



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 11th July 2023 at 6pm

Present Andrew Buttery (Headteacher) Jodie Sharma (Chair)
 Katy McCaffrey David Brett
 Rosanne Jackson *arrived 18:08* Samantha Ware
 Charlotte Palmer Bruce Cole

In Attendance Nicola Jolly (School Business Manager) *left 19:08*
 Caroline Rigden (Governance Support Officer / Clerk)

		ACTION
1.	<u>Welcome and Opening Prayer</u> The meeting opened in prayer led by the Headteacher. Th Chair welcomed everyone to the meeting, with governors introducing themselves to potential new governor Bruce Cole.	
2.	<u>Co-option of New Governor</u> Bruce Cole outlined his extensive career in education and experiences. <i>18:08 Rosanne Jackson arrived</i> <i>18:09 Bruce Cole stepped out</i> The co-option of Bruce Cole onto the governing body was proposed by Jodie Sharma and seconded by Samantha Ware. Katy McCaffery abstained from the vote as the proposed member was a relative. Governors voted to co-opt Bruce Cole on to the governing body. <i>18:11 Bruce Cole returned to the meeting</i>	
3.	<u>Budget monitoring CFR P2 and budget variances</u> The School Business Manager highlighted sections from the report. As it was quite early on in the financial year, there were few variances detailed in the report but there were continuing concerns with costs for energy remaining uncertain, issues with catering charges increasing and the potential of staff pay increases being unbudgeted. USM (Universal School Meals) funding had increased from £2.41 to £2.53. The Headteacher added that if an agreement with Teaching Unions was reached, if above the budgeted for increase, that pay increase would need to be fully funded.	

	<p>The SBM had received feedback from City of York Council on the submitted budget. Every maintained school in York had submitted a deficit budget for the year, although some were showing a surplus in year two. Schools who were continuing to show a deficit position would be contacted by CYC and a visit would be arranged to help support schools improve their financial position. A request for more information and advice had already been submitted from the school as the budget had already been cut as much as was possible.</p> <p>The SBM reiterated the position of CYC was that a budget had to show a surplus within three years.</p> <p><i>A governor asked if there were other ways that the deficit position could be reversed.</i></p> <p>The SBM replied that only staffing restructuring would be able to have the effect needed and with pupil numbers informing levels of staffing it was very difficult to manage.</p> <p>The SBM had talked with other colleagues, and they agreed that there was no way further savings could be made.</p> <p>The Chair welcomed the support from CYC and hoped that the visit would prove productive.</p> <p>The Headteacher had looked at reducing staffing levels and even cutting all support staff would not have a long-term improvement on finances.</p> <p>No letter had been received yet by any local school about the support offer and visit from the Council. The Headteacher had met with a representative from the DfE (Department for Education) to get clarity around a continued deficit position and other aspects of financial management. Once the meeting had finished the rep had indicated that the situation was similar in other small schools they had met with, so the situation was not unique to Elvington. The Headteacher expressed concerns about continuing lack of improvement of finances and the impact it would have on pupils and the school.</p> <p><i>A governor asked of the schools going into surplus in year-two were any of them in a MAT (Multi Academy Trust).</i></p> <p>The SBM replied that they only knew about maintained schools and that it was larger schools who saw an improvement in year two.</p> <p>The Headteacher added that it wasn't just maintained schools who were seeing continued deficit budgets but across all education.</p> <p>The Chair stated that it might be time to investigate becoming part of MAT. They had met with Ian Dolben, Chair of SYMAT (South York MAT) Trust Board, to talk about the growth of the MAT and the introduction of a Primary School Improvement Lead, who was the Headteacher of Dunnington CE Primary School. There were no concrete plans in place for the Trust's expansion, but it would be worth looking at SYMAT along with other MATs to see what each offered.</p> <p>It would be worth spending time in September discussing options and the viability of joining a MAT.</p> <p>The SBM added that there was a new Trust in the area with TEAL (The Education Alliance) who were in discussions with Naburn Primary School.</p> <p>AGENDA: Discuss MAT options and a work plan at the first FGB meeting in September.</p> <p>The Budget Monitoring Report was accepted by governors and signed by the Chair.</p>	
4.	<u>School Business Manager Report</u>	
A)	<p><u>Catering update</u></p> <p>Mellors Catering Services had increased their prices from September rising to £3.76 per meal. The SBM advised governors that an increase in the meal price would be advisable, rising to £3.50 from</p>	

£3.06 per meal.

