

# Thornton in Craven Community Primary School

Governors Meeting, Wednesday 17<sup>th</sup> January 2024

## Minutes

**Present:** Neil Roe (Chair), Suzie Brown (Headteacher), Rebecca Lofthouse (Vice Chair), Rebecca Garrity (Local Authority Governor), Rachel Davies (Parent Governor), Nicola Moorhouse (Staff Governor), Donna Ryan (Parent Governor), Sue Walker (Co-Opted)

**Apologies:** Debbie Joyce (Co-Opted)

**Clerk:** Nigel Mason (interim)

### **1. Welcome and Consideration of Absence**

The Chair welcomed the Governors to the meeting. Debbie Joyce sent her apologies for the meeting.

### **2. Declaration of Interests, financial or otherwise**

No issues.

### **3. Confidential Items**

No issues.

### **4. Urgent Business**

None.

### **5. Approval of Minutes**

The minutes of the meeting held on Wednesday 27<sup>th</sup> September 2023 and the Budget meeting held on Wednesday 13<sup>th</sup> December were approved and signed by the Chair.

### **6. Matters Arising**

There were no matters arising from the minutes.

## 7. Headteacher's Report

The School has secured a £500 grant from the Robert Windell Foundation towards the costs of the work being undertaken at the rear of the buildings.

The latest financial report shows a current surplus of around £117,000, which is forecast to rise to £130,000 and then fall back to £106,000 over a three-year period. These forecasts are based on a 'worst case' scenario.

The Headteacher highlighted the need to upgrade the computers in Class 3. She just wants to have computers that can be relied on to work and this is likely to cost around £10,000. The Vice Chair provided a contact for computers at discount prices.

**GQ:** What is the situation regarding staffing in both Class 1 and Class 3? The Headteacher reported that a new Class 1 teacher would be starting next week and that she expected the issue in Class 3 to be resolved within the next two weeks.

Governors discussed the provision of additional floorspace. At the Governors meeting in September 2023, Rebecca Lofthouse and Rachel Davies agreed to generate ideas on how to alleviate pressure on the available space in the school without the need for large amounts of expenditure. This is going to be a legacy project for the School and the Vice Chair's sister, who is an architect, will be providing advice. New school buildings now have to be carbon negative. There was some discussion of Geodomes, which are like the Eden Project in Cornwall and capture heat from the atmosphere, and it was pointed out that they vary in their degree of permanence.

## 8. OFSTED Report

The OFSTED report was expected to be released officially in the next eight days. Governors indicated that the inspection had been very positive and that the draft report is in line with what the Inspector said at the time. The Chair reported that the OFSTED report and the objectives set out in the Headteacher Performance Review are effectively the same. He indicated that the School needed to have a greater focus on diversity, supported by a greater range of class visits.

**Action:** The Chair asked the Headteacher to pass on the thanks of the Governing Body to her team for all their excellent work, especially in the context of the OFSTED inspection.

## 9. Late Collection of Children from School

There is an issue of the late collection of children from both the nursery and the after school club. This not currently a major problem but the Headteacher's view is that a some provision needs to put in the terms and conditions in order to prevent it from becoming one. Some nurseries charge fees for parents not picking up their children on time in order to cover the additional costs incurred. Some Governors expressed concern about a rigid system of fines, with suggestions that it might be combined with a yellow and red card system or that a buffer should be built into the costings so that fines only kick in beyond

a certain point. The Headteacher suggested that we should have a system which is a blend of a hard line and discretion, so that fines will be imposed but there will be an ability to take into account particular circumstances where appropriate. This was supported unanimously by Governors.

## 10. Governor Skills Analysis

**Action:** The Headteacher will look at what has been done historically in order to see whether this needs updating and whether there are any skills gaps. The Governors recognised that there is a need to match skills with the curriculum better rather than just notionally filling gaps.

## 11. Any Other Business

None.

## 12. Date of the Next Meeting

Full Governors Meeting starting at **6.30pm on Wednesday 26<sup>th</sup> March 2024.**

**Meeting finished at 8.15pm.**

## Outstanding Actions List

| Date of Meeting | Agenda Item | Outstanding Action  |
|-----------------|-------------|---|
| 27/09/23        | 13          | The Headteacher should re-issue the list of Link Governor responsibilities and the date and time of associated meetings.  |
| 27/09/23        | 17          | Rebecca Lofthouse and Rachel Davies should generate ideas on how to alleviate pressure on the available space in the school without the need for large amounts of expenditure. Governors agreed that this could contribute significantly to the welfare and progress of pupils. |
| 27/09/23        | 17          | All Governors should have read the latest version of Keeping Children Safe in Education, completed the associated quiz, and signed the Declaration that they have done so.  |
| 17/01/24        | 8           | The Headteacher will pass on the thanks of the Governing Body to her team for all their excellent work, especially in the context of the OFSTED inspection.   |
| 17/01/24        | 9           | The Headteacher a system aimed at preventing the late collection of children from the nursery and and the after school club from becoming a major problem. This system will be a blend of a hard line   |

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|          |    | and discretion, so that fines will be imposed but there will be an ability to take into account particular circumstances.  |
| 17/01/24 | 10 | The Headteacher will look at what has been done historically on an analysis of Governor Skills in order to see whether this needs updating and whether there are any skills gaps with the aim of achieving a better match between skills and the curriculum. |