



**Embsay C of E (VC) Primary School
Meeting of the Governing Body held on
Wednesday 25 May 2022 at 5.30pm**

MINUTES (Confidential item removed)

Present: Fiona Prest (Headteacher); Rev. Tim Calow (TC); Chris Atherton (CA) (Acting Chair); Jennifer Stearn (JS); Helen Ralph (HR); Steven Hudson (SH); Rev. Marion Russell (MR); Rachael Higgins (RH) (Arrived 18:08); Emma Smith (ES)

Apologies: Matt Smales-Cresswell

In attendance: Paul Baxter (Clerk); 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 – MR opened the meeting with a prayer.</p> <p>Welcome The acting Chair welcomed all to the meeting.</p>	
2.	<p>Apologies Consented apologies were received from Matt Smales-Cresswell who was unable to attend because of work commitments. Governors were advised that RH and AG had sent notice that they would arrive late.</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 12, 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 acting Chair advised that he had received no additional items to be discussed under AOB.</p>	
6.	<p>Membership of Governing Body</p> <ul style="list-style-type: none"> ○ Update on LA vacancy - There has been no progress on this since the last meeting. 	
7.	<p>Minutes</p>	

	<p>The minutes of the meeting held on 24 March 2022 were approved without amendment. The acting Chair signed a copy of the minutes for the record.</p> <p>Matters arising not covered elsewhere on the agenda: There were no matters arising.</p>	
--	--	--

Part B – Finance

8.	<p>2022/21 Outturn Statement</p> <p>A copy of the Outturn Statement and Summary to March 2022 had been circulated ahead of the meeting. The Bursar took Governors through the Summary and explained the key variances and contingencies from the forecast Budget.</p> <p>A Governor asked about provision for a replacement boiler and was advised that the cost would be capped at our capital allowance for the year. There were no further questions from Governors.</p>	
9.	<p>Start budget for Approval</p> <p>A copy of the Start Budget and Summary had been circulated ahead of the meeting. The Bursar took Governors through the Summary highlighting the assumptions that have been made in the preparation of the Budget and where it is likely there will be some further adjustments necessary when potential variables have been firmed up. This includes staffing costs and pupil numbers. Governors were advised that the Budget is of necessity pessimistic, but the outturn is likely to be better than forecast. The assumptions are, however, acceptable for the Budget to be recommended for submission to NYCC.</p> <p>Governors unanimously approved the Budget for submission.</p>	
10.	<p>School Fund accounts for approval</p> <p>This item was carried forward to the next meeting.</p>	
11.	<p>Saving Creation - Diocesan Carbon Net Zero strategy</p> <p>A paper issued by Leeds Diocese titled Saving Creation had been circulated to Governors with other papers for the meeting. The Headteacher explained to Governors her understanding of the proposed project. Governors were invited to consider whether the school should take part in the project and, if so, whether, in addition to the cost neutral actions that could be taken to reduce the school's carbon footprint, the school should take more positive actions which will require expenditure.</p> <p>The acting Chair gave feedback to Governors on some of the points from his recent training on green governance in schools.</p> <p>The Headteacher advised that the pupils are keen to be involved. The Diocese has put forward details of an organisation which effectively rents school roof space for solar panels. In response to questions from Governors it was confirmed that the school would purchase its energy from the provider at a reduced cost. Any surplus need would be purchased from the regular energy supplier. It was also confirmed that this is not something being actively supported by NYCC at the moment.</p>	

	<p>Governors discussed at length the proposals and the benefits and issues with solar Panel installation. Other suggestions were also put forward. It was agreed that the provider should be asked to provide a cost benefit analysis for Governors to consider. It was also suggested that Governors in other schools be consulted on what actions they have taken to reduce their schools' carbon footprints.</p> <p>It was agreed that a working group be set up to support the Headteacher in this, CA, ES and SH volunteered. The Headteacher is to receive further training from the Diocese in June. It was also noted that sustainability will be an area visited by Ofsted during inspections in the future and it would be good practice for Link Governors to review sustainability as part of their monitoring visits.</p>	
--	--	--

Part C – School Improvement

12.	<p>Headteacher's Report</p> <p>The Headteacher's report was circulated with the other papers for the meeting. The Headteacher took Governors through the report and highlighted/updated the following areas:</p> <p><u>Recruitment & Staffing</u> – <i>This item is deemed confidential and to be excluded from the minutes available for public inspection.</i></p> <p><u>Collective Worship Training</u> – Governors were given feedback on how the training had been received. Five Governors had attended, and it was felt that it had been very useful, particularly in understanding what SIAMS inspectors will be looking for. The school will be advised at the end of the academic year if it is to be inspected in the next year.</p> <p><u>SIP</u> – A copy of the updated SIP had been circulated. The SIA would be attending on 27 May. The Diocesan Governance review has been rescheduled for 12 July. Governors were encouraged to attend and to let the Headteacher know if they are going to.</p> <p>Governors discussed the use of values based financial education resources from a company called Life Savers and asked the Headteacher to clarify some areas.</p> <p>The head teacher has signed up for 6 sessions with Education Endowment Foundation's Research Schools Network designed to support the approach to educational recovery, school improvement and planning for the next academic year. The Headteacher provided an overview of the support and what is hoped will be achieved through it.</p> <p><u>Assessments</u> – Governors were advised that although there is still some way to go, the assessments carried out before Easter have shown that the children are making good progress. Governors noted that the Yr6 results show a drop across the board. The Headteacher advised on the underlying reasons for this and cautioned that a different scheme of assessment was being used than had been previously. Governors discussed and sought additional clarification on some points.</p> <p><u>Recovery Plans</u> – Governors were advised that a further source of funding was being considered for this. The Headteacher explained the new scheme and how the school might benefit.</p>	
-----	--	--

	<p><u>Premises</u> – Governors were advised that there appears to be an issue with some of the roof tiles which are crumbling. The cost to repair will be some £40,000 so it will not happen this year. NYCC is being consulted to ascertain if it is covered under the Capital Programme.</p> <p><u>Curriculum</u> – The Headteacher noted that there have not been any Link Governor monitoring visits during this half term. Governors were reminded of the importance of such visits and encouraged to arrange them through the Headteacher.</p>	
13.	<p>SIAMS Included under the Headteacher’s report.</p>	
14.	<p>Governor Action Plan – update 2021/22 Governors were advised that this is still being finalised.</p>	
15.	<p>Reports of: Governor visits/ monitoring Governor Training Feedback from courses</p> <p>These areas were covered in other items above.</p>	
16.	<p>Health and Safety Update The H&S inspector had visited recently. There were no issues raised.</p> <p>The Headteacher advised Governors that the NYCC agreement for caretaking doesn’t cover a replacement keyholder when the caretaker is on leave. Governors were asked if someone would volunteer to act as a keyholder at these times. ES and HR offered to cover the half term break between them.</p> <p>Governors received an update on the caretaking services.</p>	
17.	<p>Any Policies to be adopted (or discussed): The following policies were discussed and reviewed by the Governing Body and approved for adoption subject to any proposed changes:</p> <ul style="list-style-type: none"> ○ Complaints – approved subject to increasing the number of days in which the Complaints Appeal Panel must respond to the complainant after reaching its decision to 20 school days from the current 5. ○ Flexible Working ○ Volunteers ○ Governor Visits <p>Governors also reviewed the following draft policies and provided some feedback to the Headteacher. Subject to that feedback and suggested changes, these policies were approved.</p> <ul style="list-style-type: none"> ○ Draft RSE ○ Draft Mental Health and Emotional Wellbeing 	
18.	<p>To note any governors’ correspondence received or sent Governors were asked to note that the Clerk had received an appeal against the outcome of a Stage 1 complaint.</p>	

19.	Any other urgent matters previously notified to the Chair under item 5 above. No other busines for discussion was identified.	
20.	Next Meeting Date: 14 July 2022 (School Improvement) to start at 5:30 p.m.	
21.	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 approved the Start Budget for submission. ○ Governors discussed how the school could move towards a carbon zero policy. ○ Governors have approved new policies covering RSE and mental and emotional wellbeing. 	
22.	Close of meeting The Chair declared the meeting closed at 19:12.	

Signed:

Dated: