

North Stainley C of E School
GOVERNORS' MEETING MINUTES – on 30th March 2022 at 7pm in the Village Hall



*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), Jane Mansell (JM) and Julia Hawkrigde

Attending on Zoom; Sally Williamson (SW), George Dyke (GD) and Glenys Bailey (GB)

In attendance: Carol Harris (Clerk)

		Action by
1.	Welcome, Introductions and Apologies for Absence JM chaired the meeting in the Chair's absence and welcomed everyone to the meeting, no introductions were necessary. Apologies and reasons for absence were received and accepted from Nat Potts, Sian Lawton and Judith Bodill-Chandler.	
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 no agenda items needed to be recorded in confidential minutes.	
3.	Agree the Minutes of the last meeting held on the 9th February 2022. All Governors agreed the minutes (including the confidential minutes) of the previous meeting and these were signed by the Chair (JM) as a correct record.	
4.	Matters arising not covered later on the agenda. There were no matters arising, however, actions addressed included; <ul style="list-style-type: none">✓ Skills audit had been collated and a report produced which had been shared with all Governors prior to the meeting.✓ The new Pupil Premium strategy document had been completed and shared with all Governors prior to the meeting.✓ Emails regarding the Instrument of Government had been forwarded to the HT.	

	<ul style="list-style-type: none"> ✓ Governors confirmed that the Standing Orders document was correct and ready for approval later in the meeting. ✓ GD and SW had met regarding the Sports premium funding. ✓ It was confirmed that relevant information had been shared regarding the use of defibrillators. ✓ The funding for the update of the outside provision is to be looked at by the Resource Monitoring Group at the upcoming meeting. The report to follow at the next FGB meeting. The Clerk to add to the agenda. ✓ The Foundation Governors Monitoring Group is still to be added to the side-bar on Sharepoint. HT to action. ✓ All Health and Safety visits had been postponed due to School's H&S advisor's workload so this had not been possible. ✓ Parents have been notified of the Parent Governor vacancy and nominations invited. ✓ The Strategic Priorities document has been edited and sent out to all Governors prior to the meeting to be agreed under agenda item 9. ✓ The Monitoring Schedule had been sent out to all Governors and monitoring undertaken. ✓ Information Policy to be agreed later in the meeting under Policies agenda item. 	Clerk HT
5.	<p>Finance</p> <ul style="list-style-type: none"> • The School's Financial Value Statement had been shared with all Governors prior to the meeting and on screen during the meeting. The HT explained that the benchmarking aspect of this statement is carried out during the Autumn term. The remainder of the checklist including requirements for; <ul style="list-style-type: none"> ✓ Governance ✓ School Strategy ✓ Setting the annual budget ✓ Staffing ✓ Value for money ✓ Protecting public money <p>are all met within this document.</p> <p>There were no actions as such detailed in the report, however, it was noted that there was the need for further financial management training as identified.</p> <p>All Governors approved the SFVS.</p> <ul style="list-style-type: none"> • Village Hall License review – Thanks were expressed to GB and the Village Hall Trust for their continued support of School. The HT reported that there was very little changed from the previous arrangement, with a provision for additional sessions on a flexible basis should School require this. 	

	<p><i>GC. – GB reminded Governors that the hire charges for the Hall will be increasing from the 1st May 2022 which, although this wouldn't affect the agreement with School, may have implications for the wider community.</i></p> <p>A new digital booking system is being introduced with a need to ensure all school staff have received training. This is already proving successful with improved liaison between Rachel and GB.</p> <ul style="list-style-type: none"> The HT reported that it has become necessary to increase the charges to parents for School clubs. Further details to follow in the Head teacher's updates. 	
6.	<p>Head Teacher's Updates and Safeguarding</p> <p>This report had been shared with all Governors prior to the meeting. The HT led Governors through the updates which were also shared on screen during the meeting. Points highlighted included;</p> <ul style="list-style-type: none"> ➤ The School currently has 47 children on roll with 55 being the optimum number. There are currently 7 children leaving in July with 6 registered for Reception in September. ➤ The proposal for the nursery has been put on hold for now due to the need for further development in EYFS. It is possible that we will look again at this next year. This will be discussed further at the upcoming Resource Monitoring Group meeting to look specifically at the financial implications of this. ➤ Attendance is summarised on the report with variances in figures due to Covid factors. ➤ <p><i>GC.- Regarding the monitored children, are they from different families?</i> <i>R.- Yes, these are 3 families, each with 1 child.</i></p> <ul style="list-style-type: none"> ➤ There are now 2 service children in school. ➤ There were no formal complaints or exclusions however, 1 minor racist incident was reported which has been dealt with by School and children and parents have been advised accordingly. ➤ It was noted that there were 10 not 11 children on the SEND register. ➤ Subject lead monitoring was implemented with feedback presented to the Quality of Education Monitoring Group (QoEMG) at the last meeting. ➤ Governor monitoring is also taking place. ➤ It was noted that the expected sparsity funding figures will be addressed in the start budget by the Resource Monitoring Group (RMG) at the next meeting. ➤ External monitoring has taken place with visits from the SEA. ➤ Capital funding had been spent on upgrading the School's WiFi system which was now complete. 	

	<ul style="list-style-type: none"> ➤ The student currently in school through the Red Kite Teaching Alliance will be continuing into the summer term. ➤ Clubs are well supported however; costs need to increase in order to remain viable. It was suggested that money from donations be used to bring the clubs back to break even to which all Governors agreed. ➤ It was noted that there had been many varied events and opportunities for enrichment enjoyed by the children. ➤ It was reported that staff had undertaken various training opportunities as detailed within the report. <ul style="list-style-type: none"> • Pupil Premium – the Strategy Statement had been shared with all Governors prior to the meeting and on screen during. The HT led Governor through the Statement highlighting key points which included; <ul style="list-style-type: none"> ➤ One of the major challenges highlighted was that of the children's wellbeing due to several factors including the continued impact of covid on the school community. ➤ School is looking to increase enrichment opportunities as the situation is improving. ➤ Support in phonics and maths is continuing however, the Catch up Funding is proving inadequate when looking at the increased costs of provision. 	
7.	<p>SDP Update</p> <p>The updated School Development Plan had been shared with all Governors prior to the meeting and on screen during. The HT led Governors through the updates which included;</p> <ul style="list-style-type: none"> • It was important to note that both staff and pupil absence has impacted some areas of the SDP which are still shown as Red, areas for action. • Staff wellbeing continues to be a target going forward within Priority one. • In Priority Two, Safeguarding continues to remain a focus particularly regarding the child's own perception of personal safety and their understanding of what and why they are learning about safeguarding at this time. • The catch up programme is continuing despite the challenges set by absences. Thanks were expressed to all staff for their efforts in continuing to support this. • Maths Mastery continues to be an area for action including a meeting for parents to enable a better understanding of how maths is taught in school to better support their children at home. • Looking at priority Five, SIAMs, Worship Ambassadors still need to be involved in the creation of an action plan for Worship for the remainder of the year. JM reported that she had been into school for Worship monitoring all of which looked positive. 	

	Thanks were expressed to all staff and Governors for their continued support.	
8.	<p>SIAMs</p> <p>JM noted that little had changed since the last FGB meeting and so there was nothing further to report.</p> <p>JM had visited school to observe and monitor an RE lesson which had been fully reported to the Quality of Education Monitoring Group. This report to follow later in the meeting under agenda item 10.</p>	
9.	<p>Governance</p> <ul style="list-style-type: none"> ○ Skills Audit Report – This report had been shared with all Governors prior to the meeting. JM led Governors through the report which included; <ul style="list-style-type: none"> ✓ The audit had indicated a good range of skills within the FGB with good experience shown in most areas. ✓ Less well represented areas highlighted included finance and HR for example. ✓ Future training needs may include more information on the School inspection process, local and National Education policies. <p><i>GC. – GB identified the need to visit school to monitor play times.</i> <i>R.- It was discussed to meet with HT after Easter to look at various policies and procedures identified.</i></p> <ul style="list-style-type: none"> ○ Standing Orders – This document had been shared with all Governors prior to the meeting. All Governors approved the Standing Orders. ○ Strategic Priorities document. The final version of this document had been shared with all Governors prior to the meeting for information. <p><i>GC.- Where does this document need to go? Where do we think the best place to display or store this document may be for access by stakeholders?</i> <i>R.- This document pretty much underpins everything that we do so possibly on the website on the Governor's page, school information board, Governor file etc.</i></p> <p>It was discussed that Governors should perhaps revisit this document each year at the first meeting of the year just as a reminder, not necessarily for reworking. The Clerk to add to the Agenda for the September/October meeting.</p> <p>All Governors approved the Strategic Priorities Document.</p> <p>Thanks were expressed to all Governors for their support in producing the document.</p>	<p>HT/GB</p> <p>Clerk</p>

10. Governor Visits and Monitoring

- **Health and Safety** - It was reported that Health and Safety visits have been unable to take place due to the advisor's workload and so there were no updates to report. School will arrange visits with the advisor as soon as it is feasible.
- **Q of E Monitoring Group report-** This report had been shared with all Governors prior to the meeting. JM led Governors through the report which included;
 - GB had visited school to monitor PSHE and reported that the children had an excellent understanding of the health aspects of the content. GB also agreed that the teaching of PSHE was a priority in school, the links with safeguarding were clear and the subject knowledge and organisation of the subject lead were very good.
 - The SEA is satisfied with the actions addressed and completed by School.
 - An SEND meeting had taken place that morning (30th March) to look specifically at data. There are currently 10 children on the SEND register, however there is a much higher percentage of children identified as being classed as vulnerable learners, this would equate to almost 50% of the children in school. All of these children have very different needs ranging from lower level to complex emotional need. All children are receiving support at the level appropriate to their need. There is a possibility that support may need to increase for some children with extra staffing funded by school.

GC.- What would be a typical number of vulnerable learners within a mainstream school setting?

R.- There is no national data for comparison regarding vulnerable learners however, it would be expected that this will be high in most schools due to the continued impact of covid on teaching and learning. Catch up learning will continue for some time.

- Staff to look at planning an information evening for parents to look specifically at maths mastery, possibly in the next half-term.
- Tracking analysis has been impacted by covid. Terminology has been changed on assessments to indicate the appropriate progress of a child ensuring fidelity across school.
- The Presentation Policy is to be looked at under agenda item 11.
- There is a new curriculum page now on the website for information for all stakeholders.

The full Quality of Education Monitoring Group report is available on the cloud for all Governors' information.

11.	<p>Policies for review included;</p> <ul style="list-style-type: none"> ○ Spring 2 ○ Presentation Policy ○ Information Policy <p>All policies were approved by Governors.</p>	
12.	There was no agenda item 12.	
13.	<p>Any Other Business</p> <ul style="list-style-type: none"> • It was reported that the recent parent survey had been very successful with a substantial return and very positive feedback. Thanks were expressed to Governors who joined parents' evening and offered surveys to parents attending. Most parents agreed or strongly agreed in most areas however, it is possible that some questions may have led to misunderstanding eg. questions regarding bullying. Staff to investigate. The HT to send out a summary of results to parents which should address any anomalies. <i>A discussion followed around parents accessing the playground at the end of the day and being able to informally meet with staff as happened pre-covid.</i> • GD reported that a letter had been sent out to the Holy Trinity Church community regarding the Diocesan MAT which was felt was informative. The HT asked if it would be possible to share this letter with all Governors and clerk for information. • Governors were asked to ensure all questions had been sent to the Chair for the upcoming MAT meeting. • GB asked if School would like any support with the crown painting, it may be possible to arrange something through Rural Arts. JM added that there may be grants available from a trust for small rural Church schools? GB to email Laura May to action this. 	<p>GD</p> <p>All Govs</p> <p>GB</p>
14.	<p>Dates and time of next meeting.</p> <ul style="list-style-type: none"> • 28th April - LDLT (MAT) information evening (Thursday) • 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 21.00 pm

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