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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**  **22 June 2022, 6.00pm, at All Saints School** |  |
| **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 in school:** Rosemary Hunt (RH) Chair; Yvonne Methley (YM) Interim Headteacher; Sarah Honey (SH) Head of School, ASKO; Julia Henry (JH); Helen Laflin (HL); Emma Littlewood (EL); Revd Craig Marshall (CM); Joanne McCudden (JMc); Mark Wilkinson (MW) Vice Chair; Jo Williams (JW)  **In attendance:** Trudy Searle (TS) LA Clerking Service  **Apologies:** Huw Edwards (HE) | |
| *The meeting opened at 6.00 pm* | |
|  | **Item** |
| **1** | **Welcome & apologies**  Apologies were received from HE and these were consented to. |
| **2** | **Meeting administration**  **Declaration of interests**: None  **Determination of any confidentiality matters**: None  **Any other business**: None |
| **3** | **Minutes and matters arising from the governing body meeting on 22.03.2022**  Page 2  ‘Q. How will classes be organised for an intake of 2? A. Looking at through classes for a year.’ Should have read: Looking at 3 classes for a year.  The minutes were amended and agreed as a true record for RH to sign and a copy to be filed in each school.  **Update on actions/matters arising**  Any plans for a Governor SENCO network?  This was raised at the Chairs meeting. No SENCO network planned as yet. Want to avoid too many meetings.  Working group to raise the profile of All Saints#  SH and JH met and recommend meeting early September to target 2023 admissions. SH, JH, JMc and Lis Clare will lead on this. SH reported that 2023 numbers were already encouraging with 9 siblings and another 4/5 families interested.  Governor visits  These are underway again. RH reminded governors to complete a short ICE form and send to the Head of the school and cc TS, the class teacher and TA if relevant.  Invigilation of SAT’s  RH, MW and JMc involved. Very rigorous and compliant with the rules. The auditor at North Rigton was very happy with the process and described it as ‘exemplary’.  Wellbeing survey results  *Q. Any feedback from North Rigton?*  *A. YM met with the TA’s – no issues.*  Contact details for the Chair  SH discussed this with AA. It isn’t common practice for the Chair’s contact details to go on the school website. Any communication for the chair will be signposted to admin in the first instance.  Parent code of conduct  This could have a negative connotation and doesn’t reflect the schools values. Will instead include a reference in the behaviour policy under parental responsibilities.  Using mobile phones and school IPads for taking photos  YM doesn’t feel this is appropriate for an interim. Need to speak to IT about unlocking a device in school that could be used to upload to Instagram.  Training session for parent readers  This will start in September. Parents are also coming into school for school trips and performances, making a tapestry for a bible story and volunteering in reception.  *Q. Is it okay to encourage more parents into school?*  *A. Yes. This will be included in the parent newsletter.*  The remaining actions were completed or covered elsewhere on the agenda. |
| **4.** | **Committee updates:**  Resources Committee (MW)  Paper: meeting minutes 12.05.22  Key points to note:   * The key issue at All Saints is the low intake this September. It was 2 but now up to 4. * No significant change to the All Saints budget since the previous meeting. * Also little change at North Rigton. * The premises inspection didn’t throw up any surprises. Some works required and quoted being obtained.   *Q. Is the North Rigton deficit due to increased teaching costs?*  *A. Costs are higher but this is balanced out by insurance income for teaching cover and flood damage*.   * All Saints kitchen staff have left and school meals are currently being provided by 1 agency person. MB is providing support with ordering food. * The planning appeal was rejected and the matter is now closed.     School Meal Prices  School meals currently cost £2.40. Other schools in the Trust are raising their prices to £2.65 from September. Governors were presented with 2 options for the Fellowship:   1. To increase the price to £2.55 from September 2022 and to £2.65 from Jan/April 2023 2. To increase the price to £2.65 from September 2022   **It was unanimously agreed to increase the price of school meals to £2.65 from September 2022 to bring the Fellowship in line with other schools in the Trust and to ensure quality is maintained.**  *Q. Are heating costs an issue?*  *A. Both schools have oil fired heating systems. To date it hasn’t been an issue however there are implications for next year’s budget. MB is working with the MAT on this.*  School Development Committee (RHu)  Paper: meeting minutes 08.06.22  Key points to note:   * Link visits already covered. * The SDP is on Teams * Ofsted thought there were too many actions in the SDP * In future the SDP will focus on 2-3 areas and maintenance of other areas * Potentially a longer 3 year plan will be devised with a 3 year cycle * The new SDP will be drafted by the end of this term and shared at the first LGB meeting in September. AA is working on this with input from SH and YM * Ofsted mentioned governor membership of committees was missing from the school website. EL checked the Fellowship website and governor declarations and attendance records weren’t up to date. **Action: TS** * Governors and the Clerk were asked to send a short biography and a photo to Mary Boyd by the next governing body meeting for the website to be updated over the Summer. **Action: All** |
| **5** | **Headteacher’s Update**  Papers: Headteacher report June 2022, NR Diocesan Visit report 22.05.22, SEND Update Summer 2022  SH and YM highlighted the following points:  Numbers of children   * Not much change, 2 All Saints children have moved to private schools, parents had no issues with All Saints   Catering   * Mary Boyd has approached County Caterers. They’ll provide meals for a good price but won’t take on the contract if they can’t recruit catering staff.   Staffing   * SH and YM are delighted to have AA back and AA is delighted to be back   *Q. What’s the schedule for AA’s return?*  *A. This is agreed on a weekly basis with AA, RH and Jane Goodwin.*   * All Saints (SH)   + One TA on a phased return to work after a long term absence and two TA’s currently absent   + New 3 class structure for September   + Advertising for a TA 2 mornings a week to support a new child with an EHCP   + Teaching plan from September is detailed in the Headteacher’s report * North Rigton (YM)   + Base Leader still on maternity leave and one teacher on long term absence (date of return not known)   *Q. Has the staffing plan (including TAs) been finalised for September?*  *A. AA is reviewing and putting the final touches to it. Staffing structures for both schools will be sent out with school reports.*  Curriculum   * All Saints   + Staff meetings have focused on developing knowledge of geography   + PEAs in place for foundation subjects   + Joint maths training planned next week – reviewing Ofsted feedback   + GL assessments for Year 4 being reintroduced across the Trust * North Rigton   + Staff meetings have focused on curriculum planning   + Subject advocates have reviewed the long-term sequenced plans   + Displays have been looked at to reflect the sequence of learning and demonstrate GBF   + Used the ‘what at makes a difference’ document to plan for school visits, visitors into school, special events and focus days   + YM did a deep dive of RE which confirmed teachers subject knowledge   + Flourishing meetings scheduled   *Q. The draft Ofsted report refers to foundation subject assessments not being completed.*  *A. This was a timing issue. Feedback on the draft report and suggested re-wording (with help from Mike Smit and Mark Colborn) has been sent to Ofsted. Awaiting the final version of the report.*  Personal Development   * More visits happening * Continuing with Just Be counselling across the Fellowship * Both schools have had visits from Diocesan Advisers, there is a new Diocesan syllabus * SH attended RE training   Leadership and management   * Safeguarding audits taken place in both schools   Behaviour  Governors sought clarification on the threshold for reporting behaviour incidents and how governors are notified. SH and YM outlined the limitations of the ScholarPack and the benefits of the CPOMS system.  This led to a long discussion about the reporting of behaviour incidents. Governors discussed the parent view responses at North Rigton’s Ofsted inspection and RH advised governors about an email she’d received from a North Rigton parent in December 2021 notifying her of some concerns. No details of the parent or their concerns were shared with governors.  It was noted the inspection report addresses the parent view responses and no issues were raised by the inspector or in the report.  RH advised governors that after the email was received from the North Rigton parent, staffing stabilised and measures were put in place. YM was also appointed shortly afterwards. The parent was provided with a copy of the school’s complaints procedure and offered an informal conversation. No parents have raised any issues through the formal complaints procedure.  Governors were reminded if any parents express concerns to them as individuals, the parent should be asked to speak to the class teacher or a member of staff in the first instance. The complaints procedure is also available on the Fellowship website.  *EL left the meeting at 8pm* |
| **6** | **Fellowship Leadership Structure**  RH shared a proposal for a revised leadership structure, to include a new Assistant Headteacher post across the Fellowship. The proposal had been developed by AA and Jane Goodwin. Governors agreed they needed more information about the responsibilities of the new post and the cost implications before being able to give the proposal their approval.  A confidential extraordinary meeting was arranged for Thursday 30 June. It was agreed SH would not attend as it would be a conflict of interests. RH would request more information for governors to consider at the extraordinary meeting. **Action: RH** |
| **7** | **YCST Update**   * Jane Goodwin launched ‘Chapter 2’ which will be shared with Chairs before the end of term and rolled out to LGB’s next term * Performance management completed and both schools have had monitoring visits * A Trust development plan is being created * RH attended a meeting with other Chairs to discuss staffing issues post Covid * St Aidan’s has had a short Ofsted inspection |
| **8** | **Safeguarding**  Paper: Update from YCST on changes to KCSIE effective 01.09.2022  Noted.  Paper: All Saints Safeguarding report 02.03.2022  RH thanked everyone involved in what was a long day. |
| **9** | **Governor visits**  Covered under Item 3. |
| **10** | **Governor training/ development**  RH reminded governors to complete the GDPR training. **Action: All Govs** |
| **11** | **Policies**  None to adopt or approve. |
| **12** | **Correspondence**  None. |
| **13** | **Further items determined for discussion at agenda Item 2:**  None. |
| **14** | **Meeting dates agreed for 2022/23**  LGB1:                Wednesday 21st September, 6pm  Res Ctee:          Tuesday 8th November, 4pm  SD Ctee:           Wednesday 9th November, 2pm  LGB2:                Wednesday 30th November, 6pm  Res Ctee:          Wednesday 8th March, 4pm  SD Ctee:            Thursday 16th March, 2pm  LGB3:                Tuesday 28th March, 6pm  Res Ctee:           Wednesday 10th May, 4pm  SD Ctee:            Wednesday 14th June, 2pm  LGB4:                Thursday 22nd June, 6pm  LGB5:                Wednesday 12th July, 6pm |
| **15** | **Next meetings:**  **Extraordinary meeting: Thursday 30th June, 6.30pm**  **LGB5:                 Tuesday 12th July, 6pm** |
| **16** | **What impact have we had since the last meeting on the achievement and wellbeing of pupils and staff in our schools?**   * North Rigton Ofsted completed * Successful Jubilee celebrations at both schools * Working to facilitate AA’s return   Governors thanked YM for doing a great job! |

The meeting closed at 8.45pm