



**Embsay C of E (VC) Primary School
Meeting of the Governing Body to be held on
Thursday 24 March 2022 at 5.30pm**

Minutes (Confidential item removed)

Note: In the absence of a clerk for this meeting, these minutes have been compiled from a recording made during the meeting. All those present gave their consent to the meeting being recorded.

Present: Matt Smales-Cresswell (Chair); Fiona Prest (Headteacher); Rev. Tim Calow (TC); Chris Atherton (CA); Jennifer Stearn (JS); Andrew Gash (AG)(arrived some 30 minutes after the start); Helen Ralph (HR);

Apologies: Steven Hudson (SH); Rev. Marion Russell (MR); Rachael Higgins (RH); Emma Smith (ES)

In attendance: Shirley Chapman (Office Manager); Val Berry (Bursar)

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 – HR opened the meeting with a prayer.</p> <p>Welcome The Chair welcomed all to the meeting.</p>	
2.	<p>Apologies Apologies were received from Steven Hudson, Marion Russell, Rachael Higgins and Emma Smith, all of which were accepted, and the absences consented to.</p>	
3.	<p>Confidentiality The Chair reminded all present of the confidential nature of all discussions.</p> <p>It was resolved that discussions on staffing matters discussed under item 10, Headteacher’s Report, is confidential and should be excluded from the minutes available for public inspection.</p>	
4.	<p>Declarations of interest No declarations were made.</p>	
5.	<p>Urgent business items previously notified The Chair advised that he had received notice of the following matters to be discussed under item 17</p> <ul style="list-style-type: none"> • Diocese re HT PM • Safer recruitment training • Telephone system 	
6.	<p>Membership of Governing Body</p>	

	<p>Update on LA vacancy – The chair advised that there had been no movement on filling this vacancy since the last meeting.</p> <p>It was noted that Helen Ralph’s reappointment as a foundation governor has now been confirmed by the Diocese.</p>	
7.	<p>Minutes</p> <p>The minutes of the meeting held on 10 February 2022 were approved without amendment.</p> <p>Matters arising not covered elsewhere on the agenda: Item 7 - CA to draft letter to parents – It was confirmed that this had been completed.</p>	

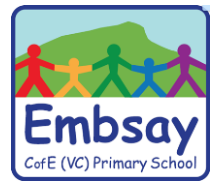
Part B – Finance & Resources

8.	<p>Budget Monitoring Report</p> <p>The Budget Monitoring Report and Summary to end of February had been circulated ahead of the meeting. The Bursar took Governors through the report highlighting where there are variances from the revised forecasts and providing explanations as necessary.</p> <p>There were no questions from Governors.</p>	
9.	<p>Start budget for Approval</p> <p>A copy of the Draft Start Budget and Summary had been circulated ahead of the meeting. The Bursar provided an overview of the Draft Start Budget using the Summary and explained that the finalised version will be ready for May’s meeting when it will need to be approved for submission. It was explained that there are various adjustments still to made before the final version can be submitted, particularly around staff costs, maintenance of the premises and the staff absence scheme. Governors discussed and sought clarification of some of the assumptions made.</p> <p>Governors were also advised about the change of telecom provisions, moving from the current landlines to cloud based/VOIP systems and the research that has been undertaken on this. Governors were given an overview of two quotes received, the issues, potential solutions, and the costs. Governors discussed and clarified some areas and unanimously agreed that the school should go ahead with the favoured contract with Time Communication.</p> <p>The Headteacher highlighted progress on ITC with Blue Box and the agreed rolling programme for the replacement of various IT equipment throughout the school. There is an amount included in the forecast budget to cover this and the Bursar explained how this is to be funded. Governors discussed and asked questions to clarify the position going forward and were fully supportive of the proposals.</p> <p>Governor question: Is there any change in the school meal contract, will prices be increasing? – The Headteacher confirmed that there has been no notification of any change to the price of school meals to date.</p> <p>Val Berry and Shirley Chapman left the meeting.</p>	

Part C – School Improvement

10.	<p>Headteacher’s Report</p> <p>A copy of the Headteacher’s report was circulated ahead of the meeting. The Headteacher highlighted the following key areas:</p> <p><u>Staffing:</u> <i>The following item is deemed confidential and not to be included in the minutes available for public inspection.</i></p> <p><u>SIAMS & SIP:</u> Governors confirmed attendance at several training events which will cover SIAMS, curriculum planning and a review of governance.</p> <p><u>Safeguarding:</u> A review of CPOMS has been carried out with some training from the company who developed the software given. This should improve the provision of data for Governors on safeguarding incidents and help with the monitoring.</p> <p><u>Single Equality Scheme:</u> The Headteacher updated her report to advise of some additional training to take place and that the Yr4 linking project will not now be restarting.</p> <p><u>Parental & Community Involvement:</u> The Headteacher provided some feedback on the Kanga sports mornings. Governors feedback comments from parents.</p> <p><u>New Website:</u> The Headteacher thanked the Governor who had assisted in getting this project completed.</p> <p><u>Health & Safety:</u> The Headteacher updated Governors regarding the hot water boiler. Governors discussed concerns on the monitoring of the boiler previously and other issues and were advised that the matter has been referred to NYCC.</p>	
11.	<p>SIP/SIAMS</p> <p>The Headteacher confirmed that there were no changes to the SIP to update Governors on. A Governor asked which link governor visits have taken place. The Headteacher advised that computing, maths, RE, English have been done. Governors were reminded of the importance of carrying out link visits and providing feedback by way of report, proformas for which can be found on Sharepoint.</p> <p>Governors were again reminded of the requirement to read KCSIE and to let the school know when this has been done.</p>	
12.	<p>Governor Action Plan – update 2021/22</p> <p>Governor Report to Parents</p> <p>The Chair confirmed that the report is still outstanding. The Headteacher will resend the report for him to complete.</p>	
13.	<p>Reports of:</p> <p>Governor Training/Feedback from courses – CA advised that he has been on a greener governance course looking at sustainability within the governance of schools. He provided some feedback on this.</p>	

	The Headteacher raised the issue that some of the logo/badges that the school has used in the past have expired and there is a cost to renewing them in some cases. Governors discussed.	
14.	Health and Safety Update The Headteacher updated Governors on a parental concern regarding hand sanitiser. More information is documented in the confidential minutes.	
15.	Policies The following policies were unanimously adopted subject to clarifications from Governors: Working at heights Single Equality Scheme Lettings Charges and Remissions Resolving Issues at Work Information Security Pupils and Parents Privacy notice Employee Privacy notice Information Policy Information Security Incident Reporting Policy ECT It was agreed that school drafted policies would be revisited to ensure consistency of format and that they are being properly reviewed.	
16.	To note any governors' correspondence received or sent The Chair advised that he had received an email from a parent who has expressed concern that children were being tested for covid whilst away on a residential trip. It was confirmed that was because a child had been ill and had tested positive for covid whilst away. The Chair will draft a response to the parent and asked for Governors to proofread that response before it is sent.	
17.	Any other urgent matters previously notified to the Chair under item 5 above. Diocese re HT PM - Safer recruitment training – covered under item 10 Telephone system – covered under item 9.	
18.	Next Meeting Date: 25 May 2022 (Curriculum) to start at 5:30 p.m.	
19.	How have we helped to achieve our objectives today and how has this meeting impacted on the welfare and progress of our pupils? <ul style="list-style-type: none"> ○ Governors reviewed and agreed the draft Start Budget. ○ Governors discussed the Health and Safety issues. ○ Governors agreed to attend for Link Governor visits. 	
20.	Close of meeting The Chair declared the meeting closed at around 19:30.	



Signed: Dated: