



**Minutes for a meeting of the  
Full Local Governing Board of St Peter's CE Primary School  
to be held Monday 29<sup>th</sup> September 2022  
at 6.30pm  
at St Peter's School**

**Present:** Linda McPhee (LM), Paul Griffiths (PG), Will Naylor (WN), Gina Clark. (GC), Charles Stones (CS), Helena Fishburn (HF), Alan Garrow (AG)

**In attendance:** Sue Thom (Governance professional)

**Apologies:** Emily Crankshaw (EC)

**Quorum Met?** Yes

**Time of late arrivals/exit/meeting inquorate:** Helen Bromley arrived 18:55

## Minutes

**Core strategic functions of a governing body:**

- A. Ensuring clarity of vision, ethos and strategic direction
- B. Holding the headteacher to account for the educational performance of the school
- C. Overseeing the financial performance of the school and making sure its money is well spent

**Opening prayer**

Lord our Father, we seek the guidance of your Holy Spirit in the business that is before us. In planning for the future, give us vision; in matters of finance, give us responsibility; in dealing with people, give us love. Be present in our school here and in all places; bless our work, and everything that is undertaken by everyone in our schools. We ask this in the name of the Father, Son and Holy Spirit.

## PART 'A' – PROCEDURAL

No	Item	Action
1	Apologies for absence	Emily Crankshaw
2	Tour of school to see building development progress	Completed
3	Declaration of interests, pecuniary or non-pecuniary	None
4	Determination of confidential items	None
5	Notification of urgent other business	Recruitment for HLTA – request for governor to be present. LM will confirm she can attend.
6	Minutes of the meetings held on 11 <sup>th</sup> July 2022	
7	Matters arising from the minutes	

**Summary of Actions from Previous Meeting still to be completed**

Date of Original Meeting	Item No.	Who	Action	Original Deadline	Completed or New Deadline
11/07/22	10	LM	LM has a meeting with a potential new finance governor planned.	Ongoing	ASAP
11/07/22	10	PG	PAN consultation to open 3 <sup>rd</sup> October – consider responses at next meeting on 11/07/22. Question: When would this be effective from? Answer: PAN change would take effect September 2024.	Ongoing	Ongoing
11/07/22	10	All	Meetings agreed with PG termly, dates will be	Ongoing	End of this half

		governors	half termly. <ul style="list-style-type: none"> <li>PG to email governors</li> </ul> LM: Please complete a visit record each time you visit the school. Sample questions are available if required. PG to make available.		term
11/07/22	12	HF	Watch Ouch link <ul style="list-style-type: none"> <li>HF to send link to ST</li> <li>Governors to email ST approval of use</li> </ul>	26/09/22	By end of this half term
11/07/22	13	WN	Monitoring meeting reports outstanding from WN <ul style="list-style-type: none"> <li>1 for safeguarding meeting.</li> <li>1 for SCR meeting.</li> </ul>	26/09/22	By end of half term

## PART 'B' – SCHOOL IMPROVEMENT

No	Item	Action
8	Election of Chair <ul style="list-style-type: none"> <li>Helen Bromley proposes and Will Naylor Seconded the appointment of Linda McPhee</li> </ul> Election of Vice Chair <ul style="list-style-type: none"> <li>Will Naylor proposes and Charles Stones Seconded the appointment of Alan Garrow</li> </ul>	
9	Appoint New link Governors <ul style="list-style-type: none"> <li>All agreed</li> <li>Statutory governors <ul style="list-style-type: none"> <li>SEN – HB</li> <li>Safeguarding – WN</li> <li>Health and safety - CS</li> </ul> </li> </ul>	
10	Sign to confirm that the following documents have been read and accepted; <ul style="list-style-type: none"> <li>Governor Code of Conduct</li> <li>KCSIE</li> <li>Gifts and Hospitality Policy</li> </ul> Please complete Following document (even if NIL is registered) <ul style="list-style-type: none"> <li>Pecuniary Interest Form</li> <li>Register Gifts and Hospitality Received</li> </ul>	CS and WN to complete KCSIE  EC to complete all sign off sheets.
11	Agree; <ul style="list-style-type: none"> <li>Committees and Memberships agreed <ul style="list-style-type: none"> <li>Finance – CS</li> <li>Quality of Education – HB</li> </ul> </li> <li>Terms of Reference <ul style="list-style-type: none"> <li>All agreed</li> </ul> </li> <li>Scheme of Delegation</li> <li>Mission/vision statement <ul style="list-style-type: none"> <li>All agreed</li> </ul> </li> <li>Strategic Direction Document <ul style="list-style-type: none"> <li>Also known as School Development Plan</li> </ul> </li> </ul>	WN and GC to read SOD and SDP
12	Headteacher performance and appraisal panel agreed <ul style="list-style-type: none"> <li>LM and HF attended as well as Jane Goodwin from the trust, whom will attend on a yearly basis with a view to bring the trust together more. <ul style="list-style-type: none"> <li>3 areas <ul style="list-style-type: none"> <li>PAN, with support of the governing board</li> <li>Next step for leading change; empowering all staff to deliver their objectives</li> <li>Building development <ul style="list-style-type: none"> <li>Trust is looking at releasing role of headteachers of this role</li> </ul> </li> </ul> </li> <li>PG relayed that the trust are moving forward to ensure that all schools have the same MIS systems and safeguarding software, which is a real positive for us as a school.</li> </ul> </li> </ul>	
13	Training/Audit to complete <ul style="list-style-type: none"> <li>All Governors must complete the following training; <ul style="list-style-type: none"> <li>GDPR</li> </ul> </li> </ul>	To complete or send estimated competition date to ST by 29/9/22

