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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 Governing Body**  **23 June 2021, 6.00pm, 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); Emma Littlewood (EL); Jo Williams (JW)  **In attendance:** Trudy Searle (TS) LA Clerking Service  **Apologies:** Sophia Gardiner (SG); Julia Henry (JH); Sarah Honey (SH); Revd Craig Marshall (CM); Joanne McCudden (JMc); Sophie Thompson (ST) | |
| *The meeting opened at 6.00 pm* | |
|  | **Item** |
| **1** | **Welcome & apologies**  RH opened the meeting. Apologies were received from SG, JH, SH, CM, JMc and ST. All were accepted. |
| **2** | **Meeting administration:**  **Declaration of interests**: None  **Determination of any confidentiality matters**: None  **Any other business**:   * ASKO & NR building work (AA) * Request for feedback following Ofsted report on sexual inequality (MW)   Both points for discussion at the end of the meeting. |
| **3** | **Minutes and matters arising from the governing body meeting on 24.03.2021**  The minutes were included with the meeting papers. These were agreed as a true record for RH to sign and a copy to be filed in each school.  **Update on actions/matters arising**  All Saints planning application – RH wrote to the architect on 25 March advising that governors will attend a meeting to discuss the application if community representatives are also invited. No response has been received from the architect.  Collective worship – RH and JMc had recently attended online. RH highlighted this as an excellent opportunity for children to see governors and encouraged others to attend if possible.  NHS letter on school website – carried forward. **Action: AA**  All other actions were completed and closed. |
| **4** | **Committee updates:**  **Resources Committee 12.05.2021 (MW)** (minutes included with the meeting papers)   * No significant changes to the budgets since the last meeting * Pupil numbers at ASKO continue to be a concern, a number of actions were agreed to raise ASKO’s profile * 3 year forecasts approved, challenging but no more than other years * NR at capacity with pupil numbers but deficits are forecast – full explanation in the committee minutes * IT server failure – report from the Trust included with the meeting papers. The Trust is proposing to host servers for all YCST schools   **School Development Committee 09.06.2021 (RH)** (minutes included with the meeting papers)   * Governor wellbeing survey for staff not necessary this year - full explanation in the committee minutes. SG and SH will update governors in the autumn term   **Action: SG&SH**   * Fellowship development plan – many actions have moved on. Red ratings are due to the impact of Covid * Full time HLTA for NR reception – AA reported that since the committee meeting 4 very good candidates had been interviewed (all qualified teachers) and an appointment made * All delighted the NQT at ASKO is staying on and AA reported how invested he is in children’s education. Governors agreed it’s important to monitor work-life balance. * Visioning day for governors – put on hold until governors can meet in person. Will review when governors meet again on 14 July. **Action: RH&AA** * SEN link visit – EL reported she has taken a step back as she’s not wanted to overload staff. She’s arranging a brief ‘touch base’ meeting before the end of term and will report back to governors. **Action: EL** * Pupil Premium link visit – RH and AA will also have a ‘touch base’ meeting before the end of term and report back to governors. **Action: RH&AA** |
| **5** | **Headteacher’s Report and Update**  Circulated with the meeting papers:   * Headteacher’s report * Autumn term priorities * Mike Smit visit report 24.03.21   AA highlighted the following points:  Reception numbers September 2021  ASKO = 11; NR = 21  The reception teacher at ASKO has sent a survey to new parents asking why they chose ASKO. Also planning to do this with Year 1 parents. RH reported she had contacted the sales offices of 2 big housing developers in Knaresborough and sent details of the Fellowship  ASKO staffing  2 TAs on sick leave. Teachers helping to provide lunchtime cover. RH helping with a school visit.  NR staffing  AA outlined the arrangements for covering SG’s teaching and leadership responsibilities during her maternity leave. Teaching cover will be in place from September. AA has spoken with Jane Goodwin about leadership cover from within the Trust from the October half term. 1 day a week has so far been agreed and can be covered by the budget.  *Q. Would the Trust contribute to the additional leadership costs?*  *Q. Can the Trust provide assurances that additional leadership cover will be provided if needed (i.e. to cover any unforeseen circumstances).* **Action: AA**  Curriculum impact  Subject Leaders have collated information about their subjects onto a new form called NEST – this will be especially helpful when Ofsted come to call.  *Q. Will it be possible for subject leaders to talk through their NEST forms with governors at future school development committee meetings?*  *A. Good idea.* **Action: AA**  *Q. Have the NEST forms been completed in conjunction with opposite numbers in the Fellowship?*  *A. Sort of. Linkages are being picked up and information is being shared again.*  Personal Development  Good to report that clubs are re-starting and there’s a buzz about the schools again.  Sports day and end of term shows will go ahead subject to the latest government guidelines.  *Q. What’s happening with transition this year?*  *A. All schools apart from Harrogate Grammar have cancelled transition arrangements and planning staggered starts. Reception transition is the same as last year and being done over Tapestry. All new parents are signed up.*  *Q. Did everyone get their preferred secondary school?*  *A. Yes.*  Health and Safety  Still no positive Covid cases in the Fellowship, however St Aidan’s have sent a lot of children home and 2 other schools in the Trust have had to close bubbles. Sicklinghall has closed completely (some siblings attend the Fellowship).  *Q. Is the Fellowship remote education plan ready to use if needed?*  *A. Yes*  Premises  ASKO – some staff completed a 20 mile walk to raise funds (£2k) for the Dragon Garden – a fantastic effort.  NR building work is complete. Governors asked if photos could be circulated. **Action: AA**  Autumn term priorities  Headteachers across the Trust decided to produce these reports to demonstrate where the gaps are and the resulting action plans. This was a useful exercise and gives a whole school focus on the key priorities.  *Q. NR seems to have more priorities than ASKO. Is this correct?*  *A. No, the NR list is just not as succinct as the ASKO list.*  Mike Smit visit report  Pleasing to note that MS described NR as an exceptional school and that ‘Fellowship’ is an apposite descriptor.  RH thanked AA for her full report and teachers for their input to the autumn term priorities. She also congratulated everyone on Mike Smit’s report. |
| **6** | **YCST Update**  YCST training sessions attended:   * RH & JMc – Safeguarding * RH, JW and TS – Complaints handling   Next Chairs meeting scheduled for 4pm on 14 July. This clashes with the next governing body meeting. RH asked if the start time of the gb meeting could be changed to 6pm and this was agreed. |
| **7** | **Safeguarding**  No issues in the Headteacher’s report. RH has re-done online Prevent training as a refresher and encouraged other governors to do the same. **Action: All governors** |
| **8** | **Governor visits**  An ICE sheet for RH’s Apple class Village Garden visit was included with the meeting papers. RH thanked North Rigton village for raising funds for the playground equipment. |
| **9** | **Governor training/ development**  The NGA skills audit questionnaire and 20 key questions for governing boards were circulated with the meeting papers. Governors were asked to complete the skills audit questionnaire and return to RH by 2 July for her to collate the responses for the gb meeting on 14 July.  **Action: All governors**  No action required for the 20 key questions for governing boards. These will be reviewed at the meeting on 14 July. |
| **10** | **Policies**  None to review.  *Q. Are we up to date with policy reviews?*  *A. Yes.*  Mary Boyd was thanked for all her efforts. |
| **11** | **Meeting dates and times agreed for 2021-22:**  \*LGB1:                Wednesday 22 September, 6pm  Res Ctee:           Tuesday 9 November, 4pm  SD Ctee:            Wednesday 10 November, 2pm  LGB2:                Tuesday 30 November, 6pm  Res Ctee:           Wednesday 2 March, 4pm  SD Ctee:            Wednesday 9 March, 2pm  LGB3:                Tuesday 22 March, 6pm  Res Ctee:           Thursday 12 May, 4pm  SD Ctee:            Wednesday 8 June, 2pm  LGB4:                Wednesday 22 June, 6pm  LGB5:                Tuesday 12 July, 6pm  \*AA was asked if she could produce a draft school development plan for the first gb meeting on 22 September. **Action: AA**  AA was also asked if Mike Smit could give some Ofsted refresher training (possibly an online session for all YCST schools) and whether an online governor conference at Christmas could be a possibility. AA will raise both questions at the next Headteacher’s meeting. **Action: AA** |
| **12** | **Correspondence**  None. |
| **13** | **Further items determined for discussion at agenda Item 2:**  ASKO & NR building work   * ASKO – Refurbish reception and new toilets * NR – extend Year 5/6 classroom into Think Pod   The architect had been in touch earlier in the day to advise that 5 quotes had been received. Lodestone had come in with the lowest bid which is in budget and they are able to complete the work over the summer.  **Unanimous approval was given to awarding the contract to Lodestone.**  Ofsted report re normalisation of sexual harassment  AA was asked for her thoughts on whether this is an issue for the Fellowship. She said this isn’t a significant issue mainly because of the unrelenting focus on values, respect and compassion, however this does take time, particularly with children who haven’t joined the Fellowship at the start of their primary education. Chris Burt visited both schools to meet the children going to St Aiden’s and was very impressed with their behaviour and respect for each other. Governors discussed the importance of preparing children for their transition to secondary school and helping them develop resilience. |
| **14** | **Date of next full governors’ meeting:**  Wednesday 14 July at **6pm** on Microsoft Teams (not clerked). RH will send the agenda. |
| **15** | **What impact have we had since the last meeting on the achievement and wellbeing of pupils and staff in our schools?**   * Children are in school and learning * Younger children are enjoying their afternoon playground visits * Building work at NR is completed * Have a plan for SG’s maternity leave cover * Children and staff have come through an exceedingly difficult time   Governors discussed what they could do as a thank you to staff. The favoured options were providing chocolates/tray bakes for inset days in September or laying on a lunch. To be discussed further. **Action: All governors** |

The meeting closed at 19.50pm