

**Minutes of a Meeting of the Full Governing Board of the
Federation of Kirkby Malzeard & St. Nicholas, West Tanfield, Church of England Primary Schools
held at St. Nicholas, West Tanfield, C.E. Primary School on Monday 29th April 2024 at 6.30pm.**

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 there is clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the organization and it's pupils and the performance management of staff
- Overseeing the financial performance of the organization and making sure its money is well spent
- Ensuring the voices of stakeholders are heard

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 Sarah Taylor (EHT), Chris Burgess (CB)(Chair), Sarah Webster (SW), Jessica Petchey (JP), Ilona Smalley (IS), Kate Atkinson (KA), Duncan Berkshire (DB), Rev Jan Ball (JB).

In attendance: Carol Harris (LA Clerk)
Anne Brining (AB) (LA Bursar)

Apologies	Two	
Absent without apologies	None	
Agenda item		Action
PART A - PROCEDURAL		
1.	Welcome and Prayer The Chair welcomed Governors to the Full Governing Board Meeting at 6.30pm. SW led the meeting in prayer.	
2.	Apologies for absence	

	<p>Apologies and reasons for absence were received from Laura Wild (LW) and Jess Tucker (JT) these apologies were accepted and consented to.</p> <p>It was noted that Jess Tucker has resigned her position as Staff Governor. Action – The EHT to notify all Staff of the vacancy and update at the next meeting, the Clerk to add this to the agenda.</p> <p>There were no absences without apologies.</p>	EHT/ Clerk
3.	<p>Reminder about the essential need for confidentiality and Declaration of Interests.</p> <p>Governors were reminded of the confidentiality of governing body meetings, that all items are confidential until the public minutes are approved.</p> <p>Governors were asked to declare if they had any declarations of interest.</p> <p>No confidential items were identified. There were no new declarations of interest.</p>	
4.	<p>Urgent other business.</p> <p>There were no Urgent other Business items to consider.</p>	
5.	<p>To approve as a correct record the public minutes of the meeting of the Governing Body on Monday 4th March 2024.</p> <p>Governors had received copies of the draft public minutes of 4th March 2024 prior to the meeting for consideration.</p> <p>Resolved: the public minutes of the meeting held on 4th March 2024 were approved by governors and signed by the Chair as a correct record to be returned to the Governor file.</p>	
6.	<p>To consider matters arising from the minutes for which there is no separate agenda item and to address Governor actions which included: -</p> <ul style="list-style-type: none"> • Photos for the website are still ongoing • Certificates for Safer Recruitment training need to be sent to the HT for the file. • The meeting with the surveyor confirmed what spending is allowed through the capital budget, these works are still ongoing. • It was agreed to look at potentially moving the day of the FGB meetings at the first meeting in September. 	

PART B – SCHOOL IMPROVEMENT/FINANCE**7.****Finance**

AB led Governors through the Budget monitoring reports which had been shared on the portal prior to the meeting.

Key points highlighted for **Kirkby Malzeard School** included;

- The final Outturn was explained to Governors
- The actual position and carry forward is down slightly from predicted figures. Variances were explained to Governors, these were particularly due to SEND funding and spending. The residential has also skewed the figures.

GC.- What is the Hub income shown?

R.- This is some funding from supply concerned with the Maths Hub.

- The increased costs of staffing were explained to Governors including the increase for support staff costs.

GC.- Have extended school clubs dropped off or hours reduced?

R.- These are offered to Pupil Premium children, but all have run at a loss, and it is an area that we need to look at.

Discussion followed around the use of clubs for enrichment. Staffing of the clubs is usually teaching staff currently in an attempt to keep costs down. Swimming costs were also discussed and the different options for next year were considered including which groups of children to target.

All Governors agreed that parents need to be informed of any potential changes. It was confirmed that the current plan for swimming will remain in place until July.

- **The Start Budget** for Kirkby Malzeard School was explained to Governors. These figures were based on the October census and so are accurate for 24/25. However, it was noted that the revised budget will show a more accurate position as it will directly follow this year's census. It was noted that this budget shows a cautious estimate currently with a need recognised to increase the marketing of the school in order to raise the profile and increase numbers.

Discussion followed around staffing costs which show salary increases and pay grants.

These were further explained including pension contributions with the likely grants to fund this.

GC.- Does this included any of the increments for staff?

R.- Not necessarily the grants, these are not designed to cover this.

Discussion followed around the implications of this and again the need to increase numbers identified as a focus.

It was noted that Governors need to be aware that funding is actually a year behind with nursery numbers not yet confirmed.

A potential reduction in support staff was explained with teaching staff remaining the same. School is still waiting for the outcome of EHCP applications.

Other funding avenues were explained, including variances within these.

GC.- There appears to be a significant increase in supply costs?

This was explained fully and noted that this has been addressed using other funding avenues. This has been included in the Start Budget and will be reviewed in the revised budget in the Autumn.

Variances in the Capital Budget were explained and AB recognised that the summary needed to be amended. Again, this will be reviewed in the revised budget in the Autumn.

All Governors approved the Start Budget for Kirkby Malzeard School for submission.

Key points highlighted for **St. Nicholas School** included;

- The outturn was explained along with any variances and balances. More Nursery funding had been received than had been anticipated and additional Refugee (Ukrainian) funding had been received.

	<ul style="list-style-type: none"> Teaching costs and the cost for supply were both up on predicted figures however a refund from the MASS scheme had been received. Clubs at St. Nicholas have broken even. Capital spending and funding as well as the energy costs and associated funding were all explained. <p><i>GC.- Looking at the cross over with supply and Subject Lead time, please can you explain this further?</i></p> <p><i>R.- Spending on this is shown in the total. (The reasoning behind this was explained further). This may not always be shown in the right line as there is funding/spending between the schools. This is identified in the notes in the KM budget.</i></p> <p>AB noted that she would need to go back and check through these figures again.</p> <ul style="list-style-type: none"> The Start Budget for St. Nicholas School was explained to Governors. Increases in funding were due to increases in pupil numbers; however, it is important to note that the funding lag will impact this. Nursery funding is calculated on numbers at the time. <p>A staffing restructure was explained which has offered more flexibility for staffing across both schools and has had a positive impact on the budget. Governors clarified the details of this. Again, AB noted that she would need to check the figures regarding this with the EHT. Some discussion followed around this and how this may look going forward.</p> <p>It was noted that top figures could be skewed by Nursery funding.</p> <p>The EHT further explained budget implications for the proposed classroom restructure and it was noted that the revised budget and October census will decide this for the following September.</p> <p>The EHT also explained the difficulties surrounding support staff deployment in Nursery with the numbers being so fluid.</p> <p>Capital funding was explained with the possibility of the kitchen refurbishment factored in.</p> <p>All Governors approved the Start Budget in principle for St. Nicholas School for submission.</p> <p>Action.- The EHT and AB to meet to finalise figures and resend to all Governors.</p> <p>Thanks were expressed to AB for her attendance who in turn offered to answer any further Governor questions via email following the meeting.</p> <p>AB left the meeting at 19.49 hrs.</p> <p>A robust discussion followed around concerns regarding the figures contained within the budget reports and the implications for both schools going forward. The EHT assured Governors that she would be following this up as all staffing levels and most aspects of planning for September and beyond are based on these figures. It had already been determined that the EHT was to meet with AB following this meeting and so these concerns would be addressed at that time.</p>	
<p>8.</p>	<p>Head Teacher’s Report</p> <p>This report had been shared with all Governors prior to the meeting on the portal. Key points highlighted included;</p> <ul style="list-style-type: none"> SIA report for music and maths – It was reported that school had received very positive feedback from the SIA for both subjects following the recent visit. Discussion followed around this regarding the engagement of boys and the suitability of some of the comments in the report. Ofsted – Following the inspection at St. Nicholas, the EHT noted that the report was very positive including regarding behaviour, attitudes to learning and the 	

