

North Stainley C of E School
GOVERNORS' MEETING MINUTES – on 1st December 2021 at 7pm
This meeting was held virtually on Zoom



*We are our School, we have our roots and foundation in love,
Our School is us; we will grow, blossom and flourish.*

Governors seek to hold before them the Christian Vision of the School and make all decisions in the light of this.

Present: Louise Wallen (Headteacher, HT), Nathaniel Potts (Chair, NP), Tony Jowett (TJ), Kate Khan (KK), Julia Hawkridge (JH), George Dyke (GD), Glenys Bailey (GB), Judith Bodill-Chandler (J B-C), Sian Lawton (SL) and Sally Williamson (SW)

In attendance: Carol Harris (Clerk)

		Action by
1.	<p>Welcome, Introductions and Apologies for Absence</p> <p>The Chair welcomed everyone to the meeting held on Zoom due to the continuing situation regarding Covid.</p> <p>Apologies were received and accepted from Jane Mansell.</p>	
2.	<p>Declaration of interest and confidentiality notice; also determine whether any parts of the minutes need to be confidential.</p> <p>There were no declarations of interest and the meeting established that no agenda items needed to be confidential.</p>	
3.	<p>Agree the Minutes of the last meeting held on the 20th October 2021</p> <p>All Governors agreed the minutes of the previous meeting. The Chair to sign at the next face to face meeting.</p>	Chair
4.	<p>Matters arising not covered later on the agenda.</p> <p>There were no matters arising, however, actions addressed included;</p> <ul style="list-style-type: none"> ✓ All forms completed by Governors at the last meeting had been stored in the Governor file in School. ✓ Regarding the Nursery proposal, plans had been made for Governors concerned to visit a similar setting however, in the current climate it was felt that this was inadvisable and so this visit has been postponed. ✓ It was noted that Governors had read the combined SEF document. A date had been set for a virtual meeting to look at refining this document for the 16th of December. ✓ Regarding the skills audit, the Chair to collate and present results at the next meeting. 	Chair

	<ul style="list-style-type: none"> ✓ Collective Worship monitoring has been postponed due to covid precautions. ✓ EYFS reforms and implementation monitoring again postponed due to Covid precautions. ✓ SW and GD to meet next week, virtually, regarding the Sports Premium funding. ✓ The meeting due to take place between GD and GB to look at a number of aspects of the use of the Village Hall was also postponed due to Covid precautions. <p>The clerk suggested that a table be added to the end of the minutes to detail actions more clearly, all Governors agreed that this was a good idea.</p>	Clerk
5.	<p>Headteacher Updates</p> <p>This report had been shared on the cloud for all Governors prior to the meeting and on screen during.</p> <p>The HT led Governors through the report and highlighted key points including;</p> <ul style="list-style-type: none"> • The proposal to meet to look at the potential nursery provision has been postponed due to the current Covid precautions. • Behaviour had shown a marked improvement with the implementation of the Christian Vision, Values and Customs. • Attendance was not as negative as had been predicted, particularly in the present circumstances however, the Covid situation in School will impact these figures going forward. • Following a series of the usual winter illnesses within School, a parent had questioned the cleaning routine in School. This had been addressed and the parent reassured. • 2 children continue to be monitored regarding their attendance however, under the current circumstances it is difficult to enforce attendance and get a true picture of attendance data. • The racist incident noted was one already reported to Governors and had been previously discussed and addressed. • Further monitoring scrutiny is to follow under item 10. • Regarding school lunches, there is currently a good uptake with staff working hard to maintain this and encourage further uptake. <p><i>There were no Governor comments to note.</i></p>	
6.	<p>School Development Plan - Updates</p> <p>The School Development Plan had been shared with all Governors prior to the meeting and on screen during. The HT has asked all Governors to read the document and feedback to the HT at a later date.</p> <p>The HT led Governors through a summary with key points to note including;</p>	All Govs

	<ul style="list-style-type: none"> • The safeguarding and wellbeing of both students and staff is a constant priority. • The funding for the catch up programme is continuing with maths a particular curriculum focus. • The FGB will review the SDP at the meeting that is held in the second half of each term. <p><i>GC.- GB reported that, with regards to the crossing of the road outside school, the Parish Council have appealed to NYCC Highways Department for a reduction of the speed limit outside school from 30 to 20 mph. Please could all Governors be aware that the Parish Council are collecting factual evidence of speeding vehicles.to present to Highways to support their case. They need facts such as dates, times, car number plates, photos etc.</i></p> <p><i>GC.- It was noted that caution must be used when taking photos of vehicles as a means to report incidents. Do staff teach road safety in school?</i> <i>R.- It is permissible to use photos to report incidents online as long as the data is not stored by school. And yes, road safety is taught from Reception upwards, to all children.</i></p>	
<p>7.</p>	<p>Safeguarding</p> <p>The HT informed Governors of the practices and procedures regarding the reporting of any Safeguarding concerns within School. This document was shared on screen for Governors during the HT's presentation of it. Key points to note included;</p> <ul style="list-style-type: none"> • All staff are trained in all aspects of the Safeguarding of children in school. • As safeguarding lead, all concerns are presented to the HT as a written report. • Regarding the framework for decision making within a safeguarding concern, the HT is to share this with all Governors following the meeting. • Direction is given as to who to liaise with dependent on the level of need of the child. • There are clear criteria to follow to access the appropriate level of support for individual need. • Unless a child is at very real risk of harm, parental consent is required in order to provide support to that child and/or family. <p><i>There were no Governor comments to note.</i></p>	<p>HT</p>
<p>8.</p>	<p>Finance and feedback from the Resources Monitoring Group</p> <p>This report was shared with all Governors prior to the meeting. NP led Governors through the document, key points including;</p> <ul style="list-style-type: none"> ✓ Due to the rules changing regarding how distances are measured to calculate Sparsity Funding, School could benefit significantly. Figures have not been confirmed yet but it is thought that the figure could be 	

	<p>considerable and would make a huge difference to the budget going forward.</p> <ul style="list-style-type: none"> ✓ The revised budget had been approved by the resources committee and had been submitted. <p>Benchmarking</p> <ul style="list-style-type: none"> ➤ Due to the unique location of School and its use of local facilities like the Village Hall for example, it is not always easy to compare with other schools like for like. ➤ Room sizes in school are also a factor when looking at staffing ratios; this looks a little high at 13:2 pupils to staff. ➤ Staff costs also appear a little high due to the experienced nature of the staff against more newly qualified and therefore less expensive staff elsewhere ➤ Pupil numbers is also an area for action. <p>Other feedback from the Resources Monitoring Group included;</p> <ul style="list-style-type: none"> ✓ A new template was now available for recording Pupil premium funding and spending. The HT to complete the new form. ✓ School has been informed that the MASS Scheme is ending to be replaced with Property Solutions. This will need to be carefully monitored, particularly for smaller contracts, and see how this actually works for school. It was noted that School does need to belong to this type of maintenance scheme. ✓ Regarding Capital Funding, the new screens have been installed, however, there has been a delay with the upgrade to the Wi-Fi system which should now happen in the Spring term. <p><i>There were no Governor comments to note.</i></p>	<p>HT</p>
<p>9. Governance</p>	<ul style="list-style-type: none"> ○ Code of Conduct – was agreed by all Governors and will be signed by the Chair on behalf of the FGB once able to go into School. ○ Terms of Reference – to be looked at by each monitoring group and adopted at the next meetings. ○ Self- declaration forms need to be completed by all Governors at the next face to face meeting. ○ Instrument of Government – the Clerk reported that she had emailed for advice and had no reply to date. All Governors agreed that this was an important matter and asked the Clerk to speak to Governor Support on their behalf. <p><i>GC.- Regarding the Standing Orders document shared on the cloud, this version doesn't show the changes made?</i></p> <p><i>R.- It will be deleted now, perhaps it could be updated and put back on to the cloud to be agreed at the next meeting.</i></p>	<p>Chair</p> <p>All Govs</p> <p>All Govs</p> <p>Clerk</p> <p>KK</p>

	<p><i>GC.- TJ reported that he was leaving his post with the Local Authority to take up an appointment with DEFRA. However, he has indicated that he would like to continue as LA Governor to School.</i></p> <p><i>R. -The Clerk replied that there was no reason that TJ couldn't continue as LA Governor as working for the Local Authority is not a requirement, however, she would look into implications for TJ's term of office as this is different for LA Governors. The Clerk to email TJ with any relevant information.</i></p>	Clerk
10.	<p>Governor visits and Monitoring</p> <p>Feedback from Quality of Education Monitoring Group – (The minutes from the last meeting had been shared with all Governors prior to the FGB meeting.)</p> <p>It was noted that the thresholds for the teacher assessments carried out had been incorrect and as a result staff have been asked to resubmit any tracking information before Christmas. This will then be looked at the next QoEMG meeting.</p> <p>Y3 data is also to be added and looked at at the next meeting.</p> <p>Aspire have just released estimated comparative data recently received by School.</p> <p>Regarding the Sports Funding strategy, GD and SW to meet to look at spending and present a report to Governors.</p> <p>A need for Parental Voice had been identified in the monitoring report. A questionnaire needs to be sent out to parents with a view to SEND provision. This could possibly be at the end of the Spring term or at parents evening.</p> <p>A discussion followed as to the benefits of Face to Face Parents evenings as against Virtual meetings. HT to discuss options with staff.</p>	<p>GD/SW</p> <p>HT?</p> <p>HT</p>
11.	<p>Policies</p> <p>There were no updated policies to review.</p>	
12.	<p>Any Other Business</p> <p>A discussion centred around the reasons for returning to Zoom for virtual meetings and it was decided that, as Covid was prevalent in the area, it was sensible to take any precautions necessary to maintain the health and wellbeing of all concerned. All Governors agreed that this was a sensible approach.</p> <p>It was reported that GD and JM had met to tidy up the Strategic Priorities document. This had been passed back to staff to review and then bring to the next meeting. Clerk to add to the agenda.</p>	Clerk

13.	Dates and time of next meeting. <ul style="list-style-type: none">• 19th January 2022 - Resource Monitoring Group• 9th February - FGB• 16th March - QoEMG• 30th March - FGB• 4th May - Resource MG• 11th May - FGB• 6th July - QoEMG• 7th July - FGB (Thursday) <p>All meetings to be held on a Wednesday at 7pm in the Village Hall unless otherwise stated.</p>	
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Meeting closed at 20.37 pm

Minutes signed as a correct record..... (Chair).....(Date)