



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 17th September 2024 at 6pm

Present Andrew Buttery (Headteacher) Dave Brett
 Katy McCaffrey (Acting Chair)

In Attendance Sue Challis (Teaching Assistant)
 Caroline Rigden (Governance Support Officer / Clerk)

		ACTION
1.	<u>Welcome and Opening Prayer</u> The Chair welcomed everyone to the meeting. It was noted that due to apologies and illness the meeting was not quorate so no decisions could be taken. The Headteacher explained that Sue Challis had offered to attend meetings while staff governor Charlotte Palmer was on maternity leave but would not have voting rights. Governors appreciated Sue Challis's offer as it would provide staff voice at meetings. The meeting opened in prayer led by the Headteacher.	
2.	<u>Apologies for absence and declarations of interest</u> Apologies were received, with consent, from Charlotte Palmer, Bruce Cole, Ben Calverley, Joseph Freeman, and Samantha Ware. Governors were reminded to complete their business interest forms via the online form. Governor Code of Conduct: Governors acknowledged the code of conduct and would abide by these. There were no declarations of interest. There was a brief discussion about the Safeguarding training, Keeping Children Safe in Education (KCSIE) 2024, Cyber Security training, and how governors could access different types of training. ACTION: Check governors had completed training and confirmed they had read KCSIE 2024.	CLERK
3.	<u>Election of Chair and Vice Chair</u> The election of Chair and Vice Chair were unable to take place as the meeting was not quorate. Katy McCaffrey would continue as Acting Chair until the next meeting on the 14 th January 2025.	
4.	<u>Minutes of the meeting held on 9th July 2024</u> <i>Previously distributed</i>	

	The minutes were agreed to be a true and accurate record of the meeting and recommended for approval at the next Full Governing Body meeting on the 14 th January 2025.																										
5.	<p><u>Action Plan and Matters Arising not covered by the agenda</u></p> <p>Action plan:</p> <table><tr><th></th><th>Action</th><th>Update</th></tr><tr><td>1.</td><td>Share the SRMA report with all governors.</td><td>Complete. On agenda</td></tr><tr><td>2.</td><td>Share the information on local MATs.</td><td>Chris Bojke had not shared the information yet. ACTION: Contact Chris Bojke for the local MAT information.</td></tr><tr><td>3.</td><td>Share meeting date with the LA via email once set.</td><td>Complete. The Headteacher updated that no governors were available to attend the meeting, which would be held next week. The Headteacher would keep governors updated on the outcomes from the meeting.</td></tr><tr><td>4.</td><td>Work with Samantha Ware around ideas for promoting the school to potential parents beyond the local area.</td><td>Carried Forward</td></tr><tr><td>5.</td><td>Allocate link governor roles</td><td>Carried Forward</td></tr><tr><td>6.</td><td>Create a list of schools to target with a view to getting more governors who had knowledge of education.</td><td>The Chair had drafted an email and would send this out to the schools identified with the hope that staff from other local schools would take up the opportunity of being a governor. Future Agenda Item: Governor recruitment Drive</td></tr><tr><td>7.</td><td>Review safeguarding documents with Safeguarding link governor, Bruce Cole.</td><td>Complete. The Headteacher had shared all the information with Bruce Cole, Safeguarding Link Governor, including staff training and confirmation all staff had read policies and completed the relevant training required.</td></tr></table> <p>Matters arising:</p> <p>A governor noted that there had been articles about the School in the local newspapers. The Headteacher explained that one article had shared the wrong date of inspection in a recent article, so he had contacted them asking for this to be corrected. A journalist had then gone onto the school website and found information which they shared in an article, including a photo pulled of the website, and wrote a positive piece about the school's recent Ofsted inspection. The Headteacher had not been contacted before the article was published. The Open Morning event had been shared online by local press, which had also been shared on social media, with the comments being very positive about the school.</p> <p>There was a brief discussion about potential governors who needed further information before applying to join the governing board.</p> <p>There was a discussion about the Safeguarding training, and it was noted that the governing body had significant gaps in training in certain areas and the Chair would encourage governors to undertake training to support knowledge and skill gaps during the year.</p> <p>There were no further matters arising.</p>			Action	Update	1.	Share the SRMA report with all governors.	Complete. On agenda	2.	Share the information on local MATs.	Chris Bojke had not shared the information yet. ACTION: Contact Chris Bojke for the local MAT information.	3.	Share meeting date with the LA via email once set.	Complete. The Headteacher updated that no governors were available to attend the meeting, which would be held next week. The Headteacher would keep governors updated on the outcomes from the meeting.	4.	Work with Samantha Ware around ideas for promoting the school to potential parents beyond the local area.	Carried Forward	5.	Allocate link governor roles	Carried Forward	6.	Create a list of schools to target with a view to getting more governors who had knowledge of education.	The Chair had drafted an email and would send this out to the schools identified with the hope that staff from other local schools would take up the opportunity of being a governor. Future Agenda Item: Governor recruitment Drive	7.	Review safeguarding documents with Safeguarding link governor, Bruce Cole.	Complete. The Headteacher had shared all the information with Bruce Cole, Safeguarding Link Governor, including staff training and confirmation all staff had read policies and completed the relevant training required.	CLERK <
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6. Headteacher's Report

