

**Minutes of a meeting of the Governing Board of Sheriff Hutton Primary School
held at the school on Wednesday 15th May 2024 at 6:45pm**

Present:	
(Chair) Catherine Butt (CB)	Co-opted Governor
Bev Stell (HT)	Headteacher
Duncan Noble (DN)	Co-opted Governor
Amy Canham (AC)	Parent Governor
Sally Bellwood (SB)	Co-opted Governor
Jon Fewlass (JF)	Staff Governor
Crispin Thorn (CT)	LA Governor
Elizabeth Galf (EG)	Parent Governor
(Vice Chair) Andrea Pitman (AP)	Co-opted Governor
Hannah Hall (HH)	Parent Governor
Richard Crabtree (RC)	Parent Governor
Juliet Lawson-Grey (JLG)	Parent Governor
Luke Bell (LB)	Parent Governor
In attendance:	
Lydia Waites (LW)	(Clerk) NYC Clerk
Apologies:	
Vacancies:	

Colour coding Key – Highlighting Governor Core Functions

Red – Strategy Challenge/question

Blue – Approval/Decision taken

Green – Performance Challenge/Question

Purple – Financial Challenge/Question

Item	Minute	Lead
1.0524	Apologies (with and without acceptance) No apologies.	
2.0524	Approval of minutes from the last meeting Governors reviewed the minutes of FGB meeting held 20.03.24 and agreed these are a correct record.	
3.0524	Matters arising from the previous meeting/update on action points CB addressed the status of the action points arising from the previous meeting. To carry over: <ul style="list-style-type: none"> Curriculum Committee to discuss a focus for the 2024 / 2025 governor monitoring plan at their Summer Term committee meeting. 	Cttee
4.0524	Declaration of interests None declared.	
5.0524	Consideration of which items should be confidential A discussion under item 13.0524 (Headteacher's report) about staffing was minuted separately and confidentially. <i>Minute 13.0524c refers.</i>	
6.0524	Any other urgent business <ul style="list-style-type: none"> Start budget HT summarised the circulated start budget, which the Resources Committee have already scrutinised and posed questions about. <i>Governors ratified the circulated start budget.</i>	
7.0524	Policies to adopt / review Staffing Policies: <ul style="list-style-type: none"> Grievance 	

	<ul style="list-style-type: none"> • Disciplinary • Capability • Code of Conduct <p>Q: Is anybody authorised to deal with grievances? A: It tends to change year on year and depends on the situation at hand.</p> <p>Governors reviewed and ratified the circulated policies above.</p>	
8.0524	<p>SDP – Quality of Education Governors were invited to pose any questions about quality of education section of the SDP. None raised.</p>	
9.0524	<p>SDP – Leadership and Management Governors were invited to pose any questions about leadership and management section of the SDP. None raised. CB noted that this item will be explored during the meeting under other items. The outstanding areas from the Governance review were discussed and it was noted that a governor skills audit should take place in preparation for link roles and committee membership for the next academic year. HT and CB to discuss how this can be best carried out and HT to source a policy for the removal of a governor.</p>	Chair / HT
10.0524	<p>SDP – Personal Development Governors were invited to pose any questions about personal development section of the SDP. Governors noted that the school trip to the beach looks good, and the arrangements for the trip were discussed. HT shared that some parents were worried about children swimming in the sea, but that will not be an issue.</p> <p>Q: Which beach will it be? A: Either Whitby or Scarborough.</p>	
12.0524	<p>SDP – Behaviour and Attitudes Governors were invited to pose any questions about behaviour and attitudes section of the SDP.</p> <p>Q: Is the behaviour reset going well? A: Yes, we have had some training days on it. We are lucky that our children are well-behaved, and we don't have any issues with behaviour in the school. We looked at low-level concerns during the staff training day.</p> <p>HT explained how a time out from football had benefitted playtime behaviour. JF explained how the Year 5/6 pupils were undertaking play leader training as part of PE this term and how they are utilising their skills to lead playtime games for the younger age groups in school.</p>	
13.0524	<p>Headteacher report Governors were invited to pose any questions about the circulated Headteacher's report. HT noted that the Fisher Family Trust attendance graph was unavailable and is not included in this report.</p> <p>Q: Why is the school so focused on attendance? A: There is currently a huge focus on attendance from the Department of Education and the LA.</p> <p>Governors commented that there is an upward trend in attendance and the school is going in the right direction. HT added that unauthorised absences have reduced.</p> <p>Q: Regarding the safeguarding incident and referral – it is a positive that the child came and in mentioned this. Was it a former pupil? A: Yes, which is how they made the link with an existing pupil. The incident was handled well.</p>	

	<p>The percentages for pupil performance are minutely decreased. The focus will be grammar, punctuation and spelling, which will be addressed by the new writing curriculum resource, 'Literacy Tree'. JF shared that this is going well so far, and HT added that children seem to be enjoying it, especially the reading.</p> <p>Q: It seems that the Easingwold Area Partnership is working effectively – can you talk a little bit more about the transition arrangements which have been finalised through that partnership?</p> <p>A: The children typically have a day or two at Easingwold. We were concerned about children with individual needs who find that transition more challenging, so Easingwold have put on some additional days so those children and parents can visit and ease this transition. There is also an additional session where children can visit Easingwold with a member of staff. Schools like Ryedale do a literacy day, which is coming up soon, and a sports day with Y6 children from other schools. There is only one pupil going to Malton this year and we are considering ways to encourage extra transition there.</p> <p>JF added that he and Mrs. Bennett are also creating a transition package for children which should also help assist the transition.</p> <p>Q: Do Outward get involved in any of these?</p> <p>A: It is something we have discussed. We had planned to have exercise books for Y6 children moving to Easingwold, but the financial viability of this was questioned. We thought it may be a good idea for teachers from Easingwold visited classes here to see children working, which Easingwold Outward agreed with and are working towards doing.</p> <p>Q: Did the challenges of transport come up with regards to the Transport Policy?</p> <p>A: The policy is changing because the LA spend a lot on transport. It wasn't mentioned by Outward or the other schools.</p> <p>Governors discussed transport and catchment areas.</p> <p><i>A discussion under this item about staffing was minuted separately and confidentially. Minute 13.0524c refers.</i></p> <p>Governors noted their thanks to the PTFA for their hard work.</p> <p>Q: Do you ever exclude children?</p> <p>A: Yes. We haven't had to do so for several years. We had an internal exclusion for half a day.</p> <p>Q: What counts as a reportable behaviour incident?</p> <p>A: We have a form to complete which we return to the LA each term. This includes things like knives, homophobia, and racism.</p> <p>Q: As we don't get any tutoring funding from next year, will tutoring continue?</p> <p>A: Mrs. Bennet may still be keen to do so, but it will be budget dependent.</p>	
14.0524	<p>Safeguarding and Child Protection</p> <p>JF and HT have completed the termly safeguarding update, and the online safety newsletter has gone out to parents.</p>	
15.0524	<p>Emotional Health and Wellbeing</p> <p>It is mental health week this week. Staff have been directed towards mental health resources and HT gave an assembly on mental health and wellbeing. This involved setting children challenges to do something new.</p> <p>AC visited the school to observe the maths SATs test this week.</p> <p>Q: Are children still fed before the SATs?</p> <p>A: Yes, they have a big breakfast beforehand. The children are doing very well.</p>	

	HT noted her thanks to the PTFA for providing doughnuts and shared future plans for the staff room which should positively impact staff wellbeing.	
16.0524	SEND Governors were invited to pose any questions about the circulated NYC SEA report on inclusion. None raised. HT summarised the SEND discussion covered above and noted that things are progressing well.	
17.0524	Health and Safety No update.	
18.0524	Reports from Committees Minutes from the Personnel Committee have been agreed and signed and will be circulated following this meeting. No other committees have met this term.	
19.0524	Governor Training & Monitoring (including link governor reports) Governors referred to RC's circulated Literacy Link report. HT explained the Literacy Tree to governors, who commented on the positive contents of the report. It was noted that it will be good to see the impact of the Literacy Tree once this has been fully embedded. JF added that there is a range of poetry, fiction and non-fiction for children. RC elaborated on his report, agreeing that the Literacy Tree sounds fabulous. The potential funding will also provide physical books, which is another positive. CB suggested having Danielle Pearson (English Lead in school) visit a governing board meeting to discuss the Literacy Tree similarly to Sarah Holdsworth who gave a presentation on Little Wandle previously. HT / Chair for the Governor monitoring plan for 2024/25 to arrange a time for Danielle Pearson to give a presentation to the FGB on Literacy Tree. Q: Why are there such gaps in Y1 phonics screening data? A: [RC] The shift of one child has a significant impact. There have been some difficulties with the approach to teaching phonics, and during the transition from one scheme to another. There are plans afoot to make sure those gaps are addressed going forward. A: [HT elaborated on how these plans will be implemented]. The pupil numbers in a small school also significantly impact percentages. One child makes a big difference. Q: How long have we used Little Wandle for? A: 2 years.	HT / Chair
20.0524	Succession planning CB's term as Chair ends in July. CB emphasised the importance of having a succession plan in place for Chairs and Vice Chairs and suggested considering a co-chairing arrangement as was the past arrangement. Governors discussed this. LW to re-circulate the Chair Symposium leaflet to governors. Governors agreed to aim to have two Co-Chairs and two Vice Chairs in future. Governors to consider volunteering to take on the roles of Co or Vice Chair for the next academic year. Further discussion on succession planning to take place at the July meeting.	LW Govs / FGB
21.0524	Pre-School and Extended School Provision update HT shared that the response to pre-school and extended school provision during communications with the LA has been positive. The LA have undertaken the necessary due diligence procedure - HT elucidated on the details of the HR due diligence report for governors. Following the update from the Headteacher, governors agreed that the formal consultation process on the joining together of Pre-school playgroup and the primary school can begin. The school will proceed with the consultation process this evening. The results will be available for the July FGB meeting. The consultation documents will be sent out via Class Dojo to the school parents and via The Village News to the wider village community. The plan would be for the Pre-school playgroup to be Governor run by the school governing board. HT to send out the consultation documents. HT discussed how the pre-school could be staffed and the potential impact on staff. This will be a significant discussion moving forwards.	HT

