

		
<p><b>THE FELLOWSHIP OF ALL SAINTS KIRKBY OVERBLOW AND NORTH RIGTON CHURCH OF ENGLAND PRIMARY SCHOOLS</b></p> <p><b>Meeting of the Joint Local Governing Body</b>  <b>12 November 2025, 5pm at North Rigton</b></p>		
<p><b>MINUTES – Approved for circulation</b></p>		

<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> Amber Andrews (AA) Headteacher; Joanne McCudden (JMc) Chair of Governors; Sarah Barnett (SB); Emily Boughan (EB) Vice Chair; Gerri Elliot (GE); Sophia Gardiner (SG) Staff Governor and Assistant Headteacher, NR; Sarah Honey (SH) Staff Governor and Assistant Headteacher, ASKO; Emma Littlewood (EL); Mark Wilkinson (MW) Stroma McDermott (SMc)  <b>Apologies:</b> Helen Laflin (HL); Fiona Parish (FP)  <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>	
1	<p><b>Welcome, opening prayer and apologies</b>          JMc opened the meeting and SMc said an opening prayer.          Apologies were received from HL and FP. These were consented to.</p>
2	<p><b>All Saints, SIAMS visit 11 November</b>          AA shared a high level summary of the many strengths identified in the previous day's SIAMS visit at All Saints. Children were the biggest advocates and parents were super too. Informal feedback from staff demonstrated a strong sense of feeling invested in the school. Feedback from the visit reflected how Grow, Blossom, Flourish underpins all decisions. AA thanked all involved.</p>
3	<p><b>Meeting administration</b>  <b>Declaration of interests:</b> None  <b>Determination of any confidentiality matters:</b> None  <b>Any other business:</b> None</p>
4	<p><b>Minutes arising from the governing body meeting on 17.09.2025</b>          These were agreed as a true record for JMc to sign, 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><u>ICE forms</u>          A new ICE form template is on GovernorHub in the Documents folder.</p> <p><u>Annual Declarations</u>          All completed. The register of interests will be posted on the school website. <b>Action: AA</b></p> <p><u>Mandatory training</u>          Some gaps. TS will email governors. <b>Action: TS</b></p> <p><u>Skills Audit</u>          Completed.</p>

	<p><u>Parent Governor Election</u> The election will be held before Christmas with a view to the new governor being in post in time for the spring LGB meeting.</p> <p><u>PE&amp; Sport Link Governor</u> SH volunteered for this role.</p> <p><u>Governor meeting attendance</u> Details have been posted on the website for 2024/25.</p> <p><u>Safeguarding Link Governor Handover</u> EL has handed over to EB.</p> <p><u>SIAMS</u> All Saints visit completed 13.11.25.</p>
5	<p><b>Resources (AF)</b> <u>Paper: Finance report, November 25</u> Current financial update difficult to report at present. New CFO, Kate Davison. New systems,</p> <ul style="list-style-type: none"> <li>• moving from Civica to Sage for financial management</li> <li>• moving from BPS to IMP for staffing</li> </ul> <p>Focus has been on IMP implementation – payroll. End of year budgets for 24/25 have been worked on by the accountant. CFO is happy to sign off the year as they were, to focus on this year and moving forward. Meetings/training sessions are booked in for this month to be able to get the first budget of this year finalised. Brief staffing update: All Saints – new GTA appointed and member of staff on unpaid leave. North Rigton – paying for 2 supply GTAs whilst awaiting DBS checks for permanent appointments.</p> <p><u>Budgets / Pupil numbers</u> Governors noted the budgeted deficit at All Saints, and the budgeted surplus at North Rigton (i.e. to achieve a balanced budget following the deficit from last year, and to meet the reserves policy requirement). The rising number of pupils at each school and the positive impact this should have on budgets was also discussed.</p> <p><u>Paper: Premises report, November 2025</u> Waiting for confirmation of budgets before making any decisions about premises works. A condition survey has been completed at North Rigton. All Saints' survey will be completed next summer. If funds are available, flooring is a priority at North Rigton. No decision made yet about premises works at All Saints.</p> <p><i>Q. Does the school have to be closed down when there is a power cut?</i> <i>A. Yes. A power cut has an impact on many areas, e.g. lighting, fire alarms, health and safety.</i> <i>Q. How is the work on the All Saints school house funded?</i> <i>A. This is paid for out of the rental income.</i> <i>Q. Could the risk level for the school house be increased to high on the risk report?</i></p> <p style="text-align: right;"><b>Action: AA</b></p> <p><i>Q. Has the school house roof been checked?</i> <i>A. Yes, only the gable ends have been identified as needing work.</i></p> <p><u>North Rigton School House Fund</u> EL is producing a paper to formalise the process for applying for funds. The fund will pay for bibles and play ground work last year.</p> <p><i>AF left the meeting at 5.35pm.</i></p>

6

## Headteachers report

### Papers: HT Reports

AA went through each report page by page, taking questions from governors.

#### All Saints

Q. *Page 2. Could SIAMS be included on this page?*

A. *This will be fed back to the Trust.*

**Action: AA**

Q. *Page 9. SENDCo. Mrs Porter' and Mrs Gardiner's names need to be swapped on both HT Reports.*

**Action: AA**

Q. *Page 10. Persistent Absence, 11.3% for Period 1. Is this a concern?*

A. *Period 1 is a year to date figure and the Period 2 figure is for the whole of last year so can't compare the 2. Internal processes are in place to monitor attendance and there are no concerns at either school. The SIAMS visit the previous day identified that attendance is strong at All Saints.*

Q. *Why are emails sent so early to parents to flag below 95% attendance?*

A. *This is a Trust decision and a national initiative. Attendance has improved since these emails have been sent out. Parents were advised beforehand of the new approach.*

Q. *Do North Rigton children get invited to All Saints clubs?*

A. *Yes.*

AA pointed out that the supporting narrative on Page 13 in both HT reports, re Behaviour and Attitude was AI generated. Summer Data was discussed at the September LGB meeting.

#### North Rigton

Page 4, number on roll – now have 5 in year transfers. A lot of new families have been shown around the school and 11 attended stay and play. A lot of interest for September 2026.

Page 6, the data breach letter was generated in error and shouldn't be there.

Page 9, staffing. A delay in making a couple of apprentice TA appointments permanent due to the agency onboarding process being slow and clearances taking a while to come through.

Q. *Page 14. Personal development. Is it possible to include more events that are going on in church?*

A. *Absolutely. GE will forward details to AA/SG.*

**Action: GE**

Summer Data was discussed at the September LGB meeting.

#### Paper: Diocesan Adviser visit report, All Saints 07.10.25

This was Pam Acheson's first visit to get to know the school.

Noted.

#### Paper: Mark Colbourn visit report, North Rigton, 19.09.25

Noted. Also see Item 11.

#### Papers: SEF and Development Plans x2

This format is used across the Trust. A lot of context is included as these documents could be shared with outside agencies. The format will change to reflect the new Ofsted framework. SEF updates highlighted in light blue. These feed in to the Fellowship Development Plan.

Q. *Re Behaviour and attitudes. A governor asked for more information about positive noticing tags. SG explained how these are used and the positive impact they've made.*

#### Papers: Spirituality Trees and Collective Worship Policies for both schools

Both documents received positive comments at the previous day's SIAMS visit.

Noted.

#### Papers: Staff Meetings, Trust Network Meetings, Sporting Competitions for both schools

Q. *Is it possible to have more advance notice of competitions?*

A. *Yes.*

Q. *Would it be possible to have a PE lesson before children attend a sporting competition?*

A. *Yes, planning to do this when possible.*

7	<p><b>YCST Update</b>  <u>Paper: YCST paper re changes to the constitution of church school LGBs</u>  TS circulated the Written Undertaking to all Foundation Governors the following day, to sign and submit. <b>Action: All Foundation Governors</b></p>
8	<p><b>Safeguarding</b>  Child Protection Policies and Prevent Risk Assessments for both schools were included with the papers for Item 11. Safeguarding reports had also been produced but not circulated.</p> <p><i>Q. Governors asked if Prevent training is still a mandatory requirement.  A. TS will check.</i> <b>Action: TS</b></p>
9	<p><b>Governor visits/meetings</b>  <u>Papers: New ICE form and completed visit reports x2:</u></p> <ul style="list-style-type: none"> <li>- Harvest Festival, collective worship 01/10 (JMc)</li> <li>- RE, Sun class 25/09 (SMc)</li> </ul> <p><u>Other visits since the last meeting (ICE forms in GHub folder):</u></p> <ul style="list-style-type: none"> <li>- Whole school collective worship 01,02,03/10 (GE)</li> <li>- Sustainability 15/10 (GE)</li> <li>- Community clear up, Apples and Tigers 20/10 (EB)</li> <li>- Phonics info morning + Apples and Pears Year 2 15/10 (EB)</li> </ul>
10	<p><b>Governor Housekeeping</b>  <u>Governor vacancies/appointments</u>  See Item 4.</p> <p><u>Link roles – updates to GovernorHub</u>  Safeguarding - EB  PE &amp; Sport - SH  Spirituality - GE</p> <p><b>Action: TS</b></p>
11	<p><b>Policies</b>  Policies</p> <ul style="list-style-type: none"> <li>- Behaviour (N.B. A new Trust policy has been produced which the Fellowship will adopt. The website will be updated with a new Behaviour page and a link to the policy.)</li> <li>- Child Protection x2 (<i>safeguarding governor details need updating</i>)</li> <li>- Collective Worship x2</li> <li>- Fire Safety Procedures</li> <li>- Health and Safety Statement</li> <li>- School Communication (<i>North Rigton Friends details need updating + still refers to Base Leaders + typo: 'where-ever'</i>)</li> <li>- Uniform (<i>still refers to hoodies – needs to come out</i>)</li> <li>- Use of Chemicals</li> <li>- Working at height</li> </ul> <p>Policies approved subject to the above changes in italics. <b>Action: AA</b></p> <p>Risk Assessments</p> <ul style="list-style-type: none"> <li>- HT risk reports x2</li> <li>- Prevent RAs x2</li> </ul> <p><i>NR Year 6 attainment should be rated as high risk.</i> <b>Action: AA</b></p>

	<p>Governors asked for an update on Mark Colbourn's visit, in particular Year 6 attainment. SG highlighted the following points:</p> <ul style="list-style-type: none"> <li>- MC did a learning walk, observed behaviour</li> <li>- SG had 1:1s with staff, discussed next steps</li> <li>- MC and SG discussed learning from last year</li> <li>- SG has created 3 year plans for each child + areas of challenge + contextual info</li> <li>- Children completed old SATs papers and baselines produced</li> <li>- Looked at attendance</li> <li>- RAG ratings produced for each child for RWM + strengths + actions to close the gap</li> <li>- Another mock SATs planned in November</li> <li>- Twice weekly SATs clubs before school (all apart from one signed up)</li> <li>- A lot of modelling and scaffolding</li> <li>- Seeing good progress but some children still behind where should be</li> <li>- The class teacher is doing a fantastic job and has a good handle on the children</li> <li>- Good engagement with parents re homework</li> <li>- The class teacher visited Pannal to learn from what they're doing with their Year 6</li> <li>- MC made very helpful suggestions and another visit planned this term</li> <li>- Mike Smit also continuing to make termly visits</li> </ul> <p><i>EL left the meeting at 6.40pm</i></p>
12	<p><b>Correspondence</b> None.</p>
14	<p><b>Further items for discussion</b> <u>St John's, North Rigton</u> SMc advised of plans for some building improvements including putting in a toilet which would mean children could visit. She asked for a letter of support from the school. <b>Action: AA</b></p> <p><u>Parent Volunteers / Helpers on Trips</u> A discussion was had about the protocols for becoming a parent helper on school trips. SH explained from a safeguarding perspective the importance of having a core group of parents who understand protocols, policies and procedures.</p> <p><u>Headteacher recruitment</u> JMc, EL and GE involved on behalf of LGB. Advert going out this week. Interviews dates: 8<sup>th</sup> and 9<sup>th</sup> December.</p>
15	<p><b>Meeting dates for 2025 – all at 5pm, venues tbc</b> Wednesday 11 March Wednesday 10 June Wednesday 08 July</p> <p><b>Date of next meeting:</b> LGB3: - Wednesday 11 March 5pm, venue tbc</p>
16	<p><b>What impact have we had since the last meeting on enhancing and strengthening our theologically rooted Fellowship vision of Grow – Blossom – Flourish?</b> A successful SIAMS visit yesterday at All Saints.</p>

*The meeting closed at 6.55pm*