	<ul style="list-style-type: none"> <li>○ Safeguarding <ul style="list-style-type: none"> <li>▪ These are available via your NGA account</li> </ul> </li> <li>○ Cyber Safety training</li> </ul> <ul style="list-style-type: none"> <li>● LM going to contact Helen Bromley to extend the deadline</li> <li>● WN will look at additional safeguarding training available for him as safeguarding link governor</li> </ul> <ul style="list-style-type: none"> <li>● <i>Q: Are there any other training requirements?</i> <ul style="list-style-type: none"> <li>○ It was mentioned that governor awareness of Ofsted expectation may be useful</li> <li>○ It was discussed that the governors are to be aware of what to ask teachers and what they need to know, not how it can be achieved.</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>● Skills audit to be completed by all governors by half term.</li> </ul>	<p>ST to send AG the training email</p> <p>LM to contact H Bromley re: deadlines</p> <p>PG to send link to <i>Ofsted inspecting safeguarding in schools handbook</i> link</p> <p>Audit to be completed by half term.</p> <p>ST to check access to online audit form</p>
--	--	---

14	<p>Review of performance data and outcomes 2021/2022</p> <ul style="list-style-type: none"> <li>● LM wants it acknowledged that the work received is very much appreciated.</li> <li>● HF: Primary results summary, this has been collated and shared with Mark Colburn, which all trust schools have done.</li> <li>● Overall the school is pleased with KS2, with some work to be done with KS1.</li> <li>● More work has been done on year 1, 3, 4 and 5, non-assessment years. <ul style="list-style-type: none"> <li>○ Updated data with the frameworks used, NTS</li> <li>○ There are some errors but this is in relation to missing data.</li> <li>○ HF would like to look more closely at teacher assessments to make sure there is consistency between schools.</li> <li>○ Maths; there is consistency throughout all data, which has been a longer term thing and we are seeing the benefits.</li> <li>○ Reading has started a new process recently, but this is now providing a more consistent data output.</li> <li>○ Writing is the area that we need to explore as a school <ul style="list-style-type: none"> <li>▪ Only teacher assessment which has been audited and confident in, no testing structure in place.</li> </ul> </li> <li>○ Tutoring <ul style="list-style-type: none"> <li>▪ Internal tutoring before school and during school day</li> <li>▪ More difficult data to collate as different people providing this support.</li> </ul> </li> </ul> </li> <li>● <i>Q: is the funding available this year?</i> <ul style="list-style-type: none"> <li>○ Still waiting for this to be clarified.</li> </ul> </li> <li>● <i>Q: Was the national expected level of achievement reduced due to COVID?</i> <ul style="list-style-type: none"> <li>○ No, this has stayed stable despite COVID, which requires us to look at data carefully and extrapolate it accurately, ensuring that the pupils are known.</li> </ul> </li> <li>● <i>Q: How does the written work correlate with using technology within school?</i> <ul style="list-style-type: none"> <li>○ The teachers know their students, for example with a laptop there is more output, and the software used ensures auto correct does not change their output.</li> <li>○ Teachers then assess their output despite medium used and ensure that areas that are weaker are acknowledged and recorded.</li> </ul> </li> <li>● <i>Q: Are children that have difficulty with grip given a PC?</i> <ul style="list-style-type: none"> <li>○ There could be a scribe provided, so that their grip is not a hindrance to them.</li> </ul> </li> <li>● It was acknowledged that the data is greatly appreciated however moving toward a Trust with software that can extrapolate this information is the future.</li> <li>● There are also resource restrictions that prevent the school from doing everything that we would want to achieve for every pupil.</li> <li>● <i>Q: What is the situation with the 2 long term staff sickness?</i> <ul style="list-style-type: none"> <li>○ There is very little we can do while they are still on our staff list as they can still come back if they choose too and there is still a financial stipulation on the school. There is no threshold for absence.</li> </ul> </li> </ul>	
----	---	--

