

**Embsay CofE (VC) Primary School
Meeting of the Governing Body held on
Tuesday 13 July 2021 at 5.30pm via Teams**

Minutes

Present: Matt Smales-Cresswell (Joint Chair) (Joined at 18:18); Fiona Prest (Headteacher); Helen Ralph (HR); Chris Atherton (CA) (Joined at 17:40); Rev. Tim Calow (TC); Jennifer Stearn (JS); Emma Smith (ES); Andrew Gash (AG); Rev. Marion Russell (MR); Steven Hudson (SH)

In attendance: Paul Baxter (Clerk)

Core Functions of a Governing Body:

- **Setting strategic direction.**
- **Holding the Headteacher to account for educational performance.**
- **Ensuring financial health, probity and value for money.**

No.	Item	Action
Part A – PROCEDURAL		
1	<p>Prayers – MR opened the meeting with a prayer.</p> <p>Welcome and apologies (FP in the Chair temporarily) Governors were advised that MSC and CA had sent notice that they might be delayed slightly due to work commitments. It was agreed that FP should take the Chair until MSC arrived. A warm welcome was extended to SH on his first meeting.</p> <p>No apologies were received from RH and her absence is non-consented.</p>	
2	<p>Confidentiality The Chair reminded all present of the confidential nature of all discussions.</p> <p>No item was identified as confidential to be withheld from the minutes available for public inspection.</p>	
3	<p>Declarations of interest No declarations were made.</p>	
4	<p>Urgent business items The Chair advised that there were a couple of additional items to be discussed under item 14 of the agenda regarding a consultation document that had been circulated to Governors and a request to support some training for a member of staff.</p>	
5	<p>Membership of Governing Body Update on Governor vacancies – it was confirmed that there is still a vacancy for a local authority governor.</p> <p>Update on vice-chair vacancy – Governors were reminded that this post has not yet been filled. The Clerk reminded Governors that elections for the post of Chair will take place at the first meeting in the new academic year and that it would be prudent for Governors to begin now to consider who would be best suited to fill that role. At the same time the position of vice-chair can be revisited.</p> <p>Skills Audit feedback – Still awaiting action from RH.</p>	

6	<p>Minutes of the last Governing Body meeting</p> <p>The minutes of the last meeting held on 20 May 2021 were approved without amendment. The Chair will sign the minutes for the record at the first available face to face meeting.</p> <p>There were no matters arising not covered elsewhere on the agenda.</p>	
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Part B – Finance and School Improvement

7	<p>Headteacher’s Report</p> <p>The Headteacher’s report had been circulated ahead of the meeting. The Headteacher highlighted the following key areas from the report:</p> <p>Budget – the financial reports continue to show that the school is in a healthy financial position with a slight increase in its carry forward position since the last meeting.</p> <p>Staffing – Governors were advised that, on top of the additional stress imposed by the changes to teaching arising from the pandemic, teachers are feeling increased tension as the end of term approaches. No-one wishes to start their summer break being required to self-isolate. This is not helped by parents failing to comply with either the Government’s or the school’s guidelines. Therefore, the school has gone back to being quite restrictive about who comes into school, and with the children’s transitional arrangements. The Headteacher provided a brief overview of those arrangements.</p> <p>Staffing is tight at the moment with some staff having to isolate but the school is coping.</p> <p>Interviews for new staff took place in June but not all posts have been filled. A further recruitment exercise will be held in September. A member of staff has requested a reduction in hours. Governors discussed and were unanimous in their approval for this.</p> <p>Assessment – It had been decided by teachers before Easter what areas were critical to catch up with this year and they concentrated on those, so assessment has been complex. It was decided not to take part in NYCC Yr 6 moderation this year and the Headteacher explained the reasons underlying that decision. Governors were advised that the data in the Headteacher’s report was from May with some slight adjustments. The Headteacher provided an overview of the change from Target Tracker to Scholar Pack and why it had been decided to change.</p> <p>Governor question: Is the DfE suggesting any adjustments to the curriculum be made? – The Headteacher advised that there had been no directions to make changes to date.</p> <p>Governors were given a brief update on progress of children in the foundation classes.</p> <p>Governor question: How are the children who leave to go to secondary school being transitioned this year? – The Headteacher advised that all secondary schools organise their own transitional arrangements but generally there were no in person visits this year. Most were using Zoom to introduce students to the school, and some will be making arrangements for some interactions over the summer break.</p> <p>Governor question: Is the school making use of the national tutoring programme to help those children who have been identified as a little bit behind expectations? – The Headteacher advised that she has contacted a couple of the recommended organisations about what might be provided and how. Governors were informed of the</p>	
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	<p>difficulties for the school around any bought in additional tutoring whilst bubbles exist and given that children should not miss core lessons. It makes it very difficult to organise and it would be preferable to recruit an additional member of staff. Generally, schools have found that it is not the magic fix it was touted to be.</p> <p>Premises - A separate report regarding ongoing projects had been circulated and the Headteacher briefly took Governors through this. Governors were advised that there would be a slight overspend from forecast and asked to approve the additional expenditure. Governors unanimously approved the additional spending.</p>	
8	<p>School Improvement Plan</p> <p>A copy of the updated SIP had been circulated ahead of the meeting. Governors were advised that there were a few slight changes and that the school had done all it was able to do under the circumstances this year. Governors confirmed that they were content with the format of the SIP for next year.</p>	
9	<p>Changes to Reception Statutory Framework</p> <p>A copy of the Early Years Foundation Stage Framework consultation document on proposed changes had been circulated to Governors before the meeting. The Headteacher had been asked by a Governor to explain the proposed changes and if they would significantly impact the school.</p> <p>The Headteacher provided a brief overview of the current framework against the changes being proposed. She confirmed that they would have a very limited impact on the school and its early years curriculum and would be largely positive.</p>	
10	<p>Governor Matters</p> <ul style="list-style-type: none"> • Chairs' Report – the Chair apologised that there was no update this meeting. The Headteacher reminded Governors that the annual report from the Governing Body is due at the start of next year. • Link Governor feedback – there was no feedback to report. 	
11	<p>Health and Safety Update</p> <p>Governors were advised that there was nothing to report.</p> <p>Governors were further advised that there would be some safeguarding training in January 2022 for staff carried out jointly with two other schools. Governors were welcome to attend.</p> <p>A Governor advised that he had attended some training on the single central record and would upload the slides to Sharepoint.</p>	
12	<p>Policies to be adopted:</p> <p>Subject to a couple of small amendments, the following policies were approved for adoption:</p> <p>Reference Policy Governors' Allowances Reorganisation, Redundancy and Redeployment</p>	
13	<p>Governors' correspondence received or sent</p> <p>None.</p> <p>Governors discussed sending a letter to staff and parents from the Governing Body. It was agreed that the Chair would circulate a draft.</p>	
14	<p>Other urgent matters</p>	

	<p>The Headteacher, separate from the other meeting papers, had circulated a consultation document to Governors to seek feedback and approval to changes she proposed to introduce to school from September in anticipation of a return to pre-covid normality. She was particularly keen to hear back from those Governors with children at the school as the changes would affect them more.</p> <p>The Headteacher went through the document and opened for discussion each of the changes which included the following areas:</p> <p>Staggered start. Finishing time. Play time. Collective worship. Parent consultations.</p> <p>Governors discussed the proposals at length and provided some feedback.</p> <p>The Headteacher advised that she had one other matter to bring before the Governing Body. A member of staff has put forward a business case for undertaking some specialist training on science. In addition to training time there is a cost of around £2,000 which, provided she completes the training, will be refunded through a bursary. Governors were asked to approve the expenditure. Governors discussed and were unanimous in their support for the training and fully approved the expenditure.</p>	
15	<p>Meeting dates for 2021/22</p> <p>The following dates were agreed for the Full Governing Body meetings during the next academic year:</p> <p>14 October 2021 9 December 2021 10 February 2022 24 March 2022 25 May 2022 14 July 2022</p> <p>All at 5:30 p.m.</p>	
15	<p>How have we helped to achieve our objectives today and how has this meeting impacted on the welfare and progress of our pupils? How has this linked with our vision enabling children to achieve life in all its fullness?</p> <ul style="list-style-type: none"> ○ Governors reviewed the assessment process for next year and the plans being developed to support the children in attaining their potential as they return after the summer following two very disrupted years. ○ Governors approved the cost of sending a teacher on a science training course to bring sciences back into focus for the benefit of the children. 	
16	<p>Close of meeting The Chair declared the meeting closed at 19:19.</p>	

Signed:

Dated: