

May 2023

**Minutes of a meeting of the Governing Board of Sheriff Hutton Primary School
will be held at the school (Wednesday 29th November 2023 at 6:45pm).**

Present:	
Catherine Butt (CB)	(Chair) Co-opted Governor
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 [via Teams]
Crispin Thorn (CT)	Local Authority governor [via Teams]
Richard Crabtree (RC)	Parent governor
Elizabeth Galf (EG)	Parent governor
In attendance:	
Lydia Waites (LW)	(Clerk) NYC Clerk [via Teams]
Apologies:	
Andrea Pitman (AP)	(Vice Chair) Co-opted governor
Hannah Hall (HH)	Parent governor
Vacancies:	1 x Parent, 1 x Co-opted Governor

Colour coding Key – Highlighting Governor Core Functions

Red – Strategy Challenge/question

Blue – Approval/Decision taken

Green – Performance Challenge/Question

Purple – Financial Challenge/Question

No.	Item	Lead
1	Apologies (with and without acceptance) Apologies from AP and HH (accepted).	
2	Welcome to new parent governors, EG and HH CB welcomed governors to the meeting and invited governors to introduce themselves.	
3	Approval of minutes from the last meeting Minutes of last FGB meeting held 27.09.23. Governors agreed these minutes are an accurate record.	
4	Matters arising from the previous meeting/update on action points CB addressed the status of action points, the majority of which have been or are in the process of being actioned. <ul style="list-style-type: none"> HT to send new governors' emails to LW. Potential Co-opted Governor discussion to be carried over. LW to share upcoming governor training list with governors again. SB to contact any governors still to complete their annual NYC safeguarding training. 	HT FGB LW SB
5	Declaration of interests Governors were reminded of the need to declare interests. CB clarified that EG and HH are from another board, in case this can be considered a conflict of interest.	
6	Consideration of which items should be confidential Any confidential items will be minuted as such as they arise. CB noted that FGB meeting minutes can only go on the website and are accessible and no longer confidential once signed finalised. Lots of the minutes from Resource Committee meetings have confidential discussions and so we have decided not to put these on the website. People will still be able to request the Committee minutes	

	should they want to. CT added that it could be useful to note that any minutes may have to be redacted depending on the information they contain.	
7	Any other urgent business No other urgent business.	
8	Policies to adopt / review Governors agreed to ratify the Pay Policy and Child Protection Policy following HT's explanation of the updates.	
9	<p>SDP – Quality of Education CB invited governors to ask any questions about the report.</p> <p>CB: Q – what does spelling look like now in the school since the changes to the tests on Fridays? JF – it hasn't changed much. We're doing spelling every day for 10-15 minutes. Rather than tests on Fridays, we're trying to do some form of assessment at the end of each half term which will look at a range of spellings tackled over the term. We're using Spelling Shed as one of our primary resources for this. Children can access this at home to support what they're doing in class.</p> <p>HT elaborated on how the teaching of spelling has been developed in school: We are still managing the move. Little Wandel has now produced Y2 and bridging activities, but we did not want to start those until pupils have a handle on Spelling Shed, which is going well so far. We're hoping that this will help embed spellings more than revising for tests on a Friday had. This is on the school development plan since spelling is an area for development which we are working on – Danielle has a good plan in motion for this.</p> <p>Q: RC – what has the reaction from parents been regarding spelling? A: JF – the spelling test didn't come up at parents evening. A: HT – Danielle has just done a phonics evening for parents, so I would imagine any of the questions would come from the Y2 cohort's parents during this time. Q: DN – is there a danger, with dropping the test, that children practicing spelling at home becomes optional since there is no deadline for them? A: HT – that likely happened anyway when the tests were in place. Q: DN – are all the schemes moving away from spelling tests? A: HT – we were probably one of the last schools still doing spelling tests. We kept them because of the forward-facing element that kept children and parents engaged in learning, but the impact wasn't evident; it didn't seem to make any difference to their work. Spelling Shed might make it more interesting and accessible for them to do at home.</p> <p>AC added that, for some children, having a test each week causes anxiety. HT noted that weekly spellings still go out each week, so parents and children can still access them should they want to. Little Wandel and Spelling Shed are done on a daily basis so that spellings and other lessons are embedded. CT commented that the report was a short, simple document which helps provide some focus on the key issues in relation to Quality of Education.</p>	
10	SDP – Leadership and Management CB invited governors to ask any questions about the report. HT noted the school has been working on leadership and management development.	
11	SDP – Personal Development CB invited governors to ask any questions about the report. CT noted the report gave the sense that we are underselling the great work done by the school team in this important area (children are very supportive to each other, etc..) HT agreed that it was a difficult document to complete and to identify areas of personal development that are being worked on. This is something to work harder on.	

