

Threshfield Primary School Governing Body

Minutes for of Governing Body Meeting Tuesday 27th September 2022 – 4.30pm

Present: Natasha Midgley (NM – Co-opted, Vice Chair), Sarah Harper (HT), Bethany Alexander (BA – Staff Governor), Ian Green (IG – Parent Governor), Sarah Hill (SH – Co-Opted) , Andrew Bode (AB – Local Authority Governor), Brettle Roberts (BR – Co-opted)

Question Types:

Finance

Strategic Direction

Outcomes for children

Clerk: Rob Thacker

Apologies: Peter Huff (PH – Foundation Governor)

1. **Welcome and Opening Remarks and Introductions**

NM, acting as Chair, welcomed everyone to the meeting and asked them to introduce themselves. The Chair welcomed two new Governors, Andrew Bode (Co-Opted but applying for Local Authority Governor) and Sarah Hill (Co-Opted).

2. **To consider any consented/non-consented apologies for Absence**

Apologies from Peter Huff – consented

3. **Election of Chair of Governors and Vice-Chair(s) of Governors**

There was a discussion about whether anyone felt they were in a position to take on the position of Chair for the 12 month term. Due to personal circumstances and work commitments all governors said they did not feel able to take on the Chair position for 12 months but that 6 months was more practical with a review taking place at the March meeting.

The Clerk then asked for nominations for the position of Chair of Governors. IG nominated Mrs Midgley. There were no other nominations. Mrs Midgley accepted the nomination.

Mrs Midgley left the meeting briefly.

The Clerk then asked for a vote in favour of electing Mrs Midgley as Chair of Governors for six months until March. The vote was unanimously in favour.

Mrs Midgley returned to the meeting room.

The Clerk then asked for nominations for the post of Vice-Chair of Governors. Mrs Roberts was nominated and accepted the nomination. There were no other nominations.

Mrs Roberts left the meeting briefly.

The clerk asked for a vote in favour of electing Mrs Roberts as Vice-Chair. The vote was unanimously in favour.

Mrs Roberts returned to the meeting room.

4. Declarations of interest Forms and Register of Gifts and Hospitality

These were signed by all Governors present and will be filed In School.

Annual Declarations of Personal and Business Interest forms

The Clerk circulated the previous year's Annual Declaration of Personal and Business Interest forms to all governors, or provided new, blank, forms if last year's were not available, and asked that they be updated or completed and signed and dated again, with all boxes properly completed with "None" or "N/A" entered if applicable.

Annual Register of Gifts and Hospitality

The Clerk asked everyone to declare if they had received any gifts or hospitality, over and above a nominal value in their role as a governor, or in any other role, during the period 1 September 2021 to 31 August 2022.

There were no such declarations and therefore Mrs Midgley signed and dated a Nil Return.

5. Declarations of Interest (pecuniary or other) for any agenda item

None

There were no declarations of interest in any item on the agenda not otherwise already declared.

6. Identification of any confidential items to be excluded from the publicly available minutes

None

7. Notification of any other urgent business items

None

8. Governing Body Matters

- **Membership and Terms of Office**

Both Sarah Hill and Andrew Bode have now been Co-Opted on to the Board of Governors. As we have a vacancy for Local Authority Governor, Andrew Bode is in the process of applying for this position.

- Regarding the Parent Governor vacancy on the Governing Board, one parent nomination has now been received. If no other nominations are made before the deadline next week, the parent will be appointed to the Board at the next FGB meeting.
- Regarding the vacancy for Foundation Governor, a name has been proposed to the Hewitt Trust and if they agree with the nomination, she will be appointed to the Board at the next FGB meeting.
- There are no Governors due to be re-elected.

- **Appointment of Governors with Specific Responsibilities**

- **Safeguarding**

All Governors have responsibility for Safeguarding.
Lead Governor – Ian Green

- **SEND**

Lead Governor - Brett Roberts

- **Health & Safety** –
Lead Governor - Peter Huff
- **People Premium**
Lead Governor – Andrew Bode
- **Governor Training**
Lead Governor – Ian Green

It was noted that the HT audits Safeguarding, H&S, Prevent and Online 1 x per year

ACTION: Jenny Whitaker (school admin) to email IG about Safeguard monitoring and training and who does it and when. HT will get IG an email address from NYCC and provide an information pack on 'Introduction to Governance'

- **Code of Conduct**
The Code of Conduct was approved and signed by all Governors present. It has been filed at school. To be reviewed Autumn Term 2023.
- **Standing Orders**
It was agreed that the Standing Orders would remain unchanged for the new Academic Year and that Mrs Midgley would circulate a copy to all governors before the next meeting.

ACTION MRS MIDGLEY

9. Scheme of Delegation to the Headteacher

Annex B of the NYCC Budget Management Policy was formally adopted by the Governing Body, by a unanimous vote. The Governors formally approved the limits as follows:

"The Headteacher shall not vire from one budget head to another any sum exceeding 0.5% of the delegated budget or £5,000 whichever is the lesser, without the consent of the Governing Body or, in the case of an urgent matter, the Chair thereof."

10. Minutes of the meetings of the Governing Body held on 12th July 2022

NM asked for amendment to the minutes point 65.22. This has now been done and ready for approval at the November meeting.

ACTION CLERK: Minutes from July meeting to be signed off at November meeting after amendment

11. Matters arising not covered elsewhere

- BA due to take maternity leave from December. Her responsibilities will be covered from within the school: Mrs Appleton will take on class teacher role for EYFS. With this in mind she has been the teaching assistant in EYFS since the start of term. She is also one of the leads for implementing the phonic scheme and received an outstanding report for her phonics lessons from Jo Robinson when she visited last term.
Mrs Appleton is an ECT as is Miss Knox, who have started in The Seedlings.

BR: will having two ECTs stretch your capacity further?

The HT explained that Mrs Comerford has taken on an extra afternoon as a teacher to become the ECT mentor.

- See outstanding actions list from July meeting 2022

12. School Development Plan – Governor responsibilities

The HT outlined the main changes to the SDP this year, compared to last academic year. As the curriculum has been redesigned recently in light of the new curriculum framework, it is vital that the curriculum is embedded within teaching at the school. Several of the curriculum priorities focus on this and how this is evidenced.

Governors responsibilities were split as follows:

1. **To embed Safeguarding practices** – IG is now the lead on this priority. Although it was commented and agreed that safeguarding is everyone’s responsibility, including all governors, it was agreed that someone needs to do the Safeguarding Audit with the HT and conduct regular termly meetings with the HT on safeguarding. Safeguarding is an item on all FGB meeting agendas as well as the Headteacher’s report.
2. **To recover from the Covid-19 pandemic** ensuring unique and specific needs of our children are identified. This priority has three sub-priorities as follows:
 - a. **Improve the standard of writing across the school** – SH is now the lead on this priority.
 - b. **To provide understanding and knowledge regarding how to maintain and promote good mental health** – New governor will be the lead on this priority.
 - c. **To complete a screening for Communication and Language on all children in the school** – BR is now the lead on this priority.
3. **To carefully monitor and evaluate the implementation of the curriculum to ensure consistency, transparency and confidence** – NM is now the lead on this priority.
4. **To embed the knowledge, skills and understanding of the Middle Leaders** – IG is now the lead on this priority.
5. **To develop the knowledge, skills and procedures of a changing governing body** – NM is now the lead on this priority.

ACTION: HT to ensure that Safeguarding is an item on all future agendas

13. Headteacher Performance Management

Don Parker from HART Alliance and YCAT has been appointed at a cost of £300 to conduct the HT performance management review. He conducted the HT performance review last year and is much cheaper than using a NYCC adviser which costs in the region of £800.

NM and BR are also on the HT performance management review panel. The review will be held in the first week after October half term.

14. Governor Annual Monitoring Visits Schedule

This was presented by the HT and accepted by all governors. The Chair emphasised that governors should be proactive and arrange a convenient time with the HT to go into school and carry out monitoring. Monitoring reports should be written for all visits and these should be emailed to the HT and the Chair once completed, to be included in the papers for the next FGB meeting.

ACTION – NM to circulate the Monitoring Report template to all governors.

15. Safeguarding

- KCSIE 2022 – Confirmation (ALL GOVERNORS)

All Governors have been asked to sign to say that the KCSIE document has been read and understood before the end of October. A copy of the signed document will be kept at school. A few governors have not yet read this.

ACTION – ALL GOVERNORS to ensure they have read KCSIE and signed the document in school before the end of October.

- Training – There are a number of courses available for Governor training. Not everyone should do the training, but specific training should be done by Lead Governors to represent the Governing Board.

ACTION – Clerk to circulate information on Governor training opportunities

ACTION – HT to inform Governors which training courses are compulsory for this term

16. Any other urgent business matters (as identified above)

None

17. To confirm the dates of the meetings of the Governing Body for Academic Year 2022/23.

Revised Provisional Dates for meetings of the Governing Body

(all meetings are scheduled to start at 4.30 pm)

- Tuesday 8th November 2022
- Tuesday 17th January 2023
- Tuesday 7th March 2023
- Tuesday 2nd May 2023
- Tuesday 27th June 2023

18. Close of meeting

The meeting closed at 6.20 pm

Outstanding actions from 12th July - 2022 meeting

- 58.22 - Governors to be allocated to SDP priorities
- 58.22 - HT to investigate roles and responsibilities of a Chair and OFSTEDS requirements
- 60.22 - HT to advise parents of new video
- 62.22 - PH to report on access issues
- 64.22 - BR monitoring report update
- 66.22 - Clerk re Governor training

Outstanding actions from 27th September – 2022 meeting

- Item 9 – Jenny to mail IG about training and get e-mail address from NYCC
- Item 10 – Minutes from July meeting to be amended and signed off for Nov meeting