

**Minutes of Water Street Governors Meeting  
Thursday 14<sup>th</sup> October 2021**

<b>Present:</b>	Jo Tamsons Stuart Anslow Sarah Bruno Rebecca Vaughan Jules Swain  Jenny Macnab (non-voting)  Susan Overson – clerk	Nick Swain Amanda Stodart-Hall Sarah Oliver
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		Action
<b>PART 'A' - PROCEDURAL</b>		
<b>1</b>	<b>Welcome and Introduction</b>  Welcome given by JT	
<b>2</b>	<b>Apologies for absence</b>  Apologies had been received from JC-W and HS  Accepted by the governors present	
<b>3</b>	<b>Notification of urgent other business</b>  None	
<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 16<sup>th</sup> September 2021</b>  These had been circulated prior to the meeting.  <b><i>Accepted as a true and accurate record</i></b>	JT signed copy SO to file

6	<p><b>Matters arising from the minutes for which there is not a separate agenda item</b></p> <p>AGM Planner has now been uploaded in 2021/22 folder in Sharepoint</p>	
<b>PART 'B' – SCHOOL IMPROVEMENT</b>		
7	<p><b>Governor Training</b></p> <p>All governors had attended Ofsted Training at the end of September 2021 and had then held a follow-up meeting to action certain points.</p> <p>SB has carried out online safeguarding training through SSS CPD Training &amp; Assessment</p>	<p><b>SA to send out the link and password for SSS to all governors</b></p>
8	<p><b>Pupil Premium</b></p> <p>2021/2022 – Pupil Premium Strategy Statement Template is sent to schools to complete the pupil premium report which is uploaded onto the school's website. Pupil premium applies to all disadvantaged pupils in school. 6.3% of pupils = £16450</p> <p>Discussion took place on Termly School Census and how this generates the Pupil Premium but that the money is retrospective and doesn't cover the actual numbers but past numbers.</p> <p>School Led Tutoring Programme – discussion took place on this initiative.</p> <p><i>Governors questioned where the money would come from/how it would be used/how would this continue in future.</i></p> <p>The headteacher needs to complete the Pupil Premium Statement and input costings. This will then be uploaded on to the website.</p>	<p>SA to email the completed document out to all governors</p> <p>SA to work with SO on costings. SA to email this document out to all governors prior to next meeting</p>

9	<p><b>Policy Review</b></p> <ul style="list-style-type: none"> <li>• <b>Pay Policy</b> – NYCC Template. Discussion took place on Pay &amp; Conditions for Teachers and Support Staff and the differences e.g. sick leave entitlement. <i>Governors questioned whether school had any Leading Practitioners/TLR or any members of staff who had requested to move from Main Scale to Upper Pay Scale this year. Governors also questions who makes/agrees any pay decisions.</i></li> <li>• <b>Appraisals</b> – NYCC Policy <i>Governors questioned how robust is the appraisals procedure</i></li> </ul> <p>HT responded that the procedure is robust and evidenced based and this will be seen from a review of anonymised assessments</p> <ul style="list-style-type: none"> <li>• <b>Health &amp; Safety</b> – no policy has school had not met with Dale Barton (HANDs) this term despite emailing to request a meeting</li> <li>• <b>Budget Management Policy</b> – NYCC Policy <i>Governors questioned insurance policies and annual renewal date. School now purchase insurance from the government/DfE scheme RPA (Risk Protection Arrangement).</i></li> <li>• <b>Equality Information &amp; Objectives</b></li> <li>• <b>Safeguarding Policy</b> – policy is on Sharepoint and all governors have been asked to read KCSIE 2021 and email the Clerk (SO) to confirm this. Policy had been reviewed by governors and there were no outstanding queries.</li> </ul>	<p>NS/JT/RV to meet to look at appraisals and any pay decisions</p> <p>See above action</p> <p>NS to chase this up</p> <p>Governors would like insurance adding to the March agenda</p>
<b>PART 'C'</b>		
10	<p><b>Premises</b></p> <p>NYCC have installed a new fence and gate to separate the main entrance from the pupil entrance.</p> <p>School are to investigate replacing pupil toilet doors and cubicle partitions with higher ones</p>	
11	Health & Safety Update	

	<p>We have not had our termly visit by Dale Barton, Health &amp; Safety, yet.</p> <p>One child was injured at lunchtime break. He was running too fast and fell sustaining a cut head and broken arm. All procedures were followed and the child was collected promptly by parent and taken to A&amp;E for treatment. School completed all relevant paperwork.</p>	
<b>12</b>	<p><b>Governor Recruitment</b></p> <p>Discussion took place on the vacant positions of 2 x co-opted and 1 x Local Authority governors.</p> <p>Several suggestions were made that will be followed up.</p> <p>Governor Audit will be carried out to highlight areas of need.</p>	<p>JT/JM/JS to action</p> <p>JT to look into Governor Audit</p>
<b>13</b>	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• Conflict of interest audit discussed</li> <li>• School Fund Accounts – permission requested from governors to use at school’s discretion. This was agreed by the GB</li> <li>• Governor Skills Audit – further discussion took place on how this could be done and what it might show.</li> <li>• A letter had been received from a member of the MSA staff requested leave during school time. Discussion took place on setting a precedence.</li> </ul>	<p>JT to action</p> <p>JT to send a letter of refusal to the staff member</p>
	<b>Meeting closed at 7.30pm</b>	