



Governing Body Minutes

Cononley Primary School: Meeting of the Full Governing Body

Date and Time:	20 September 2022 (6:00 pm):	In School
Present:	Mrs Jane Breare Mrs Harriet Brewer Mrs Julie Cawood Mrs Catherine Dresser Mrs Katie Mason (CHAIR) Mr Erik Müller Mrs Catherine Pickles Mrs Rachel Price-Waite (V-CHAIR) Dr Richard Wheelhouse	(Co-opted Governor) (Parent Governor) (Co-opted Governor) (Co-opted Governor) (Co-opted Governor) (Co-opted Governor) (Headteacher) (Parent Governor) (LA Governor)
Clerk:	Ms Sarah Williamson	(NYCC Clerking Service)

A	Procedural
1/22	Welcome <p>The Chair welcomed governors to the meeting.</p> <p>Governors noted the core functions of a governing body: setting strategic direction; holding Headteacher to account for educational performance; and ensuring financial health, probity and value for money. The 3 main priorities for this academic year have been identified as staffing, budget and SEND provision.</p>
2/22	Apologies <p>Governors consented to apologies received from Mrs Fraser (Staff Governor).</p>
3/22	Election of Chair and Vice Chair of Governors <ol style="list-style-type: none"> Procedure for the election of the Chair and Vice Chair Governors agreed to elect the Chair and Vice-Chair by show of hands Terms of office of the Chair and Vice Chair Governors agreed the term of office of the Chair and Vice Chair should be one year. Election of Chair <p>Mrs Pickles proposed, and Mrs Dresser seconded the nomination of Mrs Mason to continue in the role of Chair.</p> <p>Mrs Mason confirmed her willingness to serve as Chair. Governors discussed the nomination and governors voted unanimously to re-elect Mrs Mason as Chair with immediate effect.</p> Election of Vice Chair <p>Mrs Mason nominated Mrs Price-Waite; seconded by Mrs Dresser. Mrs Price-Waite confirmed her willingness to serve as Vice-Chair. Governors discussed the</p>



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	nomination and noted the importance of continuity at this time. Governors voted unanimously to elect Mrs Price-Waite.
4/22	<p>Declarations of Interest</p> <p>There were no declarations of pecuniary or non-pecuniary interest for any agenda item.</p> <p>a) Disqualification Declarations</p> <p>Copies of the disqualification declaration forms were circulated in advance of the meeting. Governors confirmed they had re-read and then reaffirmed the declarations made on the Disqualification Declaration form. All governors present signed and returned copies to the Clerk for filing in school. ACTION: Clerk</p> <p>b) Register of Gifts and Hospitality</p> <p>The Chair of Governors asked for declarations from any governors if they had been in receipt of gifts or hospitality. No gifts or hospitality were reported by any governor during the academic year 2021/22. The Chair duly signed and dated a nil return on the Register of Gifts and Hospitality to be filed in school. ACTION: Clerk</p> <p>c) Annual Register of Business Interests</p> <p>All governors present reviewed their declarations on the Register of Interests form and confirmed there were no changes. The signed and dated copies will be filed in school and an updated overview provided to the school for publication on the website. ACTION: Clerk & Headteacher</p>
5/22	<p>Any Other Urgent Business</p> <p>None</p>
6/22	<p>Confidential Items</p> <p>None</p>
7/22	<p>Governing Body matters</p> <p>a) Standing Orders</p> <p>A copy of the governing body's Standing Orders was circulated in advance of the meeting. Governors confirmed they are satisfied with the way that meetings have operated and agreed no changes are required.</p> <p>b) Review of Governors' Terms of Office and (74/21a) Update on Staff Governor Election</p> <p>Governors noted Mrs Cawood 's term of office as a co-opted governor ends on 04 December 2022. Governors agreed to co-opt Mrs Cawood for a further term of office and Mrs Cawood confirmed her willingness to continue in the role.</p> <p>Governors noted Mrs Fraser (Staff governor) has been re-elected as Staff Governor and her term of office now ends on 31 August 2026.</p>



