

**Minutes of CRAYKE PRIMARY SCHOOL
Full Governing Body Meeting, held on
Monday 2nd October 2023, 6.00pm, at school**

Present:	
Judi Jackson (HT)	Headteacher
Lucy Willshaw (LW)	Foundation Governor
Hugh Porter (HP)	Co-opted Governor (Co-Chair)
Vicki Griffin (VG)	Co-opted Governor
Claire Walsh (CW)	Staff Governor
Pete Wilson (PW)	Parent Governor
James Champion (JCh)	Parent Governor (Vice Chair)
Barbara Lunn (BL)	Co-opted Governor
In attendance:	
Lydia Waites (LWa)	NYC Clerk (<i>attending via Teams</i>)
Andrea Hayes (AH)	Co-opted Governor (Co-Chair) (<i>elected during the meeting</i>)
Apologies:	
Julie Cater (JC)	Foundation Governor
Edgar Seligman (ES)	LA Governor
Elly Dawson (ED)	Associate Governor
Tracey Roberts (TR)	Co-opted Governor (<i>elected during the meeting</i>)
Vacancies:	2 x Co-opted Governors (<i>at the start of the meeting</i>). No vacancies at the close of the meeting

Colour coding Key – Highlighting Governor Core Functions

Red – Strategy Challenge/question

Blue – Approval/Decision taken

Green – Performance Challenge/Question

Purple – Financial Challenge/Question

MINUTES

Item	Minute	Lead
1.1023	Welcome and Introductions HP opened the meeting and welcomed governors. LW led the opening prayer. AH was welcomed to the meeting as a potential Co-opted Governor and introductions were made.	
2.1023	Apologies (with and without acceptance) Apologies from JC, ED, TR, and ES. Accepted.	
3.1023	Declarations of interests Governors signed and returned the circulated declaration of interest papers.	
4.1023	GB Membership Two people (AH and TR) are interested in the Co-opted roles. AH introduced herself and provided further background to governors. TR sent HP a CV prior to	

	<p>the meeting, which he summarised to governors. HP invited governors to consider whether there may be any conflict of interest when deciding whether to elect TR.</p> <p>AH left the meeting as governors decided whether to appoint TR and AH as governors.</p> <p>After discussion, governors unanimously agreed to appoint AH and TR as Co-opted governors. AH returned to the room and was welcomed to the governing body.</p> <p>HP shared that ED is to act as an Associate Member/Parental Link Governor for the GB. Governors agreed on this.</p>	
5.1023	<p>Election of Chair and or Vice Chair: LWa invited governors to put themselves forward as Chair. HP proposed that he and AH act as Co-Chairs for the coming year. Governors agreed on this by show of hands. HP to arrange a shared email address. HP explained that there must be a Vice Chair on the GB and shared that JC has agreed to take on this role for another term. Governors agreed.</p>	HP
6.1023	<p>Register of business interests Governors signed and returned the circulated business interest paper.</p>	
7.1023	<p>KCSIE 2023-24 LWa circulated the updated KCSIE document prior to the meeting for governors to read. At this point, governors took a KCSIE/Safeguarding training quiz provided by VG, who elaborated on relevant items for governors' awareness throughout. HP thanked VG for preparing the quiz.</p>	
8.1023	<p>Consideration of Confidential Items <i>A confidential matter under this item was minuted separately – confidential item 19.1023c refers.</i></p>	
9.1023	<p>Approval of minutes from the last meeting and matters arising Governors agreed that the minutes of the 19.06.23 FGB meeting are an accurate record. HP to sign, following amendments.</p> <p>Governors addressed the matters arising. HP questioned whether it is worth inviting parents to the school with their devices to explain safer usage and parental controls. It was suggested that this could be done during a parents evening. HT to put this on the school's newsletter. HT explained the monitoring of pupils' devices in-school in relation to security and safeguarding. The school is meeting the filtering requirement and have purchased monitoring software which is awaiting installation.</p>	HT
10.1023	<p>Committees Membership 2023-24 HP outlined the following committee memberships:</p> <p>Committees HT Performance Management: Lucy Andrea Hugh School Improvement: Vicki Pete James Barbara Claire Judi Andrea Hugh Personnel Premises and Finance: Julie Tracey Edgar Claire Judi Andrea Hugh</p> <p>Associate Member CHASA/parent's views/subject link – Elly.</p>	

