

**North Stainley C of E School**  
**GOVERNORS' MEETING MINUTES – on Wednesday 5<sup>th</sup> July 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), Sally Williamson (SW), Tony Jowett (TJ), Sian Lawton (SL), Emma Edwards (EE), Rachel Stelling (RS) and Laura Lodwick (LL)

**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.	<p><b>Welcome, Introductions and Apologies for Absence</b></p> <p>The Chair welcomed everyone to the meeting</p> <p>Apologies were received and accepted from Jane Mansell (JM), Glenys Bailey (GB), and Judith Bodill-Chandler (J B-C).</p> <p><b>Ratify the appointment of the duly elected Parent Governor</b> to the FGB.</p> <p>The HT reported that Laura Lodwick had been duly elected by the parents as a Parent Governor.</p> <p><b>All Governors approved</b> LL's appointment to the FGB as a Parent Governor noting that the term of office would begin as of the date of this meeting until the 4<sup>th</sup> July 2027.</p> <p><b>Action</b> – The Clerk to update the NYES system accordingly.</p> <p><i>LL joined the meeting at 19.15hrs.</i></p> <p>LL was welcomed to the meeting and all Governors and the Clerk were introduced.</p>	Clerk
2.	<b>Declarations of Interest and confidentiality notice.</b>	

	<p>There were no new declarations of interest.</p> <p>The meeting determined that there was no part of the meeting that needed to be recorded in confidential minutes.</p> <p>The Chair reminded the Governors of the need for confidentiality regarding all Governing Board discussion.</p>	
<b>3.</b>	<p><b>Agree minutes of the meeting held on 3<sup>rd</sup> May 2023</b></p> <p><b>The minutes were agreed</b> by all Governors, signed by the Chair as a correct record and returned to the HT for the Governor file.</p>	
<b>4.</b>	<p><b>Matters arising from the minutes not covered later in the meeting and address any Governor actions.</b></p> <p>There were no matters arising not already included on the agenda.</p> <p>Regarding the actions identified it was noted that all actions had been addressed and completed however;</p> <ul style="list-style-type: none"> <li>✓ It was noted that feedback from the QoEMG would be tabled for the FGB meeting in September along with the RE curriculum. <b>Action –</b> The Clerk to add to the agenda for that meeting.</li> </ul> <p>It was noted that the MAT consultation feedback report had been shared with all Governors on sharepoint for information. All Governors asked to see the answers to questions raised by parents. <b>Action –</b> The HT to contact the LDLT for the answers and feedback to Governors/add to the Governor drive.</p>	<p>Clerk</p> <p>HT</p>
<b>5.</b>	<p><b>Notification of any Urgent Other Business.</b></p> <p>None declared.</p>	
<b>6.</b>	<p><b>Safeguarding Updates</b></p> <p>The HT reported that;</p> <ul style="list-style-type: none"> <li>• GB visits school half-termly to monitor safeguarding. At the recent visit they had looked at end of year data for bullying etc. The HT led Governors through the report of this visit which had also been shared on the drive prior to the meeting.</li> <li>• The results from the Pupil Voice has been looked at by staff and any concerns addressed.</li> <li>• It was noted that there was the need to look at some of the questions on the survey to be age appropriate for all key stages.</li> <li>• Near misses were reported and any areas addressed, all accidents appear to happen at playtimes however, no particular pattern has been identified. All have been reported according to school policy.</li> </ul>	

