

**A meeting of the Local Governing Board of St Peter's CE Primary School held
Monday 2 October 2023 at St Peter's School at 6.00pm**

Present In attendance: Paul Griffiths (PG), Linda McPhee (LP), Helena Fishburn (HF), Emily Crankshaw (EC), Gina Clarke (GC), Janet Parker (JP), Jessica Eaton (JE), Will Naylor (WN).

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	Welcome <i>PG and LM welcomed all governors to the start of the academic year.</i>	
2	Appointment of Chair <i>It was unanimously agreed that Linda McPhee would be the Chair of Governors for the academic year 2023-2024.</i> <i>Nominated by HB and seconded by WN.</i>	
3	Appointment of Vice Chair <i>It was unanimously agreed that Alan Garrow would be the Vice Chair for the academic year 2023-2024.</i> <i>GC Nominated by GC and seconded by JP</i>	
4	Appointment of Statutory Named Governor Roles <ul style="list-style-type: none"> • Safeguarding • SEND <i>It was unanimously agreed that Will Naylor will continue as the Safeguarding governor.</i> <i>It was unanimously agreed that Jessica Eaton would be the nominated governor for SEND</i>	PG to liaise wit WN over training and a visit. PG to let Alice J know of the SEND appointment.
5	Apologies for absence and to determine whether any absences should be consented to. <i>Apologies received from Alan Garrow (leading clergy residential conference). Governors consented to this absence.</i>	
6	Declaration of interests, pecuniary or non-pecuniary <i>Governors reminded of the need to do this via Governor Hub at the start of each academic year.</i>	
7	Determination of confidential items <i>It was agreed that none of the items are confidential.</i>	
8	Notification of urgent other business <i>None</i>	
9	Minutes of the meetings held on 10 July 2023 <i>The minutes were reviewed and agreed to be an accurate reflection of the meeting.</i>	PG to add to the website.
10	Matters arising from the minutes <i>The matters arising as detailed in the table on the agenda were discussed and reviewed</i> <i>All actions were completed.</i>	
11	Dates of next meeting <i>Monday 4 December TEAMS</i> <i>Click here to join.</i>	

PART 'B' – SCHOOL IMPROVEMENT

No.	Item	Action
12	<p>Governor Update</p> <ul style="list-style-type: none"> • 1 parent governor vacancy <i>The process is underway to elect a new parent governor to the current vacancy. Thanks to GC who spoke to parents at the recent phonics evening This has resulted in some interest already. Nomination forms are available at the school office. Nominations close end of October. There will be an election if more than one nomination is received</i> • Governor meeting structure for 2023-2024 <i>Dates are all published in the annual calendar on Governor Hub. Next meeting is Monday 4 December on TEAMS (link above in item 11.</i> • Governor Training including Trust and national statutory requirements. <i>Governors were reminded of the annual training requirement to complete the Cyber security, and Safeguarding. The training modules on Governor Hub were shown including extra modules on 'new to governance' and an additional module for the Safeguarding Governor.</i> • Governor annual declarations – Governor Hub <i>Governors were reminded on the need to complete the declarations on Governor Hub annually at the start of the year.</i> • Governors links to SDP <i>Link governors for the SDP were confirmed as follows</i> <i>Quality of Education – JP and LMcP</i> <i>Personal Development – WN & GC</i> <i>Strategy and Leadership – JP and LMcP</i> <i>Church School Distinctiveness – AG and HB</i> • Governor visits for 2023-2024 <i>JP and LMcP booked to see PG 4.10.2023.</i> <i>LMcP and GC (AG also if free) booked for RE visit for 13.11.2023</i> <i>Other governors to email PG with dates to meet before half term to map out the year.</i> <i>HB and GC to attend 22nd November part of Mike Smit next visit</i> 	<p>All governors to complete statutory training asap and no later than end of October 2023</p> <p>All governors to complete declarations on Governor Hub by 9.10.2023</p> <p>Governors to attend visits as planned. Governors to email PG with dates to meet in pairs re SDP elements.</p>
13	<p>Headteacher Update</p> <ul style="list-style-type: none"> • Vision • Admissions and numbers 2023-2024 • Marketing and admissions 2024-2025 • Staffing update – clerk/admin, TA's, teachers • Strategic Overview of SDP priorities 2023-2024 • Ofsted Preparation <p><i>The HT shared his verbal report to governors (see notes) attached.</i></p> <p>Review Day <i>JE gave a summary of the elements of the visit she attended. It was deemed a very helpful visit and Mike S was very good at distilling to the key points, useful visit</i></p> <p><i>GC gave a summary of the elements of the visit she attended. The subject leader discussions were a helpful exercise for subject leaders and the staff spoke positively about the work of the school and the support they receive.</i></p> <p><i>LM gave a summary of the recent HT performance management meeting. This was attended by the Trust CEO and. The four targets set were outlined and are based around; developing the knowledge and impact of subject leaders, developing the school improvement strategy for the next three years, developing children's spiritual development and providing coaching and mentoring support to one of the new Trust HT.</i></p>	