	<p>HP also shared the following committee meeting dates, which are to remain virtual:</p> <ul style="list-style-type: none"> • HTPM – 20 February 9.30 • SIC 9 – November 1.30 • PP&F – 17 November 	
11.1023	<p>To appoint Link Gvs and Gvs with Specific Responsibilities HP outlined the following Link Governor roles:</p> <p>Designated Governors 2023-24 Safeguarding and Child Protection: Vicki SEND and Wellbeing: Barbara</p> <p>Subject Link Governors 2023-23 Maths (Mrs Chandler) - Andrea Church/Collective Worship/RE (Mrs Jackson) - Julie Spanish (Mrs Seligman) - Elly Geography (Mrs Rayner) - Tracey Technology (Miss Walker/Miss Helfferich) - Edgar Music (Mrs Jackson) - Hugh PE (Mrs Helfferich) - James Science (Mrs Dobson) - Lucy</p> <p>HP reminded governors that there ought to be a minimum of two link governor visits per year. AH noted that consulting pupils' workbooks is a useful way of addressing pupil voice, as well as conversing with subject leads and children about their progress and the impact of the teaching. There will be new guidance and report proforma for link governors, with an emphasis on the impact of the subjects on the pupils' learning. HP to circulate this.</p>	HP
12.1023	<p>Committee Reports SIC 13th July: BL gave a verbal update on the report, highlighting the key points. Pupil premium has increased, which is positive. Addressing bullying and getting more pupil voice during subject link visits are a focus. HP shared that much of the pupil data has been shared and addressed in committee meetings outside of FGBs. Governors were reminded that committee reports are circulated to the GB following the meetings. LWa to remind HT/HP to send these to her to they can be circulated alongside FGB meeting papers.</p> <p><i>A confidential matter under this item was minuted separately. Minute 12.1023c refers.</i></p> <p>PP&F: There was no recent meeting, but the budget update from August has been circulated to governors. This showed that the budget for this year is on-track. The budget will be revised and available for the next PP&F meeting on the 15th of November.</p>	LWa
13.1023	<p>Policy Review and Adoption The following policies were circulated and reviewed by governors prior to the meeting:</p> <ul style="list-style-type: none"> • Child Protection Policy and Child Protection Manual 	

	<ul style="list-style-type: none"> • Personal/Intimate Care Policy • Asthma Policy • Low Level Concern Policy • Whistleblowing Policy/Guidance • Handwriting Policy <p>HP invited governors to ask any questions about the policies.</p> <p>Q: when are the policies circulated? A: the NYC clerk circulates them via NYES prior to the meeting.</p> <p>HT elaborated on the Low-Level Concern Policy. The whistleblowing Guidance/Policy was also addressed. HT explained that this was circulated in-line with the updates made to the KCSIE document. HP suggested that the Pay Policy be reviewed during the PP&F meeting in January. Governors agreed. Governors also reviewed and ratified the updated policies listed above.</p>	
14.1023	<p>Headteacher report, including Pupil Performance Data and safeguarding</p> <p>HT referred to her report circulated prior to the meeting, and invited governors to ask any questions, particularly regarding the structure. Governors noted that the report is comprehensive and refined, and that they are easily able to extrapolate information.</p> <p>HT noted that it is now the GB's responsibility to ensure that filtering and monitoring are overseen. Therefore, governors are formally asking the Headteacher for reports on filtering and monitoring. HT gave a brief example of how the monitoring software functions and keeps pupils safe online.</p> <p>Q: will this report be about what has been flagged over a period of time? A: it will be more of a report on the filtering and firewall status. Q: how often do we need to ask you for a report on this? A: for each Headteacher report – so, quarterly.</p> <p>HT explained how the physical and digital monitoring work and what online safeguards are in place for pupils when using school iPads and computers, including passwords for pupils. Following last year's CHASA fundraising events, the school has recently ordered 10 laptops and 10 iPads with laptops and cases, which came to just over 7k. Governors noted their thanks to CHASA for the generous donation which will benefit students.</p> <p>Michele Hattersley, Senior Education Advisor, recently visited the school recently and spoke to students, subject leads, and link governors. Respect was one thing which was discussed with children, who were not able to give clear answers. They also gave uncertain answers when asked what PSHCE means. Both this and the definitions of respect have since been addressed. The question of what adults pupils can approach for help outside of school also yielded few answers. This feedback was passed on to staff members. Safeguarding was also addressed during the visit. This covered the fire evacuation arrangements and the procedure for when there are visitors to the school. Michelle also noted that it should be logged in the incident book that there were no <i>reported</i> racist incidents rather than <i>no</i> racist incidents, which</p>	

