



**Minutes of meeting of the Full Local Governing Board of  
St Peter's CE Primary School  
to be held 6.00pm Monday 13<sup>th</sup> March 2023 at St Peter's School**

**Present:** Paul Griffiths (PG), Linda McPhee (LM), Alan Garrow (AG), Gina Clark (GC), Helen Bromley (HB), Helena Fishburn (HF), Will Naylor (WN),

**In attendance:** Victoria Goold Governance Professional

**Apologies:** Emily Crankshaw (EC) Charles Stones (CS)

**Quorum Met - Yes**

**Time of late arrivals/exit/meeting inquorate:**

**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**

<b>N o</b>	<b>Item</b>	<b>Action</b>
1	<b>Apologies for absence; are the reasons for all the above absences consented?</b> Emily Crankshaw and Charles Stones – reasons accepted	None
2	<b>Declaration of interests, pecuniary or non-pecuniary</b> No new	None
3	<b>Determination of confidential items</b> None. Governors were reminded of the confidential nature of discussion at meetings.	None
4	<b>Notification of urgent other business</b> None	None
5	<b>Minutes of the meetings held on</b> All sets of minutes were approved	None
6	<b>Matters arising from the minutes</b> None	None
7	<b>Dates of next meetings</b> <ul style="list-style-type: none"> <li>• Monday 10 July 2023, 6pm at St Peter's School</li> </ul>	

Date of Original Meeting	Item No.	Who	Action	Original Deadline	Completed or New Deadline
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 term  WN WN and PG
29/9/22	10	CS and WN	Complete KCSIE		WN By end of term
29/9/22	11	WN and GC	Read SOD and SDP		By end of term
29/9/22	13	All	To complete or send estimated completion date of all training to ST		By end of term

### PART 'B' – SCHOOL IMPROVEMENT

No	Item	Action
8	<p><b>Governor Update</b></p> <ul style="list-style-type: none"> <li>- Proposal of new opted governor</li> <li>- Strong interest from Paul Halliday, parent in school, passionate about St Peter's, checked to see if vested interest as he is a building surveyor. He will not vote so his business is able to tender. Recorded in the trust. Governors agreed.</li> <li>- HB is on governor hub at the trust, has served 4 years as parent governor. Stepping down but this meeting will be the last. Will be advertising for another parent governor. Appreciated all you have done, thank you.</li> </ul>	<p>Follow up with Trust re application of Paul H for governor position.</p> <p>PG to inform parents of parent governor vacancies when HB term ends and CS resignation confirmed</p>
9	<p><b>Headteacher Update</b></p> <ul style="list-style-type: none"> <li>- Admissions – Pg 4 on report – advertising school to parents – positive outcome. Increase in second place applications. First place applications remain the same. Applications In line with expected. Supports the change in pan. Need to understand what was the first choice and why. A result of GDPR no follow up email will be sent this year. Will amend for next year</li> </ul> <p>Q -Do you have informal chat with tours to find out why? A - Yes we do but depends on visitors, try to ascertain why. April – national offer day, last year all first choice applications. Still at 9 classes. No budgeting implications</p> <ul style="list-style-type: none"> <li>- Staffing –Working with 2 a LTS staff and HR to organise meetings to include union reps Trust to HR plan and seek to dismiss.</li> </ul> <p>Q - Has there been a change in atmosphere, is there case for the trust to review the way sickness and absence is handled? A - Trust follows North Yorkshire policy and the trust which talk about seeking to dismiss after 4-5 months. There has been phased returns at the end of the OC reports seemed positive. Have returned on a number of occasions .</p> <p>Q - How is the recruitment situation? A - Have interviewed but not taken anyone on. The 3 strongest candidates pulled out and neither of the remaining candidates were suitable. Interviewing for GTA SEN position on 21<sup>st</sup> March. Time of year we don't know budget so need to proceed with caution but hope.</p> <p>Q - Any feedback on why they pulled out for the mentor role? A - 1 candidate Drop in salary and personal reasons meant they 2 staff due operations – awaiting dates – will most likely be term each, financial</p>	<p>PG to continue to manage attendance management cases.</p>

<p>implications.</p> <p>Q - What is the supply pool like?</p> <p>A - Still quite small. KM back, direct contacts are good. A number of staff on temp contracts so may be able to step in. May have to look at agency or time dependant may be able to appoint directly.</p> <ul style="list-style-type: none"> <li>- SDP – page 4 NY Safeguarding ***</li> <li>- Stakeholder surveys 1 of the actions as a result – leaders inc governors to have a look and how it compares to previous years. Any similarities?</li> </ul> <p>Q - Response rate is good. Communicating response was a surprise as governors felt communication is very good.</p> <p>A - Communication was specifically about how is my child doing. Parents evening over 4 nights – 2 weeks. Hybrid pattern of online and 1 in person.</p> <p>Q -How many meetings do you offer to parents?</p> <p>A - 2 parents evening– stay and play – meet the teacher and a written report. Considering bringing in a window for parents to come into school – around may half term with a little input from the teacher about the remainder of the year and moving onto the next year. Good for children to be able to come in too. Looked at apps like seesaw and tapestry – got to add value but we have limited resource. 2 weeks of parents evening is a big demand.</p> <p>Q -How did that work?</p> <p>A - Flexibility for teachers, protected PPA, worked well. SEND appts worked well as all ILPS’s were sent in advance which helped. Perhaps speak to other staff and seek their views as splitting over 4 nights worked well for some but may not for others. From a parent point of view it gives more options and flexibility.</p> <p>Q - Clubs - activities – has been some criticism over lack of clubs. Would be good to have more music.</p> <p>A - Some of the comments don’t match up to what is happening now. Strand coming from Covid and relate to that time rather than what is happening now.</p> <p>Q - Speaking to parents – more clubs for KS2 than KS1, a bigger range perhaps.? Are the comments coming from KS1.</p> <p>A - Will try to offer a wider range so each KS1 and KS2 catered for on the same evening. Aim to have 2 clubs every night – 1 sport and 1 craft/other. So have outdoor and indoor space.</p> <p>Q - What are other schools – what is the benchmark, Western, Pannal etc , what clubs are on offer?</p> <p>A - The offer is increasing. potential communications opportunity to parents – here is where it was, where is it now?</p> <p>Behaviour – strand that came out from the . conclusions, vast majority is really good, polite, well mannered but we do have a small minority with challenging behaviour. The atmosphere is impacted from a certain number of children. Who are vulnerable, we have an acute understanding of support for those specific children, training in understanding complex behaviours. Working closely with Just B who is supporting both children. Who are vulnerable. SEND and early help are involved and supporting. We have looked at DFE behaviour hub, other schools were interested. They come in a do a specific piece of work. Paired with a secondary school, Tom Bennett ethos. We don’t believe that we need to tear up everything we are doing when the majority of our children have good behaviour.</p> <p>Mark Colbourn has looked at the DFE hub but it is not something we seek to pursuer. Review behaviour policy in Sept, link with Arbor as the new MIS will have the capacity to have behaviour. Class charts will remain until next year.</p> <p>Communication question – could be broken down ask about comms with parents ,</p>	<p>PG to look at options around ‘open classroom’ event.</p> <p>PG to set up Arbor for recording behaviour from September 2023.</p>
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	<p>operational and pupil progress etc.to ascertain are set by the trust.  Stakeholder survey – is completed annually  Q -SEF what are you evaluating ?  A - Self evaluation  Paul has chosen not to use ofsted terminology and grading system. Try to justify the schedules and loose sight of what you are trying to achieve. Focus on priority and evaluate the impact you have.  Q - Do Ofsted require you to have a SEF –  A - No requirement to have a SEF  - SDP  In depth assessment – outstanding actions have been added, strong healthy –  Outcomes – a lot of actions but none which were concerning  Cross over from secondary school . lots of updating policies to ensure that aligned.  NYCC training – ongoing  Road safety needs to be added in.  Wellbeing – need to be actioned across the SDP – will pick up witch children on visits.  Key staff have been involved – safer recruitment, with AF , HF involved EVC. AJ, CR involved in section 5  47 actions – some of them were as simple as writing up policies.  Q – has this prompted new policies?  A - No – all of the other policy were in place., Intimate care policy came from the SDP.  Process has been discussed an updated by PG and WN – fully supported.</p>	
10	<p><b>Finance</b>  Highlights  Expected to have an in year surplus and we are now in an in year deficit  Considerably more in gas costs  Additional staffing costs.  Clare Dowson has said stop using reserves.  Q – Could we use the DFE budget for other things  We may be pooling across schools , the £15k could be used across  SEA bids will find out if successful – capital investment. Schools will no longer be able to bid as in previous years.  Q – Any update on the building – middle stairwell and lighting.  A - Will be looking at the DFE project with AF and TS</p>	
11	<p><b>Sub-Committee Meetings</b>  Focus on curriculum reforming structures. Move out of block teaching. Monitoring plans – look at the blocks and speaking to pupils.</p>	
12	<p><b>Staff Well being</b>  No update</p>	
13	<p><b>Safeguarding Update</b>  See references in section 9</p>	
14	<p><b>MAT Business</b>  Chairs meeting – Jane Goodwin gave over vue, Trust trying to build in central services.  Estates manager – impacting PG and his responsibilities. Temp HR lead. Temp Safeguarding lead. Director of IT.  New Arbor so one data system across the trust. Parents will be using so parents will be able to update pupil information. Data can be drawn out of the MIS system at trust level, across schools.  HR function – have looked at bringing in across the trust, dependant on Jane Goodwin not applying for CEO role and what come</p>	

