



**Aiskew, Leeming Bar Church of England Primary School (ALB)
Minutes of the Full Governing Board Meeting
Monday 26th September 2022 at 6:00pm**

Governors Present: Sue Richardson (Chair of Governors), Bethany Stanley (Headteacher), Lynne Athey (Vice Chair), Helen Hollocks, Michelle Dearlove, Jane Gibson, Rebecca Oliver.		
Apologies: Andy McLaughlin		
Others in attendance for all or part of the meeting: Bethan Jones - Clerk to Governors		
Agenda Item	Minutes	Action
Part 'A' – Procedural		
FGB 1.1	Welcome and Introductions: This was the Clerk's first meeting at the school. All governors introduced themselves.	Clerk
FGB 1.2	Prayers Michelle Dearlove led the governors in prayer. It was agreed for future meetings this will be split between the foundation governors, Michelle Dearlove and Lynne Athey.	MD
FGB 1.3	Apologies for absence and to determine if any absences should be consented to Apologies were received and consented to for Andy McLaughlin. Matthew Shenton was not present but expected.	Chair
FGB 1.4	Election of Chair Sue Richardson (SR) was nominated as Chair, this was accepted and governors voted unanimously in favour of this appointment. SR advised it is good practice for a Chair not to sit more than two years in the role. It was agreed for the Chair position to be reviewed in 6 months and potentially vote on a Co-Chair.	Clerk
FGB 1.5	Election of Vice Chair Lynne Athey was nominated as Vice Chair, this was accepted and governors voted unanimously in favour of this appointment.	Clerk
FGB 1.6	Governors Matters The following items were discussed; KCSIE and Safeguarding training <ul style="list-style-type: none"> Governors present, signed to say they have read KCSIE and completed Safeguarding training. Register of Business Interest Forms <ul style="list-style-type: none"> Governors present, completed the form. Code of Conduct <ul style="list-style-type: none"> The NGA policy was agreed and adopted. A copy was signed by SR. 	Clerk



	<p>Skills Audit</p> <ul style="list-style-type: none"> Was recently completed. No further action at this time. <p>Register of Gift / Hospitality</p> <ul style="list-style-type: none"> Governors acknowledged and agreed the register. <p>Standing Orders</p> <ul style="list-style-type: none"> SR took a hard copy to review. <p>Election of Staff Governor</p> <ul style="list-style-type: none"> A discussion took place regarding potential staff members. <p>Election of LA Governor</p> <ul style="list-style-type: none"> Andy McLaughlin was nominated as LA Governor, this was accepted and governors voted unanimously in favour of this appointment for a 4-year term. <p>Confirm Instrument of Government 2022/2023</p> <ul style="list-style-type: none"> Agreed. <p>AP for Clerk: MS & AM to sign KCSIE and Safeguarding training next meeting.</p> <p>AP for Clerk: MS & AM to complete Business of Interested forms next meeting.</p> <p>AP for SR: Standing Order to be brought to the next meeting for approval.</p> <p>AP for Clerk. To send copy of Staff election procedure</p>	
FGB 1.7	<p>Declaration of any interests pecuniary or non-pecuniary</p> <p>None.</p>	Chair
FGB 1.8	<p>To determine whether any part of the proceedings should be declared confidential and excluded from the minutes made available for public inspection.</p> <p>Yes, 1.15 – the school sustainability plans.</p>	Chair
FGB 1.9	<p>Declaration of any other URGENT business not already on agenda</p> <p>Yes, BS has some urgent business to discuss during AOB.</p>	Head
FGB 1.10	<p>Approve minutes of FGB meeting 18th July 2022</p> <p>General minutes - Were duly approved as a true and accurate record following a minor spelling amendment.</p> <p>Confidential minutes - Were duly approved as a true and accurate record.</p>	Chair
FGB 1.11	<p>Matters arising and action points from the above minutes of 18th July 2022:</p> <ul style="list-style-type: none"> Re: FGB2022:6.7 Jane Edminson completed the governance and structure review. JE will attend the next FGB meeting for discussions and feedback. Re: FGB2022:6.11 Governors met early September to plan SIP/SEF following the review. Documents were created from that meeting which will be discussed as an item agenda in this meeting. 	Chair



	AP for Alison: To create a potential question and answers document/script for an OfSted visit.	
Part 'B' School Improvement		
FGB 1.12	<p>FGB re-visioning exercise SR asked governors to write down their thoughts for when pupils transfer to secondary school what they hope the school would have given them in relation to skills and attributes.</p> <p>Governors verbally fed back their thoughts; SR collated the information to compare to the results which were taken from the same exercise carried out a couple of years ago.</p> <p>It was agreed to carry out a similar exercise for children for a pupil voice exercise.</p> <p>AP for SR: Compare results to the school's vision and bring to the next meeting.</p> <p>AP for MD: Carry out vision exercise for children.</p>	Chair
FGB 1.13	<p>Governor Action Plan 2022/23 Three agreed priorities which have been taken from the SI plan:</p> <ol style="list-style-type: none"> To ensure that the governing body is supporting improvement to leadership and management by improving the overall effectiveness of the governing body. To achieve this: <ul style="list-style-type: none"> Ensuring all governors are clear on their responsibilities regarding monitoring and FGB hold them to account. Governors have appropriate skills and knowledge to be able to confidently challenge and hold leaders to account and report back. Reviewing the impact of all governors. Supporting and challenging subject leaders. To ensure that the governing body supports and holds the school to account for their work in (SIP priority 1,2, & 3) <ul style="list-style-type: none"> Priority 1: To embed, refine, and enhance the school's curriculum. Priority 2: To develop pupil's automaticity with number. Priority 3: To improve the environment to inspire children to read. To ensure that the governing body fulfils statutory duties & fully engages in a process of self-improvement. To achieve this: <ul style="list-style-type: none"> All monitoring visits have a clear focus and governors are confident in the information that they are seeking. Ensuring that all governors make regular visits to school as part of their role. Understanding what resources and CPD staff require etc. <ol style="list-style-type: none"> To ensure that the governing body fulfils statutory duties & fully engages in a process of self-improvement. To achieve this: <ul style="list-style-type: none"> Tracking the progress & welfare of pupils with special needs. Rigorously monitoring safe-guarding. Monitoring finance (spending & budget). 	Chair



	<ul style="list-style-type: none"> • Maintaining a duty of care for the well-being of staff & pupils. • Monitoring Health & Safety. • Conducting HT performance management & pay awards. • Retaining and monitoring Church distinctiveness. • Re-establish the FGB vision for the school & examine how far it aligns with the school's own vision. • Engage with the schools stakeholders & seek & act upon their views. <p>It has been identified progress has been made. Governors visited the school last year and completed detailed visit reports. JE was impressed and wants to ensure visits this year are strongly linked to monitoring. A monitoring timetable has been produced.</p> <p>It was agreed a governor induction and training plan should be devised and implemented.</p> <p>It was agreed to create an annual Government Statement, which will outline their contributions over the last year.</p> <p>Question: When is the next parents evening? Answer: 12th October.</p> <p>It was agreed for a paragraph to be included in the upcoming parent election information packs and for governors to be available on parents evening to chat with interested candidates.</p> <p>The most up to date quotes from parent voice surveys are included in SEF.</p> <p>AP for BS: Remove from plan (priority 3) Along with SENDCO prepare annual SEND report.</p> <p>AP for SR: Write paragraph for parent elections.</p> <p>AP for Clerk: Look for governor induction plan.</p> <p>AP for Clerk: Send email all governors available training course emails when available.</p>	
<p>FGB 1.14</p>	<p>SEF/SIP</p> <p>It was agreed to add SIP as a standard agenda item for future meetings.</p> <p>Governors were thanked for the robust meeting, which took place earlier in September regarding the SEF plan. Extra was added after the meeting and was circulated to governors.</p> <p>A discussion took place regarding the SIP plan. The following was agreed:</p> <ul style="list-style-type: none"> • This half term for JG to look at finance and the impact. • SR and LA to monitor priority 1 and divide the subjects. • HH to monitor priority 2 with help from the two-parent governors. • Should have an update from subject leaders for the next meeting. • Governors to come into the school after subject reports. • Staff are aware governors will come in on a half-termly basis. • BS has scheduled in book scrutiny for subjects and will pick random learning objectives to have evidence. • Governors who can come in this half term should for monitoring. 	



