

# Thornton in Craven Community Primary School

## Governors Meeting, Thursday 18<sup>th</sup> May 2023

### Minutes

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

**Apologies:** Rebecca Lofthouse (Parent Governor), Donna Ryan (Parent Governor)

**Clerk:** Nigel Mason (interim)

#### **1. Welcome**

The Chair welcomed the Governors to the meeting.

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

No interests were declared.

#### **3. Confidential Items**

None

#### **4. Urgent Business**

None

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

The minutes of the meeting held on Thursday 15<sup>th</sup> March 2023 were approved and signed by the Chair.

#### **6. Matters Arising**

Two issues were raised:

- (a) The complaints procedure should be published on the school website, with Sue Walker as the initial contact person.
- (b) The documentation on the Prevent programme and webinars needs to be re-sent to Governors. All Governors need to read and review all the governance documentation.

## 7. Financial Issues

The Governors approved the start budget for 2023/24 and the outturn statement for 2022/23 unanimously.

**Question:** What assumptions have been made when compiling the budget (e.g. in terms of pupil and staff numbers) and what are they based on?

**Answer:**

- Assumptions made are that we have no increase in PP children and next year 2 PP children leave in Y6.
- Increase pay is covered at the current increase that stands with the government.
- Pupil numbers are kept at an increase of 11 per year group moving forwards and the numbers we know about for Nursery in the future.
- Staffing is kept the same to support the children in the school.

**Question:** Do we have significant mobility in each year group?

**Answer:**

- We have no mobility that we know of. There have been a couple of requests for children to join the school but we do not have space in the year groups they have asked for or the year groups either side.

**Question:** What is the surplus for and how will it benefit pupils?

**Answer:**

- We have the surplus that has been built up over the last few years. It was going to be used on the building of a pod but the new headteacher deemed this unnecessary and refigured the inside of the building. Money has been spent on this and around £10,000 will be spent on increasing security for the school by putting in automatic locked drive through gates and pedestrian gate at the entrance of school.

**Question:** Are interventions (e.g. additional TAs or extra reading help) having the desired impact and do they represent value for money?

**Answer:**

- We have had LB as an extra TA in the mornings. She has been able to ensure and support phonics by teaching regular keep up sessions. She is also able to ensure all speech and language, handwriting and wellbeing sessions are supported as necessary. HT believes this is having a large impact on reading progress and supporting the children who are getting a little behind and responding to this in a timely manner.

## **8. SATs**

The Governors discussed how the exams had been perceived in the school in the context of the national response. Both the Headteacher and the Year 6 teacher indicated that the exams were testing and that the less able pupils would have struggled to some degree. However, neither reported any concerns about the likely SATs results.

## **9. Attendance**

The Headteacher reported that 157 days have been lost to unauthorised leave in the academic year to date, and that this is only the unauthorised leave that is known about. There is no question that this impacts on the outcomes for children. Lancashire County Council fines parents without exception if their children take unauthorised leave, but North Yorkshire Council do not fine anyone. However, it should be noted that the fines are small compared to the scale of the savings on holiday costs. A Governor asked whether North Yorkshire Council could grant schools the power to fine parents for unauthorised absence.

Governors agreed unanimously to support the Headteacher in her stand against unauthorised absence and the impact this has on learning outcomes.

## **10. Pupil Premium**

The Governors considered the update on Pupil Premium. It was agreed that the school are delivering both what is possible through Pupil Premium and what the children need.

## **11. Safeguarding**

The Governors considered the update on safeguarding issues in the school and were content with the report.

## **12. Governance**

The various means of communication between the Headteacher and Governors do not appear to be working reliably. Action needs to be taken to ensure that Governors always receive all the documents and messages sent to them.

## **13. Headteacher's Report**

The Headteacher's report had been made available prior to the meeting for all Governors to read and comment. There were no comments.

## **14. Urgent Business from Agenda Item 4**

None.

## **15. Correspondence**

None.

## 16. Any Other Business

None.

## 17. Date of the Next Meeting

Full Governors Meeting starting at **6.30pm on Wednesday 5<sup>th</sup> July 2023.**

**Meeting finished at 8.00pm.**

## Outstanding Actions List

Date of Meeting	Agenda Item	Outstanding Action	Completion Date
19/01/23	8	HT to send texts to parents with the message that they should read with their children for at least 20 minutes per day.	Actioned on a Sway newsletter. Timely reminders to continue to be made.
19/01/23	8	Nicola Moorhouse should investigate a system by which parents could buy and donate books for the school.	Create an Amazon wish list -
19/01/23	9	Rebecca Lofthouse will give a presentation on Sharepoint at the next possible meeting so that Governors can get the most value from the new system.	Completed for most – Rachel Davies still to be set up.
15/03/23	7	HT needs to continue her monitoring of attendance and to take appropriate steps as a result of this in order to improve attendance.	Ongoing and reported to governors at each meeting in data at the beginning of the HT report.
15/03/23	8	A deep-dive discussion of Pupil Premium should be scheduled for the next Governors meeting.	This was discussed at the May meeting in some depth. The PP report was provided.
15/03/23	12	The teaching of languages should be an item on the agenda for a future Governing Body meeting.	
15/03/23	14	The HT should explore securing an independent governor from a local school to be part of the complaints panel should they be needed.	
18/05/23	6	The complaints procedure should be published on the school	

		website, with Sue Walker as the initial contact person.	
18/05/23	6	The HT should re-send the material on webinars and podcasts that would be relevant and helpful to all Governors.	Resent to governors 24.5.23
18/05/23	9	The HT, with the support of Governors, should take a strong stand against unauthorised absence and the impact this has on learning outcomes.	Ongoing
18/05/23	12	The HT should take steps to ensure that the various channels of communication between her and other Governors are all working reliable so that all Governors receive all messages and documents sent to them.	Checked emails and asked for responses. Received responses from some gov.  Governors need to ensure they are checking their emails regularly.