



Governing Body Minutes

Cononley Primary School: Meeting of the Full Governing Body

Date and Time: Tuesday 13 July 2021 (6:00 pm): Virtual Meeting

Present:

Mrs Harriet Brewer	(Parent Governor)
Mrs Julie Cawood	(Co-opted Governor)
Mr John Evans (CHAIR)	(Co-opted Governor)
Mrs Jaki Fraser	(Staff Governor)
Mrs Katie Mason	(Parent Governor)
Mrs Catherine Pickles	(Headteacher)
Mrs Rachel Price-Waite	(Parent Governor)
Dr Richard Wheelhouse	(LA Governor)

In attendance: Mrs Catherine Dresser

Clerk: Ms Sarah Williamson (NYCC Clerking Service)

A	Procedural
56/20	<p>Welcome</p> <p>Mr Evans welcomed governors to the meeting and welcomed Mrs Dresser, who was in attendance.</p>
57/20	<p>Apologies</p> <p>Apologies were received in advance from Mrs Breare (Co-opted Governor) to which governors consented.</p>
58/20	<p>Declarations of Interest</p> <p>A governor declared they are a parent of a child in receipt of Pupil Premium. There were no other declarations of interest.</p>
59/20	<p>Any Other Urgent Business</p> <p>a) Vacancy for and nomination of a co-opted governor</p> <p><i>[At 6.04pm Mrs Dresser went into the virtual waiting room]</i></p> <p>Mrs Price-Waite proposed and Mrs Mason seconded that Mrs Dresser be appointed to fill the vacancy for a Co-opted governor with a financial skill set. Governors unanimously agreed.</p> <p><i>[At 6.07pm Mrs Dresser re-joined the meeting]</i></p> <p>The Chair welcomed Mrs Dresser as a member of the governing body and thanked her for volunteering for this role.</p>
60/20	<p>Confidential Items</p> <p>None</p>



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61/20	<p>Minutes of the last meeting</p> <p>The minutes of the meeting of the Governing Body held on 23 March 2021 were circulated to all governors in advance.</p> <p>Governors agreed the minutes should be accepted as a true record of that meeting. The Chair will sign a copy for the record at the next available opportunity; this will be filed in school. A pdf version will be posted on the school's website. ACTION Clerk and Headteacher</p>
62/20	<p>Matters arising from the Minutes of the last meeting</p> <p>None</p>
63/20	<p>Reports from Committee Meetings held since 23 March 2021</p> <p>a) Resources Committee (18 May 2021)</p> <p>A copy of the minutes of this committee meeting were circulated in advance to all governors.</p> <p>Mrs Price-Waite gave a summary of the key areas of discussion:</p> <ul style="list-style-type: none"> • The HT's teaching hours will be reduced through the appointment of a new part-time teacher. • The draft Start Budget was approved by the committee and circulated to all governors for comment. • Premises checks are up to date and ongoing maintenance issues considered. <p>Governors noted the school's budget position is healthy, which has enabled the provision of an additional class in Key Stage 2 in 2021/22, reducing the potentially very large class sizes.</p> <p>b) Standards & Achievement Committee (13 July 2021)</p> <p>Mrs Mason summarised the committee's key areas of discussion in the meeting which immediately preceded this FGB:</p> <ul style="list-style-type: none"> • Governor monitoring and subject focus for the early autumn term. • Consideration of the results of the staff wellbeing survey: the HT is going to explore some results further. • Consideration of the report on progress and attainment for all cohorts, including the impact of Covid-19 on the youngest year groups, underlining the need for children to be in school to attain expectations. Y5/Y6 are flourishing. <p>Governors noted the data is included in the Quality of Education section of the HT's report.</p> <p>Staff have worked hard to present subject reports providing useful context and examples of children's work. Next steps for monitoring will focus learning walks to see what is happening in classrooms.</p>



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	<p>Very good use of resources has been made to put in place external monitoring. The Harrogate and Rural Schools Teaching Alliance (HART) curriculum review identified 3 clear areas of focus for 2021/22 (see full report available on the governor section of the website):</p> <ul style="list-style-type: none"> • R/Y1 Reading (R/Y1) • Writing across the school • Plugging gaps in Mathematics <p>Subject leaders will continue to devise very clear progression maps in all curriculum areas to ensure children's knowledge is embedded.</p> <p>Will any inspection take into account the impact of Covid? An inspector would wish to know the impact of Covid, the provision for remote learning, the planned interventions and recovery curriculum as well as what the school is currently doing to meet the needs of the lowest 20% of achievers in each year group.</p> <p>Is the school inspection ready? Staff have worked hard and done as much as possible to prepare.</p> <p>Governors thanked the HT for the comprehensive report which provides them with the detailed information they need to know. Is there anything further governors can do? Undertake monitoring visits again as soon as possible. Governors always need to be fully conversant with the SEF and be able to articulate the school's strengths and priorities.</p> <p>Governors discussed monitoring and asked the HT to send an updated checklist for visits. Governors are encouraged to use the subject presentations and to ask staff to substantiate the evidence of impact by querying how they know, and what they are doing about it.</p> <p>The HT will divide subject responsibilities between governors and circulate a list of suggestions for consideration. ACTION: Headteacher</p> <p>Will an inspection consider home learning? Inspectors are interested in the here and now but may ask about this. Governors did undertake monitoring of home learning provision and parents submitted survey responses following each period of remote learning identifying what worked well, contributing to changes to provision over time.</p> <p>What is the best way to organise monitoring visits? The HT will circulate a schedule of dates either before the end of this term or immediately at the start of next term and ask each governor to sign up to a visit. Governors are asked to respond as soon as possible. ACTION: Headteacher and Governors</p>
B	School Improvement
64/20	<p>Headteacher's Report</p> <p>A copy of the HT's report was made available on the governor section of the website in advance of the meeting.</p>



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	<p>Governors thanked the HT for the helpful way in which the report has been subdivided into relevant sub-sections. Governors agreed this is how they would like information presenting in future.</p> <p>a) School context, including update on pupil numbers for September and physical capacity in school; attendance; and staffing</p> <p>Governors noted:</p> <ul style="list-style-type: none"> • There are currently 155 children in school, 8 over PAN. Next year there will be 153 children, including a large KS2 cohort. Additional funding due to pupil numbers is being used for additional staffing. • Various projects are planned to increase physical capacity and storage including: work to create enclosed space on the mezzanine floor; additional storage in the staff room and assembly hall. • The Local Authority (LA) is visiting in September to look at school buildings. There appears to be a reluctance to increase physical capacity because of the number of pupils attending the school from a neighbouring LA; however, these numbers have been over-estimated. • An experienced part-time teacher has been successfully appointed who will fit well into the staff team. <p>b) Quality of Education</p> <p>See detailed discussion at 63/20b: Report from the Standards & Achievement Committee meeting</p> <p>c) Behaviour and Attitudes</p> <p>Governors discussed the analysis of behaviour trends and attendance this term and noted there have been far fewer incidents.</p> <p>Why is this the case? This is partly a result of the bubbles in operation and the high levels of staff supervision. This is something for close consideration in September; there may be advantages to continuing to operate staggered breaktimes: children benefit from having additional space. The HT wishes to retain high levels of staff supervision.</p> <p>There have been no fixed term exclusions this term.</p> <p>In the First Aid Report 199 injuries were reported in the Spring term, is this correct? Yes. The HT observed that on return to school children were reporting more to an adult than they may previously have done. This will require careful monitoring in September.</p> <p>Governors noted the new duty to report incidents of sexual harassment/violence. There has been one reported incident. The HT outlined the types of behaviour this includes and gave a brief summary of the action taken, which includes sensitive but robust handling and parental involvement. It is important such behaviour is challenged and addressed. Governors recognised the importance of PSHE in educating children about the importance of healthy relationships and teaching</p>
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children how they should respond if they are uncomfortable with interactions with other people, as well as how to get help. **Are parents supportive/understanding in such cases?** There are not many cases, but parents were very supportive in this matter.

The last published data for attendance was 2018/19. The school's attendance rate is usually very high (97/98%) and this continues to be the case. Covid-related absence is excluded from these statistics. The pandemic has resulted in no requests for holidays in term time. Children with lower attendance rates are closely tracked. Governors noted 3 children are being monitored by the HT and a small number of referrals have been made for external support to improve attendance.

Are attendance rates affected by punctuality as well as unauthorised absence?

Yes, lateness can have a significant impact on children. Where necessary the school liaises with external agencies who work with families to reduce underlying barriers to attendance and punctuality. Fines can be issued.

d) Personal Development

Governors noted the comprehensive summary of everything the school has done to support personal development this year. Extra-curricular activities have been seriously curtailed but will be up and running by September.

Puberty lessons have taken place with Y5/Y6. Last year, videos and support were put on for home learning therefore it has been important to go over this topic again and to move forward on to learning about conception. Children asked very good questions, reflecting their mature approach to learning and the positive relationships with their teachers.

The Growing Up in North Yorkshire Survey (GINY) results from December 2020 includes a list of significant differences between the children at the school and their peers across the county. This helps identify action for the school, for example the need to revisit the topic of sunburn with Y1 children. These statistics are a useful tool that informs the PSHE curriculum. The detailed report is analysed closely by the HT and AHT. The HT outlined other differences and what this means for the curriculum in future.

Transition activities have been understandably limited. Although government advice to schools has changed, isolation rules do not change until August, therefore the HT has decided to retain bubbles for final 4 days of term. **Governors asked for further explanation.** The HT explained the rationale for this decision with which governors agreed.

e) Leadership and Management - to include Staff Wellbeing, and (45/20g) Staff Wellbeing Survey

The outcome of the Staff Wellbeing Survey was discussed in detail at the Standards & Achievement Committee meeting. See 63/20b above.



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A copy of the NYCC external Safeguarding Review was made available to governors in advance of the meeting.

The Chair and Mrs Price-Waite met the advisors in school and found it very informative. They reported the advisors dug very deeply into what is being done to safeguard children at the school. They found the work of the HT and staff was very effective and reflective. Advisors also provided useful suggestions for further development.

Mrs Price-Waite summarised the feedback specifically for governors from this meeting:

- The Clerk should highlight, as if it were challenge, any feedback and suggestions that come from governor training that is shared in governor meetings.
- Critical friend questions from governors when meeting with staff could include: Is that effective? Why are you doing it? Is it achieving what you want it to? Have you done everything you can do?
Governors asked the HT to incorporate these questions into the monitoring checklist for future governor visits. **ACTION: Headteacher**
- **Governors should share some responsibility for monitoring the SCR.**
Governors agreed this should be an agenda item, under the standing Safeguarding heading, at the September meeting so the HT can confirm that the SCR is up-to-date for the new school year. **ACTION Clerk (agenda item)**
Are Before and After School Staff employed by an external provider checked to a suitable level for working in our school? Yes. The HT follows the relevant KCSIE guidance for checks on contractors. Checks on these staff are included on the school's SCR. This is not a requirement but follows LADO advice and enables the HT to check that the same checks are carried out on them as for staff. Checks are updated regularly.
- **A policy schedule should be in place so governors know when policies are due to be reviewed.** There is a policy schedule in place. The HT will ensure this is still shared with all governors on the updated governor section of the website.
ACTION: Headteacher
- **Monitoring checklists are a useful tool.** There is a H&S checklist for Premises visits. The HT will investigate other checklists that may be available to support other governors with specific roles. **ACTION: Mrs Pickles**
- At least one or two governors should have completed Safer Recruitment training. The Headteacher and Staff Governor have completed this training. Mrs Fraser will check the recommended schedule for renewal. **ACTION: Mrs Fraser**
- **Governors should complete Prevent Awareness training.** There are 3 levels of training. It is good practice for the Safeguarding Governor to complete all three. Governors asked the Clerk to circulate the link to the latest Prevent training. **ACTION: Clerk**



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Has there been an internal audit of safeguarding systems in addition to the NYSCP biennial review? Although the review is biennial governors are presented with an updated action plan each year.

There have been two Child Protection referrals this term; is this a cause for concern? Referrals are regularly monitored and reviewed. Review meetings are diarised to review actions and consider when a case is closed. Incidents leading to referrals are also reviewed to consider if the school has done everything it can to safeguard the children.

Does the school require any support from governors to monitor the impact of Mental Health provision? This is complicated by issues of confidentiality. The AHT works closely with Compass Buzz. Mental Health runs as a thread through the PSHE curriculum and is considered in circle time. **What is circle time?** It is a forum that follows a particular formula across school; this allows staff and children to discuss specific issues e.g. children falling out. It is a forum for discussion and problem-solving.

Governors noted the impact of Pupil Premium (PP) and Sport Premium (SP) will be reviewed by 31 July and statements published to outline and justify expenditure. Governors will be able to ask questions about this at the September meeting.

ACTION: Clerk (agenda item).

The HT explained much of the SP expenditure has gone on addressing the lower levels of fitness identified in children in March. Funds have been spent on additional lunchtime work from Sports Coaches; Enrichment mornings for Sport; and an orienteering course. Lots of fun activities and sport have been introduced in order to improve fitness and activity levels. **Has this helped with mental health and wellbeing too?** Yes and additional staff have been present at lunchtimes encouraging them to use time productively, helping to regulate them. Y5 going into Y6 will be really well-qualified to be sports leaders in September.

Key Priorities for School Improvement

- Staff have analysed the gaps that have arisen and which need to be closed. A list has been collated of any units that have been missed in some subjects. This is particularly important in linear subjects such as Mathematics.
- Work has already begun to embed the new school rules but this now needs to be addressed as a whole school rather than in bubbles.
- Governor monitoring is a priority for September.

Will volunteers be able to return to school in September? All safer recruitment checks for previous volunteers (other than Governors who also volunteer and whose checks remain in place) would have to be re-done. Safeguarding training for volunteers is also the same as for staff and would require updating. This would be very time consuming. As the school has sufficient Teaching Assistants to support pupil reading initiatives etc re-engaging with volunteers will not be an immediate priority for the next academic year.



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	<p>f) EYFS</p> <p>The school has been an early adopter of the EYFS framework. Mrs Breare as EYFS governor will be asked to undertake a review early in September. ACTION: Headteacher and Mrs Breare</p> <p>It was agreed that the EYFS leaders should prepare a presentation for Governors in the autumn term. ACTION: Headteacher</p>
<p>65/20</p>	<p>Attainment and Progress</p> <p>See 63/20b Report from the Standards & Achievement Committee.</p> <p>Analysis of progress of groups will be presented at the FGB in September, along with identified next steps for each group in the coming year. ACTION: Headteacher and Clerk (agenda item)</p>
<p>66/20</p>	<p>Safeguarding</p> <p>a) Issues or incidents to report</p> <p>Governors discussed the data presented in the HT's Report.</p> <p>Are the numbers of causes for concern higher than usual? Everything is now recorded electronically. Staff record themselves and issues can be more closely differentiated; this makes it difficult to make a direct comparison with previous data. In Term 2 more children were being monitored for SEMH concerns because of the impact of lockdown. Governors noted it will be interesting to review Term 3 data against Terms 1 & 2, and welcomed the ability to make future year on year comparisons.</p> <p>b) NYCC Safeguarding Review (22 June 2021)</p> <p>The full report is available on the governor section of the website.</p> <p>Governors commented the report gives confidence that safeguarding at the school is effective as there is a strong safeguarding culture at the school and staff are proactive. Useful guidance on further actions is being acted on.</p> <p>c) (46/20d) Update on H&S Advisor advice regarding the two Pedestrian entrances to the school</p> <p>It is planned to continue with the current arrangements in September. This has been checked with the NYCC H&S Advisor. Parents will continue to receive reminders about standing on the pavement and considering road safety if they are queuing. A decision will be taken about where Y6 will enter the school building.</p> <p>The school has some police cones in addition to the yellow zig-zag road markings. Some slightly staggered start/finish times may be considered for September.</p> <p>Will the proposed building development on Meadow Close have a negative impact on road safety? Governors discussed this matter and concluded the infrastructure</p>



