



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

**Meeting of the Governing Body
22 March 2022, 6.00pm, at All Saints School and on 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 in school: Rosemary Hunt (RH) Chair; Yvonne Methley (YM) Interim Headteacher; Sarah Honey (SH) Head of School, ASKO; Helen Lafilin (HL); Emma Littlewood (EL); Joanne McCudden (JMc); Jo Williams (JW)

On Teams: Mark Wilkinson (MW) Vice Chair; Julia Henry (JH); Revd Craig Marshall (CM)

In attendance: Trudy Searle (TS) LA Clerking Service

Absent: Huw Edwards (HE)

The meeting opened at 6.00 pm

	Item
1	<p>Welcome & apologies RH opened the meeting with a special welcome to YM and introductions were made. Apologies were received from HE and these were consented to.</p>
2	<p>Meeting administration Declaration of interests: None Determination of any confidentiality matters: None Any other business: None</p>
3	<p>Minutes and matters arising from the governing body meeting on 30.11.2021 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 <u>Any plans for a Governor SENCO network?</u> To be raised at the next Chairs meeting (no Chairs meeting since the last LGB meeting) Action: RH Remaining actions completed or covered elsewhere on the agenda.</p>
4.	<p>Committee updates: <u>Resources Committee (MW)</u> <u>Paper: meeting minutes 02.03.22</u> Key points to note:</p> <ul style="list-style-type: none"> • North Rigton - £1k adverse to budget • All Saints - £7k adverse to budget • Premises – both schools surveyed recently, no significant or immediate concerns • No SCA bids successful this year • All Saints – only 2 new starters expected this September

- North Rigton – 10 new starters expected this September

SH provided the context for the low numbers joining All Saints this year. There are no siblings which is unusual and no new families have moved into the area however 8 siblings are due to start next year. The low intake this year appears to be a blip but staff are actively working on raising the profile / USPs of the school. The reception teacher has leafleted every playgroup in the area and Harrogate Mumbler has been contacted about a blog.

A number of governors volunteered to set up a small working group to support raising the profile of the school. It was also agreed it's important to communicate the reasons for low numbers to parents and as a first step SH will meet with JH to discuss this. **Action: SH&JH**

Q. How will classes be organised for an intake of 2?
A. Looking at 3 classes for a year.

School Development Committee (JMc)

Paper: meeting minutes 09.03.22

Key points to note:

- Governor visits can start again with the focus of visits to be on foundation subjects

Governors took the opportunity to agree changes to class link governors:

	All Saints	North Rigton
Reception	Joanne McCudden	Rosemary Hunt
Years 1&2	Emma Littlewood Helen Laflin	Huw Edwards
Years 3&4	Julia Henry	Jo Williams
Years 5&6	Mark Wilkinson	Craig Marshall Emma Littlewood

Craig Marshall will become the link governor for school assemblies.

Governors were reminded to email teachers to set up meetings. **Action: All governors**

- Ofsted expected anytime, a deferral was discussed for North Rigton but this won't be requested as the leadership structure is now in place
- A positive overall assessment for North Rigton at Mike Smits' last visit and a lot has been done in response to his recommendations
- Writing support is a priority in every classroom and will be for a couple of years

5 Headteacher's Update

Papers: Headteacher report March 2022, Covid guidance, SEND update

SH and YM highlighted the following points:

Staffing

- North Rigton
 - YM Interim Head
 - TA on long term absence has handed in their notice, so an ELSA down
 - 1 teacher on long term absence
 - Base leader on maternity leave
- All Saints
 - SH Acting Headteacher + teaching Years 5 and 6 as much as possible
 - 1 TA on long term absence, looking at a phased return
 - 1 HLTA on paternity leave
 - 2 Teachers been absent with COVID ((both now returned)
 - Regular supply teacher covering across school

Staffing has been a challenge at both schools and YCST schools have struggled.

Q to SH. Are you able to balance the Acting Head role with teaching Years 5 and 6?

A. It's been a challenge. Never worked so hard but okay! Things should improve when the HLTA returns.

Curriculum

- All Saints

Proud to report progress has been made in developing the curriculum in spite of challenging times. A lot of work has gone into wall displays to demonstrate progression. Also worked hard on developing staff subject knowledge - this term there's been a focus on history, next term the focus will be on geography. Overall very happy with progress on curriculum implementation and readiness of curriculum for the next Ofsted inspection.

