



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

**Meeting of the Governing Body  
30 November 2022, 6pm 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:** Amber Andrews (AA) Headteacher, Julia Henry (JH); Sarah Honey (SH) Staff Governor and Head of School, ASKO; Rosemary Hunt (RH) Chair; Helen Laffin (HL); Joanne McCudden (JM) Vice Chair; Rebecca O'Connell (RO); Mark Wilkinson (MW);

**On Teams:** Sophia Gardiner (SG) Staff Governor and Head of School NR

**Apologies:** Emma Littlewood (EL); Revd Craig Marshall (CM);

**In Attendance:** Trudy Searle (TS) Clerk

*The meeting opened at 6.00 pm*

<b>1</b>	<p><b>Welcome &amp; Apologies</b> RH opened the meeting with a special welcome to RO (new parent governor). Apologies were received from EL and CM. These were consented to. RH advised that CM would be leaving his post at the end of January. All wished him well.</p>
<b>2</b>	<p><b>Meeting administration</b> <b>Declaration of interests:</b> None <b>Determination of any confidentiality matters:</b> None <b>Any other business:</b> None</p>
<b>3</b>	<p><b>Minutes and matters arising from the governing body meeting on 21.09.2022</b> 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><b>Update on actions/matters arising</b></p> <p><u>Governor biogs and photos</u> Remaining biogs and photos to be submitted. <b>Action: AA, SG, RO</b></p> <p><u>Governor vacancies (1 x Foundation)</u> The vacancy remains unfilled. Governors will continue to share details of the role with their networks and the vacancy will be advertised in the parish newsletter.</p> <p><u>Writing interventions</u> SH and SG provided a verbal update. SH had observed all classes in both schools and ran an after school workshop for teachers and TAs which was well received. An ICE on book scrutiny had been completed which showed things had been discussed and implemented. A lot of good things happening - identifying the gaps and a consistent approach.</p> <p><i>Q. Where are the biggest gaps?</i></p>

*A. Spelling, writing stamina and handwriting. This is a national issue. Writing is in the school development plan and SH will be monitoring throughout the year. Been doing a lot of work with Years 1 and 2 and making sure staff get the support they need.*

Parent voice – North Rigton

SG provided a verbal update. Letters of concern were received from two parents on the last day of the summer term. SG took up the role of investigating officer at the start of the autumn term. The investigation resulted in an additional step being included in the behaviour policy for repeated instances - a report card has been introduced to be used as a last resort. Report cards are also used by other schools in the Trust. The parents who raised the concerns were given an apology and the offer of a further conversation. They've formally been advised in writing of the outcome of the investigation. No responses were received from the parents within the specified timeframe.

Governors asked if all parents are being made aware of the new behaviour policy. SG advised this was in hand.

*Q. Would the report card have been used for the behaviour issues raised in the letters of concern?*

*A. Yes*

Wellbeing Survey

SH met with JH and EL to discuss the Trust wellbeing survey the previous week. Waiting to hear from the Trust when the survey will be circulated. SG and SH have produced wellbeing action plans for both schools. These were shared with JH and EL. The key areas of the action plans are linked to the SDP.

Governor Induction

JH volunteered to stand-in for EL as RO's induction buddy.

RPI Policy

SH will produce a summary document for the Fellowship.

Community engagement

SH outlined what had been done at All Saints:

- Before and after school clubs
- Sporting events
- Harvest supper
- Christmas events coming up
- Parents coming in for collective worship and reading
- Baby group on Wednesday mornings

Good to have a family feel in school again after Covid.

SG outlined what had been done at North Rigton:

- A lot more clubs
- Open morning
- Music recital
- Flourishing fortnight
- Parents invited in to school at Christmas

*Q. Could Stay and Play at All Saints be advertised at North Rigton?*

**Action: AA**

AA advised she's also looking into a wider publicity campaign for All Saints to highlight that wraparound care is now available.

All other actions were completed or covered elsewhere on the agenda.

<p>4</p>	<p><b>Committee Updates</b>  <u>Resources Committee (MW)</u>  <u>Papers: Resources committee minutes 08.11.22 + 24.11.22</u></p> <ul style="list-style-type: none"> <li>- 2 meetings held as finance reports weren't available in time for the first meeting</li> <li>- Key points to note on finances:</li> </ul> <p><u>North Rigton</u></p> <ul style="list-style-type: none"> <li>- Increased pay costs resulting from £48k teachers' pay increases plus the Year5/6 supply teacher</li> <li>- Electricity and catering costs up</li> <li>- Currently expect to be £40k over the expected budget, creating a negative cash position of £31k (the school had budgeted a surplus of £9k)</li> <li>- £16k set aside for replacement windows. May need to utilise these funds for other purposes</li> <li>- The key concern is the budget can't sustain another full year of Year 5/6 supply costs. AA advised plans are in place for the situation to change in January 2023. The finance committee and the Trust finance manager are happy the school has the situation under control</li> </ul> <p><u>All Saints</u></p> <ul style="list-style-type: none"> <li>- The deficits of £8k for teaching staff and £39k for support staff are both due to the pay awards, pensions and additional SEN support</li> <li>- Electricity costs up and some changes to catering costs</li> <li>- Currently expect a surplus of £52k rather than the original £76k</li> <li>- The expected high surplus is due to the additional income from last year's pupil numbers as well as a reduction in employee costs for current pupil numbers. Next year the school will be impacted by a reduction in the GAG as a result of this.</li> <li>- The school can weather a one year drop in pupil numbers. No immediate concerns</li> </ul> <p><u>School Development Committee (JM)</u>  <u>Paper: School Development Committee minutes 09.11.22 + Update ToR</u></p> <ul style="list-style-type: none"> <li>- Terms of reference were amended - a quorum is 3 governors plus a member of the SLT. The Resources ToR will also be amended <b>Action: TS</b></li> <li>- The Fellowship Plan update was the main agenda item. Governors were briefed on the 3 priority areas</li> <li>- A number of personnel updates. AA confirmed cover is in place for when the TA leaves All Saints at Christmas</li> </ul>
<p>5</p>	<p><b>Headteachers Report</b>  <u>Papers: HT Report + Summary reporting sheets (ASKO&amp;NR) + SEF&amp;SDP summary + Mike Smit visit report + risk assessments x2</u>  AA highlighted the following points in the HT Report:</p> <ul style="list-style-type: none"> <li>- Admissions September 2023 <ul style="list-style-type: none"> <li>o Currently 5 first place choices at each school, admissions close mid-January</li> <li>o 12 more families shown round All Saints since the report was written</li> <li>o Looking positive at this stage</li> </ul> </li> <li>- Staffing <ul style="list-style-type: none"> <li>o Several new staff this term and settling in well</li> </ul> </li> <li>- Wraparound provision – All Saints <ul style="list-style-type: none"> <li>o The cook has changed her mind about being the wraparound co-ordinator but is continuing doing the role until a replacement is found</li> <li>o The post has been advertised as a manager's role to make it more attractive</li> <li>o One expression of interest received to date</li> <li>o School staff are in school on a rotating basis to provide second adult cover. This is a big commitment from everyone but sticking with it as it makes the school more attractive to new families</li> </ul> </li> </ul> <p>Governors suggested advertising the co-ordinator role at Harrogate College, Leeds Uni and York St John's. It will also be advertised in the North Rigton bulletin and the parish newsletter.</p>

**Action: AA**

Governors are delighted with the success of wraparound care at All Saints but acknowledge this is an additional burden on staff. AA was asked to come back to governors if this gets too much.

- North Rigton
  - o A new TA starts week commencing 5<sup>th</sup> December, working Wed, Thu, Fri in Reception and Year5/6. They're looking to go into teacher training
  - o The level of illness in staff, children and families has had a significant impact - there hasn't been a full complement of staff this term
- Quality of Education
  - o Ofsted don't ask for data, they do want to know systems are in place for filling the gaps
  - o YCST summary data included in the HT report
  - o Ofsted read the IDSR before they visit – this was released the day before the All Saints visit. No significant data in the report because of small cohorts and no data for the past couple of years
  - o Fisher Family Trust data is useful and compares SATs and attendance data with other similar schools. AA and SH are attending FFT training and will brief governors afterwards **Action: AA and SH**
- YCST stakeholder surveys (parents, staff, children)
  - o These have been delayed until next term

Q. Will governors be included?

A. Will ask the Trust.

**Action: AA**

#### All Saints Ofsted inspection

At the time of the meeting, the draft report had been received and no changes had been made. Governors asked staff if they were happy with the judgement. They confirmed they were and they were particularly happy with the wording of the report.

AA added another reason to be cheerful to those listed in the HT report: the flexibility of staff at both schools, i.e. with wraparound care at All Saints and covering absences at North Rigton.

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#### **YCST Update**

RH provided a verbal update from the Chairs meeting the previous week:

- SCA process remains the same for now but may change as some schools in a worse state of repair
- The financial situation is tricky. The Trust is challenged but currently secure. Won't know about any further government funding until January
- Shared conversations between schools about energy savings
- The School Improvement lead is really benefitting Headteachers and Trustees
- The HR Manager came and went. Looking at buying in HR services from NYCC
- The new Estates Manager starts in January
- No suitable candidate for the Safeguarding and Inclusion role – looking at buying in the services of a consultant
- Looking for a governance lead
- Buying into GovernorHub for training, information, document storage and messaging– to be launched in January. Teams will continue to be used for online meetings.
- Safeguarding – Navigate audits going ahead, looking at CPOMS usage at a Trust level, introduced standardised online recruitment checks (online)
- Termly SCR audit to be signed off by Headteacher
- Trust Conference confirmed for 11<sup>th</sup> January at the Cedar Court Hotel (updates, Trust values, Trust development plan, networking)
- David Thornton is the Interim Headteacher at St Aidans. Recruitment underway for

	<p>a permanent HT to start September 2023.</p> <ul style="list-style-type: none"> <li>- Using external consultants to recruit a CEO on the same timeline</li> <li>- There'll be Diocesan and external advisers on both panels</li> </ul>
7	<p><b>Safeguarding</b> No further update.</p>
8	<p><b>Governor visits</b> Link governors were asked to arrange visits for next term and to write up an ICE form for any Christmas events attended.</p> <p>RO was appointed link governor for Years 1 and 2 at North Rigton and a member of the Resources Committee.</p>
9	<p><b>Governor training/ development</b> Governors were reminded to add any training certificates to the folder on Teams or send to TS. The Trust is looking into another New to Governance course next term.</p>
10	<p><b>Governor vacancy</b> Covered under Item 3.</p>
11	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• Allergens</li> <li>• Anti-Bullying (some formatting issues to correct) <span style="float: right;"><b>Action: SG</b></span>  <i>Q. Would parents be informed before an issue becomes serious?</i>  <i>A. This is covered in the behaviour policy.</i></li> <li>• Behaviour</li> <li>• Lone Worker</li> <li>• RPI</li> <li>• School Security</li> <li>• Snow and Ice</li> <li>• Sun Safety</li> <li>• Violence in school  <i>Q. Who's the H&amp;S coordinator?</i>  <i>A. AF</i></li> </ul> <p>All policies were approved.</p>
12	<p><b>Correspondence</b> None.</p>
13	<p><b>Further items determined for discussion at agenda Item 2:</b> None.</p>
14	<p>Next round of meetings (venues tbc):</p> <p>SD Ctee:           Wednesday 8th March, 2pm  Res Ctee:           Thursday 16th March, 4pm  LGB2:               Tuesday 28<sup>th</sup> November, 6pm</p>
15	<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"> <li>• Second Ofsted successfully completed in 6 months</li> <li>• New development plan in place and being worked on</li> <li>• New governor appointed</li> </ul>

The meeting closed at 8.30pm