

Hemingbrough Community Primary School

Meeting: Full Governing Body

Date 20th September 2021

Location: In School

Start time: 19.00

Register of Attendees:

Name	Signature
Sarah Chappell	PRESENT
Laura Ward	PRESENT
Nick Wilkinson	PRESENT
Ruth Hayes	PRESENT
Joelene Whiteman	PRESENT
Samantha Edwards	PRESENT
Sarah Read	PRESENT
Alison Harrison	PRESENT

Hemingbrough Community Primary School
School Road
Hemingbrough
Selby
North Yorkshire
YO8 6QS

Registered Charity No: 1048130



Headteacher: Sarah Chappell B.Ed Hons. NPQH
01757 638266

Assistant Headteachers: Ruth Hayes B.A.Hons. QTS
Chair of Governors: Laura Ward

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Agenda
Full Governing Body Meeting
20th September 2021 – 7pm at School

	Item	Lead
1	Welcome and introductions	Chair
2	Receive apologies and consideration for consent	Chair
3	Declarations of interest (Pecuniary or otherwise)	Chair
4	Identification of any confidential items	Chair
5	Notification of any urgent business	Chair
6	To approve the minutes of the FGB business meeting of 12/07/2021 and any matters arising.	Chair
7	Governor Housekeeping: <ul style="list-style-type: none">- Register of Business Interests.- Gifts and Hospitality declarations.- Code of Conduct- Standing Orders	Clerk
8	SIC update	Chair
9	Resources update	Chair
10	Headteacher Dashboard	Head
11	SEF	Head
12	School Review	Head
13	Relational based approach to behaviour management	Head
14	Exclusions, Incidents and Complaints	Head
15	Staffing update	Head
16	Safeguarding	Head
17	Any other business	Chair
18	Details of next FGB meeting <ul style="list-style-type: none">- TBC	All

PLEASE NOTE THAT ALL ITEMS DISCUSSED IN THE MEETING ARE SUBJECT TO CONFIDENTIALITY AND SHOULD NOT BE DISCLOSED TO ANYONE UNLESS AUTHORISED BY THE HEADTEACHER OR CHAIR OF GOVERNORS. ANY BREACH OF CONFIDENTIALITY WILL MEAN REMOVAL FROM THE BOARD OF GOVERNORS UNDER THE REGULATIONS SET OUT IN GOVERNANCE LAW.

Hemingbrough Community Primary School
Full Governing Body Minutes
Monday 20th September 2021 at 7.00pm

Name	Role	Name	Role
Sarah Chappell	Head	Laura Ward	Chair
Nick Wilkinson	Co-opted Governor	Ruth Hayes	Associate Governor
Sarah Read	Staff Governor	Alison Harrison	Parent Governor
Samantha Edwards	Clerk	Joelene Whiteman	Parent Governor
Sarah Read	Staff Governor		

	Action Points from 20/09/2021	Responsible for Action
6	Photos to be taken of governors at the next meeting	ALL
8	SIC minutes to be circulated	LW
9	Resources minutes to be circulated.	LW
16	Governor safeguarding refreshers completed – Child protection, Prevent and KCSIE	ALL
18	Governor school visits booked.	ALL
18	Governors to feedback to LW regarding action plan items	ALL

The minutes were agreed as a true record by the Chair of Governors

Signed ...Laura Ward..... Date ...17/1/22.....

	Item	Action /Note
1	Welcome and reminder of confidentiality: LW opened the meeting at 7.00pm. Everybody was welcomed to the first face to face meeting for 18 months. Governors were reminded of their requirement for confidentiality.	
2	Receive apologies and consideration for consent:	

	There were no apologies of absence to record. JW joined the meeting via zoom.	
3	Declarations of interest (Pecuniary or otherwise): None.	All
4	Identification of any confidential items: There were no Confidential items highlighted.	All
5	Urgent other business: There were no additional items to add to the agenda.	All
6	To approve the minutes of the last FGB meeting 12/07/2021 and any matters arising: Updates to previous action points: <ul style="list-style-type: none"> - Minutes from previous SIC/Resources circulated by LW - Subject lead time built into timetables completed by SC - Meeting between HT/COG completed - Parent Governor election completed - Formalise monitoring completed - Eco committee – in progress plan put together - LA governor – nobody from clerk’s database currently. The minutes were ratified as a true and accurate record. Minutes were signed by the chair and passed to SR to file in school.	LW
7	Governor Housekeeping <ul style="list-style-type: none"> - Register of Business interests all completed and signed. - Code of conduct for 2021/22 adopted and signed. - Standing Orders for 2021/22 adopted and signed. 	All LW LW
8	SIC update All governors had been present at the SIC meeting and there was nothing of urgency to report and focus on. Refer to SIC minutes for further details. Minutes still to be circulated.	LW
9	Resources update All governors had been present at the Resources meeting held just before the FGB. Main points discussed: <ul style="list-style-type: none"> - Staffing - Recovery plan and financial implications. Refer to resources minutes for further details. Minutes still to be circulated	LW
10	Headteacher Dashboard	