- North Rigton

SIAMS training completed. Staff have planned displays in the hall which demonstrate the sequence of learning and GBF in each stage. Now focusing on developing the confidence of teachers and subject advocates to talk about the curriculum to Ofsted and reviewing curriculum coverage. Held a joint training day which included Science and reading for pleasure as well as Year group teachers from both schools meeting to share expertise. The deep dive in Early Reading and Science enabled the school to celebrate successes and plan for improvements. NESTs (Nearly Everything on a Page) will be complete for all subjects by the end of term and Science PEAs are being introduced in PEAs meetings with foundation subjects introduced in the summer term. A Maths deep dive is planned for week beginning 28th March by SH and YM, in absence of the Maths Lead at NR.

Q. Who would be the named maths and English lead for Ofsted?

A. SH in both schools. SG is prepared and ready to take over at NR when she returns after maternity leave.

Q. Should link governors be focusing on maths and English as well as foundation subjects?

A. The focus should remain on foundation subjects especially history and geography as they are likely to be the subject of OFSTED deep dives.

Curriculum impact

Flourishing Meetings (Pupil Progress) held between the Headteacher and class teachers to track the PEAs (Progress, Effort, Attainment) for each child. This Point In Time Assessment uses information collected by class teacher during lessons, from scrutinising books, conversations with TAs, quick class quizzes and tests (including previous SATs papers) where appropriate. SENCO PEAs meetings also held. Information collected in the Flourishing Meetings has identified individuals and small groups who may benefit from extra support from the School Tutor, TAs or class teacher.

A number of governors volunteered to invigilate this year's SATs tests. Training will be arranged. **Action: YM**

Attendance and punctuality

- Nothing significant to report

Personal Development

- A lot starting to happen

Q. Who is reviewing the results of the wellbeing survey at North Rigton?

A. This will be passed to Cath Down

Action: SH

Q. There was some dissatisfaction from TA's in the results of the last survey. Any concerns this time?

A. YM is meeting with TAs and will ask if there are any issues. SG will also be having performance management meetings with TAs which will provide further opportunity for discussion.

- SH has completed Senior Mental Health Lead training

Q. Was this useful?

A. Some ground already covered in the wellbeing network meetings but the training provided a good opportunity for people across YCST to work together and there were a lot of positive conversations.

	<p><u>Collective Worship</u></p> <ul style="list-style-type: none"> • Good progress made and pupils are participating in daily collective worship <p><u>Leadership and Management</u></p> <ul style="list-style-type: none"> • Safeguarding audit completed at North Rigton, no report as yet • Safeguarding audit at All Saints on 23rd March • SG audits commissioned by YCST, the cost to each school is £2k <p><u>YCST Update</u></p> <ul style="list-style-type: none"> • Mark Colburn appointed YCST School Improvement Leader (Primary) and has made initial visits to AS and NR. He is also leading the restructure of the network groups and will run Quality of Education meetings with YCST Headteachers every 4 weeks. • Mike Smit will continue his termly visits to schools • Chris Manzy, a senior educational consultant has been seconded to work with YCST on developing a forward strategy in the CEO's absence. <p><u>Performance Management</u></p> <ul style="list-style-type: none"> • PM meetings with support staff will be carried out before Easter (SH at All Saints, SG at North Rigton) <p><u>Reasons to be cheerful</u></p> <ul style="list-style-type: none"> • Despite the challenges faced this term, our wonderful schools have worked together as a family to ensure our children are safe, happy and receiving an excellent standard of education. • A joint training day allowed staff across the fellowship to work together. • Finally, we are able to open our doors once again and welcome parents and the community back into our schools. <p>RH said a massive thank you and well done to SH and YM on behalf of governors.</p> <p><i>CM left the meeting</i></p>
6	<p>Wellbeing Covered under item 5</p>
7	<p>YCST Update Covered under item 5.</p>
8	<p>Safeguarding EL provided an update from the YCST safeguarding governor network group. The group has met twice online so far and these meetings have been really useful. The group agreed a trust wide role description which has been circulated and also set up the Navigate safeguarding audits. A safeguarding channel has been set up on Teams where the meeting minutes have been posted.</p>
9	<p>Governor visits <u>Paper: ICE visit report:</u></p> <ul style="list-style-type: none"> • Safeguarding meeting 23.11.21 with AA and SH (EL, JW,RH) <p>Noted and posted on Teams.</p> <p>MW to forward ICE form from York visit to TS Action: MW</p>
10	<p>Governor training/ development</p> <ul style="list-style-type: none"> • HL completed YCST new to governance training • RH reminded governors of the online NGA training modules which are available to all governors

<p>11</p>	<p>Policies</p> <ul style="list-style-type: none"> • Communication <p>RH advised governors of a query she'd recently received from a parent at NR about access to contact details for the chair. A discussion followed about whether the chair's email address should be on the website. SH will check this with the Headteacher's group and the policy will be brought back for approval at the next LGB meeting. SH was also asked to check whether a reference could be included about the expectations of parents. Action: SH</p> <p><i>Q. The policy mentions a parent code of conduct – do we have one? SH will check.</i> Action: SH</p> <p>The parent also pointed out the latest minutes weren't on the website. Action: TS</p> <p>A discussion followed about parental engagement at NR. Suggestions included putting something in the newsletter about who governors are and seeing if any All Saints staff could help North Rigton staff to make better use of Instagram. A question was raised about the use of mobile phones and school iPads for taking photos. YM and SH will look into this. Action: YM&SH</p> <ul style="list-style-type: none"> • Designated Teacher (children in care) • Fire Safety <p><i>Q. North Rigton - how would children get from the field to the pub car park?</i> <i>A. JW advised her drive could be used.</i> <i>Q. All Saints – Does the school have a key for the church?</i> <i>A. Yes.</i></p> <p><i>MW left the meeting.</i></p> <ul style="list-style-type: none"> • Mental Health • SEND • Uniform • Volunteer • ASKO&NR Health and Safety <p><i>Q. Have we got enough posters around the schools with details of people to go to?</i> <i>A. Yes</i> <i>Q. Should there be a reference to gifted and talented children</i> <i>A. Separate records aren't kept any longer</i> <i>The name of the H&S Governor is incorrect. Should be HE.</i> Action: TS advise MB</p> <p>All policies apart from Communications were approved.</p>
<p>12</p>	<p>Accessibility Plans and Equality Schemes</p> <p><i>Governors made the following observations:</i></p> <ul style="list-style-type: none"> - <i>NR Accessibility Plan – wording needs to be checked re the office moving downstairs</i> - <i>AS Equality Scheme – should the vision and values be the same as those in the SEF?</i> - <i>Page 6 Equality Schemes – percentages missing</i> <p><i>JH left the meeting</i></p> <ul style="list-style-type: none"> - <i>Page 7 – an explanation of PEAS would be helpful</i> - <i>Page 9 Equality Schemes – Need to re-word – ‘In the absence of Sarah Honey, responsibility will be taken by Cath Down’</i> <p><u>Equality Schemes, Page 9 – Designated Governor with specific responsibility for the Single Equality Scheme and equalities objectives – governors unanimously agreed this should be RH</u></p> <p>All documents will be reviewed and updated with the above changes. Action: YM</p>

13	<p>Correspondence <u>Paper: NYCC Governor Spring term update</u> Noted.</p>
14	<p>Further items determined for discussion at agenda Item 2: None.</p>
15	<p>Next meeting: LGB4: Wednesday 22nd June, 6pm</p> <p>Future LGB and committee meetings: Res Ctee: Thursday 12th May, 4pm SD Ctee: Wednesday 8th June, 2pm LGB5: Tuesday 12th July, 6pm</p>
16	<p>What impact have we had since the last meeting on the achievement and wellbeing of pupils and staff in our schools?</p> <ul style="list-style-type: none"> • Governors have supported staff through changing Covid protocols and significant un-planned staffing changes • Facilitated training for senior leaders • Acted quickly to facilitate maintained leadership of the Fellowship <p>RH closed the meeting with a tribute to staff across the Fellowship for their amazing response to the relentless challenges this academic year. She also stressed how important it is to get parents back into both schools to help with reading and to witness all the good things that are going on. It was noted that a training session for parent readers would be useful.</p> <p style="text-align: right;">Action: YM&SH</p>

The meeting closed at 8.15pm