
 THE FELLOWSHIP OF ALL SAINTS KIRKBY OVERBLOW AND NORTH RUGHTON CHURCH OF ENGLAND PRIMARY SCHOOLS Meeting of the Governing Body at All Saints Primary School 20 March 2024 6pm at tbc	
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: Joanne McCudden (JMc) Chair of Governors; Amber Andrews (AA) Headteacher; 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); Emma Littlewood (EL); Rebecca O'Connell (RO); Milena Vjestica (MV); Mark Wilkinson (MW) Absent: Fiona Parish (FP) In Attendance: Trudy Searle (TS) Clerk, NYC, Amanda Foster (AF) for Item 2 only	
<i>The meeting opened at 6.00 pm</i>	
1	Welcome & Apologies JMc opened the meeting. FP was absent without apologies.
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: <u>SLT proposal</u> – discussion recorded separately in confidential minutes. <i>SG and SH left the meeting for this item.</i> <i>7.10pm AF left the meeting, SG and SG re-joined the meeting.</i>
3	Minutes and matters arising from the governing body meeting on 30.11.2023 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. Update on actions/matters arising <u>Mandated governor training (Safeguarding, Cyber Security, Data Protection)</u> TS advised some governor training needed updating. Training links will be sent to governors together with guidance on where to save certificates. Action: TS/All Gobs <u>Headteacher performance management</u> JMc had asked Jane Goodwin for guidance. <u>Update on training for governors</u> TS provided the following update: <ul style="list-style-type: none"> - YCST Annual Governor Conference taking place on Wed 26 June, 6pm to 8pm at Christ Church, Harrogate. A focus on Equality, Diversity and Inclusion + launch of the Trust's new governance framework - SIAMS training planned for the Summer term. AA confirmed all governors would be invited to this.

	<ul style="list-style-type: none"> - The Trust is reviewing how mandated training is delivered.
4	<p>Committee Updates <u>Resources Committee</u> <u>Paper: Committee minutes 28.02.24 (RH)</u> RH highlighted the following points:</p> <ul style="list-style-type: none"> - All Saints - remainder of energy funding going towards school house upgrades - All Saints – reception numbers looking positive with 15 first choices - North Rigton - the Trust is fully supportive of the measures that have been put in place to ensure stability and continuity with staffing - All Saints school house – a lot of work needed to bring the house up to the minimum EPC level for rental purposes which is being paid for from rental income <p>This led to a discussion about whether governors have the expertise to continue having oversight of the school house or whether the Trust is in a better position to do this. This will be added to the agenda for further discussion at the next resources committee meeting.</p> <p style="text-align: right;">Action: TS</p> <ul style="list-style-type: none"> - North Rigton School House Fund - JMc awaiting 3 quotes for the IT equipment <p><u>School Development Committee</u> <u>Paper: Committee minutes 29.02.24 (JMc)</u> JMc highlighted the following points:</p> <ul style="list-style-type: none"> - Writing is a key focus in the development plan, each class has identified its own priorities, some useful MAT training, Writer of the Week has been rolled out across the Fellowship. - A personnel update was provided for each school and a further update included in the Headteacher's report. - The PTA bank account has been closed down. Events and activities will continue on an informal basis.
5	<p>Headteachers Report <u>Papers: Headteacher's Report, Mike Smit visit report (5 Mar), Lee Talbot visit report (22 Feb)</u> AA highlighted the following points from the HT report:</p> <p><u>Context</u></p> <ul style="list-style-type: none"> - Reception numbers for September 2024: All Saints 15 first choices; North Rigton 13 first choices - 6 children shown round All Saints that week and all likely to start in the Summer term (Years 1 and 3) <p><u>Staffing</u></p> <ul style="list-style-type: none"> - 2 candidates interviewed for the school administrator's role across both schools and an appointment made. The successful candidate will take up post as soon as the recruitment formalities have been completed. - All Saints <ul style="list-style-type: none"> o Wraparound care – gap now filled and teacher cover no longer needed - North Rigton <ul style="list-style-type: none"> o Continue to receive support from HR and Occupational Health for absent staff, supply is in place for as long as needed o SG will take over the SENDCo role after Easter o The Year 1/2 teacher is leaving (teaching) at the end of the Summer term and the post is being advertised <p><i>Q. When the overall recruitment need for September is known, can we advertise for a SENDCo?</i> <i>A. This could be an option.</i> <i>Governors noted the Fellowship employs a lot of staff and this is a big demand on the leadership team. AA advised that the team feels well supported by the Trust.</i> <i>Q. Is North Rigton receiving funding for all SEND children?</i> <i>A. 3 more EHCP applications are being completed.</i></p> <p><u>Pupi Premium</u></p>

	<ul style="list-style-type: none"> - No change <p><i>Q. Is Pupil Premium funding being used to employ TAs?</i> <i>A. Yes.</i></p> <p><u>Curriculum</u></p> <ul style="list-style-type: none"> - Both schools are benefiting from working together on writing. Mike Smit noted a significant improvement in writing in his report. <p><i>Q. Do you agree with MS' comment about 'grow-blossom-flourish' being included in the stages of writing?</i> <i>A. Yes, more can be done and this will be documented.</i></p> <p><i>Q. Is 'grow-blossom-flourish' included in the maths curriculum?</i> <i>A. Yes along with other schemes.</i></p> <p><i>Q. Writing progress from Autumn to Spring isn't as strong as in other subjects. Are there any specific writing issues with SEND children?</i> <i>A. Children with specific needs have been identified. Writing is very evidence based and assessments tend to be left until nearer the end of the year.</i></p> <p><i>It was positive to note Mike Smit had observed that SEND children couldn't be identified in the lesson. Governors agreed his report was positive and congratulated the leadership team.</i></p> <p><u>Attendance and Punctuality</u></p> <ul style="list-style-type: none"> - DfE guidance 'Working together to improve school attendance' (Feb 2024), circulated with the meeting papers. This will also be sent to parents. - The Trust safeguarding lead is leading the implementation of the new guidance to ensure consistency (including the issuing of fines). - All Saints - a letter has been drafted to parents to let them know of the changes (the letter won't refer to fines). Parents with children who have attendance below 90% will be invited in for a discussion. - North Rigton – letters already sent to parents <p><i>Q. What will happen with children with persistence absences?</i> <i>A. There is 1 child at North Rigton. The Children Missing in Education team has been advised, an attendance pathway is in place and attendance is improving.</i></p> <p><i>Q. What about children with mental health problems?</i> <i>A. A plan will be agreed with parents. The schools know their families well and will work closely with them.</i></p> <p><u>Personal Development</u> <i>Governors noted the incredible number of clubs, and thanked and congratulated staff on this outstanding achievement.</i></p> <p><u>Reasons to be Cheerful</u></p> <ol style="list-style-type: none"> 1. the breadth and depth of extra-curricular offers across both schools 2. the skills and abilities of the leadership team 3. the return of the headteacher <p>Governors were reminded about the All Saints Easter Play, at All Saints Church, 21.03.24, 2pm.</p> <p><i>EL and MW gave their apologies and left the meeting.</i></p>
6	<p>YCST Update No update.</p>
7	<p>Safeguarding Covered in the Headteacher's report.</p>
8	<p>Governor visits <u>Papers: ICE Forms:</u></p> <ul style="list-style-type: none"> - Jupiter, 21.02.24 (JH) - Wellbeing, ASKO, 02.03.24 (JH) - Mars, 12.03.24 (RO)

	<ul style="list-style-type: none"> - Easter celebration, NR church 18.03.24 (HL) <p>Noted.</p>
9	Governor training/development Covered under Item 3.
10	Policies for approval <ul style="list-style-type: none"> - Child Protection, North Rigton - Mobile phone (to include reference to schools trips) <p><i>Q. Do staff have access to lockable storage for mobile phones?</i> <i>A. No, this isn't an issue</i> <i>Other points raised included who are classed as 'visitors' and work needs to be done to raise awareness amongst parents about not using mobile phones in school.</i></p> <ul style="list-style-type: none"> - Admissions - Events Procedure - First Aid - Intimate Care - Missing Child <ul style="list-style-type: none"> o <i>staff name needs changing</i> - Parent and Visitor Conduct - RHE <ul style="list-style-type: none"> o <i>values tree for All Saints needs to be included</i> - RPI - School house <p><i>Q. Is it possible to have tracked changes included in the future?</i> <i>A. If there's any more than a name or date change, the change will be highlighted.</i> Policies approved subject to the changes above Action: SG/SH</p> <p><u>Paper: DfE Guidance: Working together to improve school attendance</u> Noted and discussed under item 5.</p>
11	Correspondence None.
12	Further items determined for discussion: None.
13	Meeting dates for 2024: <p>Res Ctee: Thursday 9th May, 4pm (SG will attend on Teams) SD Ctee: Wednesday 12th June, 2pm LGB4: Thursday 20th June, 5pm (SG will attend on Teams) LGB5: Wednesday 10th July, 5pm</p>
14	Next LGB meeting: Thursday 20th June, 5pm, All Saints (SG will attend on Teams)
15	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"> - Writing is improving - North Rigton – despite staffing challenges, have a stable staff team and children are getting what they need - Positive reports from Mike Smit and Lee Talbot - Strong reception numbers for September

The meeting closed at 8.30pm