

**Embsay CofE (VC) Primary School
Meeting of the Governing Body held on
Thursday 13 October 2022 at 5.30pm in the school**

Minutes (Draft)

Present: Fiona Prest (Headteacher); Chris Atherton (CA) (Acting Chair); Emma Smith (ES); Andy Gash (AG) (arrived at 18:10); Rev. Tim Calow (TC); Steven Hudson (SH) *Joined remotely*; Helen Ralph (HR).

Apologies: Rachael Higgins (RH); Jennifer Stearn (JS); Rev. Marion Russell (MR); Matt Smales-Cresswell (MSC)

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>Prayers – CA opened the meeting of Embsay C.E (V.E) School Governing Body at 5.30pm on 13th October 2022. TC led an opening prayer.</p> <p>Welcome The acting chair welcomed all to the meeting. A new clerk has taken over from Paul Baxter. Sallie Wareham is an experienced clerk from the NYCC clerking team.</p> <p>Apologies Consented apologies were received from Rachael Higgins, Jennifer Stearn, Rev Marion Russell and Matt Smales-Cresswell.</p>	
2.	<p>Election of Chair and Vice Chair Helen Ralph nominated Matt Smales-Cresswell as Chairman. This nomination was seconded by Rev. Tim Calow. All governors present approved the appointment by show of hands. Matt Smales-Cresswell is duly elected Chairman for a one year term.</p> <p>The Vice-Chair position is a two year appointment and has one year remaining. Rachael Higgins has indicated that she wishes to step down as joint Vice Chair. Chris Atherton will remain as Vice-Chair until the first meeting of the next academic year.</p>	
3.	<p>Confidentiality The acting chair reminded all present of the confidential nature of all discussions.</p> <p>It was agreed that part of item 9, Headteachers Report, would be recorded in the confidential minutes.</p>	
4.	<p>Declarations of interest No declarations were made.</p>	
5.	<p>Urgent business items previously notified to the Chair None</p>	

6.	<p>Governor Compliance</p> <ul style="list-style-type: none"> • NGA Code of Conduct re-issued to all Governors in advance of the meeting and accepted by all present. All acceptances were recorded by the Clerk. Clerk to follow up with RH, MR, JS and MSC at the next meeting. • Scheme of delegation to headteacher was considered. Governors approved the delegated spending limits for the Headteacher. • Governors appointed SH, MSC and HR to the Headteacher performance management committee. A provisional date has been set for this meeting of 11th November 2022. • Declaration of business and personal interests were made by all governors present at the meeting. Clerk to follow up with RH, MR, JS and MSC at the next meeting. • Annual declaration of gifts and hospitality for year 2021/22 was made in person by those present. The Chair has recorded a nil return for the file. • The Complaints committee membership will consist of 3 members. The existing reciprocal arrangements with Cononley and Water Street Schools to provide impartial governors from their board will continue. • The volunteer Privacy notice was re-issued to all Governors in advance of the meeting and is available on Sharepoint. • Governors agreed to hold the following specific responsibilities: MR – SEN governor CA – Health and Safety governor AG – Safeguarding governor (MSC to shadow Andy given the importance of the role) <p>The need for regular monitoring was discussed and it was agreed that link governors would take on core subject responsibility and each Key Stage. It was agreed that a governor should be actively involved in the monitoring of the sustainability aspirations of the school.</p> <ul style="list-style-type: none"> • English – MSC • Maths – CA • Science – SH • R.E – TC • Reception – MR • KS1 – JS • KS2 – HR • Saving Creation/ Eco – SH/CA 	
7.	<p>Membership of Governing Body</p> <p>Update on LA Vacancy – In the absence of MSC the progress report on this item will be carried forward to the next meeting.</p>	MSC
8.	<p>Minutes</p> <p>The minutes of the meeting held on 14th July 2022 were approved. The HT identified that part of item 7 should be recorded confidentially. The clerk will make the necessary amendments and forward to school for signing.</p> <p>Matters arising not covered elsewhere on the agenda: None</p>	Clerk, HT and Chair

Part B – School Improvement

9.	<p>Headteacher’s Report</p> <p>A copy of the Headteacher’s report had been circulated ahead of the meeting.</p>	
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	<p>Governor question: Are there children who are away on a regular basis? A. We do not have this pattern with any children.</p> <p>Governor question: What happens if vulnerable pupils are absent? A.School has a policy of first day contact. This means that if <u>any</u> child is unexpectedly absent, a call home is made at 9.15am. If there is no answer and contact is not made during the morning a record is made of all attempts. School staff are well trained and confident to escalate to outside agencies if worried about a pupil or family. CPOMS and SIMS are used to record full details.</p> <p>Governor question: What are the guidelines for schools for authorising absences? A.The DfE have issued new guidance this term regarding the importance of attendance and that all schools must ensure it is a priority. The document “Working together to improve attendance” is available in the Sharepoint folder. Headteachers are asked to report to NYCC any pupil who is absent for 10 days without authorisation. This is usually for family holidays and the LA issue penalty notices in those circumstances. The HT informed the board that she will not authorise any absence request without exceptional circumstances being demonstrated.</p> <p>Governor question: How does this impact School? A.There is a disruption to a child’s learning when they miss school during term time. The rest of the class continue to progress and schools do not have resources to support children to catch up after an unauthorised absence.</p> <p>Governor question: How much is the fine? A.£60</p> <p>The HT reported that she had consulted with parents regarding the planned trips for the coming year, including residential opportunities for children. The financial pressures on parents will be significant in the coming months and early communication is important in order for parents to budget. It was noted that there are opportunities for children that are free of charge.</p> <p>CA confirmed that he has completed an audit of the school website and that it meets the standard set by the DfE.</p> <p>Academisation – The Headteacher advised that there is a desire from NYCC to accelerate academisations and that all schools to be part of a MAT or a stand alone academy by 2030. Governors agreed that they should increase their understanding before discussing further. With this in mind, governors have agreed to attend briefings by the Causeway Trust on 14th November at Sutton C.E School and by the diocese on 15th November. The diocese will present information from the Leeds Diocesan Learning Trust (LDLT).</p> <p>Governors agreed that a small working group would be appointed to undertake research necessary to guide discussions of the governing body. The group will comprise: HR, ES, FP and CA.</p>	
10.	<p>Safeguarding The school has renewed its subscription to SSS Learning Ltd. This online training package will be made available to governors.</p> <p>Governors have all been issued with the revised Keeping Children Safe in Education document. It was agreed that they would read it by 31st October and bring any questions to the HT.</p>	HT and All Governors

	<p>Designated Safeguarding Leads within school are Fiona Prest and Georgina Hodgson.</p> <p>Governor question: How can governors be reassured that the school’s safeguarding remains effective when supply staff are covering?</p> <p>A. Supply staff are sourced from an agency which has the highest standards of recruitment. Once in school they are provided with a warm welcome and tour. The introduction ALWAYS includes an overview of safeguarding roles and procedures within school. They are shown the safeguarding display board which acts as a reference point for the duration of their cover.</p> <p>Supply staff work with another known member of the staff team.</p> <p>Governor question: There are two policies for safeguarding. Is there an overlap?</p> <p>A. KCSIE and the School’s Child Protection policy do overlap and there is a requirement to double up on recording of some child protection concerns. The school records all concerns on CPOMS and there is a legal requirement for school to maintain a paper file for open child protection cases with social worker involvement.</p> <p>The headteacher asked that governors be particularly vigilant when monitoring and to think “it could happen here, it could happen anywhere”.</p>	
11.	<p>SIAMS/SIP</p> <p>The SIAMS inspection will not take place this year. It is thought that the visit will be in Autumn term 2023.</p> <p>SIP 2022/23 – The Headteacher asked for feedback on the document in terms of size and content. Governors agreed it was good to see so much details and the document would help governors with effective monitoring and scrutiny. Governors felt that it would be a useful tool to start probing conversations with staff.</p> <p>Governors will now be given ownership of areas within the SIP.</p> <p>Governor question: Will the SIP be reviewed?</p> <p>A. Yes, there are review points built into the operational plan. It is important to measure against milestones and review throughout the year.</p>	HT and Staff
12.	<p>Governor Report to Parents</p> <p>In the absence of MSC the progress report on this item will be carried forward to the next meeting.</p>	MSC
13.	<p>Health and Safety Update</p> <p>Premises – Some evidence of wear has been noted to the ceiling in the year 3 classroom.</p> <p>Governor question: Is there any risk to health and safety of the children?</p> <p>A. There is a risk and now we know we should take action.</p> <p>Governor question: Is there any scope to improve the insulation at the same time?</p> <p>A. This is a warm classroom but HT will ask the contractor before going ahead.</p> <p>After discussion and consideration of a quotation, the governors approved the scheme of work to replace the ceiling and the associated expenditure. HT will book the contractor in one of the school holiday periods to avoid disruption to learning.</p>	HT

14.	<p>Reports of: Governor visits/ monitoring – CA has visited this term Governor Training – NYCC training schedule was circulated to governors Feedback from courses – nothing to report It was agreed that MSC and CA would oversee the monitoring schedule and notes from governors to document and record visits.</p>	
15.	<p>Any Policies to be adopted: Some minor amendments were agreed upon to the wording and definitions but after discussion governors unanimously agreed to adopt the following policies:</p> <ul style="list-style-type: none"> • Admissions policy 2024-2025 • Developing performance • Capabilities • Business continuity and Disaster recovery • Code of Conduct for Staff • No smoking policy • SEN policy • SEN Information Report • Staff Pay policy • Health and Safety • Keeping children Safe in Education • Child Protection Policy and manual <p>Work is still ongoing to convert all policy documents to a universal format. CA will continue with this project</p>	<p style="text-align: center;">HT to publish the SEN Report on the website.</p> <p style="text-align: center;">CA</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 5 above.</p>	
18.	<p>Provisional Meeting Dates 2022/23:</p> <p><i>Monday 5th December 2022</i> <i>Thursday 9 February 2023</i> <i>Thursday 23 March 2023</i> <i>Thursday 25 May 2023</i> <i>Thursday 13 July 2023</i></p> <p><i>All at 5:30 p.m</i></p> <p>Diary dates: 3rd November 2022 7pm - Parents invited into school for presentation on the school vision and strategic plan. Governor attendance is welcome. 14th November 5.30pm – Briefing at Sutton C.E Primary from the Causeway trust. 15th November 6.00pm– Diocese briefing on academy conversion. 1st December – Safeguarding focused visit by Heather Russell (School Improvement Partner). Governors invited to join this visit and carry out pupil voice discussions with children. Timetable to follow. 13th December – Governance review with Lee Talbot from the Diocese.</p>	
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 are reassured that Safeguarding is effective at this school. • Appointment of link governors ensure monitoring is carried out 	

	<ul style="list-style-type: none"> Decision taken to replace the ceiling in yr 3, demonstrating a commitment to the Health and Safety of pupils and staff. 	
17.	<p>Close of meeting The acting Chair declared the meeting closed at 19:35.</p>	

Signed:

Dated: