

**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD OF
GILLAMOOR C OF E PRIMARY SCHOOL
HELD AT 6.30 PM ON TUESDAY 27TH SEPTEMBER 2022**

Present:	
Chair - Christopher Vowles (CV)	Parent Governor
Andrea Hayes (AH)	Head Teacher
Jane Harper (JH)	Co-Opted Governor
Rev. Mark Brosnan (MB)	Foundation Governor
Paul Normandale (PN)	Co-Opted Governor
Colin Clifford (CC)	LA Governor
Lorraine Hugill (LH)	Staff Governor
Lindsey Roberts (LR)	Parent Governor and Vice Chair
In attendance:	
Clerk - Lydia Waites (LW)	NYCC Clerk

MINUTES

Minute	Details	Action
1.0922	Welcome and introductions The Chair opened the meeting. It was agreed that an item of urgent other business be discussed prior to the meeting start and be minuted as a confidential item – minute 1.0922c refers.	
2.0922	Apologies for absence No apologies were reported.	
3.0922	Election of Chair and or Vice Chair: LW asked if anyone wanted to express an interest in the Chair/Vice Chair positions. CV and LR discussed an interim co-chair arrangement. LR raised fears of over-committing, not being able to commit to co-role in balanced way that would be fair to CV. CV noted he would not want to hold Chair position for longer than one term/year. JH asked whether govs want her support/presence during their transition to Chair. CV welcomed any advice or guidance JH is able to offer. CV was elected as Chair by show of hands and LR was elected as Vice Chair by show of hands.	
4.0922	Annual Register of Business and Personal Interests. Form circulated to governors to sign.	All
5.0922	Register of Gifts and Hospitality Governors signed the circulated form.	
6.0922	Declaration of interests. None reported.	
7.0922	Confidentiality. Confidential minutes recorded prior to opening of meeting – minute 01.0922c refers. Agreed any further items deemed confidential will be highlighted and excluded from minutes as they emerge.	

8.0922	Notification of urgent other business previously notified to the Chair. Discussed in confidential minutes.	
9.0922	Committees: No committees – Organigram takes place of committees. A copy of the Organigram document was circulated to governors. LW advised that governors need to check that they are happy with their areas of responsibility. AH noted the Organigram needs to be updated as some governors have since left/stepped down. AG and SP need replacements. Governors discussed the arrangement of the Organigram and agreed assigned/re-assigned individual roles which were noted. LR is to take on the English role instead of maths LW to circulate updated version of Organigram after meeting.	LW
10.0922	Scheme of delegation to the Headteacher. AH to locate the Scheme of Delegation document and circulate to governors.	AH
11.0922	Pupil Premium AH advised that the pupil premium update will be circulated to governors when she has the last piece of information.	AH
12.0922	Governors with specific responsibilities and Link Governors Governor responsibilities were covered during governor’s revisions to Organigram under Item 9. LW queried whether the mandatory SEND and Safeguarding governors were appointed, and their corresponding training completed. Governors confirmed this. MB volunteered to do the mandatory safer recruitment training.	MB
13.0922	Agree a timetable for Governor monitoring visits AH asked governors to send their availability for her to check alongside the Organigram and get back to them with dates. Noted visits will be termly and asked governors to send 3 dates each for the coming term, before December. Noted can always add more.	Govs + AH
14.0922	Standing Orders LW outlined what the standing orders document entails and advised that governors are to agree on the highlighted areas on the circulated document. CV read out highlighted parts. Governors agreed 6 termly meetings and a 1-year term of office for Chair/Vice Chair, how/when clerk is to circulate final meeting documents, and discussed how the agenda will be updated prior to circulation. Governors all agreed on highlighted parts. Need to agree in next meeting whether all 6 meetings will be clerked – LW to add to next agenda. LH to update governors’ email addresses to reflect the new Chair arrangement.	All + LW LH
15.0922	Code of Conduct Governors signalled their agreement on the circulated code of conduct by show of hands and CV signed the code of conduct document on behalf of the GB; document to be filed in Gov file.	LH
16.0922	To approve, as a correct record, the minutes of the meeting held on Tuesday 10 th May, 2022 Tuesday 11 th July, 2022 AH noted that the circulated minutes for May 2022 were a draft version of minutes; governors consented to agree them as an accurate record. CV signed the minutes. July’s minutes not available – to be circulated and signed in next meeting when located.	LR

17.0922	Matters arising from the minutes No other business	
18.0922	Minutes of Committees held since the last meeting (for information) <i>Ethos Group.</i> No minutes presented – to be shared at next meeting.	AH
19.0922	Report from the Headteacher AH gave a verbal report: Noted new academic year is off to a good start. Staff appointments included a new HLTA in Wrens (who is a trained teacher) and ATA in the same class (who is a trained HLTA). There is also a new music teacher, through Sing Education/RSMF. Pupil admission number is 8 but have accepted 11 in reception this year. 9 in Y1, 8 in Y2, 6 in Y6 – nearly at PAN in each year group. Some spaces in Y3 and 4. The Y3/4 classroom (Robins) is very small and could only accommodate 1-2 more pupils. 11% of school (5 pupils) are mid-year moves. 12% free school meals, which is down from last year and below the 22% national average. 33% pupils on SEN register; national is 12.6%. 2 thirds of these are inherited students. Q: how does this affect our budget? A: have employed new staff for support. Q: do we get extra funding for SEN? A: no; it does impact on budget. Attendance is good – currently at 97%; want to keep it up. Staff wellbeing is improving due to increase in staff – extra pairs of hands has been helpful although new staff are only part-time. Acknowledged staff have lots of responsibilities due to the size of the school. LH asked LW to add H&S to next agenda as an item. Building and infrastructure: looking at making more space, creating a library, moving rooms/facilities around, making a sink area which will be good for juniors to wash up in, optimising space. Still looking at creating a place for staff. The changes should make a significant and positive change to the feel of the school. Quotes for the work are currently being sought. There will be some disruption during renovations – AH asked if any govts are available to help box things up. JH offered horsebox and trailer for storage of bulky items – chairs, tables, furniture, etc.. Leadership and management: discussed in previous meeting. Main focus for this year is teaching/learning, to unpick areas that aren't working and improve progress. Focus will be on making improvements in reading, reading and maths. There isn't a love of reading in the school but AH has some ideas in place to inspire interest. Focus will also be on high-quality teaching and what that looks like. Phonics training for KS1 as well as further teacher training to improve subject knowledge. Current Y1-2 pupils are the most affected by Covid – struggling with behaviour, missed out on playing, etc.. Those are the most challenging year groups. There will be provision and focus groups to help improve progress. New starters for 2023 – posters to go up. Knows of about 6 children who may be	LW JH

	<p>in line to join school. Estimating 11. Hoping there will be a good number again this year.</p> <p>Q: do govs want PAN to stay at 8? A: Raising would mean more money, but space is an issue. Q: do we have space? A: can go up to 9 per year – 7 extra children. Q: does it make a difference if we say 8/9 if we may be taking on 11 pupils anyway? A: Yes - AH explained why. Govs discussed raising PAN to 9 and agreed all happy for AH to fill out form with update to 9.</p> <p>Extra-curriculars, including coffee and cake mornings for donations to Macmillan Cancer Research.</p>	AH
20.0922	<p>Health and Safety AH covered H&S. Noted new parking signs, new procedure for collecting children at the end of the day, and concerns raised over road crossing.</p>	
21.0922	<p>Pupil Outcome Update Nothing to report since summer.</p>	
22.0922	<p>School Improvement Plan/Ofsted Actions/Report SIAMS report: looked at during summer meeting. AH waiting for action plans from 2 members of staff.</p>	AH
23.0922	<p>Governing Board Update Discussed, and governors elected to fill vacant positions, during confidential minutes prior to start of meeting. CV to send out appointment email to the newly-elected Foundation and Co-opted governors.</p>	CV
24.0922	<p>Sports Premium AH explained sports premium/budgeting. Outlined the paper circulated to governors for them to see where funding has been used and why the school must ensure funding is spent. Discussed benefits of sport for children.</p>	
25.0922	<p>Safeguarding Report Covered during previous items, but LW re-ascertained that governors had all read the recent safeguarding document (KCSIE 2022) and undertaken the necessary safeguarding training. Also received confirmation that the school has a public complaints policy on their website and governors are familiar with the complaints policy and procedure. LW to circulate mandatory training links/resources to governors. Recent safeguarding policies have been sent to AH who will circulate them to governors for them to review.</p>	LW AH
26.0922	<p>Budget Monitoring LH gave a recap of the budget monitoring report. Still estimating for electricity. Has noted a provisional 118% increase as per the government prediction. Potential pay rise for staff. Already overspent budget for year – will need to revisit and review after October half term. Teaching staff has increased. LH will bring the revised budget to the December meeting to be approved.</p> <p><i>It was agreed that the detailed update on staffing be minuted as a confidential item – minute 26.0922c refers.</i></p>	LH
27.0922	<p>Governor Training</p>	

	AH circulated training information to governors, including Governor Panel Training and asked if any governors wanted to attend training sessions. CV and LH registered interest. AH reminded that although the school needs to consider budget, training is worth looking at – there are good governor inductions; some are free, and it is helpful to do a spread of governor skills training as this reflects well during the skills audit.	CV/LH All
28.0922	Policy Review Nothing to report.	
29.0922	Any other business Nothing to report.	
30.0922	How has this meeting impacted on the welfare and progress of our pupils? CV outlined the impact of the meeting: <ul style="list-style-type: none"> • Recruitment of new governors will strengthen the capacity of the governing body. • If consideration to agree on an increase in PAN to 9 will have a positive impacted on school finances and cohort sizes for pupil sizing if agreed at Local Authority level. • Building alteration proposals will provide an excellent improvement to the feel of the school and to the facilities available for pupils and staff, particularly regarding the engagement in reading. <p>MB formally recorded thank you to JH and AH for their hard work and service. Governors seconded this. CV closed the meeting with a thanks to AH. Also thanked JH. Noted lots of good things in school are down to their hard work.</p>	
31.0922	Date of next meeting Tuesday 6 th December 2022 (FGB) at 6:30pm.	
	The meeting closed at 9pm	

Actions of the FGB meeting held 27th September 2022.

Item no	Action	Lead
4.0922	Governors to sign circulate Annual Register of Business and Personal Interests form.	<i>All</i>
9.0922	LW to circulate updated version of Organigram after meeting.	<i>LW</i>
10.0922	AH to locate Scheme of Delegation document and circulate to governors as necessary.	<i>AH</i>
11.0922	HT to circulate Pupil Premium document to governors when completed.	<i>AH</i>
12.0922	MB to do more safeguarding training/	<i>MB</i>
13.0922	Govs to send their availability (3 dates each over the following term) to HT for her to check alongside Organigram and get back to them with dates.	<i>Govs + AH</i>
14.0922	LH to update governors' email addresses to reflect to new Chair arrangement. Govs to agree in next meeting whether all 6 meetings will be clerked. LW to add this as an item to next agenda.	<i>LH All + LW</i>
15.0922	Code of Conduct document to be filed in Gov file.	<i>LH</i>
16.09.22	Minutes of Tue 11th July 2022 meeting to be located and circulated/signed in next meeting.	<i>LR</i>
19.0922	LW to add H&S to agenda as agenda item and also add to mins. JH providing horsebox and trailer for storage of bulky items – chairs, tables, furniture, etc.. AH to fill out PAN form with update to 9.	<i>LW JH AH</i>
18.0922	Ethos Group minutes to be shared at next meeting.	<i>AH</i>
22.0922	AH waiting for action plans from 2 members of staff.	<i>AH</i>
23.0922	CV to send out appointment email to Foundation and Co-opted govs elected at start of meeting.	<i>CV</i>
25.0922	LW to circulate mandatory training links/resources to govs. HT to circulate recent safeguarding policies to governors for them to review.	<i>LW AH</i>
26.0922	LH will bring revised budget to December meeting to be approved.	<i>LH</i>
27.0922	CV and LH registered interest in Governor Panel Training. Gov training is worth looking at – there are good governor inductions; some are free and it's helpful to do a spread of governor skills training as this reflects well during the skills audit	<i>CV/LH All</i>

Minutes produced by Lydia Waites – Clerk
Signed (Chair) Date