

Minutes of CRAYKE PRIMARY SCHOOL
Full Governing Body Meeting, held on
Monday 19th June 2023, 6.00pm, at school

Present:	
Judi Jackson (HT)	Headteacher
Julie Cater (JC)	Foundation Governor
Lucy Willshaw (LW)	
Hugh Porter (HP)	Co-opted Governor
Elly Dawson (ED)	
Vicki Griffin (VG)	
Claire Walsh (CW)	Staff Governor
Pete Wilson (PW)	Parent Governor
James Champion (JCh)	
Edgar Seligman (ES)	LA Governor
In attendance:	
Lydia Waites (LWa)	NYC Clerk
Apologies:	
Barbara Lunn (BL)	Co-opted Governor
Richard Swan (RS)	
Vacancies:	
1 x co-opted	

Colour coding Key – Highlighting Governor Core Functions

Red – Strategy Challenge/question

Blue – Approval/Decision taken

Green – Performance Challenge/Question

Purple – Financial Challenge/Question

MINUTES

Minutes	Item	Lead
1.0623	Opening prayer JC opened the meeting with a prayer.	
2.0623	Welcome and apologies for absence Apologies from RS and BL, which governors accepted. HP also conveyed apologies from Andrea Hayes and Tracey Roberts who were hoping to attend the meeting.	
3.0623	Declaration of interests, pecuniary or non-pecuniary. None declared.	
4.0623	Minutes of the last meeting & Matters arising including review of actions Minutes of 20.03.23 FGB. HP addressed the actions arising from the previous meeting and noted that they have been actioned. - <i>Item 6:</i> HP asked if governors were happy to extend his term of office through September. Governors agreed. Governors agreed that the minutes were an accurate record and the minutes were signed.	
5.0623	Consideration of any confidential items Any confidential items will be minuted as such as they arise.	

6.0623	<p>Any other urgent business No other urgent business.</p>	
7.0623	<p>GB membership HP shared that RS has resigned from his position, so from September there will be a Co-opted Governor vacancy. ED's term of office as Co-opted Governor is coming to an end on 31/08/2023. Hoping to get Andrea Hayes on board as Chair and recruit Tracey Roberts as a Co-opted Governor. HP happy to take on the role of Co-opted Governor to help with the transition, and suggested that ED could be an Associate Governor. This would mean a full GB for September.</p> <p>Q: is an associate governor covered by the scheme of delegation? A: we can have a look at it, but broadly, yes.</p>	
8.0623	<p>Committee Reports SIC 23rd March: JCh shared an update on White Rose maths scheme from Louise Rayner's report, noting that the feedback from her questions was positive, and summarised the following main points taken from the SIC meeting: we were also given an overview of the phonics scheme. HT gave an update on the curriculum, from which it is clear from this that the school is consistent with implementation of its skills and values. Behaviour management was another key part of the meeting on which HT gave a presentation, including the behaviour management scheme and its implementation across school.</p> <p>PP&F of 27th April: HP shared that staff and governors all need to do cyber security training so that the school's insurance isn't invalidated. Discussed emergency lighting and solar panels, The school has loaned part of the money and the contractor for these lined up; the building inspector has inspected it; permission has been asked for the work of NYC; and we're hoping the instalment goes ahead in August. Just waiting on approval from NYC. HP directed governors towards the draft start budget which requires their approval. Noted that two pay awards might have an impact on the budget. School lunches need to be discussed again and finalised. In terms of capital, NYC gave the school 5k towards capital spending. Expenditure for solar panels is 20k, and 9k has gone towards IT. This means there is an end-of-year deficit of 14k, which the energy saving grant reduces to 7k. Hopefully can offset the solar panels expense if the fundraising scheme for them is successful. HP invited governors to raise any questions about the start budget.</p> <p>Q: have we got better pupil numbers since this budget draft? A: yes.</p> <p>Governors agreed to ratify the start budget.</p> <p>HP noted that school meal prices will be £3.47 for the next year. Helen Simpson (Finance Officer) has provided some figures about the resultant cost to the school. This will mean a ~£800 hit to the school's budget annually. This is quite a big jump for parents to pay given the cost-of-living crisis. Some parents may drop out as a result, which could potentially jeopardise school meals. HP asked whether governors had thoughts on what price should be asked of parents.</p>	

<p>ES noted the need for children to get at least one substantial meal per day at school. CW added that she is aware that a number of parents have stopped getting school lunches due to the expense.</p> <p>Q: can we afford to subsidise a little more? A: it's worth considering. Q: who works out the budget for this? A: it's done by the school caterers. There is likely also someone in NYC who is considering the nutritional value and cost.</p> <p>VG acknowledged the significant price increase, but added that the convenience and nutritional value compared to packed lunches is a consideration for her and other parents. Suggested that some parents would be willing to pay extra.</p> <p>Q: what does the law say about free school meals? Does the funding cover them? A: it doesn't. Q: could the cost of meals be spread across the whole school rather than loading it onto KS2? A: we can't ask parents to pay more as the free school meals are free as a rule – paying extra would have to be voluntary. Q: would this help the budget? A: it would be hard to measure, given the voluntary nature of the contribution.</p> <p>ES added that the school meal contract expires next year, after which point there will be an opportunity to review the contract and other suppliers.</p> <p>Q: do we have enough children or pupil premium to get a grant for this? A: no.</p> <p>HP concluded that ultimately this is subject to school meal prices deflating in time. Considering another contract would be a significant decision. Governors to consider the discussed proposal of asking parents to pay extra for meals on a voluntary basis. LWa to add school meals as an item to September's agenda. In the meantime it was agreed that school will increase the cost of school meals to £3.30 per pupil per day from September and will subsidise the shortfall.</p> <p>The finance officer has assured HP that the school has a healthy reserve, and suggested spending some capital. HT considered this and decided that the capital could be put towards a HLTA staff member who can act as support; providing a link between the school and parents and alleviating the emotional labour for other staff, which has become pronounced and is having an impact on the teaching and learning. This person – ideally a HLTA – could be used strategically in this role and also provide cover for other teachers in future which would reduce the need for supply teachers.</p> <p>Q: how many hours would this position be? A: full-time. Q: how many hours is that? A: 27. Q: would this eliminate the need for supply teachers? A: not entirely, but it would have an impact on the number of supply teachers we need.</p> <p>HP asked governors to share their thoughts and approval on this idea. Governors discussed the positive impact this role would fill versus the expense and impact on the budget.</p>	<p>All gov's LWa</p>
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	<p>Governors proposed a full-time position of a fixed-term of 1 year – possibly with a view to advertising the possibility of this contract being extended based on the outcome – versus a part-time position for a fixed-term of 2 years.</p> <p>Governors agreed to hire someone full-time for a fixed-term of 1 year, and to review the arrangement at the end of term. Helen Simpson can review the budget after this appointment has been made. HT to share this at the next meeting/when available.</p> <p><i>It was agreed that the following section be minuted as confidential. Minute 8.0623c refers.</i></p>	HT
9.0623	<p>Subject Link Governor Reports: Subject Link Governor Monitoring Reports</p> <p>JCh (EYFS) gave an overview of his visit report. Mrs Helfferich discussed the focus on independent learning for children in Reception in preparation for Beech Class. Lots of work is being done with a view to preparing the children for the subsequent year. JC noted the significant focus on behaviour and on school rules and values.</p> <p>PW (English) visited Oak Class this morning, with a focus on writing. Experienced a lesson with Mrs Rayner which focused on the concept of cohesion. Pupils watched a video on the topic before discussion and practice. Pupil voice: pupils all shared something valuable about their learning and experience.</p> <p>ES (Maths) observed a maths lesson last Wednesday with Miss Walker, who had impressive enthusiasm and command of the classroom. Pupils were learning about parallel lines. Had a conversation about White Rose maths and how that was proceeding, and learned that after a rocky start teachers and students are becoming accustomed to it. Pupil voice: pupils gave eloquent responses about why the lesson is valuable and what they are learning. Overall, it was a worthwhile and impressive experience.</p> <p>HP gave an overview of RS' report from his recent French class visit.</p> <p>Q: has the school changed French schemes? A: yes, we've changed from Rising Stars to Kapow. Still not content with the latter, but Mrs Seligman has come across a preferable scheme which we will look to implement in September after liaison with the local secondary school.</p> <p>JC (Church School/CW) gave an overview of her recent visit to an RE lesson. Watched Oak Class working on creating a piece about different ceremonies. Pupil voice focused on a mixed ability group, who shared their thoughts about religion and demonstrated their understanding about different types of religion. All four of them spoke very eloquently and enthusiastically on the subject. It's clear that they're engaged by the lessons. JC to send her report to HP when completed.</p> <p>HP (History) visited a history lesson recently. Noted school has history progression and coverage well-mapped and thorough. The behaviour in the class he oversaw was good, particularly the pupil's patience in waiting their turn, and pupil voice in KS2 indicated that their conceptual understanding of history was impressive.</p> <p>Q: how is student's memory of what they've learned in history assessed – how can we test whether their learning is embedded? A (HT): we've been considering introducing some quizzes to assess this.</p>	JC
10.0623	Designated Governor Reports	

	<p>HT gave a brief overview of BT's SEN/Wellbeing report. This was incorporated within the LA SEA visit report.</p> <p>HP discussed the following highlights from his and VG's Safeguarding report: Staff underwent additional online safeguarding training in January. The school is subscribed to IT filtering and monitoring software (Smooth Wall) for keeping children safe online. HT shares regular updates with parents.</p> <p>VG added that the opportunity for parental engagement was discussed during the visit, regarding parental controls on electronic devices. Governors agreed that this type of engagement would be helpful for parents as it is easy to be overwhelmed by digital/online safety. Parental engagement is something to look into further on this front.</p> <p>The main findings regarding child-on-child abuse were that a lot of training is implemented throughout the school on this matter. Staff are very aware of the possibility for child-on-child abuse and how to implement strategies to avoid it occurring.</p> <p>Lastly, the Crayke Conduct behaviour policy was discussed and reviewed during the visit, focusing on sanctions and restorative practice. Met with pupils who spoke about behaviour, the school's values, and more – overall, they gave a positive view of behaviour and bullying within the school.</p> <p>Q: does this reflect how you [parent govts] feel about the school? A: yes, there's a lot of tolerance and acceptance overall.</p>	
11.0623	<p>Governor Training Reports VG recently completed safeguarding training. Governors have all completed Prevent and Cyber Security training.</p>	
12.0623	<p>Head Teacher's Report including Safeguarding & Pupil Progress HT shared that two additional pupils will be joining the school next year which is positive. Had a new starter meeting recently, during which two Y6 pupils gave a presentation on the school. Two representatives also attended and gave a talk. One parent has since provided feedback on the positive impression they received of the school. Pleased that reception numbers have increased and to hear such positive feedback.</p> <p>Health and safety update: There is a potential mole problem under the running track which is going to be looked at. A health and safety inspection is due tomorrow (Tue 20th)</p> <p>Staffing: One staff member will be leaving in September. Another staff member who has been absent for medical reasons is hoping to begin a phased return shortly. A new supply TA has recently been recruited after a longer search than expected to work 1:1 with a high needs pupil.</p> <p>HT invited governors to share any questions about her circulated report.</p> <p>Q: is the number of authorised absences quite high? A: yes, though that's mainly due to one or two individuals. Q: why do you think the authorised absences are higher this term? Is it possible you're too lax with them?</p>	

	<p>A: I don't think a hard stance on absences is in-line with the school's ethos. The absences are considered and authorised where appropriate. We're only 0.3% above national average for authorised absences and 0.2% for unauthorised.</p> <p>HT explained 'Operation Encompass' and 'Early Help' to governors. Pupil progress data will be shared during the Committee meeting in July when the assessment results come back for Y6 SATs tests. The data pack will subsequently be shared with all governors and staff.</p> <p>A half-day suspension was implemented recently. Not something HT takes or took lightly, but it was necessary given the circumstances. It has since been discussed with the pupil and parents. The pupil has a high level of need and the school is consulting with specialist provision for them.</p>	
13.0623	<p>School Improvement Plan (SIP) update</p> <p>HT gave an update on the SIP and the school's improvement and progress in line with the plan at this mid-way point. Noted that White Rose maths has been a hurdle, but staff and students are getting accustomed to it. 98% of children (Y1 – Y6) have been regularly involved in extracurricular activities this academic year. Work on tolerance is ongoing. Safeguarding is always ongoing and always yellow. Safeguarding concerns are being recorded effectively on CPOMS by staff. A lot has been achieved overall.</p> <p>HT gave an overview of her SIP draft for the coming year and invited governors to share any thoughts on this; her amendments made to the plan; and its main focuses (which include curriculum, arts and music, personal development, and staff wellbeing).</p> <p>Governors reacted positively to the focus on arts and music, and discussed opportunities for extracurricular music lessons and staff. Governors agreed to approve the SIP draft.</p>	
14.0623	<p>Policy review</p> <p>Polices: Scheme of Delegation, Budget Property and Staffing, Educational Visits, Equalities Information and Objectives, Prevent Policy Statement.</p> <p>HP addressed the circulated policies above and governors agreed to ratify these.</p>	
15.0623	<p>Governors' Annual Report to Parents</p> <p>HP to draft the annual governor report to parents.</p>	HP
16.0623	<p>Governor Self Evaluation Questionnaire Results</p> <p>11/12 responses to the questionnaire were received. JC summarised the feedback, noting the comments about the strength of the governing board. Suggestions regarding how the board could improve and be more effective included: having more diversity among governors, governors who aren't parents at the school, guidance regarding training for new governors, longer-term planning for buildings and PP&F decision-making, understanding among the GB of the school's values, more effective interaction and communication between governors and parents, and more structured opportunities for training.</p> <p>VG suggested Safeguarding Governors potentially doing a safeguarding pop quiz to ensure all are up to speed on the facts.</p> <p>Governors discussed recruiting a more diverse range of governors and opportunities for further governor-parent engagement.</p>	
17.0623	<p>Any Other Business</p>	

	Confidential item from the HP. HT and CW left the meeting for the discussion of this item. <i>Minute 17.0623c refers.</i>	
18.0623	Dates of next meetings: Governors agreed on the following dates: 02/10/2023, 15/01/2024, 18/03/2024, 17/06/2024.	

Meeting closed at 9pm.

Actions of the FGB meeting held 19th June 2023

Item No.	Action	Lead
8.0623	Governors to consider the discussed proposal of asking parents to pay extra for meals on a voluntary basis. LW to add school meals as an item to September's agenda. HT to share an updated budget (accounting for the staff appointment discussed) at the next meeting/when available.	All gavs LW HT
9.0623	JC to send her report to HP when completed.	JC
15.0623	HP to draft the annual governor report to parents.	HP

Minutes produced by Lydia Waites – Clerk

Signed (Chair) Date