

**Meeting of the Full Governing Body of
Selby Abbey CE (VC) Primary School
Wednesday 1st October 2025 @ 4.00pm**

Present: Rachel Ray (Head), John Weetman (JWe), Nicola Adamson (NAd), Sue Blair (SBl), Oliver Holliday (OHo), Lisa Beaston (LBe), Isca Watson (IWa), Rob Berry (RBe), Tom Shakesby (TSh). Chido Mwayera (CMw)

Present via Zoom: Chido Mwayera (CMw)

Apologies: Nikola Idle (NId), Ann Tenant (ATe)

Clerk: Samantha Edwards NYC (SEd),

No	Item / Discussion	ACTION
1.	Welcome: Those present were welcomed and the meeting was opened at 4.00 pm by JWe with a prayer.	
2.	Election of Chair and Vice Chair It was agreed unanimously that the existing Chair and Vice Chair would continue in post for a further 12 months. There were no other nominations received: - COG John Weetman - VCOG Nikola Idle	
3.	Apologies: There were apologies of absence from ATe and NId and these were both consented to.	
3.	Confidentiality and declarations of interest: No declarations of interest were made. Governors and staff were reminded of their requirement for confidentiality.	
4.	Notification of urgent other business and confidential items: The following additional items were added to the agenda: - Headteacher Performance Management - Staffing Update. - Additional policies x 3	
5.	Approval of the minutes of the FGB meeting held 14th July 2025. The minutes were agreed as a true record and signed by the Chair. The signed minutes were passed to the Head for filing in school. Action points and Matters arising: - Circulation of Aims and Vision statement – completed.	

6.	Annual Governor Administration: Register of Business Interests: - Completed by all governors present and passed to NAd. Gifts and Hospitality - There were no declarations of Gifts and Hospitality. Nil return. KCSIE - All Governors need to send in certificates into school to confirm that they have read and completed the training. Also, all governors to complete Prevent training. NAd will resend out the Educare link to complete this. Action: Governors to complete and send certificates to school. Disqualifications - There were no Governor Disqualifications. Vacancies	
	- 1 x Foundation Governor - 1 x Co-opted Governor Contact Diocese regarding Foundation vacancy as JW has somebody who may be interested. Governors to look at various avenues for e Co-opted Governors. OHo term of office is due to end on 28th February 2026 and a Parent Governor election will need to be held in January. Strategic Action Plan Met to discuss this a few weeks ago. Plan to be circulated by NId. Document added to teams at the meeting. Some headings have been kept the same as last year and others have been changed to align with the new Ofsted framework and SDP. New Ofsted framework has been published and next year's strategic plan will change to align with the new framework. Governors to send comments and questions to HT / COFG so it can be reviewed at the December meeting. Challenge: Is there a deadline to have this signed off? Response: we have an Autumn planning meeting next week and they will accept it in draft form, but it should be signed off at the next meeting. ACTION: Add as an agenda item for December meeting.	

7	Consideration of Committee Structure: Governors in agreement to continue with existing 2 committees and agreed structure as follows: - Finance: John Weetman, Isca Watson, Nikola Idle, Tom Shakesby, Chido Mwayera - CCES: John Weetman, Oliver Holiday, Lisa Beeston, Sue Blair, Rob Berry, Ann Tenant. Committees will select their own chairs at the first meeting. Try not to name governors for specific panels due to not knowing the nature of what will need to be dealt with but nominated in the first instance: - Complaints: John Weetman, Nikola Idle and Sur Blair as they have all completed the training. - HT PM: John Weetman. The next complaints training is on 13th November at 530pm and can be booked through the school. TSh, OHo, RBe and CMw would all like to be booked on. Action: NAd to book complaints training through NYES for governors. Clerking Services Appointment of Clerk through NYC School Improvement agreed and ratified for all FGB and Committee meetings for 2025/ 2026.	
8	Governors with specific responsibilities: Governors were all in agreement to keep the same governors linked to each area for 2025/2026. Link Governors agreed as follows: - SEND – Nikola Idle - Safeguarding – John Weetman - Church School Development – John Weetman - Health & Wellbeing – Rob Berry - Communication, Language and Literacy incl English & French – Chido Mwayera - STEM incl Maths and Science– Tom Shakesby. - Humanities – Sue Blair. - The Arts – Isca Watson. - Website, Marketing and ICT – Oliver Holiday. - Health & Safety – Tom Shakesby. EFYS will be left vacant as a role for one of the new governors.	
	Programme of visits to be agreed directly with link staff member. RRa will let staff know which governor is linked to them so contact can be made between both. 1 link visit per term to be completed and a link visit template must be completed each time a governor comes into school. The purpose of the visit in term 1 should be to look at the action plan for the year so further visits can monitor the progress and actions being delivered in term 2 and 3. ACTION: RRa will send the governor list to each subject leads and ask for plans to be completed by half term so visits can be arranged for Autumn 2.	
9	Standing Orders and Code of Conduct No changes to previous years: - Standing Orders for 2025/ 2026 adopted and approved. - Code of Conduct for 2025/ 2026 adopted and approved.	

10	Scheme of Delegation to the Headteacher Currently set at £5000 which is generic amongst most primary schools. Governors were in agreement to approve the Scheme of Delegation for the Headteacher at £5000.	
11.	Headteachers Updates: SDP had been previously circulated. SDP SDP had been previously circulated with new Ofsted descriptions. Document will be RAG rated and tracked throughout the year. Refocus on old framework and previous judgement and 2 bullet points given as main actions after the last Ofsted: - EYFS: SS has revised EYFS documents to give a clear transition between EYFS and Reception. - Safeguarding: Staff are all having training n CPOMs. Every member of staff to have access eventually to be able to log their own incidents onto the system. Confident that these 2 actions will not be a concern at the next inspection. Governors looked at the key priorities. Inclusion is a big area in the new framework, and this is very relevant for the context of pupils at Selby Abbey. Challenge: What is a Governor health check? Response: Member of the Governance team came in and went through governor processes and produced a report which had most areas highlighted in green ACTION: They are wanting to come in and do another one. Send date through to clerk so she can come in to school prior to the meeting. Skills Audit Is there an alternative version of a skills audit that governors can use? ACTION: Clerk to see what else is available. Start of Term On the whole it has been positive and settled. New behaviour policy was introduced on 1st day of term and the new rewards system is motivating to pupils. Children have been settled and teachers are settled in the classes they are in. We have a new ECT in class 3/ 4 who is doing well. Significant number of high need children but we have also had some sickness absence which has a significant impact on school. Unsure what the solution is as due to the lack of funds to support 1:1 staff members that helps to alleviate this. If we are fully staffed and everybody in	

	the school runs like a dream as the team is very tight knit and works together well. Challenge: We have discussed this before and it's a long-term issue. What can we do to help? Can we look at expanding those mixed year classes to free up some resource? Response: Our mixed year classes are in the low 30's and often in class with no support. We knew when we did the restructure that this would be the outcome. Challenge: This should be a medium-term issue until we manage to get the budget down to a 0 balance. Response: I understand that but the impact on school and the running of school, this is significant. Challenge: And you're not in a position to say no to taking these children? Response: No and if we do say we can't take anymore children in the year group then we can take any full stop and we need the additional numbers to bring in the funding to support the budget. Had a successful open morning last Saturday with 17 new families attending. As a school we do make a significant difference to our pupils however we are relying on a lot of staff goodwill to achieve this. Premises Plaster work in the annexe hall has fallen off and this means the hall is out of use, property team are coming during half term and for the following two weeks after to repair. Challenge: Is it structural or damp related issues? Response: They think its an old building and it's been warm but then the sudden drop in temperature has caused it. They will be putting in a whole new ceiling. Challenge: And the cost of this is covered? Response: Yes, by North Yorkshire.	
12	Staff Wellbeing Report circulated by RBe. Completed a survey at the end of last term and received 17 responses out of 35. Had a lot of positives and there is a strong sense of support. RBe met with RRA last week to look at actions we can put in place. Thought about the supervisions structure we have in place and propose we work on these this year. Been fed into the plan we discussed earlier. Other actions will come through working in partnership with the wellbeing in mind team. Challenge: Was there anything in particular staff vented about? Response: Not particularly. The odd comment on training but lots of positive comments submitted as well. Challenge: What was the response rate? Response: Around 45%. Challenge: And was it mainly teachers or TA's / Support staff that completed it? Response: It doesn't break it down into those categories.	

13	Policies: The following policies had been circulated for approval: - Positive Handling. - Record Management. - Child protection. - Health & Safety. - Medication Policy (added section on antibiotic guidance) All policies are NYC bar Positive Handling. Governors were all in agreement to ratify and adopt these policies.							
14.	Safeguarding Update: Annual Report had been uploaded to Teams. Gaps around governor training that can now be filled in. Challenge: Are there any safeguarding policies that we need to update? Response: Yes, there are a few we need to look at. Some are ready to be sent out ready for the next meeting. ACTION: It was noted that there was an incorrect version of the report on teams and the new one would be circulated ASAP.							
15.	To deal with any items identified at item 4 above: - Headteacher Performance Management. - Staffing update Both items recorded as confidential items.							
16.	Any other business Some schools are sending out letters asking for voluntary contributions towards the loss that is incurred from UFSIM. As a headteacher, this isn't something I feel comfortable with doing and would governors to support this decision. It is not the right thing to do for our pupils and families. Currently sitting in a slightly more positive position compared to budget of £20,000 than we anticipated we would have been at this stage. Wrap around care is where the additional income is coming from. Discussion around meeting times and if these need to be changed. Governors felt that with plenty of notice of the meetings dates (already circulated for the year), that the meeting time was fine. Governors were in agreement to leave the meeting time for 4pm.							
17.	Date of Next Meetings: All to be held in school and all meetings to start at 4pm: <table border="1"> <thead> <tr> <th>Autumn Term</th><th>Spring Term</th><th>Summer Term</th></tr> </thead> <tbody> <tr> <td>CCES – 19th November 25 Finance – 26th November 25 FGB – 10 December 25</td><td>CCES – 11th February 2026 Finance – 12th March 2026 FGB – 26th March 2026</td><td>Finance – 20th May 2026 CCES / FGB – 15th July 2026</td></tr> </tbody> </table>	Autumn Term	Spring Term	Summer Term	CCES – 19 th November 25 Finance – 26 th November 25 FGB – 10 December 25	CCES – 11 th February 2026 Finance – 12 th March 2026 FGB – 26 th March 2026	Finance – 20 th May 2026 CCES / FGB – 15 th July 2026	
Autumn Term	Spring Term	Summer Term						
CCES – 19 th November 25 Finance – 26 th November 25 FGB – 10 December 25	CCES – 11 th February 2026 Finance – 12 th March 2026 FGB – 26 th March 2026	Finance – 20 th May 2026 CCES / FGB – 15 th July 2026						

The meeting closed at 18.15pm

Signed: *John Weetman*

Date: 10.12.25

ACTIONS of the meeting of 1ST October 2025

	meeting.		
3.	Complaints training to be booked for TSh, OHo, CMw, RBe.	NAd	Nov 25
4.	RRa to send the governor list to each subject leads and ask for plans to be completed by half term so visits can be arranged for Autumn 2.	RRa	Oct Half Term
5.	Governor Healthcheck date to Clerk	NAd / RRa	ASAP
6			

	ACTION	BY WHO	BY WHEN
1.	All Governors need to send in certificates into school to confirm that they have read and completed the training	ALL	ASAP
2.	Strategic Action Plan - Add as an agenda item for December meeting. Comments and questions to be submitted before the	NId	DEC

OFFICIAL