Previously distributed: SRMA report

The Headteacher gave a verbal update on school issues.

The school year started with more pupils than had been planned for. The predicted numbers had been 113 pupils, which had led to the decision to drop from five classes to four. Some pupils joined from another local school, into Class One (30 pupils) and Class Two (26 pupils). These numbers were higher than ideal, but it was recommended to leave space in EYFS (Early Years Foundation Stage) for any pupils moving into the area during the school year. The Headteacher explained that there was a limit to infant class sizes of 30 pupils.

Class Three had 35 pupils, which was now full, and 33 pupils in Class Four. There was space in Class Four for two more pupils, but Class Three was closed to additional pupils which the Local Authority supported.

The Open Morning, for next year's intake, had been promoted at local nurseries and in the press. There had been no exclusions, safeguarding or SEND (Special Educational Needs and Disabilities) incidents. There had been no cases of bullying reported.

A pupil with an EHCP (Education, Health and Care Plan) had a low band of funding but an increase had been requested to support 1:1 TA (Teaching Assistant) support for one afternoon a week. Another pupil needed daily 1:1 support in the mornings to be able to access the curriculum within a mixed class setting.

A confidential discussion took place about in-year admissions. These were minuted separately.

The Headteacher gave an update on long-term staff absence, highlighting that it was still expensive to cover with supply staff even though one staff member was now on half pay, which meant that the insurance income was also lower. The Headteacher remained concerned for the health of long-term absence staff members.

A governor asked whether one staff member was receiving support from Occupational Health.

The Headteacher replied that due to the nature of the absence that this was currently only keeping in touch as a return-to-work plan was not currently possible.

A governor noted that due to the length of absence that further discussions may need to take place about wellbeing and a return plan. The Headteacher replied that everything had been done by the book, within timescales but was unsure of next steps as Occupational Health would usually support the process.

The Headteacher updated that another staff member had been signed off until the end of September, although this could be renewed. Staff absence was causing a strain on finances as insurance did not cover the full cost for supply staff.

The Headteacher had all the leadership responsibilities covered, with staff shadowing English and Maths as additional support and to give them experience. All areas that staff who were absent from were also covered. This was difficult though as the school already had a small number of staff and this was exasperated by staff absence, but the load would ease once staff returned.

Staff were working very hard, as the number of pupils on roll was higher than predicted, staff absence was increasing workload, and there was a loss of experience through teaching staff who had left the school the previous year. It was an unusual position to be in, as similar schools often lost pupils from such changes but the school was still gaining pupils. It was a testament to the core ethos of the school as parents were trusting that the school could make it work despite the changes. Parent voice was positive, with no negative feedback having been received.

