

North Stainley C of E School
GOVERNORS' MEETING MINUTES – on 20th October 2021 at 7pm
at North Stainley Village Hall



*We are our School, we have our roots and foundation in love,
Our School is us; we will grow, blossom and flourish.*

Governors seek to hold before them the Christian Vision of the School and make all decisions in the light of this.

Present: Louise Wallen (Headteacher, HT), Nathaniel Potts (Chair, NP), Jane Mansell (JM), Tony Jowett (TJ), Kate Khan (KK), Julia Hawkridge (JH), George Dyke (GD), Glenys Bailey (GB), Judith Bodill-Chandler (J B-C)

In attendance: Carol Harris (Clerk)

		Action by
1.	Welcome, Introductions and Apologies for Absence The Chair welcomed everyone to the meeting and, as this was the first face to face meeting for some, all Governors introduced themselves. Apologies were received and accepted from Sian Lawton and during the meeting from Sally Williamson.	
2.	Election of Chair and Vice-Chair The Clerk took the Chair for this item. NP was nominated as potential Chair. There being no other nominations, Governors were asked to consider his appointment and vote on the nomination. NP was re-elected unanimously and returned to the Chair. TJ was nominated as potential Vice-Chair, there being no other nominations, Governors were asked to consider his appointment and vote on the nomination. TJ was re- elected unanimously. It had also been noted that NP's term of office had come to an end. All Governors approved the reinstatement of NP's co-opted status and renewal of his term of office to end September 2025.	
3.	Declarations of interest and confidentiality notice. None declared. Record of Business Interest forms and Register of Gifts and Hospitality forms were distributed to all Governors and completed in the meeting to be returned to the head for secure storage in the Confidential Governor file kept in School.	HT

4.	<p>Agree minutes of the meeting held on 13th July 2021</p> <p>The minutes were agreed by all Governors and signed by the Chair as a correct record. There were also no amendments to the confidential minutes which Governors were able to read at the meeting and returned to the Head teacher for storage in the confidential Governor file in School.</p>	HT
5.	<p>Matters arising from the minutes not covered later in the meeting</p> <p>There were no matters arising.</p>	
6.	<p>Safeguarding</p> <p>As Safeguarding named Governor, GB had met with HT to discuss Safeguarding monitoring. It was reported that the action plan had been discussed particularly looking at aspects of the children using the Village Hall and recreation ground at lunchtimes and playtimes. Key points of this plan were;</p> <ul style="list-style-type: none"> • For all lunchtime staff to wear High Visibility jackets • For staff to ensure that all access gates were securely closed and kept closed for security. • As it is not possible to restrict the use of the recreation ground by the public it is essential that all supervising staff remain vigilant and are aware of this. <p>It was reported that there had been an issue regarding online safety which the HT had addressed both with the child concerned and their parents.</p> <p><i>GC.- Was this an incident with a child accessing something that they shouldn't have on school equipment?</i> <i>R. – No, this was a child who had posted something unsuitable onto the school's teams page, from their own device at home and had been addressed.</i></p> <p>GB reported that she was monitoring lunchtimes in the Village Hall. GB had visited the hall during lunchtimes and had previously had lunch with the children which she will continue to do now that Governors are able to visit again for monitoring purposes.</p> <p>The HT reported that the monitoring schedule for all link Governors had been updated and shared on the Governor cloud. This would be looked at in detail under agenda item 13.</p> <p>The HT reported that the Child Protection Policy had been updated and would need ratifying under agenda item 11.</p> <p>JM, GB, J B-C all reported that they had attended the NYCC Safeguarding training which, despite some interesting and useful information, had not been</p>	

	<p>delivered in a way designed to engage the attendees. For example, the person delivering the training had just read through the slides on the powerpoint which was a little monotonous.</p> <p>It was noted that understanding Safeguarding is extremely important and is an agenda item for every FGB meeting. The HT and GB offered all Governors the opportunity for additional training, specifically looking at School Safeguarding principles and procedures. This to be delivered at the next meeting, the Clerk to add to the agenda.</p> <p>The HT and GB to meet termly to review Safeguarding.</p> <p>J B-C, KK, HT, SW, JM and GB have all completed Prevent training.</p> <p>It was reported that new Safeguarding procedures have been implemented for using the Village recreation area; these include playing within a manageable area, 2 members of staff at all times + 1 member of staff for 1:1 child, children to be monitored at all times. Looking at funding to increase the number of staff.</p> <p><i>GC.- Maintaining the use of the recreation ground is hugely important as it is a valuable asset for the children. Whatever needs to be done to facilitate the continued use of the area should be done.</i></p> <p><i>R.- All Governors agreed.</i></p> <p><i>GC.- The use of CCTV was mentioned in one of the policies I looked at, how is this monitored and data stored?</i></p> <p><i>R.- School has the necessary policies and procedures in place for the use of CCTV at school, it is used to monitor the outside play space by staff in the classroom. The CCTV mentioned is currently under discussion for the Village Hall. Should this be installed then the relevant procedures will be implemented accordingly.</i></p>	Clerk
7.	<p>Health and Safety (This report had been shared with all Governors prior to the meeting and on the large screen during the meeting)</p> <p>The HT led Governors through the report highlighting key points which included;</p> <ul style="list-style-type: none"> • Rachel, the school H & S lead alongside the HT, led the School's new H & S advisor, Chloe Rhodes, through the recent Health and Safety paperwork audit. • Legionella – The HT is the lead for water testing in school. She will be undertaking the necessary training for this in February. • Fire Policy – This had been incorrectly recorded as missing in the advisor's report, TJ confirmed that this document had been provided at the time of the visit and the HT confirmed its existence. • Other inaccuracies were highlighted, to be discussed with the advisor at their next visit to School. <p>Thanks were expressed to Rachel for all of her work with this.</p>	HT

	<p>Areas Highlighted in the action plan included;</p> <ul style="list-style-type: none"> • Asbestos training for checks needs to be carried out. • Indoor and outdoor play equipment to be checked • Legionella training for the HT which has already been booked for February. <p>It was reported that the cleaner's cupboard had been moved. This was due to the access to the cupboard having been recognised during a previous inspection as too low with the potential for injury.</p> <p><i>GC.- Do you run the taps after every break/ holiday?</i> <i>R.- Yes, the taps are run and therefore all pipes flushed every week.</i></p>	
<p>8.</p>	<p>Finance (The finance monitoring reports had been shared with all Governors prior to the meeting and were available to view on screen during the meeting)</p> <p>The HT led Governors through the reports highlighting key points which included;</p> <ul style="list-style-type: none"> • An additional 4 children had been registered with school which would add to the budget. • School is still looking at a potential deficit budget going forward • The settlement amount has been paid this term which, along with associated legal fees has had a negative impact on the budget. • In relation to the deficit budget prediction, School has to provide an action plan to address this which has to be submitted to County for approval. The HT and NP met to discuss this and explore possible options. Although it may be possible to slightly reduce some TA hours, the reduction of teaching staff is not an option. <p><i>GC. – Would this plan allow for building works and extraordinary expenses?</i> <i>R.- Previous building works have been paid for by outside agencies and some from the capital budget so this spending shouldn't impact the predicted budget.</i></p> <ul style="list-style-type: none"> • The assessment process for the allocation of Sparsity funding has changed. As a result, school may receive a substantial amount of additional funding. • Regarding Capital funding. The possibility of new school premises is again being discussed. This may be a few years away so School has been advised that capital funding may be spent. It was reported that new interactive screens have been bought for the classrooms and that the whole Wi-Fi system in school is going to be updated. <p>Governors were reminded that discussions in meetings must remain confidential as some of the conversations surrounding the new school proposal were not yet common knowledge and nothing was certain as yet.</p> <p><i>GC.- Will this finance monitoring report need to be revised?</i></p>	

	<p><i>R.- Yes, Anne Brining, the bursar, will be invited to the next Resource Monitoring Group meeting to speak to Governors. All Governors may also attend if they wish.</i></p> <p><i>GC.- This report mentions underfunding in some areas? R.- It may be possible to redistribute some funding to areas of need. However some aspects of the funding are ring fenced for specific areas.</i></p> <p><i>GC.- When will we find out about the sparcity funding? R.- It will come into the next financial year budget which should help with the deficit going forward.</i></p>	
<p>9.</p>	<p>Head teacher's updates An interim Head teacher report will only be presented in the second half term FGB. There will be a full HT report presented in the summer term of each year. The HT will informally present any updates in other FGB meetings, these will be minuted.</p> <p>The HT updated Governors with key points which included;</p> <ul style="list-style-type: none"> • Attendance has been impacted by Covid with families isolating and delays in waiting for test results. • The HT notified Governors that there would be an interim report to follow at the next meeting and every other meeting going forward. This report will contain all of the relevant data and added to the share point before the meeting. • Autumn term assessments to take place. Data to be discussed at the next Quality of Education Monitoring Group meeting. • Clubs are still running successfully however a staff rota has been implemented to reflect the staff's already considerable workload. Club staff have been re-employed on a Tuesday and Thursday, again to ease staff workload. • A breakdown of training undertaken by staff will also be included in the interim report. Upcoming training includes Online Safety training to which all Governors are invited. This will be on Tuesday 9th November with different sessions on offer, one will be straight after school at 3.30 pm. Sessions will last about an hour. Rachel has sent information to all Governors. • Going forward the HT will update and present the SEF at the first meeting of every term the School Development Plan in the second meeting of each term. • The proposed Nursery – The HT invited Governors to discuss this proposal reporting that there had been considerable interest in the Reception intake for next summer which may impact the nursery should numbers in Reception be higher than anticipated. The HT requested a meeting with KK and J B-C to discuss how to proceed with the Nursery proposal and how it may work in practice. 	<p>All Govs</p> <p>HT</p> <p>HT/KK/ J B-C</p>

	<p><i>GC.- What is the difference between nursery and Reception?</i> <i>R.- Predominantly it is the ages of the children attending. Nursery children are between 3 and 4 years of age whereas Reception it is between 4 and 5.</i></p> <p><i>Gc.- Is it April when Reception numbers are confirmed for next year?</i> <i>R. – Yes, that is correct.</i></p> <p>Discussion followed around the nursery proposal and how it could work with Governors offering their different experiences of nursery settings with their own children.</p>	
<p>10.</p>	<p>SIAMs and SEF – (This document had been shared with all Governors prior to the meeting and on the screen during the meeting)</p> <p>The HT led Governors through the layout of the new, combined SEF document. Key points highlighted included;</p> <ul style="list-style-type: none"> • This new document follows the same criteria as previous SEF and states what we are doing now and an action plan going forward. • Behaviour and attitude is now a real positive and is embedded throughout School. <p>The HT suggested that Governors read the document which is shared on the cloud for Governor comment.</p> <ul style="list-style-type: none"> • Following the meeting with the new SIA the HT reported that the SIA has suggested that there was insufficient data contained in the SEF. This will be addressed once assessments in school are carried out. <p><i>GC.- Is this a standard format for a SEF?</i> <i>R.- No, there is no proforma to follow, schools can choose how their SEF looks.</i></p> <p><i>GC.- Would it be possible to reformat the document to possibly use bullet points etc to break up the solid paragraphs of writing?</i> <i>R.- All Governors agreed that this format works for the school and that, perhaps, the suggestion of bullet points would make it a little more user friendly.</i></p> <p>The HT and JM to meet to look at refining the joint SEF.</p>	<p>All Govs</p> <p>HT/JM</p>
<p>11.</p>	<p>Policies (All policies had been shared on the cloud for all Governors prior to the meeting for Governor comment)</p> <p>It was noted that the Keeping Children Safe in Education document and the Child Protection Policy were of particular importance and the HT circulated a sheet for all Governors to sign to indicate that they had read the above documentation which was completed by all Governors during the meeting.</p> <p><i>GC.- Regarding the policy including the use of CCTV, this may need adjusting for the School and Village Hall in order to maintain compliance regarding GDPR and the storage of data?</i></p>	

	<p><i>R. – All of the policies reflect the actual use of the CCTV, Rachel is currently updating accordingly.</i></p> <p>All updated policies were approved by the Governing Body.</p>	
12.	<p>Governance</p> <ul style="list-style-type: none"> • Skills Audit. The Clerk had passed all completed skills audits forms to the Chair with additional completed forms handed to the Chair at the meeting. The HT and Chair to meet to review. Please could Governors still to complete send the forms directly to the Chair. • KCSiE document. This item had been addressed and discussed under agenda item 11. • Safeguarding training. This item had been addressed and discussed under agenda item 6. • The Clerk reported that GB's term of office had come to an end and asked all Governors to vote on the renewal of her term. All Governors approved the reinstatement of GB's co-opted status and renewal of her term of office to end September 2025. 	HT/Chair
13.	<p>Governor visits and Monitoring –</p> <p>Monitoring Programme. The HT had produced an updated Monitoring schedule which had been shared with all Governors prior to the meeting for Governor comment. Key points discussed included;</p> <ul style="list-style-type: none"> ▪ Staff appraisals had all been successfully completed. ▪ The HT appraisal was to be on the 30th of November with Darren Dudman and the Chair. ▪ It was noted that the HT teaches on a Wednesday and Friday should Governors wish to arrange monitoring visits. ▪ Collective worship – need to arrange meeting with JM and SL ▪ Monitoring with subject leaders needs to take place in the Spring Term. ▪ The Quality of Education Monitoring Group to look at tracking at the next meeting. ▪ The EYFS reforms and implementation will need monitoring, J B-C to arrange meeting. ▪ SW and GD to look at Sports Premium funding so will need to arrange meeting. ▪ GD and GB to arrange a meeting to discuss Online Safety in addition to behaviour, lunchtimes and North Stainley Customs with respect to the effectiveness of strategies and Safeguarding. ▪ JM reported that SEND monitoring had been carried out. <p>Feedback from Strategic Priorities Training. This report had been shared with all Governors prior to the meeting and on screen during the meeting.</p> <p><i>GC. – It was noted that Governors found this training particularly useful.</i></p>	<p>JM/SL/HT</p> <p>QoEMG</p> <p>J B-C</p> <p>SW/GD</p> <p>GB/GD</p>

	<p><i>GC.- It was reported that these were not listed in order of priority, that all priorities discussed were of equal importance and that this could possibly feed into the SEF.</i></p> <p><i>GC.- It was noted that the different groups had addressed the different priorities and topics in a dissimilar way. Would it make sense to rewrite this document so that all priorities are presented in the same format?</i></p> <p><i>R.- Governors agreed that this was a sensible approach, GD and JM offered to rework the document.</i></p> <p>The HT reported that the next meeting with the SIAMS governor would be the opportunity to confirm numbers and data discussed at the strategic priorities meeting.</p> <p>The HT reported that Priority 3 no longer means that School will receive support in the three different areas as before. Support that had previously been offered has now been withdrawn with schools having to pay for extra support.</p> <p>All Governors agreed to look at the Diocese for the provision of support as an option. It was noted that The Diocese has offered useful support previously.</p> <p>The HT led Governors through the SIA report on screen. The key point to note was that the School Development Plan will run until July, this currently runs from December to December due to the impact of the various lockdown situations.</p> <p><i>GC.- Is it worth asking Darren Dudman to look at the new SEF?</i></p> <p><i>R.- Yes, this is definitely a possibility.</i></p>	GD/JM
14.	<p>Any Other Business</p> <p>There was no other business to note.</p>	
15.	<p>Dates and time of next meeting.</p> <ul style="list-style-type: none"> • 16th November 2021 – Quality of Education Monitoring Group (Tuesday) • 24th November - Resource Monitoring Group • 1st December - Full Governing Body • 19th January 2022 - Resource Monitoring Group • 9th February - FGB • 16th March - QoEMG • 30th March - FGB • 4th May - Resource MG • 11th May - FGB • 6th July - QoEMG • 7th July - FGB (Thursday) <p>All meetings to be held on a Wednesday at 7pm in the Village Hall unless otherwise stated.</p>	

Meeting closed at 21.05 pm

Minutes signed as a correct record..... (Chair).....(Date)