



Governing Body Minutes

Cononley Primary School: Meeting of the Full Governing Body

Date and Time:	19 September 2023 (6:00 pm):	In School
Present:	Mrs Jane Breare	(Co-opted Governor)
	Mrs Catherine Dresser	(Co-opted Governor)
	Mrs Katie Mason (CHAIR)	(Co-opted Governor)
	Mrs Catherine Pickles	(Headteacher)
	Mrs Rachel Price-Waite (V-CHAIR)	(Parent Governor)
	Dr Richard Wheelhouse	(LA Governor)
Clerk:	Ms Sarah Williamson	(NYCC Clerking Service)

A	Procedural
1/23	<p>Election of Chair and Vice Chair of Governors</p> <p>a) Procedure for the election of the Chair and Vice Chair</p> <p>Governors agreed to elect the Chair and Vice-Chair by show of hands.</p> <p>b) Terms of office of the Chair & Vice Chair (<i>can be 1 year or longer</i>)</p> <p>Mrs Mason proposed, and Mrs Price-Waite seconded a proposal to extend the terms of office of the Chair and Vice-Chair to two years. This is to facilitate succession planning and enable effective handovers.</p> <p>Governors unanimously agreed.</p> <p>c) Election of Chair</p> <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> <p>d) Election of Vice Chair</p> <p>Mrs Mason nominated Mrs Price-Waite as Vice-Chair; Mrs Dresser seconded this. Mrs Price-Waite confirmed her willingness to serve as Vice-Chair. Governors discussed the nomination and noted the importance of continuity at this time.</p> <p>Governors voted unanimously to re-elect Mrs Price-Waite.</p>
2/23	<p>Welcome</p> <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.</p>



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3/23	Apologies Governors consented to the reason for apologies received in advance from Mrs Cawood (Co-opted Governor) and Mrs Brewer (Parent Governor). Mr Erik Müller (Co-opted Governor) was absent. The meeting was quorate.
4/23	Declarations of Interest a) Updating of Declarations Forms 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 b) Register of Gifts and Hospitality The Chair 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 2022/23. The Chair duly signed and dated a nil return on the Register of Gifts and Hospitality to be filed in school. ACTION: Clerk c) Annual Register of Business Interests 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
5/23	Any Other Urgent Business Three items of other urgent business were identified: a) Filtering and Monitoring , to be taken under item 13, Safeguarding. b) Academisation Governors agreed this matter should be revisited once the impending inspection has taken place. c) Parental concern regarding availability of After School Care places A parent has raised a concern that a place is not available at the After School Club and has enquired why the school does not operate its own provision. Governors discussed the matter but have no plans for the school to run its own after school provision, as there is insufficient staffing capacity.
6/23	Confidential Items None



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7/23	<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</p> <p>Governors noted Mrs Mason's term of office as a co-opted governor ends on 4 May 2024. Mrs Mason indicated her willingness to serve a further term of office. This matter will be revisited at the March FGB meeting. ACTION: Clerk</p> <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> <p>d) Safeguarding training</p> <p>Governors noted Safeguarding update training must now be annual. The HT will advise and send relevant links when renewal is required. ACTION: Headteacher</p>
8/23	<p>Committee matters</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 2023/24</p> <p>Governors confirmed membership of the committees as:</p> <p><u>Resources</u>: Mrs Cawood, Mrs Dresser, Mr Müller, Mrs Pickles, and Mrs Price-Waite</p> <p><u>Standards & Achievement</u>: 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. It was agreed the Chairs of the Committees would remain unchanged for 2022/23:</p> <p>Resources: Mrs Price-Waite Standards & Achievement: Mrs Breare</p>
9/23	<p>Agree other appointments and responsibilities:</p> <p>a) Headteacher Appraisal Committee</p> <p>For 2023/24 the committee will be: the Chair, Vice-Chair and Mrs Dresser, plus the school's external advisor. NYES provide half day training; dates to be advised.</p> <p>ACTION: Clerk</p>



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	<p>The HT will negotiate a date with governors and the external advisor in early November. ACTION: Headteacher</p> <p>b) Complaints Committee</p> <p>The Clerk advised governors to establish membership of this committee. Governors discussed and agreed to respond to complaints in a flexible way; the committee will be formed by any 3 eligible governors at the time.</p> <p>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> <p>c) Date for HT Appraisal</p> <p>See 9/23a above.</p> <p>d) Governor responsibilities for key areas of development in school:</p> <p>The following designated roles were agreed:</p> <ul style="list-style-type: none"> • Child Protection / Attendance / Safeguarding: Mrs Mason • Health and Safety: Mrs Price-Waite • SEND: Mrs Brewer • EYFS: Mrs Breare • Sports Premium / Pupil Premium: Mrs Dresser <p>e) Link Governors for core aspects of SIP were agreed:</p> <ul style="list-style-type: none"> • History & Geography: Mrs Mason • Science, French & RE: Dr Wheelhouse • PSHE & Maths: Mrs Price-Waite • Computing & Music: Mrs Dresser • Reading & Phonics: Mrs Breare • Art & Design: Mrs Cawood
10/23	<p>Minutes of the last meeting</p> <p>The minutes of the meeting of the Governing Body held on 11 July 2023 were circulated to all governors in advance of the meeting.</p> <p>Mrs Price-Waite proposed, and Dr Wheelhouse seconded they be accepted as a true record of that meeting. Governors agreed 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>
11/23	<p>Matters arising from the Minutes of the last meeting</p> <p>None</p>



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B	School Improvement
12/23	<p>Headteacher Updates:</p> <p>a) Update on pupil admission numbers</p> <p>21 pupils have joined Reception. The PAN will be reduced to 20 from 2024-25. Two open days are planned for October/November, these will be marketed locally on social media and in newsletters. Governors noted that the school must be pro-active in recruiting pupils over the next few years as the demographic changes.</p> <p>b) Update on staff and pupil welfare</p> <p>A member of staff has resigned.</p> <p>Governors agreed further discussion of this item should be recorded in a separate confidential minute not available for public inspection.</p> <p>The HT outlined staffing changes and how these were resolved on the last day of term. Staffing in school is stable.</p> <p>c) Update on, pupil assessment</p> <p>Data was circulated and had been discussed at the July FGB meeting. The data already provided used the previous year's national data as a comparator. All this tracking data is available on the Governor pages of the website.</p> <p>The HT is awaiting national data so that comparisons can be made. This will be provided to governors at the December meeting. ACTION: Headteacher & Clerk</p> <p>When will we next receive assessment data? In December governors will be provided with the school's internal assessment data.</p> <p>d) School Improvement Plan</p> <p>Governors agreed to continue buying in the advisory services of YCAT to support governor monitoring and provide external quality assurance.</p> <p>The SEF was circulated with papers for the meeting. The HT will circulate the updated version of the SIP. ACTION: Headteacher</p> <p>Priorities remain the same.</p> <p>What is Clicker? This is a literacy software programme recommend by SEND professionals. It supports writing and is effective for all in providing support and challenge.</p> <p>The Chair recommended to all governors the document '<i>Leadership on a Page</i>' which is an at-a-glance summary of all relevant data governors need to know.</p> <p>e) (65/22b) Payment system for Y6 Residential Trip</p> <p>The class teacher will arrange the parents' information meeting before half term so that the payment system can be set up earlier.</p>



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	<p>f) (66 & 68/22b) Update on pupil survey, triangulation with parent survey and response to feedback</p> <p>Mrs Fraser reported on the findings of a whole school pupil survey carried out: Questions were based on the OFSTED survey and from the Anti-bullying Alliance.</p> <ul style="list-style-type: none"> • 95% of children responded they like going to school. • 99% responded they feel safe at school. • 95% said behaviour in class was good. • 98% responded there was an adult in school with whom they could talk. • There was no child who reported they never got on with teachers. • Children did not appear to understand the statement 'I feel I belong at school'. <p>Regarding bullying, 28% of children responded bullying does not happen. 64% say it happens but teachers sort it out. None said teachers did nothing but 8% said bullying happens and it is not always sorted out.</p> <p>The AHT agreed this requires further consideration. Governors asked for a copy of the summary data from the survey to be circulated with the minutes. ACTION: Mrs Fraser</p>
13/23	<p>Safeguarding</p> <p>a) Issues or incidents</p> <p>There have been no incidents, but governors noted robust procedures are in place. The school has purchased the Child Protection Online Monitoring System (CPOMS). This recording and monitoring system enables safeguarding concerns to be logged and provides relevant staff with alerts. It is a system used by many schools and enables the secure transfer of safeguarding information. It is expensive but a cost-effective system. All staff have received training.</p> <p>b) Confirmation all governors have read and understood KCSIE 2023 updates</p> <p>All governors present signed to confirm they had read and understood the latest guidance. Mrs Brewer, Mrs Cawood and Mr Muller will be asked for confirmation. ACTION: Clerk</p> <p>c) Monitoring of the Single Central Register of Appointments</p> <p>The Chair confirmed the SCR had been monitored and actions reviewed. There are only 2 minor outstanding matters which relate to occupational health.</p> <p>d) Filtering</p> <p>Governors confirmed they had watched a short video update on their online safety responsibilities for filtering and monitoring.</p> <p>What are you going to do to address the changes outlined in KCSIE 2023? The HT circulated a summary document to governors last term explaining how the school's filtering system, <i>Smoothwall</i>, operates. The HT receives a daily report. Filtering data was summarised in the HT's report discussed at July meeting.</p>



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	<p>Will you write to parents with a brief update about filtering? Yes; this was included in a bulletin last year but the HT will repeat this information again. ACTION: Headteacher</p> <p>Using <i>London Grid for Learning</i> materials the Computing Subject Leader will conduct another audit. Governors noted all staff have had Online Safety training.</p> <p>The SIP looks at Monitoring and Filtering Standards. All staff have completed cyber security training. An SIP action is to review and formalise the school's approach.</p> <p>Is it possible to over block websites? How does the school respond? The HT and AHT responded the filtering system can affect teaching materials, such as PSHE materials for the <i>Kapow</i> Scheme of Work and some useful <i>YouTube</i> clips. There is a list of permitted sites. The HT emails IT support if a useful site is blocked.</p>
14/23	<p>Health and Safety / Premises</p> <p>a) Issues or incidents</p> <p>The HT report the school does not have any RAAC concrete.</p> <p>New energy efficient fire doors were installed over summer, requiring alteration to a fence. This has required the installation of a new gate so staff can reach the lock, but children cannot open it.</p> <p>Is there any of the energy efficiency grant funding left? The HT will check and report to the Resources Committee. ACTION: Headteacher and Clerk</p> <p>b) Annual Health & Safety Report</p> <p>The school has not received its report. The HT will contact the LA's H&S advisor. ACTION: Headteacher</p> <p>c) (65/22b) Updated quotations for the mezzanine floor</p> <p>Quotations have not been obtained as there is insufficient funding. Any funds will be required for IT hardware and books. 5 children need access to a laptop all the time.</p> <p>Is there an annual sum designated to replace IT equipment? This has not been possible as there have been insufficient funds.</p> <p>The HT reported the school is moving to cloud-based IT rather than a server. An assessment is awaited. Replacement laptops for the school office will have to come from capitation.</p> <p>Governors agreed results of any fund raising should be directed towards laptops.</p> <p>Governors discussed that many secondary schools add voluntary contributions to parent pay to raise additional funds. Governors discussed fund-raising and other potential sources of income for computers.</p> <p>d) (69/22e) DfE Condition Data Report</p> <p>The HT reported that as a Local Authority school the RAAC report was submitted to the DfE by the LA.</p>



