



	MSC has signed the Code of Conduct acceptance and declared a nil return for gifts, hospitalities, and personal and pecuniary interests.	
6.	<p><b>Minutes</b> The minutes of the meeting held on 9<sup>th</sup> February 2023 were approved.</p> <p><b>Matters arising</b> not covered elsewhere on the agenda: The Headteacher thanked MSC and MR for their confirmation that they had read and understood the updated KCSIE document. It was noted that JS had been unavailable for governing body work since the start of Autumn term and would undertake safeguarding requirements as a matter of urgency on her return.</p> <p>CA confirmed that the slides and notes from his recent training were available on SharePoint for all governors to view.</p> <p>Key holding arrangements worked well during the February Half Term, there were no alarm call outs. Governors discussed arrangements for the forthcoming holiday. MR and CA will be on call to attend if necessary. Details will be confirmed with the alarm company.</p>	<p><b>JS</b></p> <p><b>MR &amp; CA</b> HT to update the contact details held by alarm monitoring company</p>

**Part B – School Improvement**

7.	<p><b>Finance</b> Governors received the February monitoring statements from Val Berry, Bursar.</p> <p>The school is in a strong financial position and currently the expected outturn is £15,507 greater than at the previous monitoring point. The notable areas of saving were support staff costs, contractor costs and the catering equipment reserve not being spent. There were areas of overspend and these were teaching staff and a small shortfall from the Bewerley Park residential.</p> <p>The capital receipts are higher than budgeted as the energy efficiency grant has now been received. It is expected that there will be £14,094 to carry forward. It is anticipated that capital funds will be used to address the issues with the heating system; a specialist contractor will be invited to service and balance all radiators. Replacing the Year three ceiling is ongoing and will require capital funds.</p> <p>The draft start budget was received and noted. The number of pupils on roll is anticipated to be 203 in September. School has planned for consistent staffing, although there may be a small amount of change necessary in order to balance the budget. The budget anticipates 28 children joining reception, although the class can accommodate 30 and it is hoped that the class will be full when allocations are published by NYCC in April.</p> <p>It was noted that the government do not pay enough to cover the costs of providing infant universal free school meals. The charges by Dolce are £2.55 per meal and the government only reimburse £2.41 per meal. The shortfall must be met from school funds. The take up of school meals in Reception and KS1 is almost 100% (90 meals per day).</p> <p>There are still several unknown elements within the budget:</p> <ul style="list-style-type: none"> <li>• Teachers pay award.</li> <li>• Support staff pay award.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Inflation on goods and services including resources.</li> <li>• Energy costs.</li> <li>• Additional LA funding for SEND pupils</li> <li>• Additional government funding for negotiated pay awards.</li> </ul> <p>It was agreed that the bursar would provide an updated start budget after Easter, when the year-end close down has been completed. It is important for the final figures to be reflected in the 2023/24 start budget as finances are tight and the budget does not yet balance. The final budget must be approved by governors during their May meeting as sent to NYCC by 20<sup>th</sup> May.</p> <p><b>Governor question:</b> <i>Is there a breakdown of the Pupil Premium expenditure on the budget?</i></p> <p>A.No, the income is shown but the expenditure detail is provided by the school by way of an annual report, produced in December of each year. This report is detailed enough to meet legislation but also carefully drafted to keep the identity of individual children confidential.</p>	
8.	<p><b>Headteacher's Report</b> A copy of the Headteacher's report had been circulated ahead of the meeting.</p> <p>The biennial Safeguarding Audit, due by the end of Spring term, was presented to governors for approval. This will be submitted to North Yorkshire Safeguarding Children's Partnership.</p> <p>The review generated a list of minor actions which will be produced as a report for governors for the next meeting.</p> <p>The remainder of this agenda item is recorded in the confidential minutes.</p>	<p>HT</p> <p>HT</p>
9.	<p><b>SIAMS/SIP</b> <u>Environmental Awareness:</u> SH and CA met with Ms Faulkner to look at the work that is happening in school. To be carried forward to next meeting.</p> <p><u>Parental Questionnaire:</u> Governors discussed the feedback from parents following a recent questionnaire. There has been 72 responses so far to the questionnaire. CA has provided an interim report on SharePoint and will report again after the closing date. It was agreed that reporting the outcomes to parents is an important aspect of gathering their views. This will be done in due course.</p> <p>It was agreed that in the Summer term a further parental questionnaire would be sent out which would mirror the Ofsted one to elicit general feedback about the school.</p>	<p>ALL</p>
10.	<p><b>Academisation</b> Collaborative Learning Trust will be in school to meet with governors and staff at 4pm on 27<sup>th</sup> April.</p>	<p>ALL HT to invite staff</p>
11.	<p><b>Governor Report to Parents</b> HT to draft a report in September 2023 as an overview of 2022/23.</p>	<p>HT</p>
12.	<p><b>Health and Safety Update</b> The MASS scheme is now established with NYCC.</p>	<p>HT</p>

	<p>The HT was asked to make enquiries with NYCC to establish the costs of adding additional caretaking to the current SLA. A gap in provision occurs when the caretaker is on annual leave and governors and staff are called upon to provide “on-call” keyholding duties in the event of an alarm issue.</p> <p>Governors considered feedback from staff regarding the temperature in the Year 4 classroom. School has obtained quotes of circa £400 for the application of window film, designed to eliminate heat glare. Governors are still concerned that the flow of air will remain an issue and considered other measures in addition to the window film.</p> <p>It was agreed that the HT:</p> <ul style="list-style-type: none"> <li>• Would request a quote to make changes to the windows to allow a greater aperture and therefore greater airflow.</li> <li>• Make enquiries regarding borrowing an air conditioning unit and fans for the very warm days.</li> </ul> <p>The NYCC HANDS team are due to visit to complete a visual inspection of the premises.</p> <p>Banners have been designed and ordered in response to a parental concern regarding road safety at the start and end of the school day. The banners will remind parents, children and other road users to be vigilant.</p> <p>The HT has updated the home/school agreement with a revised list of prohibited items. This is also available on the website.</p>	<p style="text-align: center;"><b>HT</b></p> <p style="text-align: center;"><b>HT to chase up and book in</b></p>
13.	<p><b>Reports of Governor visits and training:</b>  TC has completed a visit with an RE focus  CA has completed a visit with a Safeguarding focus.  SH and CA have completed a visit with an Environmental focus.  Maths and Science link governors to arrange a visit early next term.  The school improvement advisor will complete an English monitoring visit before the end of term.</p> <p>Governors were invited to attend a virtual briefing by the Diocese regarding the new SIAMS inspection framework. This will take place on Monday 27<sup>th</sup> March.</p>	<p style="text-align: center;"><b>CA &amp; SH</b></p> <p style="text-align: center;"><b>ALL</b></p>
14.	<p><b>Any Policies to be adopted:</b>  After discussion governors unanimously agreed to adopt the following policies:  Attendance Management Policy  Charging and Remission  Lettings  Online Safety  Single Equality Scheme</p> <p>The use of HT discretion when applying the attendance management policy was fully endorsed and supported by the governing body.</p> <p>It was agreed that parents would be reminded of the Online Safety rules within school regarding camera enabled watches.</p> <p>Staff were reassured that they could continue to use personal devices to access school emails but that 2 factor authentication would be introduced to maximise security of data.</p> <p>Governors considered the Recruitment and Selection policy and were not satisfied that they fully understood the new requirements on school staff to undertake online checks on shortlisted applicants for vacancies. During a trial run on a consenting member of the office team, a search generated over 25 results and it was unclear how staff would then</p>	<p style="text-align: center;"><b>HT</b></p> <p style="text-align: center;"><b>Mrs Chapman</b></p>

	narrow down the results or be certain they had found the applicant. It was agreed that Mrs Chapman would seek clarification of the issues during the forthcoming admin conference and report back to governors during the next meeting.	
15.	<b>To note any governors' correspondence received or sent.</b> None	
16.	<b>Any other urgent matters previously notified to the Chair under item 4 above.</b> The acting Chair informed the governing body members that a complaint had been received by the Clerk. The governing body is required to appoint an independent investigator. The details of the complaint were kept confidential, in accordance with the school's published policy. After Discussion, MR was appointed to investigate the complaint with administrative support from the Clerk.	<b>MR</b>
17.	<b>Meeting Dates 2023:</b> Thursday 25 May 2023 Tuesday 18th July 2023*note new date  All at 5:30 p.m	
16.	<b>How have we helped to achieve our objectives today and how has this meeting impacted on the welfare and progress of our pupils?</b> <ul style="list-style-type: none"> <li>• Governors feel confident that by increasing their knowledge of the budget, they can provide quality learning opportunities for all children.</li> <li>• Discussions on safeguarding and Health &amp; Safety demonstrate a robust scrutiny of school procedures.</li> <li>• Progress made towards strengthening board membership by agreeing proactive recruitment actions.</li> </ul>	
17.	<b>Close of meeting</b> The acting Chair declared the meeting closed at 7.45pm	

Signed: .....

Dated: .....