

Embsay CofE (VC) Primary School
Meeting of the Governing Body held on
Thursday 9th February 2023 at 6:00pm in the school

Minutes (Draft)

Present: Fiona Prest (Headteacher); Chris Atherton (CA) (Acting Chair); Rev. Tim Calow (TC); Rev. Marion Russell (MR); Helen Ralph (HR), Emma Smith (ES), Steven Hudson (SH)

Apologies: Jennifer Stearn (JS); 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 6:30pm on 9th February 2023. MR led an opening prayer.</p> <p>Welcome The acting chair welcomed all to the meeting.</p> <p>Apologies Consented apologies were received from Jennifer Stearn and Matt Smales-Cresswell</p>	
2.	<p>Confidentiality The acting chair reminded all present of the confidential nature of all discussions.</p> <p>It was agreed that item 8, Headteachers Report, part of item 10, Academisation and item 12, Health & Safety, 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 The acting Chair informed the governing body members that he had received the resignation of Andy Gash. This will be included for discussion during item 5, together with an update on governor recruitment.</p>	
5.	<p>Membership of Governing Body Update on LA Vacancy – In the absence of MSC the progress report on this item will be carried forward to the next meeting.</p> <p>Governors have reluctantly accepted the resignation of AG. The entire board thanks Andy for his hard work and service.</p> <p>There are now two vacancies for co-opted governors. Governors to consider what skills are required within the governing body before recruiting for co-opted governors.</p>	<p style="text-align:center">MSC</p> <p style="text-align:center">ALL</p>

	<p>CA was appointed as governor with responsibility for monitoring Safeguarding. The named Safeguarding governor has an important role and the website and staff noticeboards will be updated with contact details for CA,</p> <p>The governors considered the re-appointment of MSC to the governing body following his confirmation that he wished to remain as a co-opted governor. HR nominated MSC, this nomination was seconded by CA. All governors present approved the appointment by show of hands. MSC is duly co-opted as a governor for a further four-year term.</p>	HT
6.	<p>Minutes The minutes of the meeting held on 5th December 2022 were approved.</p> <p>Matters arising not covered elsewhere on the agenda: The Headteacher thanked TC and SH for their confirmation that they had read and understood the updated KCSIE document. She reminded all other members that their responses are required as soon as possible.</p> <p>The documentation produced by Lee Talbot following the HT performance management has been issued and approved. There is a further review meeting scheduled for 24th February 2023 at 2:30pm</p>	<p>MSC, MR & JS</p> <p>HT, HR, SH & MSC</p>

Part B – School Improvement

7.	<p>Finance Finance: Governors received the December monitoring statements from Val Berry, Bursar.</p> <p>The school is in a strong financial position and currently the expected outturn is £2822 greater than at the previous monitoring point. This is due to slightly higher than expected income and slightly lower expenditure. The notable areas of saving were teaching staff costs, premises, and resources.</p> <p>Governors were pleased to receive some detail from NYCC on the extra money promised by the chancellor in the Autumn statement (2022). It is anticipated that an additional £29,500 will be included in the delegated school budget in April 2023. It was noted with some scepticism as the actual costs of the staff pay increase will be in the region of £55,000. This means the school's financial position needs to be kept under very careful review as current reserves will not last beyond the end of next financial year.</p>	
8.	<p>Headteacher's Report A copy of the Headteacher's report had been circulated ahead of the meeting.</p> <p>The questions, discussions and decisions from this agenda item are recorded in the confidential minutes.</p>	HT
9.	<p>SIAMS/SIP</p> <p>Environmental Awareness will be carried forward to the next meeting for discussion.</p> <p>Further to Heather Russell's recommendation that regular short surveys are sent to parents to improve communication, CA has drafted the first parental questionnaire. The questions for parents to consider are about communication between school and home.</p> <ul style="list-style-type: none"> • How do parents want to receive information? 	

	<ul style="list-style-type: none"> How often do they want it? <p>The Office manager and HT will provide feedback to CA and then a revised draft sent to all governors for comment.</p> <p>It was agreed that in the Summer term a further parental questionnaire would be sent out which would mirror the Ofsted one to elicit general feedback about the school.</p> <p>The updated SIP is available on SharePoint. The governors agreed that in order to give school improvement the time it deserved, they would meet on 10th March at 1:00pm to consider it more fully. This meeting will be used to follow up on the training session delivered by Lee Talbot, diocesan advisor, before Christmas.</p>	<p>ALL</p> <p>MSC, CA & HT</p> <p>ALL</p>
10.	<p>Academisation</p> <p>The Headteacher advised that there is a desire from government 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 continue to increase their understanding before considering further. Governors are proud of the school's identity and values as a Church school and would seek reassurance from any potential Academy partner that these important characteristics would be preserved.</p> <p>Embsay Primary School does not <i>have</i> to become an academy. However the governing body has a duty to give serious due consideration and become an academy if that is in the best interest of all.</p> <p>The remainder of this item is included in the confidential minutes.</p>	<p>ALL</p>
11.	<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>	<p>MSC</p>
12.	<p>Health and Safety Update</p> <p>This item is included in the confidential minutes.</p>	
13.	<p>Reports of Governor visits and training:</p> <p>TC has rescheduled his RE focussed monitoring visit for 7th March.</p> <p>Other governors with subject responsibility to arrange visits.</p> <p>CA has completed training focussed on understanding school data. The slides will be uploaded to SharePoint as soon as they are available.</p>	<p>TC - RE</p> <p>MSC – English</p> <p>SH – Science</p> <p>CA</p>
14.	<p>Any Policies to be adopted:</p> <p>After discussion governors unanimously agreed to adopt the following policies:</p> <p>Disciplinary</p> <p>Fire Safety</p> <p>Looked after children.</p> <p>Reorganisation, Redundancy and Redeployment</p> <p>Smoke free workplace</p> <p>Whistleblowing</p>	

	<p>DBS</p> <p>Governor question: Why is it not permitted to make a recording during a disciplinary hearing?</p> <p>A.The hearing is completely confidential, even the Clerk’s notes are destroyed after the outcome is recorded. The only record retained of proceedings is the outcome.</p>	
15.	<p>To note any governors’ correspondence received or sent.</p> <p>Letter sent by chair re strike action.</p>	
17.	<p>Any other urgent matters previously notified to the Chair under item 4 above.</p> <p>None.</p>	
18.	<p>Meeting Dates 2023:</p> <p><i>Thursday 23 March 2023</i></p> <p><i>Thursday 25 May 2023</i></p> <p><i>Thursday 13 July 2023</i></p> <p><i>All at 5:30 p.m</i></p> <p>Diary dates:</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"> • Appointment of safeguarding governor to ensure effective monitoring is carried out and appropriate feedback brought to full governing body. • Decision taken to join the revised NYCC MASS, demonstrating a commitment to the Health and Safety of pupils and staff. • Governors are actively developing a clear and focused strategy for the school • By considering academisation governors have committed to exploring options that offer the best opportunities for children, families, and staff at Embsay Primary School. 	
17.	<p>Close of meeting</p> <p>The acting Chair declared the meeting closed at 20:05</p>	

Signed:

Dated: