




<p>Joint</p> 	 <p style="text-align: center;"><b>THE FELLOWSHIP OF ALL SAINTS KIRKBY OVERBLOW AND NORTH RIGTON CHURCH OF ENGLAND PRIMARY SCHOOLS</b></p> <p style="text-align: center;"><b>Meeting of the Joint Local Governing Council</b> <b>03 October 2024, 5pm at All Saints School</b></p>	
<b>DRAFT MINUTES</b>		

<p><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</p>	
<p><b>Present:</b> <b>Amber Andrews</b> (AA) Headteacher; <b>Joanne McCudden</b> (JMc) Chair of Governors; <b>Sophia Gardiner</b> (SG) Staff Governor and Assistant Headteacher, NR; <b>Julia Henry</b> (JH); <b>Sarah Honey</b> (SH) Staff Governor and Assistant Headteacher, ASKO; <b>Rosemary Hunt</b> (RH) Vice Chair; <b>Emma Littlewood</b> (EL); <b>Fiona Parish</b> (FP); <b>Mark Wilkinson</b> (MW);  <b>Apologies:</b> <b>Helen Laflin</b> (HL); <b>Stroma McDermott</b> (SMc)  <b>In Attendance:</b> Amanda Foster (AF) School Business Manager; Trudy Searle (TS) NYC Clerk</p>	
<p><i>The meeting opened at 5pm</i></p>	
<p><b>1</b></p>	<p><b>Welcome, Apologies and Governor Vacancies/Appointments</b>  JMc opened the meeting.</p> <ul style="list-style-type: none"> <li>- Apologies were received from HL and SMc and both were consented to.</li> <li>- Resignations were noted from Milena Vjestica (foundation governor) and Rebecca O'Connell (parent governor, All Saints).</li> <li>- A parent governor election will be held at All Saints to replace RO. <b>Action: AA/SH</b></li> <li>- JMc will speak to a potential candidate about the foundation governor role to replace MV <b>Action: JMc</b></li> <li>- Sarah Honey's election as staff governor for a further term at All Saints was noted.</li> <li>- See further update from JH under Item 16</li> </ul>
<p><b>2</b></p>	<p><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.</p> <p>RH advised she would be stepping down as a governor when her current term of office comes to an end in November 2025. Succession planning for the Vice Chair's role will be discussed when new governors have been appointed.</p>
<p><b>3</b></p>	<p><b>Meeting administration</b>  <b>Declaration of interests:</b> None  <b>Determination of any confidentiality matters:</b> None  <b>Any other business:</b> School newsletter (EL)</p>
<p><b>4</b></p>	<p><b>Resources</b>  <u>Finance (AF)</u>  Budget monitoring reports being finalised and will be circulated in the coming days <b>Action: AF</b>  <u>Paper: Finance report, September 24</u>  <u>23/24 end of year: All Saints</u></p>

Additional deficit as expected.

*Q. Was there additional funding for the increase in 1:1 support?*

*A. No this came from existing funds. SG advised that EHCP applications are taking a long time to process. Many are being declined or given lower bandings. One application has been re-submitted.*

*Q. Is funding backdated if the application is successful?*

*A. Yes*

*Q. Could governors have a breakdown of how much the school is paying for additional 1:1 support?*

**Action: AF**

*Q. Did the capital spend come from reserves?*

*A. No this was paid out of capital. SH advised that the Friends of All Saints had raised £6k towards the cost of the outdoor play area.*

#### 23/24 end of year: North Rigton

Additional deficit mainly due to increased staffing costs + capital for repairs.

*Q. Was the Apples roof repair successful?*

*A. Yes.*

#### 24/25 budget All Saints

The Trust has approved a deficit budget as funding is based on 67 children from last year's census and there are currently 80 children on roll. There was always a catch up on the low numbers being experienced in admissions to reception, and the low year 6 group for this year. The budget levels out in Years 3 and 4.

#### 24/25 budget North Rigton

The budget surplus is based on funding for 101 children from last year's census and currently 99 children on roll. Admissions for reception were down with 13 children with the budget allowing for 14. There has been some movement in higher years and this is balancing the numbers at present.

#### School Core Budget Grant and 5.5% Teachers pay award

The grant will fully fund the 5.5% teachers' pay award with an expected surplus to part-fund additional costs in respect of the support staff pay award due in April 2024 which has still not been agreed on. The 24/25 budgets included an allowance of 4.5% for the teacher pay awards and 3.88% for support staff. Once settled we will have a better idea of how this grant will look overall in the budget.

