

Barlby Community Primary School

Minutes of Full Governing Body Meeting held on Wednesday 7th Dec 2022 @ 6pm

Present

Mrs J Baker {JB}	Headteacher	Mr G McConnell {GM}	Parent Governor
Mr P Boyes {PB}	Co-opted Governor/Chair	Miss J Millican {JM}	Parent Governor
Mrs B Dowdy {BD}	Co-opted Governor	Miss S Owen {SO}	Staff Governor
Mr AJ Durling {AD}	Co-opted Governor	Mrs S Richmond {SR}	Co-opted Governor
Mr S Flatman {SF}	Co-opted Governor	Mr G Stockill {GS}	LA Governor
Mrs C Karbani {CK}	Parent Governor		

Present [remotely via Microsoft Teams]

Mr I McKenzie {IM}	Parent Governor	Mr J Sykes {JS}	Parent Governor
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In Attendance

Mrs M Hall {MH}	Business Manager	Mr AD Reed {AR}	Clerk
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<u>Colour Key</u>	
Red	Question/Challenge
Green	Reply
Blue	Resolution
Orange	Financial Question/Challenge

1. Welcomes

The meeting commenced at 6.05pm. Attendees were welcomed by PB.

2. Apologies for absence & consideration for consent

Apologies for absence had been tendered by Mrs L Clark {LC}.

Resolved:

That the apologies be consented to by governors.

3. Reminder of confidentiality obligations & declarations of interest, pecuniary or otherwise in agenda items

Governors were reminded by the Chair of the requirement for confidentiality. There were no declarations of interest in agenda items.

4. Identify any agenda items to be treated as confidential

PB confirmed that Agenda Item 13 would need to be the subject of a confidential minute. It was agreed that any further items requiring a confidential minute would be identified as the meeting progressed.

5. Any other business {AOB} to be agreed.

Four items of AOB were identified; these are minuted at Agenda Item 21.

6. Consider and approve the minutes from the FGB meeting held on 28th September 2022 & any matters arising

Matters arising

Actions [from Actions Sheet]

76	The GDPR Link Governor visit/audit remains outstanding with a revised completion date of 31 st January 2023. MH and AD are to arrange a suitable meeting.	OPEN
79	PB still has some work outstanding on the governors' Ofsted 'support documents'. This will be completed during the Christmas holidays.	OPEN
80	Outstanding annual declarations of business interests have now been completed by AD and GS; those for LC and IM will be completed as soon as possible.	OPEN
81	All governors, with the exception of LC who had sent apologies, confirmed they had read 'Keeping Children Safe in Education 2022'. LC's confirmation will be sought.	OPEN
82	School Development Plan related link governor visits had been completed by the majority of governors; those for SF and JM remain outstanding.	OPEN
83	An 'Academy Working Group' comprising JB, PB, BD, SF, MH, JM & SO had held an initial meeting – brief outcomes from the meeting are minuted at Agenda Item 12.	CLOSED
84	Committee Terms of Reference, Delegation Planner, Scheme of Delegation to Headteacher, Standing Orders and Governor Code of Conduct were all brought forward from the previous meeting and were included on the agenda for this meeting – these are minuted at Agenda Item 14.	CLOSED
85	A list of Finance Committee and FGB meetings for 2022-2023 had been circulated to governors.	CLOSED
86	The up-to-date list of link governors and special responsibilities had been circulated; it was pointed out that the 'Wellbeing' link should be GM and NOT GS.	CLOSED
87	DBS for AD had been completed.	CLOSED

No changes to the minutes were proposed.

Resolved:

That the minutes of the meeting of the Full Governing Body held on 28th September 2022 be signed by Chair as a correct record and filed as appropriate.

7. Update from Finance Committee Meeting on 30th November 2022

Draft minutes had been circulated prior to the meeting. GS, in his role as Chair of Finance Committee, explained to governors that the key focus of the meeting had been the revised budget for the three-year period 2022-2025. In particular, GS highlighted the following paragraph from the minutes:

"The revised forecast in-year deficit for 2022-2023 was shown at £75.7k, increased from the original budget of £65.6k. Of greater concern to governors were the 2023-2024 and 2024-2025 forecast in-year deficits of £223.5k and £294.8k. Governors were in agreement that deficits of this magnitude are unsustainable, particularly as 'Year 3' of the forecast would result in an overall deficit of £224.6k."

Governors reaffirmed their concern with the forecast financial position and acknowledged that the situation will need to be examined very closely when the confirmed income figures for the 2023-2024 budget are available in Spring 2023. On this basis, governors agreed to support the revised budget.

JB advised governors that she and MH already scheduled a meeting to discuss areas for potential cost savings.

Q	PB asked JB & MH if they were aware of the allocation of "Additional School Capital Funding"? PB advised that according to the DfE website the allocation to BCP is £17.6k.
A	JB & MH not aware of this funding. PB to share link to DfE website with JB & MH, who will then investigate how school obtains the funding.

Resolved:

That the revised three-year budget for the period 2022-2025 be adopted and submitted to NYCC.

8. Update from Curriculum & Policy Committee Meeting on 7th December 2022

This meeting had been postponed until January 2023.

9. Outstanding Annual Declarations of Business Interests

This had been dealt with at Agenda Item 6 above. Those for LC and IM remain outstanding.

