

**EASINGWOLD COMMUNITY PRIMARY SCHOOL MINUTES OF FULL GOVERNING BODY MEETING
HELD VIRTUALLY ON TUESDAY 3 DECEMBER 2024 AT 6.00PM**

Governors Present: Becky Cooper (BC) Alison Cottrell (AC) Head Edward Fenning (EF) Toni Potter (TP) Nikki Rowbottom (NR) Chair Rosie Sharpe (RS)	In Attendance: Lesley Barber (clerk)
--	---

No.	Item	Action/ Date
Nikki Rowbottom in the Chair		
1/12/24	<p><u>WELCOME AND APOLOGIES</u></p> <p>Bethany-Rose Cadell (BRC), Felicity Dutton (FD), Becca Floyd (BF) and Steph Young (SY) had submitted their apologies; these were consented to. Andrew Neville (AN) was not present.</p>	
2/12/24	<p><u>DECLARATION OF INTERESTS AND REMINDER OF CONFIDENTIALITY</u></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>	
3/12/24	<p><u>SCHOOL'S VISION, VALUES AND MISSION STATEMENT</u></p> <p>The Chair highlighted the School's Vision, Values and Mission Statement:</p> <p>Mission Statement: 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>Vision: 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 Values 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> <ul style="list-style-type: none"> • Resilience – We work hard and never give up • Respect – We are kind, honest and polite • Responsibility – We keep ourselves and others safe 	
4/12/24	<p><u>CONFIDENTIAL ITEMS</u></p> <p><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.</i></p> <p><i>Governors were reminded not to discuss any business from the Board meetings with family members or friends.</i></p>	

