

MINUTES:

COMMITTEE: School Governing Body (SGB) Meeting 11 July 2023

SCHOOL: Threshfield Primary School

DATE: 11 July 2023

TIME: 4.30 pm - 6.31 pm

VENUE: Hybrid - in-person and Virtual

ATTENDED:

Brettle Roberts (COG)	Chair - Co-opted Governor
Sarah Hill (SH)	Vice-Chair – Co-opted Governor
Sarah Harper (HT)	Headteacher
Pete Huff (PH)	Foundation Governor
Ian Green (IG)	Parent Governor
Tina Tierney (TT)	Co-opted Governor
Andrew Bode (AB)	LA Governor

APOLOGIES: Richard Hore (RH) Parent Governor

ATTENDING: Jenny Whitaker (JE) E-Learning lead
Abi George (Clerk) Judicium Clerk (attended virtually)

QUORUM: five

MEETING FOLDER: [11 July 2023](#)

Question Types:

Finance

Strategic Direction

Outcomes for children

The use of the term Governor for this purpose refers to, but is not limited to; Governors, Trustees, Directors and Members. The Code of Conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked * are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

Item	
1	Welcome Those present were welcomed by the Chair.

2	Procedural items																										
2.1	Apologies for absence: Apologies as recorded were accepted by the Governors.																										
2.2	Confirmation of Quorum: The meeting was confirmed as quorate.																										
2.3	Declarations of interest No pecuniary or personal interests were advised for any agenda item for this meeting.																										
2.4	Confidentiality Statement: All matters discussed during the meeting are confidential until the Minutes have been approved. Any items recorded in the Confidential Part II Minutes remain confidential after the Part II Minutes have been approved.																										
3	Any other Urgent Business																										
4	Minutes The minutes of the SGB meeting held on 9 May 2023 were approved and will be digitally signed by the Chair.																										
5	Matters arising from the minutes of the SGB meeting held on 9.5. 2023.																										
5.1	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Item</th> <th style="width: 40%;">Action</th> <th style="width: 20%;">Actionee</th> <th style="width: 30%;">Status</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">10</td> <td>HCP finalised plan to be emailed to NYCC</td> <td style="text-align: center;">JW</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td style="text-align: center;">12</td> <td>Contact Peter for lights information</td> <td style="text-align: center;">SH</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td style="text-align: center;">15</td> <td>Send Educare password to RH</td> <td style="text-align: center;">JW</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td style="text-align: center;">16</td> <td>Resend the Educare link to RH</td> <td style="text-align: center;">JW</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td style="text-align: center;">16</td> <td>Create short training sessions for governors</td> <td style="text-align: center;">SH</td> <td style="text-align: center;">Completed</td> </tr> </tbody> </table>			Item	Action	Actionee	Status	10	HCP finalised plan to be emailed to NYCC	JW	Completed	12	Contact Peter for lights information	SH	Completed	15	Send Educare password to RH	JW	Completed	16	Resend the Educare link to RH	JW	Completed	16	Create short training sessions for governors	SH	Completed
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5.2	PH Advised an electrician should be engaged to suggest solutions for the lighting.		Action – PH																								
5.3	HT and the School Bursar are to meet before the September SGB meeting to discuss the elements of finance.		Action- HT																								
6	Correspondence It was reported that no correspondence of any substance had been received.																										
7	Governing Body Matters:																										
7.1	<u>Governor Vacancies (Co-opted Governor)</u> HT Reported the vacancy had been advertised in the School Newsletter and Parish magazine. No other prospective candidates had been identified.																										
7.2	<u>Governing Body Roles</u> HT Confirmed the appointment of AB as a Co-opted Governor from 9 May 2023 and TT as a Foundation Governor from August 2022 . COG Requested confirmation of each Board member's role. HT Advised COG had SEND role, PH had Health and Safety role, SH had the Vice Chair role and IG had the Safeguarding role. All other members of the Board had no designation.																										
8	Budget and Finance The Budget Monitoring Summary Report for Month Ended 31st May 2023 had been circulated via GovernorHub before the meeting.																										

	<p>HT Provided a summary of the May Report. An in-year deficit was identified as a result of staff maternity leave. The deficit was expected to persist throughout the 2023/24 period.</p> <p>Q. A governor asked whether the member of staff on maternity leave was on a one-year contract.</p> <p>A. HT responded, Yes.</p> <p>Q. A governor asked for clarification of the in-year deficit.</p> <p>A. HT responded; funds would improve slightly due to an increase in the school role of three children from September.</p> <p>Q. A governor asked whether the school was insured against statutory staff leave.</p> <p>A. HT responded Yes; however, it would not cover the full costs.</p> <p>Governors discussed the deficit and the 2023/24 school roll.</p> <p>HT Advised of an increase in meetings with the School Bursar to effectively monitor the budget.</p> <p>Q. A governor asked whether it cost more for two part-time teachers in one post.</p> <p>A. HT responded it depended on the pay scale of staff; senior staff in a shared role would cost more.</p> <p>Q. A governor asked what had been planned in light of the deficit.</p> <p>A. HT advised a further projection would be made in September. New costs associated with KCSIE would need to be assessed and a thorough audit of spend to understand cost implications.</p> <p>Q. A governor asked whether the school needed more children enrolled to mitigate costs or reduce costs.</p> <p>A. HT responded it would be hard to reduce costs, in particular, teaching staff costs. The proposed new class space would allow for a greater intake of children.</p> <p>HT Explained costs were greater due to the increased dependence on supply staff.</p>
<p>9.1 - 9.2</p>	<p>Headteacher Report The Head Teachers Report had been circulated via GovernorHub before the meeting.</p> <p>HT Reported on staff absence and staff responsibilities. SIPP monitoring had increased; however, Safeguarding training had reduced when compared to the previous year.</p> <p>HT Reported on feedback from the Audit of phonics and reading by Burley and Woodhead. GDPR had been externally audited; there had an increase in educational visits.</p> <p>HT Reported there had been fewer visits from the School Improvement Advisor.</p> <p>Q. A governor asked the reason for the reduction in the Improvement Advisors' visits.</p> <p>A. HT responded; the visits had reduced as the school had been rated as GOOD.</p> <p>HT Reported there had been one pupil excluded from school for a day due to a series of continued events. The school had tried various interventions to improve behaviour. The pupil's behaviour had improved on returning to school.</p> <p>HT Updated on Early Help Referrals.</p> <p>Q. A governor asked who benefited from Early Help.</p> <p>A. HT responded that students and parents benefitted.</p> <p>Q. A governor asked about the role of Early Help.</p> <p>A. HT explained professionals e.g., doctors could refer to Early Help and parents could self-refer. It assists parents who are struggling with issues such as mental health issues or food poverty. Safeguarding is a large part of Early Help.</p> <p>HT Reported on pupil attendance and the impact monitoring and accountability would have on the school in 2023/24 due to DfE changes. There are statutory obligations which will be enforced on the HT and Board to ensure pupils' attendance at school.</p> <p>Governors discussed the impact of pupil attendance and questions were invited.</p>
<p>9.3</p>	<p><u>CPOMS Report (Child Protection Online Monitoring System)</u> had been circulated via GovernorHub before the meeting.</p>

9.4	<p>HT Summarised the actions put in place for improved monitoring and logging of incidents by school staff.</p> <p>Q. A governor asked whether the percentage of incidents was linked to a small number of pupils.</p> <p>A. HT confirmed they were.</p> <p>Q. A governor inquired about the extent to which all logged incidents were followed through.</p> <p>A. HT responded that all incidents were logged on the CPOM system and must be actioned. OFSTED could include the system during an inspection. All teachers were now using the system.</p> <p>Q. A governor queried why there were thirty-eight incidents and only eight actions.</p> <p>A. HT explained the difficulty in monitoring follow-up action on logged incidents. She reported a more robust monitoring system would be in place in the new academic year.</p> <p>Q. A governor asked who was responsible for logging incidents.</p> <p>A. HT responded that all staff were responsible; the laptop for logging incidents had been placed in the staff room enabling staff easy access to the system.</p> <p>Q. A governor asked about the frequency of staff training on the system.</p> <p>A. HT advised; it was every half term.</p> <p>Q. A governor asked whether the logged incidents were used to look at trends.</p> <p>A. HT responded that 80 per cent of incidents could be attributed to one pupil. She acknowledged it helped in establishing a pattern of behaviour.</p> <p>Governors discussed the report.</p> <p><u>Summer Assessment Report 2023</u> had been circulated via GovernorHub before the meeting.</p> <p>HT Provided a summary of the key results which included:</p> <ul style="list-style-type: none"> • Improvement in Maths SATS results, with significant improvement in Key Stage 2. • Reading was in line with the projected results • Writing achieved one hundred per cent • Greater Depth was below expectation. <p>Q. A governor asked for the number of SEN students in school.</p> <p>A. HT advised two Year 5 pupils would not sit SATS and three Year 3 pupils.</p> <p>HT Noted the need to allocate support in early years reading in 2023/24 as part of the School Development Plan.</p> <p>HT Advised there were 13 per cent of SEN pupils on the school roll.</p>
10	<p>Academisation</p> <p>HT Reported the date had been moved to September.</p> <p>HT Reported on the benefits of being part of an Academy concerning OFSTED inspections. Threshfield were in an advantageous position to be accepted.</p> <p>Governors discussed the process and provisional timescale for acceptance.</p>
11	<p>Health and Safety</p> <p>PH Advised the Board his term of office ends in 2024 and succession planning should commence.</p> <p>PH Explained the pre-existing problem with the school's vulnerability to flooding.</p> <p>PH Reported a handover document would be drafted to ensure continuity in dealing with the problem</p> <p style="text-align: right;">Action – PH</p> <p>11.1 Governors discussed the provision of caretaking and cleaning at the school. Information relating to the North Yorkshire Service Contract was requested.</p> <p style="text-align: right;">Action – HT</p>
12	<p>SEND</p> <p>HT Reported two EHCPs had been submitted and one had been rejected.</p> <p>Q. A governor asked whether progress had been made with SEN pupils.</p> <p>A. HT responded the school were actively collaborating with parents as well as pupils.</p>

	HT Updated on teacher training to aid the full return to lessons of children with specific medical needs.
13	<p>Safeguarding IG Attended a meeting with the Student Council. Minor concerns had been raised. IG would complete a monitoring report providing further information on the meeting.</p> <p style="text-align: right;">Action - IG</p>
14	<p>Possible School Alterations</p> <p>HT Advised the Board on options for extending the school's capacity. The alterations would increase formal learning space. Alterations would accommodate three additional preschool pupils with no increase in teaching staff. Quotes had been received from Tom Willoughby Ltd for the bathroom and lobby; and Wrights Flooring Ltd for replacement carpets.</p> <p>Governors discussed the options for the alterations.</p> <p>Q. A governor asked whether additional quotes for the work had been explored.</p> <p>A. HT responded that no additional quotes were sought as the contractors who had quoted were already on site for other works.</p> <p>Q. A governor asked which budget the work would be allocated to.</p> <p>A. HT explained work had already been agreed for replacement windows paid out of the energy grant; the cost would be covered by devolved capital, however, there was a zero cost as the energy grant would be used to pay for the alterations too as it qualified as an energy-efficient improvement.</p> <p>Q. A governor asked when work would commence.</p> <p>A. HT responded work would take place over the summer holidays.</p> <p>HT Asked the governors to approve the spend of £3070 plus vat for the bathroom and lobby; and £2437 plus vat for replacement flooring.</p> <p>COG proposed the motion and TT seconded, which was unanimously agreed.</p>
15	<p>Governor training opportunities and learning activities</p> <p>15.1 COG Provided an overview of her and SH's experience using the School Improvement Online Training. The training added little to their understanding; however, the power of music content was interesting highlighting the need for schools to allocate a lead for music.</p> <p>15.2 COG Reported:</p> <ul style="list-style-type: none"> • Changes to RSHE • IG receives daily monitoring reports • North Yorkshire was below the national average • OFSTED would further scrutinise children working in Greater Depth with performance management targets aligned with strategic objectives.
16	<p>KCSIE and Skills Audit</p> <p>Clerk Demonstrated how to access the GovernorHub KCSIE personal declaration page and requested all present confirm their understanding of KCSIE 2022 on the platform before the end of the summer term.</p> <p style="text-align: right;">Action – Governors</p> <p>16.1 Clerk Asked governors to complete a self-assessment Skills Audit, which could be downloaded from GovernorHub. The information would be collated for discussion at the first FGB meeting in the new academic year. Governors agreed the results should not be anonymised.</p> <p style="text-align: right;">Action – Governors</p> <p>16.2 Clerk A link to the Skills Audit would be posted on the Noticeboard.</p> <p style="text-align: right;">Action – Clerk</p>
17	<p>Any Other Urgent Business (AOB) None</p>
18	Impact of the Board on the Welfare and Progress of Pupils

	<p>The Board discussed the academic year and stated their opinions on their overall impact. Observations included:</p> <ul style="list-style-type: none"> • Twenty-six monitoring visits improved governors’ knowledge of the working of the school • Questioning of the HT had improved fulfilling the Boards role in holding the HT to account • School visits confirmed children were happy at school • Parents experiencing difficulties outside of school expressed satisfaction with their children’s opinion of school life • Children approached SATS in a relaxed manner <p>HT Invited governors to observe classrooms in 2023/24. HT Noted the positive impact governors had on monitoring SIPP and safeguarding.</p>
18.1	
19	<p>Proposed Meeting Dates for 2023/24 Agreed</p>
19.1	<p>Clerk Advised meeting dates would be posted on the GovernorHub noticeboard</p> <p style="text-align: right;">Action – Clerk</p>
20	<p>To identify any matters to be recorded in the Confidential PART II Minutes No items were identified</p>
	<p>The meeting ended at 6.31 pm</p>

Actions arising from the Minutes of the SGB meeting held on 11 July 2023

Item	Action	Actionee	Status
5.2	Engage an electrician to provide a quote for a solution to lighting	PH	
5.3	School Bursar to advise and discuss elements of finance.	HT	
11	Write a handover document for Health and safety before the end of the term of office	PH	
11.1	Provide the Board with information relating to the North Yorkshire Service Contract	HT	
13	Complete a monitoring report for the Student Council visit	IG	
16	Confirm KSCIE 2022 before the end of the summer term on GovernorHub	Governors	
16.1	Complete the self-assessment Skills Audit	Governors	
16.2	Post the link to the Skills Audit on the GovernorHub noticeboard	Clerk	
19.1	Post 2023/24 meeting dates on GovernorHub	Clerk	

Minutes are signed digitally by the Chair on GovernorHub