10. Headteacher's Report

The report had been circulated prior to the meeting; questions were invited.

Q	With regard to the exclusion data for 2021-2022, is it correct that the 'Total Days Excluded' figure for boys is 26, while the 'Total No. of Days Lost to Exclusion' is seven?
A	No. The figure should also be 26. The report will be amended.

JB also confirmed that there have been three fixed-term [half day] exclusions in the term to date, representing two different children.

Q	Is the extension still scheduled for January 2023?
A	Yes. Everything we have heard to date suggests plans are still in place for a January start.
Q	What is the programme that the maths lead is using?
A	'Developing Mastery in Maths'. It is a whole-school approach and early feedback is very positive.

Q	Can you explain the background to the support secured from Outwood Academy?
A	This support comes with a £9,000 grant and has been sought as a result of the 'dip' in outcomes for phonics last year. An audit was completed on 28th November and three support days are also provided by the Outwood English Hub. The grant will be used by July 2023 and the work is expected to impact on outcomes in 2023.

11. School Development Plan

The 'Whole School Priorities 2022/2023' document had been circulated prior to the meeting with its 'RAG Ratings' updated to indicate progress.

JB pointed out to governors that the section headed '*To improve channels of communication between staff and governors*' had been strengthened. It was confirmed in the meeting that:

- PB and GS will undertake a number of lunchtime 'drop-in' sessions.
- GM will carry out a wellbeing 'drop-in' session.
- The 'Governors' Assembly' will be held on 27th January 2023.

Resolved:

That the School Development Plan be adopted in its updated form.

12. Academy Conversion Process

The Working Group had met on 5th December and reported back as follows:

- The Government '*White Paper*' that requires academisation is not yet statutory.
- A stakeholder group [including staff] is to be formed
- A list of potentially suitable MAT partners is being drawn up with a view to inviting them into school to present to the stakeholder group.
- Key issues to establish from any presentations include staff retention, autonomy of decision making etc.

GS asked to be added to the Working Group.

13. Headteacher's Performance Review

PB confirmed to governors that the process for 2021-2022 had been completed.

Other matters discussed are the subject of a confidential minute.

14. Governor Administration

The following documents had been circulated prior to the meeting for review:

- Committee Terms of Reference {TOR} for:
 - Curriculum Committee
 - Pupil Discipline Committee
 - Staff Dismissal Committee
 - Staff Dismissal Appeals Committee

Resolved:

That the TOR for the Committees be adopted unchanged for a further year.

- Standing Orders

Resolved:

That Standing Orders be adopted unchanged for a further year.

- Governor Code of Conduct [NGA Model]

Resolved:

That the Governor Code of Conduct be adopted and that all governors be subject to its content. Signed by PB.

- Delegation Planner [NGA Model]
This was provided to governors for information only and to assist with verifying decision-making authorities.

15. Link Governor Updates

A number of reports had been circulated prior to the meeting for review; there were no questions.

16. Policies

Budget Management Policy & Scheme of Delegation to Headteacher.

The policy had been circulated prior to the meeting for review.

It was suggested that references to Deputy Headteacher be changed to Assistant Headteacher(s) to better reflect circumstances in school.

Resolved:

That the Budget Management Policy be adopted and brought into immediate use, subject to the minor change(s) suggested above.

17. Health & Safety and Safeguarding Issues

The NYCC health & safety visit had been cancelled and is yet to be rescheduled.

There were no safeguarding incidents to report.

18. GDPR

There were no GDPR incidents to report.

19. Governor training and visits

PB completed his finance training on 4th October 2022.

MH confirmed that she had sent out various training links and would be monitoring completion and submission of certificates

20. Correspondence

The 'School Partnership Improvement Plan' dated 23rd November 2022 had been circulated prior to the meeting for review. Questions were invited:

Q	Why is Barlby CP School reported as 'Category Level' 3?
A	NYCC rate schools on a scale of 1-4 and Barlby has been rated '2' for a number of years. Upon receipt of this report, prepared by Jill Stubbs, Senior Educational Advisor, JB had queried the rating; the response was that, when the school website was checked, the 'progressive documents for foundation subjects were not published. Unfortunately, the website had been checked prior to the due date; the documents WERE in place by the deadline. On the basis that Category 3 schools receive additional advisor days [nine in total], a governance health check and a SCR record check, it was decided to allow the Category 3 to remain in place to take advantage of the additional support.

An email had been received by all governors from a parent earlier in the day. PB asked that governors ignore and delete the email due to the potential for its subject matter to escalate into a complaint. He had replied personally to the sender.

21. Any other business

Self Evaluation Form {SEF}

JB pointed out that the most up-to-date version of the school SEF had been circulated for review. Following a review, it had been decided to widen the SEF's content to include a series of 'so-what?' conclusions to demonstrate impact. Comments were invited from governors.

Governor Resignation

PB advised governors that he had received written notification from JS that he is to step down as a parent governor, due to increased work commitments. JS had indicated his willingness to remain in post until the appointment of a replacement parent governor; an election will be arranged for after the Christmas holiday. PB extended his thanks on behalf of all governors for JS' commitment to the role.

22. Date(s) of next meetings

Curriculum & Policy	25 th January 2023
Finance	22 nd February 2023
Curriculum & Policy	29 th March 2023
FGB	26 th April 2023

The meeting ended at 7.40pm.

Signed

Date