	<p>The HT outlined the strengths and areas for improvement from the review which are summarised in his monitoring report (available in the M&E file on Governor Hub) and will be echoed in the final report.</p> <p>EC highlighted the benefits of the support from the Trust Primary Improvement lead (Mark C) and the impact they have had to date in helping subject leaders understand the expectations on them within the inspection process.</p> <p>The HT highlighted the early work on the SDP 2024-2027. He requested that governors consider what the three strategic aims for the school might be (following the example of the three Trust Strategic aims as below .</p> <p>As a strong and strengthening organisation, the 2022-23 and into 2023-24 Development Plan strategic objectives remain:</p>  <ol style="list-style-type: none"> 1. Yorkshire Causeway is a good employer 2. Yorkshire Causeway delivers education that is ambitious for every child 3. Yorkshire Causeway is a strong organisation. <p>Question – Is the school disappointed to 28 in reception at the start of term - Sep 2023 cohort?</p> <p>Response - It is not untypical for last minute changes. This will mean if any in year applications are received then there are still 2 spaces in the single EY class. There are many curriculum benefits to the single EY class.</p> <p>Question Are there any particular high needs in the reception cohort?</p> <p>Response – No EHCP and no children as yet appearing to need</p> <p>Question – Will the PAN capacity change to 30 in every year group from September 2023.</p> <p>Response – Yes however all children with places will remain.</p> <p>Question - Is the Trust offering flu jabs to staff this year?</p> <p>Response – Yes</p> <p>Question – Is the new Performance Management framework come from the school or Trust?</p> <p>Answer – The Trust but following consultation and collaboration with all trust leaders. It aims to be a more reflective process with greater emphasis on staff taking ownership of their own development.</p> <p>Question – Are subject leaders getting time to work on their subjects?</p> <p>Answer – Yes. There is a weekly slot that aligns with EC release time, plus additional time given for identified needs e.g., recently time for science lead to work on scientific enquiry progressions.</p> <p>Question – Do Subject leaders get opportunity to work with other subject leaders from across the MAT?</p> <p>Answer – Yes, there are subject networks and a schedule of meetings throughout the year which are managed and supported by Mark C. There are network TEAMS channels that facilitate the sharing of documents and provide a platform for subject leaders to ask questions and seek advice.</p> <p>Question/Comment – Is there the potential for Mark C to work with governors to help with further preparation for inspection.</p> <p>Answer/Feedback – Yes. All governors stated they are keen to do this, and Monday evenings are good.</p> <p>Question/Comment – As governors we should always include SG questions whatever the monitoring is.</p>	<p>All governors to consider this for further discussion at meeting on 4 December. Governors can also email suggestions and thoughts to the HT.</p> <p>PG email mark C to look at setting some dates</p> <p>Take advice from Mark re 'Crib sheet'</p>
<p>14</p>	<p>Finalised Outcomes Information</p> <ul style="list-style-type: none"> • Report from assessment leader HF – changes/updates from the emerging outcomes report presented in the summer term <p>HF shared the updated outcome information. Updated to include comparison with other Trust schools and includes data summary in MAT format. Some of the commentary is duplicated from the body of the main report in MAT format also. Progress measures now also included.</p> <p>Year 6 attainment compared very well to other Trust schools.</p> <p>Current Year three focus for reading and writing support.</p> <p>Maths stronger subject across school.</p> <p>Writing is a focus as per SDP. HF shared the correlation between attainment in reading at end of Year 1 success at Year 6 and into KS3 and KS4.</p> <p>Girls' maths confidence – impact from pandemic missed portions of Yr 3&4 curriculum. Many parents found supporting maths learning at home more difficult than say reading.</p>	