No.	Item	Action/ Date																					
5/12/24	<p><u>NOTIFICATION OF URGENT BUSINESS</u></p> <p>There was no urgent business.</p>																						
6/12/24	<p><u>MINUTES OF MEETING HELD ON 1 OCTOBER 2024</u></p> <p><i>Agreed:</i> <i>That</i> <i>a) the Public minutes of the meeting held on 1 October 2024 were agreed to be a correct record; and</i> <i>b) the Confidential minutes of the meeting held on 1 October 2024 were agreed to be a correct record.</i></p>																						
7/12/24	<p><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></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="347 904 1272 2018"> <thead> <tr> <th data-bbox="347 904 517 943">Reference</th> <th data-bbox="517 904 879 943">Action</th> <th data-bbox="879 904 1272 943">Responsible</th> </tr> </thead> <tbody> <tr> <td data-bbox="347 943 517 1048">9/10/24</td> <td data-bbox="517 943 879 1048">LAC report to the next meeting (on agenda)</td> <td data-bbox="879 943 1272 1048">The Head was still trying to locate a template for the LAC Report.</td> </tr> <tr> <td data-bbox="347 1048 517 1413">9/10/24</td> <td data-bbox="517 1048 879 1413">Self-Review of Governor Effectiveness – report to next meeting.</td> <td data-bbox="879 1048 1272 1413">The Chair had conducted some research on the issue. She was in the process of reviewing the Government advice on the issue and then she would circulate questions to Governors enabling anonymous responses to be submitted. Report to next meeting (NR)</td> </tr> <tr> <td data-bbox="347 1413 517 1659">9/10/24</td> <td data-bbox="517 1413 879 1659">Chair to complete the six-monthly review of HT Performance Management</td> <td data-bbox="879 1413 1272 1659">BC was due to conduct the HT Performance Management process soon, she would do this with the LA representative and the Chair would feed into the process but couldn't attend.</td> </tr> <tr> <td data-bbox="347 1659 517 1805">9/10/24</td> <td data-bbox="517 1659 879 1805">Induction pack to be sent to FD by Chair</td> <td data-bbox="879 1659 1272 1805">Chair had circulated. AN was FD's Buddy and they had been into school together that week.</td> </tr> <tr> <td data-bbox="347 1805 517 1910">9/10/24</td> <td data-bbox="517 1805 879 1910">Chair to amend monitoring form to include Staff Welfare</td> <td data-bbox="879 1805 1272 1910">Chair had amended the Monitoring Form to include staff welfare element.</td> </tr> <tr> <td data-bbox="347 1910 517 2018">10/10/24</td> <td data-bbox="517 1910 879 2018">Clerk to forward details of Governance SLA to Head</td> <td data-bbox="879 1910 1272 2018">Clerk had done this. It was considered too expensive as only £180 had been spent on</td> </tr> </tbody> </table>	Reference	Action	Responsible	9/10/24	LAC report to the next meeting (on agenda)	The Head was still trying to locate a template for the LAC Report.	9/10/24	Self-Review of Governor Effectiveness – report to next meeting.	The Chair had conducted some research on the issue. She was in the process of reviewing the Government advice on the issue and then she would circulate questions to Governors enabling anonymous responses to be submitted. Report to next meeting (NR)	9/10/24	Chair to complete the six-monthly review of HT Performance Management	BC was due to conduct the HT Performance Management process soon, she would do this with the LA representative and the Chair would feed into the process but couldn't attend.	9/10/24	Induction pack to be sent to FD by Chair	Chair had circulated. AN was FD's Buddy and they had been into school together that week.	9/10/24	Chair to amend monitoring form to include Staff Welfare	Chair had amended the Monitoring Form to include staff welfare element.	10/10/24	Clerk to forward details of Governance SLA to Head	Clerk had done this. It was considered too expensive as only £180 had been spent on	Clerk to mark forward issues not dealt with – set out in the table at the end of the minutes
Reference	Action	Responsible																					
9/10/24	LAC report to the next meeting (on agenda)	The Head was still trying to locate a template for the LAC Report.																					
9/10/24	Self-Review of Governor Effectiveness – report to next meeting.	The Chair had conducted some research on the issue. She was in the process of reviewing the Government advice on the issue and then she would circulate questions to Governors enabling anonymous responses to be submitted. Report to next meeting (NR)																					
9/10/24	Chair to complete the six-monthly review of HT Performance Management	BC was due to conduct the HT Performance Management process soon, she would do this with the LA representative and the Chair would feed into the process but couldn't attend.																					
9/10/24	Induction pack to be sent to FD by Chair	Chair had circulated. AN was FD's Buddy and they had been into school together that week.																					
9/10/24	Chair to amend monitoring form to include Staff Welfare	Chair had amended the Monitoring Form to include staff welfare element.																					
10/10/24	Clerk to forward details of Governance SLA to Head	Clerk had done this. It was considered too expensive as only £180 had been spent on																					

No.	Item			Action/ Date
			Governor training the previous year so she didn't feel it was value for money.	
	10/10/24	Chair to report back on drafting of Governance Strategic Plan	The Chair would work on this – m/f to next meeting.	
	13/10/24	Clerk to check Modern Governor, NR to research options for Cyber Training (details circulated by Clerk)	Modern Governor was part of the Governance SLA (Service Level Agreement) and the Chair felt it was too expensive. Alternatives were being considered; also required were courses in panel membership and exclusions.	
	18/10/24	EF to provide an update to all Governors via email after the Resources Cttee meeting	EF had provided an update via email.	
	20/10/24	NR/AN to make contact with Church about involvement in the Carol Service.	There was currently no vicar in post; it was understood that someone had been appointed recently and contact would be made for future involvement. The Head explained that the School would be in Church for the Christmas Service and some children would attend the United Carol Service in Town representing the School. EF was happy to help lead School Services if required.	
8/12/24	<p><u>SCHOOL DEVELOPMENT PLAN AND SELF EVALUATION FRAMEWORK</u></p> <p>The Chair noted that the documents were available for Governors on Google Drive. The Head explained that she hadn't finished the section on Leadership and Management; there was currently no target set for this area and she would discuss this with the SEA (Senior Education Advisor) soon. She was considering a link to the curriculum objectives.</p> <p>Governors raised the following points in discussion of the item:</p> <ul style="list-style-type: none"> • What were the implications of the new Ofsted Framework and the move away from one-word outcomes. The Head said that the process had been reviewed and in her role as an Ofsted Inspector she had received training on its implementation. 			

No.	Item	Action/ Date
	<ul style="list-style-type: none"> • There was a discussion about the staffing which was confidential. <p><i>Agreed: That the report was noted.</i></p>	
9/12/24	<p><u>MONITORING AND LINK GOVERNOR VISITS</u> The Chair updated Governors:</p> <p>Monitoring/ Link Governor visit reports: The following Reports had been received from Governors:</p> <ul style="list-style-type: none"> • Early Years (RS) • Exercise on Playground (AN) <p>The Chair would remind Governors to complete their “Intent” visits soon and in time for reporting to the next FGB in February.</p> <p><i>Agreed: That Governors received the Monitoring/Link Governor reports.</i></p>	NR would remind Governors to complete their “intent” monitoring visits by Feb FGB.
10/12/24	<p><u>SAFEGUARDING SCENARIO</u></p> <p>There was no Safeguarding Scenario circulated for the meeting. Governors requested the next topic to be based around the exclusion process.</p>	AC – next Scenario on Exclusion process. Chair to circulate details of training available for panel members and reading regarding the topic for all Governors.
11/12/24	<p><u>HEADTEACHER’S REPORT</u></p> <p>The public section of the Headteacher’s report is attached to the minutes. Parts of the discussion were confidential. Governors asked the following questions relating to the Headteacher’s report:</p> <ol style="list-style-type: none"> 1. Any news on the possibility of another classroom? This had been dealt with under Matters arising in the Confidential Minutes of the previous meeting. 2. Congratulations on the attendance figures which were above the national average. Governors acknowledged how much effort went into this achievement. 3. Health and Safety report - the Head noted the actions in the report and was addressing them, the circulated report included reference to the availability of the Emergency Response Guide on paper and this was now available. 4. Music Development Plan – Governors supported the “brass class” but wondered whether it would be possible to roll this out to other classes. The Head explained that there were limitations to younger children playing brass instruments, but she hoped that alternatives 	

No.	Item	Action/ Date
	<p>such as string instrument classes could be rolled out. There were capacity issues in the Music Hub which may be a limiting factor. EPIC had funded the brass classes.</p> <p>There were some confidential questions relating to staffing which are reported in the confidential minutes.</p> <p><i>Agreed: That the report was noted.</i></p>	
12/12/24	<p><u>POLICY REVIEWS</u></p> <p><i>Agreed that:</i> <i>Capability Policy and Procedure was noted as confirmed following the Chair's approval and consultation with Governors via email.</i></p>	
13/12/24	<p><u>EXTERNAL REVIEWS</u></p> <p>The following External Reviews were reported on: The Health and Safety Report had been considered by the Resources Committee.</p>	
14/12/24	<p><u>PERFORMANCE MANAGEMENT OF HEADTEACHER</u></p> <p>This had been scheduled for the week of the meeting.</p>	
15/12/24	<p><u>RESOURCES COMMITTEE</u></p> <p>The Chair of the Resources Committee, Edward Fenning, provided the update:</p> <ul style="list-style-type: none"> • Resources Committee 7 October <ul style="list-style-type: none"> a) Minutes of 7 October were circulated b) Budget Management Policy (including Terms of Reference of the Committee) recommended for approval • Resources Committee 25 November minutes had been circulated: <ul style="list-style-type: none"> a) Revised Budget approval recommended. b) Pay Policy approval recommended. <p>He reported that the revised budget indicated a reduced deficit from the Start Budget position but this was balanced out by a positive balance carried forward, with only a small deficit in Year 3. The Chair noted that as pupil numbers were rising this position was likely to improve going forwards.</p> <p>The Committee Chair reported that progress on the Solar Panel project had slowed as there was a need to employ a project manager and quotes for this were being sought. RC indicated that she may have some contacts which could be useful to take this forward.</p> <p>Agreed: That:</p> <ul style="list-style-type: none"> a) On the recommendation of the Resources Committee the FGB <ul style="list-style-type: none"> i) The Budget Management Policy was approved; ii) The Revised Budget was approved iii) The Pay Policy was approved. 	

No.	Item	Action/ Date
16/12/24	<p><u>106 AGREEMENT LAND UPDATE</u> There were no updates at this time.</p>	
17/12/24	<p><u>PARENT/COMMUNITY ENGAGEMENT</u> The Chair reported that the recent Junior Parkrun had suffered from very poor weather and there had been few participants from the School this time. She suggested Governors take on the February half term one and one in the Summer.</p> <p>The Head suggested that children could try the track out during the School day. NR could attend to set the race off and do a mini version.</p>	Head and NR to liaise regarding a mini-Parkrun during the School day.
18/12/24	<p><u>SUCCESSION PLANNING AND VACANCIES</u> The Chair reported that Kirsteen Parkes had now resigned and there was, therefore a Co-opted vacancy. She would put this in the newsletter. There were a few suggestions and Governors would approach potential candidates.</p>	
19/12/24	<p><u>GOVERNOR TRAINING AND INDUCTION</u> This had been covered earlier in the meeting.</p>	
20/12/24	<p><u>HEADTEACHER AND STAFF WELLBEING</u> (See Governance Guide Section 4.7) The Head had discussed her own wellbeing and staff wellbeing with the Chair.</p>	
21/12/24	<p><u>URGENT BUSINESS</u> None</p>	
22/12/24	<p><u>MEETING IMPACT</u> 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"> • Different PE experiences – Parkrun • Budget balanced • Safeguarding • SDP priorities • Behaviour Policy and behaviour management • Exclusion process update for Governors 	
23/12/24	<p><u>DATES OF FUTURE MEETINGS</u> FGB meetings (6) Tue 4 February 2025 at 6pm (virtual) Tuesday 18 March 2025 at 6pm (virtual) SFVS Tuesday 13 May 2025 at 6pm – Outturn and Start Budget Tuesday 15 July 2025 at 6pm</p>	

No.	Item	Action/ Date
	Resources Committees (virtual meetings) (5) Monday 10 March 2025 at 5.30pm (EF unable to attend) SFVS Tuesday 6 May 2025 at 5.30pm (Bank Holiday) - Outturn and Start Budget Monday 30 June 2025 at 5.30pm	

Meeting finished 8.00pm

ACTIONS from this meeting:

Reference	Action	Responsible	Date
9/12/24	NR would remind Governors to complete their "intent" monitoring visits by Feb FGB.	NR	Feb 24
10/12/24	AC – next Scenario on Exclusion process. Chair to circulate details of training available for panel members and reading regarding the topic for all Governors.	NR	Feb 24
17/12/24	Head and NR to liaise regarding a mini-Parkrun during the School day.		

Actions from previous meetings to mark forward:

Reference	Action	Responsible
9/10/24	Governance Self-Review Chair to circulate questions to Governors enabling anonymous responses to be submitted. Report to next meeting	Chair
10/10/24	Governance Strategic Plan	Chair – to next FGB

Public Sections of the Headteacher's Report:

	Impact and Actions:
Attendance and Punctuality	
Attendance to 29.11.24 Whole school attendance - 94.28% (national 93.9%) Authorised absence -4.26 %	Governors can access national absence and attendance data for comparison here:

