

**Minutes of a meeting of the Governing Board of Sheriff Hutton Primary School  
held at the school on Wednesday 10<sup>th</sup> July 2024, 6pm**

<b>Present:</b>	
(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
Elizabeth Galf (EG)	Parent Governor
Richard Crabtree (RC)	Parent Governor
Juliet Lawson-Grey (JLG)	Parent Governor
Luke Bell (LB)	Parent Governor
<b>In attendance:</b>	
Lydia Waites (LW)	(Clerk) NYC Clerk
<b>Apologies:</b>	
(Vice Chair) Andrea Pitman (AP)	Co-opted Governor
Crispin Thorn (CT)	LA Governor
Hannah Hall (HH)	Parent Governor
<b>Vacancies:</b>	

**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
1.0724	<b>Apologies (with and without acceptance)</b> Apologies from CT and AP (accepted).	
2.0724	<b>Approval of minutes from the last meeting</b> Governors reviewed the minutes of the previous FGB meeting held 15.05.24 and agreed these are a correct record. The minutes of Resources Committee meeting held 10.07.24 were also approved and signed.	
3.0724	<b>Matters arising from the previous meeting/update on action points</b> CB addressed the actions arising from the previous meeting which it was established have been actioned.	
4.0724	<b>Declaration of interests</b> None declared.	
5.0724	<b>Consideration of which items should be confidential</b> Any confidential items will be minuted as such as they arise.	
6.0724	<b>Any other urgent business</b> No other urgent business.	
7.0724	<b>Policies to adopt / review</b> Governors reviewed and ratified the Removal of a Governor Policy following a minor amendment.	
8.0724	<b>School Development Plan</b> Writing was a key focus this year, particularly SPAG. Results for KS2 results were released yesterday. There are no national figures yet, but the results are an improvement on last year. Maths is one of the best overall results yet at 92% and with an average score of 108. One child scored 100%.	

	<p>The scale score for Reading is alright at 106. Two students missed this by one mark with 26 and 27 respectively. JF has spoken to Mrs. Pearson about the potential for submitting these papers for re-marking which could be viable as the marks seem somewhat harsh. The school was moderated for Writing, so HT is confident that Writing scores are being assessed accurately. Writing was 70% this year compared to a high 81% last year. Greater depth in Writing has improved significantly since last year from 5% to 31%. Overall, the results are positive.</p> <p>Splitting down into small steps for the foundation curriculum subjects is another thing that staff have worked hard on that this year. Children able to speak knowledgeably about Geography; they are keen about the subject and were able to identify some of the different aspects. From a staff point of view, having those specific subject areas has helped, and staff are able to have clear framework to be able to see that children are making progress through different parts of the curriculum. There are a few elements that staff need to focus on and go back and review now to ensure there are outcomes from all the different subject areas and that there is overall consistency. JF noted that this approach has helped staff wellbeing from a planning and preparation perspectives, saving time and workload.</p> <p>Assessments have moved from Insight to Arbor, which has taken time, but seems to be working quite well. JF confirmed that Arbor has been straightforward and has likewise saved a lot of time. RE is one area that needs to be focused on further next year as it has an impact on many areas of the curriculum and was not prioritised as much as other things this year.</p> <p>A review of the governance health check and governor skills audit will be completed in September.</p> <p><b>Q: The coaching opportunities section is in red. Will that carry forward?</b>  <b>A: Yes, this is something we will focus on come September when we have another ECT and an opportunity to prioritise coaching opportunities.</b></p>	
9.0724	<p><b>Headteacher report</b>  <i>Governors were invited to pose any questions about the circulated report:</i></p> <p><b>Q: Is there a local school with a low unauthorised absence rate?</b>  <b>A: I think some local schools authorise nothing or very little. We are trying hard to be harsher regarding authorising absences.</b></p> <p>Governors discussed the implications of issuing fines for unauthorised absences. HT added that from September, there will be an opportunity to adopt a stricter approach to authorised absences and fine implementation.</p> <p><b>Q: Will preschool impact attendance?</b>  <b>A: No, they aren't on the school's roll.</b></p> <p>Persistent absence has dropped by 1% and the overall trend has improved since last year. Attendance is a big issue nationally. Governors agreed that the improved attendance should be celebrated.</p> <p>Governors noted that it was positive to see that the moderator agreed with the assessment decisions for Writing, and thanked JF for his hard work.</p> <p>From next year, NYC are automatically going to identify pupil premium students among new pupils, which is a decision relating to benefits. Governors discussed this.</p> <p>The school has secured the Huntington Stadium Swimming Pool for swimming lessons, which is a much closer location and a similar price. Years 3 and 4 are the curriculum</p>	

