

**The Governing Body of
Sutton-in-Craven Church of England VC Primary School
Meeting of the Governing Body**

Date and Time: Monday 26th April 2021 (6.15 pm)

Location: Held Virtually Over Teams

Present:	Mrs Deborah Bacon	Parent Governor
	Mr Matt Carlton	Co-Opted Governor
	Rev'd Helen Collings	Foundation Governor
	Mrs Tracy Felgate	Staff Governor (left at 8.46 pm)
	Mr Simon Garner (Chair)	Co-Opted Governor
	Mrs Orla Gibbons	Headteacher
	Mrs Caroline Kilvington	Parent Governor

Clerk: Mr Chris Davey

64/20 Welcome and Introductions

Mr Garner welcomed everyone to the meeting.

65/20 Apologies

Consented apologies for absence were received from Rev'd Brian Greenfield (Foundation Governor).

66/20 Declarations of Business, Financial or Personal Interest

There were no declarations of interest in any item on the agenda.

67/20 Confidentiality

Two confidential items were identified at the start of the meeting. It was agreed that they would be dealt with at the end of the meeting.

68/20 Any Other Urgent Business

One item of other urgent business, the new logo and its use on school uniforms, was identified at the start of the meeting and it was agreed that it would be dealt with at the end of the meeting.

69/20 Reconstitution

The Clerk reported that the Reconstitution process had been somewhat challenging, but he noted that he had, earlier in the day, sent all governors a copy of the new Instrument of Government, which was due to come in to force on 26th April 2021, provided that it was approved and adopted by a formal vote by the Governing Body.

He then asked if there were any objections to the proposed reconstitution, which reduced the total number of governors to nine, by removing the unfilled Parent Governor position? As there were no objections he asked for a formal vote in favour of adopting the new Instrument of Government with immediate effect.

The vote, by show of hands to the Clerk, was unanimously in favour.

70/20

Finance and ResourcesMinutes of the Resources Committee held on 22nd March 2021

The minutes of the meeting of the Resources Committee held on 22nd March 2021 were circulated to governors with the other finance papers for consideration at this meeting.

Mr Garner reviewed the key points from the minutes and drew governors' attention to the following points:

The Condition Survey, conducted by NYCC Property Services, identified that the damp in Bobbins, Willow and the library needs to be investigated and they will arrange for that to happen. It was also noted that some of the windows will need to be replaced once funding has been approved.

Work on the Hygiene Room is due to start this term.

A 'ground force day' has been proposed using parents and other volunteers to tidy up the school site and carrying out a range of jobs including cleaning and painting the railing, weeding the flowerbeds. It was also suggested that the parents and local volunteers could be supported through employers' corporate responsibility teams, and governors were asked to make contact internally with their employers' teams if they had such teams. **ACTION ALL GOVERNORS (Action 70/20.1)**

Review of Bobbins

Mrs Gibbons has met with Lucy Hutchinson, Bobbins Play Lead. It was agreed that the provision had to be stripped back and this was announced prior to the Easter Holidays. However, Mr Garner noted that this had not been well received by parents and it had been necessary to reconsider the decision. A consultation with parents has taken place that closed on Friday 23rd April 2021.

An Action Plan is now being developed and parents are being asked to commit to certain days.

By the end of June it is anticipated that there will be 8 children attending on Mondays, 15 on Tuesdays, 19 on Wednesdays, 18 on Thursdays and 9 on Fridays and, at this level, Bobbins should just about breakeven.

Mrs Gibbons reported that the consultation has not resulting in many additional suggestions with regards to reinvigorating the provision. Lucy and Mrs Gibbons are discussing options. New Terms and Conditions of attendance are being drawn up and they will include the need to pay for booked 'no shows' and when turning up late.

Mrs Gibbons added that with the numbers of parents indicating they wished Bobbins to continue the school had no option but to keep Bobbins open and to send out guidance on its operation. It will also be open to the children of non-essential / non Key Worker children and attendance for clubs will be open to all children.

Mr Garner added that Bobbins is an essential tool for attracting children to the school.