<p>Unauthorised - 1.12% Late - 0.34% Percentage of pupils persistently absent - 16.9%</p> <p>New document Working Together to Improve School Attendance is now a statutory document: https://assets.publishing.service.gov.uk/media/63049617e90e0729e63d3953/Working_together_to_improve_school_attendance.pdf</p> <p>Overall attendance is being slightly affected by two children who are on a part timetable - the attendance figure to date with their data removed is 94.91% We have also been hit recently by a nasty sickness bug in younger year groups.</p> <p>The Headteacher had a virtual SEA attendance meeting with Lindsay Miller this week. This annual meeting is now a statutory meeting and will form a part of our school improvement package. There were two areas to look at - a policy review and for the HT to consider how to engage teachers in supporting her attendance and punctuality work.</p>	<p>https://explore-education-statistics.service.gov.uk/find-statistics/pupil-absence-in-schools-in-england</p> <p>https://explore-education-statistics.service.gov.uk/find-statistics/pupil-attendance-in-schools</p> <p>The anticipated model from the LA will not be issued now, instead, they plan to send out an attendance handbook to support schools. Our policy will therefore need reviewing in light of changes and be approved again at the next FGB: AC to review LB to add to next FGB agenda</p> <p>AC to circulate SEA attendance record of visit when available.</p>
Health and Safety/Premises:	
<p>Our HandS Advisor completed the Autumn paperwork check.</p> <p>The fire drill for Autumn term has been completed - no required actions Lockdown practice will happen before the Christmas holiday.</p> <p>There has been a rise in injuries to staff from children which is a very big concern. This involves a very small number of children for whom the HT/DHT are seeking support and advice from outside agencies.</p> <p>Investigations into the stability of a large tree at the front of school affected by fungus are ongoing.</p>	<p>LB to circulate the report to Resources Committee members.</p>
Staffing:	
<p>confidential</p>	
Quality of Education/Curriculum:	
<p>Phonics and maths monitoring has been completed this half term by the leaders. This has been mostly positive.</p> <p>The Music Development Plan is now available on the website:</p>	<p>Strengths and areas for improvement have been shared with staff and in the small pockets where practice needs to improve rapidly,</p>

<p>https://primarysite-prod-sorted.s3.amazonaws.com/easingwold-community-primary-school/UploadedDocument/365ff21c-71d0-4fda-9fa6-22b783fd7e2f/school-music-development-plan-summary-2024.pdf</p> <p>The first 10 week block of whole class brass tuition has ended and the feedback has been overwhelmingly positive. EPIC has agreed to fund this and the HT plans to carry this on every year.</p>	<p>Senior Leaders are supporting subject leads to do this.</p>
<p>Early Years</p>	
<p>The new Early Years Handbook was released on 28.12.24.</p>	<p>Click here to read it: Early years foundation stage profile handbook - GOV.UK</p>
<p>Safeguarding</p>	
<p>Child Protection Plans - 4 Looked After Children - 2 Child in Need - 8 Open to Early Help - 22 Ongoing Section 47 enquiries as a result of a strategy meeting - 1</p> <p>The new Safeguarding Governor has had a copy of the NYC Safeguarding Audit which is due for renewal in February and will meet with the HT to complete it before the deadline.</p> <p>Lindsay Miller completed her SEA safeguarding visit on 17.10.24 Safeguarding continues to be a strength with no serious concerns raised. The report can be seen on the Governor drive.</p>	<p>All required actions will be addressed ASAP.</p>
<p>Incidents Since Last Report:</p> <ul style="list-style-type: none"> • Racist Incidents: 0 • Homophobic Incidents: 0 • Bullying Incidents: None • Child on Child Abuse: None • Exclusions: 2 separate - one for two days, one for ½ a day. • Reportable near misses and accidents: 4 • Instances of RPI: 5 - all recorded on CPOMs and shared with parents. • Operation Encompass alerts: 5 • Veritau referral (GDPR): None 	

A Cottrell (Headteacher)