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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 St. Nicholas, West Tanfield, C.E. Primary School on Monday 3rd October 2022 at 6.00p.m.**  **( Please Note; This meeting had been moved from 19th September due to this being a bank holiday)**  **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), Jessica Andrew Petchey (JP), Victoria Timperley (VT), Rebecca Wolfe (RW), Sarah Webster (SW), and Caroline Milne (CM).  **In attendance:** Carol Harris (Clerk to the Governing Body) | | | |
| **Apologies** | Two | | |
| **Absent without apologies** | None | | |
| **Agenda item** |  | | **Action** |
| **PART A - PROCEDURAL** | | | |
| **1.** | **Welcome and Prayer**  The Chair welcomed Governors and interim Clerk, Carol Harris, to the Full Governing Board Meeting at 6.00p.m.  SW led the meeting in prayer. | |  |
| **2.** | **Apologies for absence**  Apologies and reasons for absence were sent by Sarah Taylor (EHT) and Laura Wild (LW), the apologies were accepted and consented to.  There were no absences without apologies. | |  |
| **3.** | **Election of Chair and Vice-Chair**   1. The election procedure according to the Standing orders was confirmed and agreed. 2. The term of office to remain as 1 Year 3. Election of Chair. The Clerk took the Chair for this item.   CB was nominated as potential Chair. There being no other nominations, Governors were asked to consider her appointment and vote on the nomination. CB was elected unanimously and returned to the Chair.   1. Election of Vice Chair   SW was nominated as potential Vice Chair. There being no other nominations, Governors were asked to consider her appointment and vote on the nomination. SW was elected unanimously and returned to the position of Vice-Chair. | |  |
| **4.** | **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. | |  |
| **5.** | **Urgent other business.**  There were no Urgent other Business items to consider. | |  |
| **6.** | **Consider and agree the Annual Schedule of Governing Board meetings**  The Chair led Governors through the Annual Schedule of Governing Board meetings and the following dates were proposed.  It was also proposed that meetings remain on a Monday at 6pm unless otherwise notified.   * As previously arranged, the date of the next meeting would be **17th October 2022** and would be a Curriculum and Standards meeting. * **21st November 2022** - Finance and Business meeting. * **23rd January 2023**- Curriculum and Standards * **13th March 2023** – Finance and Business * **8th May 2023** – Finance and Business * **10th July 2023** – Curriculum and Standards   It was noted that a date would need to be set for the Governor Development Day.  **All Governors present agreed the proposed Meeting Schedule.**  **Action –** Chair to send completed plan out to all Governors and the Clerk(s) | | Chair |
| **7.** | **Review Governing Board**  **1. Core Functions and Terms of Reference** - This document had been shared with all Governors prior to the meeting and is reviewed annually. **All Governors understood and approved this document.**  **2. GB Delegation Planner –** This document was shared with all Governors prior to the meeting. It was noted that it had been personalised for the Federation.  **All Governors approved** the Delegation Planner.  **3.** **Annual Register of Business and personal Interests -** At this point all Governors present completed the Register of Business Interest forms and Declarations of Gifts and hospitality forms which were returned to the Governor file.  **Action-** EHT and LW to complete relevant forms when next in school.  **4. Governor Details –** It was noted that none of the Governor details needed to be amended and that all of the Governor emails remained the same as those currently on file.  It was noted that the Governor Goals on the Agenda for the meeting were not the updated version. **Action –** The Chair to send the updated version to the Clerk and Clerk to use this version going forward. | | EHT/LW  Chair/  Clerk |
| **8.** | **Confirm the Scheme of Delegation to the Headteacher**  The Chair led Governors through this document which had been shared with all Governors prior to the meeting.  The Scheme of Delegation was **approved by all Governors.** | |  |
| **9.** | **Governing Board Roles and Remits**  This document had been shared with all Governors prior to the meeting.   1. **All Governors agreed the Terms of Reference** and the membership of essential committees document was amended at the meeting. **Action –** Chair to share with all Governors once finalised. 2. **Specific Roles and Responsibilities –** It was discussed that, where applicable, the current roles and responsibilities would remain unchanged. It was noted however, thatanother Governor would need to become responsiblefor Health and Safety in the new year with RW leaving the Federation.   JP offered to assist SW with responsibility for SIAMS until a new Foundation Governor is appointed. Discussion followed as to the best way to recruit a new Foundation Governor. CM offered to publicise this vacancy in the Parish Newsletter.   1. **Link Governor Roles, Structure and Remits –** This document had been shared with all Governors prior to the meeting. 2. **Governor Monitoring Plan** 3. **Governor Action Plan**   These documents were all discussed as a whole. The Chair reported that she was in the process of updating the documents and would be finalised once Governors had agreed their respective roles. Discussion followed around the curriculum and Governors were appointed to the various areas. **Action-** The Chair to share completed documents with all Governors and Clerk(s).  **6. Agree Timetable of Governor Visits.** This was laid out on the Plan and Governors were advised to contact school to arrange dates for monitoring visits.  *GC.- SW reported to Governors that she had visited school in order to monitor Collective Worship and asked that, where possible, other Governors contact school to carry out further observations. JP added that she had already observed a Forest School Collective Worship session.*  **Action-** The Chair to add to the plan.  It was noted that SW and JP would present a Collective Worship Monitoring report at the next meeting. **Action-** SW/JP, Clerk to add to the agenda for the next meeting. | | Chair/  Clerk?  Chair  Chair  SW/JP  Clerk |
| **10.** | **Review, Consider and Agree.**   1. **Standing Orders-** This document had been shared with all Governors prior to the meeting. **All Governors approved the Standing Orders.** 2. **NGA Code of Conduct –** This document had been shared with all Governors prior to the meeting. **All Governors agreed the Code of Conduct;** this was signed by the Chair and returned to the Governor file. 3. **GB Statement of Intent –**This document had been shared with all Governors prior to the meeting. **All Governors approved the Statement of Intent.** | |  |
| **11.** | **Governing Board Membership – Update**   1. **Governor Vacancies –** Two vacancies had currently been identified, one Co-opted vacancy and one Foundation Governor vacancy. A discussion followed regarding recruitment for these vacancies. **It was decided to;**  * Approach the Diocese for suggestions in the first instance and then to contact the Parochial Church Council (PCC). * Let the Chair know of any suitable candidates from the community who may enhance the existing skill set of the FGB. * Potentially advertise vacancies on the website should the need arise.   **Action –** The Chair to contact Darren Dudman (from the Diocese) and all Governors to let Chair know of any potential candidates. | | Chair/  All Govs |
| **12.** | **To approve as a correct record the public minutes of the meeting of the Governing Body on Monday 11th July 2022**  Governors had received copies of the draft public minutes of 11th July 2022 prior to the meeting for consideration.  **Resolved: the public minutes of the meeting held on 11th July 2022 were approved by governors and signed by the Chair as a correct record to be returned to the Governor file.** | |  |
| **13.** | **To consider matters arising from the minutes for which there is no separate agenda item.**  It was reported that all items had been completed apart from;   * **GB 124/21 –** **Action-** the Clerk to add this report to the agenda of the next meeting on the 17th October. * **GB 129/21 –** **Action –** JP to complete monitoring report to present to the next meeting and the Clerk to add to the agenda, as previously discussed under agenda item 9. * **GB 133/21 -** the Chair reported that this had been completed and a response received for the Diocese was shared on the screen for all Governors.   Discussion followed with continued concerns around finance and buying in services from North Yorkshire.  It was discussed that should the decision be made to join with the LDLT that Governors would need a plan and to join on the Governors terms with the best interests of the schools at the forefront of any conversation.  **All Governors agreed** to look again at this at the meeting in January and to leave this matter as an agenda item going forward.  *GC.- Do we know when Ofsted are due?*  *R.- It should be Kirkby Malzeard potentially this academic year with St. Nicholas possibly next year. It is important to note however, should schools receive an inadequate rating then they must join a MAT.* | | Clerk |
| **PART B – SCHOOL IMPROVEMENT** | | | |
| **14.** | | **Head Teacher’s update on the start of Autumn Term**  It was noted that, as the EHT had sent apologies for this meeting, that this report would carry forward to the agenda for the next meeting. **Action –** The Clerk to add this to the agenda for the meeting on the 17th October. | Clerk |
| **15.** | | **Safeguarding Update**   1. **Keeping Children Safe in Education-** All Governors to read this document and sign at the next meeting to say that this has been completed and understood. **Action-** the Clerk to create a form for the next meeting for Governors to sign to indicate that they have read and understood the document. 2. **Child Protection Policy Updates and Manual –** Please see agenda item 17. | Clerk |
| **16.** | | **Health and safety Update**  It was noted that there were no further updates for this meeting. |  |
| **17.** | | **Policies**   1. **Child Protection Policy and Manual –** All Governors were asked to read this policy.   *GC.- Looking at this policy, can you confirm that we maintain responsibility for children who are educated off site. This is stated in our terms of provision?*  *R.- This is an area that we would need to confirm with the EHT, if the child is on roll with us then that child is our responsibility.*   1. **Low Level Safeguarding Concerns Policy –** RW led Governors through this policy.   *GC.- Are these concerns logged on Cpoms?*  *R. Yes, these are logged as an official concern.*   1. **Acceptable Use Policy –**   *GC.-Referring to the Code of Conduct and looking specifically at Instagram, who is monitoring the use of this?*  *R.- There are still posts on Mumbler groups and there is a Kirkby Malzeard/St. Nicholas page for marketing purposes however the class pages have been taken down.*  It was noted that whoever is monitoring the use of social media needs to be aware of changes to permissions granted by parents/carers and updates to sites. Children are not identified on the School’s Twitter feed.  *GC.- In the KCSiE document it mentions the possibility or necessity for physical contact with children, do we have a policy that addresses the use of restraint, for example?*  *R.- Yes there is a physical restraint policy in place for the protection of both children and staff.*  A marketing poster was brought to the meeting and it was asked if this poster could be shared publicly and online. As there were photos of children currently in school it was felt that the EHT should be asked for guidance and that the permissions for those children would need to be checked . **Action –**RW to check with the EHT.  **All policies presented to the meeting were approved.** | RW |
| **PART C – OTHER BUSINESS** | | | |
| **18.** | | **Governor Training**   * Governors were informed of upcoming training from the Diocese on Tuesday 18th October regarding Monitoring and Evaluating the Effectiveness of Church Schools. There is a small charge for this so please ask the EHT or Ruth to book onto this. * SW reported that she had undergone training with staff regarding Collective Worship. There is a pack available to all Governors with questions to make you think when monitoring. It was felt that this training was really useful. * It was suggested that Governors attend a staff meeting to look specifically at their subject areas. Virtual attendance could be arranged if required.   **Action –** The Clerk to continue to send out training courses to Governors. | Clerk |
| **19.** | | **Academisation update**  It was noted that this discussion had taken place under agenda item 13.  There were no further Governor Challenges to note. |  |
| **20** | | **Urgent other business as notified under item 5 above**  There was no further business to discuss. |  |
| **21** | | **Governor’s thoughts on impact resulting from our meeting today in relation to;**   1. It was agreed to wait for the report following the imminent SAIMS inspection. It would be necessary to look at all 7 strands. **Action –** The Chair and EHT to update the Federation Improvement Plan (FIP), Governors Action Plan (GAP) and SEF accordingly.   Please let the Chair know if Governors have any further comments. Could Governors please add any monitoring to the GAP in any subject specific areas and make sure that these are dated. It was also noted that it would be useful for Governors to access and edit the GAP on the portal in order to make the monitoring more straightforward and a standard format. **Action-** Chair to ask EHT.  *GC.- Looking at the FIP, should this include Safeguarding as a priority?*  Discussion followed around this and **all Governors agreed** that this continues to be a priority throughout the two schools. It was discussed that all Governors are aware that this is embedded throughout but that it possibly needs to be made more visible to visitors from outside the school community.   1. Vision and Goals – this had previously been discussed under agenda item 7 as the Governor vision and Goals will be more visible to all as a result of this meeting. | Chair/  EHT  All Govs  Chair |
| **22.** | | **Date of next meeting;**  It was proposed that meetings remain on a Monday at 6pm unless otherwise notified.   * As previously arranged, the date of the next meeting would be **17th October 2022** and would be a Curriculum and Standards meeting. * **21st November 2022** - Finance and Business meeting. * **23rd January 2023**- Curriculum and Standards * **13th March 2023** – Finance and Business * **8th May 2023** – Finance and Business * **10th July 2023** – Curriculum and Standards   The Chair thanked all for their attendance and contributions and the meeting closed at 19.49. |  |
| ***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, see page 1.*** | | | |

**Actions resulting from this meeting**

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| Agenda item | Action | By |
| 6. | To send completed Annual Schedule of meetings out to all Governors and Clerk(s). | Chair |
| 7. | To complete Register of Business interest/Gifts & Hospitality forms. | EHT/LW |
| 7. | To send the updated version of the Governor Goals to the Clerk and Clerk to use this version going forward. | Chair/Clerk |
| 9. | To share membership of Essential Committees updated document with all Governors. | Chair/Clerk? |
| 9. | To share updated Governor Monitoring and Action Plans with all Governors and Clerk. | Chair |
| 9. | To add recent monitoring of Collective Worship to the above plan. | Chair |
| 9. | To prepare Collective Worship Monitoring report for the next meeting. The Clerk to add to the agenda. | SW/JP/Clerk |
| 11. | To contact the Diocese regarding the Foundation Governor vacancy. | Chair |
| 11. | All governors to let the Chair know of any potential candidates for Governor recruitment. | All Govs |
| 13. | To add final attendance and behaviour data 2021-22 to the agenda for the next meeting | Clerk |
| 14. | To add the EHT updates to the agenda for the next meeting | Clerk |
| 15. | To create a register to for Governors to sign to show that they have read and understood the KCSiE document. | Clerk |
| 17. | To check parental permissions regarding the sharing of photographs of children currently on roll. | RW |
| 18. | To continue to send out training courses to Governors | Clerk |
| 21. | To update FIP, GAP and SEF following SIAMS inspection. | Chair/ EHT |
| 21. | To add any monitoring visit and date to GAP and let Chair know of any further comments regarding the impact of this meeting. | All Govs |
| 21. | To enable Governors to access and edit GAP | EHT/Chair |

The minutes signed as a correct record by;

……………………………………………………………………………………(Chair) …………………………………………Date