

**Aiskew, Leeming Bar Church of England Primary School (ALB)  
Minutes of the Full Governing Board Meeting  
Monday 23<sup>rd</sup> January 2023 at 6:00pm in School**

<b>Governors Present:</b> Bethany Stanley, Headteacher (BS), Lynne Athey, Vice Chair (LA), Helen Hollocks (HH), Jane Gibson (JG), Linda Du Toit (LDT), Michelle Dearlove (MD)		
<b>Apologies:</b> Jennie Flintoft (JF), Sue Richardson, Chair (SR), Andy McLaughlin (AM)		
<b>Non-attendance:</b> Matthew Shenton (MS)		
<b>Others in attendance for all or part of the meeting:</b> Bethan Jones - Clerk to Governors		
<b>Agenda Item 22/23</b>	<b>Minutes</b>	<b>Lead</b>
<b>Part 'A' – Procedural</b>		
<b>FGB 3.1</b>	<b>Welcome and Introductions</b> Lynne Athey as Vice Chair welcomed everyone to the meeting and led the meeting in the absence of the Chair.	<b>Vice Chair</b>
<b>FGB 3.2</b>	<b>Prayers</b> Linda Du Toit led the governors in prayer.	<b>LDT</b>
<b>FGB 3.3</b>	<b>Apologies for absence and to determine if any absences should be consented to</b> Apologies were received and consented to for Jennie Flintoft, Sue Richardson and Andy McLaughlin.  Matthew Shenton was absent.  This meeting was deemed quorate.	<b>Clerk</b>
<b>FGB 3.4</b>	<b>Declaration of any interests pecuniary or non-pecuniary</b> Jane Gibson is a Product Manager for Access (Software company)	<b>Vice Chair</b>
<b>FGB 3.5</b>	<b>To determine whether any part of the proceedings should be declared confidential and excluded from the minutes made available for public inspection</b> 3.9 – the Synergy Collaboration Project 3.12 – the Outcome of staff Performance Management	<b>Vice Chair</b>
<b>FGB 3.6</b>	<b>Declaration of any other URGENT business not already on agenda</b> Teacher Strikes.	<b>Vice Chair</b>
<b>FGB 3.7</b>	<b>Approve minutes of FGB meeting 28<sup>th</sup> November 2022</b> General minutes - Were duly <b>approved</b> as a true and accurate record following a hand amended name change.  Confidential minutes - Were duly <b>approved</b> as a true and accurate record.	<b>Vice Chair</b>
<b>FGB 3.8</b>	<b>Matters arising and action points from the above minutes of 28<sup>th</sup> November 2022:</b> <ul style="list-style-type: none"> <li>• <b>Re: FGB 2.9</b> BS sent out Safeguarding training links.</li> <li>• <b>Re: FGB 2.9</b> AM and MS need to complete annual paperwork.</li> </ul>	<b>Vice Chair</b>



