

	<div style="text-align: center;">  THE FELLOWSHIP OF ALL SAINTS KIRKBY OVERBLOW AND NORTH RIGTON CHURCH OF ENGLAND PRIMARY SCHOOLS Meeting of the Governing Body at All Saints Primary School and on Teams 12 June 2024 5pm </div>	
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	
<p>Present: Joanne McCudden (JMc) Chair of Governors; Sophia Gardiner (SG) Staff Governor and Head of School NR; Sarah Honey (SH) Staff Governor and Head of School, ASKO; Julia Henry (JH); Rosemary Hunt (RH) Vice Chair; Helen Laflin (HL); Rebecca O'Connell (RO) on Teams; Fiona Parish (FP); Mark Wilkinson (MW)</p> <p>Apologies: Emma Littlewood (EL); Stroma McDermott (SMc)</p> <p>Absent: Milena Vjestica (MV)</p> <p>In Attendance: Clare Dowson (CD) YCST CFO; Amanda Foster (AF) Trudy Searle (TS) Clerk, NYC</p> <p>From 6pm: Jane Goodwin (JG) YCST CEO; Jane Turner (JT) Headteacher Pannal;</p>	
<i>The meeting opened at 5.00 pm</i>	
1	Welcome & Apologies JMc opened the meeting. Apologies were received from EL and SMc, and accepted. MV was absent without consent.
2	Meeting administration Declaration of interests: MW is a member of the YCST strategic resources committee. Determination of any confidentiality matters: None. Any other business: None.
3	<p>Minutes and matters arising from the governing body meeting on 20.03.2024 These were agreed as a true record for the Chair to sign and a copy to be filed in each school and posted on the school website.</p> <p>Update on actions/matters arising <u>Governor Training</u> SH advised that GovernorHub records were up to date apart from MV's. It's understood MV has completed the training but just not updated GovernorHub. JMc will follow this up. Action: JMc</p> <p><u>All Saints School House</u> This continues to be monitored by the Resources Committee. CD confirmed the Trust is aware the rent doesn't cover maintenance costs.</p> <p><u>Confidential minutes</u> JMc confirmed she'd approved these and a copy would be shared when the matter was finalised.</p>

4	<p>Resources Committee <u>Paper: Committee minutes 09.05.24</u> MW highlighted the following points from the Period 7 reports:</p> <ul style="list-style-type: none"> - North Rigton – ongoing long term staff absences resulted in a fluctuating deficit and the reserves figure going below the minimum level this year. With new teachers coming on board the situation is in the process of being resolved. - All Saints – a large deficit due to low pupil numbers (35 below capacity), however numbers are improving moving forward. AF also noted the cost base has been reduced. <p><u>Papers: Period 9 Summary and Detailed Reports</u> AF highlighted the following points:</p> <ul style="list-style-type: none"> - North Rigton – Started the year with a balanced budget. Staffing costs continue to be the biggest challenge. The deficit is currently £37k and expect to be at this level / slightly lower at the end of the year (£29k in Period 7). Will go into the reserves by £3-4K. This is better than anticipated. - All Saints – Started with a large deficit of £59k. Staff absence money starting to come in. The current deficit is £81k and this will only reduce slightly by the end of the year. <p><u>Papers: 4 year budgets</u> AF highlighted the following points:</p> <ul style="list-style-type: none"> - North Rigton – some savings on teachers’ salaries as new teachers are on lower salaries than those who’ve left. Little change in support staff (a couple leaving). Income based on 14 new children in Early Years (possibly 15). Red Kite fees increased slightly. EHCPs – some in place + new applications submitted + potentially more to do. No catering income as outsourced to Aspens. Potential for small savings if utility costs come down. Budgeted for a fixed fulltime contract in Year5/6 and part time after that to cover SG’s leadership time. Overall a balanced budget. <p>CD added that an assumption of 4.5% had been made for the teachers’ pay award.</p> <ul style="list-style-type: none"> - All Saints – 15 new children in Early Years. Wraparound fees increased. No current EHCPs but potential for some. Will continue to operate with a deficit until Years 3 and 4 of the budget when funding for higher pupil numbers starts to filter through. A teacher is going on secondment to NR, their contract will be retained by ASKO and they will return in Year 3. TA vacancies will be filled by pm contracts to include wraparound care cover. Looking into accessing additional funding for wraparound care. <p><u>The budgets were unanimously accepted.</u></p> <p>Governors thanked AF, SG and SH for their excellent work on the budgets and also thanked Trust colleagues for their support.</p>
5	<p>School Development Committee <u>Paper: Committee minutes 29.02.24</u> JMc highlighted the following points:</p> <ul style="list-style-type: none"> - Staffing at North Rigton was a key issue. Pleased to report that since then interviews have taken place and vacancies are being filled. - Writing was the key area of focus in the Fellowship Development Plan update. <p><i>AF left the meeting.</i></p>
6	<p>Heads of Schools Report <u>Paper: Headteacher report</u> SG and SH highlighted the following points: <u>School Context</u></p>

- North Rigton – a Year 3 child has moved to another school because of travel time. Another Year 3 child has joined. Currently 12 first choices for September (PAN15).
- All Saints – 5 new children in Year 3 from another school (now a class of 28). One child moving from private school to Year 1. Currently 14 first choices for September + 1 application expected over the Summer (PAN 15). Also likely to have a further child moving to the village which will be an 'Accepted Appeal' and take the intake to 16. Looking at 9-10 siblings joining the school the following year.

HL joined the meeting

Staffing

- The new administrator working across both schools has settled in really well
- All Saints – the HLTA in Sun Class passed QTS in April and will be an EQT from September
- 1 TA on long term sick, the Trust is providing support with attendance management
- North Rigton - Aspens staff both resigned, a difficult decision for them and sad to see them go. Aspens will recruit for these posts.

SEN

- North Rigton – additional support needed for child in reception. Looking to do EC-HARS for 2 other children and collating evidence.
- All Saints – 3 new Year 3 children identified as requiring SEN support. 2 pupils receiving external support from SEND hub. One SEND pupil transferring to high school and supporting parents with transition.

Quality of Education

- A continued focus on writing in both schools
- 2 Mike Smit visits planned for the Autumn term
- Hoping to train all staff in adaptive teaching
- SG and SH attending metacognition training
- Well underway with assessments
- Key Stage 1 doing optional SATs across the Trust
- Year 6 writing being moderated at North Rigton
- All Saints – excellent feedback received from the LA SATs moderator
- AA or SH will attend the Diocesan conference in the Autumn term
- All Saints not on the SIAMS list for 2024/25
- With new appointments at North Rigton, subject advocate roles will be shared out more

Behaviour

- North Rigton – 3 children on a behaviour plan, SG has spent a lot of time with 11 agencies to ensure support is in place, support provided in school reviewed every couple of weeks and allocated according to need

JG and JT joined the meeting

Q. Is this regular re-allocation of support staff manageable in the long term?

JG advised she was lobbying at local and national levels and also requesting a meeting with the LA to discuss how the Trust can work with them.

- All Saints – done a lot to manage behaviour, a relentlessly consistent approach which all staff need to be signed up to

Attendance

Papers: draft policies for Pupil Attendance for both schools + draft letter to parents

- Policy attached for governors to note before going to the Trust for approval
- Significant changes being introduced by the DfE in August – letters going out to parents the week before the end of term
- North Rigton - Attendance Pathway is being used to support one child who has an attendance circa 50%. Improvements being seen but will take time

Personal Development

- A lot going on this term!
- Struggling to have enough adults to accompany trips (less parents available because of work commitments), not had to cancel any as yet. A list of trips will be circulated to

	<p>governors</p> <p style="text-align: right;">Action: SG</p>
7	<p>YCST Update</p> <p><u>Leadership plans for the Fellowship</u></p> <p>JG provided the following update:</p> <p>SG and SH have been doing a fantastic job in AA's absence and JT has been providing informal support during this time. This support is being formally recognised by the Trust and JT has been appointed Exec Headteacher. This arrangement will be in place until 31 Dec 2024 and will be reviewed during the autumn term. Governors at Pannal are supportive. No public announcements are being made. JT will come into the Fellowship schools if requested by SG and SH. If parents ask about the Headteacher arrangements, they will be advised that SG and SH have access to an Executive Headteacher. This arrangement will enable a phase return for AA when she is ready to come back.</p> <p><i>Q. Have parents raised any concerns about the current leadership arrangements?</i></p> <p><i>A. No</i></p> <p><i>Q. Will there be financial implications to the Fellowship budgets?</i></p> <p><i>A. No</i></p> <p>Governors thanked JG and JT for their support.</p> <p><u>Paper: Local Governance and Scheme of Delegation Review, April 2024</u></p> <p>JG advised the first phase starts in September. The objective is to work towards a common constitution across the Trust and there will be no 'cliff edges'. In a listening phase at the moment and will be discussed at the next Chairs' meeting.</p> <p>This was followed by a discussion about moving away from committee meetings to LGB meetings only. JT shared details of the current model at Pannal where they have 6 LGB meetings a year with a mix of 'in person' and Teams meetings. It's assumed governors have read the Headteacher's report and questions are invited beforehand and at the meeting. JG advised that the Trust is looking at more consistency with Headteacher reports.</p> <p><i>JG left the meeting</i></p> <p><u>Papers: TLG Group finance presentation, April 24 + Changes to reserves policy + Reserves impact report</u></p> <p>CD provided the following update:</p> <ul style="list-style-type: none"> - The presentation was given to Trust leaders in April - YCST currently holds reserves equivalent to a large MAT, and YCST is a medium MAT - The ESFA have advised a 20% reserves figure is too high - The YCST Board has considered the options and agreed to adopt a pooled reserves model from 2025 where every school budget will start at zero at the beginning of the year. In 2024/25 there will be a hybrid model. The Fellowship won't be affected until 2025. <p><i>Q. How have schools reacted to this change?</i></p> <p><i>A. Really positively, it's seen as the right next step.</i></p> <p><i>Q. Are there any disadvantages?</i></p> <p><i>A. If a school receives a windfall, more consideration will need to be given to how the funds can benefit the Trust.</i></p>

	Governors noted this was a good next step and the right time to do it.
8	Safeguarding Covered in the Headteacher's report.
9	Governor visits <u>Papers: ICE Forms:</u> <u>NR Apples, 26.04.24 RH</u> ○ A good visit and progress being made. <u>NR SEND, 29.04.24 JMc</u> <u>ASKO SEND, 9.05.24 JMc</u> Noted.
10	Governor training/development Governors were reminded of the Annual Governor Conference on Wednesday 26 June from 18:00 - 20:00 at Christ Church, Harrogate. JMc, RH and FP advised they would be attending.
11	Policies <ul style="list-style-type: none"> - Pupil Attendance All Saints (draft for Trust approval) - Pupil Attendance North Rigton (draft for Trust approval) - Missing Child Procedure (with name change identified as an action at the last meeting) Noted.
12	Correspondence None.
13	Further items determined for discussion: None.
14	Meeting dates for 2024/25: Draft LGB meeting dates: LGB1: Wednesday 25th September, 5pm LGB2: Wednesday 27th November, 5pm LGB3: Wednesday 19th March, 5pm LGB4: Wednesday 11th June, 5pm LGB5: Wednesday 9 July, 5pm Dates will be agreed at the next LGB meeting and a further discussion will be had about committee meetings.
15	Next LGB meeting: Tuesday 9 July, 2pm at All Saints
16	What impact have we had since the last meeting on the achievement and wellbeing of pupils and staff in our schools? <ul style="list-style-type: none"> - New teachers appointed at North Rigton - SATs went well in both schools - Years 5 and 6 had an amazing activity week - Positive external feedback received for both schools

The meeting closed at 7.06pm