|  |  |  |
| --- | --- | --- |
| Picture 1 | image2.png**THE FELLOWSHIP OF ALL SAINTS KIRKBY OVERBLOW AND NORTH RIGTON CHURCH OF ENGLAND PRIMARY SCHOOLS****Meeting of the Governing Body**  **24 March 2021, 6.00pm, Online on Microsoft Teams** |  |
| **MINUTES – Approved for circulation** |

|  |
| --- |
| **Governing Body Core Functions**Ensure the vision, ethos and strategic direction of the school is clearly definedEnsure the Headteacher performs their responsibilities for the educational performance of the schoolEnsure 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); Julia Henry (JH); Sarah Honey (SH); Emma Littlewood (EL); Joanne McCudden (JMc); Jo Williams (JW) **In attendance:** Trudy Searle (TS) LA Clerking Service**Apologies:** Revd Craig Marshall (CM); Sophie Thompson (ST) |
| *The meeting opened at 6.00 pm* |
|  | **Item** |
| **1** | **Welcome & apologies**RH opened the meeting. Apologies were received from CM and ST and these were accepted. |
| **2** | **Meeting administration:****Declaration of interests**: JMc offered to withdraw from the meeting when admissions for September 2021 were discussed as she has submitted an application. Governors agreed this wouldn’t be necessary as no names would be discussed. **Determination of any confidentiality matters**: None**Any other business**: None |
| **3** | **Minutes and matters arising from the governing body meeting on 1.12.2020**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**Lone worker policy – in handCirculate minutes from last Chairs’ meeting – this was an informal session and no minutes were produced on this occasionCollective worship and RPI policies - updatedRevised timing of the school day – not proceeding any further at the momentNursery working party – to meet at a future date |
| **4** | **Committee updates:****Resources Committee 2.03.2021 (MW)** (minutes included with meeting papers) * + No significant changes to report
	+ Covid impact has been managed well
	+ ASKO £14k favourable to budget; NR £5k adverse to budget (down from £7k) – more detail in committee minutes
	+ 2 recent bids for SCA funding have been successful and 80% of the costs will be funded.

*Q. The server going down at NR was a big issue? Who provides the support?**A. The SLA is with YCST. RH and MW raised governors’ concerns in writing with YCST and underlined how serious the impact was. At the Chairs’ meeting earlier in the day it was reported that YCST’s investigation had identified a ‘perfect storm’ with 3 system failures at the same time.* **School Development Committee 18.03.2021 (RH)** * + Staff wellbeing survey – there was an action for RH to speak with SG and SH about a date. SG advised that a wellbeing in the workplace survey was already arranged.
	+ Fellowship development plan – a number of points are rated red and amber as they’re either ongoing or have been delayed and carried forward due to the impact of Covid
	+ Ofsted are planning to restart inspections after Easter
	+ Pupil premium – covered in the Headteacher’s report and documentation available to view on the school website and Teams
	+ Performance management – all teachers have targets and support staff currently being set.
	+ Visits – Forest School – AA has written to governors seeking volunteers

*Q. Pupil premium - are we finding out if family circumstances are changing?**A. Yes, receive regular updates and recently informed of 2 new children at North Rigton.* |
| **5** | **Headteacher’s Report and Update** Previously circulated with the following papers:* Risk analysis: wider opening of schools on 8 March 2021
* Risk analysis: staff LF home testing
* Termly risk reviews + summaries
* Summary end of term reports – Autumn 2020

AA highlighted the following points from the Headteacher’s report:School contextASKO - 1 reception child has left. NR – 2 children moving out of the area (Year 2 and Year 4)Admissions ASKO - 9 first place choices for Sep 2021 (+ possible 3 from out of area), mixture of girls and boys, PAN 15. Out of area interest comes from Harrogate, East Keswick and Boston Spa.NR - 24 first place choices for Sep 2021, PAN 15. The local authority has said 21 can be offered places which includes all first place in catchment and siblings out of catchment. Families out of catchment who don’t get offered a place will be encouraged to consider All Saints.*Q. This will mean split year classes. Is this doable?**A. Propose to employ a full time HLTA next year and a part-time teacher in the mornings the following year for the Year 1 and Year 2 group.**Q. What’s the rationale for going over the PAN?**A. 21 Year 6 children are leaving this year so there would be no overall change in numbers or loss of income. Also keen to be able to accommodate all children in the catchment area and siblings.**Governors noted the ideal scenario is to maintain admissions at 15 per year however it was acknowledged this isn’t easy in small village schools. If a pattern develops where requests for places are regularly above the PAN then further conversations will be needed.*StaffingASKO – TA on sick leave has returnedNR – HLTA in extremely clinically vulnerable category can return after EasterQuality of Education The pre-planned 48 Hour Toolkit for Learning proved to be particularly valuable for all schools in YCST, ensuring every child had access to Remote Education immediately. The Toolkit is still in place should it be required in the future.*Q. Will the Toolkit need refreshing?**A. It will.**Q. Did anyone take up the offer of one to one support?**A. There have been a lot to varying degrees with parents and children.*PremisesThe 2 bids for funding for building work were successful: ASKO - to build a toilet in the Reception classroom and at the same time refurbish the roomNR - to extend the upstairs classroom into the ThinkPodOne building company will do the work for both projects which will take place over the summer and is likely to take 4-5 weeks at each school.The current building work at NR to move the office downstairs started on Mon 15th March 2021, with a view to completion by the end of the summer half term.*Q. Could the builders look at the drainage issue with the disabled toile?**A. Will ask.*Server Failure – NRThe data loss had a significant impact across school but mostly on Sophia Gardiner and the office. YCST has agreed to pay for Sophia to have time to re-create files that are lost. This will happen after Easter.SIAMike Smit visited earlier in the day. The visit was very inspiring. Mike confirmed Ofsted will be resuming full inspections after Easter. His visit report will be circulated to governors.  Action: AANR’s SEF is going to be used as a training document for other schools.Governors agreed for a letter to be sent on their behalf to Jen Sloan with their support and best wishes. **Action: RH**Reasons to be cheerfulThe success of Remote Education provision during Lockdown 3.The commencement of the final phase of our building work at North Rigton.The strength of the relationships that have grown between parents and teachers as a result of Lockdown 3.*Q. Could relationships with parents be included in the Fellowship Development Plan?**A. Good idea, yes. Already looking at the ‘lockdown legacy’ and will include it here.*Governors agreed for a letter of thanks to be sent on their behalf to staff. **Action: RH** |
| **6** | **All Saints Planning Application**RH outlined the history of a planning application for the field behind the school.An initial application was made in the summer of 2020. In addition to housing, the application proposed a learning resource centre for the school. RH was asked to sign a letter of support for the application. This she did however she was unaware of significant opposition from local residents and the parish council. The objections centre around the land being on green belt, access issues and the applicants not owning the land. A second application has since been made with the school named as the primary applicant and including RH’s original letter of support – all without the school’s knowledge. RH and MW have spent a lot of time looking through the planning applications and have written to the applicant and the planners advising that the school is withdrawing its support for the application. In response the applicants have requested a meeting with the governing body. Governors were asked for their views.It was agreed the school is an integral part of the community and governors would only attend a meeting if representatives from the wider local community are also in attendance. The applicants and architect will be advised of the governors’ decision in writing. **Action: RH&MW** Jane Goodwin and Alison Glover at YCST have been kept informed throughout and are supportive of the decision made by governors. |
| **7** | **YCST Update**SEND network group feedback forms for February and March were included with the meeting papers. These were noted.Headteachers’ meetingThe Headteacher at St Peters is leaving at the end of the spring term. The Deputy is standing in for the Summer term. Interviews for the new Headteacher have recently been held with a view to a September start date.Chairs’ meeting* The YCST board meets on 30th April to formulate a new strategy which will include Skipton.
* Skipton hasn’t joined YCST yet due to ongoing discussions concerning the land.
* Other Chairs’ feedback similar to the Fellowship – remote learning went well, children and parents glad to be back
* St Aidan’s over subscribed for September and appeals expected
* Wellbeing work is ongoing and various other initiatives coming on board
* Governance – chairs to review governor details in governor handbook
* Chair’s report to YCST – format changing
* Update provided on the server issue at North Rigton
* Wellbeing training for governors in the pipeline
* New governor training planned for 30th September
* Safeguarding training – date tba
 |
| **8** | **Safeguarding**The safeguarding report for the Fellowship was included with the meeting papers. This was the first time a joint report had been completed.RH thanked SG, SH, AA and Mary Boyd for all the work that had gone into producing the report. SG advised that work was in progress on the updated RSE policy.**The report was approved for submission.**  |
| **9** | **Governor visits**Collective worshipGovernors were encouraged to attend collective worship on Teams. Dates will be circulated.**Action: AA**  |
| **10** | **Governor training/ development: update on YCST plans**Covered under item 7. |
| **11** | **Policies**Fellowship Policies for LGB Review and Approval:* Fire safety
* Health & safety
* School medical
* Working at height

These were noted and approved.YCST Policies, Reviewed and Approved, LGB to Note:* Critical Incident and Business Continuity

This was noted. |
| **12** | **Correspondence**A letter had been received from Harrogate and District NHS Trust thanking the school for staying open for key workers. A governor asked if this could be posted on the website. **Action: AA**   |
| **13** | **Further items determined for discussion at agenda Item 2:**None |
| **14** | **Date of next full governors’ meeting**The next meeting will take place on:**Wednesday 23 June at 6pm on Microsoft Teams** Future meeting dates for 2020/21:Resources Committee: Wednesday 12 May, 4pmSchool Development Committee:      Wednesday 9 June, 2pmLocal Governing Body 5:                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?*** Children have engaged in lockdown 3 and are happy to be back in school
* Improvements to the school buildings and environment continue to be made

*Q. Have children fallen behind further in lockdown 3?**A. More concerned about younger children than older children who are more able to support their own learning. Lockdown 3 has had an impact and working with children where they are now. A governor noted the school couldn’t have done more. Learning resources were available and accessible throughout lockdown.*  |

The meeting closed at 7.30pm