

**Minutes of a meeting of the Governing Board
of Sheriff Hutton Primary School
held at the school on Wednesday 29th January 2025 at 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
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
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
1.0125	Apologies (with and without acceptance) No apologies.	
2.0125	Approval of minutes from the last meeting Governors approved the minutes of FGB meeting held 27.11.24.	
3.0125	Matters arising from the previous meeting/update on action points Governors addressed the status of the actions arising from the previous meeting which it was established have been or are in the process of being completed.	
4.0125	Declaration of interests; consideration of which items should be confidential No declarations. Any confidential items will be minuted as such as they arise.	
5.0125	Any other urgent business The school boiler broke today so the school is without heating. There is an immersion heater and fan heaters for classrooms so the school has hot water and can open tomorrow. Governors approved HT's decision to inform parents tonight that pupils should wear warm clothes to school if possible. A heating engineer will be visiting to address the problem. Replacing the boiler will impact the budget significantly.	
6.0125	Policies to adopt/review	

	<p>Governors reviewed and approved the Complaints Policy and Early Years Policy, following an amendment to the wording of the Early Years Policy.</p> <p>Q: Have you reviewed the committee terms of reference recently? A: No – that is something to do in the next Resources Committee meeting.</p> <p>Governors discussed this and agreed to address the terms of reference and approve the Budget Management Policy in the next Resources Committee meeting.</p>	Ctte e
7.0125	<p>SDP update</p> <ul style="list-style-type: none"> • Quality of education <p>Q: Some of the comments from the survey mention communication and handover? A: This has been discussed and the Early Years Advisor has visited school to address matters in Early Years, though his advice has not been totally well-received.</p> <ul style="list-style-type: none"> • Leadership and Management <p>No comments or questions from governors.</p> <ul style="list-style-type: none"> • Personal Development <p>No comments or questions from governors.</p> <ul style="list-style-type: none"> • Behaviour and attitudes <p>Q: How is behaviour at the moment? A: Behaviour is settled. The assembly the other day was silent. There is some illness going around. Q: Are you still embedding the BRAVE acronym? A: We haven't pushed it so hard so far, but we will be embedding it this year. [JF gave an example of behaviour within the school and how BRAVE is embedded.] Q: Was the dip in attendance in January due to term starting again? Is the school in line with national average? A: There is a lot of illness going around. There is also a traveller family affecting overall attendance, which will likely be just below the national average.</p>	
8.0125	<p>Headteacher report</p> <p>Q: How is attendance being addressed? A: It is difficult to address when absences are due to illness. We are looking at some schemes to help with attendance.</p> <p>HT gave a specific example of how one family struggling with attendance temporarily are being supported and governors noted that this is positive to see this level of effort and support, adding that it is a shame that there has been little support from the LA and support services contacted regarding temporary transport provision.</p> <p>The school is working towards becoming a Nurture School. HT shared a list of the six principals of nurture (safety, wellbeing, language, behaviour, learning, transitions) with governors for their reference and elucidated on these. Governors commented that it is positive that the school is going for this and has been given additional time to work towards being a Nurture School. Governors discussed the scores across year-groups and noted that Y1 are performing well.</p> <p>Q: How is SPAG within the school? A: Spelling is a weakness compared to grammar. There are a number of dyslexic pupils. Q: You mention a lot of parents visiting Reception but not applying. Do you have any thoughts on why this might be? A: It could be that the breakfast club and nursery is not a USP for the school as most schools in the area offer the same provision now. It could also be due to catchment or transport.</p> <p>Governors suggested sending a feedback survey to applicants once places have been confirmed to ascertain their motivations for choosing this or other schools. HT suggested that improvements to</p>	

	<p>the outdoor space could be made to make it more aesthetically pleasing and inviting, in case this is a deciding factor for parents. HT is looking at grants for this work.</p> <p>Governors discussed the Y6 Sweden trip, which is low on applicants and thereby unviable, though this has not been definitively confirmed yet.</p>	
9.0125	<p>Safeguarding and Child Protection</p> <p>A safeguarding review took place on the 8th January.</p>	
10.0125	<p>Health and Safety</p> <p>A fire risk assessment is due in March. Fire regulations may be changing, which could impact this.</p> <p>Q: Are you testing the fire alarm regularly?</p> <p>A: Yes, it's tested regularly and the tests are logged.</p>	
11.0125	<p>Emotional Health and Wellbeing</p> <p>JF shared that the wellbeing club is going well and gave an overview of what happens in sessions.</p> <p>Q: Is it for all year-groups?</p> <p>A: KS2.</p> <p>JF also leads weekly assemblies with a health and wellbeing theme attached.</p>	
12.0125	<p>SEND</p> <p>No update – covered in Headteacher's report.</p>	
13.0125	<p>Governor Training & Monitoring (including link governor reports)</p> <p>NYC governor training opportunities have been circulated to governors.</p>	
14.0125	<p>Governor vacancies</p> <p>There were no respondents to the advertisement in the newsletter for a community governor. CT's term of office ends on 2.2.25.</p>	
15.0125	<p>Any other business</p> <p>Governors were made aware of the Early Adopter scheme for free breakfasts which is currently being trialled in 750 schools before national rollout. Sheriff Hutton has been chosen to take part in the trial. HT explained what the scheme entails, noting that it runs alongside the existing wrap-around care in place. The set-up, running and staffing costs are not insignificant, which will be a challenge.</p> <p>Q: Do you need any support from the governing body to help make this happen?</p> <p>A: We have been pointed towards LA support available. We will have to ascertain how many parents are interested in attending. There will need to be a booking form.</p> <p>HT will be contacting parents to share this information and ascertain the level of interest.</p>	
16.0125	<p>Maths Presentation</p> <p>JF gave a presentation on Maths as Maths subject lead.</p>	
17.0125	<p>How has this meeting impacted on the welfare and progress of our pupils?</p> <p>Governors posed challenges/questions to the HT, addressed the maths curriculum, and discussed attendance and support provision within the school.</p>	
18.0125	<p>Date of next meetings</p> <ul style="list-style-type: none"> • Wed 26th March • Wed 14th May • Wed 9th July 	

Meeting closed 8:15PM

Actions arising from the FGB meeting held 29.01.25

Item	Action	Lead
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6.0125	Governors to address the terms of reference and approve the Budget Management Policy in the next Resources Committee meeting.	Cttee
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Minutes produced by Lydia Waites – Clerk

Signed (Chair) Date