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	<p>c) NGA Code of Conduct</p> <p>A copy of the revised NGA Code of Conduct was circulated in advance. All governors confirmed they have read it and agreed to abide by its principles. A copy was duly signed by the Chair and all governors present, to be filed in school. ACTION: Clerk</p>
8/22	<p>Committees</p> <p>a) Terms of reference of the committees</p> <p>Governors noted the two committees have worked very successfully. The Chair proposed no change; governors agreed.</p> <p>b) Membership of the committees for 2022/23</p> <p>Governors confirmed membership of the committees for 2021/22 as:</p> <p>Resources: Mrs Cawood, Mrs Dresser, Mr Müller, Mrs Pickles, and Mrs Price-Waite</p> <p>Standards & Achievement: Mrs Breare, Mrs Brewer, Mrs Fraser, Mrs Mason, Mrs Pickles and Dr Wheelhouse</p> <p>c) Arrangements for the chairs and clerk of the committees</p> <p>Governors agreed the arrangements for clerking the committees should remain unchanged.</p> <p>It was agreed the Chairs of the Committees would remain unchanged for 2022/23:</p> <p>Resources: Mrs Price-Waite</p> <p>Standards & Achievement: Mrs Breare</p>
9/22	<p>Other appointments and responsibilities:</p> <p>a) Headteacher Appraisal Committee and Date</p> <p>Governors noted the advice from governor training, that it is best practice to rotate membership of the Headteacher Performance Management on a 2-year cycle.</p> <p>Governors agreed that anyone interested in joining this committee in future should undertake the relevant training offered by NYES.</p> <p>For 2022/23 the committee will be: the Chair, Vice-Chair and Mrs Breare, plus the school's external advisor.</p> <p>The HT advised a date has been agreed with the advisor, Jo Robinson, CEO of YCAT, on 1 November 2022 at 1.30pm.</p> <p>b) Complaints Committee</p> <p>The Clerk advised governors to establish membership of this committee. Governors discussed membership and agreed, to respond to complaints in a flexible way, the committee will be formed by any 3 eligible governors at the time. Governors noted several governors have experience in complaints handling. Mrs Breare, Mrs Cawood and Mrs Price-Waite have completed complaints training and supported other local schools with Complaints Panel hearings.</p>



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	<p>c) Governor responsibilities for key areas of development in school:</p> <p>The following responsibilities for 2022-23 were agreed:</p> <ul style="list-style-type: none"> • Child Protection / Attendance / Safeguarding: Mrs Mason (Chair) • Health and Safety: Mrs Price-Waite (Chair of Resources Committee) • SEND: Mrs Brewer and Mr Müller • EYFS: Mrs Breare (Chair of Standards & Achievement Committee) • Sports Premium / Pupil Premium: Mrs Dresser <p>Governors noted advisors from the HART alliance will be invited to monitor key areas, accompanied by a governor. This will inform governors and refresh training for monitoring.</p>
10/22	<p>Minutes of the last meeting</p> <p>The minutes of the meeting of the Governing Body held on 12 July 2022 were circulated to all governors in advance of the meeting.</p> <p>Governors agreed the minutes should be accepted as a true record of that meeting and the Chair duly signed a copy to be filed in school. A pdf version will be posted on the school's website. ACTION Clerk and Headteacher</p> <p>A copy of the confidential minutes of the July meeting were tabled. Governors agreed these were an accurate record. A copy will be filed in school but not made available for public inspection.</p>
11/22	<p>Matters arising from the Minutes of the last meeting</p> <p>a) (66/21a) Energy costs and impact on budget</p> <p>Information has not yet been received regarding any government support around energy costs, so the impact on the budget cannot be calculated.</p> <p>Governors noted additional staffing is required to support a high needs child. Decisions about how to proceed cannot be determined until there is more certainty about the potential impact of energy costs on the budget.</p> <p>Governors agreed further discussion of this item should be recorded in a separate confidential minute not available for public inspection.</p> <p>How much funding is required for additional staffing? The HT explained the different approaches that could be taken. A school appointment could cost apx £20k, supply cover would be more expensive. The HT advised additional staffing is required for the school to function effectively. Governors asked the HT to discuss options with the Bursar on 21 September. ACTION: Headteacher</p> <p>b) (66/21a) Fundraising</p> <p>An urgent priority is the refurbishment of the mezzanine floor and creation of an internal teaching space.</p>



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	<p>An aspect to explore is support from local businesses and families who may be able to volunteer services. Advice should be taken about using existing space and compliance with fire regulations; everything must be signed off by NYCC. Governors agreed to undertake any project management to support the HT. ACTION: Chair, Mrs Cawood and Mrs Brewer.</p> <p>The HT proposed any fundraising be directed towards laptops which are required for the catch-up reading project.</p>
B	School Improvement
12/22	<p>Headteacher updates:</p> <p>a) Update on pupil admission numbers</p> <p>Number on Roll is 151. There are 15 children in Reception; this number is likely to be higher in 2023/24.</p> <p>The Director of Children's Services, Amanda Newbold, is visiting the school immediately after half term to consider capacity and view facilities.</p> <p>The LA Health & Safety Advisor has recommended undertaking a fire practice to see how long it takes to evacuate the building and to carry out CO₂ readings in the courtyard room.</p> <p>b) Update on staff and pupil welfare</p> <p>Governors agreed further discussion of this item should be recorded in a separate confidential minute not available for public inspection.</p> <p>c) School Improvement Plan</p> <p>The combined SIP and SEF has been completed and the HT will circulate to governors. ACTION: Headteacher</p> <p>All focuses are based on the OFSTED report; some actions are already complete. The aim is to improve the SEF judgments through the gathering of quality evidence. Governors will visit and will consider evidence provided by external moderation.</p> <p>The draft version will be circulated with dates of proposed visits by HART/LA advisers so governors can check their availability. ACTION: Headteacher</p> <p>Governors noted a Safeguarding Monitoring visit from the LA has been scheduled pre-half term.</p> <p>d) (65/21a) Academisation, including Project Plan</p> <p>The meeting was preceded by a presentation from Helen Williams, CEO of the Moorland Learning Trust.</p> <p>There will be a visit by a representative of YCST in November and one from the Northern Star Academies Trust in the Spring term. The date for the November presentation will be 8 November at 5pm preceding Standards & Achievement Committee meeting at 6pm. ACTION: All governors</p>



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	<p>Mrs Dresser has undertaken a SWOT analysis of academisation options for the HT and Chair and proposed some objectives and steps for governors to follow. This will be circulated to all governors: ACTION: Mrs Dresser</p> <p>Governors agreed the importance of reflection time between presentations.</p> <p>Governors discussed the differences in financial accountability between the LA and MATs and the due diligence process that would explore the financial implications of any academisation process.</p> <p>Governors agreed to meet following the third presentation to consider options further and to consider what the LA is proposing.</p> <p>e) (67/21d) Communication of Homework expectations to parents</p> <p>Parents meetings are being held on Wednesday (KS1 Reading & Phonics) and Thursday (KS2 Curriculum). Homework expectations will also be explained.</p> <p>Governors discussed how parents can be updated if attendance at these meetings is not high.</p> <p>f) SENCO</p> <p>The new SENCO has started. The arrangement is very efficient, and an audit is underway. The SENCO has direct lines to local case workers. Individual learning plans have been re-vamped as Pupil Overview Provision plans (POPs) rather than IEPs. Staff training has been completed, and the SENCO is returning to review the POPs in the week beginning 26 September.</p>
13/22	<p>Safeguarding</p> <p>a) Issues or incidents</p> <p>There were no issues or incidents to report other than matters relating to high needs children discussed at item 12.</p> <p>b) First Aid Report</p> <p>Governors noted there was nothing significant to report and there were no trends.</p> <p>Have the monkey bars been removed? No but they are not being used. They will be removed and replaced with a new piece of play equipment which pupils will help to choose. The Friends of Cononley Schools (FOCS) will be asked to fund raise to support this replacement play equipment.</p> <p>c) Confirmation all governors have read and understood KCSIE 2022 update</p> <p>A copy of <i>Keeping Children Safe in Education</i> (2022) was circulated to all governors in advance of the meeting. Governors confirmed they had read the updated guidance and signed to confirm their understanding.</p> <p>d) Monitoring of the Single Central Register of Appointments</p> <p>The HT confirmed the SCR is up to date. The Chair will monitor this at the next visit. The HT will also request external scrutiny from the LA. ACTION: Headteacher</p>



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	<p>e) Pupil wellbeing</p> <p>Governors discussed ways of supporting parents with second-hand uniform. Governors agreed to support families in receipt of PP with £25 per child those in receipt of Free School Meals towards the cost of school uniform.</p>
14/22	<p>Health and Safety / Premises</p> <p>a) Issues or incidents to report</p> <p>There were no issues or incidents to report.</p> <p>The HT reported the LA's Health & Safety Advisor completed a check of the school's documentation on 20 September which was satisfactory.</p> <p>b) Health & Safety Report</p> <p>The HT is chasing contractors to complete the outstanding actions.</p> <p>Was the nurture room sorted over the summer holidays? Work has been undertaken but an external door is still required.</p> <p>c) Proposed building project to convert mezzanine floor to enclosed teaching space</p> <p>See 11/22b above</p> <p>d) (77/21b) Update on garden room to provide additional space</p> <p>Governors noted it is not financially viable to pursue this project at present.</p> <p>e) (52/21c) Update on scheduled building work for toilets</p> <p>The work has been completed. The contractor working on the toilets identified a leaking hot pipe in the ceiling which has now been fixed.</p> <p>f) (77/21f) Update on Courtyard Room ventilation</p> <p>The window is now working. The safe space is now being used. Governors discussed local contractors who might be approached to complete this work. ACTION: Headteacher and School Administrator</p>
15/22	<p>Reports</p> <p>a) (67/21i) Sports Premium Report</p> <p>An extra HLTA is supporting children with play activities. This is accounted for in a report made available on the website by 31 July. Mrs Dresser will monitor impact at the next visit. ACTION: Mrs Dresser</p> <p>b) (67/21i) Pupil Premium Report</p> <p>This will be completed by 31 December at the latest. ACTION: Headteacher</p>
16/22	<p>School Policies</p> <p>a) (67/21g) Attendance policy for approval and circulation to parents with accompanying letter</p>



