

North Stainley C of E School
GOVERNORS' MEETING MINUTES – on 7th December 2022 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), Glenys Bailey (GB), Judith Bodill-Chandler (J B-C), Sally Williamson (SW), Julia Hawridge (JH) and Emma Edwards (EE) attended on Teams.

In attendance: Carol Harris (Clerk)
Anne Brining (AB) (FMS Officer)

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. Governors completed the Register of Business Interest forms and Register of Gifts and Hospitality which were returned to the Governor file.	
3.	Finance AB led Governors through the Revised Budget statement which had been shared with all Governors prior to the meeting and on screen during. Key points to note included; <ul style="list-style-type: none">• The budget was set on 48 children on roll. There are currently 45 children in school.• There will be an in year deficit forecast due to the significant increase in costs which are beyond the control of school. These include an increase in staffing costs due to the staff pay awards, an increase in support staff hours due to SEND support despite additional funding, caretaking costs are up by 15% as examples. The budget was set estimating these costs to rise by around 3% however this year this rise is currently at 6.5%	

- Staff pay awards have been backdated which means that school will face these additional costs for the full year.
- There is currently no additional government funding to offset these additional costs however, increased funding should become available, we are just not sure how this will be implemented yet.
- There are also further increases in costs predicted for next year but with fewer children on roll this will lead into a deficit budget position for the third year.
- It may become necessary to look at reducing support staff hours going forward as part of a deficit budget plan.

The HT reported that there were currently two EHCPs at the application stage which are not currently shown in the revised budget. Once these are finalised it should improve the situation.

There is the possibility that there will be four new starters next year. These children could be included in the recovery plan and if not then will be included in the Start Budget next year.

Benchmarking

AB reported that compared to other similar schools;

- It shows that there are too many classes however; this is due to the physical space within school not allowing for larger class sizes.
- More children on roll will make a significant difference.

AB also noted that;

- Sparsity funding has helped with the budget position temporarily due to the increase in costs and it is hoped that this will continue.
- Looking at a potential deficit for year 3 but so much is still unknown. Next year's funding will be based on the numbers in the October census with the possibility of the additional funding previously discussed.
- We will know more about the position for year 3 once the start budget is set.
- Additional capital funding is being allocated to schools to help with improvements to energy efficiency, however, this can be utilised for other capital projects according to the usual rules around capital spending. AB noted that she was monitoring the situation and would let the HT know when more information became available.
- There is currently no additional funding to help with the increase in staff costs again, AB is monitoring this situation.

GC.- Are school in the Oil Club?

R.- No we continue to buy oil through County. Rachel had carried out a fuel price comparison and County remains the best value.

	<p>It was noted that the additional capital funding could go towards improving the lighting in school to make this more energy efficient. School are currently investigating this possibility.</p> <p>All Governors present approved the revised budget for submission.</p> <p>Thanks were expressed to AB for her continued support. It was noted that there was need to arrange a meeting with the HT in the new year.</p> <p>AB offered Governors the opportunity to email with any questions should they arise following the meeting.</p> <p><i>AB left the meeting at 19.35</i></p>	AB/HT
4.	<p>Agree minutes of the meeting held on 12th October 2022</p> <p>It was noted that there was a minor amendment to the wording under agenda item 7, SIAMs, to clarify a point.</p> <p>The minutes were agreed by all Governors with this amendment, signed by the Chair as a correct record and returned to the HT for the Governor file.</p>	
5.	<p>Matters arising from the minutes not covered later in the meeting and address any Governor actions.</p> <p>There were no matters arising.</p> <p>Regarding the actions identified it was noted that;</p> <ul style="list-style-type: none"> ✓ The Scheme of Delegation is currently being addressed by the HT. ✓ Sports Premium Report is still to be finalised Action – HT ✓ ICT Domain- It was reported that this issue had been resolved. School now owns the domain name. 	HT
6.	<p>Safeguarding Updates</p> <ul style="list-style-type: none"> ○ KCSiE Document – All Governors present confirmed that they had read and understood this document. ○ Training on County Lines on FLICK is to be completed by all Governors by the end of this term. Action – All governors to complete and send certificate into school. ○ Safeguarding Report- GB presented the Safeguarding report which had been discussed at the Quality of Education Monitoring group meeting on the 23rd November 2022. It was noted that the updated Behaviour Policy was to be approved later in the meeting. The HT led Governors through the policy to which the School Customs and other personalisation had been added. 	All Gobs

	<p>It was reported that the children now sit in house groups rather than year groups for lunches which has had a positive impact on behaviour and attitudes at lunchtimes.</p> <p>GB reported the need for a further monitoring visit to review this. Action – GB to arrange with the HT.</p> <p>The recent visit by the SIA and subsequent report highlighted the need for a digital means of record keeping however, this may have budget implications.</p>	GB/HT
7.	<p>SIAMs and OFSTED Updates</p> <p>OFSTED</p> <p>The HT reported back to Governors following the recent inspection by OFSTED.</p> <p>The meeting determined that, due to the confidential nature of the feedback from the inspector, no minutes would be recorded from this part of the meeting. Once the draft report had been received, Governors would be given the opportunity to discuss in detail any aspects of the report which would be duly recorded at the next meeting. Action- The Clerk to add this to the agenda for the next meeting.</p> <p>A lengthy and robust discussion followed around the feedback received from the inspector following the recent inspection.</p> <p>SIAMs</p> <p>It was reported that Darren Dudman and Simone Bennett had visited school in order to review SIAMs. Feedback had been positive with clear areas for action. Many of these actions have already been addressed.</p> <p>This report has been shared on the cloud for all Governors.</p>	Clerk
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"> ▪ Numbers are low with 45 pupils on roll, (55 would meet expectations) with a high boy: girl ratio in most of the classes in school. ▪ We are looking at 4 children leaving in September with only 2 confirmed to join Reception. ▪ The Nursery decision has been postponed until April 2023 however, a new member of staff has been appointed in Early years and will be in place should we make the decision to proceed with this. ▪ Attendance is currently at 93.97% which is slightly below national. Illness has had a significant impact on attendance and we have two families who are monitored with a history of poor attendance. If attendance drops 	

	<p>below 90% then a letter is sent out, should this not improve then a second letter is sent and finally a letter is sent referring them to NYCC. Initially, these letters caused some concern when they were first used but parents are aware that attendance remains a focus. There has been noticeable improvement in some families so it shows that this strategy is working.</p> <ul style="list-style-type: none"> ▪ There are no racial incidents or complaints to report however, there is one incidence of bullying which school is addressing in accordance with school policy. ▪ SEND data has been sent out following the meeting between JM and the SENDCo. This visit looked at tracking and was assessed using the existing framework. ▪ Staff meetings look at SEND data and Safeguarding each week. <p><i>GC.- Looking at the SEND data, it shows that there are 11 children identified as having an SEN but only one with an EHCP?</i></p> <p>The HT led a discussion around provision and assessment for individual children and around vulnerable and SEN children in particular.</p> <ul style="list-style-type: none"> ▪ The Health and Safety and Premises audit carried out on the 18th October reports are all good. ▪ As previously discussed, the need for digital recording of Safeguarding concerns has been identified. ▪ Clubs and activities are proving very successful and uptake is good. Clubs are self- funding and should even make a small profit once staff costs are taken into account over the course of the year. ▪ Events include Christmas links with the Walled Garden. This Christmas Enterprise project involved the children having a stall at the Christmas fair which made £200 for the Walled Garden. The fair also made £863 for school and a further £200 for Church. ▪ School is now using a new system 'Scholar Pack' and staff are receiving training. 	
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, there had been no updates.</p> <p>All Governors present approved the policies for Autumn 2.</p>	
10.	<p>Governance</p> <ul style="list-style-type: none"> ✓ Scheme of Delegation – To be reviewed at the next meeting. Action – the Clerk to add to the agenda. 	Clerk

	<ul style="list-style-type: none"> ✓ Register of Business interest forms etc – It was noted that these had been completed under agenda item 2 earlier in the meeting. ✓ Foundation Governor – JM confirmed that she had been reappointed as Foundation Governor to the School by the Diocese – All Governors present approved this reappointment. It was noted that her term of office would be from the 1st November 2022 to the 31st October 2026. Action – The Clerk to update the systems accordingly. 	Clerk
11.	<p>Governor visits and Monitoring</p> <ul style="list-style-type: none"> ○ EYFS Monitoring Visit report – J B-C led Governors through this monitoring report which had been shared with all Governors prior to the meeting. The key point to note was the vast improvement to the outdoor area and the implications for increased outdoor learning and play. ○ Subject monitoring feedback reports- These reports were also shared on the cloud for all Governors prior to the meeting. ○ Quality of Education Monitoring group feedback – The meeting determined to look at this in detail at the next meeting. Action – The HT to complete the minutes of the meeting and the Clerk to add this to the agenda for the next FGB meeting. 	HT/Clerk
12.	<p>Any Other Business</p> <ul style="list-style-type: none"> • LDLT Updates – It was reported that there were no further updates. This was still ongoing. The Chair and HT had received positive feedback from other Head teachers who had joined the MAT, the only negative so far being the length of the process. • Impact of the meeting – The Clerk asked the Governors if they felt that it would be useful to look at this at the end of meetings going forward as a means of self-evaluation for the FGB. Governors agreed to add this as a separate agenda item. Action – the Clerk to add this to agendas going forward. • It was determined that there was a need to evaluate Governance formally with various ideas discussed. Action –The Clerk to send Twenty Questions documents etc to the HT and J B-C and add to Spring Term agendas. The HT and J B-C to meet to put plan in place. <p>The HT thanked all Governors for their continued support particularly during the recent inspection.</p> <p>Governors expressed their gratitude to all staff for all of the hard work in making North Stainley School such an amazing school.</p>	<p>Clerk</p> <p>Clerk/HT/ J B-C</p>

14.	Dates and time of next meeting. <ul style="list-style-type: none"> • 18th January 2023 -Resource Monitoring Group (Benchmarking) • 1st February 2023 -FGB • 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
3.	To arrange meeting with AB in the new year.	HT
5.	To finalise Sports Premium spending report	HT
6.	To complete County Lines Training and send certificate into school	All Gobs
6.	To arrange Safeguarding monitoring visit with the HT.	GB/HT
7.	To add the OFSTED report to the agenda for the next meeting.	Clerk
10.	To add the Scheme of delegation to the agenda for the next meeting.	Clerk
10.	To update the NYES system regarding JM's reappointment as Foundation governor.	Clerk
11.	To complete the minutes of the QoEMG meeting and the Clerk to add to the agenda for the next FGB meeting.	HT/Clerk
12.	To add impact of meeting to agendas going forward.	Clerk
12.	To send Gov evaluation questions to HT and J B-C and add evaluation to agendas for Spring terms FGB meetings.	Clerk
12.	To arrange a meeting to discuss Gov Evaluation	HT/J B-C

Meeting closed at 21.30 pm

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