

**Minutes of a Meeting of the Governing Body of the
Federation of Kirkby Malzeard & St. Nicholas, West Tanfield Church of England Primary Schools held
at Kirkby Malzeard Primary School on Wednesday 4th December 2024 at 6.30 p.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 there is clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the organization and its 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), Ilona Smalley (Vice – Chair), Kate Atkinson (KA), Duncan Berkshire (DB), Jessica Petchey (JP), Jane Ball (JB), Laura Wild (LW), Helen Clegg (HC)

In attendance: Sue Low (Clerk to the Governing Body), Ann Brining (Bursar)

Apologies / Non-Attendance	Chris Burgess
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Minute No.			Action
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PART A - PROCEDURAL

FGB40/24	Welcome and Prayer The meeting started at 6.35pm and IS led with a prayer.		
FGB41/24	Apologies CB was not present at the meeting, but this was consented to by governors. IS chaired the meeting in her absence.		
FGB42/24	Reminder about the essential need for confidentiality and declaration of interests Governors were reminded of the confidentiality of governing body meetings, and for governors to declare if they have any declarations of interest. There were no new declarations of interest.		

FGB43/24	<p>Notification of other urgent business None</p>	
FGB44/24	<p>To approve, as a correct record, the public and confidential minutes of the meeting of the Governing Body held on 13th November and the confidential minutes from the Governing Body Meeting held on 15th July 2024.</p> <p>Governors received copies of the draft public minutes of 13th November 2024 prior to the meeting for consideration and APPROVED the minutes as a true and accurate record of the meeting. The minutes were signed by the Chair and filed in school.</p> <p>Action – Clerk to ensure that the confidential minutes form 15th July are on the agenda to be approved at the next meeting.</p>	
FGB45/24	<p>To consider matters arising from the minutes for which there is no separate agenda item.</p> <p>The Chair went through the matters arising from the previous meeting as follows:</p> <ul style="list-style-type: none"> • Governor vacancy to be put on the Ripon Review Facebook page – Still to complete. • Governors to complete the self-evaluation form – Still to complete for some governors. • Head to add to the newsletter a request to send in postcards from holidays etc. – Completed • Clerk to make sure that the confidential minutes from 15th July and on the agenda and approved at the next meeting – To be rolled over to the next meeting. • Clerk to create a sheet for governors to sign to confirm that they have read the KCSIE 2024 document – Completed. CB to sign. • Head to sign up governors and governors to complete the NGA ‘Essential safeguarding training for governors’ training prior to the March FGB – Partly complete. Governors have been signed up but still to complete the training. • LW to send in her monitoring report for writing – Completed. Clerk to add 3 monitoring reports from LW to the March agenda. • KA to complete website check on policies - Ongoing 	
PART B - SCHOOL IMPROVEMENT		
FGB46/24	<p>Finance Report All finance reports were available for governors to review on the portal.</p> <p>KM The Bursar explained that the funding for 25-26 is based on pupil numbers from the census day in October 2024 and although, numbers of pupils do change during the year, this will not be taken into account.</p> <p>The in-year figure for 24-25 is £8,900 and this added to the reserves of £53,000 take the end of year balance to £61,900. For 25-26 the in-year figure is -£800 added to the balance brought forward gives an end of year balance of £62,800. 26-27 in year balance is -49,800 added to the balance brought forward gives an end of year balance of £13,000.</p> <p>The Bursar stated that the reason for the downturn over the three-year period is down to pupil numbers and the figures have been based on there being 87 pupils next year. There are two big classes leaving the school over the next couple of years which is impacting on numbers. The Bursar highlighted that the budget will be updated in March / April next year. One thing to note is that hours of teaching support have been reduced for the year 25/26 but emphasised that this is dependent on funding.</p>	

GovQ: Will the reduction in support staff hours impact on the SEND provision?

The Bursar replied that applications have been made for EHCP's and it is hoped that extra funding will be agreed but the budget does not take that into account.

In terms of income, the Bursar remarked that the figures for the upcoming years have been based on this year's funding and she has built in the teacher pay rises and the increase in the service level agreements the school have with NYC. The Bursar highlighted that there are grants to cover some things and is hoping to receive further funding.

GovQ: What about the employers increase in NI?

The Bursar replied that she has built this into the budget as well as the pension increase.

GovQ: What can we do to plan for staffing in the future?

The Bursar explained that from January, she has reduced support staff hours to 149 but again stressed that it really depends on what funding comes in for those SEN pupils.

The Head also noted that they are hoping to receive some pupils from the new housing estate to increase admissions.

The Bursar remarked that currently the school is meeting the needs of those pupils who have a higher of need due to the healthy reserves that the school has. The Head noted that they should know the outcome of at least 3 of the applications for EHCP's by the start budget.

GovQ: Is any EHCP funding backdated?

The Head explained that the funding only starts from the date the application is approved.

KM – Benchmarking

Information 23/34 is based on staffing from May 24 and pupil numbers from October 23.

The Bursar explained that the information compares the school with a selection of schools in North Yorkshire and the rest of the country which are of a similar size. The Bursar confirmed that there are no major differences and highlighted that the costs of support staff are quite low in comparison to other schools.

GovQ: Why are catering costs so high?

The Bursar explained that the lower the number of children who have school meals the higher the costs.

GovQ: Is there anything for governors to focus on?

The Bursar replied that there is nothing significant.

The Bursar continued that she has also prepared a self-assessment dashboard which she will forward to governors and the school comes out as a low risk as it is in the lowest 10% of schools for most categories. The only category the school is in the highest 10% is for energy costs but this is the same for most schools in North Yorkshire, so is not concerned about that.

SN

The figures for SN for 24-25 are that there is an in-year position of -£2,100 but added to the reserves of £60,200 take the end of year balance to be carried forward to £58,100. For 25-26, the in-year balance is predicted to be -£19,000 and this added to the carried forward balance leaves £39,100 to be carried forward. Finally, for year 26-27 the in-year position is -£19,000 and this added to the reserves leaves a balance of £26,200.

	<p>In terms of pupil numbers, they are fairly consistent at SN and are increasing. The school are running at an in-year loss for all 3 years, but this is being controlled. The Bursar stated that she has built in a reduction in teaching staff in year 3 but again this is just on paper. In terms of the nursery, the numbers are difficult to predict but the funding does come in a lot quicker for these children.</p> <p>Benchmarking The Bursar remarked that this is based on 40 children and compared to schools of a similar size, the school is in line with those schools with a lot of the costs been lower than others.</p> <p>GovQ: How is the revenue higher at SN compared to KM? The Bursar highlighted that this is due to the school having a nursery.</p> <p>GOVERNORS APPROVED THE REVISED BUDGET</p>	
FGB47/24	<p>Safeguarding Report from the SIA visit to KM 19th November The Head explained that the visit did not take place, so will be rearranged for a later date.</p> <p>JB then gave governors a verbal update on her safeguarding visit to both schools and remarked that the visit was ‘outstanding’. Children were able to talk about how they felt safe, why they felt safe and who they could talk to. JB added that not one child said that they felt unsafe or unhappy at school. Children also were very aware of online safety and there were discussions about the zones of regulation. Overall, JB advised that the visit was very positive and would complete and send in the monitoring form – Action JB</p>	
FGB48/24	<p>Health and Safety The health and safety report had been uploaded to the portal for governors to view.</p> <p>Governors commented on the detailed review.</p> <p>GovQ: Is there any work which cannot be completed due to funds? DB replied that there is nothing which cannot be completed for this reason.</p>	
FGB49/24	<p>Standards The report from the standards visit had been uploaded to the portal for governors to view prior to the meeting.</p> <p>Again, governors thanked IS and LW for the detailed report.</p> <p>The Chair highlighted that there is lots to celebrate and picked out the achievement of Year 6’s at KM in reading and maths. Overall, it was noted that the average scaled scores were very positive. In terms of EYFS, the level of development of the children was significantly higher than the national average and the phonics results were also very strong.</p> <p>For SN, there were excellent results in reading and writing in Year 6, with 86% achieving the expected standard in writing compared to the national average of 72%.</p> <p>GovQ: With mixed aged classes, how are the GD children being challenged? HC remarked that there are two members of staff in all classes, so they do split groups. Reading is streamlined according to ability and maths is also split. HC added that children do receive a bespoke education.</p>	

	<p>In terms of the Pupil Premium children, it was felt as though all appropriate support was in place and the Head was able to give an account and evidence of why a child was where they were at and if they were not reaching the standards, why this was the case.</p> <p>Governors remarked that the only thing picked up on was the maths data and the Head commented that she has now streamlined the data to separate the children who have attended the school from Reception. A discussion with staff has taken place and they have agreed interventions.</p>	
FGB50/24	<p>Community Engagement</p> <p>Pupil Voice</p> <p>It was remarked that all of the feedback from the pupil voice was positive, and all children enjoy going to school and confirmed that they felt safe. Pupils came across confident to talk and support from Mrs Martin was mentioned on numerous occasions. HC advised that this is a huge step forward as historically, pupils have not engaged so well with visitors.</p> <p>Parent Voice</p> <p>In relation to the parent voice, it was noted that the response rate was not as high as they would have liked but those received were positive.</p> <p>Governors then had a brief discussion about how the response rate could be increased and suggestions were put forward to give parents paper copies or use a QR code so that parents could access the questions easily and quickly.</p> <p>Staff Voice</p> <p>The Chair then remarked that she had drafted an email to send to staff which governors had sight of prior to the meeting. Governors agreed that they were happy for this to be sent, along with a short reminder in the summer term. - Action IS</p> <p>GovQ: What about the wellbeing of the Headteacher?</p> <p>It was agreed that the email would also be sent to the Headteacher, however, JB confirmed that health and wellbeing was discussed at the Head's performance management meeting, and they have agreed regular check-ins with the Head.</p>	
FGB51/24	<p>Headteacher Appraisal (See confidential Minutes)</p>	
	PART C – POLICIES	
FGB52/24	<p>Policies</p> <p>Budget Management policy– APPROVED</p> <p>Charging & Remissions policy - APPROVED</p>	
	PART D – OTHER BUSINESS	
FGB53/24	<p>Any urgent business</p> <p>None</p>	
FGB54/24	<p>Governor's thoughts on impact resulting from our meeting today.</p> <ul style="list-style-type: none"> • Governors agreed the need to add succession planning to the School Improvement Plan to ensure the growth and continued success of the school. • Governors were reassured that appropriate staffing is in place to support the needs of all of the children and that all children have access to an outstanding education. • Governors demonstrated that engagement with stakeholders remains a priority. 	
FGB55/24	<p>Date of next meeting</p>	

	Next meeting to take place at 6.30pm on 26th March at St Nicholas, West Tanfield	
	The meeting closed at 20:30pm	

Actions

11/24	Vacancy to be put on the Ripon Review Facebook page	JP
13/24	Governors to complete the self-evaluation	All gobs
28/24	Clerk to make sure that the confidential minutes from 15 th July and on the agenda and approved at the next meeting	Clerk
29/24	CB to sign to confirm that they have read the KCSIE 2024 document	CB
32/24	Governors to complete the NGA 'Essential safeguarding training for governors' training prior to the March FGB	All gobs / Clerk
35/24	Clerk to add the 3 monitoring reports from LW to the March agenda	Clerk
47/24	JB to complete a monitoring report from her safeguarding visit	JB
50/24	IS to send staff the email to gather any comments / concerns	IS