



**NORTH RIGTON CHURCH OF ENGLAND PRIMARY SCHOOL**

**Meeting of the Local Governing Body  
Thursday 22<sup>nd</sup> November 2018 in school**

**DRAFT 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); Rosemary Hunt; Mark Wilkinson (Co Vice Chair); Emma Littlewood (Co Vice Chair); Louise Wallen; Stuart Lewis

Apologies: Huw Edwards

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

*The meeting opened at 6pm*

| No | Item  | Action                                       |
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| 1  | <p><b>Meeting administration:</b></p> <p><b>Apologies for absence:</b> Apologies had been received from HE and these were consented to.</p> <p><b>Declaration of interests:</b> None.</p> <p><b>Determination of any confidentiality matters:</b> None.</p> <p><b>Additional items for the agenda:</b> None.</p>  |  |
| 2  | <p><b>Minutes of the meeting of the LGB held on 27<sup>th</sup> September 2018:</b> The minutes had previously been circulated. These were agreed as a true record of the meeting, signed by the Chair and filed in school.</p> <p><b>Matters arising:</b></p> <p><b>9. Scheme of Delegation:</b> JW is a member of the YCST working party currently reviewing the SoD, with a view to increasing clarity and making it more appropriate for a growing Trust. 2 meetings held so far.</p> <p><b>19. Safeguarding:</b> LW to complete training the following week. JW and LW to arrange safeguarding monitoring visit early in the Spring term.</p> <p><b>23. Sponsorship:</b> LW to complete proposal for Dacre, Son and Hartley to sponsor a new rugby kit.</p>  | <p><i>JW/LW</i></p> <p><i>LW</i></p>         |
| 3  | <p><b>Committee Updates:</b> Committee reports had been circulated beforehand and committee chairs provided brief updates on the key points.</p> <p><b>School Development: 9 November 2018</b></p> <ul style="list-style-type: none"> <li>• <b>School Development Plan:</b> The new plan was well received with positive discussion and clarification. Governors agreed it is a good plan moving the school forward. It has received positive approval from Mike Smit. Governors were pleased to see a combination of YCST, NR and ASKO priorities.</li> <li>• <b>SEN:</b> EL tabled a report for 2017/18 following her review meeting with KE, together with a 'dummy' copy of an Individual Provision Map (IPM) for information. KE is in the process of completing a submission for an EHCP for 1 child. EL will report on progress at the next meeting. EL suggested that SEN updates are included as agenda items at future School Development Committee meetings and this was agreed.</li> </ul> <p><b>Resources: 14 November 2018</b></p> <ul style="list-style-type: none"> <li>• <b>Data Management:</b> Moving to Scholarpack which was recommended by YCST and is cheaper and more appropriate for the school's needs.</li> <li>• <b>Budget:</b> The 3-year position is better than forecast (this is dependent on 15 new children per year); the school's figures don't always exactly tally with YCST's due to the accounting</li> </ul> | <p><i>EL</i></p> <p><i>TS re agendas</i></p> |

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|          | <p>process not always being in synch but this is not an issue; CD has been asked to clarify the reduction in the top line income and the overall financial impact of bringing catering in-house; CD has advised to bid again for funding for works to the entrance and Mary Boyd is re-writing the bid which will also include a H&amp;S report; no issues with premises and fire safety reports.</p> <p><b>Additional funding:</b> A governor asked whether the school had received any news on the additional funding announced in the last government budget. No definite information yet, however a provisional figure, based on pupil numbers has been included in the budget.</p> <p><b>School House Fund:</b> JW has met with the Trustee; the legal documentation is being amended to reflect the school's change of status as an Academy. The Trustee is aware that a sum of c£1K is outstanding. He would like to fund the purchase of some equipment for the school – AA to advise on best use of funds. JW to arrange for the Trustee to visit the school next term.</p>  | <b>AA/JW</b> |
| <b>4</b> | <p><b>Update on Joint Working Party discussions with All Saints Governors:</b> Last meeting held on 15<sup>th</sup> November; YCST is happy with how things are progressing; everything is in place for the 2 governing bodies to come together from January 2019. The joint governing body will consist of 12 governors:</p> <ul style="list-style-type: none"> <li>• Amber Andrews (Headteacher)</li> <li>• Stuart Lewis (Ex Officio*)</li> <li>• Becci Allan (Staff ASKO)</li> <li>• Louise Wallen (Staff NR)</li> <li>• Huw Edwards (Co-opted NR)</li> <li>• Julia Henry (Parent/Co-opted ASKO – designation tbc)</li> <li>• Rosemary Hunt (Co-opted NR)</li> <li>• Emma Littlewood (Co-opted NR)</li> <li>• Jo Townend (Parent/Co-opted ASKO – designation tbc)</li> <li>• Milena Vjestica (Foundation/ ASKO)</li> <li>• Mark Wilkinson (Parent NR)</li> <li>• Jo Williams (Co-opted/Foundation NR – designation tbc)</li> </ul> <p>*SL advised his Ex Officio role will not be filled until a new incumbent is appointed after he retires in February.</p> <p>It was agreed that should a complaints panel be required that the joint governing body will have the required number of designated governors. It was also noted that governors from YCST could be invited to sit on a panel if required.</p> <p>The working party proposed that NR and ASKO each has a Vice Chair, in order to send a strong message to both communities. ASKO governors moving across to the joint governing body were asked at their LGB meeting earlier in the week to consider whether they would like to stand as Vice Chair for ASKO. The Chair and Vice Chair appointments will be made at the first meeting of the joint governing body on January 10<sup>th</sup>.</p> |              |
| <b>5</b> | <p><b>Headteacher's report</b></p> <p>The following documents had been circulated beforehand:</p> <ul style="list-style-type: none"> <li>• Headteacher's report</li> <li>• YCST Development Plan</li> <li>• Ethos and Vision</li> <li>• For Learning Policy</li> <li>• Report from Mike Smit</li> <li>• Simon Sloan - Record of Visit (Diocesan Education Team)</li> <li>• ASP data 2017/18</li> <li>• Autumn data sheets from teachers</li> </ul>  |              |

