

**Embsay CofE (VC) Primary School
Meeting of the Governing Body held on
Thursday 25th May 2023 at 5:30pm in the school**

Minutes

Present: Fiona Prest (Headteacher); Chris Atherton (CA); Rev. Marion Russell (MR); Emma Smith (ES), Matt Smales-Cresswell (MSC), Jennifer Stearn (JS); Helen Ralph (HR), John Wild (JW).

Jennifer Stearn (JS) left the meeting at 7pm.

Apologies: Steven Hudson (SH), Rev. Tim Calow (TC)

In attendance: Sallie Wareham (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>Welcome The chair opened the meeting of Embsay C.E (V.E) School Governing Body at 5:30pm on 25th May 2023. The chair welcomed all to the meeting.</p> <p>Apologies Consented apologies were received from Steve Hudson and Tim Calow</p>	
2.	<p>Confidentiality The chair reminded all present of the confidential nature of all discussions.</p> <p>It was agreed that item 4, 7,9, 17 would be recorded in the confidential minutes.</p>	
3.	<p>Declarations of interest No declarations were made.</p>	
4.	<p>Urgent business items previously notified to the Chair This agenda item has been recorded in the confidential minutes</p>	
5.	<p>Membership of Governing Body <i>Having declared an interest in the next item, JW withdrew from the meeting.</i> The governors have received an expression of interest from a potential new governor and after discussion, CA nominated John Wild as a co-opted governor. This nomination was seconded by HR. All governors present approved the appointment by show of hands. John Wild is duly co-opted as a governor for a four-year term.</p> <p><i>JW re-joined the meeting</i></p> <p>There is now one vacancy for a co-opted governor and one for an LA governor. ES has created a social media post on the village Facebook page to advertise the vacancies, this was shared at the meeting and the wording approved.</p>	HT

	<p>Governors considered how best to include a potential associate governor during the next academic year. It was agreed that he would be invited to attend the December meeting of full governors.</p> <p>JS has signed the Code of Conduct acceptance and declared a nil return for gifts, hospitalities, and personal and pecuniary interests.</p>	
6.	<p>Minutes The minutes of the meeting held on 23rd March 2023 were approved.</p> <p>Matters arising not covered elsewhere on the agenda:</p> <p>Key holding arrangements worked well during the Easter Break, there were no alarm call outs. Governors discussed arrangements for the forthcoming holiday. HR and Deputy head will be on call to attend if necessary. Details will be confirmed with the alarm company. MR available to attend as a second person if necessary.</p>	HT to update the contact details held by alarm monitoring company
7.	<p>Complaint recommendations: This agenda item has been recorded in the confidential minutes.</p>	

Part B – School Improvement

8.	<p>Finance Governors received the Outturn summary and the draft start budget for 2023. There has been a slight variance in income and expenditure since the last monitoring was scrutinised. The governors noted that the end of year position confirmed a surplus position which is greater than the predicted outturn at the start of the financial year. The reasons for the slight difference are due to savings on premises costs and energy. Some areas of saving relate to maintenance tasks, which still need to be completed, so the expenditure is simply deferred to the next accounting period. After discussion, the budget was approved.</p> <p>The HT confirmed that the School fund has been balanced for the year end and governors noted this. The School fund includes donations to the school and PTA funds.</p>	
9.	<p>Headteacher's Report A copy of the Headteacher's report had been circulated ahead of the meeting.</p> <p>The safeguarding review generated a list of minor actions which will be produced as a report for governors for the next meeting.</p> <p>The remainder of this agenda item is recorded in the confidential minutes.</p>	HT
10.	<p>SIAMS/SIP <u>Environmental Awareness:</u> Governors were pleased to note the expansion of environmental consciousness across the school. Simple but effective examples were given to demonstrate this.</p> <p><u>Parental Questionnaire:</u> CA will report final findings after half term. It was agreed that reporting the outcomes to parents is an important aspect of gathering their views. This will be done in due course.</p>	CA

	It was agreed that in the summer term a further parental questionnaire would be sent out to elicit general feedback about the school. The HT will draft questions and circulate for governor approval.	HT & ALL
11.	<p>Academisation Collaborative Learning Trust have presented to governors and staff. Governors have all been provided with a feedback form and asked to complete it as soon as possible in response to all presentations. At present Yorkshire Causeway appears to be the most suitable partner based on the level of support it can offer. The next steps are to visit some schools within the Yorkshire Causeway MAT and ask any questions raised on the feedback forms.</p>	<p>All</p> <p>HT & CA</p>
12.	<p>Governor Report to Parents HT to draft a report in September 2023 as an overview of 2022/23.</p>	HT
13	<p>Health and Safety Update There were no updates to report.</p>	
14.	<p>Reports of Governor visits and training: CA has completed a visit with a math focus. CA has completed a visit with a safeguarding focus, joining the school improvement partner. MR has completed a visit with a SEN focus. HR has completed a visit with a science focus.</p> <p>Governors were invited to attend virtual governor school improvement training on 4th July 6pm – 8pm</p>	
15.	<p>Any Policies to be adopted: After discussion governors agreed to carry forward the review of the Learning and teaching policy until Autumn.</p> <p>After discussion governors agreed to carry forward the Complaints policy at the next meeting.</p> <p>Governors considered again the Recruitment and Selection policy and were disappointed that NYC had not been able to offer any additional clarity on the new requirements on school staff to undertake online checks on shortlisted applicants for vacancies. It was agreed that the policy would include wording to the effect that staff would use google to search on the name of the applicant and spend no more than 10 minutes on research. If any material was found during the search, this would be raised during interview. Governors agreed that this should be reviewed after the next round of recruitment.</p>	<p>HT</p> <p>HT</p> <p>HT</p>
16.	<p>To note any governors' correspondence received or sent. None</p>	
17.	<p>Any other urgent matters previously notified to the Chair under item 4 above. This agenda item has been recorded in the confidential minutes.</p>	
17.	<p>Meeting Dates 2023: Governors are all warmly invited to a year six performance of The Tempest with the Off-Grid Shakespeare Co. on 13th July at South Craven School.</p> <p>Full Governors to be held on Tuesday 18th July 2023 at 5:30 p.m Meeting dates for the next academic year were proposed as follows: October 12th December 7th</p>	

	January 25 th March 14 th May 9 th July 18 th All at 5:30 p.m	
16.	<p>How have we helped to achieve our objectives today and how has this meeting impacted on the welfare and progress of our pupils?</p> <ul style="list-style-type: none"> • Governors have renewed their commitment to staff quality, retention, and morale by supporting a staffing structure that meets the needs of every child. • Governors have approved a balanced budget for 2023/24, despite financial pressures. • Progress made towards strengthening board membership by agreeing proactive recruitment actions. 	
17.	<p>Close of meeting The acting Chair declared the meeting closed at 8pm</p>	

Signed:

Dated: