

North Stainley C of E School
GOVERNORS' MEETING MINUTES – on 9th February 2022 at 6.30pm



*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), George Dyke (GD), Glenys Bailey (GB) Jane Mansell (JM)

Attending on Zoom; Judith Bodill-Chandler (J B-C), Sian Lawton (SL) and Sally Williamson (SW)

In attendance: Carol Harris (Clerk)

		Action by
1.	Welcome, Introductions and Apologies for Absence The Chair welcomed everyone to the meeting, no introductions were necessary. Apologies and reasons for absence were received and accepted from Julia Hawkridge.	
2.	Declaration of interest and confidentiality notice; also determine whether any parts of the minutes need to be confidential. There were no declarations of interest and Governors were reminded of the need for confidentiality. The meeting determined that the conversation around the feasibility of joining the Leeds Diocese Learning Trust (Multi Academy Trust) and any possible vote should remain confidential at this stage. These minutes are stored in accordance with school policy in the Confidential Governor file in school.	
3.	Agree the Minutes of the last meeting held on the 1st December 2021. All Governors agreed the minutes of the previous meeting and these were signed by the Chair as a correct record.	
4.	Matters arising not covered later on the agenda. There were no matters arising, however, actions addressed included; ✓ Regarding the skills audit, the information is still to be collated. The Chair to action this to present at the next meeting. The Clerk to add this to the agenda for the next meeting.	Chair Clerk

	<ul style="list-style-type: none"> ✓ Governors confirmed that they had read the SDP and were in a position to feedback to the HT at a later date. ✓ The HT confirmed that the Safeguarding Decision Framework was on the sharepoint for all Governors' information. ✓ The HT reported that the Pupil Premium Strategy template was still to be completed. ✓ The Monitoring group Terms of Reference, Self- Declaration Forms and The Code of Conduct were agreed and signed by all Governors. Governors attending on Zoom agreed that the Clerk could sign the relevant documents on their behalf. These documents had been shared with all Governors prior to the meeting. ✓ The clerk updated Governors regarding the Instrument of Government. It was reported that the Clerk had asked Governor Support for their advice regarding this matter and had been assured that the current Instrument of Government was the official one. The Clerk to forward the chain of emails to the HT for the Governor file. ✓ Regarding the Standing Orders document, it was reported that these had now been updated and were on Sharepoint for Governors' information. Please could all Governors read before the next meeting for approval. The Clerk to add this to the agenda for the next meeting. ✓ The Clerk confirmed that TJ had been updated as to his status as LA Governor. ✓ A meeting has been arranged for GD and SW to look at Sports Premium spending. SW to email GD to confirm. It was noted that these funds need to be allocated before the end of the financial year. ✓ It was reported that the parent questionnaire had been uploaded to sharepoint for all Governors' information. This is to be shared with parents at the next parents evening on the 14th of March. All Governors were invited to attend and possibly hand out the surveys to parents? Parents will be given the option of a face to face or a virtual meeting. ✓ The strategic Priorities document is to be considered later in the meeting. 	<p>HT</p> <p>Clerk</p> <p>All Govs Clerk</p> <p>SW</p>
<p>5.</p>	<p>Headteacher Updates</p> <p>The HT presented an interim report to Governors which included;</p> <ul style="list-style-type: none"> • One new pupil had joined the Reception class that week. • Attendance had been below what School would normally expect, due to Covid absences. Work had been provided online for all children who were required to stay at home. 	

- Staff absence has also been affected due to Covid with the HT covering classes. Supply cover has been used frugally due to a shortage of supply teachers and considering the cost. It was noted that no additional funds are available to schools to meet the additional supply costs associated with Covid.
- The Catch up Learning programme has also been impacted by the absence of teaching staff.
- The School's SEA, James Durran, has visited School twice recently. He initially focused on reading, phonics and spelling along with the subject lead and JM representing the Governors. He offered some very positive feedback from lesson observations, pupil voice and from talking to teachers. Staff have received feedback and any actions completed.

His second visit focused on the SDP and curriculum. He suggested some minor adjustments to the SDP such as removing attendance data as this is ongoing and is likely to be reported in the SEF and attendance monitoring. He was very impressed with the progress School has made with the implementation of the new curriculum and has made suggestions for improvements around evidencing and articulating how we are providing a rich curriculum in our school. The HT will feedback to staff with any improvements to be completed in this academic year.

- Extended learning and enrichments have continued this term with the NYCC Rotters coming in to School to talk about composting and the environmental impact this has. This also linked well with our entering the Yorkshire Show Vegetable Box competition.
- Bikeability has been completed by the Years 5 and 6 children.
- Class 3 have been enjoying science lessons taught by staff from Ripon Grammar School.
- A child from the School has entered and won a colouring competition from Lightwater Valley and has won a free trip for the whole school in the summer.
- Looking at numbers for September, School has received 10 applications for Reception places with 6 indicating School as first choice.
- Looking at SEND, there is currently an EHCP review taking place with a further child applying for an EHCP.

A parents evening for families of children with SEN was held on the 31st of January to discuss plans and targets. A Parent/Teacher evening is planned for March for all parents.

- A PGCE student from the Red Kite Alliance is proving to be a huge asset to School and will be with us until June. Funding is provided to School to support this student.

GC,- Please can you explain what a PGCE student is?

	<p><i>R.- This is a post graduate student who has come to School on a placement to complete their teaching qualification.</i></p>	
<p>6.</p>	<p>SEF – Updates The HT led Governors through the updates which were shared on screen during the meeting. Points highlighted included;</p> <ul style="list-style-type: none"> ➤ Evidence from monitoring had led to an update to Talk for Learning. Children’s learning is being checked systematically which includes a recall session; this can involve a test or discussion around learning, with an observation also carried out and teaching then adapted accordingly for each child. ➤ The recent visit from the SEA focused on reading and phonics with observations undertaken alongside discussions with staff. This review showed that all previous actions had been completed and also highlighted that the teaching of reading and phonics is good. All outcomes and future actions are listed on the SEF. ➤ There is currently no official data available for comparison so the data included on the SEF is the result of in school assessment. The decrease in scores during the autumn term is due to the new curriculum subject introduced at the start of the year. These should increase in the spring term. ➤ Regarding the wellbeing and personal development of children, this is being addressed through the community garden and other school/community events such as litter picking, supporting Children in Need, Remembrance Day and other fundraising events. The newsletter on the School’s website contains further details for information. Young medics training will also be taking place in the near future. <p><i>GC.- Would it be useful for the older children to be made aware of the use and location of the defibrillator?</i> <i>R.- HT to check with Rachel and ask if it would be possible to add this to the discussion with the children if appropriate.</i></p> <ul style="list-style-type: none"> ➤ Governance and safeguarding – This aspect has been updated to show how safeguarding in School is effective due to all members of the School community taking ownership of it, living it all the time with safeguarding systems being effective and robust. ➤ It was noted that the outside area needs updating, particularly if school continues to explore the possibility of nursery provision. Resource Monitoring Group to look at funding for this. 	<p>HT</p> <p>RMG Govs</p>

<p>7.</p>	<p>SIAMs</p> <p>This report had been shared on the cloud prior to the meeting for all Governors. JM led Governors through the report highlighting key points which included;</p> <ul style="list-style-type: none"> ○ The Foundation Governor Monitoring Group had looked at policies on the SDP and it was noted that the Church School context has been added to be added to the appropriate policies. It was also noted that the Christian Vision Statement had previously been added where appropriate. ○ It was reported that the RE curriculum had been outlined to the Governors at the meeting to ensure clarity of provision. ○ It was also reported that the Monitoring group had carried out Collective Worship observations and that this report had been shared on the cloud for FGB information. <p>JM requested that the Foundation Governor Monitoring Group be placed on the side bar on the Governors page on sharepoint to enable easier access for those Governors looking for information. HT to action.</p>	<p>HT</p>
<p>8.</p>	<p>Safeguarding Updates to include SEND</p> <p>GB expressed her concerns that Safeguarding monitoring had not been able to continue due to the prevalence of Covid within School. Several face to face meetings have had to be postponed however, it was noted that policies and procedures had remained consistent throughout the pandemic and that these and the updated risk assessments had been monitored throughout. It was confirmed that the School's SEA was satisfied that safeguarding policies and principles were consistent and robust.</p> <p>It was also noted that monitoring in school and at the Village Hall will resume as soon as it is safe to do so.</p> <p>It was reported that JM is now the named SEND Governor and as such had visited school to monitor individual plans for children and to look at the questionnaire for parents of children with SEN.</p>	
<p>9.</p>	<p>Finance</p> <p>The Finance report from the Resources Monitoring Group was shared with all Governors prior to the meeting.</p> <p>The Chair led Governors through key points of the report which included;</p> <ul style="list-style-type: none"> ○ £51 700 had been received by School as a result of the changes to the criteria for sparsity funding. ○ Music provision for the children was currently being funded by a parental contribution. ○ The Monitoring Group are looking at costings for a possible increase in staffing and are considering various scenarios. 	

	<ul style="list-style-type: none"> ○ 6 children have indicated North Stainley School as first choice for reception in September. <p>Thanks were expressed to all Governors for maintaining their positive support for the whole school community and for their help in raising the profile of the school.</p> <p>Health and Safety updates – It was noted that there was an upcoming H&S inspection, TJ to arrange walk around School with Rachel for monitoring purposes.</p>	TJ
10.	<p>Governance</p> <ul style="list-style-type: none"> • It was noted that a parent vacancy has arisen due to KK stepping down. All parents to be notified and nominations invited with a parent election to be arranged if required. HT to action. • Instrument of Government – this had been addressed and Governors updated under agenda item 4. • Strategic Priorities document – This document needs to be edited further and it also needs to be assessed as to how this will lead into the SDP. HT to action. • Standing Orders – this had been addressed under agenda item 4 and will be added to the agenda to be ratified at the next FGB meeting. 	HT HT
11.	<p>Governor visits and Monitoring</p> <ul style="list-style-type: none"> ○ Parents survey – This item had been previously addressed under agenda item 4. ○ Monitoring – Safeguarding needs to remain a priority. HT to send the monitoring schedule out to all Governors who then need to contact school to arrange dates and times for visits. ○ Curriculum Monitoring will be discussed at the next Quality of Education Monitoring group. 	HT/All Govs
12.	<p>Policies for review</p> <p>The HT reported that the Church School context will be added to any appropriate policy going forward through spring and summer.</p> <p>It was noted that the Information Policy needs to be ratified at the next FGB meeting, the Clerk to add to the agenda for the next meeting.</p> <p>All other Spring 1 Policies were approved by all Governors.</p>	Clerk
13.	<p>Any Other Business</p> <ul style="list-style-type: none"> ▪ The HT notified Governors that, under the School's SFVS, the prices for attending School Clubs needed to be increased. It was suggested that 	

	<p>an increase of £! from £4 to £5 (per hour) for after school clubs would be necessary.</p> <p><i>GC.- Would this increase mean that clubs are more likely to break even? R.- Yes, it will certainly help.</i></p> <ul style="list-style-type: none"> ▪ GB asked if it would be possible to involve the children from school in designing road safety posters for the Village. The HT agreed that this was a good idea and would look at this for the next half-term. ▪ Regarding the Platinum Jubilee celebrations, GB suggested that all Village stakeholders be invited to help in planning events. All governors agreed that this was something to consider. 	
13.	<p>Dates and time of next meeting.</p> <ul style="list-style-type: none"> • 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>	

Meeting closed at 21.07 pm

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