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|   | <p>AA provided a verbal update on the following points:</p> <p><b>1.1e 2019 Admissions</b> Won't be able to go above PAN of 15 (as unable to go over 34 children with combined classes); 10 families been shown around so far; 4 siblings due to join; in the longer term, the school may benefit from the outcome of the consultation process which is underway at Prince Henry school in Otley; ASKO have produced a marketing leaflet – it was agreed that a similar leaflet should be produced for NR and posted through letterboxes of the new housing estate in Pannal and copies provided to local estate agents.</p> <p><b>1.7 Staffing</b> The 2 TA appointments in September have been very successful with the specific year groups (Year ¾ and Reception) and more widely across the school. The post is still being held open for the HLTA who was unable to start in September because of health problems and a temporary solution is in place until January, when the HLTA is hoping to start.</p> <p><i>SL left the meeting at 7.05pm</i></p> <p><b>2.1 School Development Plan</b> AA asked for feedback on the Ethos and Vision document and the For Learning Policy. Governors were very positive about both documents and noted the hard work that had gone into producing them. The E&amp;V document was succinct and had been described by Simon Sloane as inspiring. Mike Smit had also provided positive feedback about the bespoke nature of the FLP which he described as having the potential to help the school to become outstanding. It was agreed that the FLP will help new teachers understand the rationale behind why and how things are done at NR. AA would now share the documents more widely.</p> <p><b>2.2 Sports Premium Funding</b> Premier Sports and Jo McKintosh have proved to be hugely successful, both for teachers' CPD and coaching for children. Details are on the website and given to potential new parents.</p> <p><b>3.2 Appraisal / Performance Management</b> Review and target setting meetings have taken place for all teachers and TAs; AA's performance management review has been completed (this was a joint review with ASKO); AA will conduct performance review meetings with support staff in the Spring term.</p> <p><b>4.2 Behaviour</b> Positive to note that Mike Smit continues to report that behaviour in school is outstanding. All agreed there is a strong link to the values and children want to behave well.</p> <p><b>5. Outcomes for Pupils</b><br/> <b>ASP data 2017/18</b><br/> <b>KS2</b> Overall attainment is better than average, however progress stubbornly remains at average. It was noted that those schools who tend to have better than average progress scores have a higher number of Pupil Premium children. AA will find out which schools in YCST have good progress scores at the next assessment network meeting to see what can be learnt and report back.<br/> <b>KS1</b> Percentage of children attaining the expected standard in reading and maths are both higher than LA and national (c20% and c10% respectively). Writing is 1% lower than LA and national - there is a strong focus on writing in reception this year; 100% passed the phonics test.<br/> <b>Autumn 2018 data sheets from teachers</b><br/> Effort across the majority of classes is assessed as good or better; this is a massive shift over the past couple years. 8 out of 21 children in Year 6 are SEN and attainment may not be as high this year. A discussion was had about whether this level of detail was required at LGB meetings. It was agreed that in future the detailed reports will be reviewed at committee level and a summary presented at LGB meetings. It was also agreed that the front-page summary from the ASP report will be circulated to governors rather than the full report.</p> | <p>AA</p> <p>AA</p> <p>AA</p> <p>TS re agendas</p> <p>AA</p> |
| 6 | <b>Governor visits</b>  |  |

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|                                     | AA had previously circulated a list of dates and a request for governors to arrange monitoring meetings. This had been done. AA/RH to liaise over changing arrangements made for 12 <sup>th</sup> December.  | AA/RH         |
| 7                                   | <b>YCST update<br/>Personnel changes</b><br>John Wood is stepping down as Headteacher of St Aidan's and CEO of YCST at the end of the academic year. Jane Goodwin (formerly in HR at NYCC) has taken up post as Chief Operating Officer.   |               |
| 8                                   | <b>Policies:</b><br>The following policies had been circulated beforehand and were reviewed and approved: <ul style="list-style-type: none"> <li>• Child Protection</li> <li>• RPI</li> <li>• First Aid</li> </ul> AA advised that YCST has produced a master policy schedule and Mary Boyd is reviewing and re-formatting existing policies.  |               |
| 9                                   | <b>Governor training</b><br>TS was asked to circulate details of governor training available through YCST.   | TS            |
| 10                                  | <b>Further items determined for discussion at agenda Item 1: None</b><br>AA was asked to circulate details of Christmas activities.  | AA            |
| 11                                  | <b>Details of next meeting:</b><br>Thursday 10 <sup>th</sup> January 2018, 6pm at ASKO<br><br>This will be the first meeting of the joint governing body of the Fellowship of All Saints Kirkby Overblow and North Rigton CofE Primary schools.  |               |
| 12                                  | <b>What impact have we had today on the achievement and wellbeing of pupils and staff in our school?</b><br>It was agreed to re-word this item in future as follows: What impact have we had <b>since the last meeting</b> on the achievement and wellbeing of pupils and staff in our school?<br>This term, governors have supported AA to achieve the ambitious target of a transition to a joint governing body by January 2019. The transition has been smooth and NR and ASKO governors have worked together for the good of a larger group of children and the communities in the 2 villages. JW thanked AA, LW and governors for the significant additional work involved and their attendance at extra meetings. | TS re agendas |
| <i>The meeting closed at 7.50pm</i> |  |               |