



# Minutes of Thirsk Community Primary School Governing Board on Monday 3 October 2022 at 6:15pm

**Present:** Stuart Mountford – chair (SM), Richard Chandler – head (RC), Lisa Garthwaite (LG), Jane Grainger (JG), Lesley Miller (LM), Lucy Minican (LAM), Charlotte Pearson (CP), Gemma Wall (GW)

**Apologies:** Jenny Buck

**In attendance:** Jane Jackson – clerk (JJ)

No 22/23	Item	Action
<b>PART 'A' – Governance</b>		
	Prior to the meeting, governors attended a safeguarding training update from Richard Chandler. All governors were asked to read the updated document, Keeping children safe in education (KCSIE) before the next meeting when they would be asked to sign and confirm this.	Governors to read KCSIE.  Signature to be added as agenda item for next meeting (JJ)
1.1	<b>Welcome</b> The chair opened the meeting at 6:20pm.	
1.2	<b>Apologies and determine whether absences should be consented to</b> Apologies had been received from JB and were consented to. A resignation had been received from Rachael Pearce who was unable to continue as governor due to personal reasons. It was noted that her efforts had been much appreciated, especially her science club.	
1.3	<b>Election/Agree terms of office of Chair and Vice Chair</b> SM nominated himself as chair. A vote was held and it was agreed unanimously that he remain in the post of chair for another year. The chairing of the meeting was passed to SM.  LAM nominated herself as vice chair. A vote was held and it was agreed unanimously that she remain in the post of vice chair for another year.	
1.4	<b>Annual declaration of interests</b> Forms were completed by those governors present.	
1.5	<b>Register of gifts and hospitality</b> This was reviewed by governors with no further additions to be made.	
1.6	<b>Review of Instrument of Government</b> There was a discussion about possibly reducing the number of governors. This would be added to the agenda for the next meeting, and the clerk would provide information regarding the total number and types of governors required.	Instrument of government to be added to next agenda - JJ
1.7	<b>To confirm the scheme of delegation to the headteacher.</b>	

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	The level of expenditure delegated to the Headteacher was agreed by governors as £2000.	
1.8	<p><b>Notification of any urgent business</b></p> <p><u>Photocopier lease</u></p> <p>The headteacher had circulated details of photocopier lease options to governors prior to the meeting. The School Business Manager had the most insight into photocopier use and had suggested that a 5 year package on the Kyocera copier was the best option. This was an updated model of the current machine, which had been working well.</p> <p>It was agreed by governors to proceed with the 5 year package on the Kyocera copier.</p>	
1.9	<p><b>Roles and responsibilities</b></p> <p>These were reviewed and discussed, and agreed as follows, to be confirmed with JB:</p> <p>Chair – Stuart Mountford</p> <p>Vice Chair – Lucy Minican</p> <p>Finance governors – Jenny Buck and Lesley Miller</p> <p>Safeguarding governor – Jane Grainger</p> <p>Health and Safety governor – Stuart Mountford</p> <p>Complaints committee: Jenny Buck (chair), Lucy Minican, Charlotte Pearson</p> <p>Mental health and wellbeing governor – Lucy Minican</p> <p>Appeals committee – Stuart Mountford and ?</p> <p>Headteacher's performance management: Stuart Mountford (chair), Lucy Minican, Jane Grainger</p> <p><u>Curriculum areas</u></p> <p>Maths – Stuart Mountford</p> <p>English – Jenny Buck</p> <p>EYFS – Lisa Garthwaite</p> <p>Science, technology and design – Lesley Miller</p> <p>Humanities – Lisa Garthwaite (PSHCE and RE) and Charlotte Pearson (Geography and History)</p> <p>Sports, the Arts and Modern Foreign Languages (including the use and impact of the sports grant) – Lucy Minican</p> <p>Governor for vulnerable pupils – Lucy Minican (SEN), Jane Grainger (Disadvantaged, LAC) and PP.</p>	
1.10	<p><b>Standing Orders</b></p> <p>The number of annual meetings was discussed. There would be 10 meetings in the 2022-2023 year, however in future the board wish to return to 11 meetings in the year including a September meeting. This would be reflected in the Standing Orders. It was also agreed that proposals do not require a named proposer and seconder. With these amendments the document would be prepared ready to be signed at the next meeting.</p>	Revised standing orders to be prepared and signed (JJ, SM)
1.11	<p><b>Code of Conduct</b></p> <p>This was reviewed and agreed by governors and signed by the chair.</p>	
1.12	<p><b>Approve the minutes of the meeting on 11<sup>th</sup> July 2022</b></p> <p>The minutes of the Full Governing Board (FGB) meeting held on 11 July 2022 were circulated to all governors prior to the meeting.</p>	

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	<p><b>Amendments: 11.10 p.3 Year Six writing SATS results: 61% achieved expected standards, not 67%.</b></p> <p><b>Approval</b> - With the above amendments, the minutes were deemed as a true record.</p>	
1.13	<p><b>Matters arising</b></p> <p>Data would be revisited in 1.19</p>	
1.14	<p><b>Governing body terms and vacancies</b></p> <p>There was one vacancy for a co-opted governor. Completion of the skills audit by governors would be helpful for the recruitment process. Jenny Buck's term as co-opted governor would cease on 31/08/23. Lucy Minican's term as co-opted governor would cease on 31/12/23 and Gemma Wall's term as staff governor would cease on 31/12/23.</p>	
1.15	<p><b>Correspondence</b></p> <p>There had been no correspondence.</p>	
<b>PART 'B'- School Improvement</b>		
1.16	<p><b>Headteacher Report</b></p> <p>This would be covered under 1.20 the School Self Evaluation.</p>	
1.17	<p><b>Pupil Premium/Sports Premium</b></p> <p>This would be covered under 1.20 the School Self Evaluation.</p>	
1.18	<p><b>Governor Training and Skills Audit</b></p> <p>Cyber training had been completed by LM, CP and SM. IOSH Managing Safely training had been completed by SM.</p> <p>The headteacher asked for a further governor to complete safer recruitment training. LAM would book onto this training. SM and LG's training were still in date. JG's training dates needed to be checked.</p> <p>The DSL and deputy DSL had updated their safeguarding and safer recruitment training.</p>	<p>LAM to book safer recruitment training.</p> <p>JG/RC to check training dates for JG</p>
1.19	<p><b>Revisit assessment data</b></p> <p>Several SATS papers had been resubmitted for marking. There had been no change to the marking of the reading papers. One maths paper had been amended but this did not change the final mark. Data would be shared with the local authority and with Ofsted and this would then become available later in the term on the IDSR dashboard.</p> <p>Preliminary progress measures were: +0.6 for reading – top 40% nationally; -1.78 for writing – bottom 50% nationally; +1.09 for maths – top 40% nationally.</p> <p>This showed a clear issue with writing and a stark difference between boys and girls, with boys at -5 and girls at +2.2.</p>	

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1.20	<p><b>School Self Evaluation</b></p> <p>The school self evaluation had been circulated to governors prior to the meeting. The school had been judged as Good in all areas.</p> <p>Curriculum would be a focus as it was an Ofsted development point. In addition there were now two Early Career Teachers (ECTs) on staff which would affect the subject leads, as ECTs could not be responsible for a subject. Writing for disadvantaged boys would also be a focus, as well as greater depth in reading, greater depth at the end of Key Stage 1, and embedding the super scholars initiative.</p> <p><b>GQ – How were the ECTs being supported and made aware of end-of-year expectations for pupils?</b></p> <p>A – There was a two-year process during which the ECTs would have a mentor, an induction tutor, 10% non-contact time, would be signed up with an approved training provider, receive weekly training, and would have drop in sessions. They would also have timetabled meeting time with their mentors and induction tutors.</p> <p>It was noted that “The Clock” mentioned under Community Involvement should be adjusted to “Thirsk Community Works” in the document.</p> <p>Governors agreed that the school self evaluation was a positive document.</p>	RC to correct
1.21	<p><b>External reports</b></p> <p>A report on End of Year Data by Lindsay Miller and Safeguarding by Jon Norden had been circulated prior to the meeting. There were no queries from governors regarding these.</p> <p>The annual report to the governing board on safeguarding had been circulated prior to the meeting. It was noted that Jane Grainger was listed as Mr. rather than Mrs. This would be corrected.</p>	RC to correct
<b>PART ‘C’ – Other</b>		
1.22	<p><b>Policies for review</b></p> <p>The following policies had been circulated to governors prior to the meeting:</p> <ul style="list-style-type: none"> <li>• Budget management</li> <li>• Looked after children (LAC) and previously LAC</li> <li>• Children missing in education</li> <li>• RSE policy – change “relationships and sex policy” to “relationships and sex education policy”</li> <li>• Exclusion</li> <li>• Child protection – add the DSL specific email address and the name of the mental health lead</li> </ul> <p><b>With the above changes, the policies were agreed by governors.</b></p> <p>The following documents had also been shared with governors for information:</p> <ul style="list-style-type: none"> <li>• Keeping children safe in education</li> <li>• Supporting pupils with medical needs</li> </ul>	
1.23	<p><b>How has this meeting impacted on the welfare and progress of our pupils?</b></p> <ul style="list-style-type: none"> <li>• Governor strategy and roles had been discussed</li> <li>• Data had been reviewed</li> </ul>	

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	<ul style="list-style-type: none"> <li>• The School Self Evaluation had been discussed</li> <li>• The welfare of children had been discussed</li> </ul>	
1.25	<b>AOB</b> This was deemed as confidential and was recorded accordingly.	
1.26	<b>Confidential staffing/school updates</b> These were recorded accordingly.	
1.27	<b>Date of the next meeting</b> Dates for the year were agreed as follows: <ul style="list-style-type: none"> <li>• Monday 14<sup>th</sup> November 6:15pm</li> <li>• Monday 12<sup>th</sup> December 6:15pm</li> <li>• Monday 9<sup>th</sup> January 6:15pm</li> <li>• Monday 6<sup>th</sup> February 6:15pm</li> <li>• Monday 13<sup>th</sup> March 6:15pm</li> <li>• Monday 17<sup>th</sup> April 6:15pm</li> <li>• Monday 8<sup>th</sup> May 6:15pm</li> <li>• Monday 12<sup>th</sup> June 6:15pm</li> <li>• Monday 10<sup>th</sup> July 6:15pm</li> </ul>	
Please note: The colour coding above links to the three key roles of governance questioning; <b>RED</b> for 'setting strategic direction', <b>BLUE</b> for 'holding Headteacher to account for educational performance' <b>GREEN</b> for 'ensuring financial health, probity and value for money'.		

There being no other business the Chair closed the meeting at 7:40pm.

Signed:

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