

	<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>30 November 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	
<p><b>Present:</b> Joanne McCudden (JMc) Chair of Governors; Sarah Honey (SH) Staff Governor and Head of School, ASKO; Julia Henry (JH); Rosemary Hunt (RH) Vice Chair; Emma Littlewood (EL); Fiona Parish (FP); Milena Vjestica (MV); Mark Wilkinson (MW)</p> <p><b>On Teams:</b> Rebecca O'Connell (RO);</p> <p><b>Apologies:</b> Amber Andrews (AA) Headteacher; Sophia Gardiner (SG) Staff Governor and Head of School NR; Helen Laflin (HL).</p> <p><b>In Attendance:</b> Trudy Searle (TS) Clerk, NYC</p>	
<i>The meeting opened at 5.00 pm</i>	
<b>1</b>	<b>Welcome &amp; Apologies</b> JMc opened the meeting. Apologies were received from AA, SG and HL and consented to.
<b>2</b>	<b>Meeting administration</b> <b>Declaration of interests:</b> None <b>Determination of any confidentiality matters:</b> None <b>Any other business:</b> JMc had one item for the end of the meeting.
<b>3</b>	<p><b>Minutes and matters arising from the governing body meeting on 20.09.2023</b>          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>  <u>Governor annual declarations</u>          All completed.  <u>Governor induction</u>          EL contacted MV and FP to discuss governor induction.  <u>Governor training</u>          TS sent governors details of training previously recorded on Teams. GovernorHub will be checked to ensure training is up to date for everyone re Data Protection, Cyber and GDPR. <b>Action: TS</b></p> <p><u>Update on Teaching and Learning Principles</u>          Covered under Item 5.  <u>Updated Child Protection Manual</u>          Covered under Item 10.  <u>Safeguarding Training</u>          All completed.</p>

	<p><u>Wellbeing survey results</u>  <u>Paper: Wellbeing survey results (North Rigton)</u>  Q. Are there any results for All Saints?  A. No, as there were no issues from the last survey. The next All Saints survey will be at the end of July 2024. The North Rigton survey was a deep dive to follow up issues which came out of the last survey.  Q. Does the school have a whistleblowing policy?  A. There is a Trust policy which is on the website.</p> <p>SG provided the following written update for the meeting which SH read out:</p> <p><i>'A much happier picture overall and I was delighted to be able to provide 1:1 email responses as all forms were named. Some common threads which have been taken on board (e.g. subject advocates needing more time) and timetabling where possible has reflected this. The Trust have also shared some useful bits surrounding Subject Leadership including what does need to be done each year and what are optional extras. This has helped to reduce workload. One comment was made regarding Governors - Rosemary Hunt (who was Chair at the time of the survey) have discussed this. It was the view of one staff member and handled appropriately'.</i></p> <p>Q. Did everyone respond to the survey?  A. 14 responses were received.</p>
4	<p><b>Committee Updates</b>  <u>Resources Committee meeting 08.11.23 (MW)</u>  MW requested that the revised 4 year budgets be included with the meeting papers for all governors to read. He flagged up that long term absences at North Rigton, equating to 25% of staff, are having a significant impact on budgets and in Year 4, the school's reserves are currently forecast to fall below the level required by the Trust's reserves policy.</p> <p>Q. Does absence insurance cover additional staff costs?  A. The school's policy covers teachers' absences but not support staff. It also doesn't cover all additional costs.</p> <p>In addition to the impact on budgets, governors observed that staff absences had disrupted teaching and placed significant pressures on SG and SH. It was also noted that Jane Turner provides statutory headteacher support in AA's absence, and the Trust has confidence in SG and SH to run the schools on a day to day basis. JMc and MW as Chair and Vice Chair offered their support to SG and SH. A question was raised about whether the Trust could provide more support e.g. a central pool of staff to provide cover as and when needed in Trust schools.</p> <p>Since the Resources Committee, JMc and MW met the Trustee of the School House Fund who was happy to agree to the request to use £7.5k to purchase IT equipment (whiteboard and 7 laptops).</p> <p><u>School Development Committee meeting 09.11.23 (JMc)</u>  JMc highlighted the following key points from the meeting:</p> <ul style="list-style-type: none"> <li>- FP agreed to Chair the Committee from now on.</li> <li>- A key point for governors to note is the focus on writing in the Fellowship Development Plan, and to bear this in mind on class visits.</li> <li>- Governors received a thorough update on staff absences at North Rigton. JMc met SG the previous day. SG shared the contingency plans for January and February and JMc advised governors the situation is well in hand.</li> <li>- FP shared her involvement with 2 local charities. SH advised that leaflets had been produced about collecting for the foodbank, for children to take home the next day.</li> </ul>

