

**North Stainley C of E School**  
**GOVERNORS' MEETING MINUTES – on 13<sup>th</sup> July 2021 at 7pm**  
**N.B Meeting 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), Sally Williamson (SW), Jane Mansell (JM), Tony Jowett (TJ), Kate Khan (KK), Julia Hawkridge (JH), George Dyke (GD), Judith Bodill-Chandler (J B-C)

**In attendance:** Carol Harris (Clerk)

		Action by
1.	<b>Welcome, Introductions and Apologies for Absence</b>  The Chair welcomed everyone to the meeting.  Apologies received and accepted from Sian Lawton and Glenys Bailey.	
2.	<b>Declarations of interest and confidentiality notice.</b>  None declared.  LW notified Governors of a confidential matter that needed to be discussed and agreed. The confidential minutes and documents for this discussion are held in school in accordance with School procedures.  <b>SW rejoined the meeting at 7.15 pm</b>	
3.	<b>Agree minutes of the meeting held on 26<sup>th</sup> May 2021</b>  The minutes were agreed as a correct record with the amendment to the name of Claire Slee.	
4.	<b>Matters arising from the minutes not covered later in the meeting</b>  None reported.	
5.	<b>Finance.</b> HT led Governors through the budget summary shared with all Governors prior to the meeting and on screen during, key points addressed included; <ul style="list-style-type: none"><li>• There was a substantial variance in the budget shown on the summary. This was explained by money reimbursed for trips etc. due to Covid.</li><li>• However, offsetting this expenditure was the saving of funds allocated to TA hours. A Teaching Assistant left employment at the School and their hours, which had been allowed for in the budget, were then not required hence the saving.</li><li>• The bursar had annotated the budget summary to explain these variances</li></ul>	

	<p>available for all Governors to access on the SharePoint.</p> <p>There were no Governor comments or questions to note.</p>	
<p>6.</p>	<p><b>Head Teacher's Report</b> – This report was shared with all Governors prior to the meeting and on screen during. HT led governors through the report highlighting key points which included;</p> <ul style="list-style-type: none"> <li>• Numbers on roll seem constant.</li> <li>• School are still looking at the possibility of nursery provision.</li> <li>• Marketing and the raising of the School's profile is ongoing.</li> <li>• Attendance is looking good and hitting targets, in some instances consistently above the target range.</li> <li>• HT explained instances of absence to the Governors.</li> <li>• SEND data has changed little and extra support from outside agencies is being provided.</li> </ul> <p><i>GC. - Please can you explain about the visit to Mowbray School?</i> <i>R. – This was for a child that would be transferring there.</i></p> <ul style="list-style-type: none"> <li>• Monitoring is still ongoing including staff appraisals.</li> <li>• School is still awaiting the LA report regarding the History 'deep dive'.</li> <li>• <b>Health and Safety report</b> – Some of the action points are still to be completed due to School being unable to find a contractor able to carry out the works. Small contractors who would be available are limited due to the requirement for £5,000,000 public liability indemnity.</li> </ul> <p><i>GC.- Where does the requirement for this level of insurance come from?</i> <i>R.- This is County policy.</i> <i>GC – Presumably, this channels small schools into expensive MASS schemes?</i> <i>R. – School is a member of the County MASS scheme but, unfortunately, they do not have the capacity either.</i></p> <ul style="list-style-type: none"> <li>• Clubs have actually made a small profit this year; this is thanks to staff who have been running the clubs on a voluntary basis.</li> </ul> <p><i>GC – Is there a particularly successful or more popular evening or club?</i> <i>R – No, they all seem equally successful and well attended.</i></p> <ul style="list-style-type: none"> <li>• Being able to access online training has had a positive impact on levels of staff training and CPD.</li> </ul> <p><b>GC. – Thanks, were expressed by Governors to all staff for all that they do so well, especially after another difficult year.</b></p>	
<p>7.</p>	<p><b>Quality of Education Monitoring Group Feedback.</b> J B-C led Governors through the meeting minutes previously shared with all governors prior to the meeting. Key points highlighted included;</p> <ul style="list-style-type: none"> <li>• Areas of concern regarding progress in certain subjects within targeted cohorts are being addressed with ongoing catch up interventions.</li> </ul>	

	<ul style="list-style-type: none"> <li>Nursery Update – KK, HT and J B-C met with a representative from County and it was felt that the guidance received was useful. The better option seems to be for a School led nursery but this is still at the discussion stage. KK has constructed a letter to consult parents on the proposals and inviting comments and expressions of interest, with a possible start date of Christmas '21 or April of next year. It was noted that the wording around the strategic direction of the School would need to be carefully phrased.</li> <li>Feedback from the Children's survey- (Also shared with all Governors prior to the meeting) J B-C led Governors through this report.</li> </ul> <p><i>GC – When children are saying that they can't find a book that they like, is it the type of book that is the problem?</i></p> <p><i>R – It is possibly the range of books that are currently available. Staff are to investigate further. Books have recently been changed and sorted into genres; however, this will be explored further by staff.</i></p>	
<p><b>8.</b></p>	<p><b>SIAMs</b> – JM led Governors through the SIAMs Strand 4 and feedback from the Foundation Governors meeting. Both had been shared with all Governors prior to the meeting and on screen during. Key points for discussion included;</p> <ul style="list-style-type: none"> <li>Please can all Governors send a photo and pen portrait to Rachel for the website?</li> <li>The photos on the first page of the document show the children and community being presented with bird boxes by presenters from Harrogate Radio.</li> <li>This year wellbeing has been a priority across school with many activities looking specifically at mental health.</li> <li>Some questions in the children's survey were possibly open to misinterpretation so some responses may need further investigation.</li> <li>The SEF is to be amalgamated with the School SEF. There has been some progress in certain areas of the SEF notably regarding visits for example to the Walled Garden and others.</li> </ul> <p><i>GC – Are these visits for the wellbeing of children and staff?</i></p> <p><i>R – Some of the visits were to allow staff some time to catch up in addition to the children appreciating and enjoying the visits.</i></p> <ul style="list-style-type: none"> <li>The 5 Ways to Wellbeing for both Staff and Children is proving successful so there is a plan to roll out to parents next year.</li> </ul>	<p><b>All Govs</b></p>
<p><b>9.</b></p>	<p><b>SDP</b> – HT led Governors through the School Development Plan Summary which had been shared with all Governors prior to the meeting and on screen during. Key points to note were;</p> <ul style="list-style-type: none"> <li>Governor and Staff training looking at Strategic priorities on 16<sup>th</sup> September '21.</li> <li>Much of the SDP is all still ongoing due to Covid lockdowns. This is particularly relevant to Curriculum areas of the plan with the focus being on the core subjects.</li> </ul> <p><i>No Governor comments to note.</i></p>	<p><b>All Govs</b></p>

<b>10.</b>	<p><b>Governor Visits and Monitoring</b> – HT led Governors through the Governor monitoring schedule which was shared on screen for all Governors.</p> <p>It was noted that there is a need to audit governance, Clerk to send out the Governor skills audit form to all Governors. Please complete and return to the Clerk by the next meeting.</p> <p>It was discussed that there was a need for a SEND meeting – HT to arrange for Autumn term.</p> <p>It was also noted that it would be necessary for a parent survey to be carried out, possibly in Autumn 2.</p> <p>HT reported that there would be a systematic monitoring programme introduced in September for all staff, which would also include Governors, more details to follow.</p>	<p><b>Clerk All Govs</b></p> <p><b>HT</b></p> <p><b>HT/Govs</b></p> <p><b>HT</b></p>
<b>11.</b>	<p><b>Governor Training</b> – GB has attended Governor Safeguarding Training. It was noted that <b>ALL</b> Governors will need to undertake this training in the Autumn Term.</p>	
<b>12.</b>	<p><b>Policies –</b> There were no policies to review.</p>	
<b>13.</b>	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>❖ Keeping Children Safe In Education document needs reading by all Governors and ratifying at the next meeting. Clerk to add to the agenda for the next meeting.</li> <li>❖ SEND report is now available on the website for all to read.</li> </ul>	<p><b>All Govs Clerk</b></p>
<b>14.</b>	<p><b>Dates and time of next meeting.</b></p> <ul style="list-style-type: none"> <li>• FGB - 20<sup>th</sup> October 2021 at 7pm at School</li> </ul> <p><b>All meetings to be held on a Wednesday unless otherwise stated.</b></p>	

Meeting closed at 20.32 pm

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