	<p>ambitious curriculum. Although the rating was Good, all Governors felt that it was on the cusp of outstanding.</p> <p>Discussion followed around the report which all felt would be useful for future marketing and that the inspector had captured the feel of the school, the children and staff and recognised the journey that the school had been on.</p> <p>All Governors expressed their thanks and congratulations to all involved.</p>	
9.	<p>Safeguarding and Wellbeing</p> <p>The EHT reported that all policies and procedures were effective, and that this had been validated by both the SIA and Ofsted during the recent visits.</p> <p>It was noted that staff wellbeing particularly would be an area for discussion at the Governor development day in June. Discussion followed around how best to support staff going forward.</p>	
10.	<p>Health and Safety – Updates</p> <p>There were no further updates to present to Governors.</p>	
11.	<p>Reports from Governors and Subject Leads</p> <ul style="list-style-type: none"> • SEND Information Report – It was noted that this is a very thorough document including the graduated reforms. The meeting determined that the word ‘also’ needs to be removed when referring to parental involvement in the process. • Reports from Standards/Business Committee meetings – Governors were notified that these reports were to follow and would need to be added to the agenda for the next FGB meeting in July. Action – The Clerk to add to the agenda for that meeting. It was noted that there were no immediate concerns to raise from either meeting at this time. 	Clerk
12.	<p>Policies to be approved/reviewed:</p> <p>It was noted that.</p> <ul style="list-style-type: none"> • The Fire Safety Policy was approved with the amendments identified at the last meeting. • GDPR Policy was approved, there was just the date still to change. • Medical procedures – There was some discussion around this NYC policy and its suitability for the schools however, it was approved by Governors being an NYC policy. • Health and Safety- it was noted that there needs to be a change of review date on the policy to that of this meeting and add the link Governor. This policy was approved with these amendments. 	
PART C – OTHER BUSINESS		
13.	<p>Governance</p> <ul style="list-style-type: none"> • Governor Training – Details of the Governor development day were discussed. It is to be held at the Kings Head Hotel in Masham with a 9am meet for coffee for a 9.15 am start. The agenda has been shared on the Governor portal for information. It was discussed that Governor Self-evaluation and the wellbeing/harassment of staff needed to be added to this. Governors will also be reviewing the SEF and SIP and looking at information from the Yorkshire Causeway MAT. • Succession planning - SW indicated that she wished to step down from her position as Co-opted Governor at the end of this academic year. Some discussion followed around this and the need for succession planning recognised. Action -CB 	Chair

	to also email LW to discuss her position and to make sure that she is happy to continue in her role.	
14.	<p>Urgent other business as notified under item 5 above.</p> <ul style="list-style-type: none"> The EHT reported that a member of staff is to be working with the White Rose Maths Hub which will mean that time will need to be allowed out of school. This is a positive step and is well supported by school. <p>The EHT expressed her gratitude to all Governors for their continued support.</p>	
15.	<p>Governor's thoughts on impact resulting from our meeting today;</p> <ul style="list-style-type: none"> Ofsted and SIA validation of the schools, staff and processes. Clear financial stability for both schools. The variety and expertise of Governors providing excellent challenge and support. 	
16.	<p>Date of next meeting;</p> <p>The next meetings are provisionally scheduled for the;</p> <ul style="list-style-type: none"> 24th June 2024 -Governor Development Day – arrangements detailed above. 15th July 2024 – Curriculum and Standards at St. Nicholas, West Tanfield. <p>Which are all currently Mondays at 6.30pm</p>	
<p>Note: GC.- refers to a Governor Challenge with R.- as the response. GC.- alone is a pertinent Governor Comment not requiring a Response.</p> <p>These Challenges/Comments are colour coded to reflect the Core Functions of the Governing Board.</p>		

Actions resulting from this meeting

Agenda item	Action	By
2.	To notify all staff of the Staff Governor vacancy and request nominations, the Clerk to add this to the agenda for the next meeting.	EHT/Clerk
7.	To meet to finalise start budget figures and resend to Governors.	EHT/AB
11.	To add Standards/Business Committee reports to the agenda for the next FGB meeting.	Clerk
13.	To email LW to discuss succession planning.	Chair

There being no further business to discuss, the meeting closed at 20.34 hrs

The minutes signed as a correct record by;

.....(Chair)

.....Date