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John 10:10.*

Elvington CE Primary Full Governing Board Agenda Tuesday 12th May 2026 at 6pm

Present	Andrew Buttery (Headteacher) Katy McCaffrey (Chair) (arr 18:50) Ben Calverley Laura McGouran Bruce Cole Joseph Freeman (until 19:30)	Dave Brett Samantha Ware Colean Camp Gary Measom Joanna Parker Charlotte Saltmer
In Attendance	Charlotte Stringer (Governance Support Officer / Clerk) Nicola Jolly (SBM)	

	ITEM	ACTION																				
1	<u>Welcome and Opening Prayer</u> The Chair welcomed everyone to the meeting. The meeting opened in prayer led by the Headteacher.																					
2	<u>Apologies for absence, declarations of interest</u> There were no apologies, however, Katy McCaffrey had informed the Headteacher and Clerk prior to the meeting that she would be late. In Katy’s absence, Ben Calverley agreed to Chair until she arrived. There were no declarations of interest.																					
3	<u>Minutes of the FGB meeting held on 13th January 2026 - previously distributed</u> The minutes were agreed to be a true and accurate record of the meeting and duly approved .																					
4	<u>Action Plan and Matters Arising</u> <table><tr><th></th><th>ACTION</th><th>AGENDA ITEM</th><th>WHO</th><th>UPDATE</th></tr><tr><td>1.</td><td>Chair to chase CYC for result from meeting held 16th October 2025.</td><td>4</td><td>Chair</td><td>Katy and AB would be meeting with Maxine Squire and Richard Hartle on Monday 18th May at 4pm. Update to follow.</td></tr><tr><td>2.</td><td>Headteacher to send word copy of the SFVS to the chair to sign.</td><td>5</td><td>Headteacher</td><td>Complete and submitted to the LA.</td></tr><tr><td>3.</td><td>Chair to sign the word copy and return to Nicola Jolly for submission to CYC.</td><td>5</td><td>Chair</td><td>Complete</td></tr></table>		ACTION	AGENDA ITEM	WHO	UPDATE	1.	Chair to chase CYC for result from meeting held 16 th October 2025.	4	Chair	Katy and AB would be meeting with Maxine Squire and Richard Hartle on Monday 18 th May at 4pm. Update to follow.	2.	Headteacher to send word copy of the SFVS to the chair to sign.	5	Headteacher	Complete and submitted to the LA.	3.	Chair to sign the word copy and return to Nicola Jolly for submission to CYC.	5	Chair	Complete	
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	4.	The Headteacher to send out a selection of SDP formats to governors in aim of changing next academic year.	6	Headteacher	Complete
	5.	Headteacher to change the wording for printed signatures on the business interests forms	10	Headteacher	Complete
	6.	Chair to look at the format of the form required by governors' post visit. Chair to create template that is more generic and includes links to the SDP and SIAMS.	11	Chair	Ongoing
	7.	All governors to complete the Cyber Security Training	12	All governors	Jo Parker completed Dave Brett completed
	8.	Clerk to email Debra Wilcock to advise that Joanna parker is unable to access the Safeguarding Training.	12	Clerk	Complete
	9.	Clerk to clarify whether there is still Link governor training.	12	Clerk	Complete
	10.	Add to minutes who needs to do what training.	12	Clerk	Complete
Matters Arising- Joseph Freeman informed the Headteacher and Chair that he needed to leave at 19:30pm.					
5	Budget outturn 2025/26 <i>previously distributed</i> Covered in the Start Budget discussion.				
6	Start budget 2026/27 <i>previously distributed</i> The SBM informed governors that the recent Staffing, Finance and Premises (SFP) meeting took place on the 7 th May 2026. Governors were reminded that due to significant and unforeseen staff absence, and a short fall in insurance covering the length of absences, a nearly -£250K deficit had been accrued by the school. Mr Calverley added that the conclusion from the SFP meeting was not aiming to recover the - £250K in five years, but to achieve less in-year deficit and eventually gain a surplus. The proposed start budget presented a plan that reduced the in-year deficit over time. The Headteacher added that the deficit situation was not something that could have been avoided and provided context to governors around the individual staff circumstances. The revised start budget was shared with governors. The SBM advised that following the SFP meeting, the suggestion of moving Andrew Buttery to a shared Executive Headship was added into the budget for 2027. The Chair provided governors with context over the removal and reintroduction of the Executive Headship and added that the proposed recovery plan demonstrated that governors took a lot of care and thought in the process, along with deep scrutiny of the budget.				



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	The SBM explained how the Planning Preparation and Assessment (PPA) time was calculated for teaching staff. Discussion took place around the reduction of PPA time and teacher employment laws, ensuring that all teachers had no less than 10% PPA time. The Chair stated that it was essential to be able to defend the position the school was currently in. The SBM advised that there were no extra hours unaccounted for within the budget and the proposed budget changes allowed the deficit to sit as it currently was for the 5-year projection. Discussion took place around the achievement of surplus, but not being able to predict future class sizes. If class sizes reduced significantly over the 5-year period, along with any Education Health Care Plan (EHCP) or SEND requirements, class structure and therefore teaching structure, could be revisited. The Headteacher expressed that Elvington was too smaller school with too larger deficit for any changes in the budget to make a significant impact on reducing it. A governor asked where any challenge to the proposed start budget would come from. The Headteacher explained he thought the reintroduction of an Executive headship would be challenged as it had previously been declined by the Council. The SBM asked governors to read a cover statement that would be submitted along with the budget. Governors requested a change in language of the reasoning of the deficit accumulation from belief, to confidently knowing the reason for the accumulation. Confidential financial information was shared with governors of how each individual staff absence and supply cover costs accumulated. A governor asked whether other schools had experienced other such levels of staff absence. The Headteacher advised that to his knowledge, no other schools had experienced staff absence to the same extent that had occurred and in such a short timeframe. All cost cutting options were utilised at the time and all HR policies fully adhered to. Discussion took place around the staff absence and the impact on a small school. A governor asked whether pupil numbers for September were higher than the prediction. The Headteacher confirmed that they were. A governor asked whether this could be added into the pupil number section on the statement, which would suggest funding was conservative. Governors asked to add in wording to this respect that although the class sizes were reducing, due to the reputation of the school, the number of pupils entering was greater than the number predicted. ACTION- SBM to make requested changes to the wording of the supporting statement.	SBM
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	Discussion took place around the changes to the budget and the possible outcome from the Council, along with comparison to MAT funding and budgets. The SBM shared that Elvington's year-end had increased the deficit more than other local schools who were also projecting and submitting deficit budgets. The Headteacher asked governors to agree to make final changes, take careful consideration and forward any changes or comments to the clerk by Thursday at midday. The Chair assured governors that due diligence and deep scrutiny took place to make savings wherever possible. Governors agreed that pending any changes to the statement, the Start Budget was approved. Nicola Jolly was thanked for her hard work on making the changes in a short time frame.	
7	<u>Headteacher's Report (includes safeguarding update and accident reporting)</u> <i>previously distributed</i> The Headteacher shared the report with the following highlights. 13 pupils would be starting in September 2026, of which 6 were catchment placements and 7 were distance placements. Elvington was noted as increasingly reliant on reputation, and lack of affordable local housing was discussed as a reason for lower pupil numbers. There were no recorded exclusions or incidents of racial discrimination or cases of homophobic bullying or language, and no accidents recorded on B-Safe. Mr Cole shared feedback from his safeguarding visit. He praised Elvington for being a model of good practise and in sharing good safeguarding practise in support of children with complex educational needs with other maintained schools. The Headteacher raised the issue of having pupils with reduced timetables impacting overall attendance data and explained that due to the nature of the school, having only one or two pupils with lower attendance affected the overall school attendance data more than with a school with larger pupil numbers. A governor asked whether the full cost of support for SEND needs were covered by the SEND funding from the Council. The Headteacher explained that full cost recovery for specific 1-1 TA required for the support stated in an EHCP was funded by the Council, but other SEND needs were not fully covered by the funding received by the Council. Governors were made aware of the specific requirements of EHCPs within the school and the context around the support provided, along with transition activities completed for school leavers. Two pupils would not be sitting the SATs tests and context around the reasoning was provided and it was advised that attainment data would be lower than predicted because of this. Charlotte Saltmer provided governors feedback on a Reading for Pleasure training course she had attended. It was fully funded by the English Hub who also fund the Little Wandle pack. The course looked at reading for enjoyment and Mrs Saltmer had assessed the schools available reading books. Mrs Saltmer commented that the book selection was outdated and had since raised £800	



