



Minutes of Thirsk Community Primary School Governing Board on Monday 20 September 2021 at 6.15pm

Present: Richard Chandler (Head – RC), Stuart Mountford (Chair – SM), Lisa Garthwaite (LG), Jane Grainger (JG), Rachael Pearce (RP), Gemma Wall (GW)

Apologies: Lucy Minican (LM), Jenny Buck (JB)

In attendance: Jane Jackson (Clerk - JJ)

No 21/22	Item	Action
PART 'A' – Governance		
1.1	Welcome The head opened the meeting at 6:16pm and thanked governors for accommodating a change of date. He welcomed the new clerk and new governors and welcomed all governors back to a face-to-face meeting after a long period of meeting online.	
1.2	Apologies and determine whether absences should be consented to Apologies were given and accepted from LM and JB.	
1.3	Election/Agree terms of office of Chair and Vice Chair/ Local Authority Governor The term of the chair was agreed as one year after brief discussion about having a rotating chair role to share the workload. It was agreed that one year would provide better stability for the school. SM agreed to stand for the role of chair and was accordingly voted in unanimously. The chairing of the meeting was passed to the new chair. The Vice Chair role remains vacant at present and this will be returned to next month as a matter of urgency. A nomination has been received from the Local Authority (LA) for a LA governor. Governors have received a copy of the application form and felt the candidate would make a good contribution to the governing body. The candidate wishes to visit the school and meet with the head and chair before being appointed to the role. RC to make contact to arrange this.	RC/SM
1.4	Annual Declaration of Interests Governors present completed declaration of interest forms. GQ – should we declare if we work at another LA school? Clerk answer – Suggest that it be put on the form for now but will seek further information on this. Governors who were not present at the meeting to complete a form at the next meeting.	JJ
1.5	Register of Gifts and Hospitality Governors were made aware of the document. Nothing was added at this time.	
1.6	Review the Instrument of Government There was a discussion about the different governor categories and current vacancies. It was suggested that the Instrument of Government be reconstituted to adjust the	JJ

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	number of governors. The clerk will seek advice about what options the school have and feed back. The current Instrument of Government was approved for the time being.	
1.7	To confirm the scheme of delegation to the Headteacher The head explained to the new governors that the level of expenditure delegated to him is set at £2000. The head will liaise with the chair and/or Full Governing Body for higher sums. Governors agreed to this sum.	
1.8	Notification of any urgent business previously notified to the chair. There was no Urgent Business	
1.9	Roles and Responsibilities: Statutory Committees, Appoint Link Governors and outline visit protocol The head outlined the different roles required of governors. The allocation of different roles was discussed and provisionally outlined (pending the agreement of those governors not present) as follows: <ul style="list-style-type: none"> • Head Teacher's Performance Management SM (chair), LM and one vacancy • Complaints committee JB (chair), RP, LM It was discussed that a second committee would be needed for appeals. • Safeguarding - JG • Health and Safety - SM • Finance - JB and one vacancy • Staff and Pupil Wellbeing - LM • Early Years Foundation Stage (EYFS) - LG • English: Phonics and Reading, Writing - JB • Science, Technology and Design - RP • Maths - SM • Humanities - LG • Sport, Arts and Modern Foreign Languages (MFL) – JG • Disadvantaged Pupils - LM and JG • SEN - LM <p>GQ – How often do the finance governors meet? A – The head explained that a budget is sent out to the finance governors who respond with comments, then feed back to the FGB. They hold one physical meeting at the end of the school year.</p> <p>It was agreed that roles and responsibilities be an agenda item at the next meeting to fill remaining vacancies and to outline visit protocol.</p>	JJ
1.10	Standing Orders Model standing orders to be circulated to governors ready for review next meeting.	JJ
1.11	Code of Conduct – review and agree This was moved to be covered under policies in point 1.22 of the agenda.	

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1.12	<p>Approve minutes of meeting on 12 July 2021</p> <p><u>Amendments</u> p.5 upcoming meeting date changed from 13th September to 20th September.</p> <p><u>Approval</u> the minutes were approved as an accurate record of the meeting and were signed by the chair.</p>	
1.13	<p>Matters Arising</p> <p>Head to liaise with chair about mental health training.</p> <p>The head reported on two issues ahead of his headteacher's report. The school is receiving a new boiler which has happened with fairly short notice. The boiler is to be installed next week and set up in a different location to the old boiler. This means the new boiler will be set up and running before the old boiler is decommissioned meaning minimal disruption to the school.</p> <p>The head also reported an increase in unwanted visitors on the school site overnight resulting in litter. It had been reported by local residents that people had been on the school roof. Staff have been reminded to be vigilant about closing doors when leaving. CCTV is being considered but is not immediately available due to its high cost.</p>	RC/SM
1.14	<p>Governing Body Vacancies</p> <p>These were discussed under 1.6</p>	
1.15	<p>Correspondence</p> <p>None.</p>	
PART 'B' - School Improvement		
1.16 and 1.20	<p>Headteacher's Report and School Self Evaluation Form (SEF)</p> <p><u>Covid 19</u></p> <p>The school is back operating in a more usual manner: there are no bubbles, assemblies are taking place in the hall, meals are being eaten in the hall. This has been positive for the school community. The Covid 19 guidance has changed significantly since the summer term and is geared towards keeping the school open. There is a new risk assessment from the LA. If there are 5 positive cases which are connected, or 10% of the school with positive cases then advice must be sought from Public Health England. There is a feeling that this could be the "calm before the storm" before Autumn.</p> <p><u>Staffing, Curriculum, Ofsted</u></p> <p>There are two new members of staff who have both made a positive start.</p> <p>The school have moved back into McKie Mastery teaching groups.</p> <p>Ofsted are completing full inspections in schools again. There is a slight change in the guidance for scheduling of inspections: schools graded Requires Improvement (RI) have 30 months plus up to 6 terms before re-inspection. 30 months from the last inspection takes the school up to October 2020 so an inspection is to be expected soon.</p> <p><u>School Evaluation Form (SEF)</u></p> <p>The head explained that this is a draft document which has been written against the Ofsted framework. The context of the school has no significant changes to it other than a change to a governor led nursery, and a new maths leader. The head has graded the school as "Good" throughout the SEF with particular strengths in EYFS, leadership, and experienced staff and curriculum leaders. Personal development,</p>	

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	<p>behaviour and attitudes is also a strength. Attendance needs more work, especially attendance of disadvantaged pupils.</p> <p>For Quality of Education, the curriculum intent is strong. Work has been done to implement McKie Mastery in 2019 and the curriculum has been reorganised. Therefore Curriculum Intent has been given a “Good” judgement. Curriculum Implementation is the quality of teaching. There has been lots of training in this area, especially through McKie Mastery, and in reading and phonics. The headteacher has observed purposeful reading sessions this term. Feedback on reading books is that they are already showing progress and are well-presented with challenging objectives. There is more work to be done, for example on the level of challenge in maths. The curriculum beyond reading, writing, maths and phonics also needs to be looked at and this will be starting next week. Staff are more confident in some subjects than others. Curriculum Impact means the outcomes of the implementation. Ofsted will not be looking at internal data to make their judgements on this, but the best-fit of work since 2019 is that implementation is having a good impact. This is based on looking at pupils’ books and talking to them about learning. Looking at evidence (as a school) from internal assessments shows that progress is strong. Attainment is also strong and although this can’t be demonstrated through national exams, it has been moderated by the LA.</p> <p>GQ – What is the evidence for this?</p> <p>A – The LA have moderated internal tests which show good outcomes in EYFS, Year 2 and Year 6 (writing) and internal data shows strong progress for reading.</p> <p>GQ – Is “Greater Depth” as high as you wanted it to be?</p> <p>A – There are areas to improve which will be indicated in the School Improvement Plan (SIP). These are Writing and Greater Depth Writing, and Maths and Greater Depth Maths.</p> <p>GQ – Is it commonplace to put the Governing Body in the Leadership section of the SEF and should it show how we are developing the governing body, for example through induction training?</p> <p>A – Yes. The Leadership section will include some evaluation of governance as well.</p> <p>The head explained that he and the chair will be taking the SEF and the SIP to a Zoom meeting with the LA and asked for any further governor feedback. A governor checked the meaning of the first section in p2 of the Personal Development section which the head clarified and will amend.</p> <p>Action – RC to amend Personal Development section and to include a section about governance into both the SEF and SIP which will include planning for training and development of the new governing body.</p> <p>Governors approved the SEF to be taken to the next stage of completion.</p>	RC
1.17	<p>Pupil Premium/Sports Premium</p> <p>This is being finalised to be discussed at the next meeting.</p>	
1.18	<p>Governor Training and Skills Audit</p>	