	offer for swimming lessons. Y5 and 6 did top up swimming this year as an intensive 2-week course. The sports premium budget can be used as a top up because it is intensive to top up their swimming. From September, the PTFA have offered to help support with the buses for swimming as well.	
10.0724	<b>Safeguarding and Child Protection</b> No update.	
11.0724	<b>Emotional Health and Wellbeing</b> The school will continue to hold two staff training days in September as these proved useful last year.	
12.0724	<b>SEND</b> HT and Judie met with their inclusion partner recently. Mrs. Pearson has signed up for the SENCO award. Mrs. Pearson is also starting an NPQ (18-22 months programmes) in September while these are reduced in price. In the past they cost the school approximately £3000.	
13.0724	<b>Health and Safety</b> The Health and Safety Advisor has visited and produced a report. The report was positive, if slightly pedantic, and cautioned that there are chemicals (washing up liquid) accessible to the children.	
14.0724	<b>Reports from Committees</b> Governors acknowledged and approved the circulated minutes of the Curriculum Committee. No questions were raised. The Headteachers Performance Management committee met – the next meeting will be the annual meeting to set and review objectives in November.	
15.0724	<b>Governor Training &amp; Monitoring (including link governor reports)</b> – Literacy <b>Q: Will there be RA support in Bulmer class and Reception?</b> <b>A: There is going to be access to a TA. On afternoons and morning there will be two TAs, two days a week. I think the way we organise that is that in the autumn term, it will probably be further towards the new children when they're settling in.</b>  RC gave a brief overview of his report and shared that his visit was positive and showed that literacy is moving in the right direction.  <b>Q: Does the TA support continue?</b> <b>A: Yes, Outwood Academy will continue providing their expertise. They have that clarity that really highlights which of the gaps that the children are missing and which children need support in certain areas.</b>	
16.0724	<b>Preschool update</b> Consultation has been very positive. A lot of work has been done behind the scenes in terms of consultation with HR, who have been brilliant and helpful with putting the documentation out and even came into school and met with staff from the preschool. The committee met again last night and said there would have been no preschool from January onwards and there is no way they could sustain having two months of staff from January due to costs. There has been a huge push from the government regarding pushing wrap around care (WAC), so HT had a WAC meeting yesterday to address this. HT spoke to Mandy Atkinson, who was in early years funding, and she said that many preschool settings are struggling unless they are big businesses with possibly more than one setting. The traditional smaller school nurseries are struggling financially. Accordingly, HT has spoken to staff on several occasions about this and ensured that everything is in place here. What is now needed is registrations of interest from parents who might send their children. The school have offered five days a week WAC from 7:45am until 6pm. The early years funding team have provided some handy Excel spreadsheets in order to work staffing costs and how many children per session are needed to be able to break even. This has worked out at 5 days a week and a minimum of 6 children per session.	

