

**Minutes of Water Street Governors Meeting  
Thursday 19<sup>th</sup> October 2023**

<b>Present:</b>	Kate Browne Neil Gunstone Kate Jackson Victoria Wynn	Jo Tamsons Amanda Rushton-Hall Oliver Mullens Dorothea Exeler-Cooke
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Jenny Macnab (non-voting)

Susan Overson – clerk

		Action
<b>PART 'A' - PROCEDURAL</b>		
<b>1</b>	<b>Welcome and Introduction</b>  Welcome given by KB	
<b>2</b>	<b>Apologies for absence</b>  No apologies received	
<b>3</b>	<b>Notification of urgent other business</b>  One item to be added to AOB – Term Dates 2024/5	
<b>4</b>	<b>Declaration of interest in agenda items</b>  None declared	
<b>5</b>	<b>To approve as a correct record, the minutes of the meeting held on 14<sup>th</sup> September 2023</b>  These had been circulated prior to the meeting.  <b><i>Accepted as a true and accurate record</i></b>	KB signed copy SO to file

6	<p><b>Matters arising from the minutes for which there is not a separate agenda item</b></p> <ul style="list-style-type: none"> <li>• Out &amp; About Rental Agreement/Contract</li> </ul>	<p><b>JT to meet with Helen from Out &amp; About and finalise the contract</b></p>
<b>PART 'B'</b>		
7	<p><b>Staffing</b></p> <p>NG updated the governors as to the present staffing structure</p> <ul style="list-style-type: none"> <li>• One TA has returned to work on a phased return with effect from beginning of September 2023 – this had worked well and the staff member is working reduced hours until Christmas 20 hours instead of 30 hours. Working in Y1 and Y3</li> <li>• Another TA will return to work on an extended phased return on 5<sup>th</sup> November 2023 which will take her up to the Xmas Holidays.</li> <li>• Year 2 teacher will start her maternity leave in January 2024. She plans to return at the end of the Summer Term.</li> <li>• Member of support staff going through Early Retirement due to ill health – part way through the process</li> <li>• Y5 class model. Explanation of staffing structure and support staff cover given to governors by NG. Positive impact on pupils in the morning when the class is split</li> <li>• Application for TLR a lengthy discussion took place on this request. Difference between TLR1 and TLR2 given following advice from HR</li> <li>• Discussion took place on whole staffing structure</li> </ul>	<p><b>KB to write to staff member with outcome of application</b></p>
8	<p><b>Premises</b></p> <ul style="list-style-type: none"> <li>• Update on cleaning service with explanation of staffing issues</li> <li>• Bushes on the path outside school have been trimmed back</li> </ul>	

	<ul style="list-style-type: none"> <li>• Patio area is being developed into a relaxation area – picnic tables have been installed and planters due to be added</li> <li>• FOWs – Science Garden Plans. Needs to be sustainable</li> <li>• Damp Area in Y4 classroom – due to guttering and porous stone work</li> <li>• Plan for re-decoration of school. Timetable to be drawn up</li> </ul>	
<b>9</b>	<b>Health &amp; Safety</b> <ul style="list-style-type: none"> <li>• Asbestos Training/Update – SO &amp; NG had attended this</li> <li>• Emergency First Aid – book for the whole staff team minus those already paediatric first aid trained – Monday 27<sup>th</sup> November 2023</li> <li>• Medication in schools – new policy is being written by KD &amp; JM</li> <li>• Boundary Fence – top playground area. Report had been submitted to Julia Temple, Strategic Planning Officer, North Yorkshire Council</li> <li>• Fence between patio and science garden needs attention</li> </ul>	SO dealing with this issue
<b>10</b>	<b>Policy Review</b> <ul style="list-style-type: none"> <li>• <b>Budget Management Policy</b></li> <li>• <b>Appraisal Policy</b></li> <li>• <b>Child Protection Policy</b></li> </ul> <p>All 3 policies were agreed and ratified by the governors' present</p> <p><i>Discussion took place on attendance and governors challenged how school deal with absences.</i></p>	
<b>PART 'C'</b>		
<b>11</b>	<b>Safeguarding</b> <p>Update on safeguarding report from the SEA.</p> <p>Discussion took place on the levels of Safeguarding</p> <ul style="list-style-type: none"> <li>• Early Help – explanation of what this organisation does.</li> </ul>	

	<p>Filtering and Monitoring System – this is working well. Any breaches come through immediately.</p> <p>All pupils will be given their own logins to help with monitoring</p> <p>All photo permissions have been updated and simplified</p> <p>All parents have been asked for passwords to given additional security at the end of the day if not able to pick up from school themselves.</p> <p>A named governor for filtering and monitoring is required  – <i>KB will take on this role as she is already safeguarding governor</i></p>	
<b>12</b>	<p><b>SEND</b></p> <p>9 pupils with EHCP  1 application has gone to mediation  1 application is being finalised</p> <p>2 pupils with High Level Needs – further discussion took place regarding them working in together in the library to reduce isolation.</p> <p>Play Therapist works in school 2 morning per week with 4 pupils</p> <p>JT had met with the Senco Kerrie Davies. They had discussed the new software and the need for new technology in the classrooms to enable this software to be used. She also talked about the focus areas for the school year.</p> <p>Ofsted Research Project on Quality of Education in Early Years. Update given by NG on this day and what school had taken from this.</p>	
<b>13</b>	<p><b>Governor Recruitment</b></p> <p>1 x Parent Governor Vacancy  3 x Co-opted Governor Vacancies</p> <p>Discussion took place on who to approach regarding the co-opted governor vacancies.</p>	<p>Parent Governor Election after half term</p> <p>JT to upload draft email to send out to local companies</p>

<b>14.</b>	<b>Any Other Business</b> <ul style="list-style-type: none"> <li>• Supporting pupils with medical conditions needs to be an item on the next agenda</li> <li>• Pay Policy needs to be added to next agenda</li> <li>• Discussion took place on term dates 2024/5 and Inset Days agreed.</li> </ul>	NG to inform North Yorkshire Council
	<b>Meeting closed at 8pm</b>	