



**THE FELLOWSHIP OF ALL SAINTS KIRKBY OVERBLOW AND NORTH RIGTON CHURCH OF ENGLAND PRIMARY SCHOOLS**

**Meeting of the Joint Governing Body to be held on  
26 March 2019 at 6pm at North Rigton school**

**MINUTES – Approved for circulation**

**Governing Body Core Functions**

- Ensure the vision, ethos and strategic direction of the school is clearly defined
- Ensure the Headteacher performs their responsibilities for the educational performance of the school
- Ensure the sound, proper and effective use of the school's financial resources

**Present:** Amber Andrews (AA), Headteacher; Jo Williams (JW), Chair; Julia Henry (JH), Vice Chair, ASKO; Mark Wilkinson (MW), Vice Chair NR, Rebecca Allen (RA); Huw Edwards (HE), Rosemary Hunt (RH); Emma Littlewood (EL); Jo Townend (JT); Louise Wallen (LW); Milena Vjestica (MV)

Apologies:

**In attendance:** Trudy Searle (TS), LA Clerking Service; Matt Shillito, Headteacher of the Sicklinghall and Goldsborough Federation

*The meeting opened at 6pm*

No	Item	Action
1	<b>Welcome</b> The Chair opened the meeting and this was followed by a prayer from AA. Governors were advised that Matt Shillito would be joining the meeting later to share experiences and answer questions about 2 schools working together.	
2	<b>Meeting administration:</b> Apologies for absence: None. JH had advised that she would be arriving after the meeting had started. Declaration of interests: None. Determination of any confidentiality matters: None. Additional items for the agenda: MV had one item for discussion at the end of the meeting.	
3	<b>Minutes of the meeting of the LGB held on 10.01.19:</b> The minutes had previously been circulated. These were agreed as a true record of the meeting, signed by the Chair and filed in school. <b>Matters arising:</b> <u>9. Governor Visits</u> <ul style="list-style-type: none"> <li>• Safeguarding – MV had completed the ASKO visit and the NR visit is in hand.</li> <li>• NR – Writing Rec/KS1 – RH and MV are visiting on 3rd April</li> </ul> <u>12. Governor Training</u> <ul style="list-style-type: none"> <li>• Assessment Governor training – AA to raise at Assessment Network Meeting.</li> <li>• YCST training – being scheduled throughout the year, including New Governor training.</li> </ul> <u>15. Meet the Governors Sessions</u> <ul style="list-style-type: none"> <li>• The ASKO session had taken place that morning.</li> <li>• The NR session will take place on 3<sup>rd</sup> April.</li> </ul>	<b>AA</b>
4	<b>Committee Meetings:</b>	

	<p><u>School Development Committee</u> Minutes from the meeting on 07.02.2019 had previously been circulated. There were no questions and the minutes were noted.</p> <p><u>Resources Committee</u> Minutes from the meeting on 11.03.2019 had previously been circulated. There were no questions and the minutes were noted.</p>	
5	<p><b>Headteacher's Report:</b> The following papers had been circulated for governors to read before the meeting:</p> <ul style="list-style-type: none"> <li>- Headteacher's Report (ASKO)</li> <li>- Headteacher's Report (NR)</li> <li>- Sports Funding Breakdown</li> <li>- Diocesan Adviser Record of Visit, 31.01.19 (ASKO)</li> <li>- ASKO Tree</li> </ul> <p><b>Headteacher's Report ASKO</b> AA highlighted the following points in the report:</p> <ul style="list-style-type: none"> <li>- <u>Staffing changes in Reception/Year One</u> Rachel Pilgrim is resigning after 11 years at the school. She will leave at Easter and will be greatly missed. Continuity is in place as Leanne Jackson returns from maternity leave at Easter and Philippa Bromley is staying on.</li> <li>- <u>New SENCo</u> Holly Cromack is currently shadowing Rachel Pilgrim and will take over at Easter. <i>Governors sought assurances about the impact of the additional workload for Holly and these were given.</i> <i>Q. What are the arrangements in Reception/Year One from September?</i> <i>A. This will depend on the number of reception children. Will look at the big picture then.</i></li> <li>- <u>Assistant Cook</u> A new assistant cook has been recruited and starts on 1<sup>st</sup> April.</li> <li>- <u>Refurbishment of Jupiter Classroom</u> A contractor has been appointed and the work will take place over Easter. The funding bid to YCST was not successful and the work is being funded by the school. <i>Governors asked about the asbestos issue and the cost implications. AA advised that the asbestos is in the tiles and no additional costs will be incurred to remove them.</i></li> <li>- <u>Safeguarding Audit</u> This has been completed by RA and will be shared with MV.</li> <li>- <u>Verbal racial incident</u> Reported and handled according to NYCC protocols. An isolated incident and no further action required.</li> <li>- <u>Challenging behaviour in school</u> Governors were advised of the nature of the issue and the plans that had been put in place. Support has been sought from NYCC but no contact or support has been received. The school is managing the situation with guidance and support from Jane Turner at Pannal Primary. <i>JT advised that she may be able to put AA in touch with someone at NYCC. Governors were supportive of the approach that had been taken in school.</i></li> <li>- <u>Diocesan Visit Report</u> AA disagreed with the comment about displayed art work not being meaningful because it had been created by children who had left the school. The work won't be taken down as it is part of the school's history and options are being considered for how it will continue to be displayed. It was positive to note the comments about the impact of Understanding Christianity. This is being introduced at NR in September.</li> </ul> <p>Questions on the Headteacher's report were invited from governors.</p>	JT/AA

Persistent absences – do parents receive a letter about this?

A. A conversation is had with the parents.

JH joined the meeting at this point.

Attendance figures - it was requested that attendance is reported as percentages on ASKO and NR reports in future.

Punctuality – figures to be included in future reports (as per NR format).

Sports Funding – are we happy that the spending provides value for money?

A. Yes. JH has reviewed the figures and been through the criteria with RA. JH is also planning to review the NR figures.

AA  
AA

### Headteacher's Report North Rigton

AA highlighted the following points in the report:

- Staffing

LW has been successful in her application for the Headteacher's post at North Stainley and will take up post in September. All congratulated LW. Letters are being sent to parents at both schools. The recruitment process to find a replacement will start soon, with an advert going out before Easter if possible.

*Matt Shillito joined the meeting.*

### Briefing from Matt Shillito:

MS provided a brief history of the Federation of Goldsborough and Sicklinghall Primary Schools and shared a number of learning points which included:

- The importance of making decisions which take into account the needs of both communities.
- Not seen as one school taking over another.
- The Headteacher can't always attend every event in both schools. Good and ongoing communication about new ways of working is crucial to parents and staff.
- Look for quick wins, e.g. shared diaries, effective use of meetings (e.g. sending weekly schedule on a Sunday to all staff).
- Can't do everything at once.

Q. Do you have one School Development Plan for both schools?

A. Yes. Moved away from an action plan model to a mind map model.

Q. Do you have one budget?

A. Not currently.

Q. Does the governing body have committees?

A. Yes – Resources and School Improvement. Full GB meetings are clerked but committees aren't.

Matt was thanked for sharing his experiences which both rang bells and signposted things to look out for.

*MS left the meeting.*

*On the subject of communication, it was suggested that governors produce a newsletter for parents about the work of the governing body. All agreed this was a good idea and a newsletter would be produced in July.*

TS re  
agendas

### Headteacher's Report North Rigton contd.

- Office move

A bid for £130k was submitted to YCST. £20k has been approved. A letter is awaited from YCST with guidance on how the funds should be used. AA suggested that a governor working party be set up once the letter has been received. This was agreed.