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	<p>does not support a further 17 houses. The Chair will write to planners on behalf of the governing body raising serious concerns around road safety. ACTION: Chair</p> <p>d) (46/20f) Confirmation the School Administrator has carried out a check of HR files and that the SCR has been updated.</p> <p>The HT confirmed these checks have been carried out using an NYCC monitoring sheet. The HT monitors the Single Central Register of Appointments every term.</p>
67/20	<p>Health and Safety / Premises</p> <p>a) Issues or incidents</p> <p>Governors noted the information contained within the HT's Report and the Annual Health & Safety Audit Report, jointly compiled with the NYCC H&S Advisor and updated each term.</p> <p>b) (47/20b) Update on quotations and alterations to the Courtyard Room and extension to the Hall</p> <p>Quotations for alterations to the mezzanine floor have been obtained. This work will be carried out during October half term. Additional storage and alterations to the staff room will take place over the summer holidays.</p> <p>There is no further information regarding proposed alterations to the Courtyard Room; a visit from NYCC is scheduled for September.</p> <p>c) (47/20b)) Update on refurbishment of toilet facilities</p> <p>No further information has been received from NYCC. A decision was due at the end of June. The HT will follow this up. ACTION: Headteacher</p>
68/20	<p>School Policies</p> <p>a) Anti-bullying policy</p> <p>Governors discussed the school's updated Anti-bullying policy in detail. Governors agreed unanimously to ratify this policy.</p> <p>b) Policy on managing serial complaints</p> <p>Mrs Price-Waite proposed, and Mrs Mason seconded that governors adopt this NYCC model policy. Governors unanimously agreed; a copy will be added to the school website.</p> <p>c) Walking to and from school alone policy</p> <p>Governors noted the school's existing policy has been updated following a recommendation in the NYCC Safeguarding Review. Permission has always been sought from parents but revisions make expectations clearer. Children in Y5 and Y6 may walk home alone with permission; however, exceptions may be made if there are very good reasons. Mrs Dresser proposed and Mrs Price-Waite seconded the policy be ratified. Governors agreed.</p>



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	<p>d) Other policies</p> <p>Governors noted the following policies were approved at the May Resources Committee meeting:</p> <ul style="list-style-type: none"> • Drugs Misuse policy • Relationships and Sex Education • Appraisal (NYCC) • Attendance Management (NYCC) • Bomb Threat (NYCC) • Lockdown (NYCC) • Model Information Policy (Veritau) • Whistleblowing (NYCC) • Staff Induction (NYCC)
C	Other Business
69/20	<p>Governor Training</p> <p>a) Updates on any governor training completed</p> <p>Governors noted that training opportunities have been affected by the pandemic. The Vice-Chair was unable to attend Complaint training, which was cancelled. A further opportunity will be sought.</p> <p>The virtual Pupil Premium training attended by Mrs Price-Waite was disrupted by technical difficulties.</p> <p>Mrs Price-Waite attended Ofsted preparation training for governors in April. Governors asked the HT to seek advice from School Advisor and from the HART Alliance Advisors regarding availability of any Ofsted training for all governors. ACTION: Headteacher</p> <p>b) Forthcoming training</p> <p>Mrs Price-Waite is booked to attend Headteacher Performance Management training</p> <p>Mrs Mason agreed to undertake Safer Recruitment training. The Clerk agreed to send a link. ACTION: Mrs Mason and Clerk</p> <p><i>[At 7.34pm Dr Wheelhouse gave apologies and left the meeting]</i></p> <p>All governors expressed a willingness to undertake any required training. Mrs Brewer and Mrs Dresser would like to undertake Governor Induction training when it is next available. ACTION: Headteacher and governors</p> <p>Governors agreed a training audit would be a useful outcome of the updated Governors Skills Audit which is underway. ACTION: Clerk</p> <p>c) (46/20e) All remaining governors to confirm they have completed Safeguarding Basic Awareness refresher training.</p>



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	The HT confirmed all governors are up to date with this training.
70/20	<p>Governor Monitoring Visits</p> <p>a) Remote external monitoring</p> <p>Governors noted receipt of the reports from the NYCC Safeguarding Review (22 June 2021)</p> <p>b) Governor monitoring</p> <p>Mrs Brewer and Mrs Breare attended a staff training day looking at Phonics and Early Reading as part of monitoring for their link roles.</p>
71/20	<p>Governance</p> <p>a) Vacancy for a Co-opted Governor</p> <p>See 59/20a: appointment of Mrs Dresser as a Co-opted Governor.</p> <p>Governors agreed Mrs Dresser will join the Resources Committee and Mrs Brewer the Standards & Achievement Committee from September 2021.</p> <p>b) Election of Chair for September 2021</p> <p>As Mr Evans is reaching the end of his term of office as Chair, Governors agreed to proceed with an election in preparation from the new school year.</p> <p>A succession plan has been in place and as outgoing Chair, Mr Evans proposed the Vice-Chair, Mr Mason as Chair. This was seconded by Mrs Cawood.</p> <p>Governors unanimously agreed to appoint Mrs Mason as Chair from 1 September 2021.</p> <p>Mrs Pickles thanked Mr Evans for all his hard work and commitment as Chair of Governors. Mr Evans responded he was happy to continue to serve as a governor.</p> <p>It was agreed the HT would identify a source of mentoring for the new Chair.</p> <p>ACTION: Headteacher</p> <p>Governors further agreed the election of a new Vice-Chair would take place at the September meeting. ACTION: Clerk</p> <p>c) Terms of Office</p> <p>Governors noted 2 co-opted governors and the staff governor have terms of office expiring in 2021/22: Mrs Breare (March 2022); Mr Evans (August 2022) and Mrs Fraser (August 2022).</p> <p>d) Completion of the NGA Skills Audit</p> <p>The Clerk thanked those governors who had already completed and returned the audit. All other governors were asked to submit these as soon as possible so a summary of the audit can be discussed at the September meeting. ACTION: Governors</p>



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	<p>e) (53/20) Confirmation all governors have been added to the weekly distribution list of the school's newsletter.</p> <p>The HT explained the newsletter is publicly available on the home page of the website and this is the most effective way for governors to access the information rather than being added to the circulation list for all correspondence with parents.</p>				
72/20	<p>Any Other Urgent Business</p> <p>No further items</p>				
73/20	<p>Consideration of the Impact of the meeting on the children at the school</p> <p>Governors</p> <ul style="list-style-type: none"> • Looked at data, particularly relating to the lowest 20% of children in each year group and are aware of the identified next steps • Considered the impact of Covid on Writing across all year groups and how this will be addressed • Have read the external review of the knowledge curriculum and know what needs to be done to improve this further • Have made good use of resources to appoint a part-time teacher and create an extra class in Key Stage 2 • Identified subject monitoring as a priority to support improving standards for children • Know the external Safeguarding Review shows safeguarding is robust and welcomed the examples of safeguarding best practice, which is a continual aim. • Shared information from this review and recognise that training enables the GB to challenge practice in school and to consider ways in which safeguarding can be improved • Recognise the impact of Covid on children and looked at ways of mitigating this. 				
74/20	<p>Dates of future meetings</p> <p>The HT proposed governors should consider a mixture of face-to-face and some virtual meetings, especially during the winter months. Governors agreed this was a sensible proposal that supported staff wellbeing.</p> <p>Governors agreed the September meeting would take place in school.</p> <p>Full governing body meetings, starting at 6pm:</p> <ul style="list-style-type: none"> • Tuesday 21 September 2021 at 6pm • Tuesday 7 December 2021 at 6pm • Tuesday 22 March 2022 at 6pm • Tuesday 12 July 2022 at 6pm <p>Committee meetings, starting at 6pm:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Resources:</td> <td style="width: 50%;">Standards & Achievement:</td> </tr> <tr> <td>Tuesday 23 November 2022</td> <td>Tuesday 16 November 2021</td> </tr> </table>	Resources:	Standards & Achievement:	Tuesday 23 November 2022	Tuesday 16 November 2021
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APPROVED



CONONLEY PRIMARY SCHOOL
Inspiring and Challenging Our Children

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	Tuesday 8 February 2022 Tuesday 17 May 2022	Tuesday 8 March 2022 Tuesday 12 July 2022 (at 5pm)
Close	The Chair thanked all governors for their contributions. The meeting closed at 7.58pm	
	SIGNED: DATE: CHAIR	
Clerk	Sarah Williamson	