

	<div style="text-align: center;">   <b>THE FELLOWSHIP OF ALL SAINTS KIRKBY OVERBLOW AND NORTH RIGTON CHURCH OF ENGLAND PRIMARY SCHOOLS</b>   <b>Meeting of the Governing Body</b>  <b>20 September 2023, 5pm at All Saints School</b> </div>	
<b>MINUTES – Approved for circulation</b>		

<b>Governing Body Core Functions</b> 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	
<b>Present:</b> Amber Andrews (AA) Headteacher, 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) Vice Chair; Helen Laflin (HL); Joanne McCudden (JMc) Chair of Governors; Rebecca O'Connell (RO); Fiona Parish (FP); Milena Vjestica (MV); Mark Wilkinson (MW) <b>On Teams:</b> Emma Littlewood (EL) <b>Apologies:</b> All governors present. <b>In Attendance:</b> Trudy Searle (TS) Clerk, NYC	
<i>The meeting opened at 5.00 pm</i>	
<b>1</b>	<b>Welcome &amp; Apologies</b> RH opened the meeting with a special welcome to Milena Vjestica (new Foundation governor) and a warm welcome back to Amber Andrews. Fiona Parish joined the meeting later (new Co-opted Governor). Introductions were made. There were no apologies. All Governors were present.
<b>2</b>	<b>Election of Chair and Vice Chair</b> <b>Chair:</b> Joanne McCudden was proposed, seconded and duly elected. <b>Vice Chair:</b> Rosemary Hunt was proposed, seconded and duly elected.  Rosemary was presented with a bouquet of flowers as a mark of appreciation for her tireless support to senior leaders and the school during her time as Chair of Governors.
<b>3</b>	<b>Meeting administration</b> <b>Declaration of interests:</b> None <b>Determination of any confidentiality matters:</b> None <b>Any other business:</b> None
<b>4</b>	<b>Annual governor declarations and confirmations</b> Governors were reminded to complete the following declarations/confirmations on GovernorHub: <ul style="list-style-type: none"> <li>• Declaration of Interests</li> <li>• Governor Code of Conduct</li> <li>• Hospitality and gifts register</li> <li>• Keeping Children Safe in Education 2023</li> </ul> <div style="text-align: right;"><b>Action: All Governors</b></div> <u>Safeguarding Training</u> Governors were reminded to complete the latest training (via link on Governor Hub)

	<p>SG and SH will send their certificates to TS to include in governor docs on Governor Hub. <b>Action: All Governors</b></p> <p><u>Paper: YCST Governance Calendar 2023/24</u> Noted.</p>
5	<p><b>Minutes and matters arising from the governing body meeting on 12.07.2023</b> These were agreed as a true record for JM 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> <u>Governor induction</u> EL will contact MV and FP to discuss governor induction. <b>Action: EL</b></p> <p><u>Governor training</u> TS will check whether training is up to date for everyone re Data Protection, Cyber and GDPR. <b>Action: TS</b></p>
	<p><b>Headteachers/Base Leaders Verbal Update</b> AA highlighted the following points:</p> <p><u>Reception numbers</u> - ASKO=13 (possibly 1 more to come); NR=16 (both schools have a PAN of 15)</p> <p><u>Fellowship Development Plan</u> - AA, SG &amp; SH meeting Mark Colbourn &amp; Jane Goodwin next week to agree FDP targets - 3 main areas of focus: writing, CPD, new trust-wide teaching &amp; learning principles</p> <p><i>Q. Will the new T&amp;L principles mean a big shift for the Fellowship?</i> <i>A. No, there won't be anything that hasn't already been touched on. The new T&amp;L principles will be shared at the next LGB meeting.</i> <b>Action: SG&amp;SH</b></p> <p><u>Subject Leadership</u> - Some subjects will have a subject leader in each school, other subjects will have a subject leader across both schools. - Further details will be provided at the next LGB meeting.</p> <p><i>Q. Will it be manageable to free up time for staff to work across both schools?</i> <i>A. Going to try our best.</i></p> <p><u>Pupil Admission Numbers 2024/25</u> <b>Governors unanimously approved a PAN of 15 again for each school.</b></p> <p><u>QTS Support</u> A recommendation was put to governors to fund a QTS programme for Mr Rodrigues. It was noted he will continue to be employed as an HLTA for the full academic year.</p> <p><i>Q. Does the school have the capacity to support Mr Rodrigues to achieve his QTS?</i> <i>A. Yes.</i> <i>Q. Will Mr Rodrigues be asked to commit to stay with the Fellowship after the end of this academic year?</i> <i>A. No, as the school is unable to make a commitment to Mr Rodrigues that a position will be available.</i> <b>Governors unanimously approved a spend of £2.5k for Mr Rodrigues to complete a course at Leeds Trinity to achieve his QTS this academic year.</b></p> <p><i>FP joined the meeting and introductions were made.</i></p>

	<p><u>Complaints Appeals Panel</u>  <u>Paper: Recommendations from the panel hearing on 6 September 2023</u>  An action plan has been produced and will be shared with governors at LGB meetings this year. AA thanked governors who were involved on the panel and SG for her input to the process. This had been a difficult time for all involved. JM advised she would also follow up on the action plan in termly SEND meetings.</p> <p><u>Staffing</u>  <u>Paper: Staffing structure September 2023</u>  AA advised that significant changes were made to the staffing structure over the summer. SG, SH and Amanda Foster worked extremely hard to make sure both schools were fully staffed for the start of term. Key points to note:</p> <ul style="list-style-type: none"> <li>- A part-time administrator with previous experience in schools has been appointed across both schools. The appointment was made through a recruitment agency which meant costs were incurred but the appointment is working out well.</li> <li>- A part-time TA at ASKO resigned over the summer. Tried to recruit on 3-4 occasions. 2 qualified teachers are currently providing classroom and wraparound support across both schools on a supply basis. Also looking at other options.</li> </ul> <p><i>Q. What are the issues with trying to recruit?</i>  <i>A. Not many applications and applicants without the right experience.</i></p> <ul style="list-style-type: none"> <li>- The Reception teacher at NR resigned from her leadership roles and SG has agreed to take these on. SG is now in school Monday, Tuesday, Wednesday all day + Thursday and Friday mornings. SH will be at NR Friday afternoons.</li> </ul> <p><i>Q. What about the DSL role?</i>  <i>A. SG has taken this on. SG and SH will deputise for each other. Jane Goodwin has confirmed that SH can cover the DSL roles at both schools in SG's absence.</i></p> <ul style="list-style-type: none"> <li>- Had to find temporary cover for NR Reception. The HLTA who left last term, who is a qualified teacher, has agreed to come back until at least October half term. Parents have been advised the permanent teacher will be off for at least 3 weeks.</li> <li>- The part time Year 5/6 teacher at NR is off sick. An experienced full time supply teacher has been taken on and is currently being supported by SG.</li> <li>- A permanent Year 1/2 teacher started this term at NR and is already proving to be an asset to the school.</li> </ul> <p>AA advised she would be taking a period of absence later in the term and that SG &amp; SH would cover her leadership role as they had done in the spring and summer terms. Jane Turner (Pannal) and Jane Goodwin will also be providing support.</p> <p><i>Q. Will the school receive any financial support for the supply costs?</i>  <i>A. Spending more than budgeted but a proportion will be covered by absence insurance.</i></p> <p>Governors agreed there'd been a lot of staffing challenges and thanked all involved for doing a great job.</p>
7	<p><b>Committees 2023/24</b>  <u>Papers: Terms of reference for School Development Committee and Resources Committee</u>  Approved.</p> <p><u>Appointment of committee members</u>  Membership agreed as follows:</p> <ul style="list-style-type: none"> <li>- Resources - AA, SG, SH, RH, JM, RO, MW</li> <li>- School Development - AA, SG, SH, HL, EL, JH, JM, FP, MV</li> </ul>

	<ul style="list-style-type: none"><li>- Headteacher Performance Management – JM, RH and Mike Smit</li><li>- 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.</li></ul>																															
8	<p><b>Link Governors and Specific Responsibilities for 2023/24</b> Agreed as follows:</p> <table><tr><td></td><td><b>All Saints</b></td><td><b>North Rigton</b></td></tr><tr><td>Reception</td><td>Helen Laflin</td><td>Rosemary Hunt</td></tr><tr><td>Years 1&amp;2</td><td>Milena Vjestica</td><td>Rebecca O’Connell</td></tr><tr><td>Years 3&amp;4</td><td>Julia Henry</td><td>Fiona Parish</td></tr><tr><td>Years 5&amp;6</td><td>Mark Wilkinson</td><td>Emma Littlewood</td></tr></table> <p><u>Specific responsibilities (across both schools)</u></p> <table><tr><td>Safeguarding:</td><td>Emma Littlewood &amp; Helen Laflin</td></tr><tr><td>Pupil Premium:</td><td>Joanne McCudden</td></tr><tr><td>SEND:</td><td>Joanne McCudden</td></tr><tr><td>Health &amp; Safety:</td><td>Mark Wilkinson</td></tr><tr><td>Premises:</td><td>Mark Wilkinson</td></tr><tr><td>Collective Worship:</td><td>Reverend Stroma McDermott</td></tr><tr><td>Wellbeing:</td><td>Julia Henry</td></tr><tr><td>PE &amp; Sport:</td><td>Julia Henry &amp; Rebecca O’Connell</td></tr></table>		<b>All Saints</b>	<b>North Rigton</b>	Reception	Helen Laflin	Rosemary Hunt	Years 1&2	Milena Vjestica	Rebecca O’Connell	Years 3&4	Julia Henry	Fiona Parish	Years 5&6	Mark Wilkinson	Emma Littlewood	Safeguarding:	Emma Littlewood & Helen Laflin	Pupil Premium:	Joanne McCudden	SEND:	Joanne McCudden	Health & Safety:	Mark Wilkinson	Premises:	Mark Wilkinson	Collective Worship:	Reverend Stroma McDermott	Wellbeing:	Julia Henry	PE & Sport:	Julia Henry & Rebecca O’Connell
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9	<p><b>YCST Update</b> New headteachers started at St Aidan’s and Oatlands Primary.</p>																															
10	<p><b>Safeguarding</b> All staff completed safeguarding training on the training day. Continue to use CPOMS to record safeguarding incidents. The Trust DSL has produced a Child Protection Manual which has gone to the Trustees for approval. The new manual will be tailored for the Fellowship (with the support of HL and EL) and shared with governors at the next LGB meeting. <b>Action: SH</b> AA, SG &amp; SH attending safeguarding training next week. EL and HL are up to date with safe-guarding visits.</p>																															
11	<p><b>Governor visits</b> Papers: ICE Forms:</p> <ul style="list-style-type: none"><li>- SEND ASKO 12.07.23 (JM)</li><li>- SEND NR (18.07.23) (JM)</li></ul> <p>JM highlighted the following points from both visits:</p> <ul style="list-style-type: none"><li>- Holly Cromack shared an Inclusive Provision Map which is a really useful document.</li><li>- A high percentage of SEND children at NR (now 20%)</li><li>- A highly inclusive approach at both schools</li><li>- JM will review the appeals panel recommendations on the next SEND visits</li></ul> <p>JM encouraged governors to arrange link visits. A brief discussion followed about what’s expected of governors on link visits. This included focusing on areas of the development plan and any specific areas highlighted by AA, SG, SH before the visit, as well as being mindful of safeguarding and health and safety.</p> <p><b>Note from TS: Governor training modules are available in The Key Resources on Governor Hub.</b></p> <p>Governors were reminded of sharing assembly and collective worship times:</p> <ul style="list-style-type: none"><li>- All Saints, Friday 10am</li><li>- North Rigton, Friday 3pm</li></ul>																															
12	<p><b>Governor training/development</b> Governors were reminded about the safeguarding training with a view to completing this by the end of September. <b>Action: All Govs</b></p>																															

	<b>See note under Item 11 about link visit modules on The Key.</b> <span style="background-color: yellow;"><b>Action: All Govs</b></span>
<b>13</b>	<b>Policies</b> None for approval.
<b>14</b>	<b>Correspondence</b> None.
<b>15</b>	<b>Further items determined for discussion:</b> <u>NR Staff Governor</u> SG's term of office expired earlier in September. The vacancy was shared with all staff and SG has been appointed for a further term.  <u>Wellbeing Survey</u> Results will be presented at the next LGB meeting. <span style="background-color: yellow;"><b>Action: SG</b></span>
<b>16</b>	<b>Meeting dates for 2023/24:</b> Agreed as follows: <p style="margin-left: 40px;"> Res Ctee:        Wednesday 8th November, 4pm  SD Ctee:        Thursday 9th November, 2pm  LGB2:            Thursday 30<sup>th</sup> November, 6pm  Res Ctee:        Wednesday 28th February, 4pm  SD Ctee:        Tuesday 5th March, 2pm  LGB3:            Wednesday 20th March, 5pm  Res Ctee:        Thursday 9th May, 4pm  SD Ctee:        Wednesday 12th June, 2pm  LGB4:            Thursday 20th June, 6pm  LGB5:            Wednesday 10th July, 5pm </p>
<b>17</b>	<b>Next LGB meeting:</b> Thursday 30th November, 6pm, venue tba
<b>18</b>	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"> <li>- A lot of work over the summer to make sure a full staff team in place for the start of term.</li> <li>- New governors appointed, committees in place, link governors appointed and ready to book in visits.</li> </ul>

The meeting closed at 6.50pm