

**Meeting of the Full Governing Body of
Selby Abbey CE (VC) Primary School
Wednesday 20th March 2024 @ 3.30pm**

Present: Rachel Ray (Head), John Weetman (JWe), Nicola Adamson (NAd), Sue Blair (SBI), Susan Thomson (STh), Oliver Holliday (OHO), Lisa Beaston (LBe),

Present via Zoom: Tom Shakesby (TSh), Chido Mwayera (CMw), Nikola Idle (NId)

Apologies: Louise Dunn (LDud) **Clerk:** Samantha Edwards NYC (SEd)

No	Item / Discussion	ACTION
1.	Welcome: Those present were welcomed and the meeting was opened at 3.40 pm by JWe with a prayer.	
2.	Apologies: Apologies were received from LDu, and these were consented to. Governors notified that SBI was running a little late.	
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: There were no additional items added to the agenda.	
5.	Approval of the minutes of the FGB meeting held 7th December 2023. 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: All actions that were outstanding from the meeting on 7 th December had been completed.	
6.	Headteachers Report: Previously circulated with the following items noted: Attendance School continues to work on attendance. Persistent absence has decreased from 43to 34 children from a small number of families. Work we ae doing with families is working and having an impact. 45 first choice places for September which is very positive. Numbers are low nationally so think this is very good and should increase once the final offers are made. Leadership & Management Lots of time has been taken up with the restructure, but many other things have been accomplished. - Positive visit from James Durran. Very impressed with what they saw in classrooms and pupil voice. Actions were things we had already agreed and highlighted, and these were listed in the HT report. Looked at data, this is strong for children achieving ARE but less so for greater depth. Do teachers have high enough expectations and what we can do to increase this. Next visit is booked for 24th April with focus on inclusion. He will lead staff meeting around higher attainers, writing and redrafting. Report needs to be amended from 24th march to 24th April. - Visit from the English hub to look at phonics and early reading. No particular issues highlighted. Mindful we have implemented RWI for the last 13 years and how much the programme has moved on and developed. Received £6000 worth of funding which we have allocated to upgrading online platform. All children should achieve the phonics screening unless there is a high SEN need. Been challenging and made us think about groupings and current books and online assessments that will be useful moving into next year with mixed classes. It will help wit fluidity between the year 1 & 2 groups.	Clerk

	Challenge: Is the funding coming from Yorkshire Endeavour? Response: It's from the DFE. Challenge: Are there any stipulations? Response: It can't be used for anything other than early reading and phonics. Its checked and we are audited to check on our progress. Response: That's a good connection there from the HT previous school. Didn't realise it had been in place for 13 years. It's a really important building block for our youngest children moving forward. - Lucy Saunders has been accepted onto the Selby Locality Board. Significant application that needed to be completed. She will attend meetings where decisions are made on how local money is spent and information on available grants so that we don't miss anything. - Included in HT report, a small update on restructure process but would like to highlight how challenging this has been. Very proud and grateful to all the staff on how they are remaining professional despite significant anxieties this will have for some people. Challenge: The children's university is a project in Selby, have we had any update on this. Response: We did see something in the newspaper and have had communication in the past. When we didn't have the capacity to engage in it before, but we could look at it moving forward. We are part of a similar project which is called 'Start small and dream big' and Laura Wood will lead on this. Staffing - SC has secured a DHT position, and we are delighted for her. We would like to have thanks noted for her everything she does for us as a school and her proactive approach to sports lead and more recently her work with pupil premium. She will leave at the May half term. Plans for her class are that BS will work 0.8 up to the end of the summer term and we are asking a HLTA to cover the other 0.2. - LC has secured a class teacher position in Harrogate and will leave at the end of the summer term. Pleased for her and she feels it's the right thing. - JP leaves at the end of the Spring term as she is retiring. Saying farewell in Friday's assembly and governors are welcome to attend. Spoken with Selby Council regarding crossing patrol. We should be pushing the council for a formal crossing to be put in place and it would be good to get another request submitted. It's not just school traffic there is a steady flow of traffic and its an extremely busy the road. Lorries blocked the crossing the other day. Challenge: Did you follow that up, usually work can only be done outside of school hours such as 10-2 and 4-5pm so the building lorries aren't around at school drop off times? Response: We followed it up as the driver was quite rude when we asked him to move. We have contacted highways to see what they come back to us with.	
7.	School Development Plan: Previously been through the 4 priorities. Updates on what has been worked on and progress for the spring term. The Spring term has been very short but a very busy term. Been pleased with what we have been able to work on and achieve with these priorities with everything else that has been going on in the background. Challenge: Did you get Stay & Play off the ground? Response: We haven't done that yet due to the staffing in pre school being less than it was. We will need some help from volunteers, so it is likely to be September before we start these again. We also explore what we had in our minds we would do and look at different ways that we can approach it. Challenge: Do you have any concerns on actions? Response: No. The SDP is an evolving document. Focus in the Summer term is curriculum and planning our next stage curriculum appropriately. It will be a big job and there will be a focus	

	on the quality of education section next time we meet. Challenge: Accidents in school – the context is different for staff, pupils and contactors – are these followed through? Response: Yes, all pupil accidents have been fully investigated. B-Safe is completed so H&S are aware. These are then reviewed by H&S and followed through and all 3 occasions they have been classed as supervised freak accidents. So many children in a small space we just can't eliminate accidents completely, but we always meet and discuss actions we need to put in place and follow this through. Challenge: Are there any updates regarding accessing the playing field with the council? Response: NO. Spoken with the town council, deputy clerk, MP and parents have written to them as well. There is currently a process in place with NYC diverting responsibilities back to local town councils which may be why there is a delay. Not heard anything recently but we can chase them up but think he is still waiting for an answer himself. Challenge: What is the legal position about people who use it though if it's now managed by county council as opposed to local council? Response: We still use it on the same basis as we have had before such as Sports day. Its more the process for agreeing access at other times and having specific areas identified we can use. Headteacher was thanked for a very informative report. Acknowledgement the impact of the restructure process on staff and how well they are coping and making sure children are all getting exactly what they need. Acknowledgement of the amount of time an energy on the headteacher as well as the governors on the selection committee and the significant amount of work that has been undertaken.	
8.	Finance & Budget Update: All governors have received a copy of the finance report that was discussed at the previous FSE committee meeting and the latest summary had been circulated. Previously reporting a C/F of -£220k which has now increased to -£238k. This is mainly due to staffing costs in the summer term. It was highlighted that whilst there had been an overspend on staffing there had been an underspend in supply costs. Working on the start budget and looking at income, expenditure, pupils' numbers and assumptions as close to actuals as possible. Also looking at meal prices and wraparound care prices so we can make sure we are charging current rates. Identified a need to put in place some finance training and add in reports from chairs of each committee to full governor meetings. NAd is happy to some 1:1 training with governors and explaining the budget lines. Finance officer goes through the figures in a very in-depth way and provides explanations back to the finance committee. Concerns have been raised as to how the school has got itself into the position it has financially. Its been a significant changing picture and the figures have changed significantly since last April its seems impossible that it has been missed by so many people. Main items that have changed have been two significant pay increase across all staff and falling pupil numbers both of which have been outside of the schools control. School has a large number of support staff which was shared on the benchmarking report, and therefore implementing the pay increases across such a large number of people has had a huge financial impact. In addition to this we have had very little staff turnover so have not had any natural staffing cost reduction. In addition, there were also a mixture of other things such as: - Change of Leadership - Significant increase in costs.	

	- Minimal support from LA and previous bursar. COG and HT met with the LA in summer term to discuss the deficit and couldn't action any redundancies due to the HT being part time and newly in post. Changes could only be out in place once the HT had an understanding of the school and could implement a full restructure process. Don't believe that anything could have been done any differently. COG is happy to speak with staff but won't change the situation the school is in. ACTION- Governors to acknowledge the impact of the restructure on the staff more. ACTION – Committee chair feedback to be added to FGB agenda moving forward. SFVS The SFVS was approved by the finance committee. Requested to have 1 point amended about the business continuity plan. Also added in the school's deficit. ACTION- All governors in agreement for the SFVS to be submitted to the LA	Clerk NAd / RRa
9.	Safeguarding Update: 40 incidents recorded. 45% of these involve children who are involved with other agencies. There hasn't been as many incidents but what we have had have been more complicated and mainly connected to mental health issues. Very little support from voluntary organisations and long waiting lists for Early Help and CAMHS. 29 children open to family service and there has been an increase in concerns in preschool. All incidents from outside of school have come into school and 3 incidents have required staff to give statements to the police. It's becoming a real burden to staff with the complex and harrowing issues they are taking on and supporting.	
10.	Attendance Action Plan: Figures included in the HT report and the action plan was circulated. Parents have responded well to the letters and there does seem to be a positive impact. Attendance figures are impacted by children who have left but are still on the school roll. Challenge: You were going to speak about additional support for children signing up for pupil premium in KS1? Response: We have had a couple. Included a poster with the letter in January regarding data collection and highlighted the advantages of signing up for FSM even if they were still in KS1 and accessing these. Music lessons have really increased in PP children as lessons are funded so making sure people understand the wider advantages for the as a family. We did find an increase after covid due to FSM vouchers and now we are using Feast to support the holiday meals and club's programme. Have 109 pupils on roll who are PP.	
11.	Use of Teams / Sharepoint Presented by TSt. Set up a governor's team channel to have everything all together and everybody on the governing board has access. Various folders in there with all the documents in to support meetings. School staff are also trying to use teams for storing documents and doing a soft move over the next few months. Having a staff training session which will be around 2 hours long regarding teams and how it can be used. Challenge: How do you stop it from opening the minute we login to a computer? Response: You need to right click and switch this off in your individual settings. ACTION: School email address to be set up for clerk so they can access documents and upload papers. <i>CMw left at 5.30pm</i>	

12.	Policy Review: The following policies were confirmed as received, and approved subject to some wording being amended as per below and signed by the Chair. • Photographic and Video Images Policy • Behaviour Policy (Minor amendment) • Governor Induction Policy • Governor Visits Policy • Restrictive Physical Intervention Policy Challenge: Photograph policy refers to the data protection act 1998 and think this should be 2018? Response: We will amend this and also add in about the iPad as well as a digital camera. Challenge:? The Primary School Behaviour Policy mention the "Golden Rule" 14 times. Apologies, if I've overlooked something; is "the rule", one rule that's specified somewhere, or an ethos as set out by the policy? I'm not clear how parents/pupils access/understand "The Golden Rule". Response: Golden Rule is the principal set out around how we treat other people. We assure that people are aware of it but will add what the golden rule is into the policy. Challenge: Governor record of visits - Jame Durran recommended that we add safeguarding to this proforma and the monitoring report states we already do, so this document needs updating please. Response: Checked by RRa. On Teams there is a link visit section, and this has a safeguarding folder. Will make sure everybody is aware of the updated proforma and take this page out of the policy. Challenge: Positive Handling – should communicate with parent / guardian be included in ‘ action after incident’ ? Response: Yes, it should, and this will be added Challenge: Is everybody clear how children add dojo points and do we just count the teacher awarded points and not the parent awarded points? Response: Yes, we have a school guidance and explanation of what dojo points can be given. School staff can't see the points added by parents and we haven't been able to find a way that teachers can see parent points. Have had conversations about how class dojo could be a better platform if we utilise some of the paid premium access and transfer it into the school's platform which is free. Challenge: Is the positive handling policy new? Response: Yes, it is. Challenge: Is this because we think we need one? Response: We just should have had one. Its not a significant issue on a daily basis but we need to have it in place in case we do need to use it.	
12.	Governor Monitoring: The following link governor visits have taken place this term and reports will be added to Teams folders: • NId – PE and also SEN / Inclusion Visit • LDu – Art Visit • JWe – RE Visit Feedback from PE visit: SC leaving school in a very good place. Very clear plan of what she does, who's taking over and what to look out for. Link Governor visits section on teams has a folder for each individual link subject and proformas for those subjects are included in each folder. Please keep as up to date as possible with visit reports.	ALL
13	Governor Skills Audit	

	Still waiting for 2 to be returned and then they will all be reviewed. Can look at the gaps and recruitment for the governor vacancies. DfE are no longer funding governor recruitment so may see things such as governors for schools disappearing moving forward. TSt is coming to the end of his term of office and is happy to stand for a further 4-year period.				
14.	To deal with any items identified at item 5 above: None raised				
15.	Any other business – this item was confidential. Challenge: Golden ticket activity arranged by PTFA, did that fit well with the golden values of the school, and do they have a gambling / raffle licence? Response: If they had done a ticketed raffle, they would need to have a licence however they buy into an association that helps them. Response: With regards the Wonka Bar and the healthy eating agenda, it was a one off and everything in moderation. It was a treat for the children. Challenge: I was concerned about the kitemarks of healthy schools and if we have a responsibility to make sure we are not promoting things like this on a regular basis? Challenge: Are you concerned about the chocolate or the rules and regulations? Response: Both, but probably more around the rules. Response: Think we are aware of the regulations and what we need to do as a school for Health Schools. The PTFA are separate organisation and therefore anything they do wouldn't come back on the school. Challenge: On Monday a message was sent out regarding the school closure and this message was then mirrored on Yorkshire Live website about the school closure and children needing to be collected. This is a safeguarding concern that this was made very public information? Response: We had to close the school and arrange for children to be collected. Our school opening and closing times are published anyway and staff had a register for signing the children out. No child left the school without being collected and without school following pick up arrangements in place. Same guidance was used as with any other time children leave school. No child would have been collected by somebody that wasn't supposed to be taking that child home. ACTION: School will contact Yorkshire Live to make sure there is an understanding that school needs to be in control of sharing information. There was an agreement that all meetings would have a 4pm start time and the FGB scheduled for the 17th of July would start at 4pm and not 330pm.	RRay			
16.	Date of Next Meetings: All to be held in school and via ZOOM: Date of next meetings: FSE- Wednesday 15th May at 4pm <table border="1"><thead><tr><th>Summer Term</th></tr></thead><tbody><tr><td>FSE- Weds 15.5.24 at 4pm</td></tr><tr><td>FGB- Weds 17.7.24 at 4pm (data Focus)</td></tr></tbody></table>	Summer Term	FSE- Weds 15.5.24 at 4pm	FGB- Weds 17.7.24 at 4pm (data Focus)	All
Summer Term					
FSE- Weds 15.5.24 at 4pm					
FGB- Weds 17.7.24 at 4pm (data Focus)					

The meeting closed at 18.10.

Signed:

Date:.....

ACTIONS of the meeting of 7th December 2023

	ACTION	BY WHO	BY WHEN
1.	Agenda to include feedback from Committee chairs as standalone item	clerk	July FGB
2.	SFVS to be submitted to the LA	NAd	31 st March 24
3.	School email address to be set up for clerk to access Teams	NAd	ASAP
4.	Outstanding skills audits to be sent to COG – COG will chase those still to submit.	Head	ASAP
5.	Contact Yorkshire Live regarding communication	Head	ASAP