



# Minutes of Thirsk Community Primary School Governing Board on Monday 14 March 2022 at 6.15pm

**Present:** Richard Chandler (Head) (RC), Stuart Mountford (Chair) (SM), Jenny Buck (JB), Rachael Pearce (RP), Lucy Minican (LAM), Lesley Miller (LM), Jane Grainger (JG), Lisa Garthwaite (LG)

**Apologies:** Gemma Wall (GW)

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

No 21/22	Item	Action
<b>PART 'A' – Governance</b>		
7.1	<b>Welcome</b> The chair opened the meeting at 6:20pm	
7.2	<b>Apologies and determine whether absences should be consented to</b> Apologies were received and consented to from GW.	
7.3	<b>Declaration of business interest</b> JG works for a virtual school. LM has a role at Community Works tutoring members of the community	
7.4	<b>Notification of any urgent business</b> There was no urgent business.	
7.5	<b>Approve minutes from 14 February 2022</b> The minutes of the Full Governing Board (FGB) meeting held on 14 February 2022 were circulated to all governors prior to the meeting. <u>Approval</u> – The minutes were deemed as a true record.	
7.6	<b>Matters arising</b> There were no matters arising.	
7.7	<b>Parent Governor Vacancy</b> After several months of advertising, a nomination form had been received from one parent. This was shared with governors who agreed that the potential governor had good community links and experience and would provide useful skills as a governor. In the absence of any other nominations, it was agreed to begin an induction process with the nominee, explaining the nature and expectations of the role. <b>Action: Head/Chair to contact nominee and begin induction.</b>	Head/Chair
7.8	<b>Correspondence</b> The head had received a letter from Mrs Atkinson who would be retiring at the end of the Spring term after a long period of time teaching at the school. The Year 4 class would be covered until the end of the school year by Mrs Turner who would work full-time for the summer term. A celebration for Mrs Atkinson was to be planned for the last Friday of term.	

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	<p><b>GQ – Would support be in place for Mrs Turner who would be moving from part time to full time work?</b></p> <p>A - Mrs Turner would be supported and had agreed to take on the extra hours on a supply basis. This solution would work well for the children by providing some continuity.</p> <p><b>GQ – Who would be taking on the RE and PSHCE role?</b></p> <p>A – This was yet to be decided.</p>	
7.9	<p><b>Governor Training</b></p> <p>LAM had been booked onto three NYES courses to take place later this year.</p>	
7.10	<p><b>To agree a start budget</b></p> <p>This would be covered at the next meeting when the Bursar would be in attendance.</p> <p><b>7.15 Link Governor Visits</b> were covered at this point.</p> <p>RP reported on her visit which focused on science. She had discussed the timetabling of science and the current situation which involved no science lessons for two half terms per year. It was discussed that this could affect the development of scientific skills. However, when science was taught there were many cross curricular links made with good use of questions to drive enquiry. The use of resources was discussed with the possibility of future loans of equipment from Thirsk School. RP was shown the Explorify and Reach Out websites which were an excellent resource and provided informal CPD opportunities for staff, who were encouraged to use these websites and to share ideas with colleagues. Moving forward, RP would be looking at the use of a monitoring document for staff to track progress and fill in gaps.</p> <p>The head explained that the timetabling of science had been discussed during the Ofsted inspection with the conclusion that science should be taught weekly. Plans were now in place to move back to weekly science sessions.</p> <p><b>GQ – Would Geography and History lessons also be taught weekly?</b></p> <p>A – Geography and History would still form part of the curriculum drivers, but broader topics would be studied which would bring in weekly science lessons.</p> <p><b>GQ – Would a science club be a good idea?</b></p> <p>A – Yes, this was something that had taken place in the past and worked well for a 6-8 week block. It would be necessary to find a person with the right skills to run the club.</p> <p>There was a discussion about clubs in general. The head explained that, due to teacher workload, there was no longer an expectation on teachers to run after school clubs. There was a discussion about the possibility of some governors running clubs in the future. It was noted that attendance at clubs could vary and was hard to predict, but that it was important to find or create these opportunities for children. A recent rugby club had been highly successful, however it had involved a substantial amount of staff time including during school holidays and weekends. Future clubs like this would need to operate independently.</p> <p>LM was expecting to visit school at the end of the month, after two postponed attempts to visit due to Covid disruption.</p>	

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	<p>LG was working to arrange a time to visit.</p> <p>LAM met with Becky Kaufman regarding SEN. They discussed the high percentage of Special Educational Needs (SEN) and Education Health Care Plan (EHCP) children in school compared to national averages which led to a big workload. Smaller groups had been formed to teach children at the right level, and daily additional maths groups were taken by Becky. Vicky Twinn was delivering speech and language work. The Hive were completing their own speech and language input, and a plan to identify a speech and language specialist for the school was being considered. Next steps were to apply for the next EHCPs and to keep on top of individual provision maps. ADHD, dyslexia and dyscalculia training would be taking place for staff. <b>Action: LAM to write up visit report and upload to shared area.</b></p> <p>SM would be visiting the school on Thursday for a health and safety walk around and a look at Power Maths.</p> <p>JG would be visiting on Thursday for a walk around.</p> <p>JG and LAM would be visiting the following week to look at PPG.</p> <p>SM visited on 1.03.22 for a half yearly review with the head.</p> <p><b>GQ – Had the recent staff wellbeing survey formed part of that review?</b></p> <p>A – No. Although this was an important part of the headteacher's role, it was not one of his focused targets therefore did not form part of the review. GW would be sharing the staff wellbeing report with governors at the next meeting.</p> <p>There was a discussion about the importance of staff wellbeing and how this could remain a focus to ensure staff were supported. The discussion would be returned to at the next meeting. <b>Action: Clerk to add to the next agenda.</b></p>	<p>LAM</p> <p>Clerk</p>
<b>PART 'B' - School Improvement</b>		
7.11	<p><b>Resources</b></p> <p>The head shared a possible staffing structure for 2022/2023 and explained that the proposal was based on worst-case pupil numbers.</p> <p><b>GQ – Where had the figure 42 in the North Yorkshire documents come from?</b></p> <p>A – This dated back to the nursery having two groups of 21 children and this figure was now outdated and needed to be reduced.</p> <p>The head explained that pupil numbers were a problem for 2022/2023 as a large Year 6 group would be leaving, and fewer pupils were joining the school. A large factor in this was the new housing which had been built on the other side of the town, resulting in families moving into new homes which were closer to several other schools. Pupil numbers provided challenges for the staffing structure. The proposal outlined a Nursery/Reception class, and individual year-group classes in Key Stage 2. Year 1 and 2 were not large enough year groups to be individual classes, however combined would be over 30 children which would be over the statutory limit. The first proposal outlined these year groups being split in the morning, then combined in the afternoon with a select number of children attending the sunshine room or joining the reception class. The first proposal also included a deficit of £10k which was a worst-case projection. There may be some factors which would improve this, such as savings on</p>	