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	<p>LG has completed – Act Counter Terrorism. RP has completed Act Counter Terrorism and Prevent training. SM has completed First Aid for Mental Health and Level 3 Safeguarding for children and vulnerable adult.</p> <p>The Clerk shared upcoming training and explained that a governor skills audit will be sent around to be completed (new governors) or updated and returned to the Clerk for collation.</p>	JJ/all governors
1.19	<p>Yearly Planner</p> <p>The head and LG have worked on a yearly planner to make things work more smoothly for governors. This will be circulated to governors by the Clerk.</p>	JJ
1.20	<p>School SEF</p> <p>This was discussed and minuted under 1.16</p>	
1.21	<p>External Reports</p> <p>None.</p>	
PART ‘C’ – Other		
1.22	<p>Policies for review</p> <p>The following policies were circulated to all governors prior to the meeting.</p> <ul style="list-style-type: none"> EYFS behaviour policy <p>GW explained that the Ready, Respectful, Safe system has been added to the EYFS policy and is soon to be adopted as a whole school behaviour policy. The head explained that the new whole-school behaviour policy is currently being written. The existing policy is in use as things currently stand but the new policy will be brought to governors to be agreed at a future meeting. It focuses on recognising positive behaviour and links with McKie Mastery points.</p> <p>GQ – Is “managed move” a potentially confusing term to use as this has a different meaning in Secondary Schools?</p> <p>A – It was agreed that this could cause confusion and that the term would be changed to “Supported Move”.</p> <ul style="list-style-type: none"> Code of Conduct <p>With the above adjustment to wording both policies were approved by governors.</p>	GW
1.23	<p>Safeguarding/Child Protection</p> <p>The head reported to the governors on Safeguarding issues. He also reported that staff have received Health and Safety Training on Working at Heights, Fire Safety, and Anaphylaxis training. All staff have completed or are soon to complete annual safeguarding training updates.</p> <p>Governors are booked onto online safeguarding training in January.</p> <p>The NYCC Safeguarding police has been updated and governors will review it next month.</p> <p>Health and Safety paperwork has been checked, including Fire Safety and Legionella paperwork.</p> <p>There was further discussion about trespass on school grounds, mentioned earlier in the meeting (1.13).</p>	

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	<p>GQ – Should we be taking this into consideration when building up the new Forest Schools area?</p> <p>A – Yes, this is a concern going forward.</p> <p>The head explained that the Friends of School had raised money and the school had received a donation to set up a Forest School area. It was discussed that costings for CCTV would be looked into and the school could consider installing it over a period of time.</p> <p>GQ – Have there been any new racist incidences?</p> <p>A – Nothing so far this term after a couple of incidences last term.</p>	
1.24	<p>How has this meeting impacted on the welfare and progress of our pupils?</p> <ul style="list-style-type: none"> • There was significant discussion over keeping children safe. • Governors have been appointed to different roles. • The SEF has been discussed and agreed. • Future areas of focus in the curriculum have been agreed 	
1.25	<p>AOB</p> <p>GQ – If a parent has covid and their children are absent from school, how is this absence being recorded?</p> <p>A – this situation hasn't occurred yet but in this sort of situation there might be mitigating circumstances so it would be judged on a case by case basis, largely following the LA risk assessment.</p>	
1.26	<p>Confidential staffing/school updates</p> <p>None</p>	
1.27	<p>Date of next meeting:</p> <p>Monday 11th October at 6:15pm.</p>	
<p>Please note: The colour coding above links to the three key roles of governance questioning; RED for 'setting strategic direction', BLUE for 'holding Headteacher to account for educational performance' GREEN for 'ensuring financial health, probity and value for money'.</p>		

There being no other business the Chair closed the meeting at 7.51pm.

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