	<ul style="list-style-type: none"> <li>• <b>Re: FGB 1.12</b> To carry out pupil voice exercise for re-visioning of the school. Still to be completed MD.</li> <li>• <b>Re: FGB 1.14</b> BS sent out KS2 progress scores.</li> <li>• <b>Re: FGB 2.10</b> JE wrote a progress report regarding the Governor action plan.</li> <li>• <b>Re: FGB 2.11</b> All Governors were asked to go into school to see how the new Maths arrangements are going. This has been revised to HH, LA and LDT.</li> <li>• <b>Re: FGB 2.11</b> BS wrote to parents regarding the change to the school meal charge.</li> <li>• <b>Re: FGB 2.12</b> BS provided an evaluation schedule for next term to the LA.</li> <li>• <b>Re: FGB 2.12</b> LDT to be involved with automaticity. MS Health &amp; Safety.</li> <li>• <b>Re: FGB 2.13</b> JG got a login to the finance system.</li> </ul>	
<b>Part 'B' School Improvement</b>		
<p><b>FGB 3.9</b></p>	<p><b>Chair's Report</b> A copy of Jane Edminson's progress report and revised Governance action plan were sent out prior to the meeting. They highlighted:</p> <ul style="list-style-type: none"> <li>- Succession planning is in place.</li> <li>- The monitoring plan is a working document and constantly being developed.</li> <li>- An induction and training plan has been implemented for new governors.</li> <li>- They need to increase the focus on curriculum monitoring.</li> </ul> <p>Subject monitoring has taken place for French and PSHE. This included a book look, looking at planning documents, Insight data and speaking with the subject leaders.</p> <p>Governors discussed the benefits of asking subject leaders to attend the FGB meetings and how it links into the SIP (School Improvement Plan) priorities. It was agreed to invite Alison Watson the subject lead for science to the next FGB meeting, 20<sup>th</sup> March and move the time of the meeting to 5.30pm. Alison to be first on the agenda after the procedural items.</p>	<p><b>Vice Chair</b></p>
<p><b>FGB 3.10</b></p>	<p><b>Headteacher Report</b> The HT Report was shared with Governors in advance of the meeting. BS and LA invited Governor questions.</p> <p><b>Question: For unauthorised absences, what happens with the parents?</b> <b>Answer: Some might be holidays which we have not approved. There will be a reason they are unauthorised.</b></p> <p><b>Question: Why is there a bigger attendance gap for FMS students?</b> <b>Answer: There has been a lot of sickness. If a child is sick, it's 48 hours off school straight away.</b></p> <p>The school has 46 pupils as of today.</p> <p><b>Question: Do we still only have 3 pupils for next year?</b> <b>Answer: On Friday there were 5 first choices. I know there is another first choice which is a late application however not sure if the late application is counted in the 5 which are showing.</b></p>	<p><b>Head</b></p>



	<p><b>SEN</b> A copy of the SEN information report and new Single Equality Scheme was sent out prior to the meeting. Governors have actions to do in the new Single Equality Scheme.</p> <ol style="list-style-type: none"> <li>1. A governor to take responsibility for the scheme. It was agreed for HH to do this.</li> <li>2. Governors must ensure the action plan is part of the SIP.</li> <li>3. Inform and consult parents about the scheme.</li> </ol> <p>Governors approved the new Single Equality Scheme.</p> <p><b>Health and Safety</b> There was an accident for a staff member when taken rubbish to the bins and slipping on wet grass. Moving forward the bins will be secured to the fence and can be pulled closer to the drive so users do not need to step onto the grass but can remain on tarmac. Bin men have the code to unlock it. H&amp;S advisor is happy with the solution, and this has now been resolved.</p> <p>Contractors are advised regarding slippage on site.</p> <p><b>School Meal prices</b> The school meal prices have gone up in January 23 to £3.40 per meal. The school agreed at the last FGB meeting to increase prices to parents in January 23 to £3 per meal before they knew about this new increase.</p> <p><b>Question: Did any parents stop the meals when we increased to £3?</b> <b>Answer: Nobody.</b></p> <p><b>Question: Will they go up again?</b> <b>Answer: Think that is it for the year.</b></p> <p><b>Question: Who sets the meals?</b> <b>Answer: County Caterers.</b></p> <p><b>Question: If parents stop would it cost more?</b> <b>Answer: Yes, it would cost more, and our price would go up next year.</b></p> <p>Governors discussed the increase and their finances. They agreed to keep the cost at £3 per meal and review at Easter.</p>	
<p><b>FGB 3.11</b></p>	<p><b>SEF/SIP Progress and Monitoring</b> A copy of the Governor Monitoring Scheduled was emailed out prior to the meeting. Governors discussed everyone's role, made some changes, and advised they need to feedback on their area.</p> <p>Science has started to be looked at and a report will be published.</p> <p>MD agreed to come in some lunchtimes to work with pupils on their interest, talents, and aspirations.</p> <p>LDT to work with HH on mastering number and LA in KS2.</p> <p>MS assigned to Finance.</p> <p>HH assigned to SEN and Pay committee.</p>	<p><b>LA/ All</b></p>



	<p>JF assigned to Website compliancy.</p> <p><b>Question: When is SIAMS due?</b> <b>Answer: Last time was 2019 and it done every 5 years.</b></p> <p>BS advised the school has a new Diocese lead.</p>	
<b>Part 'C' Finance &amp; Resources</b>		
<b>FGB 3.12</b>	<p><b>Finance</b></p> <p><b>Headteacher Performance Management outcomes</b></p> <p>Headteacher Performance Management took place in December with SR, BS, HH and Susan Marshall from NYCC. BS achieved all her targets. New targets have been set. Governors fed back it was good to see what has been achieved.</p> <p><b>System to provide overview supply and overtime spend</b></p> <p>Governors asked for more of breakdown for supply claims to know where the money is going.</p>	<b>JG</b>
<b>FGB 3.13</b>	<p><b>Governor development focus</b></p> <p><b>Safeguarding audit followed by approval</b></p> <p>The Safeguarding audit has been completed by BS and SR which led to them carrying out an additional online e-safety review. A copy of the report was sent out prior to the meeting. They have also used online e-safety 360 review – this has still to be shared.</p> <p>BS wrote an annual Safeguarding report as an addition. This was sent out prior to the meeting.</p> <p>Governors wanted to thank staff for their commitment and focus towards Safeguarding and training over the last 12 months.</p> <p>Governors reviewed a case study and spoke about how important it is to share information. They advised the evidence they have seen in school show staff asking questions and are being vigilant.</p> <p>Governors approved the audit.</p>	<b>Head</b>
<b>FGB 3.14</b>	<p><b>Policies for approval</b></p> <p>Were shared with Governors in advance of the meeting.</p> <ul style="list-style-type: none"> <li>• Admission and Attendance Policy (revised from Sept 22)</li> <li>• Children Missing in Education Protocol</li> <li>• Developing Performance Policy</li> <li>• Disciplinary Policy and Procedure</li> <li>• Managing allegations against staff policy (revised from Sept 22)</li> <li>• PSHE and RSE policy (revised from Sept 22)</li> <li>• Schools Hearing and Appeals</li> <li>• Smoke Free Workplace Policy</li> <li>• Workplace Substance Misuse Policy</li> </ul> <p>Governors agreed to approved and adopt.</p>	<b>All</b>



<b>FGB 3.15</b>	<b>Governor Impact Statement</b> <b>(INSERT) - MD</b>	<b>All</b>
<b>FGB 3.16</b>	<b>Any other URGENT business</b> Teacher Strikes. School will not be closing for any of the planned strike days. Parents have been informed. If anything changes BS to let governors know.	<b>All</b>
<b>FGB 3.17</b>	<b>Date of next Full Governing Board Meetings:</b> 20 <sup>th</sup> March 2023 - approve SFVS 22 <sup>nd</sup> May 2023 - Gov development – approve budget 17 <sup>th</sup> July 2023  Michelle Dearlove gave apologies for 20 <sup>th</sup> March.	<b>All</b>
	<i>Note: The colour coding links to the three key roles of governance questioning; <b>RED</b> for 'setting strategic direction'; <b>BLUE</b> for 'holding Headteacher to account for educational performance' <b>GREEN</b> for 'ensuring financial health, probity and value for money.'</i>	

There being no other business the Vice Chair closed the meeting at 7.50pm

Item	Responsible	Action
FGB 3.8	Clerk	Send out electronic KCSIE completed form and Business of Interest form to AM and MS.
FGB 3.8	MD	Carry out vision exercise for children.
FGB 3.8	BS	Get cohort data for year-on-year comparison
FGB 3.10	BS	Add Single Equality Scheme to the website and a section into the newsletter advising where it can be found.
FGB 3.10	LA	Incorporate 3 action points for Single Equality Scheme into the monitoring plan.
FGB 3.11	LA	Add MS to Finance and remove RO. Add HH to SEN and Pay committee. Add JF to Website compliancy.
FGB 3.11	All	Book meetings and make arrangements for their assigned areas.
FGB 3.12	JF	To look at supply claims breakdown.
FGB 3.13	MD	Look at running Safeguarding training for Governors
FGB 3.14	BS	Change wording in 4.4 in Smoke Free Workplace policy.