There was a discussion about communication with parents and the understandings expressed to some governors by parents that they (the parents) consider that Bobbins makes school a lot of money each year, which is certainly not the case, even in 'normal' times. During the last financial year there were additional costs as the staff had to be paid even when Bobbins was not permitted to operate as they could not be furloughed initially.

It was eventually agreed that the Governing Body would need to continue to monitor the costs of, and levels of attendance at, Bobbins.

ACTION MRS GIBBONS & MR GARNER (Action 70/20.2)

Budget Monitoring Report to 28th February 2021

The Budget Monitoring Report and Angela Hayton's "February Workings" (variances) document were circulated to governors with the finance papers.

It was noted that the school's financial position had worsened by £4,104 since the Revised Budget had been agreed in November 2020. The key variances were discussed and it was noted that the Financial Year 2020/21 was so unusual that it had been almost impossible to budget accurately.

The predicted in-year surplus has been reduced to £14,335, meaning that the carry-forward into FY 2021/22 was now predicted to be £41,031, once the Extended Schools Balance deficit of £15,040 was taken into account.

Start Budget 2021/22 and three-year Revenue Financial Forecast

The Start Budget and three-year Revenue Financial Forecast were circulated to governors with the finance papers.

Mrs Gibbons explained that the in-year surplus for Financial Year 2021/22 is predicted to fall to just £2,900.

Furthermore, it is predicted that there will be an in-year deficit of £13,200 by the end of FY 2022/23, rising to £22,500 at the end of the following FY.

Mrs Gibbons then advised the meeting that the three-year Revenue Financial Forecast had been prepared on the basis that there would be 15 children starting in Reception in September 2021. However, the recently published admission numbers showed that instead of the fifteen children expected there were only 6 confirmed, with the possibility of one additional child. This will reduce the school's income (Delegated Funds) by £25,000, which will push the school into an in-year deficit position in FY 2021/22 and probably a net deficit position in FY 2022/23. Mrs Gibbons added that this is not just a one-off reduction but will reduce income for years to come, unless additional children are admitted to the school.

Mrs Gibbons also noted that there are a number of children in receipt of EHCPs with funding in Years 5 & 6 who will be leaving the school in Summer 2021 and Summer 2022. She observed that the Teaching Assistants who currently support these children are not on contracts linked to these children being on the school roll, so there will not be direct savings in this area, although she added that it is likely that applications for additional EHCPs for younger children will be submitted in due course.

There was a brief discussion about the school's financial position and whilst governors accepted that they needed to take action to reduce the predicted in-year surplus in FY 2021/22 it was covered by the carry-forward from FY 2020/21, which gave them time to develop effective and workable plans.

Mrs Gibbons noted that the most effective way of reducing any future in-year deficits was to get more children into school through effective marketing including making sure that estate agents knew about and actively promoted the school to prospective residents of Sutton-in-Craven. The second most effective way of managing the budget was through the effective use of staff and consideration

needed to be given to the levels of teaching support required in each part of the school.

Mr Garner asked for a vote in favour of approving the Start Budget and Revenue Financial Forecast, with the proviso that the figures will be updated and circulated once the effects of the significantly lower admissions numbers into Reception in September 2021 are taken into account.

ACTION MRS GIBBONS & CLERK (Action 70/20.3)

The vote, by show of hands to the Clerk, was unanimously in favour of approving the Start Budget.

71/20

Minutes of the Meeting held on 20th January 2021

The minutes of the meetings held virtually over Zoom on 20th January 2021 were circulated with the papers for the meeting.

The minutes were agreed to be a true and accurate record of the meeting.

Mr Garner undertook to sign and date a copy for the record at the next face-to-face meeting.

ACTION MR GARNER & CLERK (Action 71/20)

72/20

Matters Arising from the Minutes not Covered Elsewhere on the Agenda

Mr Garner reviewed the Actions from the previous minutes:

46/20	Mr Garner to sign and date a copy of the minutes of the meeting held on 19 th November 2020	To be carried forward
49/20.1	Clerk to expedite Reconstitution with NYCC	Done
49/20.2	Clerk to analyse Skills Audits	Not yet done
49/20.3	Code of Conduct and Standing Orders to be reviewed	Not yet done
49/20.4	360° Review to be completed and sent to Clerk	Awaiting final submissions
52/20	Governors to let Mrs Gibbons know if they have not been contacted by staff about the SIP by 29 th Jan	Not yet completed
56/20	SFVS to be corrected (one item) and submitted	Done
60/20	Online Safety Policy to be reviewed by all governors and comments sent to Mrs Gibbons	None received
61/20.1	Mrs Gibbons to circulate responses to questions arising from GSIN meeting	Not yet done (OG)
61/20.2	Governing Body to consider Leadership and Development Programme areas	Not yet done (SG)
63/20	Additional Short meeting to be arranged to consider SEF	Not yet done

Additional Notes

49/20.1 Skills Audit

Mr Garner and the Clerk noted that there had been some confusion about who was due to receive and analyse the Skills Audit. All governors were asked to resend their completed Skills Audit forms to both Mr Garner and the Clerk immediately following the meeting.

ACTION ALL GOVERNORS (Action 72/20.1)

60/20 Online Safety Policy

Mrs Gibbons commented that she had not received any comments on the Online Safety Policy so it was agreed that it would be carried forward to the next meeting. Mr Garner asked all governors to either send their comments to Mrs Gibbons as

soon as possible OR confirm to her by email that they had read the document and had no comments to make. **ACTION ALL GOVERNORS** (Action 72/20.2)

61/20.2 Leadership and Development Programme

Mr Garner copied the first section on to Teams. He undertook to resend the link to all governors so that they could respond directly to him.

ACTION MR GARNER then ALL GOVERNORS (Action 72/20.3)

63/20 Consideration of the SEF

It was noted that intended additional meeting had not taken place. The draft SEF was circulated with the papers for this meeting. Mrs Gibbons has been on a Diocesan course and asked Lee Talbot to support her with the development of the SEF and he agreed. It was then agreed that the planned short meeting should be arranged. **ACTION CLERK MRS GIBBONS & MR GARNER** (Action 72/20.4)

Mrs Gibbons undertook to circulate the two documents about the SIAMS Inspection to all governors. **ACTION MRS GIBBONS** (Action 72/20.5)

73/20

Governing Body Matters

LA Governor Vacancy

Mrs Gibbons reported that she had identified a potential LA Governor and that the individual had submitted an application to County to be nominated to the Governing Body. The Clerk was able to confirm that the application had been received and requests for references sent out. Mrs Gibbons explained that the person concerned was a recently retired, experienced, Headteacher.

Terms of Reference for the Resources Committee

Mr Garner circulated the Terms of Reference for the Resources Committee that had been reviewed by the Committee at their recent meeting.

Mr Garner asked if there were any questions about the Terms of Reference and, as no questions or queries were forthcoming, he asked for a vote in favour of adopting the revised Terms of Reference. The vote, by show of hands to the Clerk, was unanimously in favour.

Membership of the Resources Committee

It was noted that as Mr Carlton is due to leave office at the end of the Summer Term the Resources Committee would only have two members (Mr Garner and Mrs Gibbons).

Following a discussion Mrs Bacon agreed to attend the next meeting and thereafter decide if she wished to join the committee on a permanent basis.

The Clerk reminded governors that if Mrs Bacon did not wish to join the committee then it would be necessary for another governor to join the committee immediately, otherwise the Resources Committee would have to be placed on hold and all matters dealt with directly by the Governing Body until further notice.

Code of Conduct and Standing Orders

It was agreed that, due to pressure of work, to postpone consideration of the Code of Conduct and Standing Orders until the next meeting in July 2021.

ACTION MRS GIBBONS THEN MR GARNER & CLERK (Action 73/20.1)

360° Review of Chair

The Clerk confirmed that he had not yet received all of the completed forms, but he had been promised that he would have them by the end of the week, after which he would arrange a discussion with Mr Garner to advise him of the key points raised.

ACTION REMAINING GOVERNORS then CLERK (Action 73/20.2)

Governing Body Self-Evaluation

Mr Garner advised the meeting that he had not yet received a response from the Diocese about the rearranged date.

Governance Health Check

The Governance Health Check took place on Thursday 22nd April 2021. The Report is awaited and will be discussed at the next meeting of the Governing Body in July 2021.

ACTION MRS GIBBONS MR GARNER & CLERK (Action 73/20.3)

74/20

Update on the Return to School

Mrs Gibbons reminded the meeting that school reopened to all children on Monday 8th March 2021 and that the three-week plan for the three weeks up until the start of the Easter Holidays had been circulated to governors with the papers for the meeting. Information about how each child was doing during those three weeks has been collected and collated.

Pupil progress meeting and interventions have now begun. Room dividers have been purchased to create a number of 'pods' when interventions can take place.

Additional support has been arranged for Blossom Class in the afternoons and Mrs Gibbons is considering various other options. She informed the meeting that it appeared that the children in Yr 1 had been hardest hit by the lockdowns with regards to progress and attainment. She hypothesised that part of this could be due to older siblings having priority access to remote learning or possibly due to parents not understanding that they needed to work closely with their children to help them with their learning especially around phonics.

A document was circulated with the papers for the meeting setting out whole school targets and strategies and Mrs Gibbons confirmed that the data would be brought to the next meeting of the Governing Body.

Another new Risk Assessment had been received from Dale Barton and modified for use at the school as had been done with all previous Risk Assessments received.

A training day on the new Safeguarding information had been held for all staff. The School Development Plan was also considered at the INSET day. Staff reviewed where the children were academically and personally prior to the Easter Holidays.

First Aid training was also carried out the INSET day.

Collective Worship and Christian Values

Teaching Staff have received training on Collective Worship and the school now has a Collective Worship Committee, which is being run by Oak Class up to half-term after which it will be run by children in Lower KS2.

A governor asked if the strategies could be sent home to parents and carers so that they could then support school learning?

Mrs Gibbons explained that the use of language in school is being changed. The Values document will be sent home to parents at the end of each half-term.

The governor then asked what was being done to help children explain the links to the School's Vision?

Mrs Gibbons explained that, for example, Celebration Assembly has been retitled Flourish Assembly.

Another governor observed that this was a good step forward as collective worship and promotion of Christian Values was no longer being "done" to the children but they are now doing it themselves through the Collective Worship Committee.

Another governor suggested that Collective Worship Committee meetings could be recorded and then made available to the parent body to help them understand what was going on in school. Mrs Gibbons agreed to consider the suggestion.

ACTION MRS GIBBONS (Action 74/20)

75/20

Headteacher's Report

The Headteacher's Report was circulated to governors with the papers for the meeting.

Mr Garner said that, as usual, he was assuming that all governors had read the Headteacher's Report and that they had prepared and submitted questions to which Mrs Gibbons would provide answers at the meeting. He then asked the first questions.

Mr Garner asked when the Pupil Premium Impacts report would be available?

Mrs Gibbons replied that she has already reviewed Pupil premium spending and there is now a baseline for each child prior to any interventions being delivered.

She added that there were a lot of children in receipt of Pupil Premium to be reviewed. She explained that she hoped to be able to show clear progress for each child on a two-week analysis basis and that the use of NELI would help.

She added that Pupil Premium was used to pay for two children to attend Bobbins, although added that other children in receipt of Pupil Premium also attend Bobbins, but that the families pay for it themselves.

The *Time To Talk* intervention run by staff in classes has only just restarted, so the impacts of this programme cannot yet be shown, although prior to the Christmas the impacts were demonstrable.

The DfE changed the guidance on Pupil Premium, with a new reporting template issued on 6th April. Evidence based models are now required in the Impact Plan and Strategy Template.

She added that the guidance on Phonics had also been changed on 1st April.

Additional resources to support the provision in Year 1 have now been provided and the atmosphere is now much calmer.

There were no after school clubs prior to Easter, but there is now one clubs running after school and an additional Year 5 club in the morning, covering Maths and Key Mathematical Facts.

Staff will receive positive behaviour support training as part of performance management of non-teaching staff.

Mr Garner then asked if the school worked with the Virtual School Headteacher to agree how the Pupil Premium funding is used for any LAC or former LAC at the school?

Mrs Gibbons confirmed that she had been engaging with the Virtual School and had had two meetings with staff there, but that there was more to be done on the spending and monitoring of the impacts.

