

Federation of Beckwithshaw and Kettlesing Felliscliffe Primary Schools and Ripley Endowed Church of England Voluntary Controlled Primary School

**Meeting of the Interim Executive Board held on
Monday, 14th November 2022 at 5.00 p.m. – held virtually.**

MINUTES

Present: Robert Ling (RL) – Chair, Helen Smith (HS), Sarah Bassitt (SB), Anne Vetch (AV), Darren Dudman (DD)

Apologies:

In attendance:

Karen Butler (KB) – Senior Education Advisor (SEA)
Andrew Dixon (AD) – Head of Strategic Planning, NYCC
Dominika Jureczko – Clerk
Karen Taylor – FMS officer
Rachel Richardson FMS officer
Rebecca Foy – Co-exec HT and SENCO
Amanda Newbold – Assistant Director Education and Skills

Governing Body functions:

Ensuring the vision, ethos and strategic direction of the school are clearly defined.
Ensuring that the Head Teacher performs her responsibilities for the educational performance of the school.
Ensuring the sound, proper and efficient use of the school’s financial resources.

		Actions
PART ‘Answer:’ - PROCEDURAL		
1	Welcome and Introductions The Chair welcomed all present and led introductions.	
2	Apologies No apologies had been received.	
3	Confidentiality Governors agreed to consider confidentiality as the meeting progressed.	
4	Declarations of Interest for any agenda item: No declarations were made.	
5	To approve the minutes and confidential minutes from the meetings on 3 and 18 October 2022. The minutes were approved by the governors, hardcopy to be signed by the Chair.	
6	Matters arising It was agreed that a confidential matter would be discussed at the end of the meeting.	
PART ‘B’ – BUSINESS OF THE MEETING.		
7	Finance - To include consideration of Diocese Enhanced Service Plan.	

	<p>The FMS Officer explained that no finance reports had been prepared for the meeting as the team needed information regarding staffing and class structure and further data for all schools.</p> <p>She highlighted that schools' funding would be lower than predicted due to lower pupil numbers.</p> <p>Bank signatures were in place.</p> <p>The governors noted that the main bank account was overdrawn. This was due to challenges with the bank regarding the schools' accounts. The FMS Officers had no access to online banking and could only see paper statements once they arrived.</p> <p>The Chair assured the governors that the bank was being chased to resolve this issue as soon as possible.</p> <p>It was noted that SFVS (Schools Financial Value Standard) needed to be conducted for all schools. The governors were prompted to review the documents before it was submitted by the end of March. Action: Chair to review the document before it is submitted to the January meeting for governors' approval.</p> <p>The governors noticed that because the academisation was not going forward there were several urgent issues that needed to be handled.</p> <p>The governors requested the latest census information via email with funding for 2023/24.</p>	<p>RL</p> <p>RR</p>
<p>8</p>	<p>Update on academisation and future leadership: - To include discussion parent event on 5th December</p> <p>This item was moved to the end of the agenda.</p>	
<p>9</p>	<p>Headteacher's Report</p> <p>The Headteacher gave an update, including the following:</p> <ul style="list-style-type: none"> • Staff support for leadership has been good. Feedback regarding CPD was very helpful. • Staff spent time on improving communication with parents, which brought positive impact. <p>The governors noticed that regular updates about the schools were being received from the Executive Headteacher.</p> <p>Governors requested Pupil Premium and Sports Premium update for the next meeting.</p> <p>Challenge: A governor noticed updates from the Executive Headteacher focused on Ripley and requested update on other schools within the Federation. Answer: The Executive Headteacher explained that everything was aligned across all three schools, so the updates apply to all of them.</p> <p>The SEA reassured the governors that support from the LA was put in place not just for Ripley and gave examples of recent support for schools across the federation, including safeguarding visits. The school partnership improvement plan had to be re-drafted due to academisation not going ahead.</p>	<p>RF</p>

	<p>The Executive Headteacher reported there was one transfer of staff member from another school.</p> <p>Assistant Director Education and Skills stressed the need for clear communication with parents.</p> <p>A governor reported that parents had noticed an increased communication from staff regarding the school matters.</p> <p>There were no further questions.</p>	
<p>10</p>	<p>Statement of Action</p> <p>The SEA reported that full development plan had been put in place for each school within the federation. Majority of milestones had been achieved, including curriculum, which had seen good progress and continued to be refined. Any issues had been highlighted early on in the term and support was put in place to ensure improvement.</p> <p>Phonics and reading was a priority and evidence of positive impact in phonics was available. Profile of reading was being raised in schools across the federation.</p> <p>All SEND milestones had been achieved.</p> <p>Question: A governor enquired what position was being interviewed for. Answer: Ripley class 1 job share.</p> <p>Question: A governor enquired why the position was being recruited for. Answer: It was a maternity leave temporary contract. A governor noticed this had not been shared with the IEB.</p> <p>Challenge: The governors requested that they are being informed and consulted on such matters.</p> <p>It was noted that all priorities were being followed and many milestones had been met.</p> <p>Challenge: A governor noticed that Ripley staff were planning lessons based on the old scheme of work. Answer: The SEA explained that there was a miscommunication which was followed very quickly and the issue was resolved.</p> <p>The SEA highlighted the need for IEB members' triangulation via visits to the schools.</p> <p>A governor noticed that she had been told the visits were not needed even though she felt this was a gap.</p> <p>The governors discussed shifting their focus from academisation to school improvement. Governor responsibilities based on Ofsted and School Improvement Plan priorities to be discussed further. It was stressed that all governors needed to be involved in leadership and management of schools.</p> <p>It was agreed to put in place a calendar of monitoring visits.</p>	<p>RF</p> <p>Governors</p> <p>Governors</p>
<p>11</p>	<p>Policies</p> <p>The Health and Safety policy was approved by the governors.</p>	

	<p>Challenge: A governor noticed that many actions listed in the Safeguarding action plan had been completed and not marked as such.</p> <p>Answer: The Executive Headteacher explained that she was waiting for evidence of actions being completed to be available, for example certificates from training sessions.</p> <p>Question: A governor enquired how staff recorded safeguarding incidents.</p> <p>Answer: The Executive Headteacher explained that all such incidents were recorded on CPOMS.</p> <p>Question: A governor enquired whether governors needed to complete child protection training.</p> <p>Answer: The SEA explained that the North Yorkshire safeguarding training package included child protection.</p> <p>The governors discussed safeguarding training and keeping up to date, including changes to <i>Keeping Children Safe in Education</i> and any safeguarding updates.</p>	
12	<p>Health and Safety/ Safeguarding There were no concerns to report.</p> <p>The governors approved the SEND policy.</p>	
13	<p>Correspondence It was noted that there was a positive article in the press about the federation.</p>	
14	<p>Any other urgent business The governors discussed buying into a CPD package for staff training from the Diocese.</p> <p>The governors approved buying into this service.</p>	
15	<p>Date of next meetings The following dates were confirmed:</p> <ul style="list-style-type: none"> • 5 December – Parent Event • 12 December 	
8	<p>Update on academisation and future leadership: - To include discussion parent event on 5th December</p> <p><i>Confidential discussion.</i></p>	

The meeting closed at 7:15 pm

Signed: (Chair)

Date: