



MINUTES OF A MEETING OF THE FULL GOVERNING BODY
Thursday 5th October 2023 at 6.00pm

GOVERNORS PRESENT

Alison Stewart (HT), Kathryn Sandercock (KS), Gillian Robinson (GR), Anne-Marie Merifield (AM)

IN ATTENDANCE

Sallie Lloyd - Clerk to Governors
 Karen Taylor – School Bursar

PROCEDURAL

No.	Item	action
1.	<p>Welcome The vice chair welcomed all to the meeting.</p>	
2.	<p>Confirmation of Chair and Vice Chair The clerk informed members that she had received the resignation of Ian Turvey from the Governing Body.</p> <p>Gillian Robinson nominated Anne-Marie Merifield as Chairman. This nomination was seconded by Alison. All governors present approved the appointment by show of hands. Anne-Marie is duly elected Chairman for a two-year term.</p> <p>The governors thanked Ian for his commitment and wish him well.</p> <p>The appointment of vice chair will be carried forward to the next meeting.</p>	Clerk
3.	<p>Apologies and absences. Daisy Cairns (DC) and Charlotte Robson (CR) were absent from the meeting. Apologies received from Daisy Cairns, reasons for absence were consented.</p>	
4.	<p>Declarations of Interest for items on the agenda None</p>	
5.	<p>Identification of any urgent items for consideration during the meeting The HT provided details of a recent positive inclusion experience.</p>	
6.	<p>Identification of any confidential items on the agenda to be excluded from public minutes. Part of item 10, item 13 and 19 have been recorded in the confidential minutes file.</p>	
7.	<p>Governor Compliance, Training, and development:</p> <ul style="list-style-type: none"> The instrument of Government was received and noted. The clerk was asked to discuss with NYC the possibility of reconstituting to reduce the total number of governors to 7 (reducing the co-opted from 4 to 2). Unforeseen printing issues meant that the following documents were shared and discussed but not signed: NGA Code of Conduct, Declaration of business and personal interests, and Annual declaration of gifts and hospitality for year 2022/23. The Clerk to follow up during the next meeting. 	Clerk



	<ul style="list-style-type: none"> The annual revisions to the Budget Management policy have not yet been released by NYC and as such the governors remained comfortable with the scheme of delegation currently in place and will consider any revised delegated spending limits for the Headteacher when they are confirmed by NYC. The Complaints committee membership and Disciplinary committee membership will consist of 3 members. Members will be appointed based on availability and suitability as and when required. If insufficient numbers of suitable governors are available, local schools will be asked to supply governors from their membership. The HT performance management committee membership will consist of AM and KS. The first meeting has been arranged for 13th November 2023, with support for Ruth Mason. The volunteer Privacy notice was re-issued to all Governors in advance of the meeting and is available on SharePoint. The Acceptable Use of IT policy was issued to all Governors in advance of the meeting and is available on SharePoint. Governors agreed to hold the following specific responsibilities: <table border="1" data-bbox="272 786 849 902"> <tr> <td>Safeguarding</td> <td>GR</td> </tr> <tr> <td>Health and Safety</td> <td>KS</td> </tr> <tr> <td>Special Educational Needs</td> <td>AM</td> </tr> <tr> <td>Pupil Premium</td> <td>AM</td> </tr> </table>	Safeguarding	GR	Health and Safety	KS	Special Educational Needs	AM	Pupil Premium	AM	
Safeguarding	GR									
Health and Safety	KS									
Special Educational Needs	AM									
Pupil Premium	AM									

8.	<p>Membership of the Governing Body: Governors discussed the vacancies for an LA governor a parent governor and a co-opted governor.</p> <p>Whilst the subject of reconstitution is being reviewed the co-opted position will remain vacant.</p> <p>GR will apply to NYC for the LA position. The Clerk was asked to share the relevant links with GR.</p> <p>Governors agreed that it would be helpful to undertake a skills audit of the current membership and identify gaps in knowledge. The Clerk was asked to circulate the documents and collate responses.</p>	Clerk & GR Clerk
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9.	<p>Minutes: The minutes of the meeting held on 11th July 2023 were considered for approval. The minutes of the meeting were approved. These minutes can be published onto the school website.</p> <p>Matters arising not covered elsewhere: None were identified</p>	School office to upload minutes to website.
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BUSINESS OF THE FULL GOVERNING BODY

10.	<p>Finance: The latest monitoring report was reviewed.</p> <p>The SLA list for April 2024 is not yet available. AM will review the current list, with the HT as any SLA's that the school might want to reconsider in April will need to be given notice. A summary will be included as a discussion point during the next meeting.</p> <p>The remainder of this item is recorded in the confidential minutes.</p>	
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11.	<p>Early Years free childcare offer: The HT explained some of the complexities with the booking of places in advance of the free hours being rolled out from April 2024. Governors considered whether to take deposits from families who apply for a funded place from April. After discussion, it was agreed that the nursery would not request deposits from families for funded places. The school office will book children a place on a first come first served basis. The admissions protocols were considered in anticipation of a large demand for places. The governors will consider this as a standing item at each meeting.</p>		Clerk
12.	<p>Headteacher's Report: The full report from HT is available on SharePoint and was available to governors prior to the meeting. The nursery will work towards the NYC Healthy Eating award. The remainder of this item is recorded in the confidential minutes.</p>		
13.	<p>Staffing Matters: This item is recorded in the confidential minutes.</p>		
14.	<p>School Development Plan: No additional information was shared in addition to the comprehensive report received during item 12.</p>		
15.	<p>Safeguarding: All Governors present confirmed that they have read and understood the Keeping Children Safe in Education 2023 policy and guidance. Clerk to follow up with DC, CR at the next meeting. The Single Central Record has been checked this term. This document keeps a log of all recruitment and vetting checks on employees and regular visitors to the school. (including relevant volunteers, supply teachers, agency and third-party staff).</p>		
17.	<p>Premises, Health & Safety: There were no updates to share</p>		
18.	<p>Governor Visits: There were no updates to share</p>		
19.	<p>Information Security Incident: This item is recorded in the confidential minutes.</p>		
20	<p>Policies and procedures for review and approval: The following policies, procedures and documents were reviewed and after discussion were adopted:</p> <ul style="list-style-type: none"> • Data Protection • Governor and Volunteer Privacy notice • Information Security Policy • Pupils, Parents and Guardians Privacy notice • Records management policy 		



	<ul style="list-style-type: none"> • Website Privacy Notice • Workforce Acceptable Use policy • Workforce Privacy Notice • Keeping children Safe in Education 2023. • Child Protection Policy 2023 <p>The following policies, although on the agenda, were not available for governors to approve:</p> <ul style="list-style-type: none"> • Staff Pay policy • Budget Management • Charging and Remissions policy • Behaviour <p>These will be carried forward to the next meeting.</p>		
21.	<p>Any other urgent business previously identified: None</p>		
22.	<p>Effectiveness of meeting: How have we helped to achieve our objectives today and what impact has this meeting had on staff and pupils at this school?</p> <ul style="list-style-type: none"> • Governors reconfirmed their commitment to Safeguarding children. To be particularly vigilant when monitoring and to think “it could happen here, it could happen anywhere”. 		
23.	<p>Next Meeting Dates 2023/2024 21st November 2023 6th February 2024 19th March 2024 14th May 2024 2nd July 2024</p> <p>All meetings to start at 6pm</p>		
21.	<p>Close of meeting The Chair declared the meeting closed at 8.38pm</p> <p>Sallie Lloyd Clerk to the Governing Board slloyd@broughamstreet.n-yorks.sch.uk</p>		