

**EASINGWOLD COMMUNITY PRIMARY SCHOOL MINUTES OF FULL GOVERNING BODY MEETING  
HELD VIRTUALLY ON TUESDAY 13 MAY 2025 AT 6.00PM**

<p>Governors Present: Bethany-Rose Cadell (BC) Becky Cooper (RC) Felicity Dutton (FD) Edward Fenning (EF) Jen Hodgson (JH) from Item 2 Andrew Neville (AN) Alison Parratt (AP) Head Toni Potter (TP) Nikki Rowbottom (NR) Chair Rosie Sharpe (RS) Steph Young (SY)</p>	<p>In Attendance: Lesley Barber (clerk)</p>
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No.	Item	Action/ Date
<b>Nikki Rowbottom in the Chair</b>		
1/5/25	<p><b><u>WELCOME AND APOLOGIES</u></b></p> <p>Becca Floyd (BF) had submitted her apologies; these were consented to.</p>	
2/5/25	<p><b><u>CONSIDER APPOINTMENT OF NEW CO-OPTED GOVERNOR</u></b></p> <p>It was noted that the Governor Rosie Sharpe is Jennifer Hodgson’s mother.</p> <p><i>Agreed: Governors approved the appointment of Jennifer Hodgson as Co-opted Governor to take office for a period of four years.</i></p>	
3/5/25	<p><b><u>DECLARATION OF INTERESTS AND REMINDER OF CONFIDENTIALITY</u></b></p> <p>No declarations were made. Governors were reminded of the need to maintain confidentiality at all times. The Chair reminded Governors to declare any interests in items as they arose during the meeting.</p>	
4/5/25	<p><b><u>SCHOOL’S VISION, VALUES AND MISSION STATEMENT</u></b></p> <p>The Chair highlighted the School’s Vision, Values and Mission Statement:</p> <p><b>Mission Statement:</b> Our Mission Statement of <i>‘Excellence For All’</i> embodies our whole school ethos. It means that we aim to ensure that all children, irrespective of their starting point, receive an excellent education.</p> <p><b>Vision:</b> Our vision is to provide an indelible curriculum that enables children to succeed both academically and socially to prepare them for the next step of their education and beyond</p> <p>The <b>Values</b> were as follows: Our three core values are what we believe are important for our children to become the very best that they can be:</p>	

No.	Item	Action/ Date									
	<ul style="list-style-type: none"> <li>• Resilience – We work hard and never give up</li> <li>• Respect – We are kind, honest and polite</li> <li>• Responsibility – We keep ourselves and others safe</li> </ul>										
5/5/25	<p><b><u>CONFIDENTIAL ITEMS</u></b>  <i>The following items were agreed to be confidential and would be excluded from the public minutes: Parts of the HT Report which identified individual staff members or pupils and the Nursery and wraparound care update under Urgent Business.</i></p> <p><i>Governors were reminded not to discuss any business from the Board meetings with family members or friends.</i></p>										
6/5/25	<p><b><u>NOTIFICATION OF URGENT BUSINESS</u></b></p> <p>There would be an update at Item 23 on the decision made the previous evening on Nursery and Wraparound care.</p>										
7/5/25	<p><b><u>MINUTES OF MEETING HELD ON 18 MARCH 2025</u></b></p> <p><i>Agreed: That</i></p> <p><i>a) the Public minutes of the meeting held on 18 March 2025 were agreed to be a correct record; and</i></p> <p><i>b) the Confidential minutes of the meeting held on 18 March 2025 were agreed to be a correct record.</i></p>										
8/5/25	<p><b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b></p> <p>The list of action points which were not dealt with elsewhere on the agenda were updated as follows:</p> <p>Update from last meeting:</p> <table border="1" data-bbox="347 1406 1272 1944"> <thead> <tr> <th data-bbox="347 1406 517 1440">Reference</th> <th data-bbox="517 1406 876 1440">Action</th> <th data-bbox="876 1406 1272 1440">Responsible</th> </tr> </thead> <tbody> <tr> <td data-bbox="347 1440 517 1731">12/2/25</td> <td data-bbox="517 1440 876 1731">Playing and Learning Sessions – update at the next meeting. AN to visit and observe.</td> <td data-bbox="876 1440 1272 1731">AN had submitted a report on his visit into School to observe these sessions. He had been impressed by the way the session had run. Other Governors were encouraged to see these sessions in action.</td> </tr> <tr> <td data-bbox="347 1731 517 1944">18/2/25</td> <td data-bbox="517 1731 876 1944">Governor Self-Evaluation - Marked Forward. Governors were reminded to complete their responses to the Self Evaluation questionnaire</td> <td data-bbox="876 1731 1272 1944">On this agenda.</td> </tr> </tbody> </table>	Reference	Action	Responsible	12/2/25	Playing and Learning Sessions – update at the next meeting. AN to visit and observe.	AN had submitted a report on his visit into School to observe these sessions. He had been impressed by the way the session had run. Other Governors were encouraged to see these sessions in action.	18/2/25	Governor Self-Evaluation - Marked Forward. Governors were reminded to complete their responses to the Self Evaluation questionnaire	On this agenda.	Clerk to mark forward issues not dealt with – set out in the table at the end of the minutes
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18/2/25	Governor Self-Evaluation - Marked Forward. Governors were reminded to complete their responses to the Self Evaluation questionnaire	On this agenda.									

