

P R E S E N T:-

Mrs F Ward (in the Chair).

Miss A Bailiss, Mr L Howard, Mrs A Hughes, Mrs E Postlethwaite, Reverend D Rogers, Mr O Southgate and Mrs P Williams.

Clerk to the Governing Board – Ms Y Bellwood.

3919 **APOLOGIES**

Apologies for absence were received from Ms A Benn and Mrs B Pearce.

3920 **CONSENT FOR ABSENCE**

RESOLVED: that consent be given to Ms Benn and Mrs Pearce for their absence from this meeting.

3921 **CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

RESOLVED: that no items be raised under any other urgent business.

3922 **DECLARATION OF INTERESTS**

RESOLVED: that no declarations of interest were received on any item on the agenda.

3923 **MEMBERSHIP**

Governor responsibilities to be updated on HERE for Schools.

RESOLVED: a) that governors were asked to consult the membership details held on HERE for Schools and update their details if any changes were to be made;

b) that governors acknowledged that there were two vacancies which were one Parent governor and one Staff governor on the governing board;

c) that Mr R Holmes resigned from the governing board;

d) that a Parent governor election be held summer term 2024.

3924 **MINUTES**

RESOLVED: that the minutes of the meeting held on 21 November 2024 be confirmed and signed by the Chair.

3925 **MATTERS ARISING FROM THE MINUTES**

RESOLVED: that there were no matters arising from the previous minutes.

3926 **GOVERNOR ACTIONS**

RESOLVED: all actions had been completed or would be covered in tonight's meeting.

3927 **COMMITTEE MINUTES**

The Headteacher explained the autumn term 2023 Curriculum and Standards Committee minutes had not been included in the autumn term 2023 agenda pack, although had been discussed within that meeting and had been submitted for noting purposes only.

Health and Safety and Wellbeing Committee

The Headteacher had completed asbestos training and would be undertaking the audit with the caretaker, all areas where asbestos was present were known and the Headteacher was aware of what required checking.

A governor enquired whether the governing board should be concerned with the visitor who had accessed the school building. The Headteacher explained a member of the public had come onto school site at the end of the school day on church business and found an open door at the side of the building where pupils had been leaving the building. Governors were assured access to the school site and building in this manner would not be possible during the school day.

The Royal Society for Prevention of Accidents (RoSPA) audit had been completed, the play area had been cordoned off as some rotting parts had been noted, the company had arrived the week before the meeting with the wrong part to repair the equipment. **A governor wanted to know whether maintenance of the play equipment was the responsibility of the local authority.** The Headteacher advised the assessment had been completed as part of the service level agreement with the local authority and it had been at the school's decision whether to accept the quote provided or to go to the company direct and get another quote for the repairs. Governors were informed several of the indoor mats had also been quarantined.

The Headteacher explained the Health and Safety walk around school had been completed, but as the spring term 2024 had been a relatively short term it had not been possible for a committee meeting to be planned. The summer term 2024 had two longer half terms and a Health and Safety Committee meeting would be planned for each half term.

Governors were thanked for their time in attending committee meetings and for submitting the minutes to the full governing board for noting. The flower planters were now in place and pedestrians were using the walkway to access the school site and not walking down the drive. The gates were open for staff to gain access to the site on a morning and remained closed at all other times. **A governor asked whether any update had been received on the Streetscene system outside school.** The Headteacher had been advised special cones would be received and the school would be responsible for providing volunteers to oversee the area on key parts of the day. Not all schools would be successful in securing Streetscene and as the school was not situated on a main road the school's request to participate may not be prioritised. The

potholes in the road outside of the school had become problematic. **A governor wanted to know whether it would be the school or the local authority who would be responsible should a member of the public injure themselves.** The Headteacher believed the local authority would be responsible, but assured governors the school did have public liability insurance should such an incident occur.

Governors were advised the repairs required to the roof would be completed during term time and the school would be required to manage the planning of the project and a suitable risk assessment would have to be in place before the contractors would be able to come onto site.

A conversation was held around a piece of land that belonged to the school but was utilised by the neighbours. A proposal had been made to put a screen of bushes to provide some privacy, pupils would be able to access the area with adult supervision. The Headteacher explained the land registry for another boundary at the back of the wildlife area was also under investigation, it appeared that the neighbour may have extended their garden onto the school grounds.

Governors were asked whether they would be able to volunteer some time to support with the development of the garden, which was a huge project to undertake, but fitted with the school's environmental sustainability statement.

Curriculum and Standards Committee

The Chair asked if there were any more comments to be added to the contents of the minutes. Mr Southgate wanted to provide a verbal update on the visit he had made to the school. He was given a tour of the school and had watched the beginning of a Physical Education lesson; he could hear pupils in other classes engaged in their lessons and had been impressed with how calm and organised everything had been. He was invited to look through some pupil books and noted there was consistency with marking throughout. He spent some time in the library and saw a reading lesson and planned to visit again in the summer term 2024 as a comparison.

The Headteacher suggested that Governors could carry out pupil interviews and linked book scrutinies during the summer term 2024 curriculum visits. Governors acknowledged it would be beneficial for pupils to become familiar with visitors to the classroom and articulating responses to questions asked as would happen during an Ofsted inspection. They also recognised that triangulating the information provided within the School Development Plan 2023/2024 with what governors could see was happening in the classroom and the pupil progress achieved provided a strong base to establish that the curriculum was effective. A conversation on whether a pro forma may be useful to ensure consistency of challenge across all foundation subjects was held and a decision was made for the Headteacher to create a document to be utilised during link governor visits.

Relationships continued to develop well between subject leaders, staff and governors which had been positive, governors were happy to be able to support the school in this manner and felt it was positive for staff to feel comfortable with governor visits to the classroom.

A governor enquired how formal the Ofsted inspection process was. The Headteacher would receive a telephone call the day prior to the inspection date, the previous inspector did come dressed formally. Governors acknowledged this may provide a different dynamic to the school. The Headteacher had shared information on

recent Ofsted inspections with staff at the staff meeting, case studies from schools on how deep dives had been conducted and the language used when asking questions of staff and pupils.

- RESOLVED:
- a) that the minutes of the meeting of the Curriculum and Standards Committee held on 15 November 2023 be received;
 - b) that the minutes of the meeting of the Health, Safety and Wellbeing Committee held on 1 December 2023 be received;
 - c) that the minutes of the meeting of the Curriculum and Standards Committee held on 28 February 2024 be received;
 - d) that the Headteacher produce a pro forma document to be utilised during link governor visits.

3928 **REPORT OF THE HEADTEACHER**

The report of the Headteacher was considered and the following highlighted:

School Context

The Headteacher had provided an update on pupil numbers in each class, and the in-year admissions and exits were discussed with one pupil moving out of area and one pupil moving into the village and opting to transfer to the school after commuting became problematic.

Governors were informed there had been several requests received for placements after the spring term 2024 break which would increase the number of pupils on the roll, which was positive, but may also have a negative impact should additional support be necessary.

Confirmation had been received from the local authority admissions team on the number of pupils for admission to the Reception class in the autumn term 2024 which was anticipated to be 14 pupils however, there were 20 pupils in the current Year 6 cohort and the school had hoped to achieve closer to this number, but with the live birth rates lower nationally, the school had achieved close to what had been predicted and was satisfied with the figures. Governors and the Headteacher continued to look for ways to promote the school in the wider community.

Attendance

The Headteacher had provided additional commentary as requested in the autumn term 2023 meeting and enquired whether this had been useful. Governors thanked the Headteacher for this and the attendance information had been much clearer, and it was positive to see that the majority of parents were prepared to work with the school and Education Welfare Officer (EWO) to improve attendance where required.

A conversation on parents taking pupils out of school for term time holidays was held and governors acknowledged that the process of fines being applied had been reviewed and would increase from the autumn term 2024. The Headteacher intended to include the information in a newsletter to parents when the changes were implemented.

Staff Update

The Headteacher had provided a new staff structure which included previous positions and advised governors of a recent staff resignation which had been received and would be missed by all at the school.

Governors were informed staff absences continued to be a challenge at the time of the meeting, although it was not necessarily members of the teaching staff. The challenge was to provide appropriate support for pupils with complex needs and fulfil the one to one teaching assistant obligations. The school had gained another pupil with complex needs and governors acknowledged it would not be possible for these pupils to work independently. The Headteacher explained the challenges faced when a member of support staff was absent and being able to provide a suitably skilled member of staff to support the pupils with complex needs. **A governor enquired what would happen if the school was unable to cater for a pupil with complex needs due to staff absence, would the pupil be asked not to come into school.** The Headteacher advised this had not been necessary up to the time of the meeting, but with the constraints of the budget and if staffing reductions were necessary, this could be problematic in future years. **Another governor asked whether the school could legally implement this.** The Headteacher advised the operational decision would be for the needs of all pupils to be taken into consideration and if there was only a class teacher available to look after 30 pupils then such a decision may have to be made.

Governors discussed whether this information should be added to the Special Educational Needs and/or Disabilities (SEND) policy and risk assessed. Parents would also have to be made aware that this possibility may occur in exceptional circumstances. The Headteacher explained there was a SEND crisis nationally and the local authority were aware of the pressure schools were under to support pupils with complex needs.

Governors were concerned the school could potentially be exposed in such a situation and felt strongly that a procedure should be in place to protect the Headteacher and all stakeholders at the school. **A governor enquired whether there was a bank of suitably qualified teaching assistants who would be able come at short notice to cover staff absence.** The Headteacher advised unfortunately not, the school would contact the local authority supply agency and several private agencies but may not be successful in finding someone on the day and potentially the Headteacher would be the support for that day.

The Headteacher would discuss this further with the local authority and it could be something that would require careful consideration at a later date.

Another governor enquired whether the school could be selective on which pupils were admitted. The Headteacher advised if the class was not at the Published Admission Number (PAN) there would be an expectation that the pupil would be admitted if they resided within the catchment area.

Governors acknowledged the protection of all staff wellbeing and providing the best possible outcomes for all pupils was the primary concern for all stakeholders.

A governor enquired whether the local authority would be able to provide support to have suitably trained staff to cover the legal duty to support a child with complex needs in school. The Headteacher would make some enquiries on behalf of the governing board.

Achievements and Standards

Governors were provided with the data at the Curriculum and Standards Committee meeting and noted the Early Years Foundation Stage (EYFS) appeared to be weaker in gross motor skills. The Headteacher advised the current development of the outdoor area would support with this development and noted that both fine and gross motor skills required further development.

Continued Professional Development

The Headteacher had provided an extensive list of continued professional development which had been completed. Governors noted the school had hosted the Headteacher network meeting in the spring term 2024. The Headteacher advised this had been an interesting session where good practice and ideas were shared and also a safe environment for Headteachers to voice frustrations. There were several ideas that were taken away from the session which had been positive for the school.

Pupil Premium Report

The Headteacher advised the report was very similar to the previous year's report. Governors acknowledged the report had been thorough and year on year results would be seen.

Sports Premium Report

Governors noted similarly that the sports premium report was similar to the previous year's report.

Governors thanked the Headteacher for the information provided within the report.

RESOLVED: that the report of the Headteacher be received.

3929 **SCHOOL DEVELOPMENT PLAN 2023/2024**

The Headteacher explained the School Development Plan 2023/2024 had been discussed previously and the document had been Red, Amber and Green (RAG) rated for the spring term 2024 for governors' information.

The Curriculum with Unity Schools Partnership (CUSP) was on track and had been highlighted green, Little Wandle phonics scheme in EYFS and Key Stage 1 had also been on track.

