

Minutes of the meeting of the Governing Board of Sheriff Hutton Primary School, held at the school on Wednesday 27th September 2023 at 6:45pm

Present:	
Catherine Butt (CB)	(Chair) Parent Governor (elected as Co-opted Governor during this meeting)
Bev Stell (HT)	Headteacher (HT)
Duncan Noble (DN)	Co-opted governor
Amy Canham (AC)	Parent governor
Sally Bellwood (SB)	Co-opted governor
Jon Fewlass (JF)	Staff governor
Andrea Pitman (AP)	(Vice Chair) Co-opted governor
Crispin Thorn (CT)	Local authority governor
Richard Crabtree (RC)	Parent governor
In attendance:	
Lydia Waites (LW)	(Clerk) NYC Clerk
Apologies:	
Vacancies:	2 x Parent, 2 x Co-opted governors pre meeting. 1 x Parent governor, 1 x Co-opted governor at the close of the meeting.

Colour coding Key – Highlighting Governor Core Functions

Red – Strategy Challenge/question

Blue – Approval/Decision taken

Green – Performance Challenge/Question

Purple – Financial Challenge/Question

MINUTES

Item	Minute	Lead
1.0923	Welcome and Introductions CB opened the meeting and welcomed governors.	
2.0923	Apologies (with and without acceptance) CT and RC arrived late (accepted).	
3.0923	Consideration of which items should be confidential Any confidential items will be minuted as such as they arise.	
4.0923	Election of Chair and or Vice Chair: CB shared that she will only be on the board until next summer and asked governors whether they want to modify the terms of office for Chairs and Vice Chairs. Governors agreed to change the terms of office from 4 to 2 years. CB reminded governors that if a Chair is not elected, an election must take place within 28 days maximum. Governors voted, by show of hands, to re-elect CB as Chair and AP as Vice Chair. CB asked governors whether they were happy for governors to attend meetings virtually and cast their votes in elections and decisions by proxy if they are not attending a meeting in-person. Governors agreed that this is acceptable – HT to update the standing orders/relevant papers to reflect these decisions and allow for hybrid working. LW to remind HT to set up	HT LW

	<p>Teams links for future meetings so those who cannot attend can do so virtually.</p> <p><i>RC joined the meeting at this point.</i></p>	
5.0923	<p>Annual Register of Business and Personal Interests Governors signed the relevant paper.</p>	
6.0923	<p>Register of Gifts and Hospitality Governors signed the relevant paper.</p>	
7.0923	<p>To remind Governors of the need to declare interests, pecuniary or non-pecuniary Governors were reminded of the need to declare interests and signed the circulated disqualification paper.</p>	
8.0923	<p>Committees: CB referred to her correspondence with governors prior to the meeting, wherein she asked whether they were happy to continue their committee memberships and all agreed. Committee memberships were agreed as follows:</p> <ul style="list-style-type: none"> – Resources Committee: DN, CT, SB, AP, HT, CB – Curriculum Committee: JF AC RC HT CB – Headteacher Performance Management Committee: DN, CT, CB – Complaints Panel: RC, AC, AP – Appeals Panel: SB, CT, DN <p>HT noted that if the need arises for a Personnel Confidential Committee, members will be recruited from the Resources Committee, excluding parent and staff governors.</p> <p>LW to ask Chrissy Richardson whether LW can clerk 6 committee meetings in addition to the FGBs under the school's current package with NYC. <i>It was agreed that, in the meantime, HT will clerk the Curriculum Committee. After CT joined the meeting, it was agreed that DN will clerk the Resources Committee.</i> HT and DN to circulate potential meeting dates to committee members so these can be decided on.</p>	<p>LW HT / DN</p>
9.0923	<p>To appoint Link Gobs and gobs with specific responsibilities <i>The following Link Governor roles were agreed upon:</i> Literacy: RC, Maths: CB, Science: DN, SEND: SB, EYFS: AC, Safeguarding: AP.</p> <p><i>CT joined the meeting at this point.</i></p>	
10.0923	<p>Agree a timetable for Governor monitoring visits A new plan governor training and monitoring was agreed on for the next academic year. HT shared that the focus this year will be on foundation rather than core subjects – e.g., science and PSHCE. Core subjects will be addressed in the summer term.</p> <p><i>RC – Q: will the meeting schedule be too packed with all of the policies requiring ratification?</i> <i>HT – A: NYC circulated a model schedule last year which gives a good basis of what to cover in FGBs and from that, what can be covered during committee meetings so the workload can be balanced.</i></p> <p><i>Governors agreed the plan</i> and suggested that the committee meeting dates for each of the committees could be added onto this plan. HT to do this.</p>	<p>HT</p>
11.0923	<p>Standing Orders Governors signed the circulated standing orders paper.</p>	

12.0923	Code of Conduct Governors agreed upon and signed the circulated code of conduct.	
13.0923	Approval of minutes from the last meeting Governors agreed the minutes of the 17.07.23 FGB are an accurate record.	
14.0923	Matters arising from the previous meeting/update on action points Matters arising have or are in the process of being actioned.	
15.0923	Any other urgent business No other urgent business.	
16.0923	Safeguarding Governors were asked to read the relevant sections of the circulated KCSIE and to then complete the google form stating they had done so. Governors were also all asked to complete the NY online Safeguarding course and send certificates to SB. Governors agreed to ratify the Child Protection Policy recently updated by HT. HT shared that an A NY Advisor visit focusing on Safeguarding is scheduled for the 18 th of November. The school has been moved to a category 2. Q – DN: what's a category 2? A – HT: the categorisation system goes from 1 to 4, 4 being a school requiring improvement. Our school has moved from band 3 last year to band 2 this year. Q – RC: regarding the KCSIE update, what is the system regarding safeguarding/safer recruitment and considering potential staff members' online presence? A – SB: it's a case of checking their social media presence etc. for anything suspicious. Q – DN: what would be considered suspicious? A – HT: something that stands out or that we're not certain about. It would then be a case of contacting NYC for guidance.	
17.0923	Health and Safety HT shared that there was a minor accident resulting in a broken bone in school last week. This has prompted a conversation with the before and after-school clubs to ensure that staff supervising these have a good understanding of expectations. The new surfacing outside has reduced the number of tripping incidents.	
18.0923	GDPR No update. HT noted that she and SB are working on the action points from the previous GDPR meeting.	
19.0923	Health and Wellbeing JF is continuing to promote health and wellbeing during his assemblies on Wednesdays and gave a brief update on staff wellbeing and training days. JF mentioned how beneficial staff found the 2 training days at the start of term to their wellbeing - giving them chance to have a full day training and a full day in their classrooms prior to term starting.	
20.0923	Policies for approval Governors agreed to ratify the circulated Early Years Policy.	
21.0923	Report from the Headteacher CB invited governors to pose any questions about the circulated HT report. Q – RC: given the next steps provided by Ofsted, how does the school ensure the updated curriculum resources support planning 'small steps', precision and well-sequenced learning opportunities?	

	<p>A – JF: we've bought in to some online support materials such as White Rose and Kapow which have 'small steps' broken down for ease, and these have been incorporated into the curriculum as a model to follow. Kapow has a mixed-year plan and shows the progression of key steps, which are each helpful for staff. Bev and I have worked on incorporating these schemes into curriculums.</p> <p>HT agreed that the breakdown and evidence of progression throughout a unit is helpful for staff, particularly newly qualified teachers. The 'small steps' are received well by staff as these do not insist on a particular method of teaching the curriculum material, which allows for flexibility and creativity in their teaching.</p> <p>RC – Q: as the EYFS continue to develop their own curriculum, how does the school ensure there are clear links between early years and KS1 onwards? HT – A: this is something Sarah has been looking at, aiming to incorporate links between years which enable progression. CT – Q: is the pupil performance data as positive as it appears? HT – A: yes. Some areas that are perhaps ~1% above national average are in green – while these could be in amber, I've tried to reflect the data positively. CB – Q: regarding tuition funding – are you thinking of going ahead with this next year? HT – A: we were able to work with a lot more children this year in the way we organised it. We had 60% allocated by the DFE last year and will be allocated 40% this year. If we don't spend the money, we must give it back. I've responded 'maybe' to the question DFE posed regarding whether the school will use tuition funding this year. Governors discussed this, and JF noted that any student will always benefit from one-to-one tuition.</p>	
22.0923	<p>Governing Board Update At present there are 2 Co-opted and 2 Parent Governor vacancies. HT informed governors that she has had two Parent Governor applicants from Hannah Hall (HH) and Elizabeth Galfe (EG). HH and EG are to be elected during the next FGB meeting following safer recruitment checks. HT to send LW the governor email addressed for HH and EG when these are assigned so that introductory papers can be sent to them and their details can be added to Gov Module. Governors voted in CB as a Co-opted governor as her term of office as Parent Governor is coming to an end on the 30th of November. This leaves 1 Parent Governor and 1 Co-opted Governors vacancy. RC has spoken to someone who may be interested in the co-opted role and has agreed with FGB consent to follow this up.</p>	<p>GB HT RC</p>
23.0923	<p>Governor Training and development HT addressed the governor health check outcome, noting that some of the things she and CB feel are already in place are not reflected as such in the report. These items can be worked through, however, and we are already able to tick off a handful. CB added that the school will not have another governor health check this year as we are now a category 2 school. We can work towards ensuring that the red areas can be made green this year. Prior to the meeting, LW circulated a spreadsheet listing training opportunities available to governors. CB advised governors to contact SB if they are interested in undertaking any of this training.</p>	<p>GB</p>

24.0923	<p>Any other business HT informed governors that the school's PAN is at 15. This does not need increasing; in fact, numbers are currently somewhat lower. There are 13 in reception this year, for example. Governors agreed that the PAN can stay at 15.</p> <p>DN – Q: if NYC clerking for committee meetings is not in our current package, should we look at expanding the package? HT – A: it would be a good idea as it would fulfil the clerking consistency item raised by the governing health check.</p>	
25.0923	<p>How has this meeting impacted on the welfare and progress of our pupils?</p> <ul style="list-style-type: none"> – We agreed the PAN to help ensure future pupil numbers for the school – We agreed the Child Protection policy and reminded governors of the importance of completing the yearly Safeguarding training and reading of KCSIE – We agreed the new SDP with specific reference to the recent Ofsted report and the need for clear sequencing and small steps within the foundation subjects curriculum. 	
26.0923	<p>Date of next meeting/s FGB Wed 29.11.23, 6:45pm.</p>	
<p>Clerk: Lydia Waites.</p> <p>Apologies for absence and reasons to lydia.waites@northyorks.gov.uk</p> <p>Meeting closed at 8:20pm.</p>		

Actions of the FGB meeting held 27th September 2023

Item	Action	Lead
4.0923	HT to update the standing orders document to allow for a more hybrid approach to meetings. LW to remind HT to set up Teams links for future meetings so members can attend virtually.	HT LW
8.0923	<ul style="list-style-type: none"> • LW to ask Chrissy Richardson whether LW can clerk 6 committee meetings in addition to the FGBs under the school's current package with NYC. • HT and DN to circulate potential meeting dates to committee members so these can be decided on. 	LW HT / DN
10.0923	HT to add committee meeting dates for each of the committees to the monitoring plan.	HT
22.0923	<ul style="list-style-type: none"> • HH and EG are to be elected during the next FGB meeting following safer recruitment checks. • HT to send LW the governor email addressed for HH and EG when these are assigned. • RC to follow up potential Co-opted Governor candidate. 	GB HT / LW RC
23.0923	Governors to contact SB if they want to undertake any training.	GB

Minutes produced by Lydia Waites – Clerk

Signed (Chair) Date