No.	Item			Action/ Date
	19/2/25	Discussion of Memorial for Rosie Prior – update to next meeting	The Head was meeting with Mr Prior soon to discuss options. She would suggest a Parkrun to take place in Rosie’s honour with their children being involved in decisions on spending the money raised.	
9/5/25	<p><b><u>SCHOOL DEVELOPMENT PLAN (SDP) AND SELF EVALUATION FRAMEWORK (SEF)</u></b></p> <p>The Chair provided an overview of the SDP process for the new Governor. The Head updated Governors:</p> <ul style="list-style-type: none"> <li>• The current plan was nearing completion and actions would be reviewed and the Plan updated.</li> <li>• She would aim to write the next Plan in July; staff had been asked for their input. With the support provided by having the Deputy Head Teacher (DHT) out of class four days a week she had been able to start work on this already.</li> <li>• Governors views were welcomed and a link provided to do so electronically.</li> <li>• Writing had been the main focus of the current SDP, continuing on from previous years. The new systems had shown positive impact and would continue to be implemented. There had been some changes following Pupil Voice comments about children wanting more independent writing opportunities; structures such as writing letters “in character” had been changed as a result and were showing positive results. Mock results for SATS this year showed promise after the previous year’s results. The increased opportunities provided for independent writing had helped stimulate a love of writing for the pupils and World Book Day had also helped with this. Staff were considering purchasing children a journal to encourage writing at home and at school. <b>A Governor commented that when she visited the Reception Class there were now two writing areas, the children were very keen.</b> The Head said that the SEA (Senior Education Advisor) had signposted other Schools to Easingwold regarding their approach to writing. The work already undertaken had proven successful and it would be continued, but didn’t need to be a priority on the SDP over the coming year.</li> <li>• Assessment – new systems were working well, pupil progress meetings focussed on the “child as a whole” and “next steps” with less focus on test results.</li> <li>• Behaviour – this was a constant issue requiring focus. Emotional coaching would be rolled out throughout the school, restorative conversations were working well and kept playground disagreements from spilling into the classroom. <b>A Governor had</b></li> </ul>			

No.	Item	Action/ Date
	<p><b>provided positive feedback on behaviour following attendance at an Assembly.</b></p> <ul style="list-style-type: none"> <li>• Debating – a resource seen in another School during an Ofsted Inspection by the Head would be rolled out in School. It included weekly debate questions and national results could be seen and discussed. It encouraged alternative viewpoints to be acknowledged.</li> <li>• Monitoring – the Head and DHT had been able to conduct more monitoring recently due to the DHT being out of the classroom four days per week. The Maths lead had conducted monitoring too. Connections with staff were stronger as a result.</li> </ul> <p><b>Bethany Cadell joined 6.20pm</b></p> <ul style="list-style-type: none"> <li>• A Pupil Premium (PP) SEA visit had taken place with Lindsay Miller. The report would be circulated when it was available. There had been discussions about persistent absences for PP children. There were some issues with low level absences and links to PP children.</li> </ul> <p><b>A Governor commented on the focus shown by pupils undertaking their SATS, they had obviously been prepared well by staff and behaviour had been calm and positive.</b></p> <p><i>Agreed: That the report was noted.</i></p>	
10/5/25	<p><b><u>MONITORING AND LINK GOVERNOR VISITS</u></b></p> <p>The following Reports had been received from Governors:</p> <ul style="list-style-type: none"> <li>• AN – Playing and Learning (discussed earlier in the meeting)</li> </ul> <p>The Chair noted that it was proving difficult for Governors to conduct Monitoring Visits due to Governor and Staff time pressures. A review of the process for Governors conducting these visits may be needed to ensure it was done in a sustainable way for all concerned.</p> <p><i>Agreed: That Governors received the Monitoring/Link Governor report.</i></p>	Discussion at the next FGB on Monitoring Visits.
11/5/25	<p><b><u>SAFEGUARDING UPDATE</u></b></p> <p>The Safeguarding Audit had been circulated to Governors in March. The Head said that she would aim to address the actions in it by December this year, although the Audit had a two-year timespan.</p> <p>The MACE (Multi Agency Child Exploitation) meetings were attended by the Head when possible.</p> <p>The Head would go on the next available Educational Visits Co-ordinator training.</p> <p>She would review actions with the Safeguarding Governor, Beth Cadell.</p> <p>In future the Head would circulate a Safeguarding Scenario (focus on Complaints procedure) with the Headteacher's report and then review the</p>	<p>Review progress on Safeguarding Audit actions at December FGB meeting.</p> <p>Circulate next Safeguarding Scenario (on Complaints Procedure) soon - in time for July meeting</p>

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	<p>results at the following meeting to give more time for Governors to respond. A Scenario would be circulated soon for discussion at the July meeting.</p> <p><i>Agreed: Governors noted the update and would review Actions in the Audit in December 25.</i></p>	<p>and in future on HT report ready for the following meeting.</p>
12/5/25	<p><b><u>HEADTEACHER'S REPORT</u></b></p> <p>The public section of the Headteacher's report is attached to the minutes.</p> <p>The Head noted that as whole school attendance was under 95%, an extra attendance meeting had taken place with Lindsay Miller (SEA) this was held virtually on 31.3.25. The figures had been impacted by a child missing in Education who was now off roll and some children on a part time timetable.</p> <p>The Head suggested that a Governor be appointed as the Attendance Governor, this could easily be linked to the Safeguarding Governor role she suggested.</p> <p>There were no Governor questions.</p> <p><i>Agreed: That the report was noted and Bethany Rose Cadell be appointed as the Attendance Governor.</i></p>	
13/5/25	<p><b><u>POLICY REVIEWS</u></b></p> <p><i>Agreed: The Attendance Policy was approved.</i></p>	
14/5/25	<p><b><u>EXTERNAL REVIEWS</u></b></p> <p>There had been two External Reviews (discussed earlier in the meeting), reports would be circulated to Governors when available.</p> <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Pupil Premium</li> </ul>	
15/5/25	<p><b><u>RESOURCES COMMITTEE</u></b></p> <p><b>a) Update on the meeting held on 6 May 25</b></p> <p>Governors had received a copy of the Summary and Detailed Outturn 24/25 and Three Year Start Budget 25/26.</p> <p>The Chair of the Resources Committee, Edward Fenning, provided the update:</p> <ul style="list-style-type: none"> <li>• Outturn – budget deficit had improved from predicted by a substantial amount meaning there was a healthy carry forward balance of £190k. Some of this was committed already (£27k) for catering equipment contingency and approximately £12k underspend was due to an invoicing mistake from the catering company which would mean 13 months would be charged in next year's budget.</li> <li>• Start Budget – There were in-year deficits in Years 2 and 3. The carry forward position was positive in all years.</li> <li>• The Committee would look at the feasibility of installing a MUGA on land to the rear of the School and report back to the FGB.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• The Deputy Head Teacher post had been approved as full-time non-teaching from September and this was included in the Budget.</li> </ul> <p>Agreed That:</p> <ul style="list-style-type: none"> <li>a) The Outturn Report for 2024/25 was noted;</li> <li>b) The Start Budget for 2025/26 was approved.</li> </ul>	
16/5/25	<p><b><u>STAFFING UPDATE</u></b></p> <p>The class structure was currently confidential but had been shared with Governors. There were some vacancies for which recruitment processes were underway. The final date for teachers giving notice was the end of May, so there could still be additional vacancies. There had already been substantial interest following the latest advertisement.</p> <p>The Chair asked any Governors involved in Recruitment to check that their Safer Recruitment Training was up to date.</p>	<p>Governors involved in Recruitment to check their Safer Recruitment training was up to date.</p>
17/5/25	<p><b><u>GOVERNORS SELF EVALUATION</u></b></p> <p>The Chair had circulated Self Evaluation questionnaires which had been completed by Governors. The results were shared on a PowerPoint presentation. The suggestion had come from the recent Ofsted inspection which supported self-evaluation every year and external evaluation every three years.</p> <p>Responses identified the following positives as follows:</p> <ul style="list-style-type: none"> <li>• We work well with school leaders and our Clerk</li> <li>• We elect our leadership annually and make the right decision for school</li> <li>• We are committed to collaboration and best practice</li> <li>• FGB is the right size with the right committees with up to date terms of reference</li> <li>• Our values are demonstrated through policies and in practice with diversity of knowledge at FGB level</li> <li>• We look after the Head’s wellbeing</li> <li>• We hold the Head to account for quality of education</li> <li>• We know our school and take account of leaders’ views in our decision making</li> <li>• We meet all our legal obligations</li> <li>• The decisions we take lead to improved outcomes for our pupils and we achieve financial stability</li> </ul> <p>Areas for improvement:</p> <ul style="list-style-type: none"> <li>• Recruitment – succession planning and diversity of governor skills. <b>The Chair noted that although diversity could be improved there was a good range of skills and knowledge on the Board. There were often less volunteers than vacancies which meant increasing</b></li> </ul>	

