

DRAFT Minutes of the Full Governing Body of Selby Abbey Church of England (Voluntary Controlled) Primary School Wednesday 22nd September 2021 4pm via Zoom Present: Jo Jennings (Head), John Weetman (Chair), Nicola Adamson, Jane Greaves (Clerk) Present (Via Zoom): Sally Sullivan, Louise Dunn, Neil Woodhall, Tom Shakesby, Lisa Beaston, Matthew Gerdes-Hanson, Jackie Horner, Nikola Idle Apologies: Cllr Steve Shaw Wright, Susan Thomson		
1	Welcome, prayers and introduction NWo opened the meeting at 4.01pm with a prayer. The new clerk, Jane Greaves was welcomed.	Note All
2	Election of Chair and Vice Chair JWe confirmed he was happy to stand as Chair of Governors for a further year. Proposed by JJe and seconded by NWo All AGREED NId confirmed she was willing to stand as Vice Chair of Governors for a further year. Proposed by JJe and seconded by NWo. All AGREED	Note All
3	Apologies Apologies were received from Cllr Steve Shaw Wright and Susan Thomson and were consented to.	Note All
4	Declarations of interest pecuniary or non-pecuniary None.	Note All
5	Declaration of confidential items Governors were reminded of their requirement for confidentiality.	Note All
6	Urgent other business • Fire Escape Policy • Proposal for a new co-opted governor The Head advised Sue Blair who recently retired from the school is interested in joining the governing body as a co opted governor. She is very familiar with Selby Primary, knows the children and understands the school and education. Governors discussed the proposal and agreed her knowledge of the school, and her pastoral knowledge and support will be invaluable. Sue Blair (SBI) was duly appointed as co-opted governor for a 4-year term.	Note All

	Noted: Having been employed by the school SBI has a current DBS check however whether this needs to be re-established for her position as co-opted governor needs to be confirmed. ACTION: Confirm whether SBI's DBS check should be re-run for her change of role from school employee to co-opted governor.	Clerk
7	Administrative Necessities • Register of Business Interests • Register of Hospitality • Governor Statutory Declarations The Board agreed that these should be completed electronically, collated by the Clerk and then copies will be retained in school. ACTION: Circulate governor annual documents to all governors. ACTION: Complete the annual documents and return them to the clerk electronically.	Clerk All
8	Committee Structure (including Terms of Reference) Attention was drawn to the information previously circulated regarding committee structure, delegated powers, and Terms of Reference. The Board agreed the structure works for the school and was adopted for 2021/22. • FSE membership was agreed as being JJe, JWe, NIId, SSW, MGH, TSh • CCES membership was agreed as being: JJe, JWe, NWo, LBe, STh, JHo, LDu and SBI. The Chair and Vice Chair of each committee will be determined by each committee. Consideration was given to having named governors for the following panels. • Complaints • Appeals • Exclusions The FGB agreed membership of the above panels would be determined by governor availability. Challenge: Do governors need training for the panels, and do we have the skills? Response: Several governors have undertaken the training, and should any other governors wish to undertake the training then they can access this via the school office.	Note All

9	Standing Orders and Code of Conduct: Attention was drawn to the NGA Code of Conduct previously circulated and Standing Orders. The FGB agreed as a Board they are compliant and agreed to adopt these.	Note All
10	Governor Record of Contact: Governors agreed the process works well and the visit record form helps to capture areas needed well. All governors are welcome into school. ACTION: Liaise with governors regarding a schedule of governor visits.	Head
11	Governor Specific Responsibilities: Attention was drawn to the information previously circulated regarding link governor areas. Link areas were agreed as: • Safeguarding, Behaviour & Attendance – JWe & NWo • Church School development inc. Religious Education – Jwe & JHo • SEND, Inclusion & Equalities – JWe & STh • Health and Safety & Premises – Nid & TSh • Health & Wellbeing inc. PE and school sport and PHSE – NWo & NId • Communication, language, and literacy inc. English and French – LDu and SBI • STEM inc. Science and Maths – JHo & MGH • Humanities inc. History, Geography and Computing – SSW & SBI • Arts inc Art and Design, Design Technology and Music – TSh & LDu Noted: Early Years and Partnerships strands are woven through all areas.	Note All
12	Confirm / Review Scheme of Delegation to the Head The scheme of delegation to the Headteacher was approved in line with the Budget Management Policy as £5 k	Note All
13	Ratification of the School Self Evaluation: This links to the Church development plan and is key in summarising how the school is developing and moving in the right	Note All

	direction. The Head gave a summary of the document and encouraged all governors to read it. The following were highlighted: • A church inspection is expected in the near future. • Ofsted is expected next year however they can inspect at any time. • Most areas are self-judged as good, with leadership judged as outstanding. • Behaviour across school is overall outstanding. There is a small cohort of high need children in school. • A parent and pupil survey will be undertaken later in the school year. During Covid It was not felt appropriate to complete a full survey although during that time feedback was sought in other ways. • Key issues identified in the last Ofsted inspection have been addressed and there has been good progress in all areas.	
14	Ratification of the School Improvement Plan (SIP): The Head gave a verbal summary of the SIP and advise as a staff team and as a school it was felt important to maintain aspirational targets although it is recognised that some children will take longer to catch up. There is a focus on curriculum, continuity and precision with children having opportunities to revisit areas and make new connections across subject areas. Subject leads will have greater opportunities to work across school to monitor and evaluate this year. Selby Primary is part of North Star teaching Alliance and there will be a focus on evidence-based practice and ensuring new learning is embedded and children are able to make connections. During last year most partnerships took place virtually. School is now planning for educational visits to take place and to have more visitors in school however this remains dependent on how Covid impacts going forward. Questions were invited. Challenge: As part of self-assessment should there be something specifically about the impact of covid? Response: This is reflected well as part of our learning recovery plan and there is data relating to progress. The impact of covid is	Note All

	also captured in the SDP. The wellbeing of children is key and fortunately the vast majority have returned to class and settled well.	
15	Items Raised in Item 6: • Fire Escape Policy: Governors were advised Fire Escape and Lockdown Procedure: has been amended to reflect pre-bubble activity. Question: Does it consider if lockdown happens again? Response: Yes, in the event of another lockdown we would revert to the previous policy and procedure.	Note All
16	Any Other Business: Finance Training: This is open to all governors, and all are welcome as it will help governors have the skills to understand school finance information. Parent Governor Election: The Head advised school will be proceeding with a Parent Governor election process and sought the views of governors regarding any skill gaps in the FGB. Governors expressed it would be helpful to develop the Boards skills regarding EAL and effective parental engagement help parents to collectively understand what school is aiming to achieve. ACTION: Share Parent Governor summary information with the Head. New School Admissions: NYCC admissions recently contacted schools to consider what they could offer Afghan families. Selby Primary is expecting to welcome 2 families in the next few weeks. Low level awareness training is planned, and school is very much looking forward to receiving the children in to school.	Note All Clerk
17	Confirm date of next meetings Governors were asked to consider how they would prefer to meet, and it was agreed all future meetings would take place at 4pm and a blended approach of in person and Zoom will be used. Dates were agreed as: CCES Monday 18th October 2021 FSE Wednesday 10th November 2021 FGB Wednesday 24th November 2021	Note All

	CCES Monday 24 th January 2022 FSE Wednesday 16 th February 2022 FGB Wednesday 30 th March 2022 FGB Wednesday 18 th May (Finance Focus) CCES Monday 18 th July 2022 Noted: A Finance training session is to be held 23 rd September 2020	
18	Meeting closed at 17:08	

ACTIONS OF THE MEETING HELD WEDNESDAY 22ND SEPTEMBER 2021

	ACTION	WHO	BY WHEN
1	Confirm whether SBI's DBS check should be re-run for her change of role from school employee to co-opted governor.	Clerk	ASAP
2	Circulate governor annual documents to all governors.	Clerk	ASAP
3	Complete the annual documents and return them to the clerk electronically.	All	ASAP
4	Liaise with governors regarding a schedule of governor visits.	Head	ASAP
5	Share Parent Governor summary information with the Head.	Clerk	ASAP (done)