Enrichment activities have yet happened, but staff have been told to proceed with booking activities now, including the Residential, which has provisionally been booked in York from 30th June to 1st July, but she is also looking for more adventurous activities especially to complete the PE curriculum for Year 6 children.

Subsequent note - Following Dale Barton's visit he feels it is highly unlikely that NYCC will resume Residential visits this term, therefore the school is pursuing this with the providers and will inform parents as soon as possible. Alternative adventurous activities for Year 5 and 6 to complete are also being investigated should the Residential not go ahead.

Swimming lessons have not yet restarted and she is unable to say which children have, or have not, met the 25m swimming target.

Mr Garner thanked Mrs Gibbons for her responses to his questions and asked if there were any further questions and, as there were none, thanked her for her Report.

Governors noted the Headteacher's Report.

76/20

School Partnership Improvement Plan

The School Partnership Improvement Plan was circulated to governors with the papers for the meeting. Mrs Gibbon point out to governors that it had been "RAG" rated (red, amber and green).

Mr Garner thanked her for the updated plan and commented that he was pleased to note that there no red elements, but he asked if there was a plan for the amber items to be turned to green?

Mrs Gibbons confirmed that there was.

77/20

Pupil Data

Mrs Gibbons shared her screen so that all governors could see the document setting out the latest position on pupil data. She noted that she was still awaiting one set of data and once she had received it she would circulate the updated document to governors.

ACTION MRS GIBBONS (Action 77/20)

She drew governors' attention to various items on the document:

Mrs Gibbons said that she hope that 70% of children in Reception would get a Good Level of Development (GLD) and it was still possible for that figure to be 80%. External support is now needed for two children in that cohort who have SEN.

She reviewed the data noting where there are currently no higher attainers. She noted that the data has been triangulated with the KPIs (Key Performance Indicators) and stressed that this cohort has been the one most affected by the lockdowns.

Mrs Gibbons was pleased to note that some staff have been invited to take part in cross-county monitoring especially in Yr 2 and Yr 6 (and possibly EFYS, but this is

not yet confirmed), which will help to confirm the validity of the assessments in those year groups.

Mrs Gibbons reviewed the data across KS2 in detail and noted where the children are 'core' children, who have been at the school for their whole school careers to date, or if they have joined the school at some later point. Maths teaching is being reviewed and revised from September 2021.

Mrs Gibbons drew attention to the fact that the EYFS profile data appears to be high and may have been over-inflated in the past, thereby skewing the progress being made now, as it seems that there is a dip from FSP to the end of Key Stage 1 each year for year group cohorts currently in school. However, it was noted that there had been LA moderation of the EYFS data and assessments.

There was a discussion about the benefit of having a single class for the 26 children in Year 4.

Mrs Gibbons also highlighted where targeted support has been given in Year 6 and the positive impacts it has had in particular on Maths.

78/20

Sports Premium

The new format Sports Premium Report was circulated to governors with the papers for the meeting.

Governors noted the Report.

79/20

Catch Up Premium

A document on the Catch Up Premium was circulated with the papers for the meeting. Mrs Gibbons noted that she had also sent out the associated strategy document and commented that, in time, the staff and governors would be able to see the impacts of the Catch Up Premium funding.

80/20

Governor Monitoring Visits

Health & Safety

Mr Garner reported that he had not yet completed the Governor Monitoring Visit Report on his recent Health & Safety Inspection visit, but committed to completing it shortly and sending it to Mrs Gibbons for review before it was sent to the Clerk for circulation to all of the governors.

ACTION MR GARNER then MRS GIBBONS then CLERK (Action 80/20.1)

Mental Health & Well-Being

Mrs Kilvington's Governor Monitoring Visit Reports on the February and April meetings were circulated to governors with the papers for the meeting.

Mrs Kilvington reported that the February meeting concentrated in what children needed on their return to school. A Parent Questionnaire was sent out and there was also one for the children to complete with their parents. Mrs Gibbons has been working on creating a Mental Health Action Plan.

Work has been going on since the return to school to manage children's anxieties, especially those around separation anxieties and problems with sleep.

The April meeting took place on 15th April and it was reported at that meeting that the children are having 30 minutes mental and physical activities every day. Independence appears to have been significantly reduced during lockdown and

some children need prompting to return to their previous levels of independent working.

