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| Picture 1 | image2.png  **THE FELLOWSHIP OF ALL SAINTS KIRKBY OVERBLOW AND NORTH RIGTON CHURCH OF ENGLAND PRIMARY SCHOOLS**  **Meeting of the Joint Governing Body**  **1 December 2020, 6.00 pm, Online on Microsoft Teams** |  |
| **MINUTES – Approved for circulation** | | |

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| **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; Mark Wilkinson (MW) Vice Chair; Huw Edwards (HE); Sophia Gardiner (SG); Emma Littlewood (EL); Joanne McCudden (JMc); Revd Craig Marshall (CM); Sophie Thompson (ST); Jo Williams (JW); Julia Henry (JH))  **In attendance:** Nicky Woodcock (NW), LA Clerking Service; Linda McPhee (LM); Sarah Honey (SH) | |
| *The meeting opened at 6.00 pm* | |
| **No** | **Item** |
| **1** | **Welcome & apologies**  RH opened the meeting and welcomed Linda McPhee, Chair of St Peter’s, and Sarah Honey, new Staff Governor. There were no apologies. |
| **2** | **Meeting administration:**  **Declaration of interests**: None  **Determination of any confidentiality matters**: None  **Any other business**: AA had two additional items for the end of the meeting:   1. Timing of the school day 2. ASKO pupil numbers |
| **3** | **Minutes and matters arising from the governing body meeting on 24.09.2020**  The minutes were included with the meeting papers. These were agreed as a true record of the meeting for RH to sign and a copy to be filed in each school.  **Update on actions/matters arising**  RH ran through the actions. All actions had been completed apart from one. AA still needs to check the Lone Worker policy.  **Action: AA** to update the Lone Worker policy |
| **4** | **Minutes and matters arising from the CONFIDENTIAL governing body meeting on 24.09.2020** (if not already on the agenda). Previously approved by the Chair.  These were agreed as an accurate record for RH to sign and file a copy in each school. |
| **5** | **Committee updates:**   * **Resources Committee (MW)** (minutes previously circulated) - MW reported that the closing position for both schools had been very strong, with both schools having a surplus. In the year to date budget NR was £7000 below budget due to additional costs for temporary staff cover and ASKO £15000 above budget. MW invited questions.   Q: can we have an update on the office move?  A: it is all going ahead. The funding has been secured and three tenders have been requested with a view to starting the work at February half term for completion over the Easter break.   * **School Development Committee (RH)** (minutes previously circulated) - RH highlighted a couple of points from the minutes: * Personnel has been added as a standing item to the agenda * Actions included new PP statements on the website * Governors’ photos on school website need updating * An update from AA on the SDP is available on Teams * Ice forms and SEND information have been reviewed   There were no questions. |
| **6** | **Headteacher’s Report and Update** (previously circulated)  The following points and questions on the report were noted:   1. The new format works well as both schools can be compared. 2. ASKO pupil numbers are lower than we would want. 3. Staffing is very stretched because of Covid, and although no bubbles have yet been forced to close, staff are working at capacity and taking on extra lunch and break duties.   Q: how far are you away from the tipping point of having to send children home?  A: as both schools are so small it means that should two teachers be off at the same time it would cause serious problems. Staff are following the 2-metre rule very strictly.  Q: can governors help at lunchtime and/or break time?  A: yes, that would be very much appreciated as a contingency. MW and JMc volunteered to help out with playground duties should they be needed.  4. The SBM is dropping some admin hours at ASKO so will be doing two days per week at each school.  5. The Covid catch up funding is a very positive move and will provide five hours tuition per week at NR and six and a half hours at ASKO.  6. Quality of Education. - Ofsted is now inspecting schools under these headings. The remote education plans and procedures have received very positive feedback from parents. There are concerns over gaps in children’s education due to Covid. At ASKO the reception children are the most concerning cohort, whereas at NR it is Year 2 who have significant gaps. Catch up funding will be used to help fill these gaps.  Q: is the funding sufficient to make a difference?  A: it is money we have never had before but we are determined to use it wisely and have decided that providing high quality teaching will be the best way to spend the money in order to have the most impact.  Q: will reception children catch up by the end of the year?  A: it will probably take longer than that.  7. Attendance and punctuality - despite Covid, attendance is actually higher than last year. More data is available should governors be interested.  8. School meals - uptake of school meals is down at ASKO with the catering operating at a loss.  9. Fellowship Development Plan - the full plan is available on Teams and incorporates new items, with an emphasis on wellbeing and identifying gaps in learning.  10. YCST - the MAT has been a fantastic support and it was a great decision to join.  11. School Improvement - AA encouraged governors to read Mike Smit’s report. It is clear from the report that school is heading in the right direction.  12. Reasons to be cheerful:   * The staff have been wonderful and have risen to the challenges of this very difficult year, demonstrating flexibility and never complaining. * The children have also been fantastic and are very keen to learn.   Q: what are the zones of regulation?  A: the three colour-coded zones, which illustrate mood and physical symptoms, have been introduced by the SENCO to manage behaviour. This has been embedded well and children are familiar with the meaning of the zones. |
| **7** | **Wellbeing in the Workplace Award** – Update from SG  SG reported that the Wellbeing Award had been pioneered by Pannal school pre Covid and that all MAT schools were participating. Three levels of award are available, but as a MAT only the Bronze level is available. Wellbeing has never been more important and it has been a good opportunity to review staff needs and has generated new ideas, for example the provision of a fruit bowl in the staffroom. The MAT and school objectives have been agreed, shared with staff, and will be reviewed at the next network meeting on 10 December.  Q: is there any information on why there is some disagreement in the survey responses? Is it the TAs?  A: the survey is anonymous. Staff have been invited to come forward with any specific issues but nobody has. Historically there has been some dissatisfaction from TAs but this is being monitored. |
| **8** | **YCST Update**  AA had 1 update - the HT at St Peter’s has offered her resignation and will be leaving at Easter.  RH reported from the recent Chair’s meeting:   * There are some legal issues with the Skipton school which is due to join the MAT in the spring. * Negotiations are taking place in the Craven area for other schools to join the MAT. * MAT policies are all available on Teams. * The Skipton school needs some building work and has won a capital bid. * £25,0000 of extra capital funding is available. * The MAT is submitting a decarbonisation bid. * A new DfE governance handbook, a Headteacher standards document and an NGA Chairs handbook are available. * The MAT has gold NGA membership which gives us access to additional information and support. * Training - the MAT is hoping to run some New to Governance training on Teams. Governors were asked to check when they last completed their safeguarding training. RH suggested complaints training is needed. * Hampsthwaite School had a recent Ofsted. * St Aidan’s have appointed a new Deputy Head. They have had more Covid issues due to the size of the school.   **Action: RH will circulate the minutes.** |
| **9** | **Governor visits** (reports previously circulated)   * Pupil Premium ICE, 19.11.2020 (RH) * Safeguarding, 12.10.20 (JW)   There were no questions on the visits. The Chair thanked HE who had recently carried out a virtual story reading at NR. |
| **10** | **Governor training/development:update on YCST training plans**  Covered in item 8. |
| **11** | **Policies**  A couple of amends were suggested which AA will look into.  **Action: AA to get amends made to collective worship policy and RPI policy**.  Q: do we need to sign hard copies of the policies as the template suggests, or is it better to put the date the policy was agreed and the author of the policy as the MAT do?  A: yes it would be good to get a consistency of approach. The SBM is the author of the school policies so it would be best to discuss this with her.  **Action: RH to discuss the policy document format with the SBM.** |
| **12** | **Correspondence**  None. |
| **13** | **Further items determined for discussion at agenda Item 2:**   1. **Timing of the school day**   Currently both schools finish at 3.30, whereas most schools, including other MAT schools, finish at 3.15. AA proposed to governors that the schools should transition to a 3.15 closure once the Covid staggered starts and finishes come to an end. A document will be produced to justify the change and to allay any concerns parents may have. SG and SH volunteered to work with AA on the proposal to take to parents and to be rubber stamped by governors.  **Action: AA, SG and SH to produce a justification document for the revised timing.**  Q: would this affect after school club costs?  A: yes, parents would have to pay for the extra quarter of an hour.   1. **ASKO pupil numbers** - so far NR has 12 first choice places applications for 2021, whereas ASKO only has 3. AA suggested that one solution for the low numbers would be to open a nursery at ASKO which could be used by parents from both schools. AA suggested that a working party should be set up to explore this possibility and its implications. JMc, ST, RH and EL volunteered to be part of the working party.   **Action AA: to set up a meeting of the working party.**  Q: do you normally have a good indication of numbers at this time of year?  A: it varies from year to year but it is best to pre-empt any shortfall and to come up with strategies to help attract parents. |
| **14** | **Date of next full governors’ meeting**  The next meeting will take place on:  **Wednesday 24 March at 6pm on Microsoft Teams**  Future meeting dates for 2019/20:  Res Ctee:           Wednesday 3 March, 4pm  SD Ctee:            Thursday 18 March, 2pm  LGB3:                Wednesday 24 March, 4.30pm (time tbc)  Res Ctee:           Wednesday 12 May, 4pm  SD Ctee:            Wednesday 9 June, 2pm  LGB4:                Wednesday 23 June, 4.30pm (time tbc)  LGB5:                Wednesday 14 July, 4.30pm (time tbc) |
| **15** | **What impact have we had since the last meeting on the achievement and wellbeing of pupils and staff in our schools?**   * The appointment of a base leader at ASKO * Pupils are happy and making progress.   A wellbeing plan for staff is in place. |

The meeting closed at 8:10 pm