

North Stainley C of E School
GOVERNORS' MEETING MINUTES – on Wednesday 1st February 2023 at 7pm
at North Stainley 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), Nathaniel Potts (Chair, NP), Jane Mansell (JM), George Dyke (GD), Judith Bodill-Chandler (J B-C), Tony Jowett (TJ) and Emma Edwards (EE).

Sally Williamson (SW) and Glenys Bailey (GB) attended on Teams.

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.	Welcome, Introductions and Apologies for Absence The Chair welcomed everyone to the meeting Apologies were received and accepted from Sian Lawton.	
2.	Declarations of Interest and confidentiality notice. There were no new declarations of interest. The meeting determined that there was no part of the meeting that needed to be recorded in confidential minutes.	
3.	Agree minutes of the meeting held on 7th December 2022 The minutes were agreed by all Governors, signed by the Chair as a correct record and returned to the HT for the Governor file.	
4.	Matters arising from the minutes not covered later in the meeting and address any Governor actions. There were no matters arising. Regarding the actions identified it was noted that all actions had been addressed and completed apart from;	

	<ul style="list-style-type: none"> ✓ School is still waiting to hear from AB (Anne Brining, FMS Officer) regarding the amount of additional funding to be awarded, once this is finalised the HT will arrange a meeting with AB. ✓ Sports Premium Report is still to be finalised Action – HT 	<p>HT</p> <p>HT</p>
5.	<p>Safeguarding Updates</p> <ul style="list-style-type: none"> ○ It was noted that the HT and GB have arranged a meeting date for Safeguarding monitoring purposes. ○ It was reported that the Village Hall Trustees are looking into the possibility of renting out the Hall for business meetings etc which may have implications for Safeguarding should the children from the School be using other spaces in the Hall at the same time. Action - GB to keep school updated. ○ The HT reported that school had purchased CPOMS (Child Protection Online Management System) which is a system for monitoring Safeguarding, wellbeing and all pastoral issues, which will work alongside School's existing Safeguarding processes. There is a yearly cost to this but will be a benefit to the whole school community. ○ The HT informed Governors that the Single Central Record is constantly updated <p><i>GC.- Can CPOMS be accessed remotely?</i> <i>R.- This system can only be accessed by staff with the necessary authority.</i></p> <p><i>GC.- Can children access unsuitable material online?</i> <i>R.- No, there is a firewall in place to prevent this.</i></p> <p><i>GC.- There have been recent reports in the press whereby hackers have been able to circumnavigate firewalls?</i> <i>R.- They have possibly gone through another firewall and not that of NYCC. All children are taught about how to stay safe online already in school and this is regularly revisited.</i></p> <p>Action – The HT and GB to add this to their discussion at the meeting next week.</p>	<p>GB</p> <p>GB/HT</p>
6.	<p>Church School Effectiveness</p> <p>JM explained that SIAMS, which is the Statutory Inspection of Anglican and Methodist Schools, would now be discussed on the agendas going forward under the above heading.</p> <p>It was also reported that School was due to have an inspection this year. School would receive one weeks' notice of the visit which would likely be a one day inspection. However, due to several factors, this may change and school will be informed on Friday (3/2/23) whether or not this is likely to happen this year.</p>	

<p>JM led Governors through the PowerPoint presentation, which was shared on screen during the meeting, outlining the seven different strands of the SIAMS inspection and explaining the key questions.</p> <p><i>GC.- How do we measure the impact of this for the children? R.- We look at pupil voice and collective worship monitoring forms for example. Our worship ambassadors lead Collective Worship, taking responsibility for the session and then completing an evaluation sheet which also shows impact.</i></p> <p>It was noted that most of the seven strands of SIAMS overlap with the Ofsted criteria for the SEF which is now combined.</p> <p>It was agreed that it would be useful for JM to produce a guidance sheet for all Governors due to the changes in the SIAMS Framework Review. Action- JM From September '23 things may look 'radically' different. Training will be available for all Governors; school is just waiting for the Diocese to confirm the training schedule.</p> <p>JM stressed the importance of all Governors having a good understanding of the Vision.</p> <p>JM reported that the school has come a long way already and that the impact of the Vision is visible and lovely to see in action throughout school. It was important to note however that school still has an action plan to continue to move forward. This was then shared on screen with all Governors.</p> <p><i>GC.- When looking at the impact and the general understanding of the vision in action, are there proformas available to guide the assessment of this? R.- There are many ways to assess this impact for example, standard questionnaires, anecdotal evidence, it can be added to the annual parents' survey and pupil questionnaires .</i></p> <p><i>We have recently had an art competition to increase understanding amongst the children for which the children designed and decorated cruciforms, the children then voted on the winning design. (This art work was shared with all Governors at the meeting)</i></p> <p>It was noted that there was a crossover with some of the Ofsted actions which the HT reported would be discussed at the next meeting with James Durran the SEA.</p> <p><i>GC.- When was the last inspection? R.- This was 6 years ago and we were judged to be Outstanding, however, the judgement criteria has changed since then.</i></p>	<p>JM</p>
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7.	<p>OFSTED updates</p> <p>The report following the recent OFSTED inspection had been shared with all Governors prior to the meeting.</p> <p>It was reported that the response from parents, particularly at the parents meeting held immediately prior to this Governors meeting, had been very supportive.</p> <p>Staff are aware that there are areas for development which will be actioned as quickly as possible, with some actions already having taken place. The Foundation curriculum and reading are particular areas of focus. The HT informed Governors that the Outwood Hub would be visiting school and are offering £3 000 in funding to support the reading programme.</p> <p><i>GC.- Are there any particular programmes that you would look at to further support this?</i> <i>R.- Not at this point, the Read, Write, Inc programme provides what we need currently.</i></p> <p>The HT also reported that the Hub would also provide training opportunities.</p> <p>Darren Dudman (from the Diocese) and James Durran would be visiting school to meet with the HT to look at strategy going forward.</p> <p>It was also noted that the SDP and the SEF have been updated in line with the OFSTED report.</p>	
8.	<p>Head Teacher's updates</p> <p>The HT led Governors through her report which had been shared with all Governors prior to the meeting and on screen during. Areas highlighted included;</p> <ul style="list-style-type: none"> ▪ Finance- Updated figures were shared with all Governors on screen, the HT explained the discrepancies between the budget forecast and the report. The HT also led Governors through the notes from AB on the report itself. It was noted that the additional government funding had still not been received nor had the EHCP funding. <p>Clubs are currently showing as a loss due to staff costs however, as these costs are spread over the year, this should level out and clubs are likely to break even over the course of the whole year.</p> <p>The HT reported that £11 000 had been received into the capital funding budget in order to improve energy efficiency in school. The Resource Monitoring Group had allocated some of this funding to improving the lighting in school to a more energy efficient type at a cost of £2,871. The remaining funding would be spent upgrading the energy supply to the EYFS shed and upgrading the IT hardware to more energy efficient, newer models within school.</p>	

	<ul style="list-style-type: none"> • Attendance – The HT reported that attendance is currently at 94% mostly due to seasonal illness which is predicted to even out over the year. All periods of absence are closely monitored and followed up where appropriate. <p><i>GC.- What more can school do to increase attendance?</i> <i>R.- All absences can be explained as they are consistently monitored with any anomalies explained. We know our families and children and all are monitored and supported appropriately.</i></p> <ul style="list-style-type: none"> • Enrichment opportunities – these have included; <ul style="list-style-type: none"> ✓ A focus on water safety following the recent incidents in the press. ✓ Fencing, a new activity that is being offered and is proving popular with the children. ✓ World Book Week – has a Shakespeare theme. ✓ Several visits are planned including to the Leeds Mosque and the trip to France. • Training- has included; <ul style="list-style-type: none"> ➢ A meeting to look at the Reading Hub ➢ Restrictive Physical training ➢ History curriculum ➢ HT Pathways course ➢ Training on De-escalation ➢ The Diocese led a Senior Leaders briefing ➢ Cyber Security training • Bullying/Racial Incidents/Suspensions – there were no such incidents to report. • SEF – The SEF was shared with all Governors on screen during the meeting. The HT led Governors through the SEF explaining that the SEF and SIAMS SEF continue to be combined. Action – The HT to put the SEF onto the SharePoint for all Governors information. It was noted that the SEF contains details of all areas for development/action. 	HT
9.	<p>Policies</p> <p>It was noted that all policies had been shared with Governors prior to the meeting and that, with the exception of the Behaviour Policy which needed to be amended to reflect the new wording, there had been no updates.</p> <p>Action – The HT to amend the wording on the Behaviour Policy.</p> <p>All Governors present approved the policies for Spring 1 with the above amendment.</p>	HT