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15/23	<p>School Policies for consideration and approval</p> <p>a) Pay policy</p> <p>Governors noted this NYC policy will not be available until October.</p> <p>b) Budget Management Policy</p> <p>The policy was circulated in advance of the meeting.</p> <p>Governors approved the policy and agreed the scheme of delegation to the Headteacher: <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>						
C	Other Business						
16/23	<p>Governor Monitoring Visits and Governor Training</p> <p>a) Schedule of suggested monitoring visit dates</p> <p>The HT has provided a draft outline:</p> <table><tr><td>Monitoring schedule for Term 1:</td><td>Monitoring schedule for Term 2:</td><td>Monitoring schedule for Term 3:</td></tr><tr><td><ul style="list-style-type: none">• Circle Time• Computing• Reading for Pleasure (Book Club, Class libraries, Reading in Class, Class Reader)• Writing• Geog/ History• Science• Phonics• EYFS• SAFEGUARDING SCR</td><td><ul style="list-style-type: none">• PSHE• PE• Maths• SPAG• Art• Science• Phonics• Reading for Pleasure Audit• Safeguarding filtering and monitoring, online safety</td><td><ul style="list-style-type: none">• French• Geog/History• RE• French• Music• DT• Phonics• EYFS• Safeguarding TBC</td></tr></table> <p>The HT will begin to arrange dates with link governors and any external advisors.</p> <p>ACTION: Headteacher</p> <p>b) Training</p> <p>Mrs Dresser will attend Headteacher’s Performance Management training.</p> <p>Mrs Price-Waite enquired if there is any H&S training available for governors.</p> <p>As soon as the NYES training schedule is available the Clerk will circulate a link to all governors. ACTION: Clerk</p> <p>c) Governance Health Check</p> <p>A termly expectations meeting between the Clerk, Headteacher and Chair has been arranged for 9.15 am on Tuesday 26 September. Mrs Price-Waite, as Vice-Chair, has agreed to attend on behalf of the GB and will report back to the Chair Actions arising</p>	Monitoring schedule for Term 1:	Monitoring schedule for Term 2:	Monitoring schedule for Term 3:	<ul style="list-style-type: none">• Circle Time• Computing• Reading for Pleasure (Book Club, Class libraries, Reading in Class, Class Reader)• Writing• Geog/ History• Science• Phonics• EYFS• SAFEGUARDING SCR	<ul style="list-style-type: none">• PSHE• PE• Maths• SPAG• Art• Science• Phonics• Reading for Pleasure Audit• Safeguarding filtering and monitoring, online safety	<ul style="list-style-type: none">• French• Geog/History• RE• French• Music• DT• Phonics• EYFS• Safeguarding TBC
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	from the Health Check will be discussed at that meeting. ACTION: Vice-Chair, Headteacher & Clerk								
17/23	<p>Any Other Urgent Business</p> <p>a) Class structure and teaching</p> <p>The HT is teaching Year 1 Maths until 10am each morning, working alongside an HLTA so that cover is in place if required.</p> <p>What is your teaching load? The HT provides PPA cover on Monday afternoons and TA cover in Reception on Friday mornings. This needs to change to reflect the Maths teaching. The HT will consider how to resolve this this week and report to the Chair.</p> <p>ACTION: Mrs Pickles</p>								
18/23	<p>Consideration of the Impact of the meeting on the children at the school</p> <p>Governors:</p> <ul style="list-style-type: none"> • Know that staffing is in place and stable. • Considered succession planning for the governing body. • Know the school is set up effectively to run in the year ahead. • Know that new children have settled well. • Are aware that the outcome of the summer pupil survey was positive, particularly regarding feeling safe in school and bullying. • Know the SCR has been monitored and that all safer recruitment checks have been carried out. • Understand how the school's filtering and monitoring systems contribute to children's online safety. • Are aware of monitoring plans and ongoing quality assurance in the year ahead. 								
19	<p>Dates of future FGB meetings</p> <p>Governors agreed the following pattern of dates for 2023/24:</p> <p>Full governing body meetings, starting at 6pm:</p> <ul style="list-style-type: none"> • Tuesday 5 December 2023 at 6pm • Tuesday 12 March 2024 at 6pm • Tuesday 9 July 2024 at 6pm <p>Committee meetings, starting at 6pm:</p> <table border="0"> <tr> <td>Resources:</td> <td>Standards & Achievement:</td> </tr> <tr> <td>Tuesday 14 November 2023 (V) at 6.00 TB</td> <td>Tuesday 17 October 2023 (V) at 6pm</td> </tr> <tr> <td>Tuesday 6 February 2024 (V) at 6.00</td> <td>Tuesday 27 February 2024 (V) at 6pm</td> </tr> <tr> <td>Tuesday 7 May 2024 at 6.00 TB</td> <td>Tuesday 18 June 2024 at 6pm</td> </tr> </table>	Resources:	Standards & Achievement:	Tuesday 14 November 2023 (V) at 6.00 TB	Tuesday 17 October 2023 (V) at 6pm	Tuesday 6 February 2024 (V) at 6.00	Tuesday 27 February 2024 (V) at 6pm	Tuesday 7 May 2024 at 6.00 TB	Tuesday 18 June 2024 at 6pm
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Close	The meeting closed at 7.30 pm. The Chair thanked all governors for their contributions.								



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	SIGNED: DATE: CHAIR
Clerk	Sarah Williamson

Item	Action	Person	Date
7/23b	Governor term of office expiring to be a future agenda item.	Clerk	March FGB
7/23d	Governors to be advised of expiry of annual safeguarding training.	Headteacher	TBC
9/23a	NYES performance mgt training dates to be shared with governors.	Clerk	As available
9/23a	Dates for HT Performance Management committee to be agreed.	Headteacher	November
12/23c	Progress data with comparison to national data to be a future agenda item alongside school's up to date assessment data.	Headteacher & Clerk	December FGB
12/23d	The updated SIP to be circulated to all governors.	Headteacher	ASAP
12/23f	Summary data of pupil survey to be circulated to all governors.	Mrs Fraser & Clerk	ASAP
13/23d	Parents to be given an update on the school's filtering & monitoring for online safety in a weekly newsletter.	Headteacher	ASAP
14/23a	Determine whether there are any remaining funds from the energy efficiency grant and report to the Resources Committee meeting.	Headteacher	November
14/23d	Annual Health & Safety Report from the LA to be chased.	Headteacher	ASAP
16/23a	Monitoring visit dates to be arranged with governors/external advisors.	Headteacher	ASAP
16/23b	NYES training dates to be circulated.	Clerk	As available
16/23c	Termly strategic planning meeting to take place	HT, Vice-Chair & Clerk	26 Sept
17/23a	HT to review current teaching and workload and report to the Chair.	Headteacher	ASAP