

**Minutes of a meeting of the Governing Board of Sheriff Hutton Primary School
held at the school on Wednesday 20th February 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 [via Teams]
Crispin Thorn (CT)	LA Governor
Elizabeth Galf (EG)	Parent Governor
(Vice Chair) Andrea Pitman (AP)	Co-opted Governor
Hannah Hall (HH)	Parent Governor [via Teams]
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
1.0324	Apologies (with and without acceptance) No apologies. CB opened the meeting and welcomed governors.	
2.0324	Board to approve RC moving to co-opted governor post Governors approved the decision for RC to move from his role as Parent Governor to Co-opted Governor. This frees up another Parent Governor position, meaning the board can move forward with the two Parent Governor nominations (LB and JLG) and therefore have a full Governing Body.	
3.0324	Welcome to new parent governors – LB and JLG CB welcomed LB and JLG who introduced themselves to the board.	
4.0324	Approval of minutes from the last meeting Governors addressed the minutes of FGB meeting held 31.01.24 and agreed these are a correct record.	
5.0324	Matters arising from the previous meeting/update on action points Governors addressed the matters arising from the previous meeting. HT gave an update on action 11.0124. The following actions are to be carried over: <ul style="list-style-type: none"> 19.1123: The Curriculum Committee will look at the theme for Link Governor visits in their Summer Term meeting and have a theme agreed ready to input into the monitoring plan for the academic year 24/25. 10.0124: To have a succession planning discussion during the next FGB meeting. LW to add to the agenda. 	LW
6.0324	Declaration of interests	

	None declared. HT to send declaration forms to new governors and send new governor's email addresses to LW for her to share the governor welcome letter and training with them.	HT / LW
7.0324	Consideration of which items should be confidential Any confidential items will be minuted as such as they arise.	
8.0324	Any other urgent business No other urgent business.	
9.0324	Policies to adopt / review None to review.	
10.0324	SDP – Quality of Education HT noted that the SDP updates are shorter than normal this time due to the length of the agenda and the short time period since the previous meeting. There has not been much change. Governors were invited to pose any questions about the circulated update. Q – CB: Did Mrs. Pearson meet with the advisor today? A – HT: Yes, so we'll get a report from that visit as well.	
11.0324	SDP – Leadership and Management Governors were invited to pose any questions about the circulated update. Q – RC: re additional CPD, where and when is this available? What is mapped out for it; what is the source of that CPD? A – HT: We do have some mapped out over the course of the year – twice a year there are English and maths subject leaders, and Headteacher conferences that are all in place. Then there are other elements that are a little bit ad-hoc depending on what's on offer. North Yorkshire's offer is limited, and we are finding, over the years, that it is becoming less suitable and fit for purpose, which is why we have started to spread out. For example, JF has just completed a course through the Yorkshire Riding Maths Hub, and an English Hub through Outward is coming in from phonics, so there are some set CPD elements. One of the support staff is going on for an NPQ in learning. JF added that an additional White Rose training package is also being introduced, which he has gone through with all TAs this half term.	
12.0324	SDP – Personal Development Governors were invited to pose any questions about the circulated update. AC shared that Young Citizens have an information pack which may be useful.	
13.0324	SDP – Behaviour and Attitudes Governors were invited to pose any questions about the circulated update. Q – CT: Behaviour has been raised as an action in the Curriculum Committee minutes? A – HT: The Heads met at Outward for the first time since pre-Covid. It was good to be able to get back in there. It was helpful for all the primary Headteachers to get together. There was a focus on attendance and behaviour, as these are huge focuses within education at the moment. The biggest concerns highlighted by another Headteacher seemed to be rising behaviour issues, which they called 'internal truancy' (children are going to school in the morning, getting their attendance mark, and then sequestering themselves in the toilets). We looked at what strategies primary schools have in place and how these expectations can be embedded and carried over to secondary school. HT noted that low-level disruptions are the main concern within this school, which JF confirmed. Most of the pupils at Sherrif Hutton go to nearby secondary schools, so it was useful to have these conversations about behaviour.	
14.0324	Headteacher report Governors were invited to pose any questions about the circulated report.	

	<p>Q – JLG: Can we ask the LA about the disparate term times?</p> <p>A – HT: The education system is still based around the farming calendar. Some authorities have tried to, in the past, break up the long summer holiday and longer autumn to term. I can put it across to NYC, but these attempts seem to fall back into the traditional schedule.</p> <p>Q – RC: What prompted the purchase of Knowsley City Learning Safeguarding Report.</p> <p>A – HT: It was from our Safeguarding Advisor. It's £60, up-to-date, and saves time. The other advantage is they are more up to date with things we need to be aware of. I still have meetings with the LA and can add on any extras, but this is a useful resource.</p> <p>HT to circulate the SEA Science visit report for the next meeting. RC noted that it was useful to see the data as presented in the report.</p>	
15.0324	<p>RE snapshot</p> <p>RE is being updated on the NYC curriculum. We follow the NYC curriculum purely because there is quite a lot of religious and political debate that goes into the scheme of work, because we must be very aware of discrimination in any form (i.e. that the language used by staff and children is appropriate). NYC review their scheme every four years. This one runs out in 2024 and their new scheme is launching this summer, which we will probably buy into. We do not have to pay anything, and this comes automatically. Because RE is a separate scheme, it is slightly separate to the other activities that we do and is often done by one of the HLTAs or a member of staff covering PPA because it is quite standalone. The plans from NYC are very detailed, which means it gives a lot of support for those members of staff who are doing that HT gave some examples and noted that her only concern is that because this is not taught by the class teachers, as RE Leader, she needs to keep a close eye and ensure that what is being taught is appropriate and fits in with the scheme.</p>	
16.0324	<p>Safeguarding and Child Protection</p> <p>We are continuing with CPOMS. We have an additional teacher training, so there will be two teacher training sessions in school for the summer term.</p> <p>The door has been fixed and has a security lock, which is a positive, though children need to be reminded to close it. No further update.</p>	
17.0324	<p>Health and Safety</p> <p>A fire risk assessment has taken place since the previous meeting. The inspector was pleased, and the fire drill evacuation was speedy.</p> <p>Q – JLG: Does the fire system include pre-school too?</p> <p>A – HT: They aren't included in the system, but they can hear the fire alarm and evacuate with us as they did during the last drill.</p>	
18.0324	<p>Emotional Health and Wellbeing</p> <p>No update.</p>	
19.0324	<p>SEND</p> <p>An NYC advisor visited today. No further update until their report is shared.</p>	
20.0324	<p>Reports from committees</p> <p>Governors were invited to pose any questions about the committee meeting minutes. None raised.</p>	
21.0324	<p>Governor Training & Monitoring (including link governor reports)</p> <p>CB thanked governors who have completed their circulated link reports.</p> <p>Q – DN: What is a talk tin?</p> <p>A – SB: An aid that helps children record and write what they want to say if they are struggling.</p>	

	CB thanked governors who attended the history speed monitoring and asked that they share any information from the event with the board.	
22.0324	<p>Extended school provision</p> <p>CB thanked HT for her research surrounding extended school provision. HT explained that this was done due to a governmental push for childcare. If we do not want to provide this service, we would need to provide a justifiable reason why.</p> <p>Governors discussed the feedback from the survey shared with parents.</p> <p>Q – DN: So, it's no longer a rule that provision can't be for longer than 30 minutes? A – HT: Correct.</p> <p>Q – JLG: Is 37 responses the normal number of responses you'd hope for? How many families are there? How many families? A – SB: We have about 50 families. Some of them don't access before/after-school provision at all.</p> <p>Q – JLG: Would we accept childcare vouchers for this? A – HT: Yes.</p> <p>Q – CB: Do we feel that staff are qualified and able to handle food provision? A – HT: This is something we've considered. Looking around, the majority of other schools just provide a snack, which given the length of a school day may not be substantial.</p> <p>HT showed governors a proposed menu of small and easy meals that could be served. CB noted that this is a very attractive offer for parents who are home late from work and would otherwise need to cook on their return.</p> <p>Q – DN: Would there always be two members of staff on until 6? A – HT: There are always two members of staff.</p> <p>Staff would need to get at least a level two food hygiene qualification. Given the ease of the meals, they would not need to use the kitchen facilities. We may need to invest in another microwave and a more industrial toaster. Parents can choose a 5:30pm or 6pm finish, but regardless a snack option will be available for the children. The meals would have to be booked in advance, as would the 5:30pm or 6pm finish times. The prices are competitive. The main challenge HT foresees is staffing these sessions, as staff may be reluctant to do so.</p> <p>Governors discussed this. HT noted that there is a possibility that the school will run at a loss due to this provision, at least initially. We cannot yet predict what the uptake will be. CB acknowledged that HT's cost estimates are thorough and as accurate as they can be. If the provision proves to be too costly, it could be rescinded.</p> <p>Q – EG: What is the NYC cap? A – HT: £13k. Q – DN: Could the price be increased? A – HT: We would see how it goes before doing so.</p> <p>RC noted that the food provision is the main complication – without it, extending the time would be more straightforward. DN suggested trialling food provision on a temporary basis initially. Governors discussed this.</p> <p>Governors agreed, by show of hands, with the decision for the after-school club to run until 6pm. It was also agreed that substantial snacks or meals will be provided for this, though on a temporary trial basis.</p>	
23.0324	Pre-school community provision	

