

**A meeting of the Governing Board of Sheriff Hutton Primary School  
held at the school (Wednesday 31<sup>st</sup> January 2024 at 6:45pm).**

|                       |                                   |
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| <b>Present:</b>       |                                   |
| 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          |
| Elizabeth Galf (EG)   | Parent governor [via Teams]       |
| Andrea Pitman (AP)    | (Vice Chair) Co-opted governor    |
| Hannah Hall (HH)      | Parent governor                   |
| <b>In attendance:</b> |                                   |
| Lydia Waites (LW)     | (Clerk) NYC Clerk [via Teams]     |
| <b>Apologies:</b>     |                                   |
| Richard Crabtree (RC) | Parent governor                   |
| <b>Vacancies:</b>     | 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

| Item   | Minute   | Lead |
|--------|--|------|
| 1.0124 | <b>Apologies (with and without acceptance)</b><br>Apologies from RC (accepted).  |      |
| 2.0124 | <b>Welcome to HH - new parent governor</b><br>Governors welcomed HH and introduced themselves.   |      |
| 3.0124 | <b>Approval of minutes from the last meeting</b><br>Minutes of last FGB meeting held 29.11.23. <b>Governors agreed the minutes are a correct record.</b>   |      |
| 4.0124 | <b>Matters arising from the previous meeting/update on action points</b><br>CB addressed the matters arising from the meeting held 29.11.23, which have been or are in the process of being actioned.<br><i>Action 19.1123:</i> first item under this action to be carried over. HT has organised a safeguarding visit which has since been undertaken per her action under this item. |      |
| 5.0124 | <b>Declaration of interests</b><br>None declared.  |      |
| 6.0124 | <b>Consideration of which items should be confidential</b><br>Any confidential items will be minuted as such as they arise.  |      |
| 7.0124 | <b>Any other urgent business</b><br>No other urgent business.  |      |
| 8.0124 | <b>Policies to adopt / review</b><br>- Complaints Procedure<br>- Data Protection Policy<br>- Admissions Policy   |      |

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|         | <a href="#">Governors agreed to ratify the above policies.</a> HT noted that this year she and SB are focusing on ensuring the policies are up to date and in line and shared the new Admission Statement.   |         |
| 9.0124  | <p><b>SDP – Quality of Education</b></p> <p>HT has updated the format in which she reports back to governors on the SDP each FGB meeting. This new format now includes the Ofsted grade boundaries and statements which will allow governors to more closely monitor progress towards an outstanding judgment in each area</p> <p>Q: DN – how was the feedback from the Senior LA Advisor visit (which focused on small steps in the science curriculum)?</p> <p>A: HT – she was really happy to see the White Rose since embedded throughout school. Children were happy to talk about what they had learned. In terms of the substantive knowledge, that is all there, and the small steps are all in place. She noted that all the small steps couldn't be involved in each lesson. I explained that until we have more experience with and knowledge of White Rose, we can't include every last step in lessons. We discussed this in the staff meeting.</p> <p>JN added that the 'working scientifically' elements will be embedded eventually. When we have had a few more sessions with the White Rose, we will be able to see if there are any gaps.</p> <p>Q: AC – regarding Arbor, is everyone getting their heads around that?</p> <p>A: HT – yes, now that data is being put in there it is getting on okay. It gives us an over-arching view of the assessment data.</p> <p>A: JN – yes, it's fairly straightforward.</p> |         |
| 10.0124 | <p><b>SDP – Leadership and Management</b></p> <p>CB noted that the board may need to have a succession planning discussion during the next FGB meeting. LW to add to the agenda.</p> <p>Q: CT – what happens with regards to dismissing governors?</p> <p>A: HT – North Yorkshire will have a removal of governors policy which I could refer to. In the unlikely event governors are dismissed, it's typically due to attendance, etc.</p>  | LW / GB |
| 11.0124 | <p><b>SDP – Personal Development</b></p> <p>HT shared that it is difficult to 'sell' the school's personal development although it is so well embedded in the school. CB agreed, adding that it is vague thing to describe. JF and HT agreed that a staff meeting to get ideas from staff to highlight what the school does well in this area will help</p> <p>Q: EG – are your planned nurture groups going to help with this?</p> <p>A: HT – yes. I can't give an exact idea of how this will be embedded yet, but it will be part of the school's personal development.</p> <p>HT shared that it may be worth considering engaging with early years and the wider community as part of personal development. Governors discussed this.</p>  | JF / HT |
| 12.0124 | <p><b>SDP – Behaviour and Attitudes</b></p> <p>HT noted that the school is very lucky and that overall, behaviour is outstanding. The children are well-behaved and polite on school trips and have enthusiastic attitudes towards learning in class.</p>  |         |
| 13.0124 | <p><b>Headteacher report</b></p> <p>CB drew attention to the attendance data. HT acknowledged that attendance figures are low. She has found that the Arbor data does not include schools that do not use Arbor, so the data is not reflective of national data. The Fisher Family Trust data is probably more realistic, but likewise not a reflection of the national average for attendance. The data includes primary schools in North Yorkshire which contributes to the picture we see. Traveller children who have left are also included in the data,</p>  |         |

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|         | <p>and as the school has a number of traveller pupils, this too skews the data. The key message is that the school authorises way too much absence, though we are doing well in terms of unauthorised absences. In terms of the overall attendance, when you take out the travelling families from the data, we still need to consider the amount of authorised and persistent absences.</p> <p>Q: CT – do we know what's driving the persistent absences?<br/> A: HT – the travellers.<br/> Q: EG – is there an argument that authorised absence rate supports personal development? Music exams, etc.<br/> Q: AP – is much persistent absence medical?<br/> A: HT – not much.</p> <p>HT explained that the advantage of Arbor is that medical absences etc. can be removed from the data set so that patterns and a more reflective picture of the data can be identified. HT has signed up for an attendance hub so that a visitor can come into school and help with attendance.</p> <p>Pupil numbers need to be considered. Numbers are down, which could be a matter of logistics. HT talked to Michelle, the advisor, who suggested that nursery students could be brought in, but this could be in competition with Puddleducks and Playgroup. Extended provision is also an option and something that the DofE are currently pushing. HT outlined the advantages and disadvantages of these options. Working with Playgroup is one possible option.</p> <p>Q: AP – why would they not want to join us?<br/> A: HT – I have put feelers out before but there was no interest from them. I think they may be worried about their autonomy.</p> <p>If we had early years provision in school, we would be able to offer before and after school care, however, this would put us in direct competition with Puddleducks. HT has been in touch with strategic planning regarding pupil numbers, but there does not seem to be a lot of children in the area. We looked at marketing and considered how we can advertise the school more widely. This is something that needs developing and research – there are a lot of hurdles.<br/> SB agreed and added that the school may need to consider competing against Puddleducks should it be necessary to provide early years provision in order to continue with a standalone EYFS class. Governors discussed this.</p> <p>Q: HH – could we consider subsidising or providing transport for children in outlying villages?<br/> A: CB – it isn't cheap to pay for a school bus, and more expensive outside of catchment.</p> <p>We have been lucky to be a 5-class school, though unfortunately for financial and pupil number reasons that won't be sustainable next year. We can be a 4-class school. Some staff members are looking to develop their careers as a result. The way the education environment is, a lot of schools are academies and 'grow their own' staff members. Governors discussed staff development and the changing face of education.</p> <p>Q: CB – when will the decision around staffing and classes be made?<br/> A: HT – not until we have the admission numbers or by the end of May which is the latest date that staff members are able to hand in notices should they do so.</p> |  |
| 14.0124 | <b>Safeguarding and Child Protection</b>   |  |

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|         | CB referred to the circulated NY Advisor Safeguarding visit report and commented that it was a positive report with only a few actions. No questions raised.  |  |
| 15.0124 | <b>Health and Safety</b><br>The HT has given CB a tour of the upgraded security and fire measures which have been installed since the Ofsted inspection. A new fire risk assessment is upcoming. The school undertook fire safety training in January.  |  |
| 16.0124 | <b>Emotional Health and Wellbeing</b><br>JF shared that it is children's mental health week next week. From a staffing point of view, being able to attend governor meetings virtually has been very useful. Having a work and home life balance is key. The resources (e.g. Kapow and the White Rose) have made the biggest difference in terms of planning and lesson preparation. The Compass Buzz training did not have any meaningful impact – the things we are doing as a school are helping more. |  |
| 17.0124 | <b>SEND</b><br>No update. The county is finding SEND funding challenging and are therefore not granting the education healthcare plans as willingly due to the finite amount of money available.  |  |
| 18.0124 | <b>Reports from committees</b><br>None to report.   |  |
| 19.0124 | <b>Governor Training &amp; Monitoring (including link governor reports)</b><br>Introductory training for new governors has been booked.<br>Governors addressed the circulated Science link and SEND link reports (no questions raised).<br>A governor monitoring event concerning small steps in history has been arranged for Tuesday 20th of February at 4:30pm. Anybody who can attend is welcome to.  |  |
| 20.0124 | <b>Governor vacancies</b><br>The information about the Parent Governor vacancy has gone out. There has been one application so far – hopefully by the next FGB meeting we will have a potential Parent Governor. There is still a Co-opted Governor vacancy to fill.  |  |
| 21.0124 | <b>PE Snapshot</b><br>Governors addressed the circulated PE Snapshot document (no questions raised).  |  |
| 22.0124 | <b>Geography presentation</b><br>HT gave a brief presentation on geography, providing an overview of how the Kapow scheme (which the school has adopted for geography) works in school and why this has been adopted. Governors thanked HT for her presentation.  |  |
| 23.0124 | <b>Any other business</b><br>No other business.   |  |
| 24.0124 | <b>How has this meeting impacted on the welfare and progress of our pupils?</b><br>Governors considered the impact that future pupil numbers will have on the school. There was a discussion around attendance data in comparison with national figures. The SDP was addressed in detail and governors raised questions about its various elements.   |  |
| 25.0124 | <b>Date of next meeting</b><br>FGB: Weds 20.03.24 at 6.45pm.  |  |

Meeting closed 8.35pm.

#### **Actions of the FGB meeting held 31<sup>st</sup> January 2024**

| Item    | Action   | Lead    |
|---------|--|---------|
| 19.1123 | Carry over: 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. | Cttee   |
| 10.0124 | To have a succession planning discussion during the next FGB meeting. LW to add to the agenda.   | LW / GB |
| 11.0124 | JF and HT agreed that a staff meeting to get ideas from staff to highlight what the school does well in this area will help  | JF / HT |

**Minutes produced by Lydia Waites – Clerk**

**Signed .....** **(Chair)** **Date .....**