Mellors had been trying to add various charges, including billing for the Coronation Bank Holiday. The Headteacher explained that this bill had been disputed as it was a known closure, unlike the unexpected electrical outage. School would not be paying the bill.

A governor asked what the other options for catering were.

The SBM replied that there was still one year remaining in the contract, although notice could be given but this was expensive. There were not many alternatives available and whatever these were could be more expensive than the existing contract. A review could start in September, of other providers and looking at moving provision in house, involving discussion with Sue Wilson at CYC and would be a significant piece of work.

The SBM broke down the costs further, as Mellors had wanted to charge a subsidy for their predicted shortfall between sales and costs. School had not agreed to a subsidy, so Mellors increased the cost of meals further. This would result in the need to charge parents £5.40 to fully cover costs and, with meal prices currently at £3.06, this was an unfeasible increase. Breakfast Club prices had been increased to £3.50 and it was proposed the meal price was in line with this at £3.50.

A governor asked if there had been any legal support provided by CYC over the proposed charges and contract.

The SBM replied that advice had been taken and that school did not have to pay the additional charges above the contracted ones.

The contract did not provide any parameters over increases of labour, inflation, and food costs.

A governor asked if the contract had specified the volume of meals provided.

The SBM explained that the contract meal price had been set on costs not sundries. The food cost was lower but had included extra costs.

A governor asked if an up-to date price could be sought from North Yorkshire County Caterers.

The SBM replied that the previous quote had been based on quantity of meals, which a price increase if it dropped below the threshold set, however a new quote could be requested during the review in September.

The Headteacher added that there had been an additional concern with Mellors around a malfunctioning freezer that had not been resolved quickly. The new cook had raised a concern about the freezer and, after the freezer was condemned during a service by Wards, a discussion with CYC led to a replacement freezer being purchased, funded by CYC, and installed quickly. The Headteacher highlighted concerns that if the issue had continued unnoticed there could have been risk to pupils.

The SBM asked that the new meal price was agreed as communication in the price increase would need to be sent out before the end of term.

A governor asked if there had been parents who struggled to pay for meals.

The SBM replied that as part of the letter parents were signposted to FSM (Free School Meals) but there were only three Pupil Premium pupils in school. FSM was based on income and those on a combined income meant it was more difficult to apply for.

A governor asked if there were other places for support, such as Foodbank, that parents could be signposted to.

The SBM replied that Trussell Trust (which school support at Harvest Festival) had several locations

in York but were struggling due to increased needs.

A governor asked if more legal advice could be sought about the existing catering contract.

The SBM replied that there had been regular contact with CYC legal support and was unsure that any further support would change the situation.

Katy McCaffery offered to review the contract and use her contacts to see if anything more could be done. The SBM would email the contract over.

A governor asked if penalties were enforceable and raised the suggestion that it could be cheaper to change company.

The Headteacher explained that smaller school were often not seen as viable for catering services and it was normal for clauses to be added to protect the catering service.

The Chair raised the concern about Mellors adding extra charges and asked what the next steps would be.

The SBM replied that the review in September would be the first step and would include the costs of bringing the service in-house, but agreed that the extra charges were a concern as there had been a charge of £500 for stationery, which covered costs in the office rather than items used in school, which did not seem to be much of this charge.

The Headteacher added that the existing kitchen staff were not experienced in managing the kitchen and raised the concern of who would cover illness.

The SBM knew of another local Primary School who had taken catering in-house and could get some feedback on the process and results.

Governors agreed to increase the price of meals to £3.50.