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	<p><b>diversity was challenging. The Chair was looking at alternative places to advertise vacancies.</b></p> <ul style="list-style-type: none"> <li>• Induction – culture of training embedded, ensure gaps monitored and addressed. <b>The Chair commented that the new Induction pack was a welcome move, she urged Governors to check training on offer by NYES and where training was attended this should be registered so a record could be kept.</b></li> <li>• Vision – clarity of vision for school in 3-5 years. <b>The Chair felt that improvements to longer term strategy and vision could be made, although shorter term planning was good.</b></li> <li>• Strategy – measurable strategic aims in place driving FGB business. <b>The Chair felt that re-introducing the termly meetings with the Clerk would be beneficial.</b></li> <li>• Resources – sufficient oversight of budget outside of resources committee <b>Governors were encouraged to attend Resources meetings if they wished to increase their involvement and knowledge. Meetings were virtual and all were welcome to attend if they wished.</b></li> <li>• Risks – awareness of risks, how they are managed and monitored. <b>The Chair noted that there was a fine line between operational responsibility for Risk and Governor’s responsibilities. A Governor highlighted that Governors should focus on risks such as priorities in the SDP not being delivered, rather than Health and Safety type risks. RAG rating SDP priorities could help with this.</b></li> <li>• Chair of Governor (COG) effectiveness – appraisal for COG and individual governor contributions and effectiveness. <b>The Chair would look at options to carry out evaluation of her effectiveness and Governors contributions.</b></li> <li>• Self-evaluation – 3 year external evaluations</li> </ul> <p>The Chair summarised that she felt the Board was on the right track, but if the “Areas for improvement” were addressed this may help push Leadership into the Outstanding category.</p> <p><i>Agreed: That the report was noted and the actions listed be developed and reviewed.</i></p>	<p>Review progress in addressing Governance Areas for improvement in December 25</p>
18/5/25	<p><b><u>106 AGREEMENT LAND UPDATE</u></b></p> <p>The Chair updated Governors:</p> <ul style="list-style-type: none"> <li>• A parcel of land to the rear of the School would be gifted to them once the housing development sales and occupation reached the necessary levels. The developer would inform the School when this threshold was reached.</li> <li>• The developers had agreed to flatten the land to Sport England standard and install a staff car park. There were some issues requiring agreement before the development went ahead as School had made some requests for improved lighting between the car park and the School for safety reasons. This lighting also needed to address concerns about safety of pupils using the grassy area so</li> </ul>	

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	posts were not appropriate. Assurances had been sought that nothing would go ahead until this was resolved.	
19/5/25	<p><b><u>PARENT/COMMUNITY ENGAGEMENT</u></b></p> <p>There was nothing to report.</p>	
20/5/25	<p><b><u>SUCCESSION PLANNING AND VACANCIES</u></b></p> <p>The Chair was pleased that there were currently no vacancies on the Board. She reported that Steph Young had indicated that she would be resigning from the Board at the end of Term – she was a Co-opted Governor.</p> <p>There was a discussion about whether this Co-opted vacancy should be filled by another member of staff as a matter of course, or be open to other candidates. There were currently two people she was aware of interested in joining the Board, one was a staff member.</p> <p>Governors agreed that the post should be open to the best candidate and not retained as a staff position. The two candidates were encouraged to submit a paragraph setting out their skills and why they wished to take up the position.</p> <p>The Clerk highlighted that Ed Fenning’s term of office ended in September next year.</p> <p>The Clerk noted that there was a vacancy on the Resources Committee; this had meant that sometimes there was only one or two non-staff Governors attending the meetings. The Chair acknowledged this and the vacancy would be filled in September.</p>	<p>Prospective Governors invited to provide a paragraph setting out their skills and reasons for interest in joining the Board.</p> <p>EF reappointment on July Agenda.</p>
21/5/25	<p><b><u>GOVERNOR TRAINING</u></b></p> <p>Governors were invited to check the NYES site for courses of interest. They should contact the Chair for approval to attend and then the School Office would book it for them. The Chair was keen for some Governors to attend Complaints training as there were a few low level “grumbles” at the moment. The new Governor was invited to attend the Introduction to Governance course. All courses were online.</p> <p>Rosie Sharpe was appointed as Jen Hodgson’s “buddy” for the Induction Process.</p>	
22/5/25	<p><b><u>HEADTEACHER WELLBEING</u></b></p> <p>The Head discussed her own and staff wellbeing with the Chair on a regular basis.</p>	
23/5/25	<p><b><u>URGENT BUSINESS</u></b></p> <p>This was confidential – Nursery and Wraparound Care.</p>	

No.	Item	Action/ Date
24/5/25	<p><b><u>MEETING IMPACT</u></b> Governors agreed that the meeting had impacted on the welfare and progress of the pupils in respect of:</p> <ul style="list-style-type: none"> <li>• Financial Stability</li> <li>• Car park for staff</li> <li>• Handwriting positive feedback</li> <li>• Behaviour positive feedback</li> <li>• Named Attendance Governor</li> </ul>	
27/5/25	<p><b><u>DATES OF FUTURE MEETINGS</u></b> <b>FGB meetings</b> <b>Monday 15 July 2024 at 6pm (amended date)</b></p> <p><b>Resources Committees</b> (virtual meetings) Monday 1 July 2024 at 6pm</p>	

ACTIONS from this meeting:

Reference	Action	Responsible	Date
10/5/25	Discussion at the next FGB on Monitoring Visits.	Chair/Governors	July FGB
11/5/25	Review progress on Safeguarding Audit actions at December FGB meeting.	Head	Dec 25
11/5/25	Circulate next Safeguarding Scenario (on Complaints Procedure) soon - in time for July meeting and in future on HT report ready for the following meeting.	Head	June 25 for next Safeguarding Scenario (discussion at July FGB). Next HT report to include Scenario for October FGB.
16/5/25	Governors involved in Recruitment to check their Safer Recruitment training was up to date.	All Governors involved in recruitment	June 25
17/5/25	Review progress in addressing Governance Areas for improvement in December 25	Chair	Dec 25
21/5/25	1) Prospective Governors invited to provide a paragraph setting out their skills and reasons for interest in joining the Board 2) EF Reappointment on July Agenda	Chair Clerk	July 25
24/5/25	Nursery and Wraparound care standing agenda item	Clerk	ongoing

Public Sections of the Headteacher’s Report:

	Impact and Actions:
<b>Attendance and Punctuality</b>	
<p>Attendance to 6.5.25 - both on and off roll students:</p> <p>Whole school attendance (on roll students only) - 94.75% (national 94.7%)            Authorised absence - 4.14% (national 4%)            Unauthorised - 1.11% (national 1.3%)            Late - before register closes - 0.50% - no national data            Percentage of pupils persistently absent - 12.6% (national 20.3%)</p> <p>Overall attendance is being affected by some children who are on a part time timetable - the attendance figure to date with their data removed is 95.29% It has also been affected by a CME (child missing in education) child - they are now off roll.</p> <p>Due to our whole school attendance being under 95%, the HT was required to have an extra attendance meeting with Lindsay Miller, this was held virtually on 31.3.25. A copy of the record of this meeting will be shared with Governors once received. During this meeting, it was ascertained that DFE figures held for our school are incorrect as they included children who were off roll - the HT is trying to amend this.</p> <p>The attendance policy has been reviewed and is in the for approval policy folder on the shared drive.</p>	<p>Governors can access national absence and attendance data for comparison here:</p> <p><a href="https://explore-education-statistics.service.gov.uk/find-statistics/pupil-absence-in-schools-in-england">https://explore-education-statistics.service.gov.uk/find-statistics/pupil-absence-in-schools-in-england</a></p> <p><a href="https://explore-education-statistics.service.gov.uk/find-statistics/pupil-attendance-in-schools">https://explore-education-statistics.service.gov.uk/find-statistics/pupil-attendance-in-schools</a></p> <p>FGB to approve policy</p>
<b>Health and Safety/Premises:</b>	
<p>Our new H and S Advisor has completed the premises check.</p> <p>The number of incidents of staff being hurt by children is currently significantly reduced. This has been achieved by increased staffing ratios and alternative provision being delivered. Safety in the Nest has also been revised on the advice of the SEN Hub.</p> <p>Investigations into the stability of a large tree at the front of school affected by fungus are ongoing.</p> <p>A programme of jet washing will commence over half term to improve the condition and appearance of the site.</p> <p>The new KS1 astroturf area was fitted over Easter.</p>	<p>Paperwork shared with Resources Committee</p>

A new projector and sound system has been fitted in the hall.

A new drain will be fitted to the Reception outside area to improve drainage of surface water.

**Staffing:**

Confidential

**Quality of Education/Curriculum:**

Formal monitoring took place in the Spring term completed by the HT and DHT. All teachers and HLTAs were seen. The focus was writing and the quality of lessons and work seen was high. Only one revisit was required.

A Pupil Premium learning walk was undertaken by the DHT and Mrs Miller on her Spring visit. Any relevant feedback was shared with staff.

Writing has continued to be the focus for the Spring term. A review of the Year 2 writing curriculum has taken place and improvement in stamina and quality have already been seen. Children across the school are enjoying being given greater freedom for writing, this is particularly impacting writing in UKS2.

The outcomes of the recent April Yr 6 mock SATs were:

- Maths - 76.5%
- Reading - 70%
- Writing - 61%
- SPaG - 66%

**Safeguarding**

Child Protection Plans - 3  
Looked After Children - 2  
Child in Need - 3 + 2 awaiting assessment  
Open to Early Help - 15  
Ongoing Section 47 enquiries as a result of a strategy meeting - 0

The safeguarding audit has been submitted and the action will be worked through and updated at each FGB. A copy can be found on the shared drive.

**Incidents Since Last Report:**

- Racist Incidents: 1 - reported to LA, police following up with a hate crime session for that class
- Homophobic Incidents: 0
- Bullying Incidents: 0
- Child on Child Abuse: 0
- Exclusions: 1 fixed term for three days for an assault on a member of staff.
- Reportable near misses and accidents: 2 - all reported to LA - no further action required
- Instances of RPI: 3 - all recorded on CPOMs

- Operation Encompass alerts: 12
- Veritau referral (GDPR): 0

Alison Parratt  
Headteacher