



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

Meeting of the Fellowship Governing Body to be held on 12 June 2019 at 6pm at All Saints school

MINUTES

Approved at the Fellowship Governing Body Meeting on 19 September 2019

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); Milena Vjestica (MV); Louise Wallen (LW)

Apologies:

In attendance: Trudy Searle (TS), LA Clerking Service

The meeting opened at 6pm

No	Item	Action
1	Welcome The Chair opened the meeting.	
2	Meeting administration: Apologies for absence: None. Declaration of interests: None. Determination of any confidentiality matters: None. Other Business: 2 additional items were raised for discussion at the end of the meeting: <ul style="list-style-type: none"> - Governor visit reports (JT) - Update on recruitment of new Rector (MV) 	
3	Minutes of the meeting of the LGB held on 26.03.19: The minutes had previously been circulated. These were agreed as a true record of the meeting, signed by the Chair and filed in school. Matters arising: <u>3. Assessment Governor Training</u> <ul style="list-style-type: none"> • AA had raised at the Assessment Network Meeting – awaiting response <u>3. Meet the Governors Sessions</u> <ul style="list-style-type: none"> • Positive support received for joint working. • Disappointing turnout, despite giving plenty of notice on a number of occasions. • Governors to attend parents' evenings in future. AA to advise when dates agreed. <u>5. New SENCo ASKO</u> <ul style="list-style-type: none"> • There was a very good handover and the new SENCo is up and running. <u>5. Refurbishment of Jupiter classroom, ASKO</u> <ul style="list-style-type: none"> • Work completed and very happy with the results. <u>5. Reporting of attendance figures</u> <ul style="list-style-type: none"> • It was noted that figures in the latest HT report were still reported in different formats for each school. 	AA

	<ul style="list-style-type: none"> From September there will be one report for both schools and the format will be the same. 	AA
4	<p>Committee Meetings: <u>Resources Committee, 21.05.2019</u> Draft minutes from the meeting had been circulated with the agenda. MW provided a summary of the key points:</p> <ul style="list-style-type: none"> ASKO budget: £4k deficit for 2018/19; £65k in reserve (£23k above MAT requirement) – budget has been well managed by Mary Boyd to keep at this level; NR budget: £1k deficit for 2018/19; £39k in reserve (£5k below MAT requirement); Relatively balanced budgets moving forward; No big financial challenges next year but the major challenge in Years 2 and 3 is pupil numbers; The financial situation is tight and the Resources Committee is happy that a robust budget review process is in place. <p><u>School Development Committee, 05.06.2019</u> Draft minutes had not been approved in time for circulation. RH provided a verbal update from the meeting:</p> <ul style="list-style-type: none"> <u>SharePoint</u> - Governors have experienced problems accessing zip files. TS to note for the future. AA to arrange visitor access for governors on school wi-fi. <u>Staff Wellbeing Survey</u> – JW & EL producing a questionnaire for use in both schools. The survey will be completed in the first week of July. <u>Working without a Rector</u> – Moira Kelly, lay reader from Poole & Wharfedale has been leading collective worship and this will continue in the Autumn term. <u>Parent Voice / Newsletter</u> – the end of term newsletter from governors will include a response to the online parent survey and meet the governor sessions. MV volunteered to help JW with the production of the newsletter. LW&RA to provide a list of bullet points on cross school links for inclusion in the parent newsletter. 	TS/AA JW/MV LW/RA
5	<p>Headteacher’s Report: The following papers had been circulated for governors to read before the meeting:</p> <ul style="list-style-type: none"> - Headteacher’s Report (NR) - Summer assessment data (NR) - Diocesan Adviser Visit report 01.04.19 (NR) - Headteacher’s Report (ASKO) - Summer assessment data (ASKO) <p>Headteacher’s Report North Rigton AA highlighted the following points in the report:</p> <ul style="list-style-type: none"> - <u>Admissions</u> Unable to accommodate 2 families in September as class numbers are at capacity. One family is visiting ASKO, the other wishes to find a school in their area. <i>Governors noted that it was positive that Reception numbers for September 2019 are at the maximum (10) and that the current low numbers in Years 2 and 3 are affecting overall number on roll.</i> - <u>School Meals</u> Uptake continues to improve. The cook works very hard and is doing an excellent job. <i>Q. Would it be possible to cater for all children?</i> <i>A. This would be a struggle and consideration would have to be given to making the kitchen bigger.</i> 	

