

**North Stainley C of E School**  
**GOVERNORS' MEETING MINUTES – on 14<sup>th</sup> July 2022 at 7pm in the Village Hall**  
**(This meeting had been rearranged from 7<sup>th</sup> July)**



*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), Nat Potts (Chair), Julia Hawkrigge (JH), Sally Williamson (SW), George Dyke (GD), Tony Jowett (TJ)(Vice-Chair), Judith Bodill-Chandler (J B-C), Emma Edwards (EE)

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

**Core Functions of a Governing Board**

1. Ensuring the vision, ethos and strategic direction of the school are clearly defined
2. Ensuring the Head teacher performs his or her responsibilities for the educational performance of the school
3. Ensuring the sound, proper and effective use of the school's financial resources

Action by

1.	<b>Welcome, Introductions and Apologies for Absence</b>  The Chair welcomed everyone to the meeting, no introductions were necessary.  Apologies and reasons for absence were received and accepted from Sian Lawton, Jane Mansell and Glenys Bailey	
2.	<b>Declaration of interest and confidentiality notice; also determine whether any parts of the minutes need to be confidential.</b>  There were no declarations of interest and Governors were reminded of the need for confidentiality.  The meeting determined that agenda item 12 and the resulting discussion would need to be recorded in confidential minutes and stored in School accordingly.	
3.	<b>Agree the Minutes of the last meeting held on the 25<sup>th</sup> May 2022.</b>  All Governors agreed the minutes as a true and accurate record of the previous meeting and these were signed by the Chair as a correct record as well as the set of confidential minutes shared at the meeting.	
4.	<b>Matters arising not covered later on the agenda and Address any Governor actions.</b>  There were no matters arising, however, actions were all completed apart from;	

	<ul style="list-style-type: none"> <li>The HT is still to contact the Diocese regarding the renewal of JM's status as Foundation Governor. <b>Action</b> – Clerk to email the HT and JM as a reminder.</li> </ul>	HT Clerk
5.	<p><b>Feedback from Quality of Education Monitoring group</b></p> <p>This report had been shared with all Governors prior to the meeting. The HT led Governors through the report highlighting key points which included;</p> <ul style="list-style-type: none"> <li><b>Safeguarding</b> – It was noted that GB had visited school in order to look at the Safeguarding monitoring schedule and that an information sheet for Governors had been produced. The HT also informed Governors that NYCC had provided school with an email address specifically for the designated Safeguarding Lead to ensure continuity should this person change.</li> </ul> <p>It was also reported that the attendance record has been audited and the child protection policy reviewed.</p> <p>A new policy for child absence has been introduced to school in that should school not be notified of an absence the following procedure will be initiated. 1) The parent will be called by school followed by 2) A visit to the home by two members of staff. This policy will need to be ratified at the first meeting in autumn <b>Action-</b> The Clerk to add to the agenda for the next meeting.</p> <ul style="list-style-type: none"> <li><b>Curriculum Updates</b> – It was reported that consistency in the foundation subjects are embedded and established throughout school. Block planning has enabled this with a recall session for assessment. This will be the focus of the end of year staff meeting to evaluate as this has to be manageable for staff regarding workload – Meaningful, Manageable, Motivating.</li> </ul> <p>The QoEMG had looked in depth at the tracking overview for the full year and had been RAG rated accordingly. The HT led Governors through this explaining focus areas going forward.</p> <p>It was noted that there are a number of SEND pupils in these cohorts and that it is important to be able to narrate the story of these results. Lockdown periods have impacted the writing data, particularly noting the number of SEN children in some of the cohorts.</p> <p>It was reported that a red area for focus in the next SDP would be the tracking of foundation subjects.</p>	Clerk