	<ul style="list-style-type: none"> <li>Any behavioural issues have been reported and addressed according to school policy.</li> </ul>	
<b>7.</b>	<p><b>Church School Effectiveness</b></p> <p>The HT reported that she and JM had attended training on the new SIAMS framework and that this would be fed back to the FGB meeting in September. <b>Action</b> – The Clerk to add this to the agenda for the first meeting back.</p>	Clerk
<b>8.</b>	<p><b>Finance</b></p> <p>It was reported that the minutes from the recent Resource Monitoring group meeting had been shared with all Governors on the drive. It was noted that;</p> <ul style="list-style-type: none"> <li>A predicted possible fall in numbers may impact the second and third year positions. It was recognised that there will be a need to look at improving numbers from September.</li> <li>The Nursery Provision may help with this long term and it was also noted that families continue to come to look around school.</li> <li>The biggest challenge is around the funding for SEND and the timescales surrounding this.</li> <li>Looking closely at the monitoring report it had been noticed that an error had occurred and that there was actually £10 000 more in the budget than first thought.</li> </ul> <p>Governors at the RMG meeting had <b>approved the Draft Start budget</b> for submission, as previously agreed by the FGB.</p>	
<b>9.</b>	<p><b>Head Teacher Report</b></p> <p>The HT led Governors through the report which had been shared with all Governors prior to the meeting and on screen during and highlighted aspects of the report including;</p> <ul style="list-style-type: none"> <li>Two new children had recently joined the school with two additional children joining reception.</li> <li>Attendance was good and above national figures. There was an improving picture across the school and concerns around individual families were also much improved.</li> </ul> <p>Discussion followed around the approach towards unauthorised absence due to the impact that this can have on the teaching and learning in class. Should we introduce a system for fining parents? Governors were asked to consider this for the next meeting and the Clerk to add to the agenda. <b>Action</b> – All Governors and the Clerk</p> <ul style="list-style-type: none"> <li>It was noted that Free School Meals links directly with pupil premium children and can generate income for the school.</li> </ul>	All Govs/ Clerk

	<ul style="list-style-type: none"> <li>New children are being added to the SEND register and one review of an EHCP has been requested, as the funding for these will not cover the relevant staffing costs.</li> <li><b>Monitoring</b> – is all up to date with safeguarding, RE with Darren Dudman (from the Diocese) and SEND monitoring all carried out. External monitoring has been carried out including the Due Dilligence for the MAT. SEA visits, RE monitoring (As above), and external moderation in KS1 and 2 are all in line with the teacher assessments. Any relevant reports are on the share drive.</li> </ul> <p>The HT went on to explain how this works in practice.</p> <p>Safeguarding and Health and Safety monitoring have also been carried out however, it was important to note that the new H&amp;S advisor has just been appointed and as such will need to visit now in the Autumn term with TJ. The Safeguarding Audit will also be carried out in September.</p> <ul style="list-style-type: none"> <li><b>Staffing</b> - The HT reported that the class teachers will remain the same however, some changes to support staff were explained to Governors. The class structure will also remain the same with potentially new children to add in. Classrooms will also remain unaltered.</li> <li>Clubs continue to prove successful however, it was noted that fewer children are staying until 5.30pm due to a number of factors. Due to the staff pay structure, we will need to wait to see if these clubs break even.</li> <li>Extra-curricular activities have been plentiful and are detailed on the report.</li> <li>Parent's meetings have been, on the whole, well attended. End of year reports will be sent out shortly.</li> </ul>	
10.	<p><b>Nursery Updates</b></p> <p>The HT reported that, in response to the consultation, three replies had been received. Two had come from parents in support of the proposal and one negative from another local school who felt that it was too close to their own provision. The Head and chair have offered to meet with this school to look at ways to minimise this impact.</p> <p>Discussion followed around this and how this may look going forward. A letter has been sent to the HT of this school to address their concerns.</p> <p>The HT explained how the Nursery provision may look and work for the school.</p> <p><i>GC.- Are you (the HT) happy with the way that this is looking?</i>  <i>R.- Yes, however the funding for nursery places isn't straightforward so this will need to be monitored closely.</i></p>	

	<p><i>GC.- Do you feel that wrap around care is appropriate for the nursery?</i>  <i>R.- Looking at the required ratios that we would need to support this, staffing costs may prove prohibitive. However, this is something that we can look at going forward depending on numbers. This can be revisited at any time.</i></p> <p><i>GC.- Is this information and the consultation all on the drive/cloud?</i>  <i>R.- Yes, also the letters received.</i></p> <p><b>All Governors agreed to proceed with the Nursery proposal.</b></p>	
11.	<p><b>SDP Updates</b>  The HT explained the post-Ofsted plan in that;</p> <ul style="list-style-type: none"> <li>• Work has been carried out looking at improvements to the Quality of education in Foundation subjects.</li> <li>• A new format for planning has been agreed with the Advisors which now needs to be implemented across school. It was noted just how hard all of the staff have worked to achieve this.</li> </ul> <p><i>GC.- Do you feel that the quality of support you have received from the advisors is good?</i>  <i>R.- Yes, however, this may look very different once we join the MAT.</i></p> <p>Planning has been changed accordingly and improved and the staff now have confidence in the plan.</p> <ul style="list-style-type: none"> <li>• <b>S.O.A.P</b> the HT led Governors through the School On A Page document which was shared on screen during the meeting.</li> <li>• <b>Governor Evaluation</b> - Governors were invited to share thoughts around Governor evaluation and how best to use the suggested models e.g. 20 questions. It was decided that NP and J B-C would put a plan together for the September meeting for approval. <b>Action</b> – NP and J B-C and Clerk to add to the agenda for that meeting.</li> <li>• <b>Priority 3-</b> it was noted that; <ul style="list-style-type: none"> <li>✓ The children need to apply spellings and that this needs to be automatic.</li> <li>✓ Maths fluency shows good progress and children can apply strategies successfully and swiftly.</li> <li>✓ There is a need for a continuation of the action plan to monitor the SDP and maintain momentum.</li> </ul> </li> </ul> <p><i>Parent Governors fed back to the meeting regarding the consistency of maths homework and it was generally felt that classroom based interventions can help.</i></p> <ul style="list-style-type: none"> <li>✓ It was noted that Maths Passports are progressive documents. Staff are to discuss this further at staff meetings. Fluency is improving throughout school however; the need was identified to continue to revisit strategies.</li> <li>✓ Early Reading- the Outwood English Hub have looked at the phonics programme however the cost of resources are likely to be around</li> </ul>	NP/JB-C/ Clerk

	<p>£10 000. Grants and donations have covered this cost and staff will be undertaking training during the October half-term break. New books and resources are being supplied as part of the programme.</p> <ul style="list-style-type: none"> <li>✓ Read, Write, Ink can be used specifically for phonics and school has put together a wish list for books for 'reading for pleasure' for parental donation.</li> <li>✓ This will be added to the development plan for next year as a target alongside the Accelerated Reader Programme (digital programme).</li> </ul> <p>• <b>Priority 4</b> – The HT reported that;</p> <ul style="list-style-type: none"> <li>✓ It was necessary to show the whole writing process in books from draft to finished product. A writing week is being introduced for each term and this will need to be monitored,</li> <li>✓ Tracking needs to be anonymised to present to Governors and as such, the HT is looking at using a different format which she then led Governors through on screen.</li> </ul> <p><i>RS left the meeting at 20.40</i></p> <ul style="list-style-type: none"> <li>✓ Staffing levels have supported the children in achieving GLD in Early Years.</li> </ul> <p>The HT then led Governors through the PEA (Progress, Effort and Attainment) which had been shared with all Governors prior to the meeting and on screen during. This was fully explained to Governors and the format in relation to the vision.</p> <p>This document was annotated and explained the data with the stories behind it.</p>	
<b>12.</b>	<p><b>Quality of Education Updates.</b></p> <p>This had been discussed under agenda items 9 and 11</p> <p><i>There were no further Governor comments to note.</i></p>	
<b>13.</b>	<p><b>Policies</b></p> <p>There were no policies to bring before the FGB at this time.</p>	
<b>14.</b>	<p><b>Governance</b></p> <p>Governor evaluation had been discussed previously under agenda item 11.</p>	
<b>15.</b>	<p><b>Governor visits and Monitoring</b></p> <p>This had been discussed under agenda item 9.</p>	
<b>16.</b>	<p><b>Any Other Business</b></p>	

[illegible]

<b>17.</b>	<b>Dates and time of next meeting</b> <ul style="list-style-type: none"> <li>○ Wednesday 20<sup>th</sup> September 2023</li> </ul> <b>All meetings to be held on a Wednesday at 7pm in the Village Hall unless otherwise stated.</b>	
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Item #	Action	By
1.	To update the NYES system regarding the appointment of LL as a Parent Governor	Clerk
4.	To add RE Curriculum and QoEMG feedback to the agenda for the next FGB meeting	Clerk
4.	To contact the LDLT for the answers to parents questions and feedback to Governors/add to the Governor drive.	HT
7.	To add the feedback from the SIAMS framework training to the agenda for the first meeting back in September.	Clerk
9.	To consider the approach to unauthorised absence and the Clerk to add this to the agenda for the next meeting	All Govs/Clerk
11.	To put together a plan for Governor Evaluation and the Clerk to add this to the agenda for the next meeting.	NP/J B-C/Clerk
16.	To inform Governor support of TJ's resignation and update the NYES systems accordingly.	Clerk
16.	To inform the FGB at Burton Leonard School of SL's agreement to attend a complaints panel should the need arise.	Clerk

Meeting closed at 21.14 hrs

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