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| **Minutes of a Meeting of the Governing Board of the**  **Federation of Kirkby Malzeard & St. Nicholas, West Tanfield, Church of England Primary Schools**  **held at Kirkby Malzeard, C.E. Primary School on Monday 21st November 2022 at 6.00p.m.**  **Our Vision:**  We believe that our children should have the **aspiration** and **opportunity** to ‘Live life in all its fullness’ (John 10:10) and ‘Shine like stars in the sky’ (Philippians 2:15). To have the courage to act with kindness, patience, love and peace in all the communities they serve in.  **Core Functions of the Governing Board:**   * Ensuring the vision, ethos and strategic direction of the school are clearly defined * Holding headteacher to account for educational performance * Ensuring financial health, probity and value for money   **Strategic Goals:**   1. **Quality of education**. All our children have access to an outstanding education: a carefully planned, well balanced curriculum, delivered systematically with explicit opportunity for enrichment, inspiration, and cultural development. 2. **Personal development**. Our communities are happy, well-rounded individuals who believe in themselves and have the courage to challenge themselves and others. Safeguarding is the first priority for all stakeholders. 3. **Leadership,** All leaders drive the school forward with integrity and fidelity. There is a culture of trust alongside challenge. 4. **Behaviour and attitudes.** Our children understand the Rule of Law and how to be a responsible citizen. They make the right choices and show integrity. Our communities work positively together to support each other in achieving their goals through a shared culture of respect.   **Curriculum Intent**  In order that our children will achieve and excel in this, the golden threads of our curriculum will encourage children to: Become life-long readers, be confident communicators, be spiritually, mentally and physically healthy, be creative, curious and understand / embrace the wider world. | | | |
| **Present:** Chris Burgess (Chair), Sarah Taylor (Head teacher) (EHT), Jessica Petchey (JP), Victoria Timperley (VT), Sarah Webster (SW) and Caroline Milne (CM).  **In attendance:** Carol Harris ( Temporary Clerk to the Governing Body)  Ann Brining (FMS Officer)  Ilona Smally (Observing)  Duncan Berkshire (Observing) | | | |
| **Apologies** | Two | | |
| **Absent without apologies** | None | | |
| **Agenda item** |  | | **Action** |
| **PART A - PROCEDURAL** | | | |
|  | **Welcome and Prayer**  The Chair welcomed Governors to the Full Governing Board Meeting at 6.00p.m.  The EHT led the meeting in prayer. | |  |
|  | **Apologies for absence**  Apologies and reasons for absence were sent by Rebecca Wolfe (RW) and Laura Wild (LW), the apologies were accepted and consented to.  There were no absences without apologies. | |  |
| **7.** | **Agenda item 7 Governor Vacancies** was moved up the agenda in order that two potential Governors may join the meeting to observe procedures.  The Chair informed Governors that an enquiry had been received regarding the Co-opted Governor Vacancy with a further enquiry as a result of the advert in the Parish Magazine for a potential Foundation Governor. Both potential Governors would be attending the meeting in order to observe.  The Chair is to meet with both to assess interest following the meeting. **Action-** The Chair to arrange a follow up meeting with both potential Governors.  **All Governors approved** the attendance of the two potential Governors who both joined the meeting and were introduced to those present. | | Chair |
|  | **Reminder about the essential need for confidentiality and Declaration of Interests.**  Governors were reminded of the confidentiality of governing body meetings, that all items are confidential until the public minutes are approved.  Governors were asked to declare if they had any declarations of interest.  No confidential items were identified. There were no new declarations of interest. | |  |
| **8.** | **Finance**  **Agenda Item 8** regarding Finance was moved up the agenda to allow AB to deliver the Revised Budget Statements.  AB led Governors through the Revised budgets for both schools which had been shared with all Governors prior to the meeting.  She noted that in both schools recent staff pay awards have exceeded those which had been written into the budgets however both schools had been in receipt of additional sparsity funding.  