	<p>The HT reported that school was looking to employ a specialist music teacher to cover PPA and a sports coach for one term initially. Real PE has proven an excellent resource which the staff will continue to use to teach the remaining PE sessions.</p> <p>Maths mastery and fluency has also been identified as an area for focus. A recent parents evening to showcase Maths Mastery had been poorly supported with handouts being sent out to parents for information. Staff are continuing to discuss how best to engage parents.</p> <p><i>GC.- What time were the meetings arranged for?</i>  <i>R.- the Maths evening had been planned to run alongside a JAM session after school to provide activities for the children and childcare for the parents who wished to attend.</i></p> <p>The HT shared the SATs data with Governors. It was explained that one child had been absent at the time of the tests which has considerably affected the data, one paper had also been lost by the examining body. It was also noted that comparative data was inaccurate. The HT went on to explain the data to Governors providing a narrative for the individual children's results. It was discussed that there was a need to monitor and look into these results and anomalies going forward.</p> <p>New staff have been employed for the Early Years primarily for afternoons.</p> <p>Year 2 results were good despite the number of disruptions to their time in school due to Covid. On the whole, school were very pleased with the results. There were however concerns regarding the EYFS data which continues to be a focus.</p> <p><i>GC.- This was an area highlighted during the last Ofsted inspection so we need to address this?</i>  <i>R.- Agree, we have looked at the data with our advisor and the needs of our children. The dynamics of this particular cohort provides the challenge being predominantly boys.</i></p> <p>J B-C to arrange to visit school to look at the breakdown of this data and to develop a plan with the HT.</p> <p><i>GC.- Do we have information to support and show why what were are doing isn't effective?</i>  <i>R.- Yes, and the plan will show how we are going to address this.</i></p> <p><i>GC.- Looking at spelling, is there data for the rest of the school?</i></p>	<p>J B-C/HT</p>
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	<p><i>R.- A new scheme for spelling was implemented which is having an impact on those year groups. There now need to be a focus for children further up the school and we will do this through homework alongside fluency in maths.</i></p> <p>Looking at SEND monitoring, it was noted that there would be changes to this policy for next year. It was reported that school was waiting for the funding to come through for one child with an EHCP and that there was also an EHCP in place for another child.</p> <p><i>GC.- What is an EHCP?</i>  <i>R.- This is an Educational Health Care Plan which is a plan for a child identified as having an SEN which may, or may not, come with funding.</i></p> <p>It was reported that, in addition to the year 6 leavers (7), there were another 3 children leaving the school. Discussion followed around the possible reasons for this and staff are already looking creatively at extra-curricular activities including sports competitions.</p> <p>The HT reported that the website is now updated with the curriculum, class pages and information for parents.</p> <p>It was felt that the current monitoring programme is too complicated and the HT noted that this would be a task to streamline this over the summer break.</p> <p>With 6 children coming into reception in September discussion followed around the need to raise the profile of school to attract new children.</p> <p><i>GC.- Are the 6 new starters all definite?</i>  <i>R.- Yes and all are from the local area.</i></p>	
6.	<p><b>Head Teacher's Report, including;</b></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"> <li>➤ <b>Safeguarding-</b> This had previously been discussed under agenda item 5..</li> <li>➤ <b>EYFS –</b> The HT explained that the early years area would be updated over the summer holidays and that there was still a need to investigate the possibility of nursery provision at the school. Possibly look at this again in the spring term.</li> <li>➤ <b>Attendance –</b> It was noted that attendance is below that of national data due mostly to 3 children not attending. The SIA is supporting school and has agreed that the school is doing all that it can under the circumstances.</li> </ul>	

	<ul style="list-style-type: none"> <li>➤ <b>Pupil premium</b> - There had been one extra child receiving Pupil Premium this year. Pupil premium funding had been spent on increased enrichment experiences for the children and supporting interventions for those children most impacted by Covid,</li> <li>➤ <b>SEND</b> – The HT reported that the systematic monitoring of SEND is very informative but unmanageable long term. We are currently at level 3 but looking at the SEF we really don't require this level of support. Support for writing and spelling in EYFS is being offered by NYCC.</li> <li>➤ <b>Health and Safety</b>- This inspection will now take place in October due to the advisor's workload. All of the school's responsibilities are being fulfilled.</li> <li>➤ <b>Staffing</b> – Staffing levels will remain the same with one member of staff leaving but another rejoining the school.</li> <li>➤ <b>Lunches</b> – The uptake for school lunches is good and now actually making a small profit.</li> <li>➤ <b>Bullying and Racist incidents</b> - . There were no further incidents to report.</li> </ul> <p><i>GC.- Thinking about the lack of parental engagement and the focus on spelling and maths for homework, are we concerned that this will actually happen? R.- This will always be the case, school is to provide opportunities for children to complete homework in school, possibly at a lunchtime club. We will be looking at ways to support children and families with this at next week's staff meeting.</i></p> <p>Some discussion followed around how best to address the issue of homework. It was decided that a policy was needed that looked at this from reception all through the school and ways to encourage parents to be more supportive were also discussed.</p>	Clerk
7.	<p><b>SIAMs Updates</b></p> <p>The HT reported that all SIAMs targets had been covered with a new target for the outdoor reflective area to be completed. The children have put forward some excellent ideas themselves.</p> <p>There was also to be a focus on reflective areas within classrooms for the children.</p> <p>It was noted that Collective Worship and RE monitoring had been completed.</p>	
8.	<p><b>SEF/SDP Updates</b></p> <p>This had been shared with all Governors prior to the meeting and the SOAP (School On A Page) shared on screen during the meeting. This had also been RAG rated. (Red, Amber, Green)</p>	

	<p>It was noted that there needed to be rigorous protocols in place for staff health and wellbeing. During lockdown, staff had been contacted by parents via school email addresses however, this was now continuing with parents expecting a reply well outside normal working hours. It was agreed that this was unreasonable and needed some restriction. Staff are entitled to one wellbeing day off and one leadership day in an attempt to help with workload. It was duly noted that there was no expectation that staff communicate with parents or management outside normal working hours with which <b>all Governors agreed.</b></p> <p><i>GC.- Concerns were expressed that parents felt the need to communicate with staff outside school hours.</i>  <i>R.- There is already a policy in place to address this but it does need reinforcing.</i></p> <p><i>GC.- Is this a common occurrence?</i>  <i>R.- It is less now that during lockdown. We do need to let parents know that they won't receive a reply after school hours.</i></p> <p>Looking at Priority 2, GB has visited school to monitor PSHE which may need some tweaks to get it to where it needs to be. A rolling programme is being introduced looking at Social, Moral, Spiritual and Cultural aspects which will feed into other subjects.</p> <p>The HT explained to Governors that she would like to look at the SDP over the summer to present to Governors at the first meeting in autumn 1. <b>Action-</b> Clerk to add to the agenda</p>	Clerk
9.	<p><b>Governor training- Updates</b></p> <ul style="list-style-type: none"> <li>Prevent training is still an ongoing target for Governors. County lines will become a focus going forward as this is an area identified to become a potential issue in North Yorkshire.</li> <li>KCSiE and Safeguarding continue to be a focus for all Governors</li> </ul> <p><b>Action-</b> Clerk to add this to the agenda for the first meeting in autumn 1.</p> <ul style="list-style-type: none"> <li>Prior to the meeting JM and J B-C had emailed the clerk a list of training undertaken this year which included; <ul style="list-style-type: none"> <li>✓ Prevent training and Diocesan Governors' self- evaluation training (JM)</li> <li>✓ Understanding Equality, Diversity, and Inclusion, Safeguarding EY Children online, Inspecting equality, diversity and inclusion, Changes to Safeguarding and welfare in the EYFS and the Ofsted -Introduction to Safeguarding training. (J B-C)</li> </ul> </li> </ul> <p>The HT asked all Governors to let her know of any training requirements going forward as courses can be booked through school.</p> <p><i>GC.- How do we know what training we need to do?</i></p>	Clerk

	<p><i>R.- This is perhaps something that we could look at at the next meeting. This can very much depend on courses that become available.</i></p> <p><b>Action-</b> Clerk to add to the agenda for the next meeting.</p>	Clerk
10.	<p><b>Governor visits and monitoring</b></p> <ul style="list-style-type: none"> <li>Prior to the meeting JM had emailed the Clerk and reported that she had visited the school for monitoring SIAMS with the HT and met with the SENCO to monitor SEND provision. Notes from these meetings will be shared with all Governors on the cloud.</li> <li><b>It was agreed</b> that the current meeting structure works and that the board would continue with the current structure next year.</li> <li>J B-C reported that she had attended the Diocesan governor self-evaluation training which she felt was very useful, it looks objectively at Governance and how the FGB operates. Questions provided, alongside those suggested by the Clerk previously, would give a good starting point for discussion. <b>Action</b> – Chair and HT to look at how best to approach this in meetings going forward.</li> </ul>	Chair/HT
11.	<p><b>Policies for review</b></p> <ul style="list-style-type: none"> <li>It was noted that the Child Protection Policy had been updated and would need to be signed off at the next meeting. <b>Action-</b> the Clerk to add to the agenda for the next meeting.</li> </ul>	Clerk
12.	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>LDLT resolution. This discussion has been recorded in confidential minutes as determined under agenda item 2.</li> </ul>	
14.	<p><b>Dates and time of next meeting.</b></p> <ul style="list-style-type: none"> <li>28th September 2022 -Resource Monitoring group</li> <li>12<sup>th</sup> October 2022 - FGB</li> </ul> <p><b>All meetings to be held on a Wednesday at 7pm in the Village Hall unless otherwise stated.</b></p>	

Item #	Action	By
4.	To email the HT and JM regarding the renewal of the Foundation Gobs term of office	Clerk
5.	To add the updated Child Protection Policy to the agenda for the next meeting.	Clerk
5.	To arrange a meeting to look at EY data.	J B-C/HT

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8.	To add SDP updates to autumn 1 meeting agenda	Clerk
9.	To add KCSiE and Safeguarding training updates to the agenda for the next meeting.	Clerk
9.	To add Governor training requirements to the agenda for the next meeting.	Clerk
10.	To look at Governor self-evaluation questions and how best to use these during meetings.	Chair/HT/ JBC

Meeting closed at 20.48 pm

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