

**Minutes of a Meeting of the Governing Board  
of Sheriff Hutton Primary School  
Held at the School on Wednesday 9<sup>th</sup> July 2025, 6:45pm**

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| <b>Present:</b>                    |                     |
| 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      |
| Juliet Lawson-Grey (JLG)           | Parent Governor     |
| Luke Bell (LB)                     | Parent Governor     |
| (Co-Vice Chair) Andrea Pitman (AP) | Co-opted Governor   |
| Hannah Hall (HH)                   | Parent Governor     |
| Crispin Thorn (CT)                 | LA Governor         |
| (Chair) Richard Crabtree (RC)      | Co-opted Governor   |
| Elizabeth Galf (EG)                | Parent Governor     |
| <b>In attendance:</b>              |                     |
| Lydia Waites (LW)                  | NYC Clerk           |
| <b>Apologies:</b>                  |                     |
| <b>Vacancies:</b>                  | 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 |
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| 1.   | <b>Welcome and apologies for absence</b><br>RC opened the meeting and welcomed governors. There were no apologies.                                                                                                                                                          |      |
| 2.   | <b>To remind Governors of the need to declare interests, pecuniary or non-pecuniary</b><br>Governors were reminded of the need to declare interests. No interests declared.                                                                                                 |      |
| 3.   | <b>To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection</b><br><i>A discussion under item 11 was minuted separately and confidentially – minute 11.0725c refers.</i> |      |
| 4.   | <b>Notification of urgent other business</b><br>No urgent other business.                                                                                                                                                                                                   |      |
| 5.   | <b>To approve, as a correct record, the minutes of the meeting held on 26.03.25</b><br>Governors reviewed and approved the minutes of the previous meeting held on 26.03.25. The start budget was approved by governors at the last F&R Committee meeting.                  |      |

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| 6. | <b>To consider matters arising from the minutes for which there is no separate agenda item</b><br>Governors considered the matters arising from the previous minutes and agreed to carry over actions 15.0325 and 16.0325.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| 7. | <b>Report from the Headteacher - to receive and ask questions</b><br>HT summarised the key highlights of the SATS pupil data report circulated to governors. JF elucidated on the data, noting that 74% of pupils reached their maths targets, 4 pupils did not meet the expected standard for SPAG (JF explained that there are some learning needs here including dyslexia), and 4 pupils did not meet the expected standard for reading. Overall, the school is above national combined figures and achieved more greater depth than was expected. The results will be shared with parents when reports go out next week.<br><br>Q: Has the number of pupils on roll increased this year?<br>A: Yes, we have taken on another 3 pupils in the last few weeks.<br><br>Governors discussed the DofE attendance report. HT commented that there has been a lot of illness in school and some broken bones resulting in absences. Attendance fell to 90% for one week due to holidays. It was explained that there is now no code for authorised holidays, so no holidays can be authorised. HT shared that there are attendance plans in place for the persistent absentee pupils but their parents are not communicative on this matter. |  |
| 8. | <b>Review of progress against the milestones in the SIP/SDP</b><br>Q: What is Boxall?<br>A: It is a series of questions teachers answer based on our knowledge of children which then provides ideas for targeted early interventions and addressing identified areas of need. It is recommended for SEND pupils, but we are applying this to all children.<br>Q: How have the foundation subject schemes implemented performed?<br>A: This is something we could review in the autumn term now that the schemes have been implemented for 2 years.<br>Q: Subject leader monitoring needs further development?<br>A: Yes – timetabling Link Governor visits with a focus on foundation subjects would help in this area.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| 9. | <b>Health and safety</b><br>A new pupil with CF has joined the school. The school has put together a safeguarding plan for the child. Another pupil with an ECHP is due to join the school and the school is assessing whether they can meet the child's needs.<br><br>Q: What band is the EHCP?<br>A: 7.<br>Q: Would that require additional support?<br>A: Yes.<br><br>Governors discussed an issue with the school car park gate which has now been resolved.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| 10 | <b>Safeguarding and child protection</b><br><i>A discussion under this item was minuted separately and confidentially – minute 11.0725c refers.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| 11 | <b>Emotional Health and Wellbeing</b><br>HT explained that behaviour monitoring will now be included in emotional health and wellbeing reports, referring to the circulated behaviour monitoring data. The data shows that attendance and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |

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|    | behaviour are the most frequently logged on CPOMS. HT noted that the school uses the CPOMS system to record all incidents of concern, including safeguarding and behaviour. The school also uses this system as a way of recording information and incidents relating to SEND meetings with parents/carers. The results are analysed each term to identify patterns or further concerns that should be investigated and the school follows the Behaviour and Anti-Bullying policies in addressing these concerns. HT added that it would be useful to have staff training around how to log things on CPOMS. HT described how logging incidents on CPOMS works in practice and noted that safeguarding advisors review CPOMS data during their visits to the school.                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| 12 | <b>Reports from committees</b><br>AC has completed an Early Years Link Governor visit and shared her report with governors. SB has completed a SEND and Inclusion school visit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| 13 | <b>Policies for approval</b><br>RC suggested that the timescale for responding to stage 1 complaints be extended from 10 to 15 working days in the Complaint Policy to allow more time for a response from the school. <a href="#">Governors approved the updates to the Complaint Policy</a> . Governors reviewed and discussed the Serial Complaint Policy which RC explained was drafted using DoF official guidance. <a href="#">Governors approved the Serial Complaints Policy</a> .<br><br><b>Q: Is there a communication plan template that goes with the policy?</b><br><b>A: I have seen models though we do not have one yet.</b><br><b>Q: Would a template like that need approval?</b><br><b>A: No, just the policy.</b><br><br>HT shared two versions of a Parent/Carer Code of Conduct Policy with governors who reviewed the policies and agreed that they preferred the wording and contents of the more concise policy – <a href="#">governors approved the policy following their suggested amendments</a> .<br><br><b>Q: How and when will the policy be shared with parents?</b><br><b>A: It can be shared via the school newsletter and will be published on the school website.</b> |  |
| 14 | <b>To receive budget monitoring report – to date</b><br>SB summarised the key highlights of the budget monitoring report for governors. Governors noted that in order to save electricity, more care could be taken to turn off lights, etc. HT made a note to pass this on to caretakers and staff.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| 15 | <b>External visits – to receive risk assessment and school visit reports/updates</b><br>A school visit to North Yorkshire Water Park and a camping trip have taken place – both went well.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| 16 | <b>Governor visits and training</b><br>AC has completed an Early Years Link Governor visit and shared her report with governors. SB has completed a SEND and Inclusion school visit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| 17 | <b>Governance – vacancies and monitoring</b><br>Governors were invited to register their interest in adopting a Maths Link Governor or Literature Link Governor role – HH and LB agreed to take on these respective roles.<br>Governors noted and approved the NYC re-nomination of CT for the Local Authority Governor role. Governors reviewed the Governance Code of Conduct and were reminded that they are governors at all times, including outside of school contexts. Governors also discussed their role, per item 11 of the Governance Code of Conduct, in supporting staff wellbeing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |

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| 18 | <b>Any other business</b><br>Q: Do you have a recruitment update?<br>A: Interviews for a 0.5 teacher for Y1-2 took place today and Charlotte Slater will be joining the school in September. |  |
| 19 | <b>Date of next meetings</b> <ul style="list-style-type: none"> <li>Wednesday 24<sup>th</sup> September, 6:45pm.</li> </ul>                                                                  |  |

*Meeting closed 20.45pm.*

#### Action Log

| Item    | Action                                                                                | Lead    |
|---------|---------------------------------------------------------------------------------------|---------|
| 15.0325 | HT will put forward 2 dates when governors can visit the school and undertake visits. | HT/Govs |
| 16.0325 | Governors to consider the Co-opted Governor vacancy advertisement.                    | FGB     |

Minutes produced by Lydia Waites – Clerk

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