Staff well-being was also covered at the April meeting.

Mrs Kilvington reviewed the next steps and confirmed that the next meeting has been scheduled for 20th May.

Maths

Mr Carlton confirmed that he will complete the Governor Monitoring Visit Report on his Maths visit shortly and send it to Mrs Gibbons for review prior to it being circulated to all governors.

ACTION REV'D COLLINGS then MRS GIBBONS then CLERK (Action 80/20.2)

80/20

Safeguarding

Safeguarding Audit

Mrs Gibbons confirmed that she and Rev'd Greenfield had completed the Safeguarding Audit.

Mr Garner then confirmed that he had received confirmation by email that all of the governors had considered the Safeguarding Audit and were content for it to be submitted by the due date, subject to formal approval being given at this meeting.

Mr Garner then, after checking that governors had no further questions or queries about the Safeguarding Audit, asked for a vote, by show of hands to the Clerk, in favour of formally approving the Safeguarding Audit.

The vote was unanimously in favour.

Growing Up in North Yorkshire

The Growing Up in North Yorkshire survey has been completed and the DDSL has identified the key points from the survey and they will be incorporated into the Safeguarding Action Plan.

Two more meetings with Rev'd Greenfield have been scheduled for the academic year. Mrs Gibbons noted that more governor training necessary would be required during the next academic year.

81/20

Health & Safety Update

Mrs Gibbons reported that Dale Barton is due in school on Wednesday 28th April.

Emergency Lockdown procedures have been reviewed and shared with staff.

Mrs Gibbons stressed that they will be shared with parents prior to an Emergency Lockdown practice involving the whole school.

82/20

School Policies

The following policies were circulated to governors with the papers for the meeting and approved for immediate use:

- Schools Reorganisation, Redeployment and Redundancy Policy
- Recruitment Selection Policy and Procedure
- Flexible Working Policy and Job Share Guidance
- No Smoking Policy
- Disciplinary Policy
- Disciplinary Guidance.

Mrs Gibbons undertook to share the Staff Code of Conduct and Staff Code of Conduct Implementation Guidance before the meeting of the Governing Body in July.
ACTION MRS GIBBONS (Action 82/20.1)

Mrs Gibbons undertook to clarify which members of staff were on part-time contracts and which were on Job Share contracts and to inform Mr Garner accordingly.
ACTION MRS GIBBONS (Action 82/20.2)

It was confirmed that the No Smoking Policy also bans any form of vaping devices from being used on the school premises and Mrs Gibbons undertook to advise parents and carers that there is an expectation that they would not smoke or use electronic vaping devices on the way to school with children, or whilst waiting to drop the children off in school or whilst waiting to collect them.
ACTION MRS GIBBONS (Action 82/20.3)

83/20

Governor Training
Training Completed

It was reported that no school-based governor training had taken place since the last meeting.

Rev'd Collings reported that she had recently upgraded her Diocesan Safeguarding Training to C2 leadership, and had renewed her C0 and C1 levels.

Planned Training

Mrs Bacon is to complete the Complaints Training and the Training on Remote Learning for Governors.

Mrs Felgate undertook to ask Mrs Angela Hayton to book her on to the virtual NYCC Introduction to Governance training.

ACTION MRS FELGATE (Action 83/20.1)

Mr Garner is to attend the Diocesan Senior Leadership meeting on 28th April 2021.

Recording Governor Training

Mrs Gibbons said that she would create a Governor Training log on the school's Teams pages, in the same format as staff CPD training was recorded and each governor would then be able to record all of the training they undertook whether it was school / NYCC / Diocese based or whether it had been done in connection with their work or other interests.

ACTION MRS GIBBONS THEN ALL GOVERNORS (Action 83/20.2)

84/20

Any Other Urgent Business

There was one item of other business.

New School Logo and the Effects on School Uniform

A governor asked about the new school logo and the arrangements for it to be used on school uniform?

Mrs Gibbons explained that she is awaiting sight of the first use of the embroidery on a school jumper to check that the embroidery is correct and of the expected quality. She expected that it would be introduced for all new items of school uniform from January 2022, with the older logo phased out by September 2022.

There was discussion about the use of the new logo, the incorrect way at least one uniform supplier was already notifying parents and how parents would react to being informed that items of clothing sporting the 'old' logo would be out of date by September 2022, with consequential cost implications for families who kept outgrown items for use by siblings and other family members. There was a

subsequent discussion about the possibility of holding one or more uniform swap / sale days to enable the parents and carers to swap items which had been outgrown so that they were not discarded whilst still wearable.

Rev'd Collings expressed thanks to Mrs Gibbons and Mrs Hayton for attending the funeral earlier in the day of one of the former governors of the school, who had recently died. Rev'd Collings thanked both ladies for standing outside the church to allow family members to be inside under the current Covid regulations.

85/20 Date of the Next Meeting

It was agreed that the final meeting of the Academic Year would be held on:

- Monday 12th July 2021.

It was confirmed that there would also be a short additional meeting to review and approve the SEF and discuss rapid school improvement. Mrs Gibbons undertook to notify the Clerk when the meeting needed to be held.

ACTION MRS GIBBONS and CLERK (Action 85/20)

Mrs Felgate left the meeting immediately prior to the next item at 8.46 pm.

86/70 Staffing Update

This item was deemed to be confidential and therefore it is recorded separately in the Confidential Minutes Not Available for Public Inspection.

Mr Garner declared the meeting closed at 8.54 pm and thanked everyone for attending.

Items Approved

82/20 School Policies	Six policies were approved for immediate use.
----------------------------------	---

Actions

70/20.1	A 'ground force day' is to be arranged	All Governors
70/20.2	Governors to monitor costs of and attendance at Bobbins	Mr Garner & Mrs Gibbons
70/20.3	Start Budget to be revised in light of lower than expected Reception numbers in Sept 2021 and circulated	Mrs Gibbons
71/20	Mr Garner to sign and date a copy of the minutes of the meeting held on 20 th January 2021	Clerk & Mr Garner
72/20.1	All governors to resend their completed Skill Audits to both CofG and Clerk	All Governors
72/20.2	All governors to read the draft Online Safety Policy and send comments OR confirmation they have read the draft policy to Mrs Gibbons	All Governors
72/20.3	Mr Garner to resend the link to the Leadership Development Programme and All governors to send comments to Mr Garner	All Governors
72/20.4 & 85/20	Additional GB meeting to be held to discuss SEF & rapid school improvement	Mr Garner, Mrs Gibbons and Clerk
72/20.5	Two documents about SIAMS Inspection to be circulated	Mrs Gibbons
73/20.1	Code of Conduct and Standing Orders to be reviewed and agreed at the next GB meeting	Mr Garner, Mrs Gibbons and Clerk
73/20.2	360 Review – Remaining governors to submit their forms then Mr Garner & Clerk to discuss	Remaining Governors then Clerk & Mr Garner
73/20.3	Governance Health Check Report to be circulated and discussed at July GB Meeting	Mr Garner, Mrs Gibbons and Clerk
74/20	Mrs Gibbons to consider recording Collective Worship Committee meetings and making them available to parents etc.	Mrs Gibbons
77/20	Mrs Gibbons to circulate Pupil Data document once she has received all of the data	Mrs Gibbons
80/20.1	Mr Garner to complete his Governor Monitoring Visit Report on Health & Safety Visit	Mr Garner, Mrs Gibbons and Clerk
80/20.2	Rev'd Collings to complete her Governor Monitoring Visit Report on Maths Visit	Rev'd Collings, Mrs Gibbons and Clerk
82/20.1	Mrs Gibbons to share Staff Code of Conduct documents with staff prior to July GB meeting	Mrs Gibbons
82/20.2	Mrs Gibbons to clarify which members of staff are on part-time or job-share contracts	Mrs Gibbons
82/20.3	Mrs Gibbons to notify parents and carers about the expectations of not smoking or vaping on the way to or from school etc.	Mrs Gibbons
83/20.1	Mrs Felgate to get Mrs Hayton to book her on to Introduction to Governance	Mrs Felgate
83/20.2	Mrs Gibbons to create Governor Training Log on Teams	Mrs Gibbons