10.	<p>Governance</p> <ul style="list-style-type: none"> ✓ Scheme of Delegation – This had been shared with all Governors prior to the meeting and the HT asked that all Governors read through the document which will then be agreed at the next meeting. Action – the Clerk to add to the agenda. ✓ Parent Governor vacancy – Governors agreed to add this for discussion at the next meeting, Action – Clerk to add to the agenda for the next meeting. ✓ Governance Evaluation - Having received the Governance evaluation information from the Clerk, the meeting determined that it would be better to look in detail at how this would work going forward at the next meeting, Action – The Clerk to add this to the agenda for the next meeting. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
11.	<p>Governor visits and Monitoring</p> <ul style="list-style-type: none"> ○ Resource Monitoring Group feedback – This report had been shared on the SharePoint for all Governors prior to the meeting. It was noted that; <ul style="list-style-type: none"> ▪ School was still waiting for the final additional funding figures. ▪ The new Pupil Premium Strategy is to be signed off. Action – The Clerk to add this to the agenda for the next meeting. <p>Governors were informed that there appears to be some confusion amongst parents as to how this funding is allocated to the children which is being addressed by staff. The funding received is also less than previously.</p> <p>The rest of this report had been discussed under agenda item 8.</p> ○ Quality of Education Monitoring Group feedback – It was reported that; <ul style="list-style-type: none"> ▪ the recent meeting had looked in depth at fluency in Maths, homework, the whole school focus on spelling and ways to maintain this focus. ▪ SEND monitoring was also discussed with EHCPs a focus alongside the funding for these. ▪ Monitoring reports from staff are to be shared with all Governors on the SharePoint for information. ○ Future Monitoring including SIAMS – It was felt that it would be useful for Governors to visit school to attend Collective Worship and this has been highlighted on the action plan. School would invite Governors to attend as often as they are able. Action – The HT to send out the worship schedule to all Governors. The HT reported that when Darren Dudman was next to visit school curriculum monitoring would be a focus. 	<p>Clerk</p>

12.	<p>Any Other Business</p> <ul style="list-style-type: none"> • LDLT Updates – It was reported that school was required to complete an information sheet and that the HT and Chair would be attending a meeting on the 10th March in Leeds with the DBE (Diocesan Board of Education) and DBF (Diocesan Board of Finance). Due diligence was to be completed as soon as possible It was noted that the HT was to investigate further and report back to Governors at the next meeting. The RMG to continue to monitor the situation. • Staffing – The HT notified Governors that Rachel Stelling, the school's administrator, has given notice to leave the position. She will continue to support school and work with the incoming administrator to ensure a smooth transition and effective hand over. Interviews are due to be held the week following this meeting. <p>The Governors all expressed their gratitude to Rachel for all that she has done for the school and wished her every success in the future.</p> <p>The HT also informed Governors that a Teaching Assistant has resigned her position. As this is a one-to-one support role the post will need to be advertised and an appointment made as soon as possible.</p> <p><i>GC.- Are we still investigating the possibility of a school led nursery? R.- Potentially, we are looking at lower numbers for September however this looks to improve going forward. A nursery remains a possibility.</i></p> <p>All Governors expressed their thanks to the Headteacher for her excellent presentation to the parents at the Ofsted meeting held immediately prior to this meeting, also stating their continued support for both the school and the Head going forward.</p>	
13.	<p>Dates and time of next meeting</p> <ul style="list-style-type: none"> • 1st March 2023 - Quality of Education Monitoring Group • 22nd March 2023 - FGB <p>All meetings to be held on a Wednesday at 7pm in the Village Hall unless otherwise stated.</p>	

Item #	Action	By
4.	To arrange meeting with AB once funding figures are known.	HT
4.	To finalise Sports Premium spending report	HT
5.	To keep school updated as to the plans to rent out spaces in the Village Hall.	GB
5.	To add online safety to the agenda for the safeguarding monitoring meeting.	GB/HT
6.	To produce a SIAMS guidance sheet for all Governors	JM
8.	To add the SEF to the SharePoint for all Governors	HT
9.	To amend the wording on the Behaviour Policy	HT
10.	To add the Scheme of Delegation to the agenda for the next meeting.	Clerk
10.	To add Parent Governor vacancy to the agenda for the next meeting.	Clerk
10.	To add Governance evaluation to the agenda for the next meeting.	Clerk
11.	To add the Pupil Premium Strategy to the agenda for the next meeting.	Clerk
11.	To send the Collective Worship schedule out to all Governors.	HT

Meeting closed at 20.45 pm

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