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	for new books. Feedback from parental input and from KS2 children stated they felt that KS2 children did not get read to as much as lower down the school. Mrs Saltmer had put plans in place to increase reading for pleasure throughout the school. Mrs Saltmer advised that further training courses, such as an Early Years Foundation Stage (EYFS) course, were also available and fully funded. Materials- The Headteacher expressed his thanks to Lindum for their repair of the EYFS climbing tower without charge. The area under the rope swing was also repaired. School improvement advisor- Rachel Lanzillotti, School Effectiveness and Achievement Advisor from CYC, had continued to provide support and would be visiting next week. A positive meeting had taken place with Clare Barber which entailed an in-depth conversation about governance in Church of England schools. The report would be shared when available. Dave Brett and Joanna Parker also provided feedback from Clare Barber's visit, sharing that they had been advised to carry out a parental questionnaire with a focus on collective worship. Both Mr Brett and Revd Parker were pleased with the level of support with identifying what SIAMS inspectors would be looking for. School visits- Summer term whole school trip was planned for the last week of the Summer term, for which the PTA would like to subsidise the cost. Thanks were given to the PTA. Attendance- Elvington's attendance was noted as above national as a whole, however, Pupil Premium (PP) and Double Disadvantaged pupils, of which there were 4 currently at Elvington, affected whole school data. The Headteacher advised he had attended Inclusive Attendance training and the changes in information sent to parents was shared with governors. The Headteacher shared that the LA, school and parents were working together to improve overall attendance. Data shown to parents now linked days missed and number of learning hours that were lost. Parental experience was noted as a reason for some children's lower attendance. The Headteacher was thanked for his report.	
8	<u>School Development Plan (SDP)</u> previously distributed The Headteacher advised that the revised format would be used moving forward and questions were invited. A governor asked about the new format and whether it would include pictures. The Headteacher confirmed that pictures would still be included as they painted a picture and provided context to the information within the SDP.	
9	<u>Self-evaluation Form (SEF)</u> previously distributed The Headteacher shared the SEF and noted that parts would be staying the same, however, there would be more information added. Letters from parents would also still be included. The Headteacher highlighted Leadership and Governance as a new Ofsted criteria and discussed how some schools had been marked down in this area due to outsourcing their leadership. A governor asked about a comparison with other schools.	



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	The Headteacher shared information from a recent inspection report from another school and provided context around some of the results obtained. The Headteacher explained that he was concerned about how Ofsted had rebranded and how this would impact individual members of the school's community and especially the potential damage to the reputation of the school and leadership team. Ofsted- The Headteacher advised governors that Elvington was not due for a visit in the next academic year and was hoping that by the time an Ofsted visit was due, there would be more available information to help them prepare. There were no questions or comments.	
10	Church School Update- includes SIAMS SEF <i>previously distributed</i> Covered in the Headteacher's report.	
11	Committee Updates <i>previously distributed</i> -Staffing, Finance & Premises- held 7th May 2026 Update provided as part of the Start budget discussion. -Achievement & Curriculum Minutes of ACC meeting from 3rd March 2026 were shared and taken as read. The Headteacher confirmed that the actions had been met, and the points covered were reviewed.	
12	Policy Review <i>Spirituality Policy previously distributed</i> The Spirituality policy was taken as read and questions were invited. A governor commented that the policy was really positive and encapsulated what makes Elvington CE Primary an inclusive community.	
13	Governor Business 13.1 Training Tracker <i>previously distributed</i> The training tracker was shared with governors. 13.2 Activating accounts for the Online Governance Platform Chair shared with governors that Debra Wilcox had resent log in details for the OGP. Governors would confirm whether they had been able to log in. ACTION- governors to confirm whether they have been able to log into the OGP and email the clerk if any issues. 13.3 Collaboration Agreement between York Maintained Schools The clerk explained that the collaboration agreement allowed for a pool of governors from maintained schools to be called upon in the event of a panel or need. Governors agreed to sign the collaboration agreement. 13.4 Regional Governance Conference invite Governors were invited to attend the Regional Governance Conference and encouraged to sign up via the link in an email sent from Debra Wilcox.	ALL



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14	<u>Upcoming Events in the School Calendar</u> Whole school trip to Bridlington beach would be taking place in the last week of term. Governors were invited to attend. The events calendar would be published in the newsletter.	
15	<u>Any Other Urgent Business</u> There was no other urgent business.	
16	<u>Date and time of next meetings</u> FGB: Tuesday 7 th July 6pm	

Meeting ended at 19:55

Minutes to be approved by the Chair, at the meeting to be held on 7th July 2026.

Action Plan following the meeting held on 12th May 2026

	<i>ACTION</i>	<i>AGENDA ITEM</i>	<i>WHO</i>	<i>WHEN</i>
1.	SBM to make requested changes to the wording of the supporting statement.	6	SBM	Before submission date of 15 th May 2027
2.	Governors to confirm whether they have been able to log into the OGP and email the clerk if any issues.	13	ALL	ASAP

"Together we can all succeed"