	<p>The committee and villagers have been helping to spread the word about the preschool, and now almost every session up to 8 or 9 which will be viable. There is one day with a session of 5 children.</p> <p>Q: Is a day a session?</p> <p>A: No, a morning or an afternoon is a session. Working parents are allocated 30 hours of free childcare. [HT explained the potential complications with this for parents]. Preschool are anticipating that we will charge for the breakfast hour and after school hours, but I think we only need to charge that if everyone has used up their free hours. Universal childcare is 15 hours.</p> <p>Governors discussed this and noted it is a tricky position. HT added that the government are providing grants to pay staff to build demand for WAC. The grant should last 2 years and is to build sustainability, not to continue providing money to help schools run WAC. If after that period it is not sustainable, then it is up to each individual setting whether to continue.</p> <p>The government are also pushing schools to provide the option to open until 6pm. A map of WAC in North Yorkshire shows that only around 15% of schools are offering full WAC and 49% are offering partial WAC. The government are now stating that if a school cannot offer WAC they must signpost this. HT has discussed the 6pm issue with staff, who at that point were willing to work until 6pm. HT has clarified that the preschool will be offering to remain open until 6pm, however, this last 30 minutes must be booked by parents or it will not happen.</p> <p>Parents responded positively to the preschool meal provision, with 82% of parents keen on the offer of a slightly more substantial meal. One staff member has experience with providing this service at a previous setting, which is an advantage.</p> <p>There will be 3 members of staff for breakfast and after school club. They will be contracted for their core hours and claim for extra hours.</p> <p>HT has ensured that staff are trained at an appropriate level and ratios are in place.</p> <p>Q: Is there a staff member trained in paediatric first aid?</p> <p>A: Yes. We're very lucky that the member of the early years TA team is the one who does five days a week for WAC, so we always have paediatric first aid on site.</p> <p>Q: Practically, how will it work with preschool children moving through the main entrance of the school?</p> <p>A: They'll be going through this main entrance at the minute because there is always a bell on. I think that is something that, in terms of safeguarding, we will probably keep down here. This is covered more on the Headteacher's report.</p> <p>HT discussed the phone and intercom system in the school and detailed how this will be used to facilitate preschool pick-up and drop-off. As this is an IT project, capital revenue can be used to upgrade the system.</p> <p>Q: Is the fire alarm issue resolved?</p> <p>A: [HT explained the fire alarm issue]. There are two strands to the grant. One is a capital strand because you can't pay staff from capital. But then there is a revenue part of this grant, and I am I'm going for as much as I possibly can for that. I've said we need a new system so we can have remote access to the gate, so that you don't have to have me sitting in the office until 5:30-6pm every day just to go on the buzzer. We are putting in the extension of the fire alarm system.</p> <p>Q: Did you get quotes for the preschool facilities?</p> <p>A: We have to get two quotes for anything under £1000 and three quotes £20,000, so me and Sally have been sending off for people to send us quotes for things. Monks are going to do a quote for the fire alarm systems so before the end of term.</p> <p>Q: Will the grant be able to litigate the logistics of the pick-up and drop-off?</p> <p>A: There is a gate, but there may be a more fixed gate that stops which can go around the playground. We have talked about having a holding area. Another thing I was</p>	
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	<p>looking at because of our recent explorer incident is the access onto the field down the side. If we had something that ran from the front gate to the side gate, that would keep children in that area. These things are on our list as something we need to do if we can get the grant funding for some of those extras.</p> <p>Governors voted to progress with the preschool.</p>	
17.0724	<p><b>Succession planning</b>  CB's term of office as Co-opted Governor ends in September which also leaves the Chair role vacant. CB is prepared to remain until November to facilitate the transition if necessary. As AP's future and position on the board is uncertain, HT noted that governors will need to consider the Chair and Vice Chair appointment, and possibly a Co-Chairing arrangement. Link Governor roles and committee memberships will also be decided in September's meeting. This is something for governors to consider during the summer holidays.</p>	
18.0724	<p><b>Any other business</b>  No other business.</p>	
19.0724	<p><b>How has this meeting impacted on the welfare and progress of our pupils?</b>  Governors looked at the community element of taking on the preschool; covered governing board succession planning; and analysed the results of the KS2 tests.</p>	
20.0724	<p><b>Date of next meeting</b>  TBD in September.</p>	

Meeting closed 7:30pm.

**Minutes produced by Lydia Waites – Clerk**

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