

**Minutes of Water Street Governors Meeting
Thursday 7th December 2023**

Present:

Kate Browne	Jo Tamsons
Neil Gunstone	Amanda Rushton-Hall
Kate Jackson	Oliver Mullens
Dorothea Exeler-Cooke	

Jenny Macnab (non-voting)

Susan Overson – clerk

		Action
PART 'A' - PROCEDURAL		
1	Welcome and Introduction Welcome given by KB	
2	Apologies for absence Apologies received from VW and accepted by the governors present	
3	Notification of urgent other business One item to be added to AOB – Term Dates 2024/5	
4	Declaration of interest in agenda items None declared	
5	To approve as a correct record, the minutes of the meeting held on 19th October 2023 These had been circulated prior to the meeting. <i>Accepted as a true and accurate record</i>	KB signed copy SO to file

6	<p>Matters arising from the minutes for which there is not a separate agenda item</p> <p>None</p>	
PART 'B'		
7	<p>Headteacher Report</p> <p>Power Point Presentation</p> <p>Discussion took place on the following points</p> <ul style="list-style-type: none"> • Admissions – discussion on number of pupils with SEND and possible future EHCP's • Attendance Data – attendance in FS is low but explanation given for this <p><i>Governors challenged persistent absences and how are school dealing with these</i></p> <ul style="list-style-type: none"> • Incidents – none that are reportable but school are finding that supporting behaviours is taking up a significant amount of time • Safeguarding – discussion took place on the different levels and what the thresholds are • Filtering & Monitoring – discussion took place on this and the issues that school had recently encountered and how these would be remedied • External Support – including Karen Butler (SIA), Tray Hanson (Craven Outreach SENDCo), Sarah Beck (Brooklands School) • School Improvement Priorities – these have been uploaded onto Sharepoint. Further discussion took place on readying/phonics • Staffing – discussion took place on staffing vacancies and current staffing including 2 phased returns. <p>2 staff members completing Elklan Speech and Language Course</p>	

	<p>RT application to go through Threshold. Agreed by SLT and governors present</p> <ul style="list-style-type: none"> • Premises – update on fencing situation • School Events – update given on Y6 residential, prospective parent tours and parent evenings • FOWS – Winter Fair was well attended and was a good fundraiser <p>Governors raised to further questions</p>	<p>SO to action this and backdate to 1/9/23</p>
8	<p>Link Governor Roles</p> <p>Discussion took place on Link Governor Roles</p> <ul style="list-style-type: none"> • Leadership & Management – JT • Behaviour – KB • Personal Development – KJ • Curriculum – OM • Early Years – AR-H 	
9	<p>Health & Safety</p> <ul style="list-style-type: none"> • SO has completed Legionella training. NG to complete this training • HANDs had visited school (Caroline Hannah) to check paperwork – all correct and up to date • Thursday 1st February 9.30am Fire Risk Assessment 	<p>DE-C to attend</p>
<p>Part 'C'</p>		

10	<p>Policy Review</p> <ul style="list-style-type: none"> • SEND • Pay Policy • Health & Safety • Allergy Policy • Supporting children with medical conditions <p>These were agreed by the governors' present</p> <p>Discussion took place on the SEND policy. Responsible governor is JT. Governors felt that this policy needs to be simplified for the next academic year possibly with a flow chart</p>	<p>Item for next agenda – residential visits agreement</p>
11	<p>Benchmarking</p> <p>This was uploaded to Sharepoint prior to the meeting.</p> <p>Explanation given and further discussion took place on the contents</p>	
12	<p>Revised Budget</p> <p>This had been uploaded to Sharepoint prior to the meeting.</p> <p>Discussion took place on in-year deficit and the reasons why.</p> <p>Governors agreed to set up a working group to look at deficit budget 2024/25 and how to plan to reduce this.</p> <p>Working party will consist of</p> <p>VW/JT/KB/NG/SO</p>	<p>Meeting to be arranged early in the spring term</p>
13	<p>SFVS</p> <p>JT & VW will start working on this ready for submission in March 2024</p>	<p>SO to send details</p>
14.	<p>Any Other Business</p>	

	<ul style="list-style-type: none"> • Deputy Head Performance Management – governors asked had this been completed 	
	Meeting closed at 8.30pm	