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| **Minutes of a Meeting of the Governing Board of the**  **Federation of Kirkby Malzeard & St. Nicholas, West Tanfield, Church of England Primary Schools**  **held at Kirkby Malzeard, C.E. Primary School on Monday 27th March 2023 at 6.00p.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 the vision, ethos and strategic direction of the school are clearly defined * Holding headteacher to account for educational performance * Ensuring financial health, probity and value for money   **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 (Head teacher) (EHT), Jessica Petchey (JP), Sarah Webster (SW) Caroline Milne (CM), Ilona Smally (IS) and Duncan Berkshire (DB)    **In attendance: No NYCC Clerk – Minutes Taken by Caroline Milne (Governor)** | | | | |  |
| **Apologies** | Victoria Timperley, Laura Wild | |  | | |
| **Absent without apologies** | None | |  | | |
| **Agenda item** |  | | | **Action** | | |
| **PART A - PROCEDURAL** | | | | |  |  |
| 1. | **Welcome and Prayer**  The Chair welcomed Governors to the Full Governing Board Meeting at 6.00p.m.    JP led the meeting in prayer. | | |  | | |
|  | **Apologies for absence**  Apologies and reasons for absence were sent by Victoria Timperley and Laura Wild; the apologies were accepted and consented to.    There were no absences without apologies. | | |  | | |
|  | **Reminder about the essential need for confidentiality and Declaration of Interests.**  Governors were reminded of the confidentiality of governing body meetings, that all items are confidential until the public minutes are approved.    Governors were asked to declare if they had any declarations of interest.    No confidential items were identified. There were no new declarations of interest. | | |  | | |
|  | **Urgent other business.**  The Chair notified Governors that ‘Academisation’ would be added to Item 17. | | | Chair | | |
|  | **To approve as a correct record the public minutes of the meeting of the Governing Body on Monday 16th February 2023.**    Governors had received copies of the draft public minutes of Monday 16th February 2023 prior to the meeting for consideration.      **Resolved: the public minutes of the meeting held on Monday 16th February 2023 were approved by governors and signed by the Chair as a correct record to be returned to the Governor file.** | | |  | | |
|  | **To consider matters arising from the previous minutes**    The following points have been actioned:    A new staff governor has been elected - Jessica Tucker, Administrator across both schools.  Health and Safety will be added to next agenda. Jessica Tucker will give an update regarding Health and Safety at both schools.  A draft letter from Governors to parents around attendance has been completed and forward to ST.  Recruitment and Selection policy to be discussed under Item 13.  **Points still to action:**    **To invite parents to Collective Worship** | | | Chair       EHT | | |
|  | **Governor Vacancies- Update**    Staff governor vacancy has now been filled by Jessica Tucker, Administrator.  Ilona Smally approved as Foundation Governor. **Ilona needs to complete training with Diocese.** | | | IS | | |
| **PART B – Finance, Safeguarding and SEND** | | | | |  |  |
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| 8. | | **Budget Monitoring Report**  **Key points:**  Both schools in year surplus - 3 year forecast good. T  ParentPay plans for parents/carers - deadline of 28/03/23 for parents/carers to settle debts on ParentPay.  Introduction of a set structure going forward- checkpoints settled weekly and cut-off date.  **FGB to send communication to parents.**  Existing £2000 deficit ParentPay voluntary contributions. Governors agreed to write off outstanding voluntary contributions in sum of £2000.  Chasing outstanding debts wrap around care and lunches from September 2022.  **Finance committee to review contributions termly.**  *GQ. - can we use sports premium towards swimming lessons?*  *R - EHT - No, it is on the curriculum. Pupils need to achieve 50 metres. Pupils only go swimming until they achieve this goal, hopefully by end of Key Stage 2.*  *GC – KS2 cohort will have missed a lot of swimming due to Covid-19.*  **Governors agreed happy with finance report.**  **SFVS - Statutory Financial Value Standards.**  **Governors reviewed Statutory Financial Value Standards.**  **Key points:**  Q8. Answered in part up-to-date asset register ongoing. Every member of staff allocated a laptop. Assets over £500 need to be registered.  Q.13. STN building up small reserve. N/A publicise employees over £100,000.  Q21. **EHT will ask bursar to produce a list of contracts and notice periods.**  Q30. School fund formally closed at STN. SW will send to bursar.  **Governors agreed approved for both schools.** | | All governors  Finance  governors  EHT | | |
| 9. | | **NYSP Safeguarding Audit KM and SNWT**  **Governors reviewed Safeguarding Audit at Kirkby Malzeard and St Nicholas –**  Scaling - 5 refers to safeguarding in place, 1 is NA, 4 refers to areas for development.  *GC – Need to select ‘1’ for NA with regard to Work Experience placements, as this refers to pupils undertaking placements, rather than students on placement in school.*  EHT plans for all staff certificates to be saved on CPOMs – the system will flag up when training needs to be reviewed.  Point 41 - effectiveness of online safety policy - Grade 4.  **CB and CM to request progress update from EHT regarding Grade 4s.**  **FGB to ask for update on Safeguarding Audit in July 2023.**  **Safeguarding Audit approved by FGB.** **To be submitted 31/03/23.** | | CB/CM  All governors  EHT | | |
| 10. | | **SEND Reports – Kirkby Malzeard and St Nicholas**  *GQ - one Teaching Assistant is not funded by EHCP. Does funding coming from general staffing?*  *R - EHT - Yes. Pupil off site now has a school place.*  The Governing Body would like to extend thanks to Leonie Mandelson for all her support in securing a place for this pupil. SEND Hub working with child at home.  A discussion took place around Targeted mainstream provision. FGB to consider as option for The Federation for the future.  *GC – commented on good welfare and pastoral systems across both schools.*  *GC - good progress, but not translating into age-related expectation.*  *R - EHT - would be a worry if not making progress.*  *GC - should we increase Little Wandle provision?*  *R - EHT – this would result in too much time out of class. Reading - bottom 20% interventions. Already in place, 'Daily catchup' in class. Rapid intervention - daily phonics intervention. Commitment to 'every child a reader.' This is reflected in pupil voice.*  *GC – this should be evident in KS1 cohort.*  *GC - from September could perhaps devote more funding for interventions.*  R - EHT – plans to identify 'Little Wandle' specialists amongst staff. Excellent Teaching Assistant and support staff team.  **Governors approved both reports.** | |  | | |
| 11. | | **Health and Safety Annual Report** | |  | | |
| 12. | | **Staff Wellbeing – update and follow on survey**  CM and JP updated FGB on results from the Staff Wellbeing survey.  **CM and JP to draft letter from Governing Body to all staff in response.**  FGB discussed actions for more links to be forged between the two schools, e.g. Federation Choir/Year 6 project/STEM.  **DB to provide coaching details.** | | CM/JP  DB | | |
| 13. | | **Policies to be approved/reviewed.**  Marking and Feedback Policy – Governors approved. Review January 2024  Teaching and Learning Policy – Governors approved. Review October 2025 | | All governors | | |
| **PART C – OTHER BUSINESS** | | | | |  |  |
| 14. | | **Succession planning -**  VT and CM resigning from July 2023.  **Governor vacancies to be advertised.** | | EHT | | |
| 15. | | **Any urgent business as notified under item 4 above.**  See Item 17. | |  | | |
| 16. | | **Governor’s thoughts on impact resulting from our meeting today;**  The meeting was really valuable in gaining feedback from the staff via the Wellbeing Survey. | |  | | |
| 17. | | **Any Other Business**  Academy status – The Federation has been approached by The Abbey Multi-academy Trust.  This will be considered further after the Governors’ Development Day. | |  | | |
| 18. | | **Date of Next Meeting**  **Tuesday 9th May 2023 at St Nicholas, West Tanfield – 6pm**  **Governor's Development Day – Wednesday 28th June - venue to be confirmed.**  The Chair thanked all for their attendance and contributions and the meeting closed at 8pm | | EHT/  Chair | | |
| ***Note: GC.- refers to a Governor Challenge with R.- as the response.  GC.- alone is a pertinent Governor Comment not requiring a Response.***    ***These Challenges/Comments are colour coded to reflect the Core Functions of the Governing Board.*** | | | | |  |  |

**Actions arising from this meeting**

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| **Agenda Item** | **Action** | **By** |
| **6** | **To invite parents to Collective Worship** | **EHT** |
| **7** | **Complete training with Diocese.** | **IS** |
| **8** | **Send communication to parents regarding ParentPay system.** | **FGB** |
| **8** | **Finance Committee to review contributions termly.** | **Finance Governors** |
| **8** | **Ask bursar to complete a list of contracts and notice periods.** | **EHT** |
| **9** | **CB and CM to request progress update from EHT regarding Grade 4s on Safeguarding Audit.** | **CB/CM** |
| **9** | **FGB to ask for update on Safeguarding Audit in July 2023.** | **All governors** |
| **9** | **Safeguarding Audit to be submitted 31/03/23.** | **EHT** |
| **12** | **CM and JP to draft letter from Governing Body to all staff in response.** | **CM/JP** |
| **12** | **To provide coaching details with regard to staff wellbeing.** | **DB** |
| **13** | **Marking and Feedback Policy - Review January 2024** | **All governors** |
| **13** | **Teaching and Learning Policy – Review October 2025** | **All governors** |
| **14** | **Governor vacancies to be advertised.** | **EHT** |
| **17** | **Consider Abbey Multi-academy Trust.** | **All governors** |
| **18** | **Confirm venue for Governors’ Away Day** | **EHT/Chair** |