

North Stainley C of E School
GOVERNORS' MEETING MINUTES – on Wednesday 22nd March 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), Sally Williamson (SW), Glenys Bailey (GB), Judith Bodill-Chandler (J B-C), Tony Jowett (TJ) and 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.	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 1st February 2023 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. It was reported that school would not be subject to a SIAMS inspection this year. Regarding the actions identified it was noted that all actions had been addressed and it was also noted that;	

	<ul style="list-style-type: none"> ✓ Additional funds had been added to the school account however the Bursar and HT are still investigating the final figure. ✓ Sports funding is still being finalised. Funding from underspend due to covid has been used to join a small school sports partnership which includes other cluster schools and is organised by Debbie Speed who has worked with school previously. ✓ Regarding the hiring of the Village Hall, GB reported that this was all still to be finalised. There were plans to use the conference room as a 'Hot Desk' facility which may have safeguarding implications should school be using the Hall at the same time. Any use of this facility would need to be pre-booked and users monitored. ✓ JM reported that the guidance sheet for Governors regarding SIAMS will be finalised once the new framework is clear. It was also noted that RE will also need to be adapted due to the changes in the framework. 	
5.	<p>Notification of any Urgent Other Business.</p> <p>None declared.</p>	
6.	<p>Safeguarding Updates</p> <ul style="list-style-type: none"> • Safeguarding Audit –(This report had been shared with all Governors prior to the meeting)It was reported that; <ul style="list-style-type: none"> ✓ The Safeguarding Audit had been completed with few areas for action. ✓ The HT and GB had met to address these, it was noted that it was necessary to add Human Rights and LGBTQ information to the Safeguarding Policy. The HT has checked this and found that it is already included. Action – GB to circulate to all Governors, the HT to add to the Share Point and Governors to read for approval at the next meeting. The Clerk to add to the agenda for the next meeting. • Village Hall – As previously reported, there may be safeguarding implications for school should the conference room at the Hall be used by the general public. It was noted that the Hall has its own Safeguarding Policy which will be adhered to and monitored. It was reported that fire alarm checks are carried out termly and a fire drill was recently carried out with the children in the building, all children were evacuated safely and within the permitted time frames. • Attendance – It was noted that the Attendance Policy is adhered to with any absence followed up and monitored for Safeguarding purposes. • Safeguarding and Safeguarding Training – is an agenda item at each staff meeting. 	GB/HT/All Govs/ Clerk

	<ul style="list-style-type: none"> • Health and Safety – <ul style="list-style-type: none"> ✓ it was noted that Safer Recruitment training will need updating. ✓ The Equality Act has been shared on Sharepoint for Governor information. ✓ The Fire Safety report had identified a potential fire risk with paper being stored in and around the photocopier. This had been addressed with all such paper being stored in plastic boxes. ✓ Emergency cut offs need to be identified and recorded with false alarms. 	
7.	<p>Church School Effectiveness</p> <p>JM led Governors through the SIAMS powerpoint which had been shared with all Governors prior to the meeting and Governors looked at the key questions.</p> <p>As previously reported, there would be no inspection this year and there would still be 7 strands within the new framework.</p> <p>Governors looked at the Wisdom, Knowledge and Skills aspect which links to the Ofsted Quality of Education heading and at the focus question and the SEF.</p> <p>Action – All Governors to look at the document on the Sharepoint for information.</p> <p><i>GC.- How do ensure that the Vision is embedded in all subjects throughout the school?</i></p> <p><i>R.- We encourage all children to Grow, Blossom and Flourish in all subject areas. We also help children to develop resilience, independence and set aspirational targets for all. There is perhaps the need to collate more evidence of the Vision in action.</i></p> <p><i>GC.- Could we evidence this within other documents?</i></p> <p><i>R.- Yes, this is shown in the SIP and the SEF documents, also QoEMG minutes. A list or signpost where the evidence could be found within these documents may be useful.</i></p> <p>Spiritual development is included in planning and all children and staff use appropriate language and articulation in all lessons.</p> <p>Discussion followed around the Questions and guidance for Governors. All Governors agreed that Church School Effectiveness was being managed successfully.</p>	All Govs

8.	<p>Finance</p> <ul style="list-style-type: none"> • Benchmarking - EE led Governors through the process for benchmarking and how useful it is when looking at comparisons of similar schools when making financial decisions. It was noted that AB had sent the benchmarking information out to all Governors for information. EE reported that she had looked at different tools for comparison using premises costs, staffing costs, and catering costs as the markers as these are the aspects that are usually flagged. <p>Discussion followed around the benefits of the different tools and variables in order to compare with other like schools.</p> <p>EE offered Governors the opportunity to look at the different tools in more detail should they so wish.</p> <ul style="list-style-type: none"> • SFVS – The HT explained the SFVS process to Governors and that it needs to be submitted to County by the 31st March. <p>All governors approved the SFVS for submission.</p> <p>Thanks were expressed to EE and NP for all of their help with this.</p>	
9.	<p>Head Teacher's Interim Report</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"> • Concerns were expressed regarding a dip in numbers on roll. School would be looking at starting the consultancy process for a School Led Nursery from September 2023. Staffing is all in place, all the elements there and the need is evident. It was noted that the HT was meeting with Sue Turley from County to look at this. • Attendance is improving however there is currently Covid in school which will impact this. • The number of children in receipt of pupil premium is up slightly. • There are currently 3 EHCP funding applications ongoing. • Monitoring is completed with the QoEMG and RMG meetings all on schedule. • External monitoring is ongoing. • The Outwood Hub is visiting school to look at supporting reading and also the possibility of funding for this. • As previously discussed, the Fire Risk Assessment had been carried out as had the building survey. • Recent appointments were proving very successful and settling in well, with a new job share to begin after Easter. Thanks were expressed to Rachel and Debs Clark, the new administrator, for the smooth transition and handover process. • There had been a good turnout at parents evening with parents 	

	<p>continuing to be supportive of the school.</p> <ul style="list-style-type: none"> • Training and enrichments were all listed on the shared report. • The SDP had also been put onto the Sharepoint for Governor information. • The Pupil premium Strategy has also been shared for all Governors. 	
10.	<p>Policies</p> <p>It was noted that all policies had been shared with Governors prior to the meeting</p> <ul style="list-style-type: none"> • Pay Policy – The HT explained the role and advantages of employing an HLTA in school. <p>All Governors present approved this policy and payment for an HLTA role along with all Spring 2 policies shared with Governors prior to the meeting.</p>	
11.	<p>Governance</p> <ul style="list-style-type: none"> ✓ Scheme of Delegation – This had been shared with all Governors prior to the meeting – All Governors approved the Scheme of Delegation. ✓ Governance Evaluation – J B-C led Governors through 2 selected areas of evaluation for Governors who were then asked to consider these areas, in particular how well these were met by the FGB. Discussion followed around these questions with mostly positive feedback. J B-C to collate results and bring to the next meeting. Action – J B-C Governors agreed to maintain Governance Evaluation as an agenda item going forward. <p><i>J B-C left the meeting at 20.30</i></p> <ul style="list-style-type: none"> ✓ Parent Governor vacancy - It was noted that the closing date for nominations for the current Parent Governor vacancy would be the 7th April. GB offered to help the HT with this process. Action - The Chair/HT to feedback the results to the FGB at the next meeting, the Clerk to add this to the agenda ✓ LA Governor Update – The Clerk informed Governors that TJ's term of office was due to expire in October of this year and that County had re-nominated TJ to the FGB. All Governors accepted this nomination and determined that this would be effective as of the date of the expiration of the current term i.e. 15th October 2023. TJ was thanked for his continued support of the FGB and the school. This appointment will be subject to the new terms should the school be successful in joining the LDLT MAT. 	<p>J B-C</p> <p>Chair/HT/ Clerk</p>

12.	<p>Governor visits and Monitoring</p> <ul style="list-style-type: none"> ○ Quality of Education 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"> ✓ The Monitoring group had looked at mid-year tracking data. Governors challenged some of the data recording on the QoEMG minutes. The HT explained the anomalies in the data in that progress is measured according to the individual child's ability but that attainment is measured against prescribed levels. ✓ The Group had looked at the SDP and were focussing on maths, spelling and writing fluency. ✓ Governor monitoring had been carried out looking at spelling. ✓ The 'Big Write' is having a positive impact on writing. ✓ Any actions need to be addressed before the next QoEMG meeting. ○ Future Monitoring – It was noted that dates for future monitoring still need to be set in accordance with the monitoring schedule. ○ H&S report – This item had already been discussed under agenda items 6 and 9. 	Clerk
13.	<p>Any Other Business</p> <ul style="list-style-type: none"> ● LDLT Updates – The HT reported that this process was all still ongoing with Due Diligence and information gathering continuing. It was noted that there was a consultation meeting to take place on Thursday the 30th March at 2.30 to 3.30 in the Village Hall, to which all Governors were invited. The HT and Chair had attended a DBE (Diocesan Board of Education) meeting however this was all still to go to the DfE for approval. It was noted that agreement was needed from all stakeholders. As part of the Due Diligence process, the HT had spoken to other schools already in the MAT who had given positive feedback in that the MAT offers excellent financial support, support with the process and good opportunities for staff. <p><i>GC.- This consultation meeting, is this for Governor questions?</i> <i>R.- Not as such, it is predominantly for parents and staff.</i></p> <p>Some discussion followed and concerns raised regarding the transition period.</p> <p><i>GC.- Are we happy that the questions raised by Governors have been answered fully and to our satisfaction?</i> <i>R.- Yes, in so far as the LDLT were able to answer the questions raised at the time. Joining in the second wave gives us the advantage in that some of these situations and concerns raised will have been resolved.</i></p>	

	<p>Discussion followed as to the lack of response to some of the serious concerns raised by Governors at the time of the initial proposal. There were also concerns raised as to the transition process and how details are investigated before the decision to join can be made.</p> <p>Action – TJ to submit concerns/questions to the Chair to present to the Diocese.</p>	TJ/Chair
13.	<p>Dates and time of next meeting</p> <ul style="list-style-type: none"> ○ FGB - 3rd May 2023 ○ RMG – 17th May ○ QoEMG – 4th July ○ FGB – 5th July <p>All meetings to be held on a Wednesday at 7pm in the Village Hall unless otherwise stated.</p>	

Item #	Action	By
6.	To circulate the amended Safeguarding Policy to all Gobs, to add to sharepoint and add to the agenda for the next meeting.	GB/HT All Gobs/Clerk
7.	To look at the SIAMS powerpoint on Sharepoint.	All Gobs
11.	To feedback the results of the Parent Governor election and the Clerk to add this to the agenda for the next meeting.	HT/Chair/ Clerk
13.	To submit concerns/questions to the Chair to present to the Diocese.	TJ/Chair

Meeting closed at 20.59 pm

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