The Headteacher had used the inset day at the start of the school year to discuss behaviour for learning as bigger class sizes would be a concern and it was essential to get the right behaviour in place from the first day. Staff discussed and agreed strategies to be put in place, including movement around the school and lining up. Behaviour had improved from this good start and staff were supporting pupils to understand their own behaviour and how this linked into groups, which

	<p>had ensured pupils understood the impact their behaviour would have and how to improve it for the benefit of all in school.</p> <p>Sue Challis, Teaching Assistant, explained that classes with 35 pupils and a new teacher to the school had been highlighted as needing careful monitoring however all staff were working together and had high expectations about behaviour, and the strategies and expectations were now normal. The Headteacher agreed that it was embedding well across the school. Breakout spaces had been created to ensure that pupils were not always in the same place at the same time, with pupils moving around these well.</p> <p>A governor asked whether there was a tipping point if further admission requests came in. The Headteacher replied that this was a key concern that would be discussed in a Local Authority meeting with Maxine Squires, Assistant Director Education and Skills, and Richard Hartle, Head of Finance CYC, next week. Intake for the next academic year was looking good just from sibling numbers, so guidance would be needed on the future. It was likely that a return to a five-class structure would be needed, however this would impact finances and the deficit. IF the school were to remain with the four-class structure the PAN (Published Admission Number) would need to be reduced, however this process took two years to take effect. There was a fine balance between finances and intake.</p> <p>A governor asked whether the school could be directed to take more pupils while retaining the four-class structure. The Headteacher replied that he had been as flexible as possible while attracting new pupils but was unsure what could be done in this scenario.</p> <p>The Headteacher highlighted the SRMA (School Resource Management Adviser) report that had been shared, reporting that the expert adviser hadn't identified any areas to make additional cuts. The School Business Manager had submitted a lot of information for the review.</p> <p>The report made the suggestion that a Shared Headteacher could make an impact, but the current situation meant the Headteacher was giving a lot of support to school staff as well as having taken on a greater workload with leadership responsibilities to ensure these were all met.</p> <p>The Headteacher noted that there was a smaller Y6 cohort and a larger EYFS (Early Years Foundation Stage) which could cause some issues with mixed class sizes. Sue Challis added that there was a low number of staff, following the changes and staff absence, which was a concern. The Headteacher agreed that the school was very close to a stress point if there were any further issues. The report had confirmed the school had done all it could, and the Headteacher would share this with the Local Authority when discussing the deficit.</p> <p>A governor asked that the Headteacher raise the concern with admission requests, as these could not be looked at without acknowledging the budgetary impacts. The Headteacher agreed he would highlight this conflict with the Local Authority.</p>	
7.	<p><u>School Development Plan (SDP) and Self Evaluation Form</u></p> <p>The Headteacher explained that the School Development Plan was being finalised, with Reading Comprehension included as a priority, before being shared with staff and would then be sent out to governors.</p> <p>ACTION: Share School Development Plan with governors once finalised.</p>	HT/ CLERK
8.	<p><u>Strategy Update</u> (standing item)</p> <p>The Chair noted that filling the governor vacancies would help support strategy development. This item would be discussed in more detail at the next meeting.</p>	
9.	<p><u>Committee Updates and Membership</u></p>	

	<p><i>Previously distributed: Terms of Reference: Staffing, Finance and Premises Committee, Achievement and Curriculum Committee, Pay Committee</i></p> <p>There had been no meetings for committees so far this term. The draft Terms of Reference would be reviewed at the next full governing body meeting for approval.</p> <p>Governor membership had been discussed earlier in the meeting. The Clerk would contact governors to confirm committee membership.</p> <p>ACTION: Contact governors to confirm committee membership.</p>	CLERK
10.	<p><u>Link Responsibilities</u></p> <p>The Chair explained that due to the challenges the school was seeing with staffing and low governor numbers that it may be wise to have link roles that supported the team, aligning people with people instead of with specific subject areas. It was important that visits had a clear purpose with expectations of what should be reported back to the governing body.</p> <p>The Chair felt that the school was operating in survival mode and did not want to add to staff workload. The Headteacher agreed that any visits should not come at the expense of pupil's learning and should be effective</p> <p>ACTION: Look at statutory link roles allocation.</p> <p>ACTION: Share resources with Chair about link governor visits.</p> <p>Future Agenda Item: Plan for governor visit to include focus/purpose and expected outcomes.</p>	KM CLERK
11.	<p><u>Policies</u></p> <p><i>Previously distributed:</i></p> <ol style="list-style-type: none"> 1. Admission Arrangements (CYC) 2. Attendance Policy 3. Behaviour in Schools Policy 4. Behaviour Principles – Written Statement 5. Collective Worship Policy 6. Curriculum Intent Statement 7. English Policy 8. Environmental Sustainability 9. Instrument of government 10. Low Level Concerns – Safeguarding 11. Maintained School Virtual Meeting Policy 12. Marketing and Communications Policy 13. Phonics and Early Reading Policy 14. RE Policy 15. Reference Policy 16. Safer Recruitment 17. Social, Emotional and Mental Health (SEMH) Policy 18. Special Educational Needs and Disabilities (SEND) Policy 19. Teaching and Learning Policy <p>The above policies were all recommended for approval at the next meeting of the FGB on 14th January 2025.</p>	
12.	<p><u>Governor Business</u></p> <p><u>Governor Training</u></p>	

	<p>This item had been discussed earlier in the meeting. The Chair recommended that governors looked at the training programme and undertook a training course this term, excluding any statutory ones.</p> <p><u>Governor Vacancies</u> This item had been discussed earlier in the meeting.</p> <p><u>Safeguarding and KCSIE 2024 Update</u> Governors were reminded to complete the training and read Keeping Children Safe in Education 2024, as directed in previous emails.</p> <p>ACTION: Chase governors to confirm they had completed the training and reading as requested.</p>	CLERK
13.	<p><u>Marketing (standing item)</u></p> <p>The Headteacher confirmed the school's Open Events for next year's intake had been advertised in the press, online and in local nurseries.</p>	
14.	<p><u>Upcoming Events in the School Calendar (standing item)</u></p> <p>The Headteacher had shared key dates with parents the previous week. harvest Festival would take place on 10th October, with a visit from the foodbank, to talk about their work and encourage donations, having already taken place. A Little Wandle information evening would take place the next week, led by KS1 staff. Parent's Evening would take place in October. Sue Challis asked whether the school promoted events in the local village newsletter. The Headteacher and Chair were not aware of this publication so asked for further details to be shared. ACTION: Share contact details for the local village newsletter with the Chair and Headteacher.</p>	SC
15.	<p><u>Any Other Business</u></p> <p>Dates for link meetings – postponed. Headteacher Appraisal – Chair to contact governors to set a suitable date for the Headteacher's Appraisal. ACTION: Arrange Headteacher's Appraisal with Headteacher and governors. Set date of Pay committee – arrange via email. ACTION: Arrange Pay Committee date and time with committee members.</p>	CHAIR CLERK
16.	<p><u>Date and Time of Future Meetings on Tuesdays at 6pm</u></p> <p>5th November 2024 – Staffing, Finance, and Premises Committee 17th December 2024 – Achievement and Curriculum Committee 14th January 2025 – FGB 4th February 2025 – Staffing, Finance, and Premises Committee 11th March 2025 – Achievement and Curriculum Committee 1st April 2025 – FGB 6th May 2025 – Staffing, Finance, and Premises Committee 20th May 2025 – Achievement and Curriculum Committee 8th July 2025 – FGB</p>	
	The meeting ended at 7:32pm.	

Minutes to be approved at the meeting to be held on 14th January 2025.

Action Plan following the meeting held on 17th September 2024

	ACTION	AGENDA ITEM	WHO	WHEN
1.	Check governors had completed training and confirmed they had read KCSIE 2024.	2	Clerk	By 13/10/2024
2.	Contact Chris Bojke for the local MAT information.	5	Clerk	Complete
3.	Work with Samantha Ware around ideas for promoting the school to potential parents beyond the local area.	5	Katy McCaffrey	Jan 2025
4.	Share School Development Plan with governors once finalised.	7	Headteacher/Clerk	Complete
5.	Contact governors to confirm committee membership.	9	Clerk	Complete
6.	Look at statutory link roles allocation.	10	Katy McCaffrey	ASAP
7.	Share resources with Chair about link governor visits.	10	Clerk	ASAP
8.	Chase governors to confirm they had completed the training and reading as requested.	12	Clerk	Complete
9.	Share contact details for the local village newsletter with the Chair and Headteacher.	14	Sue Challis	ASAP
10.	Arrange Headteacher's Appraisal with Headteacher and governors.	15	Chair	End of October
11.	Arrange Pay Committee date and time with committee members.	15	Clerk	Complete

Future Agenda Items:

Governor recruitment Drive

Plan for governor visit to include focus/purpose and expected outcomes.