	<p>Question – What is being done to support Year 3 cohort identified is being weaker in key areas? Response - Curriculum adaptations – quality first teaching, pace ensuring learning secure before moving on, scaffolding, catch up intervention, adaptive teaching strategies.</p> <p>Question – Has there been consideration of staff deployment to effectively support Year 3&4 cohort? Response - Yes. Staff in Year 3&4 have upper KS2 experience meaning they are aware of expectations of end of KS2 so are well equipped to support children moving towards these. Teacher in Yr 2 has experience of LKS2. Deployment of TA's has been strategically planned to target need and there is greater capacity due to less high need SEMH.</p> <p>Question – Gender comparisons Yr 6 maths – was it a surprise? Response - No because we know them well. Groups are identified within each cohort. Girls in that cohort were identified and support was in place. A group of 6 girls who had extra tutoring and additional in class support. Those who did not quite meet standards had still made progress.</p> <p>Follow up Question/Comment – In the narrative it comes across or could be interpreted that the school were not surprised as they believe girls are not as good at maths. Response – No this is not the case it was a comment specific to that cohort and a known gender issue within that cohort only.</p> <p>Question – Is its unusual to have larger group of boys achieving GDS at writing. Response It is less typical. There were a group of boys who read very widely and well and were well supported developing their writing.</p>	<p>HF to update narrative to ensure it clearly is reflected as a cohort issue.</p>
<p>15</p>	<p>Safeguarding Update</p> <ul style="list-style-type: none"> • Post Review Action Plan and progress • KCSIE 2023 – work to implement to date <p><i>The HT highlighted the training staff have received so far this year on KCSIE and wider SG including in person and via National College.</i> <i>The HT highlighted the updated checks on filtering and monitoring and explained this could be demonstrated as part of a governor visit.</i> <i>The HT highlighted the M&E on the SCR that had taken place and been shared with the Trust and the SG governor (copy also in M&E file on Governor Hub)</i></p> <p>Question – Do governors get visibility of the slides used with staff? Response - Yes these can be emailed to governors.</p> <p>Question – Do governors get visibility of the DSL casework and stats? Response - Yes this is summarised in the HT written report (last one July 2023 and next one December 2023). Also, SG governor reviews caseload as part of visits</p> <p>Question – Are the children still have visitors support the delivery of the SG curriculum? Response - Yes. This term NY Fire service have visited already and PCSO will be in later in term for road safety.</p>	<p>Action PG WN to meet</p> <p>WN to attend Trust SG network on 10 October.</p> <p>PG to email all governors the KCSIE slides used in September training day.</p>
<p>16</p>	<p>MAT Business</p> <ul style="list-style-type: none"> • Central Team Growth – HR, SG • Governance and Scheme of delegation review during 2023-2024 • New Trust HT's. • Trust Development Plan <p><i>The HT updated governors on the two new HT in the Trust Sian Dover at St Aidan's and Chris Harrison at Oatlands Infants. The HT updated governors the Cheryl Lehan has now started her role as Trust HR lead.</i> <i>The HT highlighted the Trust Development Plan is available for governors to read via Governor Hub.</i></p>	
<p>17</p>	<p>Policies</p> <ul style="list-style-type: none"> • Trust level policies Flexi School, Finance • Safeguarding 	

	<ul style="list-style-type: none"> • Child Protection <p>The HT highlighted the Trust policies are pre-approved by Trustees and the SG and CP need governor approval as they have school specific information.</p> <p>Question/Comment – It is helpful having the changes highlighted on the CP policy.</p> <p>Question/Comment – Should it say ‘extreme’ right wing views not just right wing views on page 6?</p> <p>Response - Yes this would be clearer.</p> <p>Question/Comment – Most of the abbreviations are explained but not on every occasion used. Could there be a glossary added.</p> <p>Response PG can email the Trust SG lead who writes the template to suggest.</p> <p>Governors approved the SG and CP policies. All approved</p>	<p>PG to add work ‘extreme’ to right wing views on Pg6 of CP policy</p> <p>PG to publish SG and CP policies on website.</p> <p>PG to email Keri S to suggest a glossary be added to CP policy.</p>
18	AOB	

Summary of Actions			
No	Action	Agenda Item Link	Who
4	PG to liaise with WN over training and a visit. PG to let Alice J know of the SEND appointment.	4	PG PG AJ JE
9	PG to add last minutes to website.	9	PG
12	All governors to complete statutory training asap and no later than end of October 2023 All governors to complete declarations on Governor Hub by 9.10.2023 Governors to attend visits as planned. Governors to email PG with dates to meet in pairs re SDP elements.	12	All governors All governors All governors
13	PG email mark C to look at setting some dates Take advice from Mark re ‘Crib sheet’ All governors to consider this for further discussion at meeting on 4 December. Governors can also email suggestions and thoughts to the HT.	13	PG PG All governors
14	HF to update narrative to ensure it clearly is reflected as a cohort issue.	14	HF
15	Action PG WN to meet WN to attend Trust SG network on 10 October. PG to email all governors the KCSIE slides used in September training day.	15	PG WN WN PG
17	PG to add work ‘extreme’ to right wing views on Pg6 of CP policy PG to publish SG and CP policies on website. PG to email Keri S to suggest a glossary be added to CP policy.	17	PG

The meeting closed at – 8.05pm