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|  | **THE FELLOWSHIP OF ALL SAINTS KIRKBY OVERBLOW AND NORTH RIGTON CHURCH OF ENGLAND PRIMARY SCHOOLS**  **Meeting of the Joint Governing Body**  **2 September 2020, 4.30pm, Online on Microsoft Teams** |  |
| **MINUTES** | | |

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| **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 (AA), Headteacher, Rosemary Hunt (RH) Chair; Julia Henry (JH), Vice Chair, ASKO; Mark Wilkinson (MW), Vice Chair NR, Huw Edwards (HE), Sophia Gardiner (SG); Joanne McCudden (JMc)  **Apologies:** Emma Littlewood (EL); Jo Williams (JW)  **Absent:** Revd Craig Marshall (CM), Sophie Thompson (ST)  **In attendance:** Trudy Searle (TS), LA Clerking Service | |
| *The meeting opened at 4.30pm* | |
| **No** | **Item** |
| **1** | **Welcome**  RH opened the meeting with a special welcome back to AA.  Apologies were received from EL and JW. CM and ST were absent. All absences were consented to. |
| **2** | **Meeting administration:**  Declaration of interests: None  Determination of any confidentiality matters: None.  Other Business: AA advised of one additional item re admissions for 2022/23 - to be discussed under Item 6. |
| **3** | **Minutes of the meeting of the LGB held on 15.07.20:** The minutes were included with the meeting papers. These were agreed as a true record of the meeting for RH to sign and a copy filed in each school.  **Update on actions/matters arising which are not covered elsewhere on the agenda:**  All actions had been completed.  2020 guidance on Keeping Children Safe in Education and Base Leaders’ update.  RH reminded everyone to read. **Action: TS to resend the links and all governors to read.**  North Rigton Field  A governor asked for an update. AA advised this would be included in the Headteacher’s update.  Support from Jane Turner, Headteacher, Pannal Primary School  It was agreed RH would send a letter of thanks to Jane for her much appreciated support and advice last term. **Action: RH** |
| **4** | **Headteacher’s Verbal Update on Re-opening of the Schools**  Premises  ASKO building project  Work has been completed (new Headteacher’s office + smaller cloakroom for Y5&6 + cloakroom area for other year groups). The headteacher’s office is in a much better place in the middle of the school with easy access for children.  *Q. What will the old Headteacher’s office be used for?*  *A. PPA room for staff + breakout space for children + meeting room for visitors.*  *Q. How will safeguarding be maintained?*  *A. The door has a key-coded lock.*  *Q. How did the cost of the building work come out against budget?*  *A. This information wasn’t available - Mary Boyd has the details.*  NR building projects  Reception playground – the decking has been removed and replaced with artificial turf. Mary Boyd is dealing with a few snagging issues.  Changes to fencing and gates have been done. The new lease has been signed by JW and Mary Boyd will forward to the MAT. It was confirmed another 5 year term has been agreed.  Jane Goodwin had corresponded with RH and Mary Boyd about additional maintenance to verges and this had subsequently been agreed with Skeltons.  Health & Safety  Both schools have been well cleaned and sanitised ready for re-opening.  Staffing  ASKO  A TA has resigned. These hours will be coved by existing TAs.  North Rigton  A TA will be temporarily absent for family reasons. These hours will be covered by existing TAs.  All other staff returning to both schools. Good news that Mat Rodrigues is starting a 3-year educational degree and will continue working for the Fellowship (he will be absent from school for half a day a week).  September 2020 Reception Intake  ASKO =13  North Rigton =15  Government Guidance on Re-opening  The latest guidance was received the previous Friday evening. AA and SG had separately cross referenced this to the Fellowship’s re-opening plans. The significant changes apply to secondary schools. There may be a need to update the Fellowship’s risk assessment for the following:   * Self-isolation period (from 7 to 10 days) * Face coverings – AA could ask staff to wear outside the classroom if social distancing can’t be maintained * More detail has been provided about how to respond to an infection   Currently awaiting advice from the MAT and NYCC.  *Q.* *Stories in the press seem to suggest the whole school will have to close if 1 child has the virus. Is this correct?*  *A. No, each school is dealt with on a case by case basis with support and guidance from the new body replacing Public Health England.*    Catch-up funding + National Tutoring Programme  No information has been received as yet. When it is a plan will be drawn up and put in place.  *Q. Are you envisaging high levels of anxiety in children when they return?*  *A. There was no recognisable anxiety last term with those children who were eligible to return, apart from some of the older children. They just wanted to get back to a familiar routine.*  *Q. What plans are in place to address any anxiety amongst parents?*  *A. An email is going out to parents to reassure them that all has been done to make the schools safe.*  AA was asked to circulate the email to governors: **Action: AA**  Training day – Monday 7 September  The original plan was to have a joint day for ASKO & NR but due to COVID this has been replaced by a morning session at ASKO and an afternoon session at North Rigton. The focus will be on catching up and regrouping. Time has also been allowed to respond to any telephone calls from parents.  Child not returning  1 child at North Rigton won’t be in school for the first 2 weeks of term for genuine reasons. A remote education plan has been produced by the class teacher with support from SG.  Whole School Remote Education Plan  This is in development and should be in place by the end of September. The plan will be shared with governors. **Action: AA**  AA completed the update by saying that staff and buildings in both schools are absolutely prepared for re-opening the following week. Questions were invited from governors.  *Q. Has there been any indication that any parents won’t be sending their children back to school?*  *A. Not apart from the North Rigton child already mentioned above.*  RH asked AA&SG to pass on a big thank you on behalf of governors’ to all staff for all they have done to prepare both schools to re-open.  On a personal note, AA thanked governors for their support at the end of last term and especially to RH for the incredible support she gave. She also thanked Beccy Allen, Sophia Gardiner, Mary Boyd and all staff in both schools for stepping up and doing a great job in her absence. |
| **5** | **Correspondence**  None. |
| **6** | **Further items determined for discussion at agenda Item 2:**  Admissions for 2022/23  **Unanimous approval was given to a reception intake of 15 for each school in the 2022/23 academic year.**  *Q. Were there any children who didn’t get a place this term?*  *A. No.*  Governors agreed there needs to be a focus on increasing numbers further up the schools. Leaflet drops will be arranged for new housing estates in the catchment area when it is possible to do so. |
| **7** | **Date of next full governors’ meeting**  The next meeting will take place on:  **Thursday 24 September at 4.30pm on Microsoft Teams**  Committee meetings  A discussion was had about bringing the meetings forward. It was agreed to keep the dates previously agreed:  **Resources Committee: Tuesday 10 November at 4pm**  **Action: TS to ask Mary Boyd to provide the budget papers to committee members 2 weeks before the meeting.**  **School Development Committee: Wednesday 18 November at 2pm**  *Q. Will Ofsted be carrying out inspections next term?*  *A. No, these have been suspended until January 2021.*    RH suggested both committee meetings could be held in school with remote support from the clerk. AA advised that ASKO would be the best venue for both meetings as Red Kite will be using the Think Pod at North Rigton. Venue to confirmed nearer the time. |
| **8** | **What impact have we had since the last meeting on the achievement and wellbeing of pupils and staff in our schools?**  The main thing is that children are able to return to a safe environment. Governors are up to date with the latest safeguarding guidance and are very glad to have a very capable team in both schools.  Governors wished AA&SG all the best for the schools’ re-opening the following week. |

The meeting closed at 5.30pm