Governors acknowledged writing had been coded amber. The Headteacher commented that the writing curriculum had been delayed until after the autumn half term break 2023 and the Headteacher did not feel the curriculum was as fully embedded as other subjects and reminded governors the spring term 2024 had been a very short term. Progress had been made and the curriculum would continue to develop.

The school utilised the Maths No Problem scheme to deliver the mathematic curriculum and the pitfalls for teaching mixed age groups had been foreseen. Staff were confident with the curriculum and so were adapting the scheme effectively to meet their pupils needs. As with writing above the Headteacher had coded this area as amber and was convinced progression of the curriculum would be evident in the summer term 2024.

The Headteacher shared there was no concerns with behaviour at the school which was well on track.

Governors were informed the active school had also been coded amber, the You, Me and PSHE scheme had not had sufficient time to be fully embedded across the school. The school had successfully implemented the daily mile and Fit4Fun which had been well received.

A governor enquired on extracurricular clubs and wanted to know whether the book club mentioned in January 2024 had been implemented. The Headteacher advised the book club was advertised in a newsletter and discussed at staff meeting. It was agreed the book club would meet fortnightly. There had been one session held at the time of the meeting which had been well represented.

The subject leader development had also been coded amber, the Headteacher had been mindful of staff workload and where subject leaders were in post, progress with the curriculum development had been great. Where the development had been less effective were in areas where members of staff had left and the Headteacher had taken on these additional responsibilities, the curriculum may not have been as developed as she would have liked. Governors were informed the development of the subject leaders had got staff on board with more quality art and music lessons which had become more embedded.

The Headteacher explained that Safeguarding records are fully up to date but preparing case studies as suggested in the School Development Plan is complex and time consuming, hence why this is rated amber.

The Chair acknowledged that the school's decision not to utilise the Child Protection Online Management System (CPOMS) had been the right one. There had been issues raised by some smaller schools, and although the system would be useful in a secondary education establishment, the school could not justify the cost in a small rural school where, staff were able to discuss any concerns easily and confidently with the Designated Safeguarding Lead (DSL).

Governors were informed on the reasons for the EYFS to be coded amber. There was lots of great stuff going on in there and the development of provision looked good. Staff were working well together and had implemented the third new program, and the development of EYFS was a work in progress at the time of the meeting. The outdoor provision area was still in the process of being developed too.

RESOLVED: that the School Development Plan 2023/2024 be received.

3930

CHAIRS UPDATE

The Chair thanked governors for their tremendous support during the consultation evenings, events, clubs and assemblies. The Headteacher was aware that the pupils were able to identify a majority of governors which had not always been the case, although some governors had been more widely known to the cohorts they had been interacting with. When pupils had been asked in assembly who the governing board were the whole governing board was mentioned across the school.

Parents had also been more used to seeing governors around the school and there had been more opportunities for parents to come into school with the events which had been organised and well supported.

The Chair had produced a governor newsletter in January 2024 to share an insight into how the governing board supported the school and wanted to mention a personal thank you to Mr Howard and Mrs Postlethwaite for their legal expertise which had been invaluable.

The Chair had completed the filtering and monitoring training and met with the local authority technician who had confirmed the local authority Smoothwall firewall was 100 percent effective in blocking access to inappropriate content online. The Headteacher added that there was a requirement for every pupil in the school including those in the EYFS to have their own log in detail, which had been implemented.

The Chair had attended the local authority Chair and Vice Chair briefing which had a focus on equality and diversity attended by Mr Martin Batstone, Senior Policy Officer (Equality and Diversity) at the local authority. The Chair felt some aspects of the equality and diversity discussion had been quite ambitious. The school policy would be revised to include the local authority transgender guidance. The Chair assured governors support from the local authority would be available if required.

Mr Chris Jennings, Principal Asset Officer (Schools) at the local authority, provided an update on the budget for maintenance of school buildings there was available and was keen to match fund any projects, although there was funding available for long term light-emitting diode (LED) lighting. Mr Jennings also outlined what key items should be discussed by the Health and Safety Committee.

There were no safeguarding concerns to be raised by the Chair.

