



Thornton in Craven Community Primary School



Governors Meeting, Wednesday 27th September 2023

Minutes

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

Apologies: Donna Ryan (Parent Governor)

Clerk: Nigel Mason (interim)

1. Welcome

The Chair welcomed the Governors to the meeting.

2. Election of Chair and Vice Chair

Neil Roe (Chair) and Rebecca Lofthouse (Vice Chair) were unanimously re-elected for the coming year.

3. Consideration of Absence

In response to a request from a Governor to move meetings to another evening, it was unanimously agreed that in future meetings of the Governing Body would generally continue to be held on a Wednesday, although individuals could join the meeting by zoom if necessary.

4. Urgent Business

None.

5. Declaration of Interests, financial or otherwise

No interests were declared, and the Declaration was signed by all Governors present at the meeting.

6. Confidential Items

One confidential item was raised by the Headteacher and this was discussed by Governors.

7. Approval of Minutes

The minutes of the meeting held on Wednesday 5th July 2023 were approved and signed by the Chair. There were no matters arising.

8. Annual Requirement to complete Registers

The Register of Interests and the Register of Hospitality were signed by all Governors present at the meeting.

9. Declaration of Eligibility

The Declaration of Eligibility to serve as a Governor was signed by all Governors present at the meeting.

10. Governing Body Constitution

The Governing Body Constitution was revised last year and the Governors unanimously agreed that no further changes were required.

11. Committees

It was unanimously agreed by the Governors that the Finance and Resources Committee should continue to be the only committee of the Governing Body and should continue to operate with the same terms of reference.

12. Membership of the Committee

It was unanimously agreed by the Governors that the members of the Finance and Resources Committee should continue to be Neil Roe, Suzie Brown, Rachel Davies and Sue Walker.

13. Link Governors

The following Link Governors were confirmed:

- Special Educational Needs – Rachel Davies
- Child Protection/Safeguarding – Rebecca Lofthouse
- Health and Safety – Neil Roe

Action: The Headteacher should re-issue the list of Link Governor responsibilities and the date and time of associated meetings.

14. Head Teacher's Performance Management Group

It was unanimously agreed by the Governors that the Members of the Headteacher's Performance Management Group should be Neil Roe, Debbie Joyce and Jo ? from YCAT.

15. Budget Management Policy and Headteacher Delegation

The Budget Management Policy is in place and Governors agreed unanimously that no changes were required. The Headteacher's delegated spending limit is set at £5,000, although in practice she discusses any items over £1,000 with the Chair before proceeding.

16. Governing Body Code of Practice

The Governing Body Code of Practice was unanimously agreed and signed by all Governors present at the meeting. The Chair signed all other policies.

17. Headteachers Report

Question: What has been done differently at the beginning of this year to last year to make attendance better?

HT: Towards the end of last year we sent out our new 'Attendance' leaflet to every family and a chart that shows the impact of time away from school even though the parents may think this is educational. The leaflet also points out that time away from school can increase anxiety in some children as they are missing out on their learning. When a parents asks for a holiday form they are handed a pack rather than making it easy for them by just receiving a form.

Question: What was found in the safeguarding report earlier today? Where are the weaknesses and can we support in anyway?

HT: The report was very positive and Karen was able to see the difference made to the security of the school in the past year (since HT recruitment in July 2022). There are elements of The safeguarding governors visit that could be more robust and advice was given for additional ways RL can support us in that. RL needs to check filtering and monitoring as well – this is an addition to be made in our next safeguarding meeting.

Question: We put resilience on the agenda for a whole school approach at the end of the last school year. What has been put in place so far?

HT: We have started strong with this. We have completed assemblies talking about how we can use resilience in everyday life, giving examples of when we have needed to be resilient, and we have introduced two new songs to the children to remind them of this: Shakira Try Everything from the movie Zootopia
Will.i.am – What I am with Sesame Street characters.

We will be building on this as the year progresses, but we have plans for other focus to support the development plan too such as Black History Month.

Question: How are we supporting families that are struggling to pay for trips and experiences.

HT: We are offering the trip to Manchester for Sycamore and Oak class fully funded as we are asking for money for Young Voices, residential trip and others that we are aware are stretching dome families. We are supporting families on a case-by-case basis.

As we have funded Sycamore and Oak class, we will also support Beech and Chestnut class with a trip throughout the year too. Visits and trip are being booked and organised well in advance to ensure time for parents to pay what and when they can.

18. Any Other Business

Action: 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.

Action: 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.

19. Date of the Next Meeting

Full Governors Meeting starting at **6.30pm on Wednesday 29th November 2023.**

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.