

**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 4th March 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), Sarah Webster (SW), Jessica Petchey (JP), Ilona Smalley (IS), Laura Wild (LW), Kate Atkinson (KA), Duncan Berkshire (DB), Rev Jan Ball (JB).

**In attendance:** Carol Harris (Clerk to the Governing Body)  
Karen Lapidge (Clerk in Training)

<b>Apologies</b>	Two	
<b>Absent without apologies</b>	None	
<b>Agenda item</b>		<b>Action</b>
<b>PART A - PROCEDURAL</b>		
<b>1.</b>	<p><b>Welcome and Prayer</b> The Vice Chair welcomed Governors and new Clerk, Karen Lapidge, to the Full Governing Board Meeting at 6.30pm. Also, all governors welcomed Rev. Jane Ball (JB), as Foundation Governor. to the meeting.  SW led the meeting in prayer.</p>	

2.	<p><b>Apologies for absence</b> Apologies and reasons for absence were sent by Chris Burgess (CB) and Jess Tucker (JT) the apologies were accepted and consented to.</p> <p>There were no absences without apologies.</p>	
3.	<p><b>Reminder about the essential need for confidentiality and Declaration of Interests.</b> 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><b>Urgent other business.</b> There were no Urgent other Business items to consider.</p>	
5.	<p><b>To approve as a correct record the public minutes of the meeting of the Governing Body on Monday 4<sup>th</sup> December 2023.</b></p> <p>Governors had received copies of the draft public minutes of 4<sup>th</sup> December 2023 prior to the meeting for consideration.</p> <p><b>Resolved: the public minutes of the meeting held on 4<sup>th</sup> December 2023 were approved by governors and signed by the Chair as a correct record to be returned to the Governor file.</b></p>	
6.	<p><b>To consider matters arising from the minutes for which there is no separate agenda item and to address Governor actions which included: -</b></p> <ul style="list-style-type: none"> <li>• Policy dates were amended accordingly</li> <li>• H &amp; S to go back for EHT to check</li> <li>• Governor evaluation – a tab has been added to the portal. LW led Governors through the portal at the meeting. <b>Action</b> – CH to send 20 questions for governors to LW. Discussion followed around external validation. It was suggested that governors look at the 5 aspects of core functions at future meetings – 1 per meeting.</li> <li>• Governor training – To go on the agenda for future meetings. <b>Action</b> – Clerk (CH) to send governor training list to EHT. JB asked for information regarding safeguarding training and recognised that it was also be necessary to undertake Prevent training. <b>Action</b> – EHT to follow up.</li> <li>• Governor photos – all Governors to send to EHT for website.</li> <li>• Safer recruitment certificates – <b>Action</b> - Check and send to EHT.</li> <li>• Staff were approached regarding wellbeing – it was noted that there had been a limited response, however staff felt listened to. <b>Action</b> – EHT to follow up once previous action completed.</li> </ul>	<p>EHT</p> <p>Clerk (CH)</p> <p>Clerk (CH)</p> <p>EHT</p> <p>All Govs All Govs EHT</p>
<b>PART B – SCHOOL IMPROVEMENT</b>		
7.	<p><b>Head Teacher’s Report</b></p> <p>The EHT’s Report was shared on the portal with all governors prior to the meeting and on screen during, key points highlighted included:</p> <ul style="list-style-type: none"> <li>• <b>Number on role and attendance</b>– The EHT reported that the number on role at Kirkby Malzeard (KM) was 90 and St Nicholas (St.N) 49. Numbers for September 2024for Reception entry were 9 at both schools. Nursery numbers are now feeding into these figures.</li> </ul>	

	<p><i>GC. – Numbers are they healthy?</i>  <i>R. – Pan is set at 8 for nursery however with flexible staff and class structure this can be changed. It is important to note that numbers can fluctuate and staff changes can be fluid.</i>  <i>GC. – A Governor asked about the red procedure regarding attendance had increased at St.N.</i>  <i>R. – The head teacher explained that it was being addressed by school. All parents have been spoken to and advised that this is now persistent absence. It is expected that these numbers will reduce with school following policy to address this.</i>  <i>GC. – What are the next steps?</i>  <i>R. – We may need to escalate according to NYC Policy, fast track. May need to implement these more robust measures.</i>  <i>GC.- What is fast track?</i>  <i>R. – EHT explained that this is NYC Policy that follows a set procedure with a more formal process for action. It is important to note that this can damage relationships with parents so we need to be aware.</i>  <i>GC.- Would this is better to come from Governor?.</i>  <i>R. – Yes, it would make the EHT feel more supported. Governors could attend meetings with parents as this is a strategic issue.</i>  <i>GC. – Do holiday letters have an impact on attendance?</i>  <i>R.- No, not really. This is something we need to address going forward.</i>  <i>GC.- Looking at Pupil Premium(PP) children, is attendance at St.N decreasing?</i>  <i>R.- These are the children discussed above which is already being addressed.</i></p> <ul style="list-style-type: none"> <li>• <b>Staffing update-</b></li> </ul> <p><i>GC.- How are you managing the delivery of PE?</i>  <i>R. – This is being covered by current staff.</i></p> <p>Governors discussed the financial impact and how this needs to be balanced in consultation with Ann Brining (AB) the bursar.</p> <ul style="list-style-type: none"> <li>• <b>Building and Maintenance</b></li> </ul> <p>The EHT expressed extreme concerns regarding The Health and Safety regarding the buildings at KM. Mass no longer in place, roof now leaking for 3 years. Now needs new roof. It was noted that no contact or response from the surveyor had been received, despite the EHT chasing on numerous occasions. The Maintenance officer is now visiting. EHT asked for finance governors to attend the meeting for support her. It was thought that the costs could escalate should these issues not be addressed.</p> <p>It was noted that the repairs to the chimney stack, though reported had still not been actioned. The EHT continues to monitor the situation on a regular basis.</p> <p><i>GC.- If we are paying into a scheme, why is this still not being addressed?</i>  <i>R.- We are still chasing and this is really frustrating. There appears to be no structure for the process.</i></p> <p>The EHT expressed significant concerns that costs will increase of this in action.  <b>Action</b> – The EHT to let governors know the date of the meeting with the surveyor. Governors noted the need to escalate these concerns to County. <b>Action</b> – Copy SW and Chair and DB into future emails to County in order for governors to support the EHT with this.</p> <ul style="list-style-type: none"> <li>• <b>Health &amp; Safety</b></li> </ul> <p>It was reported that JT and EHT have reviewed the reports and all actions are completed. Including the fire safety notices that are on order.</p> <ul style="list-style-type: none"> <li>• <b>Safeguarding</b></li> </ul> <p>Governors enquired as to the percentages contained within the report. The EHT explained that these would need to be amended.  Governor’s feedback to the EHT was that this report made the data clearer and easier to understand. Also, the use of data from CPOMS was really clear.</p> <p><i>GC.- Does this indicate a reduction in numbers regarding behaviour?</i></p>	<p>EHT</p> <p>EHT</p>
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	<p><i>R.- Behaviour across both schools is good. Within any incidents, they are addressed according to policy.</i></p> <p><i>GC.- How long have you been using CPOMS?</i></p> <p><i>R- Around 2 Years, which is proving an excellent system that has just been upgraded.</i></p> <p><i>CG.- Are these numbers at St N. increasing?</i></p> <p><i>R. – We are not concerned as they are such low numbers.</i></p> <p>2 near misses were recorded each site. Staff are excellent at recognising and recording incidents which feed into the incident management system. Discussions followed around these incidents and EHT fully explained the circumstances to governors.</p> <p>The EHT reported that 1 child at KM is being education off site, with school following of the statutory procedures for this. Also complying with OFSTED procedures.</p> <p><i>GC.- Looking at enrichment activities, do the 2 schools work together?</i></p> <p><i>R.- Some things we do together such as trips, residential, school play. However, cost of transport can be restrictive.</i></p> <p>Discussion followed around the possibility of a school bus and staffing training/costs.</p> <ul style="list-style-type: none"> <li>• <b>CPD/Staff</b></li> </ul> <p><i>GC.- As DSL do you (EHT) feel you have enough time to carry out staff training?</i></p> <p><i>R.- This is really well distributed among current staff.</i></p> <p>The EHT went on to explained the safeguarding master class to governors. The EHT reported the focus of staff meetings to governors, this included behaviour management and planning time for example.</p>	
8.	<p><b>Safeguarding and Wellbeing</b></p> <ul style="list-style-type: none"> <li>• Safeguarding Annual Report</li> </ul> <p>Some discussion followed around this with governors as to whether this was the annual safeguarding audit. <b>ACTION</b> – To investigate safeguarding annual report and add onto next agenda.</p>	Clerk/ EHT
9.	<p><b>Finance –</b></p> <ul style="list-style-type: none"> <li>• <b>SFVS</b> -SW explained the SFVS process to governors and shared the reports on screen during the meeting. These were also available to all governors prior to the meeting. It was noted that any actions identified are been addressed.</li> </ul> <p><b>Both SFVS were approved by all Governors for submission. Action</b> – SW to send to Chris Burgess (Chair) and Ann Brining (AB) for submission to County.</p>	SW
10.	<p><b>Reports from Governors and Subject Leads</b></p> <p>All relevant reports were shared with Governors prior to the meeting and on screen during the meeting.</p> <p>Governors were invited to discuss the reports shared. LW explained the process to Governors while reports were on screen and lead the Governors through key messages contained in reports.</p> <p><i>GC. – Please can you explain FFT Fisher Family Trust?</i></p> <p><i>R.- These are targets set by the government. We enter each child’s data into the system which then provides suggested targets for children. EHT went onto explain the percentages and targets fully.</i></p> <p>It was noted that Pupil Progress Meetings address this strategically in school. Each child is look at as an individual with a view to the whole child.</p> <p>Discussion followed around this process with thanks expressed to the EHT and whole staff team.</p> <p>The report from Sue Marshall was discussed and shared on screen. The EHT explained the actions and how these are being addressed. Each half term class teachers meet with senior leaders to encourage challenge and aspirational targets in Maths. The EHT and link</p>	

	<p>Governors assured Governors that all is in place with evidence pointing working towards this. Support is in place for all staff.</p> <p>Governors were invited to address any further questions to CB. Thanks were expressed to all Governors for their reports and monitoring and the EHT for her support.</p>	
<b>11.</b>	<p><b>Policies to be approved/reviewed:</b></p> <ul style="list-style-type: none"> <li>• SEND Policy – It was noted that SEN needs to be changed to SEND throughout the policy. <b>This policy was approved with this amendment.</b></li> <li>• Fire Safety – This is a NYC Policy which needs to have the medical procedures update. <b>ACTION</b> – JT to amend and the Clerk to add to the agenda for the next meeting.</li> <li>• GDPR – <b>ACTION</b> – EHT to check data protection dates are correct and update accordingly. Clerk to add to agenda for the next meeting.</li> <li>• Medical procedures – <b>ACTION</b> - EHT to update and Clerk to add to the agenda for the next meeting.</li> <li>• Leave guidance Policy – <b>Approved by all Governors</b> and agreed to be reviewed every 3 years.</li> </ul> <p>The Policy schedule was explained to all Governors and thanks were expressed to SW for all of her hard work and support.</p>	<p>JT/Clerk</p> <p>EHT/ Clerk</p>
<b>PART C – OTHER BUSINESS</b>		
<b>12.</b>	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• <b>Succession Planning</b> – It was agreed that SW would take on the responsibility of induction governor. It was noted that there is a check list in place within the Governor file.</li> </ul>	
<b>13.</b>	<p><b>Academisation update</b></p> <p>The EHT reported that an email had been received from Richard Noakes asking whether or not school were interested in joining the LDLT. (Leeds Diocesan Learning Trust) Discussion followed around this and Governors decided that this was not something to action at present, however, to leave this as an agenda item for consideration going forward.</p> <p>It was noted that Yorkshire Causeway are now welcoming new schools and the EHT with other cluster schools are attending a meeting on the 15<sup>th</sup> March 2024.</p>	
<b>14.</b>	<p><b>Urgent other business as notified under item 5 above</b></p> <p>There was no urgent other business to discuss however, the Governor development Day was discussed.</p> <p>It was agreed that this was scheduled for June the 24<sup>th</sup> and was likely to be held at the King's Head for a 9.30am start. <b>Action-</b> The EHT to confirm with Governors.</p> <p>The EHT reported that contact had been established with a school in Thailand. She went on to explain that this was an international school based in Bangkok who have expressed an interest in visiting the Federation bringing a group of Year 5 and 6 children. She explained to Governors how this would look in practice and the cultural experiences that the KM/WT children would benefit from. It was noted that school was still waiting for confirmation. LW offered her support to the EHT in planning and further operational support.</p>	EHT
<b>15.</b>	<b>Governor's thoughts on impact resulting from our meeting today;</b>	

	<ul style="list-style-type: none"> <li>The Clerk (CH) explained to the Governors that the monitoring and recording of monitoring visits were excellent from all Governors. External validation is important in recognising when a board is fulfilling their roles as effectively as this.</li> <li>The EHT noted that she felt very well supported by all Governors.</li> <li>The Standards visit and subsequent feedback assured Governors that the school's performance is meeting the required standards.</li> <li>A new Governor noted just how appreciative they were regarding the levels of knowledge demonstrated by the monitoring visits reports. The interpretation of data and educated challenge offered by all Governors were also clearly evidenced.</li> <li>Governors felt that the connections between monitoring reports showed reassuring evidence of excellent practice throughout the schools.</li> <li>It was evident that the EHT, Governors and staff were all working effectively together.</li> </ul>	
<b>16.</b>	<p><b>Date of next meeting;</b> The possibility of moving the meetings to a Wednesday night was discussed. <b>Action</b> – The EHT to check with the Chair (CB) and feedback to Governors and Clerk(s).</p> <p>The next meetings are provisionally scheduled for the;</p> <ul style="list-style-type: none"> <li><b>29<sup>th</sup> April 2024</b> – Finance and Business</li> <li><b>24<sup>th</sup> June 2024</b> –Governor Development Day</li> <li><b>15<sup>th</sup> July 2024</b> – Curriculum and Standards</li> </ul> <p>Which are all currently Mondays at 6.30pm</p>	EHT
<p><b>Note: GC.- refers to a Governor Challenge with R.- as the response. GC.- alone is a pertinent Governor Comment not requiring a Response.</b> <b>These Challenges/Comments are colour coded to reflect the Core Functions of the Governing Board.</b></p>		

### Actions resulting from this meeting

Agenda item	Action	By
6.	To add H & S Policy and EHT to check .	EHT
6.	To send 20 questions for governors to LW.	Clerk (CH)
6.	To send EHT governor training list.	Clerk (CH)
6.	To follow up Training requirements for JB	EHT
6.	To send photos to EHT for the website.	All Govs
6.	To check safer recruitment certificates and send to EHT.	All Govs
6.	To follow up staff wellbeing questionnaire.	EHT
7.	To advise governors of meeting with surveyor	EHT
7.	To copy SW, CB and DB in emails regarding above	EHT
8.	To investigate safeguarding annual report and add to agenda for next meeting.	Clerk/HT
9.	To send the SFVS to Chair and AB for submission.	sw
11.	To update Fire Safety Policy and add to the agenda for next meeting.	JT/Clerk
11.	To check data protection dates are correct and update accordingly. Clerk to add to agenda for the next meeting.	JT/Clerk
11.	To update Medical Procedures Policy and Clerk to add to the agenda for the next meeting.	EHT/Clerk

14.	To confirm venue and time of Governor Development Day on 24 <sup>th</sup> June	EHT
16.	To check the possibility of moving meetings to a Wednesday with CB and feedback to Governors and Clerk(s) confirming the days and times of next meetings.	EHT

There being no further business to discuss, the meeting closed at 20.26 hrs

The minutes signed as a correct record by;

.....(Chair)

.....Date