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	<p>The approved policy is on the website. Information about the impact of absence on children's learning has been sent to parents via newsletter. A focus on addressing lateness is working.</p> <p>b) Pay policy</p> <p>The LA updated pay policy is not yet available.</p> <p>Have staff appraisals been completed yet? No; the pay policy is required first. The pay policy will be an agenda item at the Resources Committee meeting in November. ACTION: Clerk</p> <p>c) Budget Management policy</p> <p>The updated Budget Management policy is not yet available from NYCC.</p> <p>In the interim, governors agreed to continue to follow the previous scheme of delegation to the Headteacher as outlined in paragraph 4 of Annex B of the previous Budget Management Policy: <i>"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"</i>.</p> <p>Are there any grants for which applications could be made? One application is partially complete requesting support for classroom reading books.</p> <p>The possibility of a Community Grant from a local supermarket could be explored, and Mrs Breare will approach another supermarket with a proposal to raise funds for new play equipment. Mrs Cawood will follow up a contact with Network Rail.</p> <p>Governors noted the Friends of Cononley School (FOCS) have £6k in funds. This will be discussed at the AGM</p> <p>Mrs Cawood and Mrs Mason agreed to co-ordinate fundraising.</p>
C	Other Business
17/22	<p>Governor Monitoring Visits</p> <p>a) Schedule of suggested dates</p> <p>The HT will circulate a list of dates for governors to undertake monitoring alongside external advisors. ACTION: Headteacher</p> <p>b) (67/21a) Monitoring of tracking of SEND/PP pupils in extra-curricular activities</p> <p>Data analysis will be considered as an agenda item at the November Standards & Achievement Committee meeting. ACTION: Clerk</p>
18/22	<p>Any Other Urgent Business</p> <p>None</p>



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19/22	<p>Consideration of the Impact of the meeting on the children at the school</p> <p>Governors:</p> <ul style="list-style-type: none"> • Considered ways of improving the budget in light of increasing staffing and energy costs • Considered ways of protecting HT time to focus on being strategic • Are looking ahead to academisation for the school • Are aware of SEND developments • Explored ways of improving energy efficiency for the school 								
20/22	<p>Dates of future FGB meetings - see attached draft dates</p> <p>The following dates were agreed at the July meeting for 2022-23:</p> <p>Full governing body meetings, starting at 6pm:</p> <ul style="list-style-type: none"> • Tuesday 6 December 2022 at 6pm • Tuesday 21 March 2023 at 6pm • Tuesday 11 July 2023 at 6pm <p>Committee meetings, starting at 6pm:</p> <table border="0"> <tr> <td>Resources:</td> <td>Standards & Achievement:</td> </tr> <tr> <td>Tuesday 22 November 2022 (V) at 5.30</td> <td>Tuesday 8 November 2022 at 6pm</td> </tr> <tr> <td>Tuesday 7 February 2023 (V) at 5.30</td> <td>Tuesday 28 February 2023 at 6pm</td> </tr> <tr> <td>Tuesday 16 May 2023 at 5.30 TB</td> <td>Tuesday 27 June 2023 at 6pm</td> </tr> </table> <p>Governors agreed in the interests of staff wellbeing and potentially poor weather that committee meetings in the winter months should be virtual (V). The Resources Committee (May) and the Standards & Achievement Committee (July) will take place in school. The Bursar will be invited to attend meetings in November and May.</p>	Resources:	Standards & Achievement:	Tuesday 22 November 2022 (V) at 5.30	Tuesday 8 November 2022 at 6pm	Tuesday 7 February 2023 (V) at 5.30	Tuesday 28 February 2023 at 6pm	Tuesday 16 May 2023 at 5.30 TB	Tuesday 27 June 2023 at 6pm
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Close	The meeting closed at 7.34 pm. The Chair thanked all governors for their contributions.								
	<p>SIGNED: DATE:</p> <p>CHAIR</p>								
Clerk	Sarah Williamson								