#### Premises (AF)

Paper: Premises report, September 24

Work completed over the summer:

All Saints – EYFS playground

All Saints school house – electrical re-wiring and water pressure improvement. Heating work completed in September. Loft insulations work imminent. Once completed will be able to apply for a 5 year exemption on any further energy consumption improvements.

North Rigton – Apples roof leak fixed. Door and window movement – finalising quotes, approval and installation dates.

#### SCA Bids 24/25

AF will be discussing work required with Tom Stephen, Estates Manager and the Trustee Estates Committee to secure funding to keep schools warm, safe and dry.

#### North Rigton, school field lease (RH)

RH advised there is 1 year remaining on the lease (expiring Sep 2025) and provided governors with some background on the options moving forward.

*JH joined the meeting.*

	<p>It was agreed AF would contact Jo Williams to arrange a meeting with her and Tom Stephen to discuss the options after Sep 2025. <b>Action: AF</b></p> <p><i>AF left the meeting.</i></p>
5	<p><b>Annual governor declarations and confirmations on Governor Hub</b></p> <p>A reminder was given to governors who had not completed their declarations and Confirmations:</p> <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 2024</li> </ul> <p><u>Paper: YCST Governance Calendar 2024/25</u>  <u>Paper: YCST Governance Update September 2024</u>  Noted.</p>
6	<p><b>Minutes + confidential minutes arising from the governing body meeting on 09.07.2024</b></p> <p>These were agreed as a true record for JMc 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></p> <p>Actions completed or covered elsewhere on the agenda.</p>
7	<p><b>Headteachers Report</b></p> <p><u>Papers HT reports x2</u></p> <p>HT reports now in a standard format across the trust with some information pre-populated from the Arbor system. There will be gaps on the report at different time of the year depending on what is being reported that term and timing of updates to Arbor. The next report will include the Summer data.</p> <p><i>Q. What is the criteria for EAL?</i>  <i>A. Either parent speaks a different language at home.</i></p> <p>AA highlighted the key points from the HT reports</p> <p><u>All Saints</u></p> <ul style="list-style-type: none"> <li>- School cook leaves this week. Aspens have recruited a replacement.</li> <li>- Number on roll is going up. Currently 81.</li> <li>- A lot of interest from families for the September 25 intake</li> <li>- Staffing – a couple of gaps in Owls.</li> <li>- The Headteacher's phased return is going well.</li> </ul> <p><i>RH advised the report had her down as Pupil Premium link governor but it should be JMc.</i>  <i>Q. Is the new TA settling in well?</i>  <i>A. Absolutely. A super appointment. Mainly supporting reception plus some 1: interventions with Years 3 and 4, and providing Owls cover 4 days a week.</i>  <i>Q. The unauthorised absences for family holidays seems very high.</i>  <i>A. This relates to one family who had 5 weeks unauthorised absence. Apart from this, not an issue at the school.</i></p> <p><u>North Rigton</u></p> <ul style="list-style-type: none"> <li>- A new Aspens kitchen team.</li> <li>- New staff have quickly settled in and made a huge difference. All are an asset to the school.</li> <li>- The new HLTA/ECT has been covering the class teacher's role in Busy Bees and is doing an incredible job. The class teacher is expected to return after half term.</li> </ul> <p><i>Governors noted it had been great to meet the new staff.</i>  <i>Q. Is the HLTA/ECT being paid as a class teacher?</i>  <i>A. Yes.</i></p>

	<p><u>SEFs and SDPs</u> These documents have also moved to a standard format across the Trust and will be circulated with the papers for the next LGC meeting. There will be separate documents this year for the Fellowship schools as the challenges and areas of focus are different, mainly due to there being more new staff at North Rigton.</p> <p>The overarching priority in both SDPs will be ‘Belonging’. This came out of the EDI work across the Trust last year. Other priorities:</p> <ul style="list-style-type: none"><li>- Writing and hand writing. A big push has already started on this.</li><li>- Key stage 1 outcomes for writing in both schools</li><li>- Phonics at North Rigton</li><li>- Adaptive teaching – training for all teachers and TAs across the Trust</li><li>- Behaviour and Attitudes at North Rigton, supported by staff at All Saints</li><li>- Pedagogy at All Saints – developing a deeper understanding of what makes good teaching and learning</li></ul> <p><u>Paper: Mike Smit visit report (NR) 9 September 2024</u> AA highlighted the positive comments about both Assistant Headteachers which governors wholeheartedly agreed with. It was also pleasing to note the positive comments about the new members of staff and the calm and ordered school.</p> <p><u>Verbal update from Lee Talbot and Mark Colbourn’s visit (NR) the previous day</u></p> <ul style="list-style-type: none"><li>- High standards of behaviour and respect during collective worship (LT is using documents for training in other schools)</li><li>- Impressed by children’s RE knowledge</li><li>- Some gaps in RE books</li><li>- NEST documents being used by MC in other schools</li></ul> <p><u>Recent electricity outage at North Rigton</u> Children were sent home in the afternoon and returned to school the next day. The Trust was notified of all decisions.</p>																													
8	<p><b>Committees 2024/25</b> <u>Headteacher Performance Management</u> Jane Goodwin has contacted Mike Smit and will be in touch with JMc.</p> <p><u>Pupil Discipline, Staff Discipline/Appeals, Complaints</u> These committees will continue to be constituted by the Chair and the Clerk, if and when the need arises.</p>																													
9	<p><b>Link Governors and Specific Responsibilities for 2024/25</b> <b>Agreed as follows:</b> Years 1&amp;2 at All Saints and Years 3&amp;4, and collective worship will be reviewed when new governors are appointed.</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>-</td><td>Fiona Parish</td></tr><tr><td>Years 3&amp;4</td><td>Julia Henry</td><td>-</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 + AN Other</td></tr><tr><td>Wellbeing:</td><td>Fiona Parish</td></tr></table>		<b>All Saints</b>	<b>North Rigton</b>	Reception	Helen Laflin	Rosemary Hunt	Years 1&2	-	Fiona Parish	Years 3&4	Julia Henry	-	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 + AN Other	Wellbeing:	Fiona Parish
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	PE & Sport: Julia Henry
10	<b>YCST Update</b> Documents noted under item 5. AA advised that candidates are being sought for a Chair of Trustees to replace Alison Glover when she steps down.
11	<b>Safeguarding</b> SG completed the DSL refresher training. EL and HL will arrange a visit this term.
12	<b>Governor visits</b> JH reported that her Wellbeing meeting last term with Leanne Jackson was very positive. JMc will arrange an SEND visit this term. North Rigton link governors will arrange meetings to introduce themselves to new staff members. Link governors at both schools will look at writing as part of their visits.
13	<b>Governor training/ development</b> Governors were reminded to complete the mandatory training modules on Modern Governor: Safeguarding (annual) Cyber Security (annual) Data Protection (biennial)
14	<b>Policies for approval</b> Child Protection policies x2 Q. Holly Cromack named – should this be updated? (A. this is currently correct) Q. Online safety - school names not included <b>Action: SG/SH</b> Admissions Q. It would be useful to replace 'signed' with 'date agreed' and 'author' <b>Action: SG/SH</b> Allergens Anti-bullying Q. Should minor incidents be recorded as well as serious incidents? A. All incidents are reported to the DSL who decides what goes on CPOMS. Procedures are very robust. Fire Safety Health and Safety Lone Worker School security SEN Violence in school Working at height Behaviour Q. All Saints – the procedure for entry into school includes a teachers name. It was suggested this is replaced by 'the teacher' <b>Action: SH</b> <u>All policies approved subject to the above changes</u>
15	<b>Correspondence</b> None.
16	<b>Further items determined for discussion at agenda Item 3:</b> <u>Governor vacancies /appointments</u> JH advised she would be stepping down after a replacement for RO has been found. It was noted that 5pm start times can often be difficult for parent governors. It was suggested consideration is given to starting meetings earlier.

	<p><u>Newsletter</u></p> <p>An issue was reported with reading a PDF on a phone. The Trust marketing manager will be contacted to see what St Aidan's uses. <b>Action: SH</b></p>
17	<p><b>Next meeting and dates for 2024/25:</b></p> <p><b>LGC 2 – Wednesday 27 November 2024, 5pm – venue tbc</b>  LGC 3 – Wednesday 29 January 2025, 5pm  LGC 4 – Wednesday 11 June 2025, 5pm</p>
18	<p>What impact have we had since the last meeting on the achievement and wellbeing of pupils and staff in our schools?</p> <ul style="list-style-type: none"> <li>- Great to see AA back!</li> <li>- New teacher appointments have been a great success and all are settling in well</li> <li>- A way forward agreed with the playing field at North Rigton</li> <li>- Areas of focus agreed for link visits</li> </ul>

*The meeting closed at 7pm*