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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****21 June 2023, 6pm 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 definedEnsure the Headteacher performs their responsibilities for the educational performance of the schoolEnsure the sound, proper and effective use of the school’s financial resources |
| **Present: Sophia Gardiner** (SG) Staff Governor and Head of School NR; **Julia Henry** (JH); **Sarah Honey** (SH) Staff Governor and Head of School, ASKO; **Rosemary Hunt** (RH) Chair; **Helen Laflin** (HL); **Mark Wilkinson** (MW)**Remote attendance on speaker:** **Rebecca O’Connell** (RO);**Apologies:** **Emma Littlewood** (EL); **Joanne McCudden** (JMc) Vice Chair**In Attendance:** **Trudy Searle** (TS) Clerk  |
| *The meeting opened at 6.00 pm* |
| **1** | **Welcome & Apologies**RH opened the meeting. Apologies were received from EL and JMc and these were consented to. EL had provided RH with a number of questions in writing for different agenda items.  |
| **2** | **Meeting administration****Declaration of interests**: None**Determination of any confidentiality matters**: None**Any other business**: 1 item (SG) |
| **3** | **Minutes and matters arising from the governing body meeting on 28.03.2023**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.**Update on actions/matters arising**Governor biog and photo AA to complete next term.Fisher Family Trust data – governor briefingSH was thanked for her update at the School Development committee meeting.Stakeholder surveyCovered under Item 6.NYCC Safeguarding audit – update RH email address **Action: SH**Foundation governor vacancyRH advertised the post in the June village news but no response received.RH is following up a link with the church warden. **Action: RH**The post will also be advertised in the school newsletter. **Action: SH**  |
| **4** | **Committee Updates**Resources Committee (MW) Papers: Resources committee minutes 16.03.23 + 2023/24 BudgetsDue to a change in budget submission dates this year, Governors had given email approval for the Resources Committee to review and recommend the budgets to the YCST board. MW provided an update on the key points to note: ASKO* The budget meets the Trust reserves requirement (i.e. the budget balances by year 3)
* The surplus closing fund figure for this year is due to lagged funding
* There is a projected deficit for years 1 and 2 with a return to a balanced budget in year 3 which is subject to an increase in pupil numbers

*Q. What are the reasons for the increases in salary costs?**A. A combination of pay awards and additional staff numbers due to the move back to 4 classes.**Q. Is there a marketing plan to drive up pupil numbers?**A. Yes, the MAT is producing a marketing strategy.*  North Rigton* The budget meets the Trust reserves requirement
* A deficit closing fund figure this year due to energy and teaching costs
* A projected surplus in years 1, 2 and 3

*Q. Are there any concerns about the small projected deficit position in Year 4?**A. No, the Trust is happy to approve this.* A big thank you to Amanda Foster for her work on the budgets.Trust Central ChargeGovernors noted the increase in the central charge. RH repeated the reasons for this which were included in the Resources Committee minutes, i.e. the increase is for the additional members of the central team at the Trust. As more schools join the Trust this cost is expected to go down. There will be the potential to reduce expenditure over time.*Q. Where’s the gain to the Fellowship schools?**A. Central services were previously bought in. Strategically, the appointment of a central team will make the Trust stronger.* SCA BidsNorth Rigton* £4k received for window replacement work. Quote received for £13k. Have £15k in the budget. Expecting some funds to go back into the budget.

All Saints* Plans previously shared with governors for gazebo / outdoor works
* Purchase order has been signed
* Quote is within budget and remaining funds will be used on outdoor resources

Energy Efficiency GrantThe MAT is deciding next week how the funds will be allocated. All Saints is planning to upgrade to LED lighting. LED upgrades have already been made at North Rigton. MW and Amanda Foster have made representations to the Trust for NR to not be penalised for prudent investment decisions in the past. Staff numbers/structure Governors asked for a simple overview of staff numbers and staffing structures to be circulated with the papers for the first LGB meeting next term. **Action: SG/SH**School Development Committee (RH)Paper: School Development Committee minutes 09.03.23MW and RO were the only governors who weren’t at the meeting. Both confirmed they’d read the papers and had no questions. |
| **5** | **Headteachers Report**Paper: HT Report SG and SH produced the HT report. They highlighted the following points:Admissions* All Saints: 12 confirmed for September, possibly 1 more and a deferred entry to next year
* North Rigton: 16 confirmed for September, 1 over PAN as twin siblings in another class

StaffingAll Saints* The shared school administrator on long term absence has resigned. Waiting until September before deciding how to fill the post (i.e. increase existing staff hours or advertise)
* A TA working 3 days a week providing 1:1 support for an EHCP pupil has resigned. Moving to a teacher’s post elsewhere. Will cover in-house or appoint.
* A TA working 2 days a week has come to the end of their contract.
* Staffing structure agreed for next year:
	+ Reception: Miss Brown + Mrs Jackson for 1 day
	+ Years 1&2: Miss Cromack + Mrs Jackson for 1 day
	+ Years 3&4: Mr Anderson
	+ Years 5&6: Mrs Honey + Mr Rodriges
	+ No changes to support staff, apart from EHCP 1:1s across Key stage 1 doing interventions in the afternoons

North Rigton* A TA on long term absence is expected to return in September
* The administrator at St Peters is providing administrative support
* In the process of applying for an EHCP for a pupil who’s currently receiving full time 1:1 TA support
* Also have a part time supply TA for an EHCP pupil in reception
* Another full time supply TA has been appointed for next year
* Classing structure remains the same
* Miss Burns has been appointed as teacher for the Years 1&2 class

*An observation was made about the lack of male staff next year.*SEN All Saints* No major changes

North Rigton* One child in reception in September will need 1:1 support, assessed as a flight risk – will apply for an EHCP
* 3 children will need 1:1 support next year

*Q. Is security an issue for the new child in reception?**A. Detailed discussions have been had with the nursery to understand the issues and prepare for next year.* Adviser Visits Papers: Mark Colborn NR visit report, May 2023 + Mike Smit visit report, ASKO, June 2023 Both visits focused on writing and reflected progress. Writing continues to be an area of focus. All Saints* Lessons well structured
* Would like to see more free writing, for children to develop stamina
* SH will continue to lead on writing across both schools
* New writing journals have been purchased for children to write in for enjoyment

North Rigton* MC and SG did joint learning walks in Years 3&4 and Years 5&6 (supply teacher in Years 1&2)
* Children need to build up writing stamina
* Years 3&4 need to focus on spelling and handwriting

Curriculum* Both schools moderated for Key Stage 1 assessments earlier in the week
* The Development Plan will have a slightly different focus next year

*A governor made positive comments about the range of extra-curricular activities.**Q. Who will be leading on sport at North Rigton in September?**A. Harrogate Town will be in school one afternoon per week and will also run an after school club and the sports day. Mr Anderson will also be running clubs. Competitions will continue with Sporting Influence. There will be yoga and dance clubs at both schools.**Q. Why are Sporting Influence only being used for competitions?**A. This was a cost decision.**Q. Are there plans for more extra-curricular activities/trips at North Rigton?**A. Looking to have more Fellowship teams. Need to remember staff already have a lot of commitments.*Behaviour and AttitudesAll Saints* No issues to report

North Rigton* Child who was excluded has been successfully re-integrated
* One Key Stage 2 child continues to receive 1:1 support – the EHCP application is being reviewed in August
* A parental complaint dealt with appropriately and a response sent the previous day

Attendance and PunctualityNorth Rigton* Having a push on attendance as some parents are becoming quite lax
* Attendance information will be included in the email that goes out with end of year reports

Personal Development* Positive to note a 100% uptake of school meals in Key Stage 1 at North Rigton

*Q. Is the 50% uptake of school meals at All Saints a concern?**A. No, packed lunches have always been more popular in the current Year 6.* Leadership and ManagementBoth schools have received the draft safeguarding reports from Navigate. Most actions have already been completed.SH and SG were thanked for their report and update which provided a good comparison between the two schools.  |
| **6** | **YCST Update**Paper: YCST 2023/24 governance calendarRH provided an update from the last Chairs’ meeting:* Jane Goodwin is visiting all schools in the Trust and will attend the next Fellowship LGB meeting on 12th July (the governor skills audit will be an area of focus)
* The DfE is supportive of the Trust growing further and due diligence is being carried out for 2 more schools
* The Trust is aware of budget constraints in all schools
* Governors encouraged to read ‘Building Stronger Trusts’ (to be circulated) **Action: RH**
* Looking at streamlining the format of Headteacher’s and Chair’s reports
* Looking at a more consistent approach to Headteacher performance management across the Trust – the cycle will start earlier next year
* Looking at a common Headteacher job description

TS provided an update from the Clerks’ meeting* The Trust is expanding the use of GovernorHub next year and moving away from Teams

Governors confirmed they’ve no issues accessing papers on GH but noted a lot of historic documents are on Teams. Helen Bouton will be asked if these can be transferred to GH.**Action: TS**Paper: Stakeholder SurveyTo put the results into context it was noted only 3 staff completed the survey at All Saints and 9 at North Rigton. Also the data is 6 months old. Some children didn’t understand the questions (e.g. double negatives). Headteachers have agreed the questions need to be reviewed and staff should be given time to complete the questionnaire. The format of the survey is being reviewed at Trust level.*Q. Governors expressed concerns about the feedback from North Rigton pupils and staff and asked if it was a particular group of staff that had concerns.**A. Can’t determine if it’s a particular group of staff as the survey is anonymous. No issues have come out of performance management reviews. All staff have been emailed to reassure them about the open door policy. Have half termly meetings and there’s a box in the staff room for any anonymous comments and this has never been used. There was a lot of uncertainty in school in January and the school is in a much better place now. Need to determine if it’s a ‘January’ issue or something that’s ongoing.**Q. Some children have responded to say they don’t feel safe in school.* *A. This could be how the question was posed. Also need to remember nothing was raised in the Ofsted or safeguarding reports.* *Parents responses about behaviour were also noted.* *Governors discussed whether there was anything they could do to get more feedback, including attending parents evenings. Will review again in September and await feedback on the Trust’s review of the survey.* |
| **7** | **Safeguarding**Paper: North Rigton Safeguarding Report (Navigate)Noted. Covered under item 5.  |
| **8** | **Governor visits**ICE forms reviewed by school development committee. |
| **9** | **Governor training/ development** * Governors were reminded about the Key resources on GovernorHub
* Safeguarding training will be on GovernorHub this year – waiting for the training to be updated with this year’s KCSIE guidance.
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| **10** | **Governor Vacancy**Covered under Item 3.  |
| **11** | **Policies**None to approve. |
| **12** | **Correspondence**None. |
| **13** | **Further items determined for discussion at agenda Item 2:**SG item not urgent – carried forward to the next meeting. **Action: SG** |
| **14** | **Meeting dates for 2023/24:**The draft dates below were circulated before the meeting. A request was made to move 2 school development committee meetings from a Thursday to a Wednesday. Both committees will be asked if they’re happy to swap the days of the highlighted meetings below:LGB1:                Wednesday 20th September, 6pm**Res Ctee:          Wednesday 8th November, 4pm****SD Ctee:           Thursday 9th November, 2pm**LGB2:                Thursday 30th November, 6pm**Res Ctee:          Wednesday 28th February, 4pm****SD Ctee:            Tuesday 5th March, 2pm**LGB3:                Wednesday 20th March, 6pmRes Ctee:           Thursday 9th May, 4pmSD Ctee:            Wednesday 12th June, 2pmLGB4:                Thursday 20th June, 6pmLGB5:                Wednesday 10th July, 6pmFinal dates will be agreed at the next LGB meeting in July. **Action: RH** |
| **15** | **Date and time of next meeting**LGB 5: Wednesday 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?* Budgets approved
* Successful Key stage 1 moderation in both schools
* Both schools functioning well in AA’s absence
* Teacher and TA appointments made for September

Governors ended by wishing AA well in her recovery and they look forward to seeing her back in school.  |

The meeting closed at 8pm