	<p>Discussed July dashboard. As have only just returned to school in the last 2 weeks there have been no updates for this meeting and no additional items to update to governors.</p> <p>Need to bear in mind meeting dates so they are booked in for after an assessment point so data is provided to FGB as close to data point as possible. Meetings to be scheduled around the data timeline.</p> <p>Q: - Did we explore the unauthorised absences?</p> <p>A: - Yes generally holiday and these are not authorised.</p> <p>Q: - What systems are in place for visitors, how would staff know who to challenge?</p> <p>A: - Staff are told if you don't recognise somebody you should challenge.</p>	
11	<p>SEF</p> <p>Circulated electronically and paper copies provided. Part of the school review was to have some additional items added:</p> <ul style="list-style-type: none"> - Adding dates to things such as when reading scheme was purchased. - Newly added priorities at the back of the document. <p>Document will be used at the school review on 7th October.</p> <p>Q: - Are all the steps measurable such as reducing paper in maths?</p> <p>A: - With the worksheets it's hard to say what the reduction will be. Where it says monitoring activities the maths lead will look at books and see what is in them, there should be room to work and not all on a worksheet.</p> <p>Key things running through are:</p> <ul style="list-style-type: none"> - Improving outcomes for vulnerable pupils. - Stretch & Challenge. - Reduction in the amount of worksheets used. - Embed relational based approach to behaviour management. <p>COG will breakdown next steps into the subheadings of safeguarding/ curriculum etc.</p> <p>Q: - Did you pull in Governors next steps as well?</p> <p>A: - That will come through the document the COG is completing.</p> <p>Q: - Are the mini SEFs completed by subject leaders?</p> <p>A: - These are done by the class teachers.</p> <p>Q: - Are you still doing raffle tickets?</p> <p>A: - Yes.</p> <p>Q: - How are the project afternoons doing?</p> <p>A: - All completed last term for transition.</p> <p>Q: - Do you think it had a good impact?</p> <p>A: - On some of them definitely. Its early days.</p> <p>Examples of 4 pupils and the impact for these pupil's given</p> <p>Any further questions regarding the SEF can be emailed to HT after the meeting.</p>	
12	<p>School Review</p> <p>Document was received by the HT over the summer holidays. HT was given a few days to read and comment and send it back and it wasn't</p>	

	<p>really digested properly and there are some things that the school were unhappy with. Every item on the review has been addressed. Review has been passed to a national leader in education that the school has been working with and they were in agreement that some items were outdated.</p> <p>Q: - Are they doing the review to help you?</p> <p>A: - because we requested it.</p> <p>Safeguarding item were all addressed and wouldn't be happening again. They were very circumstantial. School is a very safe school with very secure entry systems before anybody can enter the school. Lanyards are now back in place and safeguarding test introduced.</p> <p>Q: - Are you going to be inviting parents in again to do reading?</p> <p>A: - Yes hopefully.</p>	
13	<p>Relational based approach to behaviour management</p> <p>SEMH lead from county has been in touch who suggested we change our approach to behaviour management. Met with MM from the LA who reviewed what we do already and what we could do going forward. September training day was about introducing RBATB and we have started to develop an action plan on how we will manage this and implement in the next 12 months and meeting again on Thursday to look at the action plan. Things to consider in the plan:</p> <ul style="list-style-type: none"> - Calm environment. - Calm areas. - Restorative practice. - Making children feel valued and cared for. - Making staff feel valued. - Develop action plans for individuals. - Displays around school. - Introducing mindful times after break and lunchtimes every day and embedding across school. <p>Q: - Will Thrive come into this as well?</p> <p>A: - Yes and the nurture work we do.</p> <p>Been developed on the south coast and has had a very positive impact with Ofsted. LA will support us at Ofsted with coming into school and exploring what we are doing.</p> <p>Document with details of how it works was circulated to governors.</p> <p>Q: - Do you have a completion date for the Thrive room?</p> <p>A: - Not yet, hopefully mid- November.</p> <p>Q: - Do you need any help getting the room ready?</p> <p>A: - We have ordered some bits and pieces with the grant but will let you know if we need some help.</p> <p>Q: - Are there any other schools doing it?</p> <p>A: - Barwic Parade are very big on it. Thrive training is very expensive. Selby locality board funded the Thrive training but not many schools took them up on it so we were offered 2 places. It's been a big commitment for the school and the staff members that have committed to complete it.</p> <p>Q: - It will be a positive thing for the school though?</p> <p>A: - Yes absolutely.</p>	

	<p>Q: - Have you seen how it works in other schools? A: - We have had some initial training and have two children who have been on the Thrive programme so we have seen how it works. As a school we will be able to use Thrive based approaches which links in with relational based approach to behaviour management. Look at zones of regulation when looking at this programme. Q: - Do you need parental support: A: - Part of it will be working with parents. Q: - Does it include support for staff as well? A: - Not at this point but we do have support in school with myself and RH/SR.</p>	
14	<p>Exclusions, Incidents and Complaints</p> <ul style="list-style-type: none"> - There had been no exclusion. - There had been no Incidents - There had been no formal complaints <p>CPOMs has started this week and everybody is getting used to the new system.</p>	
15	<p>Staffing update. Covered in SIC meeting, refer to SIC minutes.</p> <p>Q: - Do you have any staff members that will move to UPS from MPS? A:- No, nobody has applied.</p>	
16	<p>Safeguarding There had been no safeguarding concerns. Actions undertaken:</p> <ul style="list-style-type: none"> - Referral flowchart process in place. - Arranged a Single Central Record check. - New lanyards ordered for visitors. - Notices on doors to remind children of procedures. - New KCSIE sent out that was amended over Summer. - Prevent refreshers completed. - Child Protection completed. <p>Q: - Are all staff aware of sexual violence and harassment? A: - Yes will look for the training on SSC. Q: - Do governors have to do that as well? A: - We have some additional users so we can add you on. Will send out the refreshers that governors will have to complete – Child Protection, KCSIE and Prevent.</p>	
17	<p>Any other business Admissions is set at 30 and proposing that we keep it at this. Governors in agreement to ratify the PAN.</p> <p>HT Performance Management. Jill Stubbs is no longer able to be involved as she is the SIA and LA have allocated Michelle Hattersley. We can use the LA or we can use other people that we source ourselves so HT has asked other heads what they do and has several names.</p>	

	<p>Governor Action Plan – Draft plan circulated. COG has devised a draft plan. First page is linked to the school improvement plan. Plan has gone down a 7 theme route and each theme has evaluation questions, actions governors will take, when, who, evidence and impact. There is nothing necessarily governors haven't been doing it just needs to be tightened up. Governor priorities are:</p> <ul style="list-style-type: none"> - Visibility with school community. - Clarity on roles of governors. <p>Wording has been changed from subject lead to link governor so governors are linked to items in school improvement plan and SEF. Governors to email LW/SC thoughts on specific subjects they are interested in.</p> <p>Ofsted like to see governors linked to actions on the SIP so link roles agreed as follows:</p> <ul style="list-style-type: none"> - Maths NW - English AH - Leadership AH - Curriculum JW/ LW - SEN NW <p>Governors to all book a visit into school before the end of term. Items in yellow need to have timeframes amending. Governors to read plan in full and feedback to LW asap. Document will be emailed out so that everybody has an electronic copy.</p> <p>Q: - Do you want us to start updating it with evidence? A: - Yes if you have it do and we can review the plan each half term.</p>	
18	<p>Details of next FGB meeting</p> <p>8th November 6pm – SIC / Resources (Not clerked) 17th January 6pm SIC/Resources (Not clerked), 7pm FGB Clerked meeting 7th March 6pm – SIC/Resources (Not clerked) 9th May 6pm SIC /Resources (Not clerked) 7pm FGB Clerked meeting 18th July 6pm – SIC/Resources (Not clerked)</p> <p><i>Meeting closes 8.45pm.</i></p>	All