



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

**Meeting of the Governing Body
21 September 2022, 6pm 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: Julia Henry (JH); Sarah Honey (SH) Head of School, ASKO; Rosemary Hunt (RH) Chair; Helen Laflin (HL); Revd Craig Marshall (CM); Joanne McCudden (JMc) Vice Chair;
Apologies: Amber Andrews (AA) Headteacher, Sophia Gardiner (SG) Head of School NR; Emma Littlewood (EL); Mark Wilkinson (MW)
In Attendance: Trudy Searle (TS) Clerk

The meeting opened at 6.00 pm

1	<p>Welcome & apologies Apologies were received from AA, SG, EL and MW. All were consented to.</p>
2	<p>Appointment of Chair and Vice Chair <u>Chair</u> RH was nominated and unanimously elected. She advised this would be her final year as Chair of Governors. Succession planning is being considered for next year <u>Vice Chair</u> MW had previously advised RH he would not be standing for re-election this year. JMc was nominated and unanimously elected.</p>
3	<p>Meeting administration Declaration of interests: None Determination of any confidentiality matters: None Any other business: None</p>
4	<p>Annual Governor Administration Tasks</p> <ul style="list-style-type: none"> • Complete Pecuniary Interest Form (to complete and return to the clerk) • Confirm Keeping Children Safe in Education 2022 guidance has been read and understood • Confirm adherence to Governor Code of Conduct • Complete hospitality and gifts register (if necessary) • YCST Governance Calendar 2022/23 (to note) <p>Governors had previously been asked to complete and return their annual declarations electronically and to confirm by email to the clerk that they had read the KCSIE guidance and the Code of Conduct. A reminder will be sent for outstanding replies. Action: TS</p>

<p>5</p>	<p>Minutes and matters arising from the governing body meeting on 22.06.2022 These were agreed as a true record for RH to sign and a copy to be filed in each school and posted on the school website.</p> <p>Update on actions/matters arising</p> <p><u>Governor biogs and photos</u> Remaining biogs and photos to be submitted. Action: AA, SG, SH, JH, CM</p> <p><u>Governor declarations and attendance records for the website</u> To be re-sent to Liz Clegg. Action: TS Liz also to be advised of links which need updating on the website. Action: RH</p> <p><u>ICE Forms</u> Governors reminded to send completed forms to AA and TS.</p> <p><u>Governor Training</u> Governors were reminded of the NGA learning link and also to complete the online safeguarding training by 30 September. Action: All</p> <p><u>Governor vacancies (1 x Foundation, 1 x Parent)</u> Hoping to fill one or both vacancies with residents of Kirkby Overblow. CM is raising the Foundation vacancy at the next Parish Council meeting. The Parent Governor vacancy was mentioned in the parent newsletter at the end of last term. The vacancy will be advertised when AA returns. Action: AA, RH, SH</p>
<p>6</p>	<p>Headteachers Verbal Update SH provided the following update on behalf of AA.</p> <ul style="list-style-type: none"> - The new term started well with the Fellowship training day. - The main staffing change is in the administration team and finding a replacement for Mary Boyd. Claire Dowson has advised to advertise 2 days for a business manager and 3 days for an administrator. Both roles have been advertised. To date 2 applications have been received for the administrator role including an administrator from St Peters who is currently doing the Fellowship administration role on an interim basis. - ASKO - 3 classes instead of 4 this year. 5 reception children in with Years 1 and 2. This is working well. - It's expected reception children at both schools will take time to settle in. One child at ASKO has high medical needs and looking to provide 1:1 support. NR also has a high needs child and 1:1 support is in place. - NR – Year 5/6 teacher has a sick note until October. Cover is in place. - School Development Plan – slimmed down this year following the NR Ofsted visit. 3 key strands: <ul style="list-style-type: none"> o <u>Fellowship leadership structure</u>, streamlining subject responsibilities across both schools (Paper: Subject leadership roles 2022/23), changing the structure of staff meetings (weekly operational meetings in each school and joint quality of education meetings 4 times a term focusing on the SDP) o <u>Writing</u> – SH to observe all classes as an immediate action. A detailed intervention schedule has been produced. This will be shared with governors at the next meeting. Action: AA&SH o <u>Parental and community engagement</u> <ul style="list-style-type: none"> ▪ NR – addressing the small minority of negative views. SG will provide an update at the next meeting. Action: SG ▪ ASKO – getting parents into school more. Already coming into school to read with children. The school football team has gone down well with parents. Parents have been invited in to join collective worship. ▪ School councils have been re-established and will meet termly. <p>RH supported the slimmed down approach with the SDP and not trying to do too much at once. She suggested looking at the 3 year plan before Easter next year.</p>
<p>7</p>	<p>YCST Update SH provide an update from the Headteacher's meeting the day before:</p> <ul style="list-style-type: none"> - The RSC has agreed to lift the restrictions at St Aidan's resulting from their last Ofsted report

	<ul style="list-style-type: none"> - The Interim Headteacher has started at St Aidan's - The Trust is preparing for an inspection. Trustees are meeting Headteachers. <p><i>Q. Will schools be visited as part of the Trust's inspection?</i> <i>A. It's possible Ofsted may wish to meet with school governors and Headteachers.</i></p> <ul style="list-style-type: none"> - All Trust schools have been asked to submit summary reporting sheets – the first time since before Covid. The Fellowship's data has been submitted. This will be included with the meeting papers for the next governors' meeting. Action: SH - The Trust has appointed an HR Manager 2 days per week. - The Trust is looking for more opportunities to centralise. <p>RH provided an update from the Chairs' meeting on 18th July:</p> <ul style="list-style-type: none"> - A long conversation about increasing consistency across the Trust including a single MIS, a common SEF format and job descriptions. - Looking at rolling out a Trust SDP. - A Trust conference is planned for the Autumn term – date to be advised. - Jane Goodwin will attend all Headteacher performance management reviews. - Looking at the bigger environmental picture. - Recruiting an Estates Manager. - An external review of governance has been completed and governance assessed as strong. - Standardised terms of reference for committees are being considered. Schools are retaining their own ToR for the time being. - Clare Dawson has sent an email about the increase teachers' pay - The Trust is planning to meet some of the increased energy costs from Trust reserves. 																		
<p>8</p>	<p>Committees</p> <p>Terms of Reference were approved for the School Development and Resources Committees.</p> <p>Committee Members were appointed as follows:</p> <p>Resources – AA, RH, CM, MW (+ 2 new governors) School Development - AA, SG, JH, SH, RH, EL, JMc,</p> <p>Headteacher Performance Management – RH, JMc and Mike Smit</p> <p>Pupil Discipline, Staff Discipline/Appeals, Complaints (These committees will continue to be constituted by the Chair and the Clerk, if and when the need arises)</p>																		
<p>9</p>	<p>Link Governors and Specific Responsibilities for 2022/23</p> <table border="0" style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;">All Saints</th> <th style="text-align: center;">North Rigton</th> </tr> </thead> <tbody> <tr> <td>Rec, Y1&Y2</td> <td>Helen Laflin</td> <td style="text-align: center;">-</td> </tr> <tr> <td>Reception</td> <td style="text-align: center;">-</td> <td>Rosemary Hunt</td> </tr> <tr> <td>Years 1&2</td> <td style="text-align: center;">-</td> <td>New ASKO Parent Governor</td> </tr> <tr> <td>Years 3&4</td> <td>Julia Henry</td> <td>New Foundation Governors</td> </tr> <tr> <td>Years 5&6</td> <td>Mark Wilkinson</td> <td>Emma Littlewood</td> </tr> </tbody> </table> <p><u>Specific responsibilities (across both schools)</u></p> <p>Safeguarding: Emma Littlewood & Helen Laflin (TBC – TS to check with the Trust) Pupil Premium: Rosemary Hunt SEND: Joanne McCudden Assessment: No longer needed as Ofsted don't ask to see . Headline data will be shared with the School Development Committee Health & Safety: Mark Wilkinson Premises: Mark Wilkinson</p>		All Saints	North Rigton	Rec, Y1&Y2	Helen Laflin	-	Reception	-	Rosemary Hunt	Years 1&2	-	New ASKO Parent Governor	Years 3&4	Julia Henry	New Foundation Governors	Years 5&6	Mark Wilkinson	Emma Littlewood
	All Saints	North Rigton																	
Rec, Y1&Y2	Helen Laflin	-																	
Reception	-	Rosemary Hunt																	
Years 1&2	-	New ASKO Parent Governor																	
Years 3&4	Julia Henry	New Foundation Governors																	
Years 5&6	Mark Wilkinson	Emma Littlewood																	

	<p>Collective Worship: Reverend Craig Marshall Wellbeing: Emma Littlewood, Julia Henry & Helen Laflin PE & Sport: Julia Henry</p> <p><i>JH joined the meeting</i></p> <p><i>Q. How will wellbeing governors link in?</i> <i>A. The Trust is sending out a wellbeing survey to staff so don't want to duplicate this. SH will liaise with wellbeing governors and provide an update on the wellbeing action plan and wellbeing ambassadors.</i></p> <p style="text-align: right;">Action: SH</p>
10	<p>Safeguarding Governors were reminded to complete the NGA course and read Keeping Children Safe in Education 2022.</p>
11	<p>Governor visits No visits since the last meeting.</p>
12	<p>Governor training/ development Governors were reminded to send copies of training certificates to TS and to review the NGA learning link for any relevant training. EL will be asked if she is happy to continue with governor induction.</p> <p style="text-align: right;">Action: RH</p>
13	<p>Governor vacancies Covered under Item 5.</p>
14	<p>Policies</p> <ul style="list-style-type: none"> • Lone Worker • School Security • Snow and Ice (a cut and paste error was noted). • Sun safety • Violence in school <p>Approved.</p> <ul style="list-style-type: none"> • RPI (NYCC policy) <p>Governors noted this was a very long document. A summary document specific to the Fellowship will be produced and circulated with the next meeting papers.</p> <p style="text-align: right;">Action: SH</p> <p style="text-align: right;">Action: SH</p>
15	<p>Further items determined for discussion at agenda Item 2: None.</p>
16	<p>Next round of meetings</p> <p>Res Ctee: Tuesday 8th November, 4pm SD Ctee: Wednesday 9th November, 2pm – venue tbc LGB2: Wednesday 30th November, 6pm – All Saints</p> <p>*Governors requested to change the day of the March School Development Committee meeting from a Thursday to a Wednesday.</p> <p style="text-align: right;">Action: TS</p>
17	<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"> • The SLT is back in full force. • Given early consideration to a succession plan for the Chair. • Ensured a continuation of link governor responsibilities. • Exciting targets in place to move learning forward. • Governors have updated their safeguarding training.

The meeting closed at 7.30pm