

Full Governing Body Meeting of Selby Abbey CE (VC) Primary School
Monday 15th May 2023 at 4pm

Present: Rachel Ray (Head), John Weetman (JWe), Sally Sullivan (SSu), Lucy Saunders (LSa), Oliver Holliday (OHo), Sue Blair (SBI), Nikola Idle (NIId), Tom Shakesby (TSh), Lisa Beaston (LBe).

Present via Zoom: Louise Dunn (LDu), Nicola Adamson (NAd), Chido Mwayera (CMw),

Apologies: Neil Woodhall (NWo), Jackie Horner (JHo), and Susan Thomson (STh),

Clerk: Jane Greaves NYCC (Via zoom)

No	Item / Discussion	ACTION
1.	Welcome: Those present were welcomed and the meeting was opened at 18.05 pm by JWe with a prayer.	
2.	Apologies: Apologies were received from STh, NWo and JHo and were 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: No items raised	
5.	Governor Housekeeping: • Parent Governor Update: An election will take place in the Autumn term. • Co-option of LBe: LBe's term expired 20.4.23. LBe confirmed she has spoken to the Head and was happy to continue as co-opted governor. All agreed and LB was duly co-opted for a further 4-year term.	
6.	Approval of the minutes of the FGB Meeting held 29th March 2023: The minutes had been previously brought into school for filing as the clerk was attending this meeting remotely. The minutes were agreed as a true record. All action points were noted as closed. And there were no matters arising. Approval of the confidential minute of the FGB meeting held 29.3.23. The minutes had been previously brought into school for filing as the clerk was attending this meeting remotely.	
7.	Finance Update: NAd advised this year there is an overall deficit of circa £27K which will be carried forward to next year. Contributing factors mainly relate to increased staffing costs, use of supply staff to cover sickness. Challenge: Is it cheaper to cover supply using our own staff or to use supply? Response: It is cheaper to utilise in house staff; we have previously had a high number of HLTA's in school. However due to staff changes and the needs of children it can be difficult to get a good TA and it is more beneficial to get a teacher. Challenge: Why are 'additional catering' costs £16k? Response: This is an issue for consideration in the new financial year. The contract runs September to September. We could consider tenders or re-contracting however if the provision comes in house there may be greater staff cost implications. NAd and LBe described some of the challenges around current catering arrangements such as meals being of a low standard and staff seeming unmotivated. The situation has been raised with the LA and despite some actions and best intentions, the issues remain. The Coronation 'picnic' provision from the LA was extremely disappointing. During covid there were issues	

	supplying hot meals to vulnerable children and it is sad to see the quality of meal some of the most vulnerable children receive. The FGB agreed to put the LA contract on notice pending alternative, more cost effective and better-quality options being explored. ACTION: Arrange to meet with the LA catering service to explain the school's position and dissatisfaction with the LA service. Challenge: Is this situation elsewhere? Response: Yes. Anecdotal feedback is that many schools are in a similar position with similar pressures. Challenge: Is there still the potential for further unfunded pay increases? Response: Yes, the offer rejected by teachers previously was not fully funded. Challenge: Does any of the reduced income relate to extended services? Response: Yes, in September staff were taken on to ensure it was staffed, however after Christmas the numbers dropped. NAd advised work started on the Start Budget with the LA finance officer however it is too late in the year to make significant changes for September. The school will run with the current budget and apply for a deficit budget. It is likely there will be some difficult situations to be worked through. Overall, the budget will be a priority from September. The FGB agreed to approve the Start Budget via email.	Head / NAd
8.	Staffing / Class Structure Update: The Head reiterated school has had a significant leadership change and currently is not in a position to make significant changes. Initial discussions with SLT have taken place around the best staffing structure and further discussions are planned. SLT has considered what has worked well in the past, the circular movement of teachers works well; and the Head explained some other changes and the importance of ensuring continuity whilst supporting succession planning and other colleagues across the school. ACTION: Circulate the proposed staffing structure to the FGB.	Head / NAd
9.	Safeguarding Update: The Head expressed she is hugely impressed with safeguarding, care and love shown to all children at school. LBe referred to the report circulated and explained the report is not atypical of the school's cohort and ensuring children remain unidentifiable is of paramount importance. School ensures work with external support is sought where needed eg Early Help and the SEND Hub. Governors are appreciative of the amount of work that takes place within the school and suggested it could be helpful to include the cohort number as a % of the total number of children in school.	
10.	Headteacher Termly Report: Attention was drawn to the document previously circulated, the Head expressed particular thanks for her warm welcome and support from the whole school community. The following were highlighted: • Pupil progress meetings for all classes have now taken place. • Applications for reception admissions have been received and there was good engagement from parents at the Cygnets open day. • Attendance is in line with NYCC although in previous years attendance has been	

