




<p>Joint</p> 	 <p style="text-align: center;">THE FELLOWSHIP OF ALL SAINTS KIRKBY OVERBLOW AND NORTH RIGTON CHURCH OF ENGLAND PRIMARY SCHOOLS</p> <p style="text-align: center;">Meeting of the Joint Local Governing Body 27 November 2024, 5pm at All Saints School</p>	
MINUTES – Approved for circulation		

<p>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>	
<p>Present: Amber Andrews (AA) Headteacher; Joanne McCudden (JMc) Chair of Governors; Emily Boughan (EB); Sophia Gardiner (SG) Staff Governor and Assistant Headteacher, NR; Sarah Honey (SH) Staff Governor and Assistant Headteacher, ASKO; Rosemary Hunt (RH) Vice Chair; Emma Littlewood (EL); Stroma McDermott (SMc) Mark Wilkinson (MW) Apologies: Julia Henry (JH); Helen Laflin (HL); Fiona Parish (FP); In Attendance: Amanda Foster (AF) School Business Manager; Trudy Searle (TS) NYC Clerk</p>	
<p><i>The meeting opened at 5pm</i></p>	
<p>1</p>	<p>Welcome, Apologies and Governor Vacancies/Appointments JMc opened the meeting.</p> <ul style="list-style-type: none"> - Apologies were received from JH, HL and FP. All were consented to. - It was noted that 5pm starts were difficult for some parent governors. The start time for the next meeting was discussed at the end of the meeting. - Parent Governor vacancy All Saints: closing date for applications that day. 4 applications received. AA to discuss the Foundation Governor vacancy with these candidates. Action: AA - Co-opted Governor vacancy: EB left the meeting at this point. JMc provided governors with an overview of EB's relevant experience and advised that the Trust Board had approved her appointment. <u>Governors unanimously approved EB's appointment as a Co-opted Governor.</u> EB re-joined the meeting and was welcomed to the team. - JH's resignation as a Co-opted Governor was noted.
<p>2</p>	<p>Meeting administration Declaration of interests: Standing declarations: MW is a member of the YCST strategic resources committee. SMc is a governor at Goldsborough Sicklinghall Federation and Poole Primary School Determination of any confidentiality matters: None Any other business: EB had a question to raise when safeguarding was discussed (Item 7)</p>
<p>3</p>	<p>Minutes + confidential minutes arising from the governing body meeting on 03.10.2024 These were agreed as a true record for JMc to sign, isa copy to be filed in each school and posted on the school website.</p> <p>Update on actions/matters arising <u>Request for a breakdown of the cost of 1:1 SEND support</u></p>

	<p>Governors asked if this could be further broken down into how much support is needed and how much is in place. Action: AF</p> <p><u>School Field Lease</u></p> <p>AA is joining AF and Tom Stephen at the meeting with Jo Williams.</p> <p><u>Newsletter</u></p> <p>An alternative to PDFs is being investigated and will be rolled out in the new year.</p> <p>All other actions were completed or covered elsewhere on the agenda.</p>
4	<p>Resources</p> <p>Finance (AF)</p> <p><u>Papers: Budget monitoring reports for each school, summary and detailed</u></p> <p><u>Paper: Finance report, November 24</u></p> <p>MW and AF met previously to review the budget papers.</p> <p>AF highlighted the following points from the November report:</p> <p><u>24/25</u></p> <p>Staffing costs have increased with pay awards and NI increase. Teacher increase of 5.5% with an accrual of 4%. Support staff increase of £1290 or 2.5% with an accrual in our budget of 3.88%. The Core Budget Grant was allocated to cover the teachers' pay awards.</p> <p>These costs will be more accurate once we have gone through the November pay period. P3 should show a more accurate staffing cost as the accruals are balanced by the actual staffing increases.</p> <p>Any savings made to balance the budgets may also be amended in the P3 budget.</p> <p><i>SH joined the meeting</i></p> <p>ASKO</p> <p>Budgeted deficit of £45,745</p> <p>Currently maintaining a balanced budget in line with the deficit by making savings across the entire budget.</p> <p>NRP</p> <p>Budgeted surplus of £7,018, but this has been brought to £0 to give a balanced budget.</p> <p>Currently maintaining a balanced budget by making savings across the entire budget.</p> <p>EB requested a meeting with AF for a more detailed briefing on school budgets. AF advised that the Trust would be moving to Sage accounting software in the new year. Governors asked for clarification on the available funds figure in the summary reports which didn't seem to make sense. AF will investigate and provide an update at the next meeting. Action: AF</p> <p><u>Premises (AF)</u></p> <p><u>Paper: Premises report, November 24</u></p> <p>AF highlighted the following points:</p> <p><u>All Saints</u></p> <ul style="list-style-type: none"> - Getting quotes to repair and extend the canopy outside Saturn - AF met with Tom Stephen earlier that day and discussed the issues with the electric storage heating in the hall and upgrading heating across the whole school <p><i>Q. Would a temperature of 14 degrees in the hall be an issue with Ofsted?</i> <i>A. No as it isn't used as a classroom.</i></p>

	<p><u>North Rigton</u></p> <ul style="list-style-type: none"> - Work completed over the summer: Apples roof repaired, patio doors installed and the room refurbished. Now a beautiful learning space and a selling point for new families - Work that needs doing: a couple of patches on the roof, this is going to the estates committee. Carpets are also becoming an issue with a lot of taped repairs – this has been flagged with Tom Stephen and quotes are being obtained. - The issues with the size of the kitchen have also been flagged with Tom Stephen <p>School meals were briefly discussed. It was noted that parents had been invited in to school the next day for taste tests. AF advised that the price of school meals had recently gone up slightly and these continue to be massively subsidised.</p> <p><u>Papers: Health and Safety Reports, Oct 2024</u> The reports were produced following the NYC termly visit which was a paperwork evaluation. All points raised have been responded to and completed.</p> <p><i>AF left the meeting at 6.05pm.</i></p>
5	<p>Headteachers Report <u>Papers HT reports x2</u> AA highlighted key points and invited questions / observations from governors.</p> <p><u>All Saints</u></p> <ul style="list-style-type: none"> - <u>Contextual data</u> A lot of interest for places in September 2025 - <u>Leadership and Management</u> RH incorrectly recorded as Pupil Premium governor on GovernorHub, should be JMc Action: TS - <u>Staffing</u> TA on long term sick has resigned and a replacement will be recruited in the spring - <u>Behaviour and Attitudes</u> Q. <i>Why are unauthorised absences so high?</i> A. <i>This was for a holiday of 5 weeks.</i> The high absence figure for the first half term is for one child with a serious illness who has now returned to school. - <u>Personal Development</u> A lot on offer for children at both schools and staff very committed to this. SMc observed that the Mars and Reception children were the best group ever at a recent wedding event and SH advised that the 3 staff involved put a lot of effort into making this a great experience. - <u>Quality of Education</u> Data previously shared with governors Governors observed that governor visits at both schools weren't recorded. A process will be set up to ensure these don't get missed in future. Action: AA/SG/SH <p><u>North Rigton</u></p> <ul style="list-style-type: none"> - <u>Contextual data</u> September 25 intake - there are fewer siblings and not shown as many families round. Governors discussed options for raising the profile of the school including regular articles in the parish village newsletter. This will be followed up. Action: SG - <u>Leadership and Management</u> Q. <i>Is there a strategy to manage frequent absences of pupil premium children?</i> A. <i>Attendance pathways are in place.</i> <i>It was noted that the Pupil Premium Strategy document was out of date on the website</i> <i>This will be replaced with the current version.</i> Action: AA - <u>Staffing</u>

	<p>New teachers have settled in really well. All provide a high quality of teaching and show care and compassion.</p> <p><i>Q. Any feedback on the new SENCo?</i></p> <p><i>A. The arrangement hasn't evolved as originally planned. Doing a lot of collaborative work with SG and is a real asset to the school.</i></p> <p><i>It was noted the impact on SG's workload needed to be monitored.</i></p> <ul style="list-style-type: none"> - <u>Behaviour and Attitudes</u> Governors commented on the good behaviour of children when they visited the school, including good feedback from the recent pajama day. - <u>Personal Development</u> Covered under All Saints update - <u>Quality of Education</u> Data previously discussed. <p><i>Q. Some results were under national average, is this a cause for concern?</i></p> <p><i>A. Some of the results are cohort specific. Lack of parental engagement is a factor in some cases. Year 2 and Year 6 writing was moderated over the past 2 years and no issues. Continue to monitor. SG is a member of a teacher research group for multiplication tests. Some children unfamiliar with the technology.</i></p> <p><u>Paper: Mike Smit visit report, 23 October.</u></p> <p>Mike had been asked to look at behaviour at All Saints. He confirmed the schools 'good' self-assessment and noted the transfer of skills to North Rigton. Governors noted the work put in by SH and this had paid dividends.</p> <p><i>Q. Is the relationship with Jane Turner still in place?</i></p> <p><i>A. The contract is until the end of this term and Jane is on standby until then.</i></p> <p><u>Papers: SEFs and SDPs</u></p> <p>These documents are now in a standard format across the trust. The SDP now follows the same format as the SEF.</p> <p>Governors noted the blue highlighted sections in the SEF were difficult to read. This will be fed back. Action: AA</p> <p><i>A governor asked about universal microscripts and SH shared an example.</i></p>
6	<p>YCST Update</p> <p>JMc advised she produces a termly update report for the trust and these are available for governors to read on GovernorHub.</p>
7	<p>Safeguarding</p> <p><u>Papers: Safeguarding action plans x 2</u></p> <p>Meetings held with safeguarding governors. The meeting report form will be saved on GovernorHub. Both safeguarding governors have also attended the trust safeguarding network meeting. Both schools now have new categories for CPOMS.</p> <p><i>Q. If children witness something, are there procedures for them to share/report this if they don't want to tell a teacher or parent?</i></p> <p><i>A. There are worry boxes in both schools. There's also an anonymous drop box on the website for parents.</i></p>
8	<p>Governor visits</p> <p><u>Paper: ICE, SEND All Saints, 14 Nov (JMc)</u></p> <p>Noted.</p> <p>Visits coming up:</p> <ul style="list-style-type: none"> - SEND, North Rigton (JMc) - Class visit North Rigton (RH) - Class visit (FP)

	Class link governors will be agreed when the new governors have been appointed.
9	Governor training / development Reminders were sent the previous week for mandatory training modules to be completed.
10	Policies for approval None.
11	Correspondence None.
12	Further items determined for discussion at agenda Item 2: Covered under item 7.
13	Meeting dates 2025: LGC 3 – Wednesday 29 January 2025, this will be an online meeting starting at 6pm LGC 4 – Wednesday 11 June 2025, 5pm Date to be agreed for a further meeting in July. TS to attend. Action: SH/TS
14	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"> - The school improvement adviser's report confirmed the behaviour in both schools is excellent and a credit to staff - A focus on the September 25 intake - New governor welcomed to the team

The meeting closed at 7.10pm