|  |  |  |
| --- | --- | --- |
|  | **THE FELLOWSHIP OF ALL SAINTS KIRKBY OVERBLOW AND NORTH RIGTON CHURCH OF ENGLAND PRIMARY SCHOOLS**  **Meeting of the Joint Governing Body**  **24 June 2020, 4.30pm, Online on Microsoft Teams** |  |
| **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:** Rosemary Hunt (RH) Chair; Julia Henry (JH), Vice Chair, ASKO; Mark Wilkinson (MW), Vice Chair NR, Rebecca Allen (RA); Huw Edwards (HE), Sophia Gardiner (SG); Emma Littlewood (EL); Joanne McCudden (JMc), Sophie Thompson (ST), Jo Williams (JW)  **Apologies:** Amber Andrews (AA), Headteacher  **Absent:** Revd Craig Marshall (CM)  **In attendance:** Jane Turner (JT), Headteacher Pannal Primary, Trudy Searle (TS), LA Clerking Service | |
| *The meeting opened at 4.40pm* | |
| **No** | **Item** |
| **1** | **Welcome**  The Chair opened the meeting with a special welcome to the new governors Joanne McCudden and Sophie Thompson, and Jane Turner the Headteacher of Pannal Primary.  The Chair advised that Amber Andrews was taking a period of leave and Jane Turner would be providing support to the Base Leaders in Amber’s absence. The Chair read out a letter to parents from Chris Burt advising them of these arrangements. The letter was being sent out the following day.  A governor asked if the governing body had done enough to support AA and SG assured governors that they had. |
| **2** | **Meeting administration:**  Apologies for absence: Apologies were received from Amber Andrews and these were consented to. Revd Marshall did not attend but it was thought he may not have had access to his new school email address. **ACTION: TS to contact Revd Marshall.**  Declaration of interests: None  Determination of any confidentiality matters: The Chair reminded everyone that the report for item 7 contained staff names and was therefore a confidential document.  Other Business: None |
| **3** | **Minutes of the meeting of the LGB held on 3.12.19:** The minutes were included with the meeting papers. These were agreed as a true record of the meeting for the Chair to sign and a copy filed in each school.  **Update on actions/matters arising which are not covered elsewhere on the agenda:**  4&9. Governor training  Request submitted for SEND training to YCST. RH&AA completed online safer recruitment training. All governor training on hold due to COVID 19.  5. Wellbeing survey  RA&SG confirmed the results had been shared with staff.  5&8 ICE visit forms & governor visits  Governors were reminded that ICE forms should be used when governor visits start again.  10. Policies  Policies are now standardised across school and Trust websites.  12. Working party to raise school profiles and pupil numbers  On hold due to COVID 19. |
| **4** | **Committees**  **Resources Committee 5.3.2020 & Budgets for 2020-23**  Minutes from the resources committee meeting were included with the meeting papers. These were noted. The Chair thanked MW, HE and Mary Boyd for their input to the 2020-23 budgets. MW provided a summary of the key points for each school’s budget:  North Rigton 2020-23 budget   * Income is steady. Drops off in year 3 due to projected pupil numbers but this is not unusual when forecasting so far ahead * Expenditure sees a natural rise due to the increase in staff salaries * Mary Boyd is doing a good job managing the general costs * Overall the closing balance is healthy with a projected surplus of £74k at the end of this year   All Saints 2020-23 budget   * The decline in pupil numbers is a challenge and there is an ongoing project to address this * Staffing costs are therefore high in terms of ration to pupil numbers * Mary Boyd is doing a good job managing the general costs * Year end forecasts are tight but the overall closing balance presents no immediate issues with a projected surplus of £85k at the end of this year * Moving forward the year end balances are declining due to the drop in pupil numbers   *Q. Has COVID 19 had an impact on budgets?*  *A. Income and expenditure have remained the same and no issues have been raised by Mary Boyd.*  *Q. Is the Trust looking into additional external funding for the potential costs of bringing all children back to school in September and the need for social distancing?*  *A. The Chair advised that AA has been looking into the options and there would be a cost involved.*  *JT advised that funding is available but in order to access these funds, any COVID related costs would have to take the budget into a deficit position.*  **School Development Committee**  The March school development committee was cancelled due to COVID 19. |
| **5** | **Headteacher’s Written Updates During Lockdown**  The Headteacher’s weekly updates to governors during lockdown were included with the meeting papers together with notes from update meetings between the Headteacher and the Chair. These were noted. The Chair thanked AA for keeping governors up to date and on behalf of AA thanked governors for letting the school get on and manage the situation.  The Chair said it was positive to note that both schools were using Tapestry to communicate with parents and that teachers were keeping in regular contact by email and telephone with families of children not taking part in online learning. The SENCO has also been keeping in touch with vulnerable families.  Governors thoughts and prayers are with Leanne Jackson on the loss of her brother.  An email has been received from North Rigton parents requesting online video lessons but this has not been practically possible.  *Q. What has been the approach with vulnerable families and recording any issues?*  *A. RA&SG confirmed there is regular contact with parents and the schools check in if there is no response. If a child is disengaged then an individual personalised plan is set up. All staff are aware of the procedure for any safeguarding concerns but there have been no issues to date in either school. Some children have struggled with mental wellbeing and in these cases online learning is stopped and families encouraged to focus on the importance of family time together.* |
| **6** | **Risk Assessments re Wider Opening of the Schools**  These were sent to governors on 18 May and included with the meeting papers to formally note. These were noted and the Chair thanked AA and Mary Boyd for the significant amount of work involved in creating and updating the documents. SG was also thanked for all her hard work in producing the information document for teachers.  *Q. What opportunity will there be for communication between parents and teachers now that parents are unable to come into school?*  *A. Parents are encouraged to email and call the office and are replies are made the same day. There is also plenty of opportunity to have informal chats outside and a governor confirmed that teachers are very present and accessible when children are dropped off and collected.* |
| **7** | **Headteacher’s update**  The Chair thanked RA&SG for their written report. RA highlighted that the decision had been made to outsource before and after school clubs at ASKO to Red Kite. Running the clubs in-house had been workable in the short-term but not sustainable as a long-term solution. ASKO children will attend the clubs at NR. Governors noted that this was a good opportunity for children from both schools to mix and for both schools to work together. No significant issues are anticipated for parents dropping off and collecting children.  *Q. A governor asked for clarification on the plans for the Base Leader role at ASKO.*  *A. SG will be Base Leader across both schools initially for one term. The ASKO role will be advertised before the October half term with a view to the successful candidate starting in the new year. The Year 3&4 teacher at ASKO is an interim appointment.* |
| **8** | **Budgets 2020-23**  Covered under item 4. |
| **9** | **YCST Update**  The Chair provided an update from the YCST Chairs meeting in April:   * Some schools experiencing problems keeping in contact with parents of vulnerable children – not an issue at ASKO&NR * Some concerns from parents at St Aidan’s with regard to GCSE and A level appeals * Governors annual conference has been cancelled. It is hoped it will take place in the autumn   JT provided an update from the weekly YCST Headteacher meetings:   * All schools are experiencing similar issues * AA has done an amazing job across both schools during lockdown * The Trust has provided excellent support and guidance to Headteachers * The Trust is absolutely committed to making sure the annual governance conference goes ahead   JT was thanked for stepping in to support both schools during AA’s absence. |
| **10** | **Governor Housekeeping**  Governor induction – JMc and ST were advised that EL is the governor with responsibility for governor induction and to contact her for further information.  Governor training – on hold due to COVID 19. |
| **11** | **Fellowship Policies for LGB Review and Approval**:  The following policy was due for review but was not available for the meeting:   * Fellowship Behaviour Policy   Carried forward to the next meeting. **ACTION: RH/TS**  **YCST Policies, Reviewed and Approved, LGB to Note**:   * YCST Child Protection Policy   This was noted.    Q. Who will be the deputy designated safeguarding lead in AA’s absence  A. JT advised that she was happy to take on the role and for her mobile phone number to be given to staff. **ACTION: RA&SG to advise all staff** |
| **12** | **Correspondence**  None. |
| **13** | **Further items determined for discussion at agenda Item 2:**  None.  *Q. What provision has been made for new starters in September?*  *A. All parents have been contacted and asked if they’re happy to be added to Tapestry and receive personalised messages. Currently looking into staggered start times.* |
| **14** | **Meeting dates for 2020-21**  The following dates were agreed:  LGB1:                Thursday 24 September, 6pm  Res Ctee:           Tuesday 10 November, 4pm  SD Ctee:            Wednesday 18 November, 2pm  LGB2:                Tuesday 1 December, 6pm  Res Ctee:           Wednesday 3 March, 4pm  SD Ctee:            Thursday 18 March, 2pm  LGB3:                Wednesday 24 March, 6pm  Res Ctee:           Wednesday 12 May, 4pm  SD Ctee:            Wednesday 9 June, 2pm  LGB4:                Wednesday 23 June, 6pm  LGB5:                Wednesday 14 July, 6pm  **Next Meeting : Wednesday 15 July 4.30pm**  **Additional pre-September meeting: Wednesday 26 August, 4.30pm**  **Both meetings will be clerked.** |
| **14** | **What impact have we had since the last meeting on the achievement and wellbeing of pupils and staff in our schools?**   * Both schools have opened as fully as needed * Neither school has been affected by AA’s absence which is a reflection of her excellent planning and organisation   On behalf of governors, the Chair asked for staff to be thanked for all they had to done to set up on line learning and prepare the schools to welcome children back. **ACTION: RA&SG**  Governors unanimously thanked the Chair for her significant efforts in supporting AA and staff during lockdown. |

The meeting closed at 6pm