           | <p>The Board confirmed they had all received the SEF 2022-23 from the Headteacher and read it in advance of the meeting. Governors reviewed the assessments and noted that at the start of the academic year there were potential inadequate and requires improvement (RI) assessments in some areas. The current position is no areas are now assessed as inadequate and some are only RI until sufficient evidence / data on the longer term impact of changes is available.</p> <p>The Headteacher set out the strategy for discussing the SEF with Ofsted inspectors to focus on key strengths / areas of development.</p> <p><b>Comment:</b> The Board noted that the longer the period between now and the next Ofsted inspection is, the more positive the assessment will be, due to having more time to see the impact of progress against actions and make more secure judgements.</p> <p><b>Comment:</b> The Board noted how the school is using feedback from staff, parents, pupils and in line with positive ethos of the school.</p> <p><b>Question:</b> A governor asked, under quality of education, it says 2021, is that correct?</p> <p><b>Answer:</b> The Headteacher will review and update the section.</p> <p><b>Question:</b> A governor asked what seems to be trend regarding Ofsted; are they working on time or a few months behind?</p> <p><b>Answer:</b> The Headteacher confirmed it is mixed. Some schools had one 2 years overdue, another was as expected. The school has done a reality check and is confident that it knows where it is going.</p> <p>The Headteacher proposed, and the Board agreed that given next academic year is likely to be an inspection window, messaging to parents on progress and how we know we are a good school is to be done as a joint message from the Headteacher and the Board.</p> | Head July 2023 |
| Receive a pupil data report (12.0723) | The Headteacher advised the data gathering should be done in time for first meeting of each term.  |                |
| Policies (13.0723)                    | Governors confirmed that they had received the following policies and reviewed them in advance of the meeting:<br>RE Policy<br>Complaints Policy<br>Managing Serial and Unreasonable Complaints<br>Disciplinary Policy and Procedure<br>Capability Policy<br>Charging and Remissions Policy<br>Appraisal Policy<br>Accessibility Plan  |                |

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|   | <p>Attendance Policy<br/>Allergens Policy</p> <p>The Headteacher confirmed that the only new policy was the Attendance Policy; the others are all updated from previous versions with some updates from HR. The Attendance Policy document was released in September 2022 and based on the government 'working together to improve school attendance' guidance and the school has been working on it throughout year; some measures are based on the guidance; the LA have only just updated their process. The Headteacher confirmed the policy covers what this school has in terms process and that stages / attendance types were clearly defined.</p> <p><b>Comment:</b> Governors noted the attendance policy was clear.<br/><b>Question:</b> A governor asked if there were many changes in other policies?<br/><b>Answer:</b> The Headteacher confirmed there were minimal changes regarding timescales, HR<br/><b>Comment:</b> The Complaints Committee membership needs updating in the Complaints Policy as MB is stepping down from the Board.<br/><b>Comment:</b> The RE Policy front cover needs updating as it states 2022.</p> <p>The Board recommended that the policies be approved with the amendments highlighted above.</p> |  |
| <p>Safeguarding, including single central record update (14.0723)</p> | <p>The Headteacher confirmed that the school has bought into the Staff Safe system. The single central record (SCR) is being transferred to the new system and the Headteacher is monitoring progress with this. The Headteacher gave an overview to the Board on how the new system will be used to improve safeguarding. The new SCR will only go live once all records are transferred and staff training has been done. A system demonstration is to be arranged at a future FGB meeting.</p> <p>The Chair noted that the Headteacher had sent a link to the latest KCSiE guidance to all governors and asked that governors confirm they have read it before the next FGB meeting in September 2023. The Chair reminded the Board of the need to have read the guidance so governors can hold the Head, as DSL, to account.</p>   | <p>Head July 2023</p> <p>Governors July 2023</p> |
| <p>Monitoring visit reports (15.0723)</p>                             | <p>Monitoring visit reports of LA advisors and the Healthcheck report (June 23) were covered in the Headteacher's report. The Chair noted that the meeting on 21 June 2023 with Julie Pattison and Louise Wilson, attended by the headteacher and Chair, to discuss the SPIP, had been encouraging. The Headteacher asked the Board to note the importance of being aware of the content of the reports and the key actions / recommendations from them. The Board noted</p>   |  |

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|  | <p>the reports were helpful in checking the progress of the school.</p> <p>The Board discussed actions from the SEA reports.</p> <p><b>Question:</b> A governor asked for an update on the declaration of children out of school form</p> <p><b>Answer:</b> The Headteacher provided an update</p> <p><b>Question:</b> A governor asked if pupil progress meeting were being done again?</p> <p><b>Answer:</b> Headteacher to confirm</p>   |                 |
| Health and safety premises update (16.0723)                                    | <p>The Headteacher referred to the circulated Fire Risk Assessment document. The Board noted that the most significant action was plug sockets; plug in safety covers are now deemed unsafe and should not be used regularly; an alternative is to use a flip down cover. Each socket needs to be assessed and whether in regular use etc. The Headteacher confirmed a lot of progress has been made in areas that were flagged before.</p> <p><b>Question:</b> A governor asked if governors need to sign off that a fire practice was done.</p> <p><b>Answer:</b> The Headteacher confirmed an email is sent to all staff following a drill with a summary and gave an update on the results of the most recent one. The Headteacher advised that governors are welcome to attend a drill / see the reports – the Chair will review the file.</p> | Chair July 2023 |
| Review transition arrangements and effectiveness (17.0723)                     | <p>The Headteacher gave an update on transition arrangements and confirmed Y6 transition was held last week. one secondary school only invited pupils from large primary schools to transition events - Snainton school and parents have fed back strongly regarding missed opportunities.</p> <p>There is an opportunity for the new reception intake to be in school. More informal sessions were held through the year this year rather than several formal sessions.</p>  |                 |
| Confirm class structure and staffing plans (18.0723)                           | <p>The Headteacher confirmed proposed class structures were reported at the last FGB meeting.</p> <p>The Headteacher confirmed staffing structures are unchanged and summarised support arrangements. The school is not at the point yet where classes can be split. The Board noted that the Headteacher's teaching commitment increases from 1 to 1.5 days next year; the alternative is to look at recruitment, however this is not currently affordable. The Board discussed headteacher wellbeing and noted there will be increased capacity once his apprenticeship / Masters course finishes this year.</p>  |                 |
| Consider risk assessments and school visits (if need board approval) (19.0723) | <p>The Headteacher referred to the circulated Fire Risk Assessment document and advised that all risk assessments used by the school are held on file for the Board to review. Governors were made aware of the processes and noted they will be reviewed in September 2023.</p>  |                 |
| Self-evaluation exercise (20.0723)   | <p>The Chair noted that a review of board effectiveness can be done at any time of year, but often in the summer term. It was agreed that this will be covered in the summer governors meeting – August 2023.</p>   | Chair July 2023 |
| Review charges and lettings rates (21.0723)                                    | <p>Covered in Headteacher's Report</p>  |                 |



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| Note any debtors and actions being undertaken (22.0723)             | The Headteacher has discussed the review of debtors with the SBM and identified three to work with to reduce sums owed. A process has been established for the new academic year to pinpoint any issues earlier and stop escalation.  |                 |
| Communication with stakeholders (Incl website compliance) (23.0723) | DC has reviewed the website to check ease of navigation and reported that there were no issues with navigation and readability.   |                 |
| Any Other Urgent Business (24.0723)                                 | The Headteacher advised the Board that his Masters course (funded through the apprenticeship levy) was now complete and referred to the circulated Business Plan which was presented to governors as the final part of the associated apprenticeship. Proposals focussed on opportunities for staff to collaborate within the early years setting. The Headteacher gave a summary of the benefits and cost analysis of several options set out in the plan. The Board noted the process behind the business plan and governors agreed that they were happy for the Headteacher to take forward the recommended proposal . Governors agreed it was a good brief which was well put together and they were happy for the headteacher to submit the plan. The Clerk is to send a confirmation email confirming the Board decision. | Clerk July 2023 |
| Effectiveness Of Meeting (25.0723)                                  | How has this meeting impacted on the welfare and progress of our pupils?<br>Staff development discussed which will improve outcomes for early years<br>School has gone from previous judgement to progress being made and this is recognised by LA advisors<br>Attendance and impact discussed<br>School meals and strategies to ensure all children receive a hot dinner<br>Safeguarding and governors are aware of their obligations via KCSiE<br>Discussed fire risks  |                 |
| Date Of Meetings (26.0723)  | FGB - 25 September 2023<br>Summer governors meeting – 31 August 2023<br>Other dates to be confirmed next FGB<br><br>Governors passed on their thanks to staff for their work this academic year.  |                 |

ACTION LOG

| Item | Action  | Person   | Opened    | Comments               |
|------|---|----------|-----------|------------------------|
| 11   | Update their pen pictures / provide a photo for the website.  | ALL GOVS | Nov 22    | Reminder given July 23 |
| 2    | Undertake parent governor appointment process   | Head     | Jan 23    | To do                  |
| 1    | Updates on early reading and phonics within the school  | Head/IG  | July 23   |                        |
| 2    | JA to apply to LA governor position   | JA       | July 23   |                        |
| 3    | Clerk to circulate the dates for forthcoming GSIN meetings.   | Clerk    | July 23   |                        |
| 4    | Clerk to get a copy of the NYC policy to inform development of process for the removal of a governor linked to behaviour policy | Clerk    | July 23   |                        |
| 5    | Training – a potential governor to lead this will be identified at the next FGB   | Chair    | July 23   |                        |
| 6    | Include the national attendance figures for comparison in future reports  | Head     | July 23   |                        |
| 7    | Joint message from headteacher and the Board to parents on progress and how we know we are a good school to be done             | Head     | July 2023 |                        |
| 8    | A staff safe system demonstration is to be arranged at a future FGB meeting.  | Head     | July 2023 |                        |
| 9    | Confirm have read latest KCSiE guidance before the next FGB meeting in September 2023.  | Govs     | July 2023 |                        |
| 10   | Chair will review the fire risk assessment / drill file.  | Chair    | July 2023 |                        |
| 11   | Review of board effectiveness at the summer governors meeting in Aug 23   | Chair    | July 2023 |                        |
| 12   | The Clerk is to send a confirmation email confirming the Board decision on the Head's business plan.                            | Clerk    | July 2023 |                        |