The Finance, General Purposes and Personnel Committee had discussed refurbishing the outdoor area, applications for grant funding via Spaldington Wind Farm would be submitted by the Friends of Bubwith Primary School.

The Chair planned to resign her position as Chair at the end of the summer term 2024, and succession planning had been discussed. Mr Howard and Mrs Postlethwaite would take over as Co-Chairs in the autumn term 2024 and Mrs Ward would continue to provide support and training. The Clerk advised the local authority chair and vice chair training was also available. The following amendments to the committee structure would also be implemented: Both Mr Howard and Mrs Postlethwaite would attend the Finance, General Purposes and Personnel Committee meetings, Mr Howard would continue to attend Health and Safety Committee meetings and Mrs Postlethwaite would continue to attend the Curriculum and Standards Committee. They would both be given opportunities to participate in shortlisting and interviewing.

A conversation was held on the requirement for one member of the interview panel to have completed the safer recruitment training, although there were five members of the governing board who already held this training, and it was not imperative for either Mr Howard or Mrs Postlethwaite to complete this at the time of the meeting. The training had been accessed via NSPCC when last completed.

Governors discussed whether the position of Vice Chair would still be necessary and concluded that Mrs Hughes would remain in the position of Vice Chair in the autumn term 2024.

The Chair provided a thank you card for Mrs Jefford who was leaving at the end of term. Governors expressed thanks for her many professional contributions to the school.

Environmental Sustainability Statement

The Chair wanted to put something together to display on the school website to celebrate what the school had achieved and had submitted the Environmental Sustainability Statement for governors consideration.

Governors acknowledged the parish councils aspirations for the area, but progress had been slow. The parish council meeting was scheduled to be held the night following the meeting and the sustainability committee had not yet been formed.

A governor enquired whether the school's vision had to fit within the parish council's vision. The Chair advised the school had followed the list, the Eco Club had been formed and sustainability of the buildings was considered when repairs were completed, all those items listed on the Environmental Sustainability Statement were being done at the time of the meeting.

Governors considered the information provided within the Environmental Sustainability Statement and approved the document to be displayed on the school website.

The statement could be sent to the parish clerk as evidence of what steps the school had already implemented, the second hand clothing recycling, tetracycline plastics and development of the outdoor and wildlife areas.

A governor commented that some tree saplings were available if the school wanted them and they would provide a natural windbreak, Mr Southgate would also be able to supply some trees and enquired if there were any particular varieties the school wanted. The Headteacher confirmed nothing that grew too enormous would be very welcome.

- RESOLVED:
- a) that the Chair's update be received;
 - b) that the Environmental Sustainability Statement be approved, displayed on the school website;
 - c) that the Environmental Sustainability Statement be submitted to the parish council;
 - d) that tree saplings be donated to the school to support with development of the wildlife area.

3931

SAFEGUARDING REPORT

The Headteacher reminded governors the spring term 2024 had been a short term and the number of incidents recorded on the safeguarding report reflected this. Governors were advised the Headteacher had attended the meeting for pupils with Child in Need plans in place.

There had been one body map completed when a member of staff was concerned with an injury on a pupil, although no cause for concern the member of staff was right to

flag up their concerns. A conversation on procedures for staff logging concerns was held, the Headteacher as DSL would be notified of all concerns logged and would act where necessary, whether that was to contact the parents, local authority or other professionals. The Headteacher assured governors in the majority of cases logged on the system there was no further action necessary.

The Headteacher provided some insight into the incident when inappropriate material was accessed by a pupil, the material had looked to be child friendly but was not, and appropriate actions were taken to report the site. Governors were advised that correspondence had been sent to parents to warn of the site and that videos on Kids You Tube may not be as reliable as you think, and that adult supervision would be recommended. Governors were informed the school had been able to access support and advice from the Safeguarding Hub when required.

One family had opted to take their child out of school for Elective Home Education. The Headteacher explained the Education Welfare Officer (EWO) was aware of the situation and the child was no longer on the school roll. The Chair added that the family would have one visit per year from the EWO.

