



We are a welcoming, caring and stimulating school. We inspire a love of learning by nurturing potential, fun and happiness. We celebrate our success as we achieve high standards in all aspects of life; allowing children to grow spiritually, morally and socially within a strong Christian ethos.

"I have come in order that you may have life – life in all its fullness"
John 10:10

ELVINGTON CHURCH OF ENGLAND PRIMARY SCHOOL
Minutes of the meeting of the Full Governing Body held on
Tuesday 20th September 2022 at 6pm

Present

Andrew Buttery (Headteacher)	Phil Watt
Katy McCaffrey	Judi Watson
Chris Bojke	Jodie Sharma (Chair)
Stuart Lloyd	Barbara Ellis
Roseanne Jackson	Dr Bill Pigg

In Attendance

Derek Sutherland - Head of Primary Effectiveness and Achievement
Charlotte Law – Governance Support Officer / Clerk
Sophie Triffitt – Governance Advisor / Clerk

		ACTION
1. Welcome and Opening Prayer	The meeting opened in prayer led by the Headteacher.	
2. Apologies for absence and declarations of interest	Apologies were received, with consent, from Angela Hartley and Sophie Packman. It was confirmed that Ms Packman had also resigned from her governor role. Governor Business Interest Forms The clerk provided governors with business interest forms to complete. Governor Code of Conduct Governors had no questions and agreed to abide by the code of conduct.	
3. Succession Planning – previously distributed.	It was noted that Mr Brett, foundation governor, was awaiting confirmation of appointment from the Diocese. Governors had an open discussion on their intent and commitment to the FGB going forward. Ms Ellis noted that her intention was to remain as a governor until Christmas. All other governors were intending to remain in post. Governors discussed the role of the FGB and how to progress the strategic work of governors and utilise their skillset to drive the school forward and see an impact from the role. The Headteacher noted that it had been difficult for governors through Covid and from previous FGB experience suggested that joint governor training on the strategic role of governance would be beneficial. Action: Governors agreed to meet to discuss the tactical work identified at the session facilitated by Ms Jackson last term Action: Chair to send a doodle poll to find a date for the tactical session. Action: Governors agreed to run a strategy session to work through the longer term strategic work identified, and to pick up the 3 year strategic plan as part of that work.	Govs Chair Govs

