



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
19 September 2019 at 6pm at All Saints 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; Rosemary Hunt (RH) Chair; Julia Henry (JH), Vice Chair, ASKO; Mark Wilkinson (MW), Vice Chair NR, Rebecca Allen (RA); Huw Edwards (HE), Sophia Gardiner (SG); Emma Littlewood (EL); Jo Williams (JW)

Apologies: Milena Vjestica (MV)

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

The meeting opened at 6pm

No	Item
1	<p>Welcome JW welcomed everyone to the meeting.</p>
2	<p>Election of Fellowship Chair and Vice Chairs for All Saints and North Rigton JW advised that she wouldn't be standing for the Chair's role this year however she would continue as a member of the governing body.</p> <p>Chair The Clerk sought nominations for the Chair's role. RH volunteered and was formally proposed by JW, seconded by HE and unanimously appointed.</p> <p>Vice Chairs It was unanimously agreed to continue with a Vice Chair for each school. JH and MW volunteered to continue as Vice Chairs for All Saints and North Rigton respectively and were unanimously elected.</p> <p>RH took over as Chair of the meeting.</p>
3	<p>Governor Appointments/Vacancies</p> <p>Co-opted Governor, All Saints A resignation had been received from Jo Townsend and this was noted. JW had sent a letter of thanks. No skills gaps had been identified in the governors' self review meeting in the Summer. It was agreed to commence a search immediately for a new co-opted governor with a view to confirming an appointment at the next governing body meeting. ACTION: AA</p> <p>Staff Governor, North Rigton Sophia Gardiner was welcomed as the new staff governor at North Rigton.</p> <p>Staff Governor, All Saints The Clerk updated governors on the current situation: - Becci Allen had been standing in as staff governor to cover Leanne Jackson whilst she was on</p>

	<p>maternity leave;</p> <ul style="list-style-type: none"> - Leanne's term of office as staff governor expired at the end of the summer 2019 term; - Becci had previously been appointed as an associate member on an annual basis; - It was therefore necessary to seek nominations for the staff governor vacancy. ACTION: AA <p>Governors agreed to appoint Becci Allen as an associate member, to be reviewed once the outcome of the staff governor appointment process is known.</p>
4	<p>Meeting administration: Apologies for absence: Apologies were received from Milena Vjestica and these were consented to. Declaration of interests: None. Determination of any confidentiality matters: None. Other Business: AA advised of 3 additional items for consideration at the end of the meeting:</p> <ul style="list-style-type: none"> - ASKO Admissions Policy - Dates for diaries - North Rigton premises improvements
5	<p>Annual Register of Business and Personal Interests These were handed out for governors to complete and return to the Clerk at the end of the meeting.</p>
6	<p>Register of Gifts and Hospitality YCST's register had been circulated with the agenda as an annual reminder. This was noted.</p>
7	<p>Code of Conduct YCST's 2019 code of conduct had been circulated with the agenda. Those governors present signed a register to confirm they had read, understood and would adhere to the code. ACTION: MV to sign</p>
8	<p>Schemes of Delegation It was noted that governor details were out of date. ACTION TS</p> <p>It was noted that the ASKO Scheme doesn't have a mission statement. AA advised this was on the development plan this year.</p>
9	<p>Keeping Children Safe in Education 2019 The guidance had previously been circulated. Governors present signed a register to confirm it had been read and understood. ACTION: MV to sign</p> <p>SG will be taking over responsibility for safeguarding after she has completed her training in October. AA will be the designated safeguarding lead until that time.</p>
10	<p>Minutes of the meeting of the LGB held on 12.06.19: The minutes had previously been circulated. These were agreed as a true record of the meeting, signed by the Chair and filed in school.</p> <p>Matters arising:</p> <p><u>3. Parents evening dates</u></p> <ul style="list-style-type: none"> - ASKO: 22nd & 24th October - North Rigton: 11th & 12th November - It was agreed to produce a rota with at least 2 governors attending each session. ACTION: RH <p><u>4. Wi-fi access</u></p> <ul style="list-style-type: none"> - AA advised there have been issues at North Rigton. Need to get this sorted and then set up for ASKO. <p><u>4. SharePoint</u></p> <ul style="list-style-type: none"> - Governors requested that documents are not loaded as Zip files. ACTION: TS - Governors would prefer to be able to load meeting papers onto their personal devices. ACTION: RH <p>It was agreed this should be raised at the next Chairs meeting. ACTION: RH</p> <p><u>4. Response to parent survey</u></p>

	<p>- JW advised that she had produced a response which had been reviewed by AA. JW outlined the content and governors agreed that this should be sent out, to include a reference to governors being present at parents' evenings. ACTION: AA</p> <p><u>5. PCSO talk</u> AA is arranging.</p> <p><u>5. Banners to raise profile of All Saints</u> Waiting to hear back from the parish council.</p> <p><u>9. Ofsted readiness training for governors from Mike Smit</u> Will take place in the spring term.</p> <p><u>11. Collation of H&S issues</u> To be discussed with Mike Brown later this term.</p> <p><u>11. Update on Recruitment of new Rector</u></p> <ul style="list-style-type: none"> - No changes to dates, i.e.: - Advert appears: 12.09.19 - Closing date: 14.10.19 - Shortlisting: 23.10.19 - Interviews 07.11.19 																																	
11	<p>Meeting of the LGB held on 17.07.2019 JW had produced notes from the meeting which all had read and approved.</p> <p>Thanks to JW RH took the opportunity to formally thank JW for being an amazing chair of governors and for her significant contribution to the school.</p>																																	
12	<p>Appointment of Committees Membership was reviewed and agreed as follows:</p> <ul style="list-style-type: none"> - Resources: AA, HE, RH, MW - School Development: AA, EL, JH, RH, MV, JW - Headteacher Performance Management RH and MV - Pupil Discipline, Staff Discipline/Appeals, Complaints <ul style="list-style-type: none"> o To agree that these committees will continue to be constituted by the Chair and the Clerk, if and when the need arises <p>Link Governors and Specific Responsibilities Reviewed and agreed as follows:</p> <p><u>Class Link Governors</u></p> <table border="0" style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;">All Saints</th> <th style="text-align: center;">North Rigton</th> </tr> </thead> <tbody> <tr> <td>Reception</td> <td>Rosemary Hunt</td> <td>Milena Vjestica</td> </tr> <tr> <td>Years 1&2</td> <td>Emma Littlewood (Y2)</td> <td>Huw Edwards</td> </tr> <tr> <td>Years 3&4</td> <td>Jo Williams</td> <td>Julia Henry</td> </tr> <tr> <td>Years 5&6</td> <td>Mark Wilkinson</td> <td>tbc (new governor)</td> </tr> </tbody> </table> <p><u>Specific responsibilities (across both schools)</u></p> <table border="0"> <tr> <td>Safeguarding:</td> <td>Milena Vjestica</td> </tr> <tr> <td>Pupil Premium:</td> <td>Rosemary Hunt</td> </tr> <tr> <td>SEN:</td> <td>Emma Littlewood</td> </tr> <tr> <td>Assessment:</td> <td>Julia Henry</td> </tr> <tr> <td>Health & Safety:</td> <td>Jo Williams</td> </tr> <tr> <td>Premises:</td> <td>Mark Wilkinson</td> </tr> <tr> <td>Collective Worship:</td> <td>Milena Vjestica</td> </tr> <tr> <td>Wellbeing:</td> <td>Emma Littlewood, Jo Williams & Rosemary Hunt</td> </tr> <tr> <td>PE & Sport:</td> <td>Julia Henry</td> </tr> </table> <p>Additional areas of focus for 2019/20 to be agreed at the first meeting of the School Development Committee: ACTION: SDC Agenda TS</p>		All Saints	North Rigton	Reception	Rosemary Hunt	Milena Vjestica	Years 1&2	Emma Littlewood (Y2)	Huw Edwards	Years 3&4	Jo Williams	Julia Henry	Years 5&6	Mark Wilkinson	tbc (new governor)	Safeguarding:	Milena Vjestica	Pupil Premium:	Rosemary Hunt	SEN:	Emma Littlewood	Assessment:	Julia Henry	Health & Safety:	Jo Williams	Premises:	Mark Wilkinson	Collective Worship:	Milena Vjestica	Wellbeing:	Emma Littlewood, Jo Williams & Rosemary Hunt	PE & Sport:	Julia Henry
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	Governors requested that they be advised of any visits/trips for their link class. ACTION: AA
13	<p>Headteacher's Update YCST network feedback forms for SENCo, Assessment, KS1 and Science had been circulated with the agenda. Governors agreed that these were very informative and were appreciative of all the work involved.</p> <p>AA provided a verbal update which included the following points:</p> <ul style="list-style-type: none"> • In addition to new families in Reception, 2 new families have joined each school; • New staff appointments very successful with positive feedback from parents at both schools; • A thought-provoking training day for both schools at the start of term, led by David and Clare Price on Project Based Learning; • ASKO – a feeling of positivity and optimism with parents coming together to support raising the profile of the school and the work of the PTA, staff and parents excited about the possibility of creating a school shop that produces its own veg and sells Fair Trade products; • NR – new curriculum launched after significant and sustained hard work from all the teachers, it has already seen an improved level of engagement from staff and students in foundation subjects and clearly focused learning progressions together with deep thinking and reasoning – AA read out an email from a member of staff, sharing a very positive experience at the start of term. <p>The Chair thanked the Headteacher for her update and noted that it had been a very busy 3 weeks.</p>
14	<p>YCST Update JW provided a verbal update which included the following points:</p> <ul style="list-style-type: none"> • Chris Burt will be returning in October; • The Trust has taken on a new primary school in Skipton which requires improvement; • The Trust is looking at taking on a further school; • A lot of supportive work going on across the Trust. <p>Governors asked how the new school in Skipton would be supported and whether the Fellowship would be involved in this. AA advised that the Headteacher at Richard Taylor will be providing support for one day a week and that the Fellowship doesn't currently have the capacity to support a new school. AA is drawing up a capacity document for ASKO&NR.</p>
15	<p>Governor Visits The following reports had been circulated with the agenda and were noted:</p> <ul style="list-style-type: none"> • MW – Year 5&6 trip to Ilkley International Tennis Tournament, 20.06.19 • JW - Year 3&4 class visit NR, 3.07.19 <p>Governors noted that not all visit reports had been circulated. Governors were asked to send the Clerk copies of visit reports in future. The Headteacher was asked to re-circulate the visit report template. ACTION: AA</p>
16	<p>Governor Training <u>YCST Annual Conference 27.06.19</u> All agreed the conference was very valid and useful. It was reassuring that the curriculum development work at ASKO&NR fits well with the new Ofsted framework.</p> <p><u>New Chair training</u> The Clerk was asked to investigate options. ACTION: TS</p> <p><u>School Improvement Network Meetings</u> The Clerk was asked to circulate details. ACTION: TS</p>
17	Fellowship Policies for LGB Review and Approval:

	<p>The following policies had been circulated with the agenda (governors' comments in brackets):</p> <ul style="list-style-type: none"> - Behaviour (footer needs changing and policy amended to include a reference to Apps) - Missing Child Procedure (AA's name spelt incorrectly) - School Events (AA to check who should sign and review whether to make reference to capacity in school halls or post on the hall walls. A question was asked about whether a reference to alcohol should be included. AA advised this is included in another policy) - Snow and Ice Clearance - Staff Code of Conduct <p>The policies were approved subject to the above changes.</p> <p>YCST Policies, Reviewed and Approved, LGB to Note:</p> <ul style="list-style-type: none"> - Appraisal Policy - Attendance Managements Policy and Guidance - Code of Conduct - Balances and Reserves Policy - Finance Policy - Workplace Substance Misuse Policy and Guidance <p>These were noted.</p>
18	<p>Correspondence None.</p>
19	<p>Further items determined for discussion at agenda Item 4:</p> <p><u>ASKO Admissions Policy</u> As a Voluntary Aided school, ASKO is currently using a Diocesan admissions policy. AA advised that she had sought and received approval from the Diocese to adopt NYCC's admissions policy. Governors were asked if they were happy to adopt NYCC's policy from 2021. Governors sought assurance that there would be no downside to adopting NYCC's admissions policy. This assurance was given and the policy was approved for adoption.</p> <p><u>North Rigton premises improvements</u> AA advised that 4 quotes had been received and an adjudication report completed by an external Building Surveyor who recommended the school proceeds with Carnam Construction. Carnam's quote had come in on budget and they had previously completed 2 successful improvement projects at ASKO. Governors unanimously approved awarding the North Rigton premises improvement contract to Carnam Construction. AA advised that work would start at half term and continue into the first week back.</p> <p><u>Diary Dates</u> ASKO Harvest Festival, All Saints Church – 11th October, 9.30am North Rigton Harvest Festival, St John's Church – 17th October, 10.00am North Rigton Remembrance Service, Village Memorial – 11th November, 10.55am ASKO Link Ethiopia Service, All Saints Church – 24th November, 11.00am</p> <p>All welcome.</p>
20	<p>Next Meeting – Tuesday 3rd Dec, 6pm, All Saints School</p> <p>Meeting dates and venues for 2019/20:</p> <p>Res Ctee: Tuesday 12th November, 4pm (NR) SD Ctee: Wednesday 20th November, 2pm (ASKO) LGB2: Tuesday 3rd December, 6pm (ASKO) LGB3: Wednesday 22nd January, 6pm - meeting cancelled Res Ctee: Wednesday 4th March, 4pm (ASKO)</p>

	<p>SD Ctee: Thursday 19th March, 2pm (NR) LGB3: Wednesday 25th March, 6pm (NR) Res Ctee: Wednesday 13th May, 4pm (NR) SD Ctee: Thursday 11th June, 2pm (ASKO) LGB4: Wednesday 24th June, 6pm (ASKO) LGB5: Wednesday 15th July, 6pm (NR)</p> <p>AA advised that her time would be divided as follows:</p> <ul style="list-style-type: none"> - Monday am ASKO; pm NR - Tuesday ASKO - Wednesday am NR; pm ASKO - Thursday NR - Friday am ASKO; pm NR
14	<p>What impact have we had since the last meeting on the achievement and wellbeing of pupils and staff in our school?</p> <ul style="list-style-type: none"> - Getting the North Rigton building work approved and funded has taken a lot of time and effort. The improvements will be very important for safeguarding. - It was positive to note that term had started smoothly with positive comments received from staff and parents. Governors thanked Headteacher and staff.

The meeting closed at 8.10pm.