

**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 St. Nicholas Primary School on Wednesday 26<sup>th</sup> March 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), 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), Lizzie Oates (LO), Gemma Pawson (GP), Leonie Mandelson (LM)

<b>Apologies / Non-Attendance</b>	Sarah Taylor (EHT)
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Minute No.		Action
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**PART A - PROCEDURAL**

<b>FGB56/24</b>	<b>Welcome and Prayer</b> The meeting started at 6.35pm and JB led with a prayer.	
<b>FGB57/24</b>	<b>Apologies</b> The Executive Headteacher was not present at the meeting, but this was consented to by governors. The Chair advised that members of the Senior Leadership Team from both schools were present in her absence.  The Chair also remarked that DB would be arriving late.	

FGB58/24	<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, and for governors to declare if they have any declarations of interest. There were no new declarations of interest.</p>	
FGB59/24	<p><b>Notification of other urgent business</b></p> <p>None</p>	
FGB60/24	<p><b>To approve, as a correct record, the public and confidential minutes of the meeting of the Governing Body held on 4<sup>th</sup> December 2024 and the confidential minutes from the Governing Body Meeting held on 15<sup>th</sup> July 2024.</b></p> <p>Governors received copies of the draft public minutes from 4<sup>th</sup> December prior to the meeting for consideration and <b>APPROVED</b> the minutes as a true and accurate record of the meeting. Copies of the confidential minutes were handed out at the meeting and <b>ALL</b> minutes were signed by the Chair and filed in school.</p>	
FGB61/24	<p><b>To consider matters arising from the minutes for which there is no separate agenda item.</b></p> <p>The Chair went through the matters arising from the previous meeting as follows:</p> <ul style="list-style-type: none"> <li>- <i>Vacancy to be put on the Ripon Review Facebook page – Still to complete</i></li> <li>- <i>Governors to complete the self-evaluation – Still outstanding for IS</i></li> <li>- <i>Clerk to make sure that the confidential minutes from 15<sup>th</sup> July and on the agenda and approved at the next meeting -Completed</i></li> <li>- <i>CB to sign to confirm that they have read the KCSIE 2024 document – Still to complete</i></li> <li>- <i>Governors to complete the NGA 'Essential safeguarding training for governors' training prior to the March FGB – IS, CB &amp; LW to complete</i></li> <li>- <i>Clerk to add the 3 monitoring reports from LW to the March agenda - Completed</i></li> <li>- <i>JB to complete a monitoring report from her safeguarding visit – Completed</i></li> <li>- <i>IS to send staff the email to gather any comments / concerns - Completed</i></li> </ul>	
<b>PART B - SCHOOL IMPROVEMENT</b>		
FGB62/24	<p><b>Presentation to Governors on RE &amp; Science</b></p> <p><b>RE</b></p> <p>GP explained to governors that RE is very different from collective worship as RE is an academic subject and legally needs to be taught in schools, however, parents can opt out if they wish.</p> <p>For teaching RE, the school use the NY agreed syllabus in conjunction with the understanding Christianity units. The NY syllabus is now out of date but they have tweaked this and a new syllabus will be available from September 2025. Alongside this, the school have also adapted the long-term plans. The syllabus is taught as follows:</p> <p>EYFS – 1 year plan  KS1 – 2 year rolling plan  KS2 – 2-4 year rolling plan</p> <p>GP explained that there is a lot of repetition and that there is an emphasis on pupils having a personal world view, how this can be developed and trying to help children understand</p>	

	<p>where they fit. GP continued that they are looking at rewriting the long-term plan and are trying to make it meaningful for all children. As RE is an academic subject, they do not study Easter at Easter time and the same with Christmas. There is also a big push on the language of RE as there is a need to ensure that it is diverse and that assumptions are not made. They do have gaps in knowledge as the world view changes.</p> <p><b>GovQ: Does anything need to be added / considered for SIAMS?</b> No, we are where we need to be and are stripping things back. We are well placed to talk about the teaching of RE.</p> <p><b>GovQ: Do staff have the appropriate skills and knowledge?</b> Yes, however, it is easier when staff are teaching a faith which they do not know about. Staff do have ongoing CPD and will be talked through the long-term plan when it is in place.</p> <p><b>GovQ: Do any pupils opt-out?</b> No</p> <p><b>DB joined the meeting at 6.55pm</b></p> <p><b>Science</b> LM handed out to governors a Science Curriculum Summary Report which had been prepared by Kirsty Marlow, Science Lead. The written hand out provided governors with a curriculum overview, strengths and achievements, an action plan and future developments.</p> <p><b>GovQ: Is there potential for more funding?</b> Yes, this is something which is always being looked at and the PTA do often help to provide money for resources.</p> <p><b>GovQ: Are the workshops having an impact on attainment?</b> Yes definitely. The children love the workshops.</p> <p><b>GovQ: Are there any plans for a Science club at KM?</b> Hopefully but there are no staff available for this at the moment.</p> <p><b>GovQ: Where are you in the rolling programme for KS2?</b> Year 4</p> <p><b>GovQ: Has there been any contact with the Agricultural Society in Harrogate as they have many free resources for schools?</b> It was agreed that HC would advise the subject leader of this. <b>Action HC</b></p>	
<p><b>FGB63/24</b></p>	<p><b>Headteacher’s Report</b> Governors had sight of the report prior to the meeting which had been prepared by the Senior Leadership Team in the absence of the Headteacher.</p> <p>The Headlines in the report were as follows:</p> <p><b>Attendance</b> The attendance rate across all schools to date for 24/25 sits at 93.4% and this compares to a figure of 96.2% at KM and 95.53% at SN. Therefore, attendance at both schools is higher than the national average.</p> <p><b>Safeguarding</b></p>	

LM advised that they are completing the safeguarding audit which needs to be submitted by Friday and will need to be ratified at the next meeting. **Action Clerk to add this to the next meeting agenda.**

LM confirmed that there had been no issues identified and there may be a possibility that they will get selected for moderation as a handful of schools do. The School Improvement Advisor completed a safeguarding visit in January and this visit was very positive.

#### **Health & Safety**

It was confirmed that all paperwork checks are up to date and there is a health and safety visit planned for next week with a new advisor. There is some electrical work which needs to be completed for which they have received some quotes. **Action Clerk to add this to the next meeting agenda.**

#### **SEND**

LM highlighted that the schools are in line with other schools nationally and in North Yorkshire.

#### **GovQ: What is an ECHAR**

This is an Educational Healthcare Request Form.

#### **GovQ: Could you advise a bit more about the EHCP banding?**

LO explained that an EHCP is a legal document and in north Yorkshire the banding is linked to the funding which the school receives to provide support for the child. The banding can be between 1-10 but funding for the school only starts from band 4 and for this band the school will receive an additional £1,500. Band 5 is £3,500 and band 10 is an undisclosed amount but it was noted that it would be unlikely that a child with this level of need would be taught in a mainstream school.

In terms of provision, this is quite vague but the plan will come with some ideas of interventions which can be used, however, the plan will almost never list 1:1. Things which could be implemented would be for example having an extra adult in the class. The school do need to make sure that they are providing what is in the plan. For the EHCP's which are in place at KM, 1 is band 4, 1 band 5, 1 band 6 and the other is at band 7.

#### **GovQ: Do parents get a full explanation from the school of what they are doing?**

Yes, staff will go through the plan with parents and EHCP's are reviewed as a minimum annually.

#### **GovQ: Could it be added to the newsletter to speak to staff if parents have any questions in relation to SEND and the funding / provision etc. Action SLT**

#### **Pupil Numbers**

Pupil Numbers are currently 96 for KM and 42 for SN with 6 children in nursery.

**Staffing** (See confidential minutes)

#### **Wider Opportunities**

A list of the wider opportunities for children was highlighted to governors and it was agreed that children do have access to numerous wider opportunities.

#### **GovQ: Could this be promoted a bit more as the list is quite extensive?**

It was agreed that the list could be incorporated into the weekly news at the end of the term.

	<p>IS remarked that she does provide an update in the Fountain and suggested that this could be used and shared with parents. Action SLT to add the list of wider opportunities to the newsletter at the end of term – <b>Action SLT</b></p> <p><b>School Improvement Support</b> It was noted that the SEA visited both schools on 18.3.25 and as a result a number of actions were drawn up, some of which have already been completed.</p> <p><b>GovQ: What does the action mean regarding the class structures at KM and compliance?</b> GP currently teaches Yr1 &amp; 2 a couple of afternoons a week which brings the total class number to 32 which is 2 over what is legally allowed for that age group. This is something which will continue until Easter but it is hoped will not be required beyond that.</p> <p><b>Finance Update</b> It was highlighted that the start budget will need to be approved at the next meeting and DB and JP will meet with the bursar to discuss this prior to the meeting.</p> <p>The Chair thanked the SLT for producing the report and LM thanked the Chair for the support she has provided in the absence of the Headteacher.</p>	
<b>FGB64/24</b>	<p><b>Approval of the SFVS</b> Governors had access to the document prior to the meeting and all <b>AGREED</b> that the document could be submitted by the deadline of 31<sup>st</sup> March 2025.</p>	
<b>FGB65/24</b>	<p><b>Safeguarding</b> Included in agenda point 63/24.</p>	
<b>FGB66/24</b>	<p><b>Health &amp; Safety</b> Included in agenda point 63/24</p>	
<b>FGB67/24</b>	<p><b>Standards</b> LW confirmed that her reports had been added to the portal for governors to review and added that the most recent report was a review of the data from December. LW remarked that she was very assured that staff know where children are academically and where they need to go. There were case studies presented for individual pupils which demonstrated this. FFT 20 targets were met for Year 5 and 6 in both schools.</p>	
<b>FGB68/24</b>	<p><b>SEND</b> The Chair explained that she received a template of a letter from the LA to be sent to the local MP trying to secure fairer funding for schools in relation to SEND and asked governors if they were in agreement for this letter to be sent. Governors <b>AGREED</b> that the Chair should send the letter on their behalf and it was noted that the letter will need to be sent to two different MP's. <b>Action CB</b></p>	
<b>FGB69/24</b>	<p><b>Report to FGB by CEG on actions undertaken for all stakeholder groups</b> There was no report provided for the meeting but it was agreed that there will be another working party in due course.</p>	
	<b>PART C – POLICIES</b>	
<b>FGB70/24</b>	<p><b>Policies</b> Charging and Remissions Policy – Amendments made as agreed and policy approved.</p>	
	<b>PART D – OTHER BUSINESS</b>	
<b>FGB71/24</b>	<p><b>Any urgent business</b></p>	

	<p>KA advised that another parent has asked about the vacant governor post but governors agreed that it is not appropriate for another parent to be part of the governing body.</p> <p>JB also confirmed that she has completed the safer recruitment training as has LW and both will forward the certificate of completion – <b>Action JB &amp; LW</b></p>	
<b>FGB72/24</b>	<p><b>Governor's thoughts on impact resulting from our meeting today.</b></p> <ul style="list-style-type: none"> <li>• <b>Governors were assured that the school runs very well without the Headteacher due to the structure already in place.</b></li> <li>• <b>Governors have strengthened their knowledge of the curriculum.</b></li> </ul>	
<b>FGB73/24</b>	<p><b>Date of next meeting</b>  <b>Next meeting to take place at 6.30pm on 23<sup>rd</sup> April at St Nicholas, West Tanfield.</b>  <b>JB passed on her apologies for this meeting.</b></p> <p><b>The meeting closed at 8.30pm</b></p>	

#### Actions

	11/24	Vacancy to be put on the Ripon Review Facebook page	JP
	13/24	Governors to complete the self-evaluation	IS
	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	IS, CB & LW
	62/24	HC to advise KM to contact the Agricultural Society in Harrogate to see what resources etc. they are able to provide.	HC
	63/24	Clerk to add Safeguarding Audit to the next agenda.	Clerk
	63/24	Clerk to add discussion on electrical work to the next agenda	Clerk
	63/24	Add to newsletter to speak to staff about any issues in relation to SEND provision / funding etc.	SLT
	63/24	Share with parents the information about the wider opportunities offered to pupils.	SLT
	68/24	Chair to send the letter regarding SEND funding to the local MPs	CB
	71/24	JB & LW to send the certificate of completion of the safer recruitment training.	JB & LW