	<p>CB suggesting putting personal development more to the forefront. CT clarified that his comment was not a criticism of the report, but more to note that examples of personal development within the school can be foregrounded more.</p>	
<p>12</p>	<p>SDP – Behaviour and Attitudes CB invited governors to ask any questions about the report. HT stated that children's behaviour and patience is notable. Their attitude to learning is really positive. This needs to be celebrated much more – as a school we tend to focus on the 'meaty' aspects of the SDP discussed above, since these always require development. So, behaviour and attitudes are worth foregrounding. JT suggested that this could be done in a staff meeting – staff could look at the Ofsted 'outstanding' criteria for these areas and discuss how school can make progress towards these. This can then be fed back by HT in her SDP FGB updates.</p>	
<p>13</p>	<p>Headteacher report CB invited governors to ask any questions about the report.</p> <p>DN: in September, attendance is quite a bit lower than the figure in November? HT: that's to do with how the system records dates for the data. [HT explained how the system gathers data]. Within that time frame, one family has left, which will have affected attendance.</p> <p>Q: DN – we don't seem to be doing anything with The Wonder Learning Partnership at the moment. Should we be looking at doing more with them? A: HT – we were invited to a meeting next Wednesday. Multiple other schools have said 'no' to attending. It will be interesting to go and see what's out there.</p> <p>Q: DN – do you feel like you want to take it [academisation] further? A: HT – we're already surrounded by a number of multi-level trusts. We don't have a secondary school nearby that isn't in an academy. So, it's a question of would we prefer to partner with a closer school, or a school our pupils might go to? The world of academisation is slowly creeping forward. Schools have to academise by 2030, so we will all end up in some sort of partnership since the LA is so reduced. We do need to keep our options open a little bit. Following the Ofsted inspection, we're lucky in that we do have a choice. But as a small school, we're not that attractive to a multi-academy trust as we don't bring in much. [NOTE: The White Paper 2030 deadline for academisation has been withdrawn now - although the other points here remain valid].</p> <p>Q: DN – how far do you cast the net [in the search]? A: HT – it's definitely something for a future discussion. The main priority is doing what's best for our pupils.</p> <p>Q: CT – regarding the crystal ball [the predicted number of school starters for Sept. 2024], what is the normal data? How significant is this data? A: HT – we do usually have a good idea of pupil intake. At the moment we are probably looking at 5-6 pupils. This isn't the first time we've had this many admissions and there is a bit of wriggle room. In terms of the budget, we have always allocated the budget in terms of the PAN, but this year we realised we aren't going to be anywhere near our standard of PAN of 15 (this year we have reduced the new starter number for school budget predictions etc. to 10 to more accurately reflect the predicted number of new starters). The birth rate is down – this is a national issue, connected to Covid and lockdown. It may be that new pupils start in September, so our intake could still change.</p> <p>Q: RC – going off DN's comments on attendance, is the gap between those on and not on pupil premium something that needs looking at? A: HT – no, there are explanations for these. [HT explained what is flagged as an absence on the system and which types of absence make up the percentages].</p> <p>Q: CB – have you decided when you're running tutoring programme this year? A: HT – I have talked with JF and, given that we're in deficit, we've identified that Tutoring this year will focus on year 6 pupils identified as requiring support - this year group was chosen as it is acknowledged tutoring helps build confidence prior to transition to secondary school.</p>	

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	would be useful to show that these measures are in place. This could be done – and kept as a priority – in the new year. It could be an in-meeting presentation or a separate visit. Governors discussed this and agreed on a safeguarding visit. HT to send out a proposed date / dates for an in-school visit time and a small number of governors to attend and report back to the FGB on new safeguarding / security measures.	
20	Governor vacancies 1 x Parent Governor and 1 x Co-opted Governor.	
22	Any other business Governors approved the revised budget.	
23	How has this meeting impacted on the welfare and progress of our pupils? <ul style="list-style-type: none"> • SDP has been central to the meeting - including the decision to ensure a focus on all 4 aspects and to scale up the focus on the behaviour and personal development areas to accurately reflect the positives of the school and aspire to an outstanding judgement. • Forward planning on the likely reduced numbers in school from September 2024 including the revised budget, and class structure to ensure financial security. • Safeguarding in school discussed in particular the new security arrangements ensuring that we are responding to the concerns raised during the Ofsted visit. 	
24	Date of next meeting FGB: Weds 31.01.24 at 6.45pm.	
25	PHSE presentation <ul style="list-style-type: none"> • Science snapshot handout distributed to update governors on science in school • PHSE presentation by HT subject lead to update governors on the curriculum and teaching methodology. 	

Meeting closed 8:35pm.

Actions of the FGB meeting held 29th November 2023

Item	Action	Lead
4.1123	<ul style="list-style-type: none"> • HT to send new governors' emails to LW. • Potential Co-opted Governor discussion to be carried over to next FGB meeting. • LW to share upcoming governor training list with governors again. • SB to contact any governors still to complete their annual NYC safeguarding training. 	HT LW SB
14.1123	Safeguarding visit report to be shared in next FGB meeting.	
18.1123	DM to amend Resource Committee minutes.	DM
19.1123	<ul style="list-style-type: none"> • Curriculum Committee to discuss the theme for Link Governor visits for the year to provide a general overview of what is happening and to have a theme going throughout. • LW to send new governor training to new governors when she has their email addresses. • HT to send out proposed dates to governors regarding a safeguarding visit before the end of term to review new security arrangements. 	Ctee LW HT

Minutes produced by Lydia Waites – Clerk

Signed (Chair) Date