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	<p>staff pay over the summer holidays for those who had left, and adjusted hours agreed with staff.</p> <p>The head also shared a second proposal however it would lead to staff redundancies and class sizes becoming too big, therefore the first option was by far the more preferable.</p> <p>There was a discussion about the different classes and the likely staff members to take those classes.</p> <p><b>GQ – Would it be possible to have two mixed Year 1/2 classes?</b> A – There would not be enough in the budget to cover this,</p> <p><b>GQ – When would the new Reception numbers be confirmed?</b> A – Not until after Easter, which did not allow a lot of time to make adjustments.</p> <p><b>GQ – How would this structure look if there were more children in Reception?</b> A – It would improve the deficit but would not provide enough funding to appoint more staff.</p> <p><b>GQ – Would changes to hours be given to existing staff?</b> A – Yes, there was a requirement to use the staff on contracts.</p> <p>There was a discussion about the use of the school website to promote the positive activities in school. It was noted that there may be further staff movement before the end of the school year and that structure was a very difficult balance between ideal class structures and finances. Governors raised concern about staff morale due to threat of redundancies.</p> <p><b>GQ – Had the possibility of taking children from a younger age been looked at?</b> A – Yes, however staffing ratios were higher for children younger than three so the school would not benefit financially from doing this.</p>	
7.12	<p><b>To consider monitoring reports</b></p> <p>There were no monitoring reports to consider.</p>	
7.13	<p><b>To consider performance management</b></p> <p>As mentioned under 7.10, SM had held a half-yearly review with the head.</p>	
7.14	<p><b>Share External Reports</b></p> <p>There had been none since the last meeting.</p>	
7.15	<p><b>Link Governor Reports</b></p> <p>This had been discussed under 7.10</p>	
<b>PART 'C' – Other</b>		
7.16	<p><b>Premises</b></p> <p>There were no further developments. The Multi Use Games Area (MUGA) survey had taken place but no reports had yet been received.</p>	

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	<p><b>GQ – What facilities would the MUGA consist of?</b></p> <p>A – This was yet to be decided. It would be an area to be used for a range of sports and would be for school use during curriculum hours and community use at other times. It would be hired out or used free of charge by other organisations depending on the groups and funding and would provide an excellent USP for the school.</p>	
7.17	<p><b>Health and Safety</b></p> <p>The latest risk assessments had been shared with staff. This took place every 12 months as a refresher.</p> <p>The latest Covid risk assessment was in place. There was a discussion about the likelihood of paying for tests in the future and whether families and staff would be supported with this. The school would support and provide tests where possible.</p> <p>A governor made staff aware of a group of children gathering near the children's centre before the start of the school day. Staff would keep an eye on this although it was difficult before 8:40am which was a grey area as school were not responsible for pupils before this time.</p>	
7.18	<p><b>Pupil Premium/Sports Premium</b></p> <p>There was nothing new to discuss. Governors were due to visit school the following week.</p>	
	<p><b>Policies</b></p> <p>The following policies had been circulated to governors prior to the meeting:</p> <ul style="list-style-type: none"> <li>• Capability</li> <li>• DBS</li> <li>• Developing Performance</li> <li>• Use of CPOMs</li> <li>• Visitors and Speakers</li> </ul> <p>The above policies were agreed by governors.</p> <ul style="list-style-type: none"> <li>• Charging and Remissions Policy – it was noted that the figures on this remained identical to the previous policy. This would be checked and returned to. <b>Action: Clerk to add to the next agenda.</b></li> </ul>	Clerk
7.20	<p><b>Safeguarding/Child Protection</b></p> <p>There were currently 2 children working at child protection, 2 children working at child in need, 1 child working with the Healthy Child team, and 2 children continuing to work with Early Help. There had been no new referrals to children's social care and no exclusions.</p>	
7.21	<p><b>How has this meeting impacted on the welfare and progress of our pupils?</b></p> <ul style="list-style-type: none"> <li>• Ideas for the financial future of the school and future staffing had been discussed.</li> <li>• Improved facilities through the MUGA had been discussed.</li> </ul>	

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	<ul style="list-style-type: none"> <li>Information about the teaching of science and SEN had been shared.</li> </ul>	
	<b>RC left the meeting at 7:59pm</b>	
	<b>AOB</b> These were deemed as confidential and were minuted accordingly.	
	<b>Date of next meeting</b> 4 April 2022 at 6:15pm	
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 8:15pm.

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