



**Minutes of the meeting of the FGB held on the 2nd May 2023
at Fishergate School at 6:00pm**

Present: Ms Tina Clarke (Headteacher); Mrs Jackie Hudson (Chair); Dr Alisun Pawley; Mrs Tamsin Tinkler; Mr Graham Whitmore (Vice-Chair); Mr Bill Twist;

In Attendance: Ms D Waters (School Business Manager);
Mrs Georgina Holman (Clerk, City of York Council);
Mrs Caroline Rigden (Governance Support Officer, City of York Council, shadowing)

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| 1. | <p>WELCOME, APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST</p> <p>The Chair welcomed everyone to the meeting and gave thanks to all the governors who had supported the school with the Ofsted inspection and other issues during her absence.</p> <p>Apologies were received with consent from Francesca Moxon and Andrea Walton. The Deputy Headteacher, Dani Rees was also unable to attend.</p> <p>There were no declarations of interest with respect to the meeting.</p> | |
| 2. | <p>START BUDGET APPROVAL (<i>previously distributed</i>)</p> <p>*Draft Budget *Supporting Letter</p> <p>An updated Start Budget was distributed at the start of the meeting with some revised figures. The School Business Manager (SBM), Debbie Waters, explained that she had summarised the changes on the accompanying cover sheet and went through these with governors.</p> <p>The SMB apologised for the short notice revisions and explained that, due to the focus on movements within the draft budget on a new spreadsheet, the previous</p> | |

year's balance had been inadvertently omitted. This meant that there was an additional revenue balance of £32,405 and capital balance of £4,863 which had now been included in the Start Budget, putting it in a more positive position than previously thought.

The SBM highlighted the increase in outturn deficit from £60K to £67K which had been caused by a combination of the following:

- Insurance costs doubling (without forewarning)
- Back pay of £8K for two members of the Senior Leadership Team which was not reflected in 2022/23 budget. The SBM had challenged this with payroll.
- TA year end adjustment: £12,790 additional cost
- Committed reserves of £41,657 not shown in final figures.

The SBM advised these adjustments along with the £41K committed reserves for the MUGA gave an outturn of -£67,490. However, deducting the carried forward revenue balance gave a cumulative deficit of £35,085 for 2023/24.

The SBM went on to explain that she had included a further amendment to the Total Sports cost which had been incorrectly calculated and had increased by £2K which then impacted the in-year balance for 2023/24 which was now forecast to be -£15K.

The SBM summarised that she wanted to ensure that the budget information was as accurate as possible for governors ahead of approval. She added that there would continue to be changes to this information but hoped that some of these changes would be positive ones. The SBM pointed out that over the three-year forecast the revenue balance deficit remained stable.

With reference to the supporting letter, the SBM advised that this would be sent to the Local Authority to accompany the start budget in order to set out all the actions that the school was taking to try to address the deficit budget. She advised governors that the majority of schools would be in the same position and, whilst Fishergate had an overspend in-year, it was not as sizeable as it might be due to the very careful decision making the school had taken. The SBM gave examples of where savings had been made in the Start Budget such as removing staff costs for SEN children who were leaving or moving away.

The following conversation was recorded in separate, confidential minutes.

The Chair reminded governors that there was a requirement to approve the Start Budget ahead of its submission to the Local Authority. The SBM reiterated that the total overspend forecast was £15K because of the £35K carried forward. The Chair clarified that, if approved, the Start Budget would be submitted along with the supporting letter to await a response.

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| | <p>Governors approved the Start Budget.</p> <p>Thanks were given to the SBM, who had put in so much work to complete the budget document, and to governor, Tamsin Tinkler for her support with the letter to the Local Authority.</p> <p>Governors went on to discuss the issues with SEND funding in York, which was significantly lower than in other areas, evidenced by DfE guidance and benchmarking exercises. The Headteacher pointed out that ECHP funding was also problematic because, in order to qualify for it, the support already had to be in place. The SBM added that schools also had to contend with changes to funding formulae which put them at a disadvantage.</p> <p>The SBM concluded by saying that there was the possibility of further funding in future should the numbers of children in Reception increase in years to come.</p> | |
| <p>3.</p> | <p>MINUTES OF THE MEETING HELD ON 27/04/2023 <i>(previously distributed)</i></p> <p>A governor proposed an amendment to the first bullet point on page five, to reflect that the school had a <i>higher than average</i> or <i>above average</i> number of TAs rather than significantly more.</p> <p>With this amendment, the minutes were agreed to be a true and accurate record of the meeting.</p> <p>Action – Clerk to amend the minutes of the meeting on 27th April 2023</p> | <p>Clerk</p> |
| <p>4.</p> | <p>ACTION PLAN AND MATTERS ARISING NOT INCLUDED ON THE AGENDA</p> <ol style="list-style-type: none"> 1. Termly newsletters to recommence for Key Stage 1 and Years 3 and 4. Seen year ¾ have had one. It was acknowledged that there had been some communication but that this was still a work in progress. Years 3 and 4 already received a good newsletter so this action was for KS1. 2. Link Governors to use Tamsin’s template format for future visits. Clerk to share blank template for governors. Completed, under item 10.1 3. Governors to submit questions for Solar for Schools to Debbie Waters, in particular regarding the details of the terms and conditions of the offer. Completed. 4. Headteacher to incorporate additional bullying data into Safeguarding report. Headteacher to add ahead of next meeting. 5. Surveillance and CCTV policy to be revised to provide a clearer explanation of the different roles, more specific information on its use within the school, and to remove the reference to Photography and Images Policy. Completed 6. Finance and Staffing Working Party to nominate a chair at their next meeting. To be carried forward to next working party meeting. | <p>Headteacher</p> <p>Chair</p> |

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| | <p>7. Parent feedback and Ofsted reflections and review to be added to the agenda for the FGB in May. On agenda item 5.</p> | |
| 5. | <p>OFSTED REVIEW (previously distributed)</p> <p>*Ofsted reflections</p> <p>The Vice Chair went through the document with governors to look at the collective recommendations from a governing point of view, following the Ofsted inspection.</p> <p>Governors agreed that it would be helpful to have a folder in the Resources section of Decision Time which could be used to store essential documents when the school was next in an Ofsted window. Documents to be included would be the School On A Page, Headteacher’s report and one page summary. Other relevant documents could be added as required.</p> <p>Action – Clerk to create Ofsted folder on Decision Time and upload the recommendations document</p> <p>Governors agreed a self-evaluation for governors should be an annual agenda item for the last meeting of the summer term. The Clerk advised that the Skills Audit would be relevant to this and would be covered under item 10. It was suggested that the school Senior Leadership Team feed back on governor effectiveness as part of this review ahead of the last meeting of the summer term.</p> <p>Action – Clerk to add Governor Self Evaluation to the agenda for the next meeting</p> <p>Governors agreed that Link governor role updates would remain a standing agenda item and visits would use the visit report template. It was suggested that link governor visits take place approximately twice per year and not simply for the sake of Ofsted but in order to be aware of what was happening in school to drive school improvement.</p> <p>An information document regarding governors’ role in an Ofsted inspection was proposed, to include what the next steps are for the Chair and governors once notified of an inspection. Governors praised the helpful list of questions and responses that Francesca Moxon and the Vice Chair had created and suggested that this be added to the Ofsted folder on Decision Time.</p> <p>Action – Vice Chair to share question and answer document with Clerk to add to Decision Time.</p> <p>Governors had suggested that a deeper understanding of Safeguarding was required. It was clarified that there had been some concern because the Safeguarding Link Governor had been away during the inspection and governors had not been confident that they could fulfil the role in her absence. The Vice Chair reassured</p> | <p>Clerk</p> <p>Clerk</p> <p>GW & Clerk</p> |

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| | <p>governors that it was sufficient to demonstrate that Safeguarding was taken seriously and that mechanisms were in place for this such as the annual refresher training and Safeguarding as a standing agenda item. The Chair suggested that she present something on Safeguarding and her responsibilities as a Link Governor at the next FGB meeting.</p> <p>Action – Chair to present Safeguarding Link Governor’s role and responsibilities at the next FGB meeting.</p> <p>The Chair suggested that it would be helpful to ensure that the governing body were aware of any changes that Ofsted introduced. The Vice Chair noted that Ofsted set out their inspection framework annually. A governor highlighted the training she had attended on “Being Ofsted Ready” which had been very helpful. Governors agreed that reviewing the current framework for inspections be added to this document in the Ofsted folder.</p> <p>With reference to the Ofsted report, the Headteacher advised that she had received and returned the draft report the previous week but had not yet received the published report. It was hoped that this would be released soon in order to share with parents.</p> <p>A governor asked about parental feedback. It was acknowledged that governors had wanted to gather stakeholder feedback ahead of an Ofsted inspection. Governors asked whether there had been any key points to follow up from the Ofsted Parent View survey. The Headteacher noted that there were a number of responses in relation to children with SEND. It was believed that some of these may have been from parents who felt their children had SEND regardless of the school’s assessment. The Headteacher pointed out that the Ofsted report clearly identified that children with SEND were well supported at the school. A governor suggested that a bespoke survey would be more relevant now. The Headteacher agreed that a school specific survey with questions related to teaching and learning, and extracurricular clubs would be a useful exercise.</p> <p>Action – Headteacher to draft a parent feedback survey.</p> | <p>Chair</p> <p>Headteacher</p> |
| <p>6.</p> | <p>HEADTEACHER’S REPORT (previously distributed)</p> <p>The Headteacher pointed out that there had been limited time in terms of school days since the previous meeting and consequently some information, such as Safeguarding data, was largely the same.</p> <p>She advised governors that new children would be joining the school following visits by three families in the previous week. Of these one was an EAL child in Early Years and two would be starting in Year 2 just before the SATS, both of whom had additional needs. The Headteacher said that she had fed back to the Local Authority regarding the lack of information about new admissions which put the school, and other schools, at a disadvantage in terms of adequately preparing the support</p> | |

required. She gave the example of a child leaving the school who needed a one- to-one Teaching Assistant and the fact that this wasn't recorded or communicated.

The Headteacher informed governors that the CCTV was up and running and was discreet. She thanked governors for all their input into the policy and advised that she had written a Data Protection Impact Assessment to accompany the policy. This had been signed off by a member of Veritau staff. Governors discussed the length of time that CCTV would remain inside the school building. The Headteacher explained that the school were still in the process of resuming former routines and would stage the relaxing of procedures, beginning with access to the Year 2 cloakroom and unlocking the toilets. She anticipated that incidents might resume as a result and that the CCTV would serve its purpose in enabling staff to quickly address anything that occurred. The Headteacher advised that the school would continue to review the situation but would look to redeploy the CCTV outside once the school had operated normal procedures without any incidents for at least half a term.

Governors discussed the teacher strikes which had seen the school close that day. The Headteacher said that the staff had been very helpful and given parents as much notice as possible. A governor asked how strike days were recorded in terms of attendance. The Headteacher advised that this would be shown as a school closure.

With reference to the Year 6 SATs, the Headteacher informed governors that these would commence after the Bank Holiday and the children were all very well prepared. The Year 6 afternoon at Rowntree Park was still planned for the afternoon of the last day of the tests.

The Headteacher went on to say that the Year 2 SATs would take place the following week and the Year 1 Phonics Screening and Year 4 Multiplication Check would follow after half term. The Headteacher explained that the Local Authority was obliged to moderate a number of York schools and it was anticipated that Fishergate would be moderated..

Other events planned included a Coronation Party, a Star Wars Marathon day where children were all encouraged to run a mile on the school field, and an afternoon celebrating music and poetry at the end of May.

With reference to the School Development Plan, the Headteacher advised that there were already many areas RAG rated green. She noted that there were some items rated yellow because the school was awaiting the end of year data in order to confirm progress.

***Priority 1 – Raising Achievement**

With reference to Priority 1, the Headteacher advised that Phase 1 phonics teaching was now embedded and the referral process for speech and language support was much easier. The school would be continuing to run workshops for parents. The Headteacher confirmed that there had been no need to train new TAs to deliver WELCOMM speech and language interventions because trained students had been delivering the programme.

