

<u>Easingwold Community Primary School – Full Governing Body Meeting – Held Via Microsoft TEAMS on Tuesday 14<sup>th</sup> May 2024 at 18:00</u>	
<u>Governors Present</u>	<u>In Attendance</u>
Andrew Neville (AN)	Alex Hatley (AH) – Clerk to Governors, North Yorkshire Council
Nikki Rowbottom (NR) - CofG	
Bethany-Rose Caddell (BRC)	
Edward Fenning (EF)	
Georgina Killip (GK)	
Steph Young (SY)	
Toni Potter (TP)	
Alison Cottrell (AC) - Headteacher	
Becky Cooper (BC)	

### Actions

Item Number	Item	Initials
6	Minutes from the 19 <sup>th</sup> March to be printed and signed	CofG
8	Feedback on EY Ofsted meeting	AC
10	Schedule in governor monitoring visits	All
12	Safeguarding scenario	All
13	Permanent exclusions panel training	AC/NR
13	Update governors on numbers of applicants and timings	AC
13	Confirm with AC availability for interviews	ALL
15	Add LM report to agenda	Clerk
17	Junior parkrun dates	AC/NR
18	Photos of portacabin	AC/NR
22	Agree dates with John and Dave	AC

### Minutes

Item Number	Item Minutes
1	<p><b>Welcome and Apologies for Absence</b> NR welcomed everyone to the virtual meeting and thanked everyone for joining. Introductions were made as they had a new clerk covering.</p> <p>Apologies were received from Kirsteen Parkes, Rosie Sharpe and Rebecca Floyd. These were accepted and consented to.</p>
2	<p><b>Declarations of interest and reminder of confidentiality</b> NR reminded the governors to declare any interests at any point of the meeting and reminded the governors of the confidentiality of these meetings and discussions.</p>
3	<p><b>School's Vision and Mission Statement</b> NR reminded the governors of the schools vision and mission statement.</p>
4	<p><b>Confidential Items</b> There are confidential items to be discussed in this meeting.</p> <ul style="list-style-type: none"> <li>○ Ofsted</li> </ul>

..... (Chair) 15/7/24

	<ul style="list-style-type: none"> <li>○ Wraparound care</li> <li>○ Start budget</li> </ul>
5	<p><b>Notification of Urgent Business to be considered at item 23</b> Use of school facilities for holiday clubs</p>
6	<p><b>Minutes of the meeting 19 March 2024</b> <b>a) Public</b> <b>b) Confidential</b> The minutes from the meeting on the 19<sup>th</sup> March 2024 were agreed. These need printing and signing at the next meeting. The public minutes will then be put on the school website.</p>
7	<p><b>Matters Arising from previous minutes not covered elsewhere on the agenda:</b></p> <ul style="list-style-type: none"> <li>• 9/3/24 Consider reviewing the monitoring form, particularly for Early Years (AC/NR) Propose to keep as is.</li> <li>• 14/3/24 NR asked the Head to check the Evolve login for herself and RS as it wasn't currently working. Emma to check this has been resolved.</li> <li>• 17/3/24 Head to note change to publication of dates in Newsletter and inform parents Sleepover and camping dates to go separately. Told the parent to let them know it's been discussed at the FGB which was appreciated by the parent.</li> <li>• Prevent training – reminder to Governors to complete EF to complete his. NR to check if it's a requirement, as it's in addition to the safeguarding training. Suggested it's good practice to complete</li> <li>• Pay Appeals Panel process – to agree Agreed</li> </ul>
8	<p><b>Ofsted inspection - confidential</b> Ofsted have visited this week and the governors have spent some time in school with the inspector.</p>
9	<p><b>School Development Plan and SEF</b> <b>Governor's Monitoring Visits Schedule</b> Feedback in the report will help give the school a plan for next year</p>
10	<p><b>Monitoring and Link Governor Visits</b> NR scheduled to go see Tony. BRC is ready to do their first visit to the school. <b>Action:</b> can other governors schedule their visits to the school before the next FGB</p>
11	<p><b>Safeguarding update</b></p> <ul style="list-style-type: none"> <li>• Safeguarding Report</li> <li>• LAC report</li> </ul> <p>There is nothing to discuss at this meeting.</p>
12	<p><b>Safeguarding Scenario</b> There was no safeguarding scenario ready for this meeting due to the school having an Ofsted visit. The governors will have one in between now and the next meeting and then one at the next meeting. <b>Action:</b> safeguarding scenario for between meetings.</p>
13	<p><b>Headteachers Report</b></p> <ul style="list-style-type: none"> <li>• SEND Information Report</li> </ul> <p>There were some questions sent to the HT prior to the meeting taking place following the HT report being shared. AC explained at length the differences between mini leaders and ambassadors.</p> <p>18:52: BC joined the meeting and NR recapped on Ofsted.</p>

	<p>Q: Is the child at risk from permanent exclusion the same that was temporarily excluded? What other options are being explored?</p> <p>A: Temporarily excluded a child a couple of weeks ago. is there anything to help support the staff, pupils, school? AC can't say too much as it will identify the pupil but they are working closely with parents. The board are to consider any training that governors would need if there were a PEX panel.</p> <p><b>Action:</b> AC and NR to investigate training for governors.</p> <p>Q: The headteacher's report suggests that staffing issues continue to impact for a number of reasons, it would be helpful to discuss what things can be done that are within our control on this. I am thinking about recruitment and selection, induction etc. I know it's a lot to do with the quality of candidates etc. as well as budget considerations but could we look at strengthening our approach? what works well at the moment, what do we think could improve?</p> <p>A: The wording on the job adverts works well. They have had 2 candidates for the adverts today. Appointments made recently were for 1 permanent and 1 fixed term. The school have made it clear that it's highly likely the fixed term will change to permanent from September 2025. These jobs are advertised on the North Yorkshire Council website. They have had 2 applications so far and have 6 people express interest of and would like to come look around the school. Potentially looking at Wednesday 22<sup>nd</sup> May 2024. SY unable to partake as she's staff. Andrew unavailable. EF can. BC and NR potentially can. Do formal interviews in the morning as Toni not available then teaching in the afternoon. The advert closes at midday on Monday.</p> <p><b>Action:</b> update governors on recruitment.</p> <p>Q: Is there a back-up plan if there is a strength of feeling from Y5/6 parents about the proposed mixed year groups?</p> <p>A: Classes are too big. Year 4 is jam packed. If an incoming child lives in Easingwold, the school cannot say no to them. The local authority admissions team will say put them in Year 3 class. Parents can appeal if they live in Easingwold. The school would need to do a consultation before half term.</p> <p>Holidays for absence was discussed. There are between 20 – 30 holiday requests and it's people who regularly request more than once a year. The absence can only be authorised if it meets a set criteria such as a bereavement, wedding or if parents cannot take holidays during school holidays. In these cases, the school ask for evidence and a letter from their employee. The rest of the absences go down as unauthorised.</p>
14	<p><b>Policy reviews</b></p> <ul style="list-style-type: none"> <li>Attendance Management Policy (note approved by Chair following consultation with Governors)</li> </ul> <p><b>Agreed:</b> The attendance management policy was unanimously agreed.</p>
15	<p><b>External Reviews</b></p> <p>Had a visit from Lindsay Miller, Senior Education Adviser. Had the draft report through so will have the finalised one by the next meeting.</p> <p><b>Action:</b> Add LM report to agenda</p>
16	<p><b>Resources Committee</b></p> <ul style="list-style-type: none"> <li><b>Minutes of 11 March 2024 (verbal report at March FGB)</b></li> <li><b>Verbal update from Chair of Committee</b></li> <li><b>Note Outturn position 2023/24</b></li> </ul>

	<ul style="list-style-type: none"> <li> <b>Start Budget 2024/24</b>            The school are currently at a £15K deficit with £45K surplus, £28K committee funds. This is underspend rather than not spent. The school have had more EHCPs through.  <b>Agreed:</b> The governors unanimously agreed to approve outturn budget. Capital is £14k carry forwards, including £12K for energy with the grant from the government. The resources committee have quote for this.            The school would have 12 classes in 24/25 which would run at a deficit of £68K and leave the school with £90K carry forwards and the budget for 25/26, would have 11 classes rather than 12. Year 2 could have £62K deficit and leave the school with £28k carry forwards and for year 3 a deficit was predicted.            Technology contracts coming to an end next year so can renegotiate those. Energy costs are lowering.  <b>Agreed:</b> The governors unanimously approved the start budget.            The school have 2 solar panel quotes, the school wouldn't meet the minimum of the third one. The preferred supplier is more than the school have set away for this, they have £12100 in budget but it would cost £13000, they could potentially save £3000 though to cover this. KP had ideas on how Aviva may be able to help and match funds.         </li> </ul>
17	<b>Parent/Community engagement</b> The school are looking at doing another junior parkrun. AC to give NR potential dates for this. <b>Action: AC to give NR dates for junior parkrun</b> Linton-on-Ouse school would like to do a takeover. NR to be race director that day, to arrange with Mike. NR asked if there were any volunteers for marshalling.
18	<b>Wraparound and Pre-School Provision (confidential)</b> Currently no update to this.
19	<b>Succession Planning and Vacancies</b> GK handed in their resignation. Governors thanks GK and will do a formal thank you at the next FGB. GK offered their support in recruiting. The governing body suggested speaking to parents and carers as and when. NR reminded governors, that they need to be careful in case a parent is also a staff member as they cannot have more than a third of the board as staff. The board would like to look at who has what role and perhaps have a move around so they have that resilience.
20	<b>Governor Training and Induction process</b> Induction process has worked well for BRC. NR reminded the governors about training courses available and that there is a budget set aside for the governor training.
21	<b>Staff and Headteacher Wellbeing</b> This is being discussed this week, especially with Ofsted's recent visit.
22	<b>To deal with any matters agreed for urgent consideration under item 5</b> Football coach would like to rent the hall for holiday clubs with dates to be confirmed. John Dutton would also like to use their site for school holidays, John is a reasonable cost and also offering early bird rates to pupils before it goes public. John has the insurances, safeguarding, DBS and emergency first aid. The football coach, Dave has FEAST funding for pupil premium pupils and disadvantaged pupils. <b>Agreed:</b> Liaise with Dave and John to confirm dates of hire so they can both hire the facilities.

23	<b>What Impact has this meeting had on our children?</b> Positive Ofsted outcome. The class structures, holiday care and the strengths of the governing body.
24	<b>Dates of Future Meetings</b> Monday 15 <sup>th</sup> July 2024 at 18:00
This meeting finished at 20:15	