



THE FELLOWSHIP OF ALL SAINTS KIRKBY OVERBLOW AND NORTH RIGTON CHURCH OF ENGLAND PRIMARY SCHOOLS

**Meeting of the Joint Governing Body to be held on
10 January 2019 at 6pm at ASKO school**

MINUTES – Approved for circulation

Governing Body Core Functions

Ensure the vision, ethos and strategic direction of the school is clearly defined
Ensure the Headteacher performs their responsibilities for the educational performance of the school
Ensure the sound, proper and effective use of the school's financial resources

Present: Amber Andrews (Head); Jo Williams (Chair); Julia Henry (Vice Chair, ASKO), Mark Wilkinson (Vice Chair NR), Rebecca Allen; Huw Edwards, Rosemary Hunt; Stuart Lewis; Emma Littlewood); Jo Townend; Milena Vjestica

Apologies: Louise Wallen

In attendance: Trudy Searle (LA Clerking Service); Helena Fisher (Assistant Headteacher, St Peters)

The meeting opened at 6pm

| No | Item | Action |
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| 1 | <p>Welcome The Clerk opened the meeting. It was agreed to bring the North Rigton School Action Plan Update forward as the first agenda item.</p> | |
| 2 | <p>North Rigton School Action Plan for Reading – Helena Fisher HF is working towards completing her NPQH. AA is assisting with this. One of the tasks is to produce an Action Plan and present to the governing body. A copy of HF's plan had been circulated for governors to read before the meeting.</p> <p>HF talked through the plan and took questions and received feedback from governors. All agreed the plan provided a helpful analysis of the issues and a range of useful recommendations, some of which would be incorporated into the School Development Plan.</p> <p><i>MV joined the meeting at 6.35pm</i> <i>HF left the meeting at 6.55pm</i></p> | |
| 3 | <p>Appointment of Chair and Vice Chairs for the remainder of the 2018/19 academic year: Chair JW was proposed, seconded and unanimously elected. Vice Chair, All Saints JH was proposed, seconded and unanimously elected. Vice Chair, North Rigton MW was proposed, seconded and unanimously elected.</p> | |
| 4 | <p>Meeting administration: Apologies for absence: Apologies had been received from LW and these were consented to. Declaration of interests: None.</p> | |

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| | <p>Determination of any confidentiality matters: None. Additional items for the agenda: None.</p> | | | | | | | | | | | | | | | | |
| 5 | <p>Minutes of the meeting of All Saints LGB held on 20.11.18: The minutes had previously been circulated. These were agreed as a true record of the meeting, signed by the Chair and filed in school. Matters arising: None.</p> | | | | | | | | | | | | | | | | |
| 6 | <p>Minutes of the meeting of North Rigton LGB held on 22.11.18: The minutes had previously been circulated. These were agreed as a true record of the meeting, signed by the Chair and filed in school. Matters arising: None.</p> | | | | | | | | | | | | | | | | |
| 7 | <p>Appointment of Committees for the remainder of the 2018/19 academic year: Resources: Governors appointed to the committee: AA, HE, MW, JT, JW Mary Boyd will be invited to the meetings as an attendee. Mary Walker and Ann Wright will be invited to attend the next 2 meetings in order to facilitate a handover of the All Saints School House responsibilities. TS will clerk the meetings.</p> <p>School Development: Governors appointed to the committee: AA, EL, JH, RH, MV, JW JT requested that she also attends these meetings as this is a key area of interest for her; This was agreed. TS will clerk the meetings.</p> <p>Pupil Discipline, Staff Discipline/Appeals, Complaints Committees will be constituted by the Chair and the Clerk, if and when the need arises.</p> <p>Headteacher Performance Management It was agreed that JW and MV would continue with this responsibility.</p> | <p>AA TS</p> | | | | | | | | | | | | | | | |
| 8 | <p>Appointment of Link Governors for the remainder of the 2018/19 academic year: Governors appointed as Class Link Governors:</p> <table border="0"> <tr> <td></td> <td style="text-align: center;">All Saints</td> <td style="text-align: center;">North Rigton</td> </tr> <tr> <td>Reception</td> <td style="text-align: center;">RH</td> <td style="text-align: center;">MV</td> </tr> <tr> <td>Years 1&2</td> <td style="text-align: center;">EL (Y2)</td> <td style="text-align: center;">HE</td> </tr> <tr> <td>Years 3&4</td> <td style="text-align: center;">JW</td> <td style="text-align: center;">JH</td> </tr> <tr> <td>Years 5&6</td> <td style="text-align: center;">MW</td> <td style="text-align: center;">JT</td> </tr> </table> <p>Areas of focus for class link visits will primarily be driven by the School Development Plan. Link governor responsibility will include a termly visit and occasional involvement in school trips, residentials and theme days. The Chair reminded governors of the strategic nature of their role and of the importance of not becoming involved with operational matters.</p> <p>ASKO governors outlined how governor open mornings had been successful in the past and it was agreed that joint ASKO/NR open mornings would be useful moving forward.</p> <p>The following link governor roles will be agreed at committee level:</p> <p>Health and Safety, Premises (Resources Committee) Safeguarding, SEN, Assessment, Pupil Premium, Sports Premium, Collective Worship (School Development Committee)</p> <p>Governor Retirement</p> | | All Saints | North Rigton | Reception | RH | MV | Years 1&2 | EL (Y2) | HE | Years 3&4 | JW | JH | Years 5&6 | MW | JT | <p>AA</p> <p>TS re agendas</p> |
| | All Saints | North Rigton | | | | | | | | | | | | | | | |
| Reception | RH | MV | | | | | | | | | | | | | | | |
| Years 1&2 | EL (Y2) | HE | | | | | | | | | | | | | | | |
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| | <p>As this was SL's last meeting, the Chair took the opportunity to thank him for his support to both schools and all governors wished him well in his retirement.</p> <p><i>SL left the meeting at 7.50pm.</i></p> | |
| 9 | <p>Governor Visits JT and MV had previously provided visit reports to JW and AA respectively. These will be discussed at the next meeting of the School Development Committee.</p> <p>North Rigton – Writing Rec/KS1 – unable to hold meeting in December. New date to be arranged.</p> <p>Safeguarding – JW will visit both schools early in the Spring term.</p> <p>A new visit schedule will be produced after the first round of committee meetings has taken place.</p> | <p>TS re agendas</p> <p>AA/RH</p> <p>AA</p> |
| 10 | <p>YCST updates Chair's update Work on revising the Scheme of Delegation is almost complete and a copy of the new version will be circulated when it is finished.</p> <p>Recruitment of a new Headteacher for St Aidan's/CEO of the Trust is underway.</p> <p>Helen Boulton, the Trust Administrator provides excellent support and has been very proactive and helpful.</p> <p>Headteacher's update A MAT training day had taken place earlier in the week, including several workshops which were mainly run by staff members. Topics included dyslexia, maths mastery and guided reading. It was a very useful day.</p> | |
| 11 | <p>Policies: None to review.</p> | |
| 12 | <p>Governor Training Safeguarding Governors were encouraged to attend the YCST safeguarding training on 19th February and to contact TS to reserve a place.</p> <p>Governors were reminded that safeguarding training should be refreshed annually. This can be done by completing the online training with NYCC.</p> <p>Governor training records The Clerk was asked to liaise with Mary Boyd to produce a joint training record for ASKO/NR governors.</p> <p>New governor training JT had been unable to complete the training. The Clerk was asked to contact Helen Boulton to find out what is offered by YCST.</p> <p>Assessment governor training The Headteacher was asked to investigate whether it would be possible to link up with other assessment governors in YCST to share best practice.</p> <p>Training for governors of 2 schools</p> | <p>All governors</p> <p>TS to send link</p> <p>TS</p> <p>TS</p> <p>AA</p> |

| | The Headteacher advised that she would speak to her mentor Matt Shilitto about training opportunities for governors of 2 schools. It was suggested that Matt's Chair of Governors is invited to an ASKO/NR governors' meeting to give a half-hour bite size briefing session. | AA | | | | | | | | | | | | | | | | | | | | | | | | |
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| 13 | Correspondence The Chair advised that a cheque for £100 had been donated to the school from the proceeds of Remembrance Day event. The Headteacher had sent a letter of thanks. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | Further items determined for discussion at agenda Item 4: None | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | <p>Meeting schedule for Spring and Summer 2019:</p> <table border="1"> <thead> <tr> <th>Date/time</th> <th>Meeting</th> <th>Venue</th> </tr> </thead> <tbody> <tr> <td>Thu 07 Feb, 2pm</td> <td>School Development Committee</td> <td>All Saints</td> </tr> <tr> <td>Mon 11 Mar, 4pm</td> <td>Resources Committee</td> <td>North Rigton</td> </tr> <tr> <td>Tue 26 Mar, 6pm</td> <td>Local Governing Body Meeting</td> <td>North Rigton</td> </tr> <tr> <td>Thu 02 May, 4pm</td> <td>Resources Committee</td> <td>All Saints</td> </tr> <tr> <td>Wed 05 Jun, 2pm</td> <td>School Development Committee</td> <td>North Rigton</td> </tr> <tr> <td>Wed 12 Jun, 6pm</td> <td>Local Governing Body Meeting</td> <td>All Saints</td> </tr> <tr> <td>Wed 17 Jul, 6pm</td> <td>Local Governing Body Meeting</td> <td>North Rigton</td> </tr> </tbody> </table> <p>It was agreed that a 'Meet the Governors' session should be arranged for parents and the Headteacher would circulate suggested dates and ideas.</p> | Date/time | Meeting | Venue | Thu 07 Feb, 2pm | School Development Committee | All Saints | Mon 11 Mar, 4pm | Resources Committee | North Rigton | Tue 26 Mar, 6pm | Local Governing Body Meeting | North Rigton | Thu 02 May, 4pm | Resources Committee | All Saints | Wed 05 Jun, 2pm | School Development Committee | North Rigton | Wed 12 Jun, 6pm | Local Governing Body Meeting | All Saints | Wed 17 Jul, 6pm | Local Governing Body Meeting | North Rigton | AA |
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| 16 | <p>What impact have we had since the last meeting on the achievement and wellbeing of pupils and staff in our school?</p> <p>This was a positive and productive first meeting of the joint governing body. A plan is now in place and governor responsibilities agreed. Consideration has been given to ensuring parents are engaged.</p> | | | | | | | | | | | | | | | | | | | | | | | | | |
| <i>The meeting closed at 8.30pm</i> | | | | | | | | | | | | | | | | | | | | | | | | | | |