

**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 18th September 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 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: Chris Burgess (Chair), Sarah Taylor (EHT), Kate Atkinson (KA), Jane Ball (JA), Duncan Berkshire (DB), Jessica Petchey (JP), Illona Smalley (IS)

In attendance: Sue Low (Clerk to the Governing Body)

Apologies Laura Wild (LW)

Minute No.		Action
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PART A - PROCEDURAL

FGB 1/24	Welcome and Prayer Governors were welcomed to the Full Governing Body Meeting which commenced at 6.30pm. JP led the meeting in prayer.	
FGB 2/24	Apologies for absence LW was not present at the meeting but this was consented to by the governors.	
FGB3/24	Election of Chair and Vice Chair Governors received copies of the Standing Orders prior to the meeting. Governors confirmed the election procedure for Chair and Vice Chair as set out in the approved Standing Orders and agreed the term for 1 year. Nominations were invited for the position of Chair of the Governing Body.	

	<p>Christine Burgess indicated her willingness to carry on in the post and was duly appointed as Chair.</p> <p>The Chair then asked for nominations for Vice – Chair but as no one put themselves forward or was nominated for the position, it was agreed to defer this item until the next meeting.</p>	
FGB 4/24	<p>Reminder about the essential need for confidentiality and declaration of interests</p> <p>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.</p>	
FGB5/24	<p>Notification of other urgent business</p> <p>The Head confirmed that she had two items to discuss at the end of the meeting and DB advised that he had one item.</p>	
FGB6/24	<p>Consider and agree annual schedule of Governing Board Meetings</p> <p>Governors agreed the schedule of Governing Board Meetings. Meetings to take place on the following dates:</p> <p>18th September 2024 – 6.30pm KM 13th November 2024 – 6.30pm KM (H & S Focus) 4th December 2024 – 6.30pm KM (Finance Focus) 26th March 2025 – 6.30pm SN (Safeguarding Focus) 23rd April 2025 – 6.30pm SN (Finance Focus) 9th July 2025 – 6.30pm SN (Pupil Progress Focus) 25th June 2025 – Governor Development Day</p>	
FGB 7/24	<p>Review Governing Board:</p> <ol style="list-style-type: none"> 1. Core Functions – AGREED with no changes. 2. GB Delegation Planner – AGREED with no changes. 3. Annual Register of Business and Personal Interests. – All governors present completed / updated the Annual Register of Business and Personal Interests form. Action LW to complete. 4. Register of Gifts and Hospitality – Governors were reminded to complete this if necessary. 5. Governor details – Governors were reminded to complete in the event of any changes to personal information. 	
FGB 8/24	<p>Confirm the Scheme of Delegation to the EHT.</p> <p>The scheme of delegation to the Executive Headteacher was confirmed as £5,000. This was agreed by governors.</p>	
FGB9/24	<p>Governing Board roles and remits:</p> <p>Agree membership of Essential Committees & Terms of Reference – Membership and Terms of Reference AGREED with no changes.</p> <p>The governors allocated the following governors to the essential committees:</p> <ul style="list-style-type: none"> • Staff Discipline – CB, IS, JB • Staff Discipline Appeals Committee – Governing Board of Grewelthorpe C.E. Primary School. • Pupil Discipline Committee – CB, DB, IS • School Complaints Panel – DB, LW, IS • The E.H.T. Performance Management Panel – CB & JB 	

	<p>Consider and agree Governors with specific responsibilities and agree Link Governor roles, structure, and remits</p> <p>The following link governors were agreed:</p> <ul style="list-style-type: none"> • Standards - Data / Premiums / Inspections – LW, IS • Business / Health & Safety – DB, JP • Safeguarding / Attendance – JB • SEND – CB • SIAMS – IS, JB • Community Engagement – IS, JP, KA • Governor Induction – IS • Governor Training – CB, ST <p>Governor’s Monitoring / Action & Visits Plan</p> <p>Governors had sight of the monitoring plan prior to the meeting and the following meetings were agreed for the autumn term:</p> <ul style="list-style-type: none"> • H & S walk– 23rd October • Finance meeting – 27th November • Safeguarding Audit – 19th November (KM), 11th December (SN) • Standards Visit (Geography) – 8th October and / or 14th October • Standards Visit (Writing) – 4th November • Community Engagement (Parent working party) – 12th November (KM) & 14th November (SN). 	
FGB10/24	<p>Review, consider and agree:</p> <ol style="list-style-type: none"> 1. Standing Orders – Governors reviewed and AGREED to adopt the Standing Orders for 2024 /25. 2. NGA Code of Conduct 2024 – Governors reviewed and AGREED the NGA Code of Conduct for 24/25 3. G.B. Statement of Intent 2024-25 – Governors AGREED to the GB Statement of Intent for 24/25 	
FGB11/24	<p>Governing Board Membership</p> <p>The Head confirmed that she had received interest for the Staff Governor role and it was agreed that the new staff governor will be Helen Clegg. In addition, Lizzie has been asked to be an Associate governor for the Targeted Maintained Provision Committee.</p> <p>Governors were in agreement with these appointments.</p> <p>It was highlighted that there is still a vacant position for a Co-opted governor and IS confirmed that she will put an advert in the fountain – Action IS</p> <p>GovQ: Is there a skills gap?</p> <p>The Head replied that possibly someone with business experience would be a good fit but highlighted that current governors do have experience in all of the key areas.</p> <p>The Chair then advised that she would check if there maybe an option to put something on the ‘Governors for Schools’ website and JP remarked that she could also put a request on the Ripon Review facebook page. Action CB & JP</p>	
FGB12/24	<p>To approve as a correct record the Minutes of the meeting of the Governing Body 15th July 2024</p> <p>Governors received copies of the draft public minutes of 15th July 2024 prior to the meeting for consideration.</p>	

	<p>The following amendments were made:</p> <ul style="list-style-type: none"> • Minute 9: Refers to 'Little Wonder' should read 'Little Wandle' • Minute 15: To be added 'Governors passed on their congratulations to all of those involved in Matilda' <p>Subject to these amendments, governors approved the minutes as a correct record and the minutes were signed by the Chair and filed in school.</p>	
FGB13/24	<p>To consider matters arising from the minutes for which there is no separate agenda item The Chair ran through the actions agreed at the previous meeting as follows:</p> <ul style="list-style-type: none"> • Standard case studies for children for progress to look at in depth at the meeting – Completed • Reports from Standards/Business Committee meetings add to next meeting. ISP's to be shared with staff. – Completed • Self-evaluations to collate information and report back at next meeting – To be carried forward. All governors to complete if not done so already. • Vacancies Vice-Chair and staff governor – Staff governor filled. Vice-Chair to be deferred until the next meeting. • Letter to be sent to YCST – Completed • KL to email EHT/Chair to arrange meeting first week of school – No longer applicable • Remove Sarah Webster Vice Chair and add new Vice Chair at next meeting. – Sarah Webster removed. Vice Chair to be appointed at the next meeting. 	
PART B - SCHOOL IMPROVEMENT		
FGB14/24	<p>Headteacher's report on the start of the Autumn term The Head confirmed that the start of the term has gone well and all of the students seem relatively settled. In terms of pupil numbers, KM has received 4 new children and SN has 5 new children. The numbers of children who have started in reception are 10 at KM and 9 at SN.</p>	
FGB15/24	<p>Safeguarding Update Governors were reminded to read the new version of KCSIE which came out on September 1st (part 2). Action – All gobs. The Head explained that the changes are mostly technical changes and agreed that she would include a link to this document on the website / portal. Action Head</p>	
FGB16/24	<p>Health & Safety Update No updates provided.</p>	
PART C - POLICIES		
FGB17/24	<p>Policies There were no policies to review.</p> <p>KA agreed to take ownership of the Policy Schedule – Action KA</p>	
PART D – OTHER BUSINESS		
FGB18/24	<p>Governor Training The Head informed governors of some upcoming safeguarding training with NY and added that the Diocese also have a governor briefing each term. The Head confirmed that she would send governors information relating to this and asked governors to let her know if they were interested in attending so they could be booked on. Action Head</p>	
FGB19/24	<p>Academisation update The Head advised that following the presentation from Yorkshire Causeway and subsequent letter informing them that of the intention not to progress any further with academisation at the moment, Jane from the trust emailed back to ask for reasons behind this etc. This has then been followed up with a visit asking for feedback to which the Head explained to Jane and Mark that the governors feel as though both schools are currently in a good place with</p>	