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| | <p>The Headteacher directed governors to target of raising attainment of the lowest 20% of readers which was RAG rated yellow. She advised that the Ofsted inspector had looked at Reading and Phonics during the visit. The inspector had met with the lead teachers, attended lessons, and listened to children reading, in particular those who were in the lowest 20% or had not passed the screening check. The Headteacher read some of the comments from the inspection which were very complimentary, noting that the school was constantly rethinking and refreshing its strategies and pupils were developing reading fluency, learning to love reading and show good understanding of a text. The Headteacher said that the Deputy Headteacher and the Year 2 Phase Lead, Mr Pennington, had worked enormously hard on the Phonics programme, particularly the monitoring, and teachers at each phase were able to identify the lowest 20% of readers as a result.</p> <p>With reference to raising the attainment of prior high attainers in Maths, the Headteacher advised that the KS2 Maths Lead, Ms Craggs, attended all Maths Hub meetings and the KS1 Maths Lead would begin leading a Maths Master Hub in September. Maths was one of the Deep Dives during the Ofsted inspection and the Headteacher advised that the feedback was very positive for this subject with Maths Leaders identified as very strong, planning evident, and NCETM spines breaking down steps effectively with unit placements carefully considered.</p> <p>*Priority 2 – Teaching and Learning The Headteacher advised that all staff were now trained on the referral process for interventions as part of the work to ensure all children needing additional support were identified. The Ofsted inspection had seen SEND pupils participating in lessons and teaching staff adapting questions to facilitate this. The Headteacher read some of the inspector’s comments which described the children he spoke with as thoughtful and caring. An area for further work was medium term planning to highlight key knowledge and identify how to catch up on this learning if missed. The Headteacher acknowledged that this had not yet been completed in every subject.</p> <p>*Priority 3 – Personal Development With reference to attendance, the Headteacher advised that a member of office staff had now taken responsibility for much of the administrative aspect of attendance. The Local Authority were offering support but could only work with one family in a school at a time, so this support had limitations.</p> <p>*Priority 4 – Leadership. The Headteacher informed governors that the curriculum was a key focus for Ofsted. This had developed significantly at Fishergate and was described by the inspector as a “high quality offer” which was “broad, engaging and ambitious”. Subject leaders were judged to be leading effectively and children were thriving and remembering knowledge. The Curriculum was carefully considered, progressive and personalised to Fishergate with all subjects thoughtfully woven together.</p> | |
| 7. | SAFEGUARDING (previously distributed) | |

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| | <p>*Safeguarding data The Headteacher summarised that there were only a few changes to the data since the last meeting. Three children had left the school in that time. She acknowledged that she had not yet incorporated the bullying data into the figures and explained that she had found it a challenge due to the context of the incidents.</p> <p>*Emotional Abuse Safeguarding Update The Headteacher advised that this document was an example of something that would be shared and discussed with staff during the weekly briefings. She advised that she would bring one area of relevance to share with governors at each FGB meeting. It was clarified that this was for information and not because there had been any increase in incidents of emotional abuse.</p> | |
| 8. | <p>POLICY REVIEW (<i>previously distributed</i>)</p> <p>*Capability Policy *Grievance Policy The Chair advised that these were City of York policies that the school could not change. A governor noted a formatting issue and the Clerk advised that this was potentially a result of converting to PDF to upload to Decision Time. Governors approved the Capability and Grievance Policies.</p> <p>*Disciplinary Policy Governors discussed the disciplinary policy which had only been uploaded that day. Governors approved the Disciplinary Policy</p> <p>*Governors' Code of Conduct The Chair advised that this was similar to the document governors were all asked to read at the start of the academic year. Governors approved the Code of Conduct.</p> | |
| 9. | <p>WORKING PARTY UPDATES</p> <p>9.1 Finance and Staffing Working Party - the Chair advised that the SBM had covered everything from the meeting on the 28th April under item 2.</p> <p>9.2 Health and Safety Working Party – the Chair advised that this working party would be meeting in two weeks' time.</p> <p>9.3 Progress and Standards Working Party – this working party had not met at the end of the previous term but would meet before the next FGB</p> | |
| 10. | <p>GOVERNOR MATTERS</p> <p>The Chair and Vice-Chair of Governors both had terms of office which were due to end in June 2023. The Vice-Chair had made it known that he wished to step down at the end of his term. The Chair advised that she was happy to stand again as a governor for another four-year term. Governors unanimously agreed the re-election of Jackie Hudson to the Fishergate Governing Board.</p> | |

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| <p>10.1</p> | <p>The Chair thanked Graham Whitmore for his ten years’ service to governance at the school and in particular, for leading the school through the Ofsted inspection in her absence. It was suggested that governors arrange to thank the Vice-Chair more formally. The Vice-Chair advised that he would still chair the next Health and Safety Working Party and that Bill Twist had agreed to take over as Chair following Graham’s departure.</p> <p>With reference to the vacancies on the Governing Board, the Headteacher advised that there had been no applications for the parent governor vacancy. She said that there was a parent she would follow up with who had not returned their nomination form. The Chair suggested that governor vacancies be mentioned when families are invited into school for the Early Years’ Induction or governors could attend to encourage volunteers.</p> <p>Aside from the parent governor and Local Authority governor vacancies, there were two co-opted governor vacancies and a third from the end of June. The Headteacher advised that she had asked the school staff for any potential contacts but these tended to be other teachers. The Chair suggested the Headteacher raise the issue of governor vacancies at the next Heads Cluster meeting. It was clarified that the Local Authority would be able to suggest candidates who had applied for other schools without governor vacancies. The Chair asked governors to consider how to recruit additional volunteers and agreed to speak to the local councillor about taking on a governor position.</p> <p>Governor Training Tracker Governors discussed training undertaken and the clerk clarified how this was recorded and updated. It was noted that the termly briefings for Chairs and for Heads were no longer offered.</p> <p>Governor Skills Audit The Clerk advised that the audit questions and scoring had been substantially revised since the majority of governors last completed an audit. As a result it had not been possible to add the audit outcomes for more recent governors. The Clerk proposed that the rest of the governors completed the revised audit form ahead of the next meeting.</p> <p>Action - Clerk to share audit template and deadline for governors to complete.</p> <p>Visits and Activities Update The Chair highlighted the template document for governors to use. The Clerk agreed to add this to the Resources section on Decision Time.</p> <p>Action -Clerk to add template visit document to the Resources section on Decision Time. Governors discussed the frequency of visits. It was suggested that twice yearly for Link Governors would be the minimum; a first visit to look at the priorities during the first half of the school year and a return visit to look at progress and to review</p> | <p>Clerk</p> <p>Clerk</p> |
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| | priorities ahead of the following academic year. The Vice-Chair suggested that once a term could be helpful, depending on what was being monitored, and noted that some priorities had a large remit so might benefit from additional governor visits to look at different aspects. | |
| 9. | CORRESPONDENCE There were no updates to report. The Headteacher advised that the school were still waiting for the Ofsted report to be published. | |
| 10. | ANY OTHER BUSINESS There was no further business to discuss. | |
| 11. | DATE AND TIME OF NEXT MEETINGS (<i>previously distributed</i>) Monday 17th July 6pm | |

The meeting closed at 7:40pm

These minutes are to be approved by the Fishergate Full Governing Body at their meeting on
17th July 2023

| Action Points from the meeting of the Full Governing Body held on 2nd May 2023 | | | | |
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| | Action | Item | Who | When |
| 1 | Clerk to amend the minutes of the meeting on 27 th April 2023 | 3 | Clerk | 10/05/2023 |
| 2 | Headteacher to incorporate additional bullying data into Safeguarding report. | 4 | Headteacher | 17/07/2023 |
| 3 | Finance and Staffing Working Party to nominate a chair at their next meeting. | 4 | Chair | 17/07/2023 |
| 4 | Clerk to create Ofsted folder on Decision Time and upload the recommendations document | 5 | Clerk | 17/07/2023 |
| 5 | Clerk to add Governor Self Evaluation to the agenda for the next meeting | 5 | Clerk | 17/07/2023 |
| 6 | Vice Chair to share question and answer document with Clerk to add to Decision Time. | 5 | Vice Chair | 17/07/2023 |
| 7 | Chair to present Safeguarding Link Governor's role and responsibilities at the next FGB meeting. | 5 | Chair | 17/07/2023 |
| 8 | Headteacher to draft a parent feedback survey. | 5 | Headteacher | 17/07/2023 |
| 9 | Clerk to share audit template and deadline for governors to complete | 10 | Clerk | 17/07/2023 |
| 10 | Clerk to add template visit document to the Resources section on Decision Time. | 10.1 | Clerk | 17/07/2023 |

ITEMS FOR FUTURE AGENDAS: