

**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 13th November 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: Chris Burgess (Chair), Sarah Taylor (EHT), Kate Atkinson (KA), Duncan Berkshire (DB), Jessica Petchey (JP), Illona Smalley (IS), Laura Wild, Helen Clegg (HC)

In attendance: Sue Low (Clerk to the Governing Body), Gemma Pawson, Emily Gains

Apologies / Non-Attendance	Jane Ball	
Minute No.		Action
PART A - PROCEDURAL		
FGB23/24	Welcome and Prayer The meeting started at 6.36pm and IS led with a prayer.	
FGB24/24	Apologies JB was not present at the meeting, but this was consented to by governors.	
FGB25/24	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.	

FGB26/24	<p>Notification of other urgent business</p> <p>The Head advised that two items had been added to AOB to discuss later in the meeting.</p>	
FGB27/24	<p>Curriculum</p> <p>Presentation from Geography Lead</p> <p>The Head remarked that curriculum does form part of the SIP.</p> <p>Mrs Gains informed governors that that the main focus for geography this term has been on locational knowledge, adding that a lot of children are very well travelled and can tell you where they have been but can't often advise where the place is in terms of the wider world. A starter quiz has been implemented at the start of every lesson which lasts about 10-15 minutes to try and embed what they have been taught.</p> <p>KS1 – The focus for KS1 is the UK and they are using a variety of resources in their learning such a 'splat the map' and stacking cups.</p> <p>KS2 – The focus for KS2 is the wider world and children get the opportunity to pick a colour coded stick which could represent an ocean, a continent etc. and they then relay what they know about that specific area. Other resources used include inflatable globes and catchy rhymes.</p> <p>Mrs Gains highlighted that children's knowledge of continents in KS1 is now secure and they are now looking at the seas surrounding the UK. Children have enjoyed the fact that a lot of the learning has been 'hands on' with them having to move and find things. Children have a secure knowledge of both physical and human geography and know what a geographer does. The response from pupils has been very positive, they are remembering facts, and this was demonstrated during the monitoring. Pre and post assessments are used and useful as a way of moving forward.</p> <p>In terms of difficulties encountered when monitoring, it was clear that not all pupils were at the same stage on the geography plan due to teacher's starting the plan at different times. IS agreed and added that when she went in for two afternoons, this was clear to her but emphasised that the planning for geography is very good and it was evident that the 'sticky learning' is happening, regardless of what stage the pupils are at on the plan. The Head commented that staff do come together to discuss plans and share good practice.</p> <p>Mrs Gains continued that from January she would like to look at geography outside of the classroom and added they did set up stations in the classroom one afternoon where children could make jigsaws etc. This went down very well with the pupils.</p> <p><i>GovQ: Has covid have an impact on geography in KS2?</i></p> <p>Mrs Gains replied that it may have had an impact but emphasised that the curriculum plans have got better over the years. The Head agreed, adding that they are always stripping back and refining the plans to improve them.</p> <p><i>GovQ: Is adaptive teaching looked at?</i></p> <p>Yes. IS confirmed that she witnessed this on her monitoring visit.</p> <p><i>GovQ: What does challenge look like for pupils?</i></p> <p>Mrs Gains explained that they are delving deeper into certain aspects and would be happy to share plans with governors of how they are doing this.</p> <p>IS commented that she was confident that challenge is happening in geography.</p> <p><i>GovQ: What time is allocated for geography?</i></p>	

	<p>Mrs Gains explained that in the autumn term, pupils will do 7 weeks of geography. The Head expanded that pupils do 7 weeks geography and the other 7 weeks of the term it will be history. Teachers are given the choice as to whether they want to teach history or geography first.</p> <p>Governors thanked Mrs Gains for the presentation.</p> <p>The Head commented that it is clear to see the enthusiasm that pupils now have for the subject and the resources used have been very inventive. IS stated that she observed the picture cards being used and agreed that they were very effective.</p> <p>GovQ: Could people in the community be asked to send in postcards from their travels? The Head agreed to add this to the newsletter – Action Head</p>	
FGB28/24	<p>To approve, as a correct record, the public and confidential minutes of the meeting of the Governing Body held on 18th September 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 18th September 2024 prior to the meeting for consideration.</p> <p>The following amendment was made: Item 11/24 – minutes state, ‘Targeted Maintained Provision’ and this should read Targeted Mainstream Provision’.</p> <p>Subject to this amendment, governors APPROVED the minutes as a correct record and 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>	
FGB29/24	<p>To consider matters arising from the minutes for which there is no separate agenda item.</p> <ul style="list-style-type: none"> • LW to complete declarations of interest form – COMPLETED. • Advert for Co-opted governor vacancy to be put in the Fountain – COMPLETED • Chair to investigate whether the school can put an advert for the governor vacancy on the ‘Governors for Schools’ website – COMPLETED – Advert still on the website. • Vacancy to be put on the Ripon Review website – STILL TO COMPLETE • Governors to complete the self – evaluation – STILL TO COMPLETE • All gobs to read KCSIE 2024 – COMPLETED – Clerk to bring a signature sheet so governors can sign confirmation that they have read the document to the next meeting – ACTION Clerk • KA to take over the maintaining of the policy schedule and update as required – ONGOING. • Head to send out to governors information regarding governor training – COMPLETED. • Clerk to make sure election of Vice – Chair is on the next agenda. <p>The Chair then asked for nominations for the role of Vice – Chair and IS was nominated and duly appointed as Vice – Chair for the period of one year.</p>	
	PART B - SCHOOL IMPROVEMENT	
FGB29/24	<p>Headteacher’s Report</p> <p>Governors had sight of the Headteacher’s report prior to the meeting. The Chair then asked governors if they had any questions regarding the report.</p> <p>Pupil No’s <i>GovQ: What is the maximum capacity for KM?</i></p>	

Head: 105

GovQ: Should we be trying to market the school a bit more to increase these numbers?

Head: There have been a couple of families look around and one will definitely start next year. There are 17 pupils in Year 6 so this will impact on the numbers but there are adverts on the Ripon Review and on Facebook for both schools.

GovQ: 14% of pupils who have SEN needs at KM is very high?

Head: There is very high need in reception, Year 1 and 2 and staffing these year groups has been challenging.

GovQ: What support are you getting from NYC regarding SEND?

Head: There is involvement from the SEND hub and now each school has a named person. The named person for KM is Elizabeth Graham Bell and she has been very helpful and proactive, but the issue still remains that there is a lack of funding and staff as they could really do with an extra full-time member of staff and a request has been sent to build this into the budget.

GovQ: Is TMP still in the pipeline?

Head: Yes, but not at the moment as there are no staff to run it.

GovQ: What is the maximum capacity for SN?

Head: 70. At present we have 41. It has been disappointing to lose 4 children during the half term, one of whom had very high need. However, the nursery is going strong.

Attendance

GovQ: Attendance at KM for children with SEN is at 72.5%???

Head: There is a child who is not attending and processes and in place.

GovQ: In terms of the yellow and red process, do families react to that?

Head: Yes, they do tend to initially but then attendance can start to drop again.

GovQ: What about holidays during term time?

Head: The guidance is very confusing regarding this, and the SIA has been approached to clarify this. Currently, the school needs to report monthly to the LA any children that have missed more than 10 sessions (5 days). In terms of the school's process, if a child's attendance is below 95%, the class teacher will address it with the parents and if attendance falls below 90%, parents will be brought into school.

Staff

The Head explained that staffing is challenging with 2 members off sick at KM and 1 at SN but SN is being covered ok due to the pupil which they lost who had high need.

Behaviour

GovQ: Reports of behavioural incidents are higher at SN, is this due to the cohorts?

Head: It is not normally that way and 9 of the incidents were friendship support so cannot really be classed as bad behaviour.

GovQ: What is Compass Buzz

Head: This is mental health training for staff.

CPD

GovQ: How as governors do we know that CPD is having an impact?

Head: From learning walks.

	Governors thanked the Head for her report.	
FGB27/24	<p>Curriculum (Continued) Presentation from the Writing Lead Mrs Pawson advised that writing is on the SIP for the current year. Mrs Pawson explained that in order for pupils to be a successful writer, they also need to be successful readers and therefore, they have put a lot of effort into reading. They have looked at what is going well and have taken feedback from teachers and support staff as well as the guidance in relation to writing. There has also been a big drive on 'writing for pleasure'.</p> <p>Mrs Pawson explained that nationally writing is on a downward turned and currently they use the Jane Considine approach with pupils and have started to think about what children need and how to deliver writing in school. They are trying to teach pupils that there is a whole body of things to think about before putting pen to paper and there needs to be a cohesive approach. As a staff team they unpicked a lot and thought about how to challenge each child and also how to get children to challenge themselves. However, they also want children to understand that it is not about the quantity of what is written but the quality and instil in them that better writing is not always more, and they are tweaking things as they move forward.</p> <p><i>GovQ: How long has the Jane Considine approach been used?</i> About 2 years, now it is about making the approach more individualised.</p> <p>GovC: Little wandle has had a positive impact on reading. Mrs Pawson agreed and highlighted that they are hoping that this will filter through into writing.</p> <p>The Head remarked the data in writing is stronger in the lower end of the school and agreed that staff need to make the approach more bespoke to the child. The Head continued that children just do not see writers anymore, so it is important that they understand why they are writing.</p> <p><i>Governors thanked Mrs Pawson for her presentation.</i></p>	
FGB30/24	<p>SENDCO Reports The reports were uploaded to the portal for governors to read prior to the meeting.</p> <p><i>GovQ: Historically, support from the LA has not been good in relation to SEND, is it better under the new format?</i></p> <p>The Head replied that she is receiving more support now and having a designated person does help.</p>	
FGB31/24	<p>SIA Reports Available for governors to view on the portal.</p> <p>The Head remarked that the SIA is still Sue Marshall and that they are due a visit from a safeguarding advisor from the LA as well as a visit in regard to attendance and EYFS.</p>	

FGB32/24	<p>Safeguarding Training The Head provided a presentation to governors.</p> <p><i>GovQ: The figures show that 50% of pupils are vulnerable – what does this cover?</i></p> <p>The Head explained that pupils can be classed as vulnerable due to a whole range of reasons and this list is reviewed termly. It encompasses things such as children new to the school, SEND children, PP children and those that may have issues at home. There may not even be a reason and it may just be that they can see that the child is struggling. The list is reviewed so that they can discuss what interventions if any are needed.</p> <p>The highlights from the presentation were as follows:</p> <ul style="list-style-type: none"> • Governors’ responsibilities in relation to safeguarding. • Ways in which governors are involved in safeguarding. • Safeguarding policies and procedures & things for governors to consider when approving policies. • Appointing a DSL and Lead Safeguarding governor. • Importance of the SCR (Single central record) • What to do when there is a concern about a staff member • Key Legislation and statutory guidance. • KCSIE <p><i>GovQ: How would we know if there was a gap in safeguarding?</i> Safeguarding audits are completed, along with checklists etc.</p> <p>The Head then signposted governors to further training and it was suggested that governors complete the NGA’s ‘Essential Safeguarding for governors’. Governors agreed and the Head confirmed that she would sign them up for the training which is an online course and should be completed prior to the March FGB Meeting – Action Head / All gobs / Clerk.</p> <p>Governors then thanked the Head and suggested that a presentation on safeguarding could be done annually as a refresher and to make sure that they are aware of all updates.</p>	
FGB33/24	<p>Health & Safety Report Available on the portal for governors to view. There were no questions in relation to the report.</p>	
PART C – POLICIES		
FGB34/24	<p>Policies There were no policies to review.</p>	
PART D – OTHER BUSINESS		
FGB35/24	<p>Governing Body Matters</p> <ul style="list-style-type: none"> • Review terms – LW’s term of office expired 23.9.24 and it was agreed that LW would be Co-opted for another term. • Governor training – Nothing to note. • Governor monitoring reports – LW advised that she would send the monitoring report for writing to be uploaded to the portal – Action LW • Governor Vacancy – The Chair explained that she has been approached by someone who is interested in the vacant governor role and has a business background. However, they are also a parent. Governors agreed that as there are already 3 	

	governors who are parents, it would not be appropriate to appoint another parent to the governing body.	
FGB36/24	Academisation update No update	
FGB37/24	Any urgent business as identified in agenda item 5. <ul style="list-style-type: none"> • Website check – It was agreed that KA should check the websites to ensure that all policies are up to date. • EHT Performance Management – The Chair confirmed that this has taken place. 	
FGB38/24	Governor's thoughts on impact resulting from our meeting today. <ul style="list-style-type: none"> • Governors expressed that they now have an increased understanding of writing and geography, how this is taught in school and the impact which the curriculum leaders have in driving this forward in school. • Governors agreed that they feel confident that they are doing what they need to do in relation to safeguarding. 	
FGB39/24	Date of next meeting Next meeting to take place at 6.30pm at Kirkby Malzeard School on 4th December 2024 The meeting closed at 21:10pm	

Actions

11/24	Vacancy to be put on the Ripon Review Facebook page	JP
13/24	Governors to complete the self-evaluation	All gobs
27/24	Head to add to the newsletter a request to send in postcards from holidays etc.	Head
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	Clerk to create a sheet for governors to sign to confirm that they have read the KCSIE 2024 document	Clerk
32/24	Head to sign up governors and governors to complete the NGA 'Essential safeguarding training for governors' training prior to the March FGB	Head/ All gobs / Clerk
35/24	LW to send in her monitoring report for writing	LW
37/24	KA to complete a website check on policies	KA