

Thornton in Craven Community Primary School

Wednesday 28th September 2022

Minutes

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

Apologies: Sue Walker (Co-Opted)

Clerk: Rob Thacker

1. Welcome

The Chair welcomed all to the meeting and looked forward to the forthcoming school year.

2. Election of Chair and Vice Chair

Neil was re-appointed as Chair and Rebecca Lofthouse was voted in, as Vice Chair.

Q. Can a Parent Governor be a Vice Chair

A. Clerk to check and revert at the next Governing Board meeting.

Action: Clerk to check with NYCC re the above point and report back at the next Governors meeting.

3. Consideration of Absence

Apologies were offered by Sue Walker (Co-Opted). Consented

4. To determine whether other urgent business should be considered

None

5. Reminder of the need to declare interests, financial or otherwise.

18 policies were approved, the health & safety policy and pay policy need approval at the next full Governors meeting.

Action: Health & Safety and Pay Policies need signing off at the next meeting

6. To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection.

None

7. Approval of the minutes of the previous meeting and matters arising

The minutes for the meeting held 19th July were signed by the Chair as correct.

It was noted that Dale Barton will be visiting the school on 29th November. A review of his visit will be noted at the January 2023 meeting.

The Chair had spoken to Martyn Stone, and it was agreed that Martyn would step down from his position as Co-Opted Governor

Action: Update Governors meeting in January 2023 on Dale Barton update

8. Annual Requirements to complete,

- Register of interests
Signed by all present
- Register of Hospitality
Signed by all present

9. Reminder of declaration of eligibility to serve as a Governor

Done

10. Governing Body constitution

The Chair and Board of Governors reviewed the 'Instrument of Government' and consider if it was still relevant as the current document was issued in 2014. After discussion it was agreed that changes should be made and that the Governing Body should consist of,

- One Parent Governor
- One Local Authority Governor
- One Staff Governor
- Head Teacher
- Four Co-Opted Governors

Total numbers of Governors would be eight.

Action: HT to investigate with NYCC how this can be changed and advise at the next Governor's meeting.

The Chair reminded the Governors that if details of any changes to their personal circumstances that could affect their DBS status then these should be noted. Also, can each Governor to supply their unique DBS number to the HT for filing.

Action: HT to update list of Governors and check for DBS ref numbers are current and Rebecca Lofthouse, head of safeguarding, to attend school and check SCR records

11. Committees: To determine the committees that are to be established

- Finance Committee
 - Sue Walker – Lead
 - Neil Roe
 - Rachel Davies
 - HT
- School Improvement Committee
 - Debbie Joyce - Lead
 - Rebecca Garrity
 - Rebecca Lofthouse
 - HT
 - Nicola Moorhouse

Charged with school Improvement and targeted improvement. A scrutinised review by way of a deep dive of a chosen subject.

- Safeguarding
 - Rebecca Lofthouse – Lead
 - HT

Rebecca mentioned that two new agenda items should be on all future agendas. These would be Monitoring Safeguarding and Sustainability.

Action: Clerk to put Monitoring Safeguarding and Sustainability on all future agendas

12. To appoint membership of the committees

(see above)

13. To appoint (Link) Governors with specific responsibilities

- SEN Governor
 - HT – Lead
 - Supported by Sarah Toomey from the company ADYS on a weekly basis
- Child Protection / Safeguarding Governor
 - Rebecca Lofthouse
- Health & Safety
 - Neil Roe – Lead
 -

14. To appoint the Headteacher's Performance Management Group

The appointments are as follows,

- Neil Roe - Chair
- Debbie Joyce – HT Performance Manager
- Rebecca Lofthouse - Safeguarding

15. To confirm

- Budget Management Policy – The Policy was not available but will be available for the next meeting in November 2022

Action: Budget Management Policy to be made available for November meeting

- The scheme of delegation to the Headteacher – As per the version of 2021

Action: Update 2021 version, review and update to 2022

16. To agree / confirm amend the Governing Body Code of Practice and Standing Orders

- Update Code of Practice / standing orders
Will be updated and signed off at the next meeting in November 2022 confirming compliance.

Action: Update Code of Practice and make available for November meeting for sign off and compliance.

17. To agree a process / timetable for the review Policies

Completed and Neil Roe signed off at the meeting. These documents to be updated and reviewed at the Autumn Term meeting. Next review Sept 2023

18. To agree / confirm the dates of meetings for the school year

- 16th November FGB meeting. N.B First 30 minutes training on Digital Efficiency presented by Rebecca Lofthouse. Commencing 6 pm
- 19th January FGB meeting. N.B First 30 minutes training on School Improvement Committee. Topic to be decided. Commencing 6 pm

Other meeting dates to be agreed at the November 2022 meeting

Action: Provide additional meeting dates for the school year at the November meeting

19. Strategic Governance

- Governors' area of support for HT
 - The Governors to supply a list of what the HT should be focussed on at the school.
 - Governor visit forms should be updated by whom and by when
 - List of courses / reading material being provided by NYCC over the next few months for Governors were made available by the Clerk

20. Head Teachers Report

The HT opened up by thanking all the staff, parents and Governors and said that their support was brilliant. The Head Teacher's report had been circulated prior to the meeting to the Governors. The HT went through the report with the Governors present.

21. To deal with any matters agreed for consideration under item 4 above

None

22. Correspondence

None

23. How has the meeting impacted on the welfare and progress of our pupils

Establish focus of Governor relative to core elements of the school curriculum eg Safeguarding and renewed focus on School Improvement Committee

24. Date of next meeting

Next meeting 16th November at Thornton in Craven Community Primary School

Meeting ended 20.10 pm

Outstanding Actions list

Date of meeting	Agenda Item	OS Action	Open
19/7/2022	11	H&S - Dale Barton visit – re-arranged to 29 th November	
28/9/2022	2	Clerk to check with NYCC – Q. Can Co-Opt be a Vice Chair	

28/9/2022	5	H&S and Pay Policies to be signed off at November meeting	
28/9/2022	10	HT to check with NYCC re process for changing Instrument of Government	
28/9/2022	10	HT to update list of Gov and check DBS ref nos. RL (Safeguarding) to check SCR records	
28/9/2022	11	Clerk to put Monitoring Safeguarding and Sustainability on future agendas	
28/9/2022	15	HT – Budget Management Policy to be made available for November meeting	
28/9/2022	15	HT to update the scheme of delegation, review 2021 and update to 2022	
28/9/2022	16	HT to update Code of Practice / standing orders for Nov 2022 meeting	
28/9/2022	18	Agree meetings dates at November meeting beyond January 2023	