5	<p><b>Headteachers Report</b></p> <p><u>Paper: Headteacher's Report</u></p> <p>SG provided a written update for the meeting, highlighting the following points which SH shared with governors:</p> <p><u>North Rigton</u></p> <p>School context:</p> <ul style="list-style-type: none"> <li>- One child moved to The Whartons to make friends ahead of transition to secondary (Y6). Brother (Y1) will be leaving at some point - potentially Christmas</li> <li>- 2 pupils relocating to Cumbria.</li> <li>- Setting up a school Instagram with a view to attracting more families to the school (following on from ASKO).</li> <li>- Potential Y2 starter looking round both Fellowship schools shortly.</li> </ul> <p><i>Q. How do you get round filtering with an Instagram account?</i></p> <p><i>A. One device can be nominated to be unblocked. A second hand phone is being purchased.</i></p> <p>Staffing update</p> <p>SG provided a written update on the contingency plan for current absences, which SH read out and also confirmed the situation is well in hand.</p> <p>SEN</p> <p>A Y5 EHCP has just been awarded, but banding lower than anticipated. Discussing with parents whether to appeal (this pupil currently has full time 1:1 support).</p> <p><i>Governors noted the negative impact this will have on finances.</i></p> <p>Pupil Premium</p> <p>Tutoring programme working well.</p> <p>Behaviour</p> <p>The main concern is the Y5 EHCP child and the pressures of providing 1:1 support.</p> <p>Parking</p> <p>A local resident contacted school regarding unsafe and disrespectful parking in the village. New parking cones have been purchased and put out to deter parents parking on the zig zags. Unfortunately one has been damaged already by someone running it over.</p> <p>Attendance and Punctuality</p> <p><i>Governors noted the high 'consistently late' figures at North Rigton and that letters were going out to parents. A discussion followed about the definition of consistently late in each school. SH and SG will discuss further.</i></p> <p><b>Action: SH/SG</b></p> <p><u>All Saints</u></p> <p>Staffing</p> <p>The biggest challenge has been wraparound care. 2 people now in place. One is a TA from NR. The other is currently employed through an agency and is moving to a fixed term contract until July and will also provide some cover during school hours.</p> <p>Nursery</p> <p><i>Governors requested an update. SH advised this is currently on hold and will be reviewed in January when reception numbers for September 2024 are known. If there's an intake of 15 there would only be space for 2-3 nursery children as space is an issue. If September's reception numbers are low it will be possible to have nursery provision in place by Easter. DfE approval takes about 10 weeks. Feedback from showing potential new parents round is that wraparound care is important so need to focus on keeping this provision in place.</i></p> <p>Pupil numbers</p> <p>Currently have 69 on roll</p> <p><i>Q. Are anymore new children expected in year from local schools?</i></p>
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	<p><i>A. Potentially.</i></p> <p>Performance management SH and SG had their PM reviews with AA before half term. Jane Goodwin will be asked for guidance on AA's review. <b>Action : JMc</b> SH advised the performance management cycle is different for TAs as they have a different pay review date however regular reviews take place throughout the year.</p> <p><u>Paper: Termly risk assessments</u> Governors asked for Amanda Foster to be thanked for producing the papers. <b>Action: SH</b> <i>It was noted the Nort Rigton summary report had the wrong heading.</i></p> <p><u>Paper: Teaching &amp; Learning principles</u> Noted.</p> <p><u>Paper: Subject leader advocate roles</u> SH and SG are both covering RE and collective worship in AA's absence. SH emphasised that priority subjects are in the School Development Plan.</p> <p><i>Governors noted the base leaders are adding to an already big portfolio of work. It was also noted all subject leader roles are covered despite current staff absences.</i></p>
6	<p><b>YCST Update</b> Mark Colborn has set up a calendar of network sessions which staff are being encouraged to attend. The January Trust training day is being held at St Aidan's and is focusing on Inclusion. Trust budgets were a key area of focus at the recent Headteacher meeting. The Fellowship has been receiving a lot of HR support from the central services team and support from premises (re. tree roots under the playground at All Saints).</p>
7	<p><b>Safeguarding</b> <u>Paper: Safeguarding Action Plan</u> <u>Paper: Navigate Safeguarding Report, June 2023, All Saints</u> Both documents reviewed by EL &amp; HL at the safeguarding link visit on 20.11.23. No issues to report. EL noted the YCST safeguarding group was working well and provided safeguarding governors with useful areas of focus each term. She also noted CPOMS recording was working well.</p>
8	<p><b>Governor visits</b> <u>Papers: ICE Forms:</u></p> <ul style="list-style-type: none"> <li>- Safeguarding, 20.11.23 (EL&amp;HL)</li> <li>- MV advised she would be visiting the following week</li> <li>- RO and JH gave a verbal update from an interim PE link visit (looked at budgets, spending plans and after school clubs. Mr Anderson is very enthusiastic with some good ideas to make use of funding).</li> </ul> <p>A governor expressed concerns about capacity to support after school clubs at North Rigton. SH advised teachers are being asked to take their own classes to competitions. A governor noted it might help to get more parents involved in transporting children if the timetable of events is shared with them. This will be fed back to Mr Anderson. <b>Action: SH</b></p> <ul style="list-style-type: none"> <li>- Apples class, 22.11.23 (RH) – a well-planned lesson and a very positive report.</li> </ul>
9	<p><b>Governor training/development</b> Helen Boulton will be contacted to see if any training is coming up for governors. <b>Action: TS</b> Governors were reminded the NGA modules are a useful training resource. <i>FP left the meeting.</i></p>

<b>10</b>	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>- Child Protection Policy (North Rigton) Document name needs amending (i.e. remove 'to do') EL's email address needs amending <b>Action: SH/SG</b></li> <li>- Child Protection Policy (All Saints)</li> </ul> <p>Both policies approved subject to the above changes.</p> <ul style="list-style-type: none"> <li>- Mobile phone policy (Fellowship) SH pointed governors to the section on guidance for visitors, i.e. 4G must not be used in school.</li> </ul> <p><i>MV left the meeting.</i></p> <p>A request was made for guidance on school trips to be included in the mobile phone policy. The updated policy will be brought back to the next meeting for approval. <b>Action: SH/SG</b></p>														
<b>11</b>	<p><b>Correspondence</b> None.</p>														
<b>12</b>	<p><b>Further items determined for discussion:</b> RO asked to swap her Year 1/2 link governor role at North Rigton for a role at All Saints. MV will be contacted to see if she's happy to change. <b>Action: JMc</b></p>														
<b>13</b>	<p><b>Meeting dates for 2024:</b></p> <table> <tr> <td>Res Ctee:</td> <td>Wednesday 28th February, 4pm</td> </tr> <tr> <td>SD Ctee:</td> <td>Tuesday 5th March, 2pm – apologies from JH</td> </tr> <tr> <td>LGB3:</td> <td>Wednesday 20th March, 6pm</td> </tr> <tr> <td>Res Ctee:</td> <td>Thursday 9th May, 4pm</td> </tr> <tr> <td>SD Ctee:</td> <td>Wednesday 12th June, 2pm</td> </tr> <tr> <td>LGB4:</td> <td>Thursday 20th June, 5pm</td> </tr> <tr> <td>LGB5:</td> <td>Wednesday 10th July, 5pm</td> </tr> </table>	Res Ctee:	Wednesday 28th February, 4pm	SD Ctee:	Tuesday 5th March, 2pm – apologies from JH	LGB3:	Wednesday 20th March, 6pm	Res Ctee:	Thursday 9th May, 4pm	SD Ctee:	Wednesday 12th June, 2pm	LGB4:	Thursday 20th June, 5pm	LGB5:	Wednesday 10th July, 5pm
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<b>14</b>	<p><b>Next LGB meeting:</b> Wednesday 20th March, <b>6pm, All Saints</b></p>														
<b>15</b>	<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>- Assured of stable staffing at North Rigton and contingency plans for the new year</li> <li>- Closely monitoring the impact of increased staff costs on the budget</li> <li>- Assured the results of the North Rigton wellbeing survey have been actioned</li> </ul>														

The meeting closed at 7.05pm