A governor noted there had been one allegation made against a member of staff recorded on the report. The Headteacher confirm the allegation was investigated fully, the allegation was found to be false, and no further action was required.

There had been one instance of low level concern and the Headteacher provided more information on the incident. A member of staff had accessed their mobile phone during the day whilst teaching, the incident was dealt with swiftly and the member of staff was reminded of the protocol around mobile phones not being switched on during teaching time, and not to be accessed. The Headteacher did not insist that mobile phones were switched off, but they should be put away out of sight and set to silent. Notices were displayed in the staff room. **A governor enquired whether there were any exceptional circumstances when this would not be the case.** The Headteacher explained should a member of staff require a telephone consultation with a professional such as a general practitioner during teaching time, then the Headteacher would be able to make exceptions on such occasions.

The Headteacher explained Team Teach training which provided staff strategies to support with looking after dysregulated children to deescalate incidents as quickly as possible, had been completed. Governors were informed at the time of the meeting the training undertaken had not been required to put into practice.

RESOLVED: that the termly safeguarding update be received.

3932 **TEACHERS PAY POLICY**

RESOLVED: a) that the Teachers Pay Policy be approved and adopted;
b) that the Headteacher notify staff of the adoption of this policy.

3933 **WORKPLACE DRUG AND ALCOHOL TESTING POLICY**

RESOLVED: a) that the Workplace Drug and Alcohol Testing Policy be approved and adopted;
b) that the Headteacher notify staff of the adoption of this policy.

3934 SCHOOL POLICIES

A governor enquired what had prompted the Invacuation and Lockdown Policy and Procedures. The Headteacher explained the importance of having a policy in place should there ever be an occasion when the school would be required to go into a lockdown situation for the safety of all stakeholders. The Chair advised it was necessary to have a policy in place.

Another governor asked whether there had been many alterations made to the policy. The Headteacher stated this was a new policy, the procedures proposed had been tested with staff and some amendments had been made, such as when a whistle was blown all staff had heard the sound, but a buzzer had not been so effective across the whole school site.

A governor wanted to know if there was a procedure for the school to contact the police. The Headteacher confirmed on page five of the document and the appendix emergency services and local authority team contacted. **The same governor asked whether a designated person was necessary.** The Headteacher or person who finds the incident if the Headteacher was not in the building would initiate the procedures.

Governors were advised that annual rehearsals would be held once the policy had been formally approved.

A conversation was held, and the policy was approved unopposed.

RESOLVED: a) that the Invacuation and Lockdown Policy was approved and adopted:
b) that the Headteacher notify staff of the adoption of this policy.

3935 GOVERNOR CODE OF CONDUCT

The Chair had requested that appropriate participation on social media platforms was added to the school governor code of conduct which had been actioned.

Governors considered the contents of the document, and the governor code of conduct was approved unopposed.

RESOLVED: that the governor code of conduct be approved.

3936 GOVERNOR VISITS

The following governor visits had taken place:

- a) Mr Southgate – English – 23 October 2023;
- b) Mrs Postlethwaite – Music – 27 November 2023;
- c) Mr Southgate – English – 1 December 2023.

A short conversation around music was held and governors were advised the pupils would participate in both the Big Sing and Little Sing events. All Key Stage 2 pupils would attend Big Sing at Bridlington Spa in the morning and the afternoon would be

spent on the beach. The Little Sing event was being held at The Junction in Goole, for pupils in Key Stage 1.

RESOLVED: that the governor visit reports be received.

3937 **GOVERNOR TRAINING AND DEVELOPMENT**

RESOLVED: that all training details were available on the CPD website www.hereforschools.co.uk.

3938 **REVIEW OF ACTIONS**

RESOLVED: that the Review of Actions be confirmed and circulated to governors following the meeting.

3939 **NEXT MEETING**

RESOLVED: that the next meeting be held on Wednesday, 26 June 2024 at 6.30pm.



Chair's Signature and Date.