	<p>finances and the curriculum. The response was that when the schools are in a good position is the ideal time to academise. The Head advised Yorkshire Causeway that she would share this with the governors to open up further discussion.</p> <p>The governors then had a discussion and discussed the advantages and disadvantages of academisation and it was acknowledged that a benefit may be that the Head would receive more support in relation to SEND as the trust do have a designated person to assist in this area. However, on balance governors AGREED that it is not the right time currently as the schools are running effectively but academisation will remain on the agenda.</p>	
FGB20/24	<p>Any urgent business as identified in agenda item 5</p> <p>The Head updated governors that she has drafted a charging policy around meals and wrap around childcare. The policy states that parents must pay on the last day of the month, which does allow for parents to be paid. In respect of any paid clubs, these are to be paid in advance of the club starting.</p> <p>Governors AGREED that the Head could distribute this to parents.</p> <p>The Head informed governors that there is a grant available for wrap around childcare in order to help schools expand or create provision to provide wrap around childcare from 8am – 6pm by 2026. The Head confirmed that she has applied for this grant for both schools as currently the out of school provisions operate at a loss. A parent survey which was carried out identified that parents would prefer wrap around childcare between the hours of 7.30 – 5.30pm so an application has been made on this basis. The Head confirmed that they will try and recruit staff to cover this provision.</p> <p>GovQ: Are there any constraints on the grant?</p> <p>The Head replied that she is not aware of any constraints and added that she does have the evidence to demonstrate that the provision is required.</p> <p>DB then informed governors of a Rural forum at Ripon Cathedral and explained that the forum which is taking this Friday will be on the topic of the future of rural schools. DB added that the forum is led by the Dean and there will be various guest speakers including speakers from the LA and the Diocese.</p> <p>The Chair then stated that she wanted it noted that the letter which has been sent out in relation to the behaviour of parents was at the request of the governors.</p>	
FGB21/24	<p>Governor's thoughts on impact resulting from our meeting today</p> <ul style="list-style-type: none"> • The Head thanked governors for all of their effort which ensures the smooth running of the school. • Governors have been allocated specific roles which link in with the core functions and vision of the school. • Governors agreed that the monitoring plan was a very useful document which clearly identifies a timetable for governor monitoring and sets out an agenda for each meeting. 	
FGB22/24	<p>Date of next meeting Next meeting to take place at 6.30pm at Kirkby Malzeard School on 13th November.</p> <p>The meeting closed at 20.25pm</p>	

Actions

3/24	Clerk to make sure election of Vice – Chair is on the next agenda	Clerk
7/24	LW to complete Register of Business Interests form	LW
11/24	Advert for Co-opted governor vacancy to be put in The Fountain	IS
11/24	Chair to investigate whether the school can put an advert for the governor vacancy on the Governors for Schools website	CB
11/24	Vacancy to be put on the Ripon Review facebook page	JP
13/24	Governors to complete the self-evaluation	All govts
15/24	All govts to read KCSIE 2024. Head to distribute a link to the document	All govts
17/24	KA to take over the maintaining of the policy schedule and update as required	KA
18/24	Head to send out to governors information regarding governor training	Head