Looking specifically at Kirkby Malzeard School;   * Staff costs are likely to be higher than expected. * It may be necessary to adjust support staff hours in order to cut some costs, particularly looking at short term contracts however, it is hoped that outstanding EHCP applications will help with this once they are approved. * School is currently receiving funding for 86 pupils plus Pupil Premium funding. * Going forward, the forecast is based on 11 children coming in with the possibility of 3 more joining. * With 89 now on roll with the potential for an additional 6 children coming in should have a positive impact on next year’s start budget. * Pay rises for staff have also been built in. * Costs usually rise by around 3% at this time of year, this year it is around 6% with a 55% forecast rise in energy costs alone. However, this should be offset by predicted subsidies available to school. * We were able to balance this budget for submission but we will need to look again at the start budget next year.   *GC.- Do we have any Ukranian families that we are supporting?*  *R.-Yes, at St. Nicholas School however, no funding has arrived yet. It all depends on the scheme that the family come under. There will be funding from March and there is usually funding available in between to plug any gaps. Pupil Premium and funding for EAL is available.*  **Action-** The EHT to investigate funding for such families.   * Initially it was thought to advertise for a Deputy Head on a reduced pay scale however, as there is such a wealth of experienced staff at Kirkby School it was felt a better use of resources to redeploy some of these staff to senior management roles. At the same time these staff then gaining leadership experience. This would mean appointing a new class 3/4 teacher for September.   There would need to be financial recompense for staff to recognise the additional responsibility of the leadership post.  **All Governors agreed** with this proposal and also agreed to trial this for a year and then review.   * Concerns were expressed regarding staff workload for Subject Leads who are already under pressure. This would need to be monitored going forward. * **Benchmarking –** AB explained for new Governors that this is comparing costs/spend with other similar schools and demographics and led Governors through the report. **Action –** the EHT to send out Benchmarking information to all Governors. * Shows higher energy costs than some but this is to be expected. * Some staff costs are higher however support staff costs shown as lower. * All anomalies can be explained and are understood. Different school structures for example can make a significant difference, sharing a Head Teacher, teaching Heads can all impact Benchmarking data. * It was agreed to advertise for a class teacher when this becomes possible.   It was suggested that a meeting with the Resource Committee with AB would be useful to look in detail at finances including Benchmarking, clubs etc. **Action –** The EHT to liaise with AB and arrange.  Looking specifically at St. Nicholas School;   * Additional sparsity funding has had a significant impact on the budget enabling the school to maintain a 3 class structure. * The costs around provision for an SEND pupil will likely be reimbursed to school, this has been received in writing from the head of SEND. School has incurred significant support staff costs for this SEND provision over the last 3 years.   *GC.- Has this child been offered a place at specialist provision yet?*  *R.- No, this is still ongoing but this is a similar situation in other schools.*  Thanks were expressed for all that Leonie has done to support school with this and the search for suitable, alternative provision.   * It was reported that the position looks good going forward. Nursery is going well with good numbers currently. This position can be quite volatile with numbers changing and difficult to plan for going forward. This is just the nature of nursery provision. Different scenarios have been factored into the budget going forward. The staffing structure is all in place. * Funding is based on 33 children on roll however, numbers are currently at 38 with potentially good numbers going forward. * The budget is currently looking healthy and is as predicted. * A query was raised regarding the school meal costs at Kirkby compared to St. Nicholas. **Action. –** The EHT to investigate.   Looking at the Capital budget across both schools, ICT remains a priority.   * **Benchmarking –** * AB reported that supply costs appeared higher due to the additional support for SEND. * Any anomalies and the reasons behind these can be explained.   **Action-** Revised Budget summaries to be sent out to all Governors.  **All Governors approved the Revised Budget for submission.**  AB offered Governors the opportunity to email her with any questions following this meeting.  *AB left the meeting at 19.01* | | EHT  EHT  EHT  EHT |
|  | **Urgent other business.**  The Chair notified Governors that the date for the meeting in May would need to be changed as this now falls on the additional bank holiday next year.  **All Governors agreed to** move the meeting to **Tuesday** the 9th May.  The Clerk notified the Board that this is likely to be her last meeting as their new clerk Loren had resigned. **Action –** The Clerk to notify the Clerking Service in order to provide a permanent Clerk. | | Clerk |
|  | **To approve as a correct record the public minutes of the meeting of the Governing Body on Monday 17th October 2022**  Governors had received copies of the draft public minutes of 17th October 2022 prior to the meeting for consideration.  The meeting determined that the full School Vision would continue in place at the top of each set of minutes and that the words ‘aspiration’ and ‘opportunity’ remain in bold.  **Resolved: the public minutes of the meeting held on 17th October 2022 were approved by governors and signed by the Chair as a correct record to be returned to the Governor file.** | |  |
|  | **To consider matters arising from the minutes for which there is no separate agenda item and to address Governor actions.**  It was reported that all actions had been addressed and that;   * The GAP was now accessible, SW advised that she had been able to access this and edit it. * The wording on the Anti-Bullying and Behaviour policies had been amended and was now on the website. * Fonts in certain areas of the website still need to be checked and edited, this continues to be ongoing and changed as discovered. * The Accessibility Policy had been amended and added to the agenda under Policies for this meeting. * The EHT agreed that inviting parents to Collective Worship would give parents a better understanding and provide an opportunity for further engagement. **Action -** The EHT to initiate. * Safer Recruitment training – The EHT notified Governors of upcoming training via the NSPCC. It was noted that SW is already booked onto this course lasting around 4 hours. JP informed Governors that she would be able to also undertake this training; however this could not be booked through school. Any Governor undertaking this training to claim costs back from school. * It was reported that the FGB Structure had been updated and sent out.   **There were no matters arising from the previous minutes.** | | EHT |
|  | **Governor Vacancies- Update**  It was noted that a Staff Governor would need to be appointed to fill the vacancy created by RW leaving the school. **Action –** The EHT to address this in the new year. | | EHT |
| **PART B – FINANCE AND RESOURCES** | | | |
|  | | **Finance**   * **UPS Application –** The EHT led Governors through an application received and explained the reasoning behind it. It was proposed that Governors approve the application and back date it to September 2022. **All Governors approved the proposal and agreed the application.**   The revised budget had been discussed earlier in the meeting. |  |
| **PART C – SCHOOL IMPROVEMENT** | | | |
| **9.** | | **Safeguarding and Wellbeing - Update**   * SIA report- The EHT informed Governors that this had been a very positive visit and subsequent report for Kirkby Malzeard School with St. Nicholas to be visited on Friday following the meeting. The advisor has observed lessons, talked to pupils, staff and Governors, carried out a Health and Safety audit and checked associated files. Small actions had been identified, most of which have already been addressed.   Access arrangements to the pre-school building had raised concerns amongst the children when asked about feeling safe.   * Safeguarding Governor Training- It was noted that this continues to be a priority. SW informed Governors that she had a useful PowerPoint session which she would send out to all Governors. **Action –** SW to send out to all. * Wellbeing- Information on Pupil Pastoral System – The EHT explained to Governors the purpose behind the system. It was explained that vulnerable children are generally those with an SEND or in receipt of Pupil Premium however, all children in the schools are looked at individually. Every child has a vulnerability checklist which has shown that 40% of children across the two schools are classed as vulnerable.   The checklist was shared on screen with all Governors and the EHT led Governors through the document. This clearly showed how all children are assessed and that no child falls through the gap.  *GC.- Is this the same as the NYCC model?*  *R.- No, it is specific to our schools.*  The EHT explained the many factors that could impact the children and explained about Learner Profiles which also looks at attendance. Children identified as falling below 95% attendance are reviewed and monitored.  Governors were informed that there is a robust review process within the checklist system with dedicated and targeted pastoral support. The impact is then assessed to determine further levels of intervention.  *GC.- Is the Boxhall Profile bought in?*  *R.- This is currently free to school.*  *GC.- Are staff trained in the Boxhall systems?*  *R.- Yes, all staff are trained and are familiar with the working structure.*  *GC.- Does this include the data for SEND pupils?*  *R.- Yes but not alone, SEND children are also assessed differently.*  Governors discussed the need to celebrate this excellent Pastoral System and the individual support that it offers the children and raise the profile within the local community.  *GC.- Is this currently on the website?*  *R.- Yes, we also send details out on the newsletters under Health and Wellbeing.* | SW |
