



**NORTH RIGTON CHURCH OF ENGLAND PRIMARY SCHOOL**  
**Meeting of the Local Governing Body**  
**Thursday 27<sup>th</sup> September 2018 in 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); Huw Edwards; Rosemary Hunt; Mark Wilkinson (Co Vice Chair); Emma Littlewood (Co Vice Chair); Louise Wallen; Stuart Lewis

**In attendance:** Trudy Searle (LA Clerking Service)

*The meeting opened at 6.05pm*

No	Item	Action
1	<b>Welcome and opening prayer:</b> The Chair welcomed everyone to the meeting. This was followed by a prayer from Reverend Lewis.	
2	<b>Apologies for absence; determination of consent:</b> All governors were in attendance.	
3	<b>Items for discussion not already on the agenda:</b> The Headteacher advised of 2 items: School Business Manager and Sponsorship	
4	<b>Declaration of interests:</b> None	
5	<b>Determination of confidential items:</b> None	
6-8	<b>Appointment of Chair and Vice Chair</b> <b>Governing Body Membership</b> <b>Appointment of Committees + Governors with specific responsibilities/link governors</b> It was unanimously agreed to continue with existing arrangements until the first meeting of the newly formed joint governing body between North Rigton and All Saints.	
9	<b>Scheme of Delegation</b> Governors were reminded that the Scheme of Delegation is on the YCST and school websites. The SoD is being reviewed by the Trust over the coming weeks.	
10	<b>YCST 2019 Calendar</b> Noted.	
11	<b>YCST Code of Conduct</b> All governors signed a register to confirm they had read the code. The register was subsequently forwarded to the YCST administrator.	
12	<b>Register of Business Interests / Hospitality Reminder</b> All governors completed business interests forms. The forms were subsequently forwarded to the YCST administrator.  Guidance on declaring gifts or hospitality had been circulated with the agenda for information.	
13	<b>Minutes of the extraordinary meeting of the LGB held on 24<sup>th</sup> May 2018:</b> These were agreed as a true record of the meeting, signed by the Chair and filed in school	
14	<b>Matters arising from the minutes for which there is no separate agenda item:</b> <b>School Dinners</b> – catering has been brought in house. The transfer from NYCC had gone very smoothly. Staff have been TUPE'd over, there has been no drop in uptake (80%plus) and an agency has been registered with to provide cover if needed.	

15	<b>Confidential minutes of the meeting of the LGB held on 7 June 2018:</b> These were tabled, agreed as a true record of the meeting, signed by the Chair and filed in school.	
16	<b>Matters arising from the confidential minutes for which there is no separate agenda item:</b> None	
17-18	<b>Report from the meeting of the LGB development meeting held on 5 July 2018/Matters Arising</b> The Chair tabled a copy of the 'Fellowship of ASKO and NR Governor Action Plan (2018-19) Draft', which incorporated the recommendations from the meeting on 5 July 2018. It was agreed that the plan would be reviewed at the next meeting of the school development committee and the committee would report back at the next LGB meeting. Any comments on the plan to be forwarded to the Chair.	<i>All</i>
19	<p><b>Headteacher's Report:</b> the Headteacher provided a verbal update which included the following key points:</p> <ul style="list-style-type: none"> <li>• <b>HLTA sickness:</b> a new HLTA due to start at the beginning of term has not taken up post due to sickness and is unlikely to start until the new year. Two members of staff are providing cover. This is working well. Governors were assured that the temporary arrangement is sustainable for the remainder of the term.</li> <li>• <b>ASKO/NR staff training:</b> all staff from both schools attended a joint training day at the start of term. The day was very productive and generated a lot of useful ideas which will be incorporated into school plans.</li> <li>• <b>Headteacher's split of time:</b> the Headteacher has a fixed timetable with time split equally between the 2 schools.</li> <li>• <b>Base Leader's role:</b> LW has a morning and afternoon and PPA time out of class. A number of leadership responsibilities have been delegated including elements of safeguarding, wellbeing and day-to-day management.</li> <li>• <b>Safeguarding:</b> LW attends safeguarding training in October and will take over full responsibility in November. The Chair will arrange a safeguarding visit with LW in November.</li> <li>• <b>Feedback on joint Headship:</b> parents have been encouraged to speak to the Headteacher if they have any concerns. No negative feedback has been received either formally or informally.</li> <li>• <b>School Development Plan:</b> currently under development. Each school will have its own SDP.</li> </ul> <p><b>Q: Did the handover from the interim Headteacher at All Saints go well?</b> <b>A: It did and the former permanent Headteacher had also provided a comprehensive folder of information.</b></p> <ul style="list-style-type: none"> <li>• <b>Meetings:</b> joint SLT meetings are taking place; YCST meetings are up and running and being attended.</li> </ul> <p><b>The Headteacher was congratulated on the smooth transition to the joint headship. The Headteacher thanked governors for their responsiveness and support at the end of the summer term.</b></p> <ul style="list-style-type: none"> <li>• <b>Joint school name:</b> the proposed name: '<b>The Fellowship of All Saints Kirkby Overblow and North Rigton Church of England Primary Schools</b>' had been approved by the YCST board and All Saints' Governors. The name was also unanimously approved by North Rigton governors.</li> </ul> <p><b>Q: Is there anything to report from the first governing body meeting at All Saints?</b></p>	<i>Chair/ LW</i>

	<p><b>A. The meeting went well, and all governors were very accepting.</b></p> <p><b>School Business Manager (further item of business as per item 3)</b>  The Headteacher outlined the following proposal:</p> <ul style="list-style-type: none"> <li>• Mary Boyd works as School Business Manager across both schools – Monday, Tuesday Wednesday at ASKO; Friday at North Rigton; Thursday between both schools</li> <li>• Liz Clegg (currently working 2 days a week as administrator at North Rigton) moves across to ASKO as administrator on Thursdays and Fridays</li> <li>• Rachel Hamill to continue working 4 days a week as administrator at North Rigton with a pay increase</li> <li>• This will result in a cost to North Rigton of £5,756 per annum</li> <li>• The proposal has been discussed with the staff concerned and all are happy with the arrangements</li> </ul> <p>This was followed by a lengthy discussion which raised the following observations and questions:</p> <ul style="list-style-type: none"> <li>• Is £5,756 a net figure?</li> <li>• Concerned that 60% of the savings in Headteacher costs will be taken up by School Business Manager costs</li> <li>• The previous bursar was costing the school £4,000 per year</li> <li>• Clare Dowson at YCST is currently doing the business manager’s role for North Rigton at no cost and this can’t be sustained</li> <li>• Mary Boyd has made considerable savings at ASKO. There is the potential for her to do the same at North Rigton and a joint role across both schools has the additional potential for increased purchasing power</li> <li>• The Trust should be providing increased purchasing power</li> </ul> <p>It was agreed that further information is required before a decision can be made. The Chair agreed to arrange a meeting as soon as possible with Clare Dowson and Resources Committee members.</p> <p><b>Summer results</b>  <b>Q. The Headteacher was asked if she was happy with the results</b>  <b>A. Yes, there were no shocks and very pleased with the results across the school. One point is being taken to the school development committee, but this isn’t a major issue.</b></p> <p><b>All staff were congratulated.</b></p>	<i>Chair</i>
20	<p><b>Keeping Children Safe in Education, 2018, Part 1:</b>  All governors signed a register to confirm that they had read the guidance. The register will be kept by the Headteacher.</p>	
21	<p><b>Policies:</b>  The following policies were reviewed and commented on as follows:</p> <ul style="list-style-type: none"> <li>• <b>Community cohesion promotion:</b> references to YCST and the Fellowship need to be included</li> <li>• <b>Governor monitoring visits:</b> approved</li> <li>• <b>School security:</b> approved</li> <li>• <b>Use of images and photographs:</b> reference to camera phones needs amending</li> <li>• <b>Violence and security:</b> reference to named member of staff needs to be removed and replaced with ‘designated person’</li> <li>• <b>Master policy document:</b> this is an interim document which will be replaced with a trust wide document which is currently being developed</li> </ul> <p>All policies to be updated to include date approved and date of next review.</p>	<i>Head</i>

22	<p><b>LGB matters:</b></p> <ul style="list-style-type: none"> <li>a) <b>Annual Planner:</b> to be completed at the first meeting of joint governing body</li> <li>b) <b>Governance Self Review:</b> completed</li> <li>c) <b>Skills Audit:</b> completed and results previously shared with governing body</li> <li>d) <b>360 review:</b> to be considered when the joint governing body is in place</li> <li>e) <b>Governor training:</b> The Headteacher, both Base Leaders and EL are attending a training session from Simon Sloane on Vision at Richard Taylor school on Monday 8<sup>th</sup> October</li> <li>f) <b>School improvement network meetings:</b> Clerk to send agenda once published</li> </ul>	<i>Clerk</i>
23	<p><b>Further items determined for discussion at agenda Item 3:</b></p> <p><b>Sponsorship</b> Dacre, Son and Hartley are keen to raise their profile in the area and have approached the school with a request to become a school sponsor. This was approved in principle with a request from governors for more information about what this would look like in practice and subject to approval from the YCST board.</p>	<i>Head</i>
24	<p><b>Dates of future meetings:</b></p> <ul style="list-style-type: none"> <li>• <b>School Development Committee: Friday 9 November at 1.00pm</b></li> <li>• <b>Resources Committee: Thursday 15 November at 5.00pm</b></li> <li>• <b>Local Governing Body meeting: Thursday 22 November 2018 at 6.00pm</b></li> </ul> <p><b>Other key dates:</b></p> <ul style="list-style-type: none"> <li>• <b>ASKO/NR working party: Tuesday 9 October at 4.00pm at ASKO school</b></li> <li>• <b>Visit from Mike Smit: Thursday 25 October</b></li> <li>• <b>Headteacher's performance management review: Thursday 25 October 1.00pm (ASKO governor to be confirmed. JW to advise EL if needed)</b></li> <li>• <b>ASKO School Improvement Committee: Wednesday 14 November at 2.30pm</b></li> <li>• <b>ASKO Resources Committee: date to be advised</b></li> <li>• <b>ASKO LGB meeting: Tuesday 20 November 6.00pm (for info only)</b></li> </ul>	<i>Chair</i>  <i>Clerk</i>
25	<p><b>What impact have we had today on the achievement and wellbeing of pupils and staff in our school?</b></p> <ul style="list-style-type: none"> <li>• Ensured continuity of the governing body at North Rigton during the transition to joint governance arrangements with All Saints Kirkby Overblow</li> <li>• Agreed a framework of policy documents which will help look after children and staff</li> <li>• Moved forward in thinking about a joint school and safeguarding the future of both schools in their local communities</li> </ul>	

*The meeting closed at 7.55pm*