

Minutes of a meeting of the Governing Board of Sheriff Hutton Primary School held at the school on Wednesday 2nd October 2024, 6pm

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)	Parent 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
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
1.1024	Welcome and Introductions CB opened the meeting and welcomed governors.	
2.1024	Apologies (with and without acceptance) No apologies received. <i>CT joined the meeting at 6:55pm.</i>	
3.1024	Consideration of which items should be confidential Any confidential items will be minuted as such as they arise.	
4.1024	Election of Chair and or Vice Chair <i>Governors agreed and voted unanimously by show of hands to re-elect CB as Chair until her term of office ends next month, after which RC will take over as Chair for the remainder of the term. Governors also voted to elect AC and AP as Co-Vice Chairs.</i>	
5.1024	Annual Register of Business and Personal Interests Governors signed the circulated business interest register.	
6.1024	Register of Gifts and Hospitality Governors signed the circulated gifts and hospitality register.	
7.1024	To remind Governors of the need to declare interests, pecuniary or non-pecuniary Governors were reminded of the need to declare interests.	
8.1024	Governing Board Update:	

	<p>Governors addressed the completed and compiled governor skills audit for the board. HT highlighted the board's strengths and areas of weakness and how these can be addressed during monitoring visits. The following were among the actions the skills audit identified for the governing board:</p> <ul style="list-style-type: none"> • Investigate NYCC equality training for all governors • Circulate NYCC governor training to all governors and for those governors new to role to consider undertaking the relevant training this academic year • Hold a speed monitoring event to enhance curriculum knowledge <p>HT addressed the quantity of parents on the governing board and shared her views on this, noting that when recruiting non-Parent Governors to the board in future, it is worth considering recruiting from the community and based on skills.</p> <p>RC and CB's terms of office end on 30.11.24. Governors voted to re-elect RC for another term and CB will be stepping down from the board when her term of office ends.</p> <p>Governors agreed on the following committee and panel memberships:</p> <ul style="list-style-type: none"> • Resources Committee: CB, AP, SB, DN, CT, LG, HT • Curriculum Committee: RC, AC, JF, LB, HH, JLG, HT • Headteacher's Performance Management Committee: DN, CT, CB • Complaints Panel: AP, SB, RC, JLG, LB • Appeals Panel: DN, CT, LB, HH, AC <p>Clerks will be appointed to the Resources and Curriculum Committees at their first meetings.</p> <p>Link Governor roles were agreed as follows:</p> <ul style="list-style-type: none"> • Safeguarding and Attendance: AP • SEND: SB • Maths: CB • English: RC • Science: DN • EYFS and Nursery Provision: AC • Health & Safety: CT 	
9.1024	<p>To confirm the scheme of delegation to the Headteacher</p> <p>HT to tailor the scheme of delegation and share this with governors in the next Resources Committee meeting.</p>	HT
10.1024	<p>Agree a timetable for Governor monitoring visits</p> <p>Governors reviewed the governor monitoring timetable circulated by HT and agreed with this proposed schedule.</p>	
11.1024	<p>Standing Orders</p> <p>Governors signed the circulated standing orders document.</p>	
12.1024	<p>Code of Conduct</p> <p>Governors signed the circulated code of conduct document.</p>	
13.1024	<p>Approval of minutes from the last meeting</p> <p>Governors reviewed the minutes of the FGB meeting held 10.07.24 and agreed these are a correct record. The minutes of Resources Committee meeting held 10.07.24 were approved and signed during the previous FGB meeting.</p>	
14.1024	<p>Matters arising from the previous meeting/update on action points</p> <p>No matters arising.</p>	
15.1024	<p>Any other urgent business</p> <p>No other urgent business.</p>	
16.1024	<p>New School Development Plan</p>	

	<p>HT summarised the development priorities from the circulated draft SDP and explained the areas of focus. There has been a focus on writing, and grammar and spelling scores are improving accordingly, but reading has dipped in recent years despite having been a strength at the school. JF shared his views on the curriculum and how writing will be addressed within the curriculum.</p> <p>HT noted that the curriculum and new schemes have embedded, and the school now needs to enter a review phase to ensure this implementation demonstrates progression.</p> <p>Ensuring that the new nursery is embedded within the school is another priority. Some staff members have taken pre-school training on Little Wandle for Phonics, and White Rose Maths now have a nursery package which is also a consideration.</p> <p>Attendance is now a DoFE focus. The school's attendance varies, though tends to be above average. HT has communicated to parents that absences will be enforced more strictly.</p> <p>Q: Is there an element of flexibility responding to family needs? A: Yes. The bottom line is that holidays are not a suitable reason for absence. Q: Is there some leeway at the Headteacher's discretion when authorising absences? A: Yes. Q: Does the new guidance consider farming, given that we are a rural school? A: No.</p> <p>Currently, the school is in the bottom 10% for attendance nationally. The start of term has not been good this September. This is due to illness, families taking holidays in the first week of school, and car troubles. HT acknowledged that attendance was at 100% the following week, so it is variable and contextually dependant.</p> <p>Q: Will there be challenge or repercussions from the local authority if you do not issue fines for absences? A: Schools in North Yorkshire will be subject to a virtual attendance review, which is where this will be addressed. Q: Are neurodiverse children accounted for when considering behaviour regulation in pupils? A: Yes, they are. This is covered in the full SDP. Q: Two development priorities do not link to the Link Governor roles – could governors address these two priorities as part of their monitoring? A: Yes, when the plan and action plan is finalised, we can address and action this. Q: Is the decline in reading scores across year-groups? A: [HT summarised the pupil outcome data in reading for governors.] Q: Have your assessment methods changed over the last 2 years? A: Not particularly. We moved to Arbor, which is a new assessment tracking system.</p> <p>Governors ratified the draft School Development Plan.</p>	
17.1024	<p>Headteacher's Report</p> <p>Q: Why is there a 3p difference in the nursery charge and the government charge? A: We cannot charge more than we are charging. The price was decided on due to rounding the number to an easy figure for parents to pay. Q: Is the nursery being well received? A: Yes, it has been a positive start. I think staff are enjoying it and it has been well received by parents. Another parent is visiting the nursery next week. The nursery is approaching maximum capacity (13) with 2 members of staff. Q: Do you think people are attracted to the nursery because it is better value? A: Yes, I believe so. Q: How are the school and nursery separated?</p>	

	<p>A: [HT explained how the school and nursery are separated and what safeguarding measures have been implemented].</p> <p>Q: Are the extended after-school hours being used well?</p> <p>A: Yes. Currently, about 2 people attend the clubs 3 times per week, and staffing has been organised accordingly. The food offering is not going as well as imagined as there has not been much uptake from parents.</p> <p>Q: How many pupils are on track [for the multiplication check] this year?</p> <p>A: We are only at the beginning at the year and have not yet put strategies in place for this. It is a case of continuing to give children other recall strategies, which is ongoing in Maths lessons.</p> <p>Q: When did this testing come in?</p> <p>A: 3 years ago.</p> <p>HT shared that one of the reading test scores was successfully appealed. Having this score changed by one mark projected reading scores by 4% and into green rather than yellow, which demonstrates the impact of statistics/data in small schools.</p> <p>Q: Do Ofsted take this into account?</p> <p>A: No.</p> <p>Q: Why is spelling a problem in this school in particular?</p> <p>A: [RC suggested that the writing and spelling curriculum has been tightened up in recent years].</p> <p>Governors noted that Maths and Science results are very strong.</p> <p>Q: How is the new starter, Mr. Star, settling in?</p> <p>A: Teaching here has been a difference to his way of teaching so far and will be a learning curve. He seems quite settled in and is making lots of good connections with staff.</p> <p>Q: Do you think he will bring new knowledge to the school?</p> <p>A: Yes.</p>	
18.1024	<p>Safeguarding and Child Protection</p> <p>SB to circulate a Google form for governors to complete and return after they have read the updated KCSIE. SB will also contact all governors whose Safeguarding, Prevent and FGM training are due for renewal this year.</p> <p>HT attended a Safeguarding conference and summarised the insightful information provided there about AI in relation to Safeguarding.</p> <p>There have been no safeguarding or child protection incidents this term.</p> <p>Governors reviewed and approved the Child Protection Policy.</p>	SB / govs
19.1024	<p>Emotional Health and Wellbeing</p> <p>Covered in the SDP under <i>item 16.1024</i>.</p>	
20.1024	<p>SEND</p> <p>Covered in the SDP under <i>item 16.1024</i>.</p>	
21.1024	<p>Health and Safety</p> <p>A new governor role of Health and Safety Link Governor role (CT) has been created this term.</p>	
22.1024	<p>Governor Training and development</p> <p>Governors read and confirmed the circulated KCSIE 2024.</p>	
22.1024	<p>Any other business</p> <p>No other business.</p>	
23.1024	<p>How has this meeting impacted on the welfare and progress of our pupils?</p> <p>Governors read the updated KCSIE 2024; reviewed and ratified the SDP; appointed statutory Safeguarding and SEND Link Governors.</p>	

24.1024	Date of next meetings <ul style="list-style-type: none"> • FGB Wed 27th November • FGB Thu 29th January • FGB Wed 26th March • FGB Wed 14th May • FGB Wed 9th July 	
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Meeting closed 8:35pm.

Actions of the FGB meeting held 02.10.24

Item	Action	Lead
8.1024	<ul style="list-style-type: none"> • Investigate suitable NYCC equality and diversity training and share with all governors. • Review the NYCC governor training for the year and to contact SB to book onto any training. • Discuss with staff suitable dates for a speed monitoring session on a curriculum subject and to share with governors suitable date/s and curriculum area chosen. 	SB / HT All Govs HT
9.1024	HT to tailor the scheme of delegation and share this with governors in the next Resources Committee meeting.	HT
18.1024	<ul style="list-style-type: none"> • SB to circulate a Google form for governors to complete and return after they have read the updated KCSIE. • SB will also contact all governors whose Safeguarding, Prevent and FGM training are due for renewal this year. 	SB / Govs

Minutes produced by Lydia Waites – Clerk

Signed (Chair) Date