	<p>A governor suggested the need to be clear on the commitment level and the strategic, as opposed to operational, focus of the governor role in any recruitment.</p> <p>Action: Governors to complete a skills audit to identify skills gaps for recruitment and training.</p> <p>Action: Arrange training on the strategic role of governors and being 'Ofsted ready'.</p>	<p>Govs</p> <p>HT / Chair</p>																												
4.	<p>Election of Chair and Vice Chair for 2022-23</p> <p>Resolution: Jodie Sharma left the meeting and was unanimously elected as Chair of Governors for a term of one year. (nominated by Mr Watt / seconded by Mr Bojke). Ms Sharma returned to the meeting.</p> <p>Resolution: Katy McCaffrey left the meeting and was unanimously elected as Vice Chair for a term of one year. (nominated by Mrs Watson / seconded by Ms Jackson). Ms McCaffrey returned to the meeting.</p>																													
5.	<p>Minutes of the meeting held on 14th July 2022 – previously distributed.</p> <p>The minutes were agreed to be a true and accurate record of the meeting and approved.</p>																													
6.	<p>Action Plan and Matters Arising not covered by the agenda</p> <p>The Chair would be attending Ofsted Readiness training on 13th October 2022 and asked governors to consider how confident they felt in answering Ofsted questions and suggested governors review the potential questions and consider how this could inform the strategic work of the FGB. The Head of Primary Effectiveness and Achievement offered to work with the Chair and Headteacher to deliver a bespoke training session for governors.</p> <p>The Chair suggested governors have a school e mail address for governor business.</p> <p>Action: Headteacher to set up governors with a school e mail.</p> <p>Action plan:</p> <table><tr><th></th><th>ACTION</th><th>WHO</th><th>UPDATE</th></tr><tr><td>1.</td><td>Working group to consider structural options – including academisation – to be established. Carried forward from 8th February 2022.</td><td>Chair / Headteacher</td><td>On agenda for discussion.</td></tr><tr><td>2.</td><td>Foundation governor candidate to be identified. Carried forward from 8th February 2022.</td><td>Chair / Headteacher</td><td>Complete and awaiting Diocesan confirmation.</td></tr><tr><td>3.</td><td>Positive SATs data to be shared in a user friendly format.</td><td>Headteacher / Sophie Packman</td><td>HT confirmed SATs outcomes were published on the website.</td></tr><tr><td>4.</td><td>Catering tender process to be initiated with notice to be served on the current provider.</td><td>Headteacher</td><td>On agenda</td></tr><tr><td>5.</td><td>Informal meeting to be held on 27th September at 6pm.</td><td>Headteacher / All</td><td>On agenda.</td></tr><tr><td>6.</td><td>Strategy day to be arranged to focus on the short term tactical actions and the three year plan and source a facilitator for the strategic vision discussion.</td><td>Phil Watt</td><td>Ongoing and action updated. The Headteacher noted that the school three year plan would feed into the discussion and suggested a</td></tr></table>		ACTION	WHO	UPDATE	1.	Working group to consider structural options – including academisation – to be established. Carried forward from 8 th February 2022.	Chair / Headteacher	On agenda for discussion.	2.	Foundation governor candidate to be identified. Carried forward from 8 th February 2022.	Chair / Headteacher	Complete and awaiting Diocesan confirmation.	3.	Positive SATs data to be shared in a user friendly format.	Headteacher / Sophie Packman	HT confirmed SATs outcomes were published on the website.	4.	Catering tender process to be initiated with notice to be served on the current provider.	Headteacher	On agenda	5.	Informal meeting to be held on 27 th September at 6pm.	Headteacher / All	On agenda.	6.	Strategy day to be arranged to focus on the short term tactical actions and the three year plan and source a facilitator for the strategic vision discussion.	Phil Watt	Ongoing and action updated. The Headteacher noted that the school three year plan would feed into the discussion and suggested a	<p>HT</p>
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			process to engage parents with governors and the school priorities.	
7.	Communication to be shared with governors relating to board membership and leadership from September.	Katy McCafferey	Complete	
Matters arising: There were no further matters arising.				
7.	Headteacher's Report Pupil Numbers: The number on roll has dropped to 116 but will increase to 118 as of Monday 26 th September 2022. One of the children will be split placement and currently clarifying which school the child (and their data) will be on roll for. Two of the 14 new starters have joined from out of area due to positive word of mouth. The Headteacher noted that every family visit in the last three years has resulted in an application so there is a need to get more people in to look around. The Headteacher informed governors that a four class structure is being investigated for 2023/24. Staffing: For the first time since March 2020 a full complement of staff is in place and Mrs Ingle is the first-choice cover teacher. Staff appraisals will take place after half term. Premises: City of York Council funded the replacement of three sections of the flat roof, the works are two to three weeks behind schedule but will hopefully be off site by Friday 23 rd September 2022. Work has been completed for a new electricity feed into the school, this will be switched over in October half term to avoid any disruption. EYFS Baseline Assessments: The EYFS (Early Years Foundation Stage) baseline assessments have taken place and declaration form completed. They look to be a stronger cohort but some elements of the School Development Plan include focus on EYFS. Data: The school sit in the 8 th percentile of all schools nationally for Reading, Writing and Maths results. In 2017/18 the school ranked 16 th and in 2018/19 ranked 12 th so there is an improving trend and demonstrates the education of the whole child. The Headteacher noted that five children in last years Year 6 had a scaled score of 99 and if those had got the extra mark or two the school would likely be in the top 1%. Challenge: A governor suggested sharing this data success message with the wider community. The Headteacher confirmed that this and other marketing material has been shared with local Nurseries and is expecting a 20 intake for 2023/24. An Open Morning is scheduled for Tuesday 11 th October. Challenge: A governor suggested a targeted social media marketing approach to getting more people to visit the school. The Headteacher noted that some children are not showing on progress data due to having no previous key stage data. Action: Headteacher to circulate the school self-evaluation. The Headteacher had met with the School Improvement Advisor, discussed the priorities and scheduled school improvement visits. The Headteacher was asked to chair the Small School Forum which will support his NPQL qualification. The Head of Primary Effectiveness and Achievement thanked the Headteacher for agreeing to support small schools and added that in the context of Covid the school has done very well on data which has contributed to the Local Authority moving up rankings.			

	<p>The Head of Primary Effectiveness and Achievement confirmed that he was happy to be part of the Headteacher Appraisal but did not need to be part of the mid-year appraisal discussion.</p> <p>Challenge: A governor noted that there are a lot of challenges from being a small school and suggested using the Small School Forum to look at pooling resources and information sharing.</p> <p>Covid / Attendance: The Headteacher reported two confirmed cases of Covid in KS2, split across classes so there is no cluster. When a case is confirmed there is a deeper clean and children reminded of hand washing but school is limited with actions to prevent the spread. Elvington have a larger percentage of parents / carers who will test so there may be more cases identified. The Local Authority priority is attendance and attendance is generally positive but Covid could impact the data. Government guidance is that if a child is well they can return after three days of absence. The Headteacher confirmed that the DfE removed the Covid absence code in August so is now recorded as regular sickness but he can include a note on the system.</p> <p>School dinner numbers have dropped but not as much as expected and there has been no feedback from parents on the price increase.</p> <p>The Headteacher has provided links and signposts to support for those families that are struggling.</p>	
8.	<p>School Development Plan – previously distributed.</p> <p>The Headteacher noted that key actions have been brought forward from last year linking into Maths and English and there is a focus on EYFS.</p> <p>Challenge: A governor asked if there will be measurable areas to monitor impact. The Headteacher explained that impact will be seen through the year in the pupil data.</p> <p>Challenge: A governor questioned if the plan should include clear success criteria. The Headteacher explained that he did not want to include a set percentage target to be more focused on the individual impact which will then impact the whole. With small cohorts it can be difficult to work in defined percentages and there are pupil accelerator progress measures which is more impactful than a percentage target.</p> <p>Challenge: A governor noted the need to ensure scrutiny and for governors to monitor success / achievement. The Headteacher confirmed that data drops through the year will be shared with governors.</p> <p>Challenge: A governor suggested including a measure of expecting 100% of children to meet expected target or better.</p> <p>Action: Headteacher to circulate the formative and summative assessment presentation to governors.</p> <p>Challenge: A governor noted the need to be specific between progress and attainment.</p> <p>Challenge: A governor questioned how the FGB will drill into the data.</p> <p>The Headteacher explained that he utilises Fischer Family Trust data for target setting ensuring that improvement happens every year and supports the focus on each child and them making or bettering their expected progress.</p> <p>Governors discussed the use of data in an Ofsted visit and the Head of Primary Effectiveness and Achievement noted the need for governors to understand what a good curriculum and provision looks like.</p> <p>The Headteacher informed governors that the curriculum offer and progression of skills documents have been in place since September 2020 and suggested a session to update governors.</p>	HT
9.	<p>Link Responsibilities</p> <p>Action: Ms McCaffrey to circulate link and committee alignments for governors to review and respond by Friday 30th September 2022.</p>	KM