	<p>New governor lead to support Helen Bolton. – Cost of this – central charge will be increasing.</p> <p>Q – will the charge be reduced if more schools come into the trust.</p> <p>A - no</p> <p>Q – Can a school move trust ?</p> <p>A - can be forced and can choose but very rare, never heard of an example.</p> <p>Would like to increase the trust perhaps bringing on another primary and 1 secondary school.</p> <p>Interviews for CEO before Easter</p>	
15	<p><b>Policies</b></p> <p>New Policies are Flexi schooling and RE</p> <p>Flexi schooling – at the request of a parent - why would you entertaining – vision of being inclusive and supporting families – without offering you maybe force a families hand in withdrawing child from school. i.e illness.</p> <p>Q - No external visit home – what checks and balances how does it impact the child unless ill health?</p> <p>A - School retain a high level of control – are able to end it at any point.</p> <p>Q - Who sets the works</p> <p>A - Parents sets the works, cannot bring any additional workload to teachers.</p> <p>Case by case basis.</p> <p>Q - Does it count as a place –</p> <p>A - Yes</p> <p>Q – Is it possible to make it more public that this could be available?</p> <p>A - There is a potential to do this, in line with our vision. Yes we can have it on the website, to make staff aware of the policy.</p> <p>Q - Does flexi schooling affect your absence figures –</p> <p>Not a concern</p> <p>Subject rationale and planning documents – recommended by SIAMS at North Rigton</p> <p>The remainder are existing policies which have been updated.</p> <p>Overall general consensus is that policies are ok.</p> <p>Some policy will be updated on websites.</p> <p>School uniform – not a policy but updated on website – 2 suppliers, unbranded items are encouraged to make cost effective for parents. Non gender specific uniform</p>	
16	<p><b>AOB</b></p> <p>No update</p>	
<p>Apologies for absence and reasons to Governance Professional Victoria Goold – admin@stpeters.ycst.co.uk</p>		