<p>has been taken on board. HT also addressed some structural changes to the school improvement plan.</p> <p>HT noted that, unfortunately, the school dining hall has become an unpleasant place for pupils to remain in due to noise levels and waiting times. The staff have therefore taken action and implemented a new system to address this. The meal timetable has been staggered into separate sittings according to classes to address this issue. There are still age gaps between children in order to facilitate a buddy system and working together. The system is still being refined, but so far it has been beneficial and well-received by staff and students. Parent governors agreed on this.</p> <p>Q: have you been able to staff this? A: yes. Wednesdays and Thursdays have been somewhat thin on the ground, so I have been helping to staff those. A new staff member will also be helping, as will other lunchtime staff.</p> <p>HT asked governors for their opinions on installing a replacement partition wall between the canteen and the classroom. Governors discussed this.</p> <p>Q: would that be a safety concern if there is a fire alarm? A: possibly – that's worth considering, but there will be double doors in the new partition.</p> <p>HT to get some quotes for this work and bring these to the PP&F meeting.</p> <p>A new catering assistant is in the process of being recruited and will be working in the kitchen following their DBS certification. The school has advertised for a Learning Mentor HLTA role and a new Teaching Assistant. There has been little interest in either position thus far and re-advertising has been undertaken again today. A new cleaner has also been employed by NYES Catering.</p> <p>Q: have the positions been advertised on the diocese jobs website? A: yes. I'm hoping that interest has been lower given the timing of the advertisement and that applicants will pick up now that term has started.</p> <p>The school has paid Carousel to do a complete review of the school's website. They produced a comprehensive Excel document of feedback, which HT is in the process of amending the website in response to.</p> <p>Governors discussed the need to record governors' attendance at FGB meetings and to have this available to the public. LWa informed governors that GB meeting attendance is recorded in the minuted and logged on the NYES system after each meeting.</p> <p>HT shared that the school's sports premium cannot be spent on swimming and the school will need to pay if swimming lessons are to continue – HT discussed this with CHASA to mixed response. HT outlined the potential swimming lessons options available to the school, noting that swimming is a curriculum expectation. Governors discussed these options and the financial and logistical considerations involved. The consensus arrived at was asking parents to make</p>	<p>HT</p>
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	<p>a voluntary contribution for swimming which would be paid weekly, rather than a block sum to be added to Parent Pay alongside an email explanation.</p> <p>Q: what happens if we commit to going to Thirsk for swimming lessons and paying for these? A: we need to commit for Oak class and can possibly not commit for Holly class in January. To return to this.</p> <p>HP made governors aware of the Headteacher statutory reports (SEND Information Report and Annual Safeguarding Report) circulated prior to the meeting.</p>	
15.1023	<p>Governor Training Reports HP shared that he and some other GB members attended the GSIM meeting recently. HP provided an update on the available/relevant governor training discussed during this meeting.</p> <p>Q: do you have the governance SLA? A: no, I don't believe so. We were once subscribed but found that people weren't using it.</p> <p>Nothing else to report.</p>	
16.1023	<p>Health and Safety Update Covered during HT report. HT added that there was a minor custard burn incident recently, which was dealt with from a first aid, health and safety, and behavioural point of view. This led to discussion of action plans for staff should similar incidents occur.</p>	
17.1023	<p>SEF Update HP noted that HT has been continually and thoroughly updating the circulated SEF document and invited governors to make any comments on it. The new SEF has been circulated to the GB.</p>	
18.1023	<p>SIP 2023-24 (to receive action plans) HP shared that HT has also updated and created a summary of the SIP. The action plan also now includes an impact review so that progress can be monitored. HP noted the thoroughness of the plans.</p>	
19.1023	<p>Confidential Items <i>A confidential matter under this item was minuted separately – item 19.1023c refers.</i></p>	
20.1023	<p>Any Other Business No other business.</p>	
21.1023	<p>How has this meeting impacted on the welfare and progress of our pupils? Governors completed a quick safeguarding quiz to ensure that they are aware of safeguarding policies and updates to the KCSIE document. Decisions were made about swimming lessons and works on the temporary partition in the dinner hall. Re-advertising for Learning Mentor and TA positions and appointing ED as a parental link will have a direct positive impact on pupils, as will appointing two experienced Co-opted Governors.</p>	
22.1023	<p>Date of next meetings Meetings 2023-24: 15th January, 18th March, 17th June. Next FGB: Monday 15.01.24, 6pm.</p>	
<p>Clerk: Lydia Waites.</p>		

Apologies for absence and reasons to lydia.waites@northyorks.gov.uk

Meeting closed 8:30pm

Actions of the FGB meeting held 2nd October 2023

Item No.	Action	Lead
4.1023	HP to arrange a shared Co-Chair email address for him and AH (and to share new gov email addressed with LWa when secured).	HP
12.1023	LWa to remind HT/HP to send these to her to they can be circulated alongside FGB meeting papers.	LWa
14.1023	HT to get some quotes for the partition wall and bring these to the PP&F meeting.	HT
11.1023	There will be new guidance and report proforma for link governors, with an emphasis on the impact of the subjects on the pupils' learning. HP to circulate this.	HP

Minutes produced by Lydia Waites – Clerk

Signed (Chair) Date