	<p>Ms McCaffery and Mr Bojke attended link governor training through CYC and recommended the session to other governors.</p> <p>The Headteacher encouraged governors to make link visits as staff would benefit from the opportunity for discussion and questioning around their curriculum area. Subject Leader time is on a Friday.</p> <p>A governor suggested implementing a link governor visit plan / schedule.</p> <p>Mr Lloyd left the meeting at 7.46pm.</p> <p>Challenge: A governor emphasised the need to have link governor reports submitted to the FGB.</p> <p>The Chair asked governors to consider if they felt confident that they have the right questions to ask to facilitate a meaningful discussion.</p> <p>The Headteacher explained the work done with Curriculum Leads to be deep dive ready with a focus on continuity of evidence, using staff meeting time for subject focus and having evidence of the impact of that subject on a child at Elvington.</p>	
10.	<p>Update on Strategy</p> <p>Discussed as part of the actions update.</p>	
11.	<p>Update on Catering Costs</p> <p>The Headteacher made governors aware that the SBM will be off work for an unknown period of time and there is no cover through the Local Authority at this stage. The Headteacher suggested waiting for the SBM to return as they were the key driver to the exploratory works. Mellors had agreed to pause the conversation as they recognised the importance of the SBM in this conversation.</p> <p>The Headteacher noted that when Mellors took over he did speak with them about actions that could increase take up of school meals but beyond sharing menus no action has been taken.</p> <p>Governors discussed the governor role in this work and the crossover between operational and strategic but felt that given the risk to the finances of the school this is a priority and a governor raised concern at an undefined pause on the work and suggested developing a sequenced plan of action.</p> <p>Action: On request of governors Headteacher to provide:</p> <ul style="list-style-type: none"> - number of meals sold prior to the price increase and number sold following the rise. - percentage of take up of school meals split by Key Stage. - a sequenced plan of action for the catering project. <p>Resolution: Catering Working Party was agreed as Ms Jackson, Mr Bojke, Ms McCaffrey, Mrs Watson, Headteacher and SBM.</p> <p>Resolution: Governors agreed the Terms of Reference.</p>	HT
12.	<p>Academy Update</p> <p>The Headteacher explained that the White Paper was released in March and stipulates that all schools should be an academy by 2030 but currently feels well supported by the Local Authority.</p> <p>Governors discussed the drivers for academising and which MATs to engage with.</p> <p>Challenge: A governor questioned what difference being part of a MAT would have made to current and ongoing risks as it seemed from questioning SYMAT there would have been no benefit to the needs of Elvington.</p> <p>Action: It was agreed to include academisation as part of the tactical / strategic session.</p>	Chair
13.	<p>Marketing</p> <p>Action: Governors to make approaches to source a governor with marketing experience or someone that would be able to offer adhoc support.</p>	Govs

	Action: Headteacher to make a request for support from someone with marketing / social / digital background in the school newsletter.	HT
14.	<p>Committee Reports – previously distributed.</p> <p>a) Staffing, Finance and Premises Committee – 04/05/22 – previously distributed. The minutes of the meeting were noted.</p> <p>Resolution: Governors approved the Terms of Reference.</p> <p>b) Achievement and Curriculum Committee – 28/06/22 – previously distributed. The minutes of the meeting were noted.</p> <p>Resolution: Subject to the removal of ‘clerk’ from point 5 governors approved the Terms of Reference.</p>	
15.	<p>Policies for Review / Renewal – previously distributed.</p> <p>a) Behaviour Principles – Written Statement</p> <p>b) Data Protection</p> <p>c) Equality Information and Objectives</p> <p>d) Information Policy</p> <p>e) Information Security Incident Reporting Policy</p> <p>f) Information Security Policy</p> <p>g) Special Category Data Policy</p> <p>h) SEND Policy</p> <p>i) Acceptable Use Policy – ICT</p> <p>j) Allegation of Abuse against Staff</p> <p>k) Archive Policy</p> <p>l) Behaviour in Schools Policy</p> <p>m) Equality, Equity, Diversity and Inclusion Policy</p> <p>n) Marking and Feedback Policy</p> <p>o) Online Safety Policy</p> <p>Challenge: A governor asked where governors would find Online Safety training. The Headteacher explained that there is training on NSPCC and CEOP.</p> <p>p) Relationships and Health Education Policy</p> <p>q) Social, Emotional and Health Education Policy</p> <p>Resolution: Governors approved the above policies.</p>	
16.	<p>Governor Business</p> <p>a) Governor Training Governors were encouraged to access training.</p> <p>b) Governor Vacancies Governors agreed to try and recruit a governor with marketing or communications experience.</p>	
17.	<p>Review of Upcoming Events in the School Calendar (standing item)</p> <p>The Headteacher noted that the Harvest Festival will be on 5th October 2022.</p> <p>Parents evening will mainly be face to face but there will be an offer for a virtual session and school jotter used for booking.</p> <p>A Parent Questionnaire will be done in the summer term and Staff Survey in January 2023.</p>	
18.	<p>Any Other Business</p> <p>There were no items for discussion under AOB.</p>	
15.	<p>Date and Time of Future Meetings – previously distributed.</p> <p>Wednesday 23rd November 2022 - Staffing, Finance and Premises Cttee 6.00 pm</p> <p>Tuesday 6th December 2022 - Achievement and Curriculum Cttee 3.30 pm</p> <p>Wednesday 11th January 2023 - Staffing, Finance and Premises Cttee 6.00 pm</p>	

Tuesday 24 th January 2023 - FGB 6.00 pm Tuesday 28 th February 2023 - Achievement and Curriculum Cttee 3.30pm Tuesday 14 th March 2023 - FGB 6.00pm Tuesday 2 nd May 2023 - Staffing, Finance and Premises Cttee 6.00 pm Tuesday 20 th June 2023 - Achievement and Curriculum Cttee 3.30pm Tuesday 11 th July 2023 – FGB 6.00pm	
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The meeting ended at 8.42pm.

These minutes were approved by the Chair of governors at the FGB meeting held on 24th January 2023.

Action Plan following the meeting held on 20th September 2022

	ACTION	AGENDA ITEM	WHO	WHEN
1.	<i>Strategy day to be arranged to focus on the short term tactical actions and the three year plan and source a facilitator for the strategic vision discussion.</i> Include academisation as part of the tactical / strategic session.	15 (14.07.22) 12	Chair Chair	October 2022 October 2022
2.	Governors agreed to meet to discuss the tactical work identified at the session facilitated by Ms Jackson last term	3	Governors	October 2022
3.	Chair to send a doodle poll to find a date for the tactical session.	3	Chair	September 2022
4.	Governors agreed to run a strategy session to work through the longer term strategic work identified, and to pick up the 3 year strategic plan as part of that work.	3	Governors	October 2022
5.	Governors to complete a skills audit to identify skills gaps for recruitment and training.	3	Governors / Katy McCaffrey	October 2022
6.	Arrange training on the strategic role of governors and being 'Ofsted ready'.	3	Headteacher / Chair	November 2022
7.	Headteacher to set up governors with a school e mail.	6	Headteacher	September 2022
8.	Headteacher to circulate the school self-evaluation.	7	Headteacher	September 2022
9.	Headteacher to circulate the formative and summative assessment presentation to governors.	8	Headteacher	September 2022
10.	Ms McCaffrey to circulate link and committee alignments for governors to review and respond by Friday 30 th September 2022.	9	Katy McCaffery	September 2022
11.	Catering: On request of governors Headteacher to provide: <ul style="list-style-type: none"> - number of meals sold prior to the price increase and number sold following the rise. - percentage of take up of school meals split by Key Stage. - a sequenced plan of action for the catering project. 	11	Headteacher	October 2022

12.	Governors to make approaches to source a governor with marketing experience or someone that would be able to offer adhoc support.	<i>13</i>	<i>Governors</i>	October 2022
13.	Headteacher to make a request for support from someone with marketing / social / digital background in the school newsletter.	<i>13</i>	<i>Headteacher</i>	October 2022

APPROVED