	<p>Question: Do we have a monitoring calendar? Answer: Governor visits should follow milestones on specific subjects in the school.</p> <p>AP for Clerk: Add as standard agenda item.</p> <p>AP for BS: Find growing up in North Yorkshire data.</p>	
FGB 1.15	<p>School sustainability plans This item was discussed and is included in the Confidential Minutes.</p>	
FGB 1.16	<p>Headteacher Report The HT Report was shared with Governors in advance of the meeting.</p> <p>BS and SR invited governor questions:</p> <p>Question: What does the KS2 progress scores tell us? Answer: The national average is 0, we are doing better than across the country.</p> <p>Question: How is the scale produced? Answer: AP for BSto find out scale information.</p> <p>Governors thanked staff on the positive progress scores.</p> <p>Question: Why will there not be key learning document for English and Maths? Answer: Spoke to advisors who advised we do not need them for the subjects as have different bought in resources. For Maths, we use White Rose and use CLP power of reading.</p>	Head
Part 'C' Finance & Resources		
FGB 1.17	<p>Finance <u>Approval of 2021/22 reviewed PE Spend</u></p> <p>Question: Do the next steps appear in 2023/23? Answer: We need to ensure they are happening; they are not included in this year's report.</p> <p>This was approved.</p> <p><u>Approval of 2022/23 PE Spend</u></p> <p>Boxall looks costly but the school has been given it free. There is a cost of £36 for training on how to do it.</p> <p>£200 charge for the PE monitoring report to be written.</p> <p>A discussion took place regarding increasing more sportsbased work with Leeming & Londonderry school.</p> <p>Governors approved £700 spend for 2 Ipads.</p> <p>This was approved.</p>	Head



<p>FGB 1.18</p>	<p>Policies for approval</p> <ul style="list-style-type: none"> • Admission and Attendance • Admissions • Anti-bullying • Behaviour • Behaviour principles written statement • Capability • Charging, letting and remissions • Child Protection • Staff Code of Conduct • Complaints procedure • Data Protection • Dealing with allegations of abuse against those who work with or volunteer with children procedure • EYFS • Governors' allowances • Health and Safety • Induction of ECTs • Managing pupils who cannot attend school • Mobile and smart technology • SEND <p>AP for BS: Behaviour – Dates at the end do not match the front.</p> <p>AP for BS: Complaints – To add in arrangements with Burniston School.</p> <p>Adopted and approved pending minor amendments.</p>	
<p>FGB 1.19</p>	<p>Health & Safety The front entrance of the school has been flagged with the premises inspector.</p>	<p>Head</p>
<p>FGB 1.20</p>	<p>Governor Impact Statement AP to SR: To draft impact from meeting.</p>	<p>All</p>
<p>FGB 1.21</p>	<p>Any other URGENT business It was approved to spend the budget recovery funding the same as last year. Teaching Assistants (TA's) morning and evening sessions.</p>	<p>Chair</p>
<p>FGB 1.22</p>	<p>Date of next Full Governing Board Meetings: 28th November 2022 23rd January 2023 20th March 2023 22nd May 2023 17th July 2023</p>	<p>All</p>
	<p><i>Note: The colour coding links to the three key roles of governance questioning; RED for 'setting strategic direction'; BLUE for 'holding Headteacher to account for educational performance' GREEN for 'ensuring financial health, probity and value for money.'</i></p>	

There being no other business the Chair closed the meeting at 20:03