

Barlby Community Primary School

Minutes of Full Governing Body Meeting held on Wednesday 26th April 2023 @ 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 L Clark {LC}	Co-opted Governor	Miss S Owen {SO}	Staff Governor
Mrs B Dowdy {BD}	Co-opted Governor	Mrs S Richmond {SR}	Co-opted Governor
Mrs C Karbani {CK}	Parent Governor	Mr G Stockill {GS}	LA Governor

Present [remotely via Microsoft Teams]

Mr AJ Durling {AD}	Co-opted Governor	Mr P Jones {PJ}	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 6.04pm. Attendees were welcomed by PB, with an individual welcome for PJ, who was attending [virtually] his first meeting at the newly-elected parent governor.

2. Apologies for absence & consideration for consent

Apologies for absence had been tendered by Mr I McKenzie {IM}.

Resolved:

That the apologies be consented to by governors.

Mr S Flatman {SF} did not attend the meeting.

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

It was agreed that any items requiring a confidential minute would be identified as the meeting progressed.

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

Two items of AOB were identified; these are minuted at Agenda Item 20.

6. Consider and approve the minutes from the FGB meeting held on 7th December 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 19th July 2023. MH and AD are to arrange a suitable meeting.	OPEN
79	Outstanding work on the governors' Ofsted 'support documents' has now been completed. It is included as Agenda Item 12 for this meeting for discussion.	CLOSED
80	Majority of annual declarations of business interests have now been completed; that for IM will be completed as soon as possible.	OPEN
81	All governors have now confirmed they have read 'Keeping Children Safe in Education 2022'.	CLOSED
82	School Development Plan related link governor visits had been completed by all governors.	CLOSED
88	The revised budget had been submitted to NYCC by MH.	CLOSED
89	JB had circulated revised exclusions data to governors.	CLOSED

No changes to the minutes were proposed.

Resolved:

That the minutes of the meeting of the Full Governing Body held on 7th December 2022 be signed by Chair as a correct record and filed as appropriate.

7. Consider and approve the *confidential* minute from the FGB meeting held on 7th December 2022 & any matters arising

Copies of the confidential minute were tabled at the meeting; all copies were collected back in. There were no matters arising.

Resolved:

That the confidential minute of the meeting of the Full Governing Body held on 7th December 2022 be signed by Chair as a correct record and filed as appropriate.

8. Update from Finance Committee Meeting on 22nd February 2023

Draft minutes had been circulated prior to the meeting. GS, in his role as Chair of Finance Committee, highlighted the following key matters:

- The '*expected outturn*' had shown an improvement from a deficit of £75.7k [as forecast by the revised budget] to a deficit of £40.8k. However, this was expected change for the worse by the year-end due to anticipated increases to staff costs.

- School is in receipt of an additional £17,598 from DfE specifically for energy-saving capital expenditure; MH confirmed she has already requested a quote for the installation of motion sensors for lighting.

Following a short discussion, governors were asked to give further consideration to possible projects and feedback before the next meeting. In order to assist, MH will email out further scheme information to governors and will also contact other local PFI schools to assess possibilities.

- The Schools Financial Value Standard {SFVS} had been completed and was to be submitted by MH to Veritau in accordance with the 31st March deadline; governors were asked to ratify the decision.

Resolved:
That the submission of the SFVS return be ratified.

There were no further questions.

9. Updates from Curriculum & Policy Committee Meetings on 25th January 2023 & 29th March 2023

LC, in her role as Chair of Committee highlighted the following key matters:

- A number of policies had been reviewed and adopted in accordance with the review schedule.
- The Maths Mastery Scheme was reported as being impressive.
- The approach to teaching spelling is in the process of being changed.

10. Headteacher's Report

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

Q	The report states that planning permission for the school extension was due to expire on 31st March 2023; has anything changed?
A	Yes, the date has been extended until 17th May 2023.

Governors' attention was drawn to the exclusions/suspensions data provided; one pupil had been permanently excluded for '*persistent or general disruptive behaviour*'.

Q	Can you clarify the two entries relating to exclusions for 'drug & alcohol related'?
A	They relate to the same incident, involving two pupils; it involved vaping. The matter was fully investigated and shared with the pupils' parents; there has been no repeat to date.

In pointing out that attendance [at 95.5%] is currently below national expected average [96%], JB reported that the School Education Advisor had undertaken a visit focusing on attendance on 23rd February 2023 [a copy of which had been circulated prior to the meeting].

Q	Have the recommendations on Page 3/4 of the report been actioned?
A	The strategy to encourage punctuality has been reviewed, with letters now being sent to parents if a pupil arrives late. Curriculum/PSHE links have not yet been explored.

JB reported that a full governance 'health check' had been carried out on 20th April by NYC's Governance Officer; there had been no major failings with only a small number of minor improvements recommended. PB asked that the thanks of governors to JB/MH for the work undertaken in preparation for the visit be specifically minuted.

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.

Q	Some of the objectives are shown as 'Red' – is there anything we should be focusing on?
A	The only areas rated 'Red' relate to: 1. CPD 2. Pupil Voice Notes on progress are included on the report. .

12. Preparing for Ofsted

A document titled '*Ofsted Overview for Governors*' had been circulated to governors by PB in March; it comprised a number of distinct sections, including Vision & Ethos, Strategic Direction, Curriculum and Safeguarding each of which poses detailed questions for governors on the specific areas involved.

Governors were asked to give thought to a number of highlighted questions, where further input is required, providing any thoughts to PB by email within the next two weeks.

During the meeting, a number of actions were agreed, including:

- PJ will check school website compliance with statutory requirements.
- All governors to check/update where necessary their personal profiles.
- SO to update school vision with regard to reading.
- Review of the SEF is to be moved to the end of the Summer Term.
- All Link Governors were asked to prepare a brief 'crib-sheet' for their link area.

GS left the meeting at 7.07pm.

13. Academy Conversion Process

Following a meeting of the Working Group on 5th December, JB had asked staff for their initial views; not many had yet been expressed, but it could be stated that there did not appear to be a great deal of enthusiasm to join a MAT.

In light of the Government White Paper [in which joining a MAT by 2030 is required] not yet being statutory, governors agreed that the matter can be 'parked' until there is more certainty around requirements.

14. Link Governor Updates

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

JB requested that all Link Governors arrange a further visit before the next meeting on 19th July 2023

15. Policies

No policies were tabled for review.

16. Health & Safety and Safeguarding Issues.

A health and safety paperwork check had been completed with no significant issues identified.

The Safeguarding Audit had been completed. There were no safeguarding incidents to report.

17. GDPR

Veritau had carried out a GDPR audit with no significant findings. There were no GDPR incidents to report.

18. Governor training and visits

MH had emailed a number of NYES training opportunities to governors. Three governors had booked places on the next Governor GSIM on 4th July.

When a suitable opportunity arises, GS is to undertake 'Chairing the Governing Body' training as part of succession planning.

19. Correspondence

There was no correspondence.

20. Any other business

Two matters had been raised for discussion:

School therapy dog

A number of related documents [including a full risk assessment] had been circulated prior to the meeting for review by governors, with a recommendation from JB that a therapy dog be introduced into school.

As part of a long and thorough discussion, the benefits were considered as were several reservations; the latter included phobias, fears, potential allergies and cultural issues. Taking into account all matters discussed, governors were prepared to give the go-ahead on a '*proceed with caution*' basis.

Resolved:

That a letter be sent to parents advising the planned introduction of a therapy dog and seeking feedback of any concerns.

- Parent questionnaire

Volunteers were sought to process the responses to a recent parental questionnaire; all documents were handed out with a request from PB that this be completed no later than 12th May 2023.

21. Date(s) of next meetings

Finance	10 th May 2023
FGB	19 th July 2023
2023-2024	To be arranged.

The meeting ended at 8.05pm.

Signed

Date