



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

**Meeting of the Governing Body  
30 November 2021, 6.00pm, Online on Microsoft Teams**

**MINUTES**

**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; Julia Henry (JH); Sarah Honey (SH); Helen Laflin (HL); Revd Craig Marshall (CM); Emma Littlewood (EL); Jo Williams (JW)

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

**Absent:** Hue Edwards (HE), Joanne McCudden (JMc)

*The meeting opened at 6.00 pm*

	Item
1	<p><b>Welcome &amp; apologies</b> RH opened the meeting with a special welcome to Helen Laflin, the new parent governor. Apologies were received from HE and JMc and these were consented to.</p>
2	<p><b>Meeting administration</b> <b>Declaration of interests:</b> None <b>Determination of any confidentiality matters:</b> None <b>Any other business:</b></p> <ul style="list-style-type: none"> <li>• MAT safeguarding meeting 29.11.21 (EL) – update under Item 8.</li> </ul>
3	<p><b>Minutes and matters arising from the governing body meeting on 22.09.2021</b> These were agreed as a true record for RH to sign and a copy to be filed in each school. <b>Update on actions/matters arising</b> <u>Governor visits</u> AA advised only essential visits are taking place due to the reintroduction of Covid protocols. <u>Governor SENCO training</u> Available through the NGA Learning Link. Lots of other useful modules for governors too. <u>Terms of Office</u> Renewed terms of office were approved for:</p> <ul style="list-style-type: none"> <li>• Academy/Co-opted - RH, HE, EL</li> <li>• Foundation - JW</li> </ul> <p>Remaining actions completed or covered elsewhere on the agenda.</p>

<p>4.</p>	<p><b>Committee updates:</b>  <u>Resources Committee (MW)</u>  <u>Paper: meeting minutes 09.11.21</u></p> <ul style="list-style-type: none"> <li>• Reviewed year-end outturn and year to date</li> <li>• All Saints currently £5k deficit, as budgeted</li> <li>• North Rigton currently £2k deficit, no change since the previous meeting</li> <li>• All Saints reserves £120k positive against a £44k requirement from the Trust</li> <li>• North Rigton reserves £87k positive against a 48k requirement by the Trust</li> <li>• All Saints area of concern – declining pupil numbers <ul style="list-style-type: none"> <li>○ AA provided a further update on likely September 2022 numbers – unlikely to reach 15; no siblings; 10 families shown round the school to date; younger members of staff using social media to attract families from outside the area</li> </ul> </li> </ul> <p><i>Q. When will final numbers be known?</i>  <i>A. Applications close in January, should know by April.</i>  <i>It was suggested joining with Pannal school and the vicar at Pannal to target the new housing estate?</i> <span style="float: right;"><b>Action: AA&amp;CM</b></span></p> <p><i>Leaflets will also be left with housing developments in Knaresborough</i> <span style="float: right;"><b>Action: RH</b></span></p> <p><i>Q. What's the latest situation on the flood damage at NR?</i>  <i>A. New carpet is down and reception children are back in the classroom. Decorating taking place in the next couple of weeks. New furniture being purchased in the New Year from Early Excellence in Sheffield.</i></p> <p><i>Q. What are the plans for the big group of reception children at North Rigton next year?</i>  <i>A. Won't be mixing the Early Years and KS1 curriculum. Will share TAs.</i></p> <p><u>School Development Committee (RH)</u>  <u>Paper: meeting minutes 10.11.21</u></p> <ul style="list-style-type: none"> <li>• Received a detailed update on the Fellowship Development Plan (copy on Teams)</li> <li>• School led tutoring is taking place</li> <li>• North Rigton staffing affected by Covid (1 phased return and 1 long term absence)</li> <li>• This has had an impact on the supply budget but is covered by insurance</li> <li>• JMc reported on a very positive SEN visit</li> <li>• Safeguarding covered later on the agenda</li> </ul>
<p>5</p>	<p><b>Headteacher's Update</b>  <u>Papers: Headteacher report and Mike Smit visit report (7.10.21)</u>  AA highlighted the following points:</p> <p><u>Numbers of children</u></p> <ul style="list-style-type: none"> <li>• All Saints - discussed in the resources committee update</li> <li>• North Rigton – some siblings joining next year, shown 3 families round the school, may be more</li> </ul> <p><u>Staffing</u></p> <ul style="list-style-type: none"> <li>• All Saints – no issues to report</li> <li>• North Rigton – staffing has been a challenge this term  <i>A governor noted that parents felt the school was stable and settled</i></li> </ul> <p><u>Attendance</u></p> <ul style="list-style-type: none"> <li>• 94% at both schools is low but benchmarking shows this is where most schools are</li> <li>• Mainly due to the impact of Covid plus tummy bugs and colds</li> </ul> <p><u>Personal Development</u></p> <ul style="list-style-type: none"> <li>• A lot of good things going on! Clubs, curriculum enhancements, trips, PE</li> <li>• Christmas activities are about to start. These have been risk assessed against the latest guidelines regarding the Omricon variant. The activities can carry on with Covid protocols in place (e.g. mask wearing and restricted numbers)</li> </ul>

	<ul style="list-style-type: none"> <li>• CM has been able to come into both schools for the first time for collective worship which the children have thoroughly enjoyed</li> </ul> <p><i>A governor asked for the reporting of school meal uptake to be reported as percentages for both schools</i> <b>Action: AA</b></p> <p><u>Health &amp; Safety</u></p> <ul style="list-style-type: none"> <li>• New NYCC risk assessment template has been adopted</li> </ul> <p><u>Reasons to be cheerful</u></p> <ul style="list-style-type: none"> <li>• A sponsored walk by All Saints staff and other events from North Rigton staff raised over £2,600 for the neo-natal ward where Mrs Gardiner's baby was cared for. All agreed this was a shining example of the Fellowship between the 2 schools and governors sent their very best wishes to Mrs Gardiner and her family.</li> <li>• Christmas activities and events</li> <li>• The commitment of staff. All Saints staff were determined to tackle things on the development plan and have achieved so much this term. Delightful to see the growing confidence in younger staff. North Rigton staff have taught classes which were new to them. They've really pulled together and cared for each other.</li> </ul> <p><u>Mike Smit visit</u></p> <p>AA advised the report will be taken into account by Ofsted. AA&amp;RH are meeting with trustees to discuss how the schools are preparing for their next inspections. Mike Smit's visit report and the SEF will inform this meeting. Governors thanked and congratulated AA and staff for the excellent report.</p>
6	<p><b>Wellbeing</b></p> <p>SH provided an update:</p> <ul style="list-style-type: none"> <li>• Staff at both schools have been sent a survey to complete by the end of November</li> <li>• The Trust training day on the first day back in January has a complete focus on wellbeing</li> <li>• Despite difficult times, morale continues to be good</li> </ul>
7	<p><b>YCST Update</b></p> <p><u>Termly Chairs' meeting (RH)</u></p> <ul style="list-style-type: none"> <li>• Skipton Parish Primary has joined the Trust</li> <li>• A new Chair has been appointed at Richard Taylor Primary (RH is mentoring)</li> <li>• Further growth of the trust is paused until Mr Burt returns next year</li> <li>• Jane Turner is a Headteacher mentor</li> <li>• Recruiting a part-time school improvement lead (primary) for the Trust, with a view to taking up post in January or possibly Easter if a serving Headteacher</li> <li>• Trustees holding pre-Ofsted visits across the Trust</li> <li>• A lot of Trust policies have been updated, all on Teams</li> <li>• All schools are adopting the Trust Child Protection Manual</li> <li>• Condition surveys are in place</li> <li>• Safeguarding governors are meeting as a group across the Trust</li> <li>• Wellbeing survey taking place across the Trust</li> <li>• Admissions returns completed for the LA and diocese</li> <li>• A focus on Early Careers Teachers and making sure their needs are met</li> <li>• New to governance training planned for next term</li> <li>• Hoping to run a governor conference next Summer</li> </ul> <p><u>School Improvement Map (AA)</u></p> <p><u>Paper: School Improvement System Map</u></p> <ul style="list-style-type: none"> <li>• Termly network groups are useful but have been a drain on staffing in smaller schools, the network groups have therefore been streamlined</li> <li>• Some network groups will be come online help groups</li> </ul>

	<ul style="list-style-type: none"> <li>• Other network groups will continue, e.g. SENCO</li> <li>• Changes come into effect in January</li> </ul> <p>Q. Are there any plans for a governor SENCO network group? A. This will be suggested at the next Chairs' meeting</p> <p style="text-align: right;"><b>Action: RH</b></p>
<b>8</b>	<p><b>Safeguarding</b> <u>Governor link visit</u></p> <ul style="list-style-type: none"> <li>• Meeting took place between EL, JW, RH, AA, SH</li> <li>• Last year's report used as a checklist</li> <li>• A useful meeting and governors reassured both schools in safe hands</li> </ul> <p><u>Trust governors safeguarding meeting 29.11.21</u></p> <ul style="list-style-type: none"> <li>• EL attended</li> <li>• The Trust is keen to standardise safeguarding reports and templates</li> <li>• A knowledgeable and supportive group</li> <li>• NGA safeguarding governor role description being adopted across the Trust</li> <li>• Future meetings at least termly</li> <li>• Also opening a channel on Teams for Q&amp;A</li> </ul>
<b>9</b>	<p><b>Governor visits</b> <u>Papers: ICE visit reports:</u></p> <ul style="list-style-type: none"> <li>• Apples (RH)</li> <li>• Pupil Premium (RH)</li> <li>• York trip (MW)</li> <li>• Apple Day at Yorkshire Showground (JH)</li> <li>• Jupiter Class (JH)</li> </ul> <p>Noted and all available to view on Teams.</p>
<b>10</b>	<p><b>Governor training/ development</b></p> <ul style="list-style-type: none"> <li>• Online Safeguarding and Prevent training completed</li> <li>• EL completing NGA Safeguarding module</li> </ul>
<b>11</b>	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• Anti-Bullying (bullet points need re-aligning)</li> <li>• Attendance</li> <li>• First Aid</li> <li>• Intimate Care</li> </ul> <p>All policies were approved.</p>
<b>12</b>	<p><b>Correspondence</b> <u>Paper: NYCC Governor Autumn term update</u></p> <p>The NYCC new governor training was noted, however RH suggested the Trust's training in the new year will be more relevant for HL. EL asked HL to contact her with any queries.</p>
<b>13</b>	<p><b>Further items determined for discussion at agenda Item 2:</b> None.</p>
<b>14</b>	<p><b>Next meeting:</b> <b>LGB3: Tuesday 22nd March, 6pm</b> Will decide nearer the time whether the meeting will be online or in school.</p> <p>Future LGB and committee meetings: Res Ctee: Wednesday 2nd March, 4pm</p>

	SD Ctee: Wednesday 9th March, 2pm Res Ctee: Thursday 12th May, 4pm SD Ctee: Wednesday 8th June, 2pm LGB4: Wednesday 22nd June, 6pm LGB5: Tuesday 12th July, 6pm
15	<b>What impact have we had since the last meeting on the achievement and wellbeing of pupils and staff in our schools?</b> <ul style="list-style-type: none"> <li>• Children and teachers and are all developing and growing</li> <li>• The news that Mrs Gardiner's baby is home will be a massive boost to everyone</li> <li>• HL has joined the governing body</li> </ul>

The meeting closed at 19.30pm