	+96%, it is currently 94.4%. There has been an increase in requests for holiday forms. • 'Deep data' regarding persistent absenteeism will be collated and there will be an attendance 're-set' from September. • School was pleased to receive an email celebrating school's achievements received from Nick Gibb (Minister for Schools). • Good work continues to manage behaviour in school, and it is good to see children at lunchtime clubs are learning how to play and staff working to reintegrate them to a more typical playtime. • There is excellent teamwork in school to support individual children and families to have positive experiences in school. • There are a range of school clubs including multi-sports, hockey, and mixed football. • There are ukelele and performing Arts workshops as well as maths and reading clubs. • The SAT's breakfast was a great success and was supported by a local supermarket. • The Holiday club will be run for x1 day in the May half term and during the first 2 weeks of the Summer Holiday.	
11.	Health and Safety Update: NAD advised the substantive LA Health and Safety lead has been off for some time however a replacement advisor has been identified and will be completing a paperwork check and premises visit shortly. Whilst there has been no LA advisor, school has continued to prioritise all checks and NAd highlighted: • Fire Risk Assessments have taken place and there are no major issues. • Drax had previously emailed several schools to inform them that grant funding was available, from a different company, to replace school lights with LED lighting. The school successfully applied for the funding, and it is hoped works will take place during the May half term holiday. The LA have been contacted about the proposed works and are supportive. • Road safety outside school remains an issue. • Canopies and gates have been serviced. • Overall, school remains proactive regarding repairs and maintenance. • The overnight school stay for year 6 children is in advanced planning stages. School will ensure all adults have complete DBS checks and children know where the fire exits are. <i>*CMw left at 17.00</i>	
12.	Governor Monitoring Visits: Thanks were extended to those who gave their support and helped to ensure the SATs were done in the right manner. ACTION: Ask staff to send updated 'post cards' to their link governor and to arrange a visit with them.	Head
13.	Policy Review: The following policies were confirmed as received and approved: • Mobile Phone Policy: The use of Smart watches was previously identified as an area for clarification and staff will be asked to sign their agreement to ensure their smart watches would be used appropriately. ACTION: Amend the Mobile Phone policy to reflect approved use of smart watches for staff and children. • Leave Policy: This has been amended to reflect the numbers of weeks support staff are paid and their entitlement to 10 days paid compassionate leave. Challenge: Are there any school staff on 'full year' contracts?	NAd

	Response: Yes, there are several and they come into school during the holiday periods. Challenge: Is a lockdown drill planned, what is the process for 'lockdown' and how will this be communicated to parents? Response: A drill needs to take place. Many 'alert' methods have been tested. We have opted for an alert system which flags up on a discreet message on a computer screen in class and teachers are alerted this way. Challenge: Can anything be heard when the message is raised on the screen? Response: Yes, in the office, the 'alert' can be set up so it can be heard by staff in the classroom. However, this issue should be raised with the Health and Safety advisor particularly in the event that an alert is raised during lunchtime when children having lunch or are playing outside. ACTION: Raise issue of lockdown alerts with Health and Safety advisor.	NAd / Head
14.	Items identified at item 4 above: None raised.	
15.	Any other business: Industrial Action: Challenge: The recent industrial action has affected the same classes; is this likely to happen again? Response: TU's will be balloting; staff are discouraged from covering classes and cannot be asked to cover the classes of striking colleagues. There are also strong views about whether or not staff could / should cross picket lines. School will support staff, families, and children as much as possible. However, it is accepted that clearer communication with parents would be helpful.	
16.	Date of Next Meetings: Wednesday 19th July – CCES at 4pm in school and via TEAMS:	

The meeting closed at 17: 22

Signed:

Date:

ACTIONS of the meeting of 15th May 2023

	ACTION	BY WHO	BY WHEN
1.	Arrange to meet with the LA catering service to explain the school's position and dissatisfaction with the LA service.	Head / NAd	ASAP
2.	Circulate the proposed staffing structure to the FGB.	Head / NAd	ASAP
3.	Ask staff to send updated 'post cards' to their link governor and to arrange a visit with them.	Head	ASAP
4.	Amend the Mobile Phone policy to reflect approved use of smart watches for staff and children.	NAd	ASAP
5.	Raise issue of lockdown alerts with Health and Safety advisor.	Head / NAd	ASAP