

**Minutes of a meeting of the Governing Board
of Sheriff Hutton Primary School
held at the school on Wednesday 27th November 2024, 6:45pm**

Present:	
(Chair) Catherine Butt (CB)	Co-opted Governor
Bev Stell (HT)	Headteacher
Duncan Noble (DN)	Co-opted Governor
(Co-Vice Chair) Amy Canham (AC)	Parent Governor
Sally Bellwood (SB)	Co-opted Governor
Jon Fewlass (JF)	Staff Governor [via Teams]
Elizabeth Galf (EG)	Parent Governor
Richard Crabtree (RC)	Co-opted Governor
Juliet Lawson-Grey (JLG)	Parent Governor
Luke Bell (LB)	Parent Governor
(Co-Vice Chair) Andrea Pitman (AP)	Co-opted Governor
Crispin Thorn (CT)	LA Governor
Hannah Hall (HH)	Parent Governor [via Teams]
In attendance:	
Lydia Waites (LW)	(Clerk) NYC Clerk [via Teams]
Apologies:	
Vacancies:	1 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
1.1124	Apologies (with and without acceptance) No apologies.	
2.1124	Approval of minutes from the last meeting Governors reviewed the minutes of the FGB meeting held 02.10.24 and agreed these are a correct record.	
3.1124	Matters arising from the previous meeting/update on action points Governors addressed the matters arising from the previous meeting, which it was agreed have been or are being addressed.	
4.1124	Declaration of interests; consideration of which items should be confidential Governors were reminded of the need to declare interests. Any confidential items will be minuted as such as they arise.	
5.1124	Any other urgent business No other urgent business.	
6.1124	Policies to adopt/review Governors reviewed and ratified the circulated Attendance Policy following HT's summation of its changes.	

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7.1124	SDP – Quality of Education HT shared that the circulated music plan is now an expected piece of documentation and that she used a template to create it. Two classes are going to the pantomime at Terrington Village Hall for a school trip. Governors had no questions on the quality of education report but noted that the music lesson booking via the NY Music Service website is difficult to navigate. HT has been in discussions about developing the music plan, however the wider curriculum needs to be in place first.	
8.1124	SDP – Leadership and Management HT noted that this update summarises what has been done so far this term. No questions on leadership and management from governors.	
9.1124	SDP – Personal Development No questions on personal development from governors.	
10.1124	SDP – Behaviour and Attitudes Q: Regarding “be brave” – is this a potential area of pupil voice that could be addressed? To what extent are children aware of this? A: Yes, it could. We have been drip-feeding this, and it is on posters in classrooms, etc., but it is still being embedded. [HT elaborated on pupil voice in the school.] Q: Can pupil voice be addressed during monitoring visits? A: Yes, that is something that could be addressed in future governor monitoring visits if governors can visit the school during school hours.	
11.1124	Headteacher report Governors were invited to pose any questions about the circulated report. Q: Are the FSM's children Universal FSM children (key stage 1) or means tested FSMs? A: The data refers to those children across the school who received means tested FSMs. Q: How are you addressing attendance? A: Looking at children in vulnerable groups, tracking any patterns of absence or changes to attendance and potential impacts on attendance. We discussed, during a recent attendance conference I attended, offering incentives such as prizes and awards. HT shared her view that the latter measures above are not very inclusive or fair, e.g. if students are not attending school due to illness. Q: How do you chase up absences? A: We contact parents and HT and SB will carry out welfare visits. Emphasising to parents how much occasional absences impact attendance and pupil outcome is important. Governors commented that their children’s attendance has been discussed with them during parents evening meetings. HT noted that this is a good idea and elaborated further on the main contributors to attendance, including families who arrive after the morning register, which affects attendance. Q: How many pupils are expected to join the school? A: We anticipate another 4. We have had 15 parents visit. Q: How many more pupils can you take on? A: 15 (PAN is 15). Q: Do you have sufficient time to balance teaching and your headteacher role? A: It can be a little challenging, but at present it works best for the staff and pupils. Q: What does vulnerable learners mean? A: Children who are not officially on the SEND register but whom we have concerns about [HT gave an example].	

	HT to circulate the pupil premium strategy to governors when it is ready.	
12.1124	<p>Safeguarding and Child Protection</p> <p>Governors referred to the circulated safeguarding and child protection report. Governors approved the report for publication on the school website.</p> <p>Q: Are staff required to be qualified in safer recruitment? A: Yes, Sally and I are. AC is also safer recruitment qualified.</p> <p>HT addressed the topic of how to log and record any adults within the school. CPOMS is used to record a number of incidents throughout the school. This automatically transfers historical data across the school. CPOMS have introduced something called Staff Safe (an online tool where concerns / allegations about adults working in the school can be logged. It is linked to CPOM's already used in school to record concerns regarding children as part of our Safeguarding procedure. CPOM's enables data to be transferred when a child moves to the school from a different school. Staff Safe will be used to keep the SCR and also to log all staff and governor training and record compliance) where the school's single central record can be saved and any concerns or allegations can be logged by staff much more efficiently than they are now. Governors were told how to log onto this service themselves using their governor email addresses.</p>	
13.1124	<p>Health and Safety</p> <p>No update.</p>	
14.1124	<p>Emotional Health and Wellbeing</p> <p>JF is continuing to give weekly assemblies usually focused on health and wellbeing. He also runs a lunchtime health and wellbeing club for pupils, which has been quite popular so far.</p>	
15.1124	<p>SEND</p> <p>Covered in Sally's report.</p>	
16.1124	<p>Reports from committees</p> <ul style="list-style-type: none"> Resources – no questions re meeting minutes. Curriculum – no questions re meeting minutes. 	
17.1124	<p>Governor Training & Monitoring (including link governor reports)</p> <ul style="list-style-type: none"> Statutory NY training/NY governor training opportunities – a list of statutory and available governor training was circulated governors for their consideration. Speed monitoring date – HT has spoken to staff, and this is best left until the spring term, and suggested the 21st January. Link Governor reports (SEND, EYFS, Maths) – no questions raised re the circulated Link Governor reports. Governors discussed their visits. <p>Governors noted that it was positive that the EYFS Link Governor visited Little Deputies for the first time and included feedback on this in her report.</p> <p>Q: What is a Safe Sleeping Mat? A: [HT and AC explained] Little Deputies is part of a Safe Sleeping initiative.</p> <p>HT to invest in the Safe Sleeping mats</p>	HT
18.1124	<p>Governor vacancies</p> <p>A Co-opted Governor position will be vacant when CB's term ends next week. Governors discussed succession plans and potential candidates to recruit to the board. Advert to be placed in the Village News regarding the recruiting of a new Co-opted Governor.</p>	HT
19.1124	<p>Any other business</p> <p>Q: Why is this budget better than the previous budget?</p>	

	<p>A: [HT explained the changes made to this budget/why this budget framework has been used by the bursar, noting that the bursar naturally prioritises capital whereas HT prefers to prioritise the pupils within the budget.]</p> <p>Q: Are we able to override bursar recommendations.</p> <p>A: Yes, it isn't binding.</p> <p>Governors discussed the 3 revised budget proposals prepared by the bursar, based on the 3 scenarios requested by HT - this included a 3 class, 3.5 class and a 4 class option. Governors agreed the revised budget for option 2 - based on a 3.5 class option.</p>	
20.1124	<p>Art Snapshot</p> <p>HT circulated an art snapshot to governors for their reference.</p> <p>Q: Could these be on the school website?</p> <p>A: Some of them are, under curriculum.</p> <p>A maths presentation will take place during the next FGB meeting.</p>	
21.1124	<p>How has this meeting impacted on the welfare and progress of our pupils?</p> <p>Governors: addressed attendance, posed questions and challenges to the Headteacher, and were made aware of available governor training.</p>	
22.1124	<p>Dates of next meetings</p> <ul style="list-style-type: none"> • FGB Thu 29th January • FGB Wed 26th March • FGB Wed 14th May • FGB Wed 9th July <p>Governors thanked CB for her time and hard work on the governing board.</p>	

Meeting closed 8:22pm

Minutes produced by Lydia Waites – Clerk

Signed (Chair) Date

Actions arising from the FGB meeting held 27.11.24

Item	Action	Lead
17.1124	HT to invest in the Safe Sleeping mats	HT
18.1124	Advert to be placed in the Village News regarding the recruiting of a new Co-opted Governor	HT
Carry over	<ul style="list-style-type: none"> • Scheme of Delegation – HT • Statutory NY governor training to be shared with all governors from the new list received by the HT - HT / SB • KCSIE and outstanding governor training reminders to be sent out and governors to complete asap - SB / All Gov. 	

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