



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

**Meeting of the Governing Body
22 September 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 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); Julia Henry (JH); Sarah Honey (SH); Revd Craig Marshall (CM); Joanne McCudden (JMc); Emma Littlewood (EL); Jo Williams (JW)

In attendance: Trudy Searle (TS) LA Clerking Service

Absent: Sophia Gardener

The meeting opened at 6.00 pm

	Item
1	<p>Welcome & apologies RH opened the meeting. There were no apologies. SG is on maternity leave. AA had sought a volunteer to cover SG as staff governor however no-one came forward. Governors were happy to continue with SH as the staff governor for both schools until SG returns. ST has stepped down from the governing body for personal reasons.</p>
2	<p>Election of Chair and Vice Chair <u>Chair</u> RH was happy to stand again and was unanimously elected. <u>Vice Chair</u> MW was happy to stand again. As his term of office as parent governor is due to expire at the end of November, RH proposed MW is appointed as a co-opted governor to replace ST and the school advertises for a new parent governor. Action: AA MW was unanimously elected as Vice Chair. RH's proposal was unanimously approved.</p>
3	<p>Meeting administration: Declaration of interests: None Determination of any confidentiality matters: None Any other business:</p> <ul style="list-style-type: none"> • SIAMS inspection (AA) – discussed at the end of the meeting.
4	<p>Annual governor administration tasks:</p> <ul style="list-style-type: none"> • Complete Pecuniary Interest Form • Sign to confirm Keeping Children Safe in Education 2021 guidance has been read and understood • Sign to confirm adherence to Governor Code of Conduct • Sign hospitality and gifts register (if necessary)

	The clerk emailed governors before the meeting asking for declarations to be completed and returned electronically, and to confirm the KCSIE guidance + Code of Conduct had been read.
5	<p>Minutes and matters arising from the governing body meeting on 14.07.2021</p> <p>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.</p> <p>Update on actions/matters arising</p> <p>There were no matters arising that were not covered later on the agenda. A big thank you to HE for producing the minutes.</p>
6	<p>Headteacher's Update</p> <p>Papers:</p> <ul style="list-style-type: none"> • Fellowship Development Plan – Summary 2021-22 • Curriculum impact document • Covid secure arrangements from September 2021 <p>AA provided an update which included the following points:</p> <p><u>Return to school</u></p> <p>A very calm and 'normal' return to both schools. No more bubbles or staggered starts. Everyone is mixing. Good to see children and parents.</p> <p>1 child on a phased return at ASKO – well supported by a number of agencies and SH is the class teacher. No Covid cases to date amongst staff or children. All other schools in the Trust have had children with Covid.</p> <p><u>Building work</u></p> <p>Work in both schools is finished. The builders were fantastic.</p> <p>ASKO – reception classroom beautifully refurbished. Teachers delighted with the results. A good selling point for new parents.</p> <p>NR – the upstairs classroom has been extended into the think pod next door to create a spacious and airy classroom for Years 5 and 6. A new corridor and 'Spare Oom' have also been created. Teachers delighted with the results.</p> <p><u>Staffing</u></p> <p>NR – a part-time TA is absent, this is being covered internally. No Base Leader however SG's teaching responsibilities had already been covered. Helena Fishburn, Assistant Head at St Peter's will be providing Base Leader support for 1 day a week after half term. NR staff have all stepped up to cover SG's absence. A couple of new staff have joined – an Early Career Teacher (ECT) for Years 1 and 2 and a full time HLTA for reception. Both have settled in well.</p> <p>ASKO – a TA is on a phased return to work.</p> <p><u>Reception</u></p> <p>Currently completing statutory baseline assessments. Results will not be available to the schools. Each school will complete its own baseline assessments.</p> <p><u>Fellowship Development Plan - Summary</u></p> <p>Governors had requested an outline of the plan early in the term to help inform governor monitoring. AA and SH had worked on the plan together. AA highlighted the following points:</p> <ul style="list-style-type: none"> • The plan focuses on measuring the impact of changes made before the pandemic and that these continue to make a difference • It includes a plan for any required 'catchup' • A few new initiatives are included but basically it's picking up from before the pandemic • The plan is based on the Ofsted framework and the requirements of SIAMS • Priority 1 – Included 'eudaimonia' in the definition and introduced this to staff. Will also become part of the vision and children will probably be introduced to this in the spring term. • Priority 2 – planning for catch up in maths, English and science and attainment in all foundations subjects. Both schools have a new curriculum. This priority links to the curriculum impact document and areas of focus for governors – not about numbers or

	<p>levels but conversations. The ICE template also provides a good structure for governor monitoring and feedback.</p> <ul style="list-style-type: none"> • Priority 3 - behaviour and attitude to learning is superb in both schools and absolutely to do with Grow, Blossom, Flourish • Priority 4 – vision in place for NR, vision for ASKO is known, just need to define. Will then produce overall vision for the Fellowship. Arrangements will be made for governors to meet and discuss this term Action: AA • Priority 5 - GBF curriculum subjects are carefully planned and sequenced across classes enabling children to connect their learning across space and time. Subject Leaders now called Subject Advocates as part of Something That Makes a Difference - this was shared with staff the previous day. SAs plan 2 year rolling programmes with activities that make a difference and have an impact • Priority 6 – reviewing reading and phonics against the DfE Reading Framework published at the end of the summer term. • Priority 7 – 3 elements – i) Grow, Blossom, Flourish; ii) Understanding Christianity; iii) Dioceses of Leeds and York RE syllabus. Collective worship started again in the school halls and Fellowship CW jointly on Teams on Wednesdays <p><u>Covid secure arrangements</u></p> <ul style="list-style-type: none"> • Completed using an NYCC template and approved by the Trust <p><i>Q. How will the FDP be monitored?</i> <i>A. The detailed FDP is currently being written and will include measurables, monitoring and action plans. The detailed plan will continue to be reviewed by the School Development Committee.</i></p> <p><u>Catch up funding</u></p> <p><i>Q. A governor asked for an update on catch up funding.</i> <i>A. AA advised this has ended and there is a report on the school website. Moving forward schools will receive a recovery premium which is based on the number of pupil premium children, no school will receive less than £2k. As PP numbers are low, this is the amount Fellowship schools will receive.</i></p> <p><i>Q. Is there also additional funding for speech and development?</i> <i>A. Yes</i></p> <p><i>Q. Can governors have a report on where catch up and recovery funding is spent?</i> <i>A. Detailed intervention plans are produced for each class. These will be anonymised and shared at the next School Development Committee.</i> Action: AA <i>Autumn term priorities will also be shared at the next SDC meeting.</i> Action: SH</p> <p><i>Q. Is there anything in the FDP which has a big impact on budgets?</i> <i>A. No</i></p> <p>RH thanked AA and SH for the FDP and AA for the useful summary which provides a helpful steer for governor monitoring.</p>
7	<p>Wellbeing</p> <p>The Trust and all individual schools are submitting evidence for bronze and silver wellbeing awards. No further action required from Fellowship schools at this stage. Further surveys will be discussed at the next Trust Wellbeing Network meeting.</p>
8	<p>YCST Update</p> <p>Papers:</p> <ul style="list-style-type: none"> • St Aidan's LGB Autumn term areas of focus (for governors) • YCST Calendar 2021/22 <p>Both documents were noted.</p> <p>RH is producing her Chair's termly report, this will be posted on Teams. Governors were encouraged to read the report. Action: All Governors</p>

<p>9</p>	<p>Committees Draft terms of reference for the Resources and School Development Committee were circulated with the meeting papers. These were approved. Committee membership agreed for 2021/22:</p> <ul style="list-style-type: none"> - Resources - AA, HE, RH, CM, MW - School Development - AA, EL, JH, JMc, RH, SH, JW - Headteacher Performance Management – RH, JMc and Mike Smit <ul style="list-style-type: none"> o Meeting agreed for 7 October <p>Pupil Discipline, Staff Discipline/Appeals, Complaints (To agree these committees will continue to be constituted by the Chair and the Clerk, if and when the need arises)</p>															
<p>10</p>	<p>Link Governors and Specific Responsibilities Agreed for 2020/21: <u>Class Link Governors</u></p> <table border="0" style="width: 100%;"> <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>Joanne McCudden</td> <td>Rosemary Hunt</td> </tr> <tr> <td>Years 1&2</td> <td>Emma Littlewood</td> <td>Huw Edwards</td> </tr> <tr> <td>Years 3&4</td> <td>Julia Henry</td> <td>Jo Williams</td> </tr> <tr> <td>Years 5&6</td> <td>Mark Wilkinson</td> <td>Craig Marshall</td> </tr> </table> <p><u>Specific responsibilities (across both schools)</u> Safeguarding: Jo Williams, shadowed by Emma Littlewood Pupil Premium: Rosemary Hunt SEN: *Joanne McCudden Assessment: Julia Henry Health & Safety: Huw Edwards Premises: Mark Wilkinson Collective Worship: Reverend Craig Marshall Wellbeing: Emma Littlewood, Jo Williams & Rosemary Hunt PE & Sport: Julia Henry</p> <p>*Handover to be arranged Action: EL/JMc <i>EL left the meeting</i></p>		All Saints	North Rigton	Reception	Joanne McCudden	Rosemary Hunt	Years 1&2	Emma Littlewood	Huw Edwards	Years 3&4	Julia Henry	Jo Williams	Years 5&6	Mark Wilkinson	Craig Marshall
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<p>11</p>	<p>Safeguarding Paper: NGA Safeguarding Guide Noted. RH has requested copies of the handout for the Trust’s safeguarding training which clashed with this governing body meeting, plus a recording of the session if possible.</p>															
<p>12</p>	<p>Governor visits Paper: ICE Template Governors were encouraged to arrange meetings with link teachers before half term or early next term if possible. Governors were asked to complete lateral flow tests before their visit. Action: All governors</p> <p>Areas of focus: foundation subjects + specific areas governors would like to focus on. AA suggested governors observe part of a lesson and talk to children and the teacher, using the curriculum impact document (Item 6) as a guide for collecting evidence.</p>															
<p>13</p>	<p>Governor training/ development</p> <ul style="list-style-type: none"> - Safeguarding – covered under item 12 - HE attending new governor training at the end of September - JMc asked if any SENCo training is available <p style="text-align: right;">Action: TS to check with Helen Boulton</p>															

	<p>- Governors were asked to keep an eye on emails for details of upcoming training</p>
14	<p>Policies</p> <ul style="list-style-type: none"> • RHE • Safeguarding • Behaviour • Missing Child (NYCC Hands model policy) • Events (NYCC Hands model policy) <p>A big thank you to Cath Down for her work on the RHE policy and for taking on the DSL role at NR.</p> <p><i>Q. Does CD need any safeguarding training?</i> <i>A. No as she has previous experience.</i></p> <p><i>Q. Safeguarding policy</i> <i>Page 21 – should the senior mental health lead be named?</i> <i>Page 67 – should there be a named individual for suicide prevention?</i></p> <p><i>A. SH and SG are both mental health first aid trained. The Trust has these details and these are also on the website</i></p> <p><i>Q. Events policy</i> <i>An editing issues with the definition</i> Action: AA</p> <p>All policies were approved.</p>
15	<p>Correspondence</p> <p>Paper: NYCC Governor summer term update</p> <p>Safeguarding governors were asked to register for the safeguarding update. Action: JW/EL</p> <p>All other recommendations actioned.</p>
16	<p>Further items determined for discussion at agenda Item 3:</p> <p><u>SIAMS</u></p> <p>NR is on the list of schools to be inspected this academic year. This was expected. Will get a week's notice. AA has had a visit from Lee Talbot, the diocesan adviser. Lee is also a SIAMS inspector. He is coming into school on 15 November to meet with staff and to collect evidence to assess whether the school can be judged as excellent. RH and CM may be asked to come into school on 15 November. CM and AA will also meet before this.</p>
11	<p>Next meeting:</p> <p>LGB2: Tuesday 30th November, 6pm</p> <p>Will decide nearer the time whether the meeting will be online or in school.</p> <p>Future LGB and committee meetings:</p> <p>Res Ctee: Tuesday 9th November, 4pm</p> <p>SD Ctee: Wednesday 10th November, 2pm</p> <p>Res Ctee: Wednesday 2nd March, 4pm</p> <p>SD Ctee: Wednesday 9th March, 2pm</p> <p>LGB3: Tuesday 22nd March, 6pm</p> <p>Res Ctee: Thursday 12th May, 4pm</p> <p>SD Ctee: Wednesday 8th June, 2pm</p> <p>LGB4: Wednesday 22nd June, 6pm</p> <p>LGB5: Tuesday 12th July, 6pm</p>

15	What impact have we had since the last meeting on the achievement and wellbeing of pupils and staff in our schools? <ul style="list-style-type: none">• Thanks to prudent planning for Base Leader cover at NR, no staffing issues or impact on children's learning• New FDP being developed to move learning forward• Online Prevent and safeguarding training completed• Children and staff enjoying being back in school
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The meeting closed at 19.40pm