	<p>Q: [In reference to the rag-rated due diligence report] why is the staff absence scheme in green?</p> <p>A: currently, we just pay the staff absence scheme for teachers, not support staff, because we tend to have enough that we can just reorganise them to cover.</p> <p>Q: Do you think the LA will offer any financial planning so we can estimate how much the pre-school will cost?</p> <p>A: It is difficult to plan exactly. The LA has just sent out a consultation document for wrap-around care.</p> <p>Q: Are you aiming to procure a grant from the LA?</p> <p>A: Yes. Staffing costs are the main thing that need to be accounted for.</p> <p>Q: Is there a 'magic number' of pupils that would make it viable?</p> <p>A: Yes.</p> <p>HT acknowledged that the provision needs to be advertised and made attractive so that it draws people in from further afield.</p> <p>Governors discussed staffing and provision arrangements further and agreed to send out consultation documents.</p> <p>Governors received and addressed hard copies of a document detailing responses to the wraparound care survey sent to parents. HT provided further detail on the pie chart data for governors. Governors agreed with the decision to open the after-school club until 6pm, on a bookable basis.</p>	
22.0524	<p>Computing Snapshot</p> <p>Governors received hard copies of the computing snapshot from HT.</p>	
23.0524	<p>Any other business</p> <p>No other business.</p>	
24.0524	<p>How has this meeting impacted on the welfare and progress of our pupils?</p> <p>Governors reviewed the LA SEA Inclusion report and actions to ensure the school is meeting the needs of SEND pupils. Governors also agreed the start budget and discussed changes to staffing for the next academic year to best meet the needs of pupils; agreed a new FGB model of Co-Chair and Co Vice Chair to share the workload and add stability to governance in the future; and agreed the consultation can begin for the amalgamation of pre-school playgroup and school to hopefully provide high quality childcare provision for the village community and further afield.</p>	
25.0524	<p>Date of next meeting</p> <p>FGB 10th July 2024, 6:45pm (in-person).</p>	

Meeting closed 8:50pm.

Actions of the FGB meeting held 15th May 2024

Item	Action	Lead
03.0524	Curriculum Committee to discuss a focus for the 2024 / 2025 governor monitoring plan at their Summer Term committee meeting.	Cttee
9.0524	HT and CB to discuss how this can be best carried out and HT to source a policy for the removal of a governor.	HT / Chair
19.0524	HT / Chair for the Governor monitoring plan for 2024/25 to arrange a time for Danielle Pearson to give a presentation to the FGB on Literacy Tree.	HT / Chair
20.0524	<ul style="list-style-type: none"> LW to re-circulate the Chair Symposium leaflet to governors Governors to consider volunteering to take on the roles of Co or Vice Chair for the next academic year. Further discussion on succession planning to take place at the July meeting. 	<p>LW</p> <p>Govs</p> <p>FGB</p>
21.0524	HT to send out the consultation documents for the Pre-School.	HT

Minutes produced by Lydia Waites – Clerk

Signed (Chair) Date