	<p>Governors considered the decision of whether to provide care for pre-school children within the community. HT explained this consideration and the reasoning behind it, and shared the following three main options to consider:</p> <ol style="list-style-type: none"> 1. We allow preschool to close 2. We ask them to vacate the premises and open our own pre-school from the age of 3 3. We join our school and the pre-school under one umbrella <p>The second option would be the most financially viable, however, this could foster distaste in the community. The third option may not be financially positive. HT noted the importance of careful consideration on this matter given the community element and elucidated further on these options.</p> <p>The school qualifies to access or apply for some additional grant funding from NYC to be able to say that we would like to provide extended provision for pre-school under the umbrella of the school, providing provision in this community from 2 years upwards. The only problem is that provision is also provided by Puddleducks. So, the LA have every right to say you could access your free hours of Puddleducks because they offer the free funded hours. However, Puddleducks ask for a top-up or consumables charge, so although it is free funded hours, it is not actually free. As a community provision, we would not be allowed to charge that extra. We would just have to run on the funded hours, meaning we would need to get more children in to be able to pay the staff wages. If the LA could provide us some funding, that would help with staff wages for a certain length of time whilst demand for the provision builds. The LA have agreed to meet with us to discuss this matter on Monday. This includes the Head of the Early Years Funding Department and the Strategic Manager. Given their willingness to meet, they are obviously quite keen to extend their provision.</p> <p>The decision as a Governing Board is around whether we want to get involved with pre-school or continue as we are. If we continue as normal, there is every possibility that the pre-school will cease to be after 55 years in the village. If we let pre-school in its current form close and open our own, that would put us in direct competition with other schools in the area. It is becoming increasingly common for pre-schools to be incorporated into primary schools. The advantage for our school is that the pre-school area is already available next door.</p> <p>Q – AC: If we took over the pre-school, would the pre-school children be next door the whole time?</p> <p>A – HT: They would be next door, but the timings are still uncertain. It may need to be a phased approach.</p> <p>HT outlined the logistical options surrounding timings and staffing should the pre-school be incorporated into the school. There are a lot of logistical and cost implications to consider. This governing board would need to take over the pre-school committee should this go ahead. It would be a lot of responsibility. Chiefly, this decision is about provision for the community: as Sheriff Hutton Primary School, how do we want to move forwards?</p> <p>Governors discussed this. It was agreed that the first option is not viable, and this was discounted. Governors confirmed that their preference would be to join together with the pre-school in some form, and they would like HT to investigate these options further. HT will share the board's consensus with the LA during her upcoming meeting with them to discuss this matter.</p> <p>Governors noted the importance of communicating any decisions with teaching staff in a transparent and timely manner. HT to summarise her meeting with the LA on Monday and share this summary with governors prior to the next FGB meeting.</p>	<p>HT</p>
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	Governors thanked HT for her hard work and research.	
24.0324	Any other business No other business.	
25.0324	How has this meeting impacted on the welfare and progress of our pupils? <ul style="list-style-type: none"> Governors made decisions which will support the community and families by extending after school provision. They considered the financial impact a merger with pre-school would have on the overall school budget. The RE snapshot helped governors understand and monitor the curriculum closely - including foundation subjects. An agreement to the extended school provision and the inclusion of a trial of a small meal will give parents the option to additional childcare. An agreement to further research into pre-school playgroup becoming incorporated into the school could be a positive step forward for the whole community, offering an affordable community run pre-school provision. 	
26.0324	Date of next meeting FGB: Weds 15.05.24 at 6.45pm.	

Meeting closed 9pm.

Actions of the FGB meeting held 20th March 2024

Item	Action	Lead
6.0324	HT to send declaration forms to new governors and send new governor's email addresses to LW for her to circulate the governor welcome letter and training.	HT / LW
5.0324	Actions to be carried over: <ul style="list-style-type: none"> 19.1123: 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. To discuss during next FGB meeting. 10.0124: To have a succession planning discussion during the next FGB meeting. LW to add to the agenda. 	
23.0324	HT to summarise her meeting with the LA on Monday and share this summary with governors prior to the next FGB meeting.	HT

Minutes produced by Lydia Waites – Clerk

Signed (Chair) Date