The Headteacher explained that there had been a letter sent out previously about meal price increase and this could be amended with the letter going out in the next week.

B) Under 5s Letting

The SBM explained that the Under 5s letting needed review and advised governors to increase the rates to cover costs of utilities.

It was initially thought that the original letting agreement had been made through the Diocese, with the land being leased to Under 5s and the building provided by themselves.

It was an unusual agreement as the only rates to be paid were for water and drainage supply.

A governor asked if Under 5s paid for their own electricity or was that provided through school.

The Headteacher confirmed that Under 5s paid their own electricity costs.

The SBM continued that the agreement was supposed to be reviewed annually but this had not happened as far as they could tell for the last few years.

A governor added that the rate may have increased around ten years ago to £66.67 a term.

A governor pointed out that clause 7.3 of the agreement was restrictive with timings set and the discussion currently taking place, but the whole agreement could be replaced after three months consultation.

A governor asked what the water costs were for the school and was it metered.

The SBM replied that it was about £2.5k and not metered.

	<p>The Headteacher was empathetic to the difficulties a large increase could cause for Under 5s and the increase of income to school would not have much impact. There was a good relationship in place between school and Under 5s and the Headteacher did not want to damage this.</p> <p><i>A governor asked if there were any other costs associated with Under 5s being on the school property.</i></p> <p>The SBM replied that Under 5s were using the waste disposal facilities and were taking advantage of this at times. It could be something added to a new agreement with guidelines being put into place.</p> <p>The Under 5s building had recently had roof repairs but the condition of the rest of the building was declining. The SBM believed that if the costs of the building and rates were to increase that the provision may well fold, although there was already this risk with falling numbers.</p> <p><i>A governor asked if it would be possible for the school to bring in under 5s provision.</i></p> <p>The Headteacher replied that there was potential but that Little Green Rascals nursery was already providing sufficient provision and although not in direct competition with Under 5s this could have an impact on children numbers and costs. There could be an improvement seen to Under 5s with the change in free childcare hours in 2024.</p> <p>The Chair wanted to understand what proportion of the water and drainage were used by Under 5s, and whether the income currently received was covering costs, and potentially adding joint waste provision, as this could also show CYC finance support visit that all options had been assessed for the budget.</p> <p>The SBM had looked at a council-maintained nursery within a school and the income received from that was £9k including building maintenance. This would not be possible to achieve at Elvington as the agreement was with the school not the council and the building had been provided by Under 5s. It would be possible to use the CYC standard letting agreement as the basis for a new agreement once the costs had been assessed and agreed.</p> <p>Communication with Under 5s was only required if an increase was happening.</p> <p>The Headteacher explained that this work would not be able to take place before the summer break and it would probably be best to look at this during the Autumn Term.</p> <p>There was the possibility of an increase in price from the water company, so it would make sense to contact Yorkshire Water to see if there was a way of measuring Under 5 usage or whether it would just be better to use a set percentage e.g 10%.</p> <p><i>A governor asked if it was understood where the £200 rate had originated and suggested that the original costs could be looked at to see if it was a set percentage or just a random figure.</i></p> <p>The SBM agreed this could be investigated but that no action would be taken until the next term with the view that any changes made would start from January 2024.</p> <p><i>19:08 Nicola Jolly left the meeting</i></p>	
5.	<p><u>Apologies for absence and declarations of interest</u></p> <p>No apologies were received, and it was noted that Chris Bojke was absent without consent.</p> <p>Katy McCaffery had declared an interest in the co-option of new governor Bruce Cole.</p>	
6.	<p><u>Minutes of the meeting held on 14th March 2023</u></p> <p><i>Previously distributed</i></p>	

