

# Thornton in Craven Community Primary School

Wednesday 16<sup>th</sup> November 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), Donna Ryan (Parent), Sue Walker (Co – Opted)

**Clerk:** Rob Thacker (NYCC)

**1. Welcome**

The Chair welcomed Donna Ryan, new governor, and all other governors to the meeting.

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

The health & safety policy and pay policy were approved and signed off by the Chair. Declarations of interests for both Donna Ryan and Sue Walker were signed and will be filed at school with all other governor signed declarations.

**3. 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

**4. To determine whether other urgent business should be considered.**

None

**5. Approval of the minutes of the previous meeting and matters arising**

The minutes for the meeting held 28<sup>th</sup> September 2022 were signed by the Chair as correct.

The clerk confirmed that a Co-opted governor can be a deputy Chair. The H& Safety Policies have been signed off. The HT has sought advice from NYCC re changing the Instrument of Government. HT and Rebecca Lofthouse checked governors DBS ref numbers and updated SCR records. The Budget Management Policy and the Scheme of Delegation has now been completed along with the Code of Practice / Standing Orders being signed and now filed at the school.

**6. Head Teachers report**

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

The HT did raise concerns about whether the current Phonics system was suitable for the school's needs. After careful consideration the HT sort advice from the Burley & Wharfedale hub, who offered support with a grant application for a new Phonics scheme, Little Wandle. This was granted and a £6k grant has been received.

The HT pointed out that training would be required for staff on the new system.

**ACTION: HT to organise training for staff using the new Phonics system.**

The Chair thanked the HT for the hard work that she had put in to receive this grant and hoped the new Phonics system proved to be a huge success.

**7. Review the committees and meeting plan for the year**

All committee meetings are in place for next half term. This future meeting and committee visits into school will be organised by HT for the new Year.

**8. Safeguarding update**

Rebecca Lofthouse confirmed that all the SCR records were now up to date and filed at school. Rebecca also confirmed that we are now signed up for the 'Eco School Grant Funding' scheme and that we should have a mission statement highlighting sustainability and development goals.

**ACTION: HT to provide mission statement for January meeting**

**Maths governor update:** Rebecca Lofthouse visited the school to look at maths with Emma Wilkinson. Findings were that the subject leader Emma Wilkinson has secure knowledge of the subject and has been into classes to observe teaching and learning.

**9. Governor training**

The governors watched an online training session on **'the latest update of OFSTED and expectations around governors monitoring'**.

A number of useful points were made in the video which will be developed by the governors at their meetings. These were,

- Each governor should be matched up with responsibilities and be OFSTED prepared. Donna Ryan will now be responsible for Assessment and Foundation subjects.
- Website needs to be current and up to date. OFSTED take a 'Top Down' view of the website.
- There will be 3 or 4 'deep dives' per inspection. Always on Reading and English and 1 or 2 Foundation subjects.
- The new messaging from OFSTED is about children remembering.

**'an alteration to long term memory'**

- **Leadership on a page.** This should be developed with governors and be on future governor agendas.

The HT thought that an OFSTED visit will be due sometime in the New Year.

Following the 'online presentation' it was agreed that a review of the SWOT analysis produced back in July 2021 be reviewed. This will be headed up by Debbie Joyce.

**ACTION: Presentations to be made by both Nicola Moorhouse and Emma Wilkinson on their specific subjects / responsibilities.**

**ACTION:** Rebecca Lofthouse to prepare a 'Deep Dive' crib sheet for when OFSTED arrive.

**ACTION:** Rebecca Lofthouse to develop a governor visit program and will show what has been achieved since the last visits. Needs to be structural with link throughs to audit trail.

**ACTION:** HT, Nicola Moorhouse and Rebecca Lofthouse to meet up to discuss recent Skipton Girls High School OFSTED visit.

**ACTION:** HT to send out presentation slides to all governors.

**ACTION:** Debbie Joyce to provide feedback of the SWOT analysis at the next meeting in January.

**10. To deal with any matters agreed for consideration under item 4**

None

**11. Correspondence**

None

**12. AOB**

- **Sustainability**

The governors agreed that adopting and promoting economic sustainability by encouraging sharing and reusing items and favouring recyclable products should be encouraged throughout the school.

**13. Date of next meeting**

The next meeting will 19<sup>th</sup> January 2023. Future meetings thereafter will be agreed at the meeting in January.

**Meeting finished at 20.10 pm**

**Outstanding Actions list**

Date of meeting	Agenda Item	OS Action
19/7/2022	11	H&S - Caroline Hannah visit – re-arranged to 29 <sup>th</sup> November
28/9/2022	11	Clerk to put Monitoring Safeguarding and Sustainability on future agendas
16/11/2022	6	HT to organise training for staff on new Phonics system – Update at meeting in January
16/11/2022	8	Mission Statement – Eco School Grant funding to be written for January meeting
16/11/2022	9	Nicola and Emma to do presentations on their specific area of responsibility
16/11/2022	9	Rebecca Lofthouse to prepare a 'Deep Dive' crib sheet for when OFSTED arrive.
16/11/2022	9	Rebecca Lofthouse to develop a governor visit program and will show what has been achieved

		since the last visits. Needs to be structural with link throughs to audit trail.
16/11/2022	9	HT, Nicola Moorhouse and Rebecca Lofthouse to meet up to discuss recent Skipton Girls High School OFSTED visit
16/11/2022	9	HT to send out presentation slides to all governors
16/11/2022	9	Debbie Joyce to provide up to date feedback on SWOT analysis at the next meeting in January.
16/11/2022	13	Agree meetings dates at January meeting beyond January 2023