	<p>- <u>School Development Priority 4 – Wellbeing</u> LW&RA tabled copies of a PowerPoint presentation – ‘5 Ways to Wellbeing’ and provided the following update:</p> <ul style="list-style-type: none"> o This is a key feature in the new Ofsted framework; o Roll out began at a staff meeting at the beginning of the Spring term; o Introduced to children through collective worship; o Each teacher took one of the 5 ways and set a challenge; o ASKO & NR children have been writing to each other; o A crag walk for both schools has been arranged for 5th July – all governors are welcome; o This year the focus has been on the children. Next year the focus will be on staff. <p><i>Q. Has it been useful for the 2 schools to work together on this project?</i> <i>A. Very much so. The workload is shared and there’s been a good exchange of ideas.</i></p> <p>- <u>Writing Moderator</u> Jodi Storey was congratulated on being appointed as a Writing Moderator this year. This will be great personal development for her and will benefit the school too.</p> <p>- <u>Internet safety - PCSO Visit</u> A number of Year 6 parents had raised concerns about issues outside school with social media. AA advised governors of the range of actions which had been taken in response which included: addressed in lessons, external agencies involved, ‘Early Help’, talk from a PCSO.</p> <p><i>Q. Should any pre-emptive action be taken at ASKO?</i> <i>A. This is already included in the PSHE curriculum.</i> <i>Q. How will you know the actions taken have been effective?</i> <i>A. There have been no further concerns expressed from parents or children.</i> The PCSO offered to give a talk to parents. Governors agreed it would be good to arrange a joint session next year. <i>Q. Should online safety issues be included as part of Health & Safety reporting?</i> <i>A. This is classed as a safeguarding issue and recorded in the safeguarding folder.</i></p> <p><u>Assessment data</u> <u>Reception</u> – attainment in writing of 4 boys is currently only assessed as ‘Grow’, however phonics assessments are encouraging. These children are being supported and prepared for year 1. <u>Year 1</u> – no issues to report. <u>Year 2</u> – all Key Stage 1 tests passed apart from 1 child in reading. This is a high attaining group and the focus will be on making sure this continues. <i>Q. How will this be done?</i> <i>A. Through a focus on Grow, Blossom, Flourish values and attitude to learning.</i> <u>Year 3</u> – this group includes 2 SEN children, one with an EHCP and a number of vulnerable learners. <u>Spelling – Years 3,4,5&6</u> – spelling is a challenge at Key Stage 2. ReadWrite online material has been purchased and the results/continued subscription will be closely monitored. <u>Year 6</u> – includes 6 SEN children. SATS results difficult to predict. <u>SEN data</u> <i>Q. Would it be possible to report Pupil Premium data in the same format?</i> <i>A. Yes, good idea.</i> <i>Q. Are we reaching the MAT’s target for vulnerable learners to progress?</i> <i>A. Yes.</i> <i>Q. Will there be any implications on TA staffing with 6 SEND children leaving this year?</i> <i>A. Some time will be freed up but staff have been re-allocated responsibilities for next year.</i></p>	<p>All Govs</p> <p>AA</p> <p>AA</p>
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	<p><u>Diocesan Adviser Visit Report</u> Noted.</p> <p>Headteacher's Report ASKO AA highlighted the following points in the report:</p> <ul style="list-style-type: none"> - <u>Admissions</u> Reception numbers are low for September (7). There is a gender imbalance in Reception and Year 1 which some parents have commented on. The arrival of 2 French speaking children has had a very positive impact on the school. <p>AA advised that raising the school's profile in order to attract more families would be included on next year's development plan. A lengthy discussion followed and suggestions included:</p> <ul style="list-style-type: none"> o Tapping into parent networks; o Open days; o Features on local radio and in local press; o Banners (AA to investigate/contact landowners for permission); o Setting up a governor working group; o Involve Year 6 Ambassadors; o Make contact with Curate at Pannal (EL to provide contact details) <ul style="list-style-type: none"> - <u>School Development Priority 5 – Outcomes – Current Year 1</u> – behaviour continues to be an area of focus. This will not be a mixed age class next academic year. The teaching team is established and in place for this group. There will also be a focus on phonics. - <u>Year 6 Writing</u> – moderated the previous week and all assessments were accurate. - <u>Reasons to be Cheerful</u> – Governors asked for their appreciation to be passed on to all staff for their continued commitment to the school's most vulnerable children and their determination to overcome difficult and challenging situations. <p><u>Assessment Data</u> <u>Reception</u> – data not yet available. <u>Year 1- 5</u> children not attaining age related expectations and making slow progress. Working hard on attitudes to learning. <u>SEN</u> – generally not making as much progress as NR. AA is working with the SENCo to look into this.</p>	<p>AA</p> <p>EL/AA</p> <p>AA/RA</p>
<p>6</p>	<p>YCST updates <u>Working Groups</u> The following Network Meeting Minutes had been circulated for governors to read before the meeting:</p> <ul style="list-style-type: none"> - Literacy 06.03.19 - ICT 14.03.19 - SENCo 20.03.19 - EYFS 04.04.19 - KS1 11.04.19 - SENCo 15.05.19 - KS2 21.05.19 <p>Q. Are all meetings attended by ASKO&NR? A. Yes if possible. Try and send 1 teacher from each school. Some groups will stop meeting when no longer needed.</p> <p>Governors agreed the minutes were extremely informative and noted the amount of work involved in producing them. It was suggested it might help to have the meetings clerked. Governors asked for their thanks to be passed on to all involved.</p> <p>Q. Have staff attended as many courses this year? A. Budgets are tight so carefully pick and choose. LW has completed a lot of maths training. NYCC are not providing as many courses as previously. The MAT Science Co-</p>	<p>AA</p>

	<p><i>ordinator attended the NYCC briefing and cascaded to the MAT Science network.</i></p> <p><u>Scheme of Delegation</u> New version soon to be issued, based on NGA template and tailored to YCST.</p>																
7	<p>Parent Newsletter – July 2019 Covered under School Development Committee update (Item 4).</p>																
8	<p>Governor Visits The following Governing Body monitoring reports had been circulated beforehand and were noted:</p> <ul style="list-style-type: none"> - Collective worship 04.04.19 (ASKO) - Collective worship 01.04.19 (NR) - Writing - reception and KS1 03.04.19 (ASKO) - Writing – reception and KS1 03.04.19 (NR) <p>Governors were reminded of their class links and asked to arrange visits before the end of term if possible or attend the crag walk. AA to circulate visit template.</p> <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">All Saints</td> <td style="text-align: center;">North Rigton</td> </tr> <tr> <td>Reception</td> <td style="text-align: center;">RH</td> <td style="text-align: center;">MV</td> </tr> <tr> <td>Years 1&2</td> <td style="text-align: center;">EL (Y2)</td> <td style="text-align: center;">HE</td> </tr> <tr> <td>Years 3&4</td> <td style="text-align: center;">JW</td> <td style="text-align: center;">JH</td> </tr> <tr> <td>Years 5&6</td> <td style="text-align: center;">MW</td> <td style="text-align: center;">JT</td> </tr> </table> <p>Diary Dates for Summer term Sports Days: ASKO 18th June pm NR 21st June pm Crag Walk: 5th July End of Year Productions: ASKO 16th July pm and evening at the church. NR 15th July in the school hall Year 6 Leavers Service: ASKO 19th July pm NR 19th July am Collective worship staff meeting led by Simon Sloane: 20th June, 4pm – governors welcome.</p>		All Saints	North Rigton	Reception	RH	MV	Years 1&2	EL (Y2)	HE	Years 3&4	JW	JH	Years 5&6	MW	JT	AA
	All Saints	North Rigton															
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9	<p>Governor Training <u>YCST Annual Conference 27.06.19</u> Dates and details had previously been circulated and governors were encouraged to attend.</p> <p><u>New to Governance YCST training 10.06.19</u> Attended by JT who advised that the training was well worth attending. It provided a very useful insight into how the MAT works. Mary Boyd received a mention and was highly praised for her Health & Safety and Finance experience.</p> <p><u>Complaints handling</u> Being arranged for next year.</p> <p><u>Data training</u> Discussed at the last Chair’s meeting and the Assessment Network meeting. Training options for different groups in the MAT currently being considered.</p> <p><u>Ofsted readiness</u> Governors agreed it would be useful to have some ‘ready for Ofsted training’. Mike Smit to be asked to deliver this in the Autumn term.</p>	AA															

10	Correspondence None.	
11	Further items determined for discussion at agenda Item 2: <u>Governor visit reports</u> <i>Q. Who should completed reports be returned to?</i> A. AA <i>Q. What is required in the 'reflect on behaviour' section of the report?</i> A. Any comments on children's attitude and whether they're being polite and looking after each other. <i>Q. How are any Health & Safety issues collected?</i> A. AA to review the process. <i>Q. Is it acceptable to include aspects for governors to consider?</i> A. Yes. The focus for the next visit should be agreed in conjunction with AA. <u>Update on Recruitment of new Rector</u> Advert appears: 12.09.19 Closing date: 14.10.19 Shortlisting: 23.10.19 Interviews 07.11.19	AA
12	Meeting dates for 2019/20 The following dates and times were agreed: LGB1: Thursday 19th September, 6pm Res Ctee: Tuesday 12th November, 4pm SD Ctee: Wednesday 20th November, 2pm LGB2: Thursday 5th December, 6pm LGB3: Wednesday 22nd January, 6pm Res Ctee: Wednesday 4th March, 4pm SD Ctee: Thursday 19th March, 2pm LGB4: Wednesday 25th March, 6pm Res Ctee: Wednesday 13th May, 4pm SD Ctee: Thursday 11th June, 2pm LGB5: Wednesday 24th June, 6pm LGB6: Wednesday 15th July, 6pm	
13	Details of next LGB meeting: Wed 17 Jul, 6pm Local Governing Body Meeting North Rigton This will be a self-review of the past academic year.	
14	What impact have we had since the last meeting on the achievement and wellbeing of pupils and staff in our school? - Governors provided a lot of support with this year's SATS; - Visited each other's schools and developing/sharing best practice; - AA noted the high level of governor support and visibility in both schools; - Developing a strategy to proactively deal with the risk of declining pupil numbers, with a focus on stability for both schools; - Raised the profile of the unique challenges faced by smaller schools in the MAT.	
<i>The meeting closed at 8.25pm</i>		