

**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 15<sup>th</sup> July 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:** Karen Lapidge - Clerk

<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>	<b>Welcome and Prayer</b>  The Chair welcomed Governors to the Full Governing Board Meeting at 6.30pm.  JB led the meeting in prayer.	
<b>2.</b>	<b>Apologies for absence</b>	

	<p>Apologies and reasons for absence were received from Laura Wild (LW) these apologies were accepted and consented to.</p> <p>There were no absences without apologies.</p>	
<b>3.</b>	<p><b>Reminder about the essential need for confidentiality and Declaration of Interests.</b></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>	
<b>4.</b>	<p><b>Urgent other business.</b></p> <p>Nursery Fee Policy to approve in section 15.</p>	
<b>5.</b>	<p><b>To approve as a correct record the public minutes of the meeting of the Governing Body on Monday 29<sup>th</sup> April 2024</b></p> <p>Governors had received copies of the draft public minutes of 29<sup>th</sup> April 2024 prior to the meeting for consideration.</p> <p><b>Resolved: the public minutes of the meeting held on 29<sup>th</sup> April 2024 were approved by Governors and signed by the Chair as a correct record to be returned to the Governor file.</b></p>	
<b>6.</b>	<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>• None</li> </ul>	
<b>PART B – SCHOOL IMPROVEMENT/FINANCE</b>		
<b>7.</b>	<p><b>Finance</b></p> <p>Budget agreed and approved.</p>	
<b>8.</b>	<p><b>Head Teacher’s Report</b></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"> <li>• SEND information.</li> <li>• Staffing for next term. GC -How are you going to replace the teacher leaving? R -Staff will teach their own music and we have another replacement teacher coming in to cover.</li> <li>• Behaviour and attendance. GC- Is the behaviour better than last year? R - Nothing is coming up, happy with everything.</li> <li>• Maintenance Ongoing issue with the roof KM, discussion followed on what the plans were with NYC. Progress has been made. GC - Is this disturbing teaching? R -No, but we do need this issue resolving urgently. The EHT continues to monitor the situation on a regular basis.</li> <li>• Behaviour Discussion followed regarding this. GC – is behaviour better than last year?</li> </ul>	

	<p>R – No concern are flagging up.</p> <p>HT Report for both schools can be found on the website under Governor Portal HT Report.</p>	
9.	<p><b>Standards</b></p> <ul style="list-style-type: none"> <li>Statutory data reports. Reports we on the portal prior to the meeting for all to view. EHT lead Governors through the reports. Discussions followed.</li> </ul> <p>Standard case studies for children for progress to look at in depth at the meeting - <b>ACTION</b></p> <p>Internal Data</p> <p>GC - Do our children know our Timetables? R -Yes, monitored I can see that this is working. Discussions followed.</p> <p>GC - Do you get the Sats papers back? R Yes, we then ask subject leaders to do analysis on this.</p> <ul style="list-style-type: none"> <li>Reading, writing and phonics, fantastic results</li> </ul> <p>GC – Why did we go onto Little Wonder? R – We thought it was the best way for the children to learn at their level. Results have proven this. It picks out the areas the children are struggling with and we can action. Every child has moved on.</p> <p>Monitoring autumn term, writing lessons studies in place for September.</p> <ul style="list-style-type: none"> <li>Pupil Premium Report.</li> </ul> <p>Discussions followed on this. All made expected progress in Sats.</p> <p>These reports can be found on the website under Governor portal.</p>	EHT
10.	<p><b>Safeguarding and Wellbeing</b></p> <ul style="list-style-type: none"> <li>There were no further updates to present to Governors.</li> </ul>	
11.	<p><b>Health and Safety – Updates</b></p> <p>There were no further updates to present to Governors.</p>	
12.	<p><b>Reports from Governors and Subject Leads</b></p> <ul style="list-style-type: none"> <li><b>SEND Information Report</b> – It was noted that this is a very thorough document including the graduated reforms. On the portal to view. They all work very hard ISP’s format to be shared with staff – <b>ACTION</b></li> <li><b>Reports from Standards/Business Committee meetings</b> – To add to next meeting – to follow up.</li> </ul>	EHT Clerk
13.	<p><b>Policies to be approved/reviewed:</b></p> <ul style="list-style-type: none"> <li>Nursery fees policy statement – reviewed and agreed. <b>Approved by all Governors</b></li> <li>Parent code of conduct – reviewed and agreed. <b>Approved by all Governors</b></li> </ul>	
<b>PART C – OTHER BUSINESS</b>		

14.	<b>Governance</b> <ul style="list-style-type: none"> <li>Governor – Vacancies on the website – staff Governor position still to fill.</li> <li>Self-evaluation - LW to collate information and report back any Governors who haven't done if please do,</li> </ul>	Chair Governors
15.	<b>Urgent other business as notified under item 5 above.</b> <ul style="list-style-type: none"> <li>YCST – Chair to send letter to respond. Confidential minutes separate.</li> <li>Approve parent code of conduct – <b>Approved by all Governors</b></li> <li>Letter to parents to go out beginning of September term. On portal to view.</li> <li>Nursery fees policy statement – <b>Approved by all Governors</b></li> <li>School performance was outstanding, huge thanks and congratulations to all staff and children concerned.</li> <li>Thank you to Sarah for all her hard work as a Governor, she has been a phenomenal support and been instrumental, you will be greatly missed.</li> <li>Special thanks go to Sarah for all her hard work as EHT.</li> </ul> <p><b>The EHT expressed her gratitude to all Governors for their continued support.</b></p>	
16.	<b>Governor's thoughts on impact resulting from our meeting today;</b> <ul style="list-style-type: none"> <li>School results – reflection of handwork and dedication by all.</li> <li>Quality and accumulation of work in school.</li> <li>Aspiring, going forward in the right direction.</li> </ul>	
17.	<b>Date of next meeting;</b>  The next meetings are scheduled for: - <ul style="list-style-type: none"> <li><b>18<sup>th</sup> September 2024 FGB</b> – set up meeting</li> <li><b>13<sup>th</sup> October 2024 FGB</b></li> </ul> <p>Which are all currently Wednesdays at 6.30pm to be held at Kirkby Malzeard School.</p>	
<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
9	Standard case studies for children for progress to look at in depth at the meeting.	ENT
12	Reports from Standards/Business Committee meetings add to next meeting ISP's to be shared with staff.	Clerk EHT
14	Self-evaluations to collate information and report back at next meeting.	LW
14	Vacancies Vice-Chair and staff governor.	Chari
15	Letter to be sent to YCST.	Chair
15	KL to email EHT/Chair to arrange meeting first week of school	Clerk

15	Remove Sarah Webster Vice Chair and add new Vice Chair at next meeting.	Clerk
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There being no further business to discuss, the meeting closed at 20.34 hrs

The minutes signed as a correct record by;

.....(Chair)

.....Date