	<ul style="list-style-type: none"> <li>• Q: <i>When they hit zero pay with this enable us to bring others in?</i> <ul style="list-style-type: none"> <li>○ This would be an option, but recruitment is difficult.</li> </ul> </li> <li>• Q: <i>Is the HLTA interview related to the TAs on long term sickness?</i> <ul style="list-style-type: none"> <li>○ No, that is a separate role</li> </ul> </li> <li>• Q: <i>Do you have a view of what impact Little Wondle has had?</i> <ul style="list-style-type: none"> <li>○ There has been a good impact, and the present reception have had it from week 2.</li> <li>○ It is staffing intensive so this is linked with the lower staffing. <ul style="list-style-type: none"> <li>▪ 11 groups of children have to be heard reading 3 times a week.</li> <li>▪ Volunteers can't support this due to the prescriptive training, and specific nature of the intervention, which could be overcome but it is quite intense and it a big commitment for volunteers.</li> </ul> </li> </ul> </li> <li>• Q: <i>If the 2 TAs were here, would the gaps be filled?</i> <ul style="list-style-type: none"> <li>○ They are both very capable staff in different key stages, and are both full time, so yes it would help, and more man hours would mean we could do more, but this is the sustainable and costed staffing structure so there is no way round it.</li> </ul> </li> </ul>	
15	SDP update <ul style="list-style-type: none"> <li>• All areas agreed within document as agreed a 3 year strategy.</li> <li>• By half term, we will have more detailed action plans with the identified priorities for this year and delegated areas with other staff.</li> </ul>	PG to confirm as above
16	Agree and begin programme of governor visits <ul style="list-style-type: none"> <li>• As above PG to circulate this programme to all governors</li> </ul>	PG to confirm as above
17	Review and approval of any policies required <ul style="list-style-type: none"> <li>• Child Protection in CP manual</li> <li>• Child Protection Overview 2022-2023 <ul style="list-style-type: none"> <li>○ These are both statutory policies that need updating manually</li> <li>○ These are written by North Yorkshire Safeguarding Partnership</li> <li>○ And Larua Claringbold</li> <li>○ School personalise them <ul style="list-style-type: none"> <li>▪ Both approved</li> </ul> </li> </ul> </li> <li>• Behaviour 2022-2023 <ul style="list-style-type: none"> <li>○ School policy <ul style="list-style-type: none"> <li>▪ Approved</li> </ul> </li> </ul> </li> <li>• Child on Child 2022- 2023 (formally peer on peer) <ul style="list-style-type: none"> <li>○ Terminology changed <ul style="list-style-type: none"> <li>▪ Approved</li> </ul> </li> </ul> </li> <li>• Safeguarding 2022-2023 <ul style="list-style-type: none"> <li>○ Terminology changes <ul style="list-style-type: none"> <li>▪ All approved and agreed</li> <li>▪ GC: Made some points which PG was grateful of and will include.</li> </ul> </li> </ul> </li> </ul>	
18	Communication and marketing <ul style="list-style-type: none"> <li>• It was a useful document and LM thanked GC for her work with it.</li> <li>• Personal tours are a good, unique marketing tool.</li> <li>• Booking system has been well received by people booking into the system.</li> <li>• PG and GC have worked on a press release for Harrogate Mumbler and local media.</li> <li>• There are longer term suggestions, which we can explore once the PAN has been reduced and the building use has been reviewed, and are also linked with recruitment.</li> <li>• The majority of the suggestions are coming in the future.</li> <li>• It was discussed that church distinctiveness is a double edged sword, but to ensure that this is understood fully, rather than assumptions made by visiting families.</li> <li>• Q: <i>Would it help GC to join a tour?</i> <ul style="list-style-type: none"> <li>○ PG and GC agreed, but would that effect the tour? <ul style="list-style-type: none"> <li>▪ It was general consensus that, though a good idea, families may not feel comfortable with someone else present at the tours.</li> </ul> </li> </ul> </li> <li>• Q: <i>How do you follow up?</i> <ul style="list-style-type: none"> <li>○ PG will email all 10 families with siblings already in the school.</li> <li>○ PG will email all families that had a tour</li> </ul> </li> <li>• Q: <i>Where do parents go for their information?</i> <ul style="list-style-type: none"> <li>○ Friends</li> <li>○ Harrogate Mumbler – adhoc blogs</li> <li>○ Have a strategy and resource it, keeping a drum beat of activity throughout the year. <ul style="list-style-type: none"> <li>▪ But resource wise this may not be possible.</li> </ul> </li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ Acknowledge catchment up front</li> <li>○ Acknowledge that parking isn't as difficult as it is imagined.</li> <li>● In January PG will review applications and see if national offer day strategy is necessary, and if PAN reduction was necessary.</li> <li>● FOSP could also be supportive of this strategy, fun days open to the community etc</li> </ul>	
19	<p>PAN consultation</p> <ul style="list-style-type: none"> <li>● It will go out next Monday for the 6 week consultation.</li> <li>● <i>Q: How will this be communicated?</i> <ul style="list-style-type: none"> <li>○ On newsletter on Friday the consultation will be launched.</li> <li>○ Statutory consultees will receive a letter on Monday.</li> <li>○ Update at next LGB</li> </ul> </li> </ul>	PG to share live link to consultation
20	<p>Dates of next meetings</p> <ul style="list-style-type: none"> <li>● Monday 14th November 2022, 6pm at St Peter's School</li> </ul>	
Apologies for absence and reasons to Governance Professional Sue Thom - s.thom@stpeters.ycst.co.uk		

DRAFT