

North Stainley C of E School
GOVERNORS' MEETING MINUTES – on Wednesday 19th September 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), Glenys Bailey (GB), 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.	Welcome, Introductions and Apologies for Absence The Chair welcomed everyone to the meeting Apologies and reasons for absence were received and accepted from George Dyke (GD), Sian Lawton (SL), Sally Williamson (SW) and Judith Bodill-Chandler (J B-C).	
2.	Election of Chair and Vice-Chair The Clerk took the Chair for this item. NP was nominated as potential Chair. There being no other nominations, Governors were asked to consider his appointment and vote on the nomination. NP was re-elected unanimously and returned to the Chair. GB and JM had both been nominated as Vice-Chair. The meeting determined that both nominations would be to the benefit of the School and FGB and as such approved both nominations. GB and JM were duly elected as joint Vice-Chair of the FGB. It had been previously agreed that the terms of office in both instances was to remain at 1 year.	
3.	Declarations of Interest and confidentiality notice. There were no new declarations of interest.	

	<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> <p>Regarding the Declarations of business interest and Gifts and Hospitality forms, the meeting determined to update these at the beginning of the financial year rather than the academic year.</p>	
4.	<p>Notification of any Urgent Other Business</p> <p>None declared</p>	
5.	<p>Agree minutes of the meeting held on 5th July 2023</p> <p>The minutes were agreed by all Governors, signed by the Chair as a correct record and returned to the HT for the Governor file.</p>	
6.	<p>Matters arising from the minutes not covered later in the meeting and address any Governor actions.</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"> ✓ Governance evaluation will be an ongoing process. The meeting decided to carry out a skills audit to continue to monitor the skill set of the current Board and illustrate any gaps in expertise. Action – The Clerk to send out to all Governors for completion and return to the Chair by Friday 27th October. 	Clerk/All Govs
7.	<p>Safeguarding Updates</p> <ul style="list-style-type: none"> • The HT reminded Governors that all Governors are required to read all of the Keeping Children Safe in Education updated document. Those that had read this document prior to the meeting, and were present, completed the sign off sheet at the meeting to indicate that they had read and understood the document which had been shared with all Governors on the drive. • GB reported that she had met with the HT to look at the Safeguarding overview for the year and to put the meeting schedule together for future monitoring. 	
8.	<p>Church School Effectiveness</p> <p>JM led Governors through the PowerPoints which had been shared with all Governors prior to the meeting and on screen during.</p>	

Governors discussed the questions that likely to be asked by inspectors and the HT explained the inspection process.

It was explained that the document looked at the context of the whole school and had been collated from responses from all stakeholders. Throughout the report TR refers to Theologically Rooted.

The inspection focus was explained to Governors and the HT stressed that this was not just for the upcoming inspection and that this would be a continuous process throughout the school going forward.

Governors discussed how sometimes children find the language around Spirituality difficult to articulate. Terminology may not always match the behaviours or actions that they understand.

The HT described the Collective Worship Schedule and processes which include classes delivering a Collective Worship with the children themselves deciding and writing the content. It was noted that themes run through each service each week with a family celebration worship held each Friday.

Governors noted that it was important to monitor the impact of Worship on the children and there was a meeting planned for the 25th September to look at how best to measure this.

It was important to recognise that this inclusivity is embedded throughout school and is evident in all stakeholders.

The children are encouraged to make ethical choices with the School Council and Ambassadors supporting charities of their choice.

Looking at the RE curriculum, the HT explained the teaching of different faiths, beliefs and diversity and how important this is with today's society.

RS arrived at 19.36

Support to explore this further will be a benefit of joining the LDLT with the opportunity to grow wider community links.

The HT reported that a visit has already been planned to a Mosque in Leeds in the spring term with follow up visits and workshops in school.

Church School Effectiveness will continue to be an agenda item going forward with discussions in line with the action plan.

Discussion followed around the process for the inspection planned for tomorrow. (20th September)

9.	<p>Finance</p> <p>As there were currently no updates regarding the school's financial position, the meeting determined that this item would be discussed at the next Resource Monitoring Group meeting who would then report back to the next FGB meeting.</p>	
10.	<p>Head Teacher Updates</p> <p>A written interim report will be presented at the next meeting. Head teacher gave a verbal update including: There were currently 43 children on roll with another 4 attending the Nursery. It is possible that these children will then feed into the EYFS at the school. Numbers look to be on an upward trend.</p> <ul style="list-style-type: none"> SEND figures are still above national data. Nursery is going well with the children settling in to new routines. Reception are working alongside the nursery children with more structured learning in place for them. The Draft SDP has been shared with all Governors on the drive and again on screen during the meeting which included the School On A Page (S.O.A.P) The HT reported that a meeting was planned with the Advisor to confirm the SDP. <p>The HT then led Governors through the outcomes broken down over time. Governors were asked to read through this and then feedback or ask questions via email. Action- All Governors</p> <p>It was reported that School is accessing support through the Northern Lights MAT which is looking at the articulation and implementation of the Foundation curriculum and nursery transition.</p>	All Gavs
11.	<p>Policies</p> <p>The HT had shared the Child Protection Policy on the SharePoint with all Governors prior to the meeting for approval. All Governors approved this policy.</p> <p>Also, the Homework policy was put before the Governors. All Governors approved this policy.</p> <p>It was noted that the rest of Autumn 1 policies would be put on the SharePoint for all Governors along with Autumn 2 to be approved at the next FGB meeting. Action – The Clerk to add this to the agenda for the next meeting.</p>	Clerk
12.	<p>Governance</p> <ul style="list-style-type: none"> Again, the HT reminded Governors of the need to read and understand the Keeping Children Safe in Education document and updates. Safeguarding training is available through the LDLT MAT for all Governors. Action – The HT to send links to Governors. Safeguarding Lead and Designated Safeguarding Lead training is also available. Prevent training needs to be completed by Governors. Action – The HT to also send this link. 	HT All Gavs

	<p>Action – All Governors to complete this training by the end of this term and let school know when this is completed for the training log held in school.</p> <ul style="list-style-type: none"> • The HT asked SG Governor to check if Safer recruitment training is current should any recruitment process be necessary. • Code of Conduct – The meeting determined to approve this at the next meeting. Action – The Clerk to share on the drive and add to the agenda for the next meeting. • Unauthorised Absence – The HT had asked for comments and thoughts around this at the last meeting. GD had emailed his comments prior to the meeting which was shared at the meeting. A robust discussion followed around the implications for families and school. Governors agreed that a sensible and sensitive approach was needed and that any absence would be determined at the HT's discretion. The Governors also agreed that fining parents was not the best way forward. Action – The HT to reword the absence letter accordingly. • New Governor Training – LL reported that she had completed the New Governor training requirements. • Governor evaluation – This item had been discussed previously under agenda item 6. • Standing Orders – Were reviewed and agreed. • Scheme of Delegation – remained unchanged and as such was approved. 	<p>Clerk</p> <p>HT</p>
13.	<p>Governor visits and Monitoring</p> <p>The HT informed Governors that the monitoring schedule was being finalised and would be shared with all Governors for approval. All Governors were invited to come into school and look at the curriculum with a view to future monitoring.</p> <p>It was noted that the curriculum and monitoring schedule would be reviewed in detail at the next QoEMG meeting.</p> <p>The RMG would be looking at the revised budget statement.</p> <p>LL volunteered to become the link Governor for Health and Safety and the meeting determined to add LL to the RMG going forward.</p> <p>Gb informed Governors of the need for a fire evacuation drill to be carried out in the Village Hall within the next few weeks.</p> <p>The Clerk noted that the monitoring groups would need to agree the terms of reference for these 'Committees' at their first meetings. Action – The Clerk to send these to the HT.</p>	<p>Clerk</p>

<p>14.</p>	<p>Any Other Business</p> <ul style="list-style-type: none"> <p>LDLT Updates – The HT reported that she is attending a conference this coming week with other schools in the MAT. Feedback to follow.</p> <p>Training through the LDLT is available to School despite not officially converted and that school continues to work closely with the MAT.</p> <p>Still to do is to determine how finance will look in school and which services ie. Clerking, school can still buy in from the LA. The HT is currently investigating this.</p> <p><i>The HT left the meeting at 20.40</i></p> <p>HT recruitment – It was noted that this discussion must remain confidential to this meeting at this time.</p> <p>The Chair explained to Governors the options that were available to School regarding the HT recruitment situation at this present time. The challenges that the school were faced with recruiting at this time of transition to Academy status, budget implications, HT recruitment locally; were also explained to Governors.</p> <p>A solution had been discussed at a meeting with Richard Noake, from the Diocese, and another HT from a local school regarding the possibility of a form of federation until the time that School were in a more stable position and the conversion to the LDLT MAT was complete.</p> <p>A robust discussion took place with Governors generally supporting the proposal while recognising that there were also challenges with this solution.</p> <p>The Governors all agreed that this seemed a logical solution to the issue of recruiting a new HT at this time. It was also agreed that the Chair should contact Mr. Noake to inform him of the decision to progress with this proposal.</p> <p>Action – The Chair to contact Mr. Noake to inform him of this decision and find out what the next steps are.</p> 	<p>HT</p> <p>Chair</p>
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17.	Dates and time of next meeting <ul style="list-style-type: none"> ○ Quality of Education Monitoring Group - 25th October 2023 ○ Resources Monitoring Group - 15th November 2023 ○ Full Governing Board – 6th December 2023 <p>All meetings to be held on a Wednesday at 7pm in the Village Hall unless otherwise stated.</p>	
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Item #	Action	By
6.	To send out Skills Audits to all Governors for completion and return to the Chair by 27/10/23.	Clerk/All Govs
10.	To read through the SDP Outcomes and feedback/present questions to the HT	All Govs
11.	To add Autumn 1 & 2 policies to the agenda for approval at the next meeting.	Clerk
12.	To send links to training through the MAT to all Govs including safeguarding and Prevent. Governors to complete training.	HT/All Govs
12.	To add the code of conduct to the drive and add to the agenda for the next meeting.	Clerk
12.	To reword the absence letter to parents.	HT
13.	To send the sample terms of reference to the HT	Clerk
14.	To investigate how finance and other services (Clerking) are bought in from the LA, if this is possible.	HT
14.	To contact Richard Noake to inform him of the FGB's decision to accept the suggested proposal and find out what the next steps will be.	Chair

Meeting closed at 21.14 hrs

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