| **10,** | | **Health and Safety**  It was noted that there was nothing further to report currently. The reports have been received and just need working through, to be discussed at the next meeting. **Action-** the Clerk to add to the agenda for the next meeting. | Clerk |
| **11.** | | **Headteacher Report**  The EHT led Governors through the report which had been shared with all Governors prior to the meeting.   * Attendance – It was reported that on the whole attendance is good, with only a few families to follow up.   *GC.- Regarding attendance, once the data shows as red, do the strategies employed have an impact going forward?*  *R.- Yes, this data can often represent the same families. These children are placed on the fast track strategies and are followed up. A letter is sent to those families and can be referred to NYCC.*   * Staffing – Discussion followed around the appointment of an Assistant Head teacher following RW’s move to another school. Various scenarios were discussed and the **meeting agreed** the EHT’s proposal to look at developing the potential of existing staff providing an in house solution.   The EHT also updated Governors regarding the ongoing recruitment process for admin staff. Discussion followed as to the best approach to manage this, should, for example, the advertising and target audience be widened. Possibly advertise in the Parish magazine, notice boards and social media as examples.  **Action –** JP to liaise with the EHT to look at advertising on social media.  Concerns were expressed over staff workload and the implications for staff wellbeing. It was felt that it was important to let parents know that the school is currently understaffed in some areas.  The EHT shared an email from a member of staff leaving the school which detailed the reasons for leaving and which also thanked Governors for their support.  The EHT explained many of the challenges staff are facing and detailed provision put in place to attempt to support staff with workload, wellbeing and mental health.  *GC.- As the curriculum becomes more embedded throughout school will this not ease staff workload?*  *R.- Yes to a point however, it is difficult to engage supply staff to allow for Subject Leads for example, time out of the classroom.*  Discussion followed amongst Governors who are aware of the issues facing staff regarding the curriculum and the concerns regarding staff workload. It was agreed that the appointment of an administrator would release some of these pressures on staff time. The EHT explained to Governors that all staff are given the time and opportunity to talk about any concerns that they may have  *GC.-Looking at the enrichment activities in the report, there doesn’t appear to be Gymnastics or homework club for the Year 6?*  *R.- Due to a change in the day that this was arranged for, there has been a considerable drop off in numbers. School is currently looking to address this.*  Governors asked the EHT to let them know of any upcoming dates for diaries such as the carols around the tree event. **Action –** The EHT to advise. | JP/EHT  EHT |
| **12.** | | **Policies**  All policies for approval had been shared with all Governors prior to the meeting.   * Accessibility Policy – This had been referred back to the SENDCos for redrafting and had been updated accordingly. It was noted that this policy would need to link to the Accessibility Plan and be reviewed annually.   Looking at the wording, should it still read ‘statemented’ children. **Action –** the EHT to amend wording.  **All Governors approved** this policy with this amendment.   * Charging and Remissions Policy – It was noted that the wording referring to ‘Trips’ needed to be changed to reflect the fact that these are actually ‘educational visits.’   **All Governors approved** this policy with this amendment.   * Budget Management Policy – it was noted that this is an NYCC adopted policy.   **All Governors approved** this policy.   * Recruitment and Selection Policy – It was noted that there were significant additions to this policy regarding staff pay structure and disqualifications. It was felt that it was necessary to look again at this policy once these had been checked. **Action –** SW to ask Ruth to check with NYCC just what the updates are and the Clerk to add this policy to the agenda for the next meeting. * Exclusions Policy – It was noted that this is an annual NYCC adopted policy and there were no amendments.   **All Governors approved** this policy   * Equalities Policy – It was noted that the date on the footer needed changing to the date of this meeting. **Action –** EHT to change the date.   **All Governors approved** this policy with this amendment. | EHT  SW/  Clerk  EHT |
| **PART C – OTHER BUSINESS** | | | |
| **13.** | | **Succession Planning**  It was noted that this item had already been discussed under agenda item 7. |  |
| **14.** | | **Academisation update**  The EHT reported that school had received an email from the Diocese which was shared with all Governors at the meeting on the screen.  It was asking that, if school was interested in joining the LDLT MAT in September 2023 then the Diocese would like to know by the end of this term.  Discussion followed around this and governors proposed that another, separate, meeting be held to discuss this specifically. **All Governors agreed** the need for a considered and in-depth discussion.  **It was agreed to;**   * Ask the EHT to talk to Headteachers already in the MAT for their feedback * Meet virtually on Monday 28th November at 5.30pm. EHT to send invite to all Governors. | EHT  EHT |
| **15.** | | **Organise dates for;**   * Business Link meeting – This will need to be arranged with AB – **Action -** SW to arrange. * Standards Link meeting – This date was set for Friday 6th January at 10am via Teams. **Action –** EHT to send invite to all Governors | SW |
| **16.** | | **Urgent other business as notified under item 4 above**  To note the change of date for the meeting in May from the Monday the 8th to Tuesday the 9th. |  |
| **17.** | | **Governor’s thoughts on impact resulting from our meeting today;**   * Positive budget at St. Nicholas’ School with areas to target at Kirkby Malzeard. * How safeguarding is a constant focus across the schools. * The excellent pastoral provision for vulnerable children across the federation. * Staff wellbeing remains a concern which needs to be carefully monitored. Needs to be an ongoing conversation with all staff. It was decided to leave the staff survey until a later date. Discussion followed around this **Action –** The EHT to email the advert for the admin role and also the wellbeing survey to JP and CM and the Clerk to add to the agenda for the next meeting. | EHT  Clerk |
| **18.** | | **Dates of next meetings;**  It was proposed that meetings remain on a Monday at 6pm unless otherwise notified.  .   * **23rd January 2023**- Curriculum and Standards **at Kirkby Malzeard School.** * **13th March 2023** – Finance and Business **at KM** * **9th May 2023** – Finance and Business **at St. Nicholas’ School** * **10th July 2023** – Curriculum and Standards **at St. Nicholas’**   **NB. Meeting on the 8th May has changed to the 9th due to additional bank holiday.**  The Chair thanked all for their attendance and contributions and the meeting closed at 20.49. |  |
| ***Note: GC.- refers to a Governor Challenge with R.- as the response. GC.- alone is a pertinent Governor Comment not requiring a Response.***  ***These Challenges/Comments are colour coded to reflect the Core Functions of the Governing Board.*** | | | |

**Actions resulting from this meeting**

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| Agenda item | Action | By |
| 7. | To meet with potential Governors to follow up interest. | Chair |
| 8. | To investigate funding sources for refugee families | EHT |
| 8. | To send out Benchmarking data to all Governors | EHT |
| 8. | To arrange meeting with AB and Resources Committee | EHT |
| 8. | To investigate the differing costs of school meals between the two schools | EHT |
| 4. | To notify the Clerking Service of the need for a permanent clerk to the FGB | Clerk |
| 6. | To invite parents to attend Collective Worship | EHT |
| 7. | To address Staff Governor vacancy in the new year. | EHT |
| 9. | To send out Governor Safeguarding PowerPoint to all Governors. | SW |
| 10. | To add Health and Safety to the agenda for the next meeting. | Clerk |
| 11. | To liaise with the EHT regarding advertising vacancies on social media. | JP |
| 11. | To let Governors know times and dates for upcoming events | EHT |
| 12. | To change ‘statemented’ children wording on the Accessibility Policy | EHT |
| 12. | To check updates to Recruitment and Selection policy and add to the agenda for the next meeting. | SW/Clerk |
| 12. | To change the date on the footer of the Equalities Policy to that of the meeting date. | EHT |
| 14. | To ask headteachers already in the LDLT MAT for feedback | EHT |
| 14. | To arrange and invite Governors to a virtual meeting to discuss academisation. | EHT |
| 15. | To arrange Business Link meeting with AB | SW |
| 15. | To send out link for virtual Standards Link meeting to all Governors | EHT |
| 17. | To email the advert for the admin role and also the staff wellbeing survey to CM and JP | EHT |
| 17. | To add the Staff survey and Staff Wellbeing Statement to the agenda for the next meeting. | Clerk |

The minutes signed as a correct record by;

……………………………………………………………………………………(Chair) …………………………………………Date