AA

	<p><b>Mike Smit Visit Report</b> The report had been circulated earlier in the day and copies tabled at the meeting. AA pointed to the positive comments about both Base Leaders. All agreed it was an excellent report. ASKO governors noted it was good to see such positive comments following the last report.</p> <p><i>Governors asked whether termly visits are too frequent. AA advised that this is a YCST requirement and termly visits provide a useful external viewpoint. It was also noted that Mike Smit is an Ofsted inspector which provides a useful link to inspection developments.</i></p>	
6	<p><b>YCST updates</b> <u>Appointment of Executive Leader/Headteacher</u> Chris Burt has been appointed to the post. JW has written to Chris to congratulate him on behalf of ASKO and NR governors and received a warm response.</p> <p><u>Working Groups</u> The following papers had been circulated for governors to read before the meeting:</p> <ul style="list-style-type: none"> <li>- Network Group Feedback Form (KS1)</li> <li>- Network Group Feedback Form (Year 3/4)</li> <li>- Network Group Feedback Form (Pupil Premium)</li> </ul> <p>Working group feedback forms will be circulated from now on to all governing bodies in the Trust. The forms were noted.</p> <p><u>Scheme of Delegation</u> This has been updated and will be published shortly.</p>	
7	<p><b>Risk Register Update</b> Updated Risk Registers for ASKO and NR had been circulated before the meeting for information. These were noted.</p> <p><i>Governors highlighted the key issues as security at North Rigton and pupil numbers at ASKO.</i></p>	
8	<p><b>Governor Visits</b> <u>Meet the Governors Sessions</u> JW provided a brief summary of the feedback from the ASKO session and advised that a combined report would be produced following the NR session. All agreed the ASKO session had gone well and provided a good opportunity to put faces to names. AA advised that the results of both sessions would be fed into future development planning and parents would be advised of any actions taken as a result of the sessions.</p> <p><u>Parent Survey</u> RH advised that ASKO responses are still coming in. The NR survey will take place in April.</p> <p><u>Wellbeing/Collective Worship</u> AA advised that RA and LW are introducing Five Ways to Wellbeing in Collective Worship. Three sessions remain: 4<sup>th</sup> April, 3pm (ASKO) &amp; 1<sup>st</sup> &amp; 8<sup>th</sup> April, 3pm (NR). MV will attend 2 of the sessions as monitoring visits.</p> <p><u>Kids Aloud Concert</u> Governors were reminded of the concert the following Friday and that tickets were needed.</p> <p><u>Easter Services</u> Both are taking place on 11<sup>th</sup> April and all governors are welcome:</p>	MV

	<ul style="list-style-type: none"> <li>- ASKO, 9.30am at All Saints</li> <li>- NR, 2.30pm at St John's followed by refreshments to raise funds for the Donkey Sanctuary</li> </ul> <p><u>Nepalese Children's Visit</u> The good behaviour of children at North Rigton, especially the younger ones was noted when the Nepalese children visited the school.</p>	
<b>9</b>	<p><b>Policies:</b> The policies below had been circulated before the meeting and governors commented as follows:</p> <ul style="list-style-type: none"> <li>- <u>Accessibility Plan for ASKO (MAT template)</u></li> <li>- <u>Accessibility Plan for North Rigton (MAT template)</u></li> <li>- <u>Single Equality Scheme for ASKO (MAT template)</u></li> <li>- <u>Single Equality Scheme for North Rigton (MAT template)</u></li> </ul> <p>The above policies were noted. It was pointed out that there is no mention of mental accessibility in the accessibility plans and AA was asked to feed this back to YCST.</p> <ul style="list-style-type: none"> <li>- <u>Children in Care Policy</u></li> </ul> <p>Named governors were agreed: RH (ASKO) &amp; JT (NR). The policy was approved.</p> <ul style="list-style-type: none"> <li>- <u>Safeguarding Policy (NYCC policy)</u></li> </ul> <p>It was noted that the document can soon become out of date when people leave. AA advised that the policy is updated annually and is kept up to date by Mary Boyd.</p> <p>DBS checks - JW advised that she had received written advice that governors are not required to have a DBS check for each other's schools.</p> <p>It was noted that Ann Wright was mentioned on Page 37. Subject to this change the policy was approved.</p> <ul style="list-style-type: none"> <li>- <u>Volunteer Policy</u></li> </ul> <p>The policy was approved.</p> <p>A discussion was had about how young carers are identified. AA will raise this at the next Headteacher's meeting.</p>	<p><b>AA</b></p> <p><b>AA</b></p> <p><b>AA</b></p>
<b>10</b>	<p><b>Governor Training</b> <u>YCST safeguarding training 19.02.19</u> This was attended by HE, JT and JW. The importance of keeping safeguarding training up to date was noted.</p> <p><u>Future YCST training</u> More training is in the pipeline.</p> <p><u>NGA online training modules</u> Governors were reminded of the online modules.</p> <p><u>Prevent Training</u> RH had completed the training. Screen shots of 'certificate' to be sent to TS and the school office.</p>	<p><b>RH</b></p>
<b>11</b>	<p><b>Correspondence</b> The following correspondence had been received:</p> <ul style="list-style-type: none"> <li>- Julian Smith MP had written to congratulate North Rigton on the continued KS2 performance.</li> </ul>	

	<ul style="list-style-type: none"> <li>- Nick Gibb MP had written to congratulate North Rigton on the outstanding achievement in the phonics screening check.</li> <li>- Both letters have been posted on the school website.</li> <li>- The Trustee of the School House Fund had written to advise that the documentation is almost in place to confirm the change of status of the school.</li> </ul>													
<b>12</b>	<p><b>Further items determined for discussion at agenda Item 2:</b>  <u>Recruitment of a new Rector</u>  MV advised that she is a member of the recruitment group and asked governors to email her by Monday 1<sup>st</sup> April with any suggestions about what to include in the person specification.</p>													
<b>13</b>	<p><b>Details of next LGB meeting:</b></p> <p>Wed 12 Jun, 6pm, ASKO</p> <p><b>Remaining meetings for 2018/19:</b></p> <table border="0"> <thead> <tr> <th><b>Date/time</b></th> <th><b>Meeting</b></th> <th><b>Venue</b></th> </tr> </thead> <tbody> <tr> <td>Thu 02 May, 4pm</td> <td>Resources Committee</td> <td>All Saints</td> </tr> <tr> <td>Wed 05 Jun, 2pm</td> <td>School Development Committee</td> <td>North Rigton (Apols MV)</td> </tr> <tr> <td>Wed 17 Jul, 6pm</td> <td>Local Governing Body Meeting</td> <td>North Rigton</td> </tr> </tbody> </table>	<b>Date/time</b>	<b>Meeting</b>	<b>Venue</b>	Thu 02 May, 4pm	Resources Committee	All Saints	Wed 05 Jun, 2pm	School Development Committee	North Rigton (Apols MV)	Wed 17 Jul, 6pm	Local Governing Body Meeting	North Rigton	
<b>Date/time</b>	<b>Meeting</b>	<b>Venue</b>												
Thu 02 May, 4pm	Resources Committee	All Saints												
Wed 05 Jun, 2pm	School Development Committee	North Rigton (Apols MV)												
Wed 17 Jul, 6pm	Local Governing Body Meeting	North Rigton												
<b>14</b>	<p><b>What impact have we had since the last meeting on the achievement and wellbeing of pupils and staff in our school?</b></p> <p>The briefing from Matt Shillito provided a useful insight which will help ASKO&amp;NR to benefit from the experiences at Sicklinghall and Goldsborough. Meet the Governor sessions are providing governors with the opportunity to familiarise themselves with each other's schools. Collecting feedback from parents to help improve learning experiences and to provide open communication channels.</p>													
<p><i>The meeting closed at 8.15pm</i></p>														