	The minutes were agreed to be a true and accurate record of the meeting and approved.																				
7.	<p><u>Action Plan and Matters Arising not covered by the agenda</u></p> <p><u>Action plan:</u></p> <table><tr><th></th><th>ACTION</th><th>UPDATE</th></tr><tr><td>1.</td><td>Samantha Ware to co-ordinate the new governor profiles for the school website.</td><td>An email request would be sent out to collate information and website updated by September.</td></tr><tr><td>2.</td><td>The Head suggested a virtual meeting with the Assistant Director of Education, the Chair, and any external associate for the church school committee.</td><td>Olivia Seymour, Assistant Director of Education, had visited three weeks previously, but the meeting had not been discussed. The visit had been successful with actions completed to the visitor's expectations.</td></tr><tr><td>3.</td><td>Vice Chair to share project template examples to consider for revision of SDP format.</td><td>On agenda, item 10.</td></tr><tr><td>4.</td><td>The Headteacher and Safeguarding link governor Katy McCaffrey would make an appointment to review the safeguarding at Elvington.</td><td>Complete. The meeting had taken place to go through all aspects of safeguarding, including how DBS (Disclosure and Barring Service) worked, to give a good overview.</td></tr><tr><td>5.</td><td>Samantha Ware to complete governor recruitment adverts.</td><td>Complete.</td></tr></table> <p><u>Matters arising:</u></p> <p>4. The Safeguarding Link Governor asked that all governors email confirmation that they had read the most recent KCSIE (Keeping Children Safe In Education) guidance by the next meeting in September.</p> <p>ACTION: Governors to email confirmation to Katy McCaffrey that they have read KCSIE 2023 guidance.</p> <p>There was also the question if all governors had completed the required training, which it was agreed would be looked at in September and could include Diocese and safer recruitment.</p> <p>The Headteacher added that, following the safeguarding meeting, the Child Protection Policy had been updated to reflect the changes in KCSIE and would be covered later in the meeting although it was not due for approval until September.</p> <p><i>A governor asked if there was a gender policy at the school.</i></p> <p>The Headteacher replied there was one now in place.</p>			ACTION	UPDATE	1.	Samantha Ware to co-ordinate the new governor profiles for the school website.	An email request would be sent out to collate information and website updated by September.	2.	The Head suggested a virtual meeting with the Assistant Director of Education, the Chair, and any external associate for the church school committee.	Olivia Seymour, Assistant Director of Education, had visited three weeks previously, but the meeting had not been discussed. The visit had been successful with actions completed to the visitor's expectations.	3.	Vice Chair to share project template examples to consider for revision of SDP format.	On agenda, item 10.	4.	The Headteacher and Safeguarding link governor Katy McCaffrey would make an appointment to review the safeguarding at Elvington.	Complete. The meeting had taken place to go through all aspects of safeguarding, including how DBS (Disclosure and Barring Service) worked, to give a good overview.	5.	Samantha Ware to complete governor recruitment adverts.	Complete.	ALL GOVS
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8.	<p><u>Headteacher's Report</u></p> <p><i>Previously distributed</i></p> <p>The Chair invited governors to ask questions on the previously distributed papers surrounding the Headteacher's report.</p> <p><i>A governor asked if the number of pupils passing the phonics test was decreasing.</i></p>																				

	<p>The Headteacher replied that the Y1 cohort were higher needs than previous needs but that progress over time was strong. There was the hope that the introduction of Little Wandle Scheme would help support pupils further. The results showed the school to be 1% over the national average.</p> <p><i>A governor asked what the monitoring part of the report had shown.</i></p> <p>The Headteacher replied that there had been evidence showing strong progress over time. The school had had no formal moderation, but by internal monitoring of teaching and learning it was a reminder to all staff to maintain and improve standards. With an Ofsted inspection expected in the next term school were keeping pupils’ books to show progress over year, instead of sending them home at the end of this term but they would be sent later in the year.</p> <p><i>A governor asked if there were any areas for improvement that had been identified.</i></p> <p>The Headteacher shared that marking had been identified, with pupils becoming more invested in the process to ensure they were reaching goals.</p> <p><i>A governor asked what the acronyms SMSC and FBV mean.</i></p> <p>The Headteacher explained that SMSC was Spiritual, Moral, Social, and Cultural development and FBV was Fundamental British Values. There was a tracking document for FBV, which was updated throughout the year, for each teacher to add class specific or whole schoolwork completed that meet a value. There was evidence of these activities including photographs on the school website.</p>																																																			
9.	<p><u>SATS results Data Update</u></p> <p>The Headteacher had sent the Y6 SATS results data by email earlier in the day. There had been some issues accessing the data on the Primary Assessment Gateway due to heavy traffic, but all the data had been downloaded and prepared for the website and for parents. National results would be announced in September so benchmarking would be completed then.</p> <p>The Headteacher then shared results data as follows:</p> <p>EXS – working at Expected Standard.</p> <table><tr><th></th><th>Results 2023 (%)</th><th>Local Authority results 2023 (%)</th><th>National Results 2022 (%)</th><th>Compared to 2022 results (%)</th></tr><tr><td>EYFS (Good)</td><td>86</td><td>69.6%</td><td>65.2%</td><td>+ 21</td></tr><tr><td>Phonics Screening (Pass)</td><td>76</td><td>76.1%</td><td>75.7%</td><td>+ 1</td></tr><tr><td>Y2 Reading (EXS or better)</td><td>86</td><td>68.9</td><td>67.1</td><td>+ 19</td></tr><tr><td>Y2 Writing (EXS or better)</td><td>86</td><td>61.1</td><td>57.8</td><td>+ 28</td></tr><tr><td>Y2 Maths (EXS or better)</td><td>93</td><td>70.7</td><td>67.8</td><td>+ 25</td></tr><tr><td>Y2 Combined (EXS or better)</td><td>86</td><td>54.7</td><td>53.2</td><td>+ 33</td></tr><tr><td>Y2 Reading (Higher Standard)</td><td>50</td><td></td><td>18.1</td><td>+ 32</td></tr><tr><td>Y2 Writing Higher Standard</td><td>36</td><td></td><td>8</td><td>+ 28</td></tr><tr><td>Y2 Maths, Higher Standard</td><td>50</td><td></td><td>15.2</td><td>+ 35</td></tr></table>		Results 2023 (%)	Local Authority results 2023 (%)	National Results 2022 (%)	Compared to 2022 results (%)	EYFS (Good)	86	69.6%	65.2%	+ 21	Phonics Screening (Pass)	76	76.1%	75.7%	+ 1	Y2 Reading (EXS or better)	86	68.9	67.1	+ 19	Y2 Writing (EXS or better)	86	61.1	57.8	+ 28	Y2 Maths (EXS or better)	93	70.7	67.8	+ 25	Y2 Combined (EXS or better)	86	54.7	53.2	+ 33	Y2 Reading (Higher Standard)	50		18.1	+ 32	Y2 Writing Higher Standard	36		8	+ 28	Y2 Maths, Higher Standard	50		15.2	+ 35	
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	Reading average scaled score 108.8 in 2022 (national 105 in 2022) + 3.8				
	Reading	86	78.9	73	+ 13
	Writing	93	73.7	71	+ 22
	Maths average scaled score 106.7 in 2022 (national 104 in 2022) + 2.7				
	Maths	93	76.2	73	+ 20
	Grammar, Punctuation & Spelling average scaled score 108.3 in 2022 (national 105) + 3.3				
	Grammar, Punctuation & Spelling	86	73.5	72	+ 14
	Reading, Writing, Maths combined	86	64.1	59	+ 27
	Reading (Higher standard)	57		27.7 (2022)	+ 29
	Writing (Higher Standard)	57		12.9 (2022)	+ 44
	Maths (Higher Standard)	36		22.4 (2022)	+ 14
	Grammar, Punctuation & Spelling (Higher Standard)	50		28.3 (2022)	+ 22
	<p>The Headteacher shared that that Y6 pupils had performed exceptionally well, and that an improved ranking of the school from the top 8% to top 6% would be likely.</p> <p>Some points to note was that the pass mark had been reduced dramatically for age related learning from 29/50 to 24/50. Most pupils had passed with 30/50, so the reduction in pass mark would have made no difference and highlights how well pupils performed.</p> <p>Two pupils, who had moved in-year and had been assessed as working below expected standard, had achieved expected standard across the board.</p> <p>The internal data had shown great progress and how important taking a holistic approach to learning was.</p> <p>The Chair exclaimed that the results were phenomenal and praised pupils for all their efforts.</p> <p>The Headteacher replied that the results were not just about Y6 but showed how changes made in earlier years could feed up into the final year for SATS and ensured the best results possible.</p> <p>The results were fantastic and the Headteacher was looking forward to sharing these results with parents and that is showed the school well for the expected Ofsted inspection next year</p> <p>The Chair repeated their thanks to staff for all their work and praised pupils for achieving excellent results and making great progress.</p>				
10.	School Development Plan (SDP) <i>Previously distributed</i>				

	<p>The Headteacher had completed and shared the new format for the SDP for use from September. It would look at outcome actions and KPIs (Key Performance Indicator) and have tracked versions that would make it easier to scrutinise. The completed version for 2023-24 would be shared at the first Full Governing Body Meeting in September.</p> <p><i>19:39 Charlotte stepped out</i></p> <p><i>A governor asked if there was a target related KPI.</i></p> <p>The Headteacher explained that school should be looking for progress over time and how learning linked together rather than an aspirational percentage, as progress was more important than results for pupils. The Headteacher had been concerned about using KPIs but wanted to find a balance between school and business format.</p> <p>Photographs could be a beneficial piece of supporting evidence as they were user friendly and could show more than a report or piece of work.</p> <p>The SEF (Self Evaluation Form) would be updated with the results data and would hopefully show the school ranked higher in National performance.</p> <p><i>19:41 Charlotte returned to the meeting</i></p> <p>The Chair shared that they were still working on the crib sheet which would have important things to remember and would ensure governors felt more prepared for an Ofsted visit. This would be shared once the SDP was complete for the next year.</p>	
11.	<p><u>Literature Review</u></p> <p>It was agreed that this item was moved to the next meeting in September due to the absence of Chris Bojke.</p>	
12.	<p><u>Communications to Parents</u></p> <p>The Chair talked about sending a Governors Statement out to parents to share the changes to the governing board, what business had been covered and the expectations for September.</p> <p><i>A governor noted that if the communication was for parents it would be important to ensure the level was right and using language parents could understand instead of educational jargon.</i></p> <p>The Headteacher added that it should be something to read in a few minutes, refer to the curriculum, wider curriculum, achievement and progress in school. It could also include comments from visitors to the school, as well as church services, nativity and show an interaction with the wider school.</p> <p>The Chair wanted it to show what governors did and they impact they had on school. Although with the end of term very close it would be tricky to get this sorted by the end of term.</p> <p>The Headteacher suggested that it could be sent out in the summer holidays or the beginning of the school year.</p> <p><i>A governor asked if it went out in the holidays would new starters receive the communication.</i></p> <p>The Headteacher replied that they would, as they were already included in school communications to help them to transition into the school community.</p> <p>The Headteacher had a previous communication which he would share with the Chair, and the Chair would share their efforts with governors before sending out the communication.</p>	

13.	<p><u>Review of the Year</u></p> <p>The Chair asked governors how they felt the year had gone. She added that she had found the role of Chair challenging and had had to learn a lot in a short space of time. She had found that spending time in school had been very helpful and encouraged governors to visit when they could. The Governing Board had had quite a lot of movement during the year and the Chair felt they could have better supported new members, which would be discussed later on the agenda.</p> <p><i>A governor commented that they were pleased to have more governors and felt it added a new energy to the board.</i> There did not seem to have been much communication over the last few months and was concerned about the gap between the full governing body meetings as a lot of activity had occurred between these dates.</p> <p>The Headteacher shared that he felt the board was in a much stronger position than the previous year and had been concerned that governance was a weakness. The Headteacher no longer felt this way and was sure with development and more visits by governors in schools it could keep improving. It would be good for governors to be able to articulate what was good about Elvington School, highlighting the holistic education provided. It was hard to do everything well, but with the strong level of performance across the curriculum it would be a good time to develop governors knowledge.</p> <p><i>A governor suggested that an annual evaluation of the board could be of use and help focus the direction for the next year.</i></p> <p><i>Another governor had been concerned about the loss of tacit knowledge but felt there was a more structured approach to governance now, although this was still in development.</i></p> <p>The Chair agreed and thought that governors could use visits to support their learning and how these could link into the bigger picture of the school. It would be useful to set priorities for the board in September and ensure that meetings and visits were used to drive board discussion.</p> <p>The Headteacher wanted to remind governors that it was not all negative and there were clear improvements happening, but to remember it would always be a work in progress. The Headteacher felt that governance was good at the moment but had the opportunity to become outstanding.</p>	
14.	<p><u>Committee Reports</u> <i>Previously distributed</i></p> <p>A) <u>Staffing, Finance and Premises</u> <i>Minutes of meeting held 02/05/2023</i></p> <p>The Chair of the Staffing, Finance and Premises Committee gave a brief update from the meeting which had covered school meals, under 5s, the first year of deficit, and other funding opportunities. The Chair requested that if anyone heard about potential grants and funding, please get in touch with Nicola Jolly, SBM. A safety walk had been completed with no major points to note. There had also been discussions on affordable school uniform.</p> <p>B) <u>Achievement and Curriculum</u> <i>Minutes of meeting held 21/06/2023</i></p> <p>The Chair gave a brief update on items covered at the committee meeting highlighting data scrutiny, the SDP, and the SEND link visit with Rachel Haffey, SENCO, which had been a positive and</p>	

	<p>uplifting conversation about the support given to SEND and this was reflected all way through the school and into transition. The SENDCO relationship with parents was hard, especially with how Mainstream Media reports the lack of resources and support available. The committee had been delighted with the fantastic results from Y6 and had noted the next was a very different cohort.</p>	
15.	<p><u>Policies for Review/Renewal</u> <i>Previously distributed</i></p> <p>A) <u>Phonics and Early Reading</u> The Headteacher explained that this was an updated policy that was based on theory at this point in time and would be in practice from September. The website would be updated in September to reflect the introduction of Little Wandle.</p> <p>The Staff governor shared that there would be parent meeting about Little Wandle on 19th September to introduce the scheme and to encourage parent participation, with all EYFS and KS1 invited.</p> <p>The Headteacher commented that the scheme seemed dry, formulaic and with no enjoyment of reading.</p> <p>The Staff governor added that the introduction of phonics ‘alien’ words did not happen until the summer term of Y1 and there was a concern about the timing of this.</p> <p>The Headteacher replied that there had been a dip in results seen in schools who had been using the scheme for a while and felt staff were strong enough in knowledge to be able to amend and adapt as necessary to ensure that this did not happen.</p> <p>Governors approved the policy.</p> <p>B) <u>Child Protection and Safeguarding Policy</u> *for information only</p> <p>C) <u>Changes to Child Protection and Safeguarding Policy</u> The Headteacher had shared the updated policy early, as it was due to be approved in September and had added in updates from KCSIE 2023 and included a flowchart from safeguarding.</p> <p><i>A governor had a concern about the online safety section as well as the inclusion of Sharing of nudes and semi-nudes (sexting).</i></p> <p>A discussion followed about the appropriateness of this with the Headteacher confirming that it would be handled sensitively in a communication to parents.</p> <p>The Headteacher had also included the safer recruitment and allegations against staff as appendices. The overview document shared had all the changes listed for governors to easily see and so they would be aware of the changes.</p> <p>The policy would be submitted for approval at the first Full Governing Body Meeting in September.</p>	
16.	<p><u>Governor Business</u> <i>Previously distributed</i></p> <p>A) <u>Link reports</u> David Brett had visited the school alongside Olivia (?) to look at RE and found everything was in-line with expectations. David added that he had attended the Easter Service and had been impressed by pupils.</p> <p>Katy McCaffrey had met with Charlotte Palmer around the introduction of Little Wandle. She would</p>	

	<p>visit early on in the Autumn Term to see how the scheme was being implemented and how pupils were finding it.</p> <p>The Chair asked if there were any areas that should be visited as a priority. The Headteacher replied that Maths and Early Years would be good, although Chris Bojke had completed a Maths Link visit. Science could also be visited.</p> <p><i>A governor asked if there was much to see on arts.</i> The Headteacher replied that this was an area that could be developed and would find a way to include it to show the holistic education provided was being monitored.</p> <p><i>A governor commented that the recent school play, Scheherazade, had been moving, with relatives commenting on how good pupils had been.</i></p> <p>David Brett mentioned that Church Coffee Mornings would be restarting and would like to invite pupils and staff to join church members at one of these soon.</p> <p><u>Governor Induction/support/buddy system</u></p> <p>B) The Chair wanted to look over this during the summer holidays, with Katy McCaffrey, and hoped to put a plan to governors at the next meeting. ACTION: Chair and Katy McCaffrey to meet to discuss plans for governor induction and support.</p> <p><u>Training report</u></p> <p>C) It was noted that this would need to be updated as Dr Bill Pigg had now left the governing body.</p> <p><i>A governor asked if Prevent training was included on the record.</i> The Clerk replied that this could be added to the spreadsheet once they received the date the training was taken and the accompanying certificate.</p> <p>The Chair stated that there were gaps that would need completing. The Clerk replied that they could complete an analysis and highlight training for governors to complete in the next year. ACTION: Clerk to analyse training gaps and send relevant training links to governors.</p> <p><u>Governor vacancies</u></p> <p>D) It was noted that there were one LA (Local Authority), one foundation, and three co-opted vacancies within the board. The Chair had met with some interested people which had not led to applications to join the board, and a Parent whose child would be starting in September, so could be recruited at that point. The Chair asked if they would be able to move over to a co-opted role early as they would no longer be a parent of a child attending the school. It was agreed that this should be completed at the first meeting in September.</p> <p><i>A governor asked if there were specific skills that were wanted for the governing body.</i> The Chair replied that there was a list of desirable skills but it was not the only consideration with getting more governors.</p>	<p>CHAIR KM</p> <p>CLERK</p>
17.	<p><u>Review of Upcoming Events in the School Calendar</u></p> <p>The Headteacher shared that the Leavers Service would be held on 20th July at Elvington Holy Trinity Church.</p>	

	The Headteacher informed governors that the school had been shortlisted for a Community Pride Award, with the results in September.	
18. Any Other Business	The Chair reminded everyone that it was the school fair on Friday with governors running the sweet stall.	
19. Date and Time of Future Meetings	<p>It was agreed that Bruce Cole would join the Achievement and Curriculum Committee from September.</p> <p><i>A governor questioned the dates of the finance committee and pointed out that there would be two finance meetings between the Full Governing Body Meetings in September and January and wondered if these could be altered.</i></p> <p>A brief discussion followed that it would be possible to do so, but the date remained unaltered after checking with the School Business Manager about financial deadlines.</p>	
	The meeting ended at 20:42 pm.	

Minutes to be approved by the Chair, at the meeting to be held on 19th September 2023.

Action Plan following the meeting held on 11th July 2023

	<i>ACTION</i>	<i>AGENDA ITEM</i>	<i>WHO</i>	<i>WHEN</i>
1.	Governors to email confirmation to Katy McCaffrey that they have read KCSIE 2023 guidance.	6	All governors	19/09/2023
2.	Chair and Katy McCaffrey to meet to discuss plans for governor induction and support.	16	Chair and Katy McCaffrey	Before next meeting
3.	Clerk to analyse training gaps and send relevant training links to governors.	16	Clerk	Before next meeting

Items to be added to agendas:

Full Governing Body Meeting

MAT discussions and work party planning