

**Meeting of the Full Governing Body of
Selby Abbey CE (VC) Primary School
Wednesday 25th September 2024 @ 4.00pm**

Present: Rachel Ray (Head), John Weetman (JWe), Nicola Adamson (NAd), Sue Blair (SBI), Oliver Holliday (OHo), Lisa Beaston (LBe), Nikola Idle (NIId), Louise Dunn (LDud), Isca Watson (IWa), Jackie Horner (JHo), Rob Berry (RBe), Sally Sullivan (SSu), Tom Shakesby (TSh).

Present via Zoom: Chido Mwayera (CMw)

Apologies: Sally Sullivan (SSu), **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 from SSu who was currently in school doing Meet the Teacher and would hopefully be able to attend later.	
4.	Confidentiality and declarations of interest: No declarations of interest were made. Governors and staff were reminded of their requirement for confidentiality.	
5.	Notification of urgent other business and confidential items: There was one additional item added to the agenda: - Uniform Policy	
6.	Approval of the minutes of the FGB meeting held 17th July 2024. 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: - Remove Susan Thompson from the attendees. - Skills Audit to be sent to 2 new governors to complete. - SDP to be circulated by 30th September 2024.	
7	Annual Governor Administration: Register of Business Interests: - Completed by all governors present. Electronic copy to be sent to CMw Gifts and Hospitality - There were no declarations of Gifts and Hospitality. Nil return. KCSIE - All Governors signed to confirm that they had read and understood the latest KCSIE updates. CMw to submit his via email. Disqualifications - There were no Governor Disqualifications.	
8	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, Jackie Horner 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: Jackie Horner and Jon Weetman. Nikola Idle will also do Complaint training. - HT PM: John Weetman and Jackie Horner Action: NAd to book complaints training through NYES. Appointment of Clerk through NYC School Improvement agreed and ratified for all FGB and Committee meetings.	
8	Governors with specific responsibilities: Governors were all in agreement to have just one governor linked to each area for 2024/2025. 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. - EYFS – Jackie Horner. - Website, Marketing and ICT – Oliver Holiday. - Health & Safety – Tom Shakesby. 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 should be linked to the SDP priority. In addition, each time a governor comes into school, a section on safeguarding should be completed. Action: RRa will send out the updated link governor template with the SDP next week.	
9	Standing Orders and Code of Conduct No changes to previous years: - Standing Orders for 2024/ 2025 adopted and approved. - Code of Conduct for 2024/ 2025 adopted and approved.	
10	Scheme of Delegation to the Headteacher This will be agreed by the finance committee at the next meeting.	
11	Agreement of Pupil Admission Numbers 2026-2027 The PAN must be agreed by the Governing Body and then submitted to NYC and then onto the DFE. Traditionally at Selby Abbey the PAN has always been 56. This keeps class numbers below 30 but then runs through each year group. We now need to agree the PAN for 2026/2027. The PAN was increased in 2023 to 60 which made sense at the time and therefore the existing PAN is: - 2024/2025 56 - 2025/2026 60	

	Due to pupil numbers and restructure, the school now runs with 13 classes in stead of the previous 15. This means we cannot accept more than 90 children in Year 1 and Year 2. Having a PAN of 56 makes it impossible to keep 3 KS1 classes at a legal maximum of 30 children. Spoken to NYC and they have had agreed it would make more sense to set the PAN at 45 to enable the school to retain 3 classes at the agreed 30 children a class. We would be able to accept more than 30 children into year groups 3-6. Proposal therefore is to have a PAN of 45 for 2026/2027. Challenge: What was our reception intake this year? Response: We took in 40. Our biggest year group is 57 and that is our current year 6. Challenge: Does it make it unsustainable if we move forward with a 45-pupil year group in KS2? Response: We can go over this number in KS2. Challenge: But realistically, how many in year transfers do we do? Response: It's hard to say but we have had a large number of children transferring into here. Its really frustrating as we want as many children as we can but having just a few over would mean having a whole class and staff for just a few pupils. Challenge: Has the scenario gone through the Bursar for remodelling? Response: No, it hasn't. Response: The model we do have is based on birth information we have for Selby and its looking like there will be around 50 children in catchment over the next few years. There were concerns around if this would limit the school financially and not give the school the ability to grow. It needs to be modelled into a budget and discussed in more detail. Challenge: Is the recovery plan based on having less children in school though or more than the proposed 45? Response: We would need to check the budget and what pupil number is built in each year. Monitoring report checked and the current start budget has pupil admission numbers is as follows: - 24/25 – 48. - 25/26 – 47 - 26/27 – 48 At 45 this is slightly lower than expected but it is still less than the cost of a full teacher. Challenge: If we plan to reduce the PAN to 45 this will report a bigger deficit. How does the reduction in the PAN affect the agreement to pay back the deficit? Response: Regardless of the deficit amount it has a 3-year payback term. Challenge: If you set the PAN at 45 do you still have to accept and take children with additional needs if it takes you above this number? Response: Yes. Governors were in agreement to approve the new PAN at 45 for 2026/2027 and for it to be submitted. FSE committee will continue to monitor and look at the financial impact of the PAN moving forward.	
12.	Headteachers Report: Previously circulated with the following items noted: Very busy start to the year. We returned in September with a smaller more streamlined team, but it's been a positive start, and everybody is working together with the same aims and objectives and the same vision. Aware of the challenges of mixed year groups and the smaller staffing team but everybody is rising to the challenge and its very positive. Started the year with a very different school and a reduced team, an ECT, an ITT (Initial teacher training student). Mixed age planning is new to Selby Abbey, and we are evaluating	

	and tweaking plans was we move forward. Inclusion room is up and running with a good timetable. Still have many challenges. Influx of higher need pupils in KS1, changing needs of KS 2 and a significant number of safeguarding referrals. SDP Plan will be finalised and circulated to all governors by the end of the month. 4 priorities all linked to Ofsted framework: - Quality of Education. - Behaviour & Attitudes - Leadership, Management incl Governance - EYFS including rebranding. Document will outline the steps that will be taken to achieve all actions and aims. Projects Rob Berry has met with Kate Ferguson. Selby CAHMS has moved into a new building and would like some children to do some artwork for the walls. Running an ART project where children in school will create artwork to be displayed and there will be some funding towards the resources. Number of other projects ongoing in school as well that all link into priority 2 incl: - STEM - Maths Mastery. - Start Small, Dream Big	
13	Policies: The following policies had been circulated for approval: - Child Protection. - Fire Escape. - Staff Code of Conduct Challenge: Have there been any changes? Response: Areas highlighted in green are the changes. Challenge: Are they NYC changes? Response: Yes. The fire escape one has been tweaked to amend current staff and pupils. Governors were all in agreement to ratify and adopt these policies.	
14.	Safeguarding Update: Report had been uploaded to Teams. Busy start to the academic year with a variety of interventions. Issues are more complicated and difficult to resolve due to lack of support that people an access outside of school. Challenge: Do you feel stuck? Response: Yes, we feel stuck, and we have a lot of children with complex extended situations, and we don't have the level of expertise we need in school. The support and help need to come from outside agencies.	
15.	To deal with any items identified at item 5 above: None raised	
16.	Any other business A comment made about somebody's hair has questioned if the Uniform Policy mentions hair colouring. Challenge: Asking you as governors, should there be mention of hair colouring in the uniform policy?	

	Response: It is a difficult one as can we restrict children colouring hair if adults (staff) are allowed. Challenge: Does colouring hair distract you from your academic ability and can suggest wording around 'natural' colours? Response: No but are we preparing them for high school when hair colouring carries an enforceable repercussion of detention or being sent home. Long discussion around colouring of hair and the time and resources needed in place if school adopts a secondary school policy, based upon the actual number of incidents. It was agreed to add into the policy 'preferably naturally coloured hair'.													
17.	Date of Next Meetings: All to be held in school and via ZOOM, 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 – 20th November 24</td><td>CCES – 12th February 2025</td><td>FGB – 30th April 2025.</td></tr> <tr> <td>Finance – 27th November 24.</td><td>Finance – 19th March 2025</td><td>Finance – 14th May 2025</td></tr> <tr> <td>FGB – 11 December 24</td><td></td><td>CCES / FGB – 16th July 2025.</td></tr> </tbody> </table>	Autumn Term	Spring Term	Summer Term	CCES – 20 th November 24	CCES – 12 th February 2025	FGB – 30 th April 2025.	Finance – 27 th November 24.	Finance – 19 th March 2025	Finance – 14 th May 2025	FGB – 11 December 24		CCES / FGB – 16 th July 2025.	
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The meeting closed at 17.40.

Signed: *John Weetman*

Date: 11.12.24

ACTIONS of the meeting of 25th September 2024

	ACTION	BY WHO	BY WHEN
1.	Skills Audit to be sent to IWa and RBe	COG	ASAP
2.	Register of Business to be sent o CMw	Clerk	ASAP
3.	KCSIE Declaration to be submitted by CMw to NA	CMw	ASAP
4.	SDP to be circulated to all governors	Head	Early Oct 24.
5.	Complaints training to be booked	Nicola Adamson	As available
6	Link Governor Report template to be circulated to all	Head	Early Oct 24.