

**Embsay CofE (VC) Primary School**  
**Meeting of the Governing Body held on**  
**Tuesday 18<sup>th</sup> July 2023 at 5:30pm in the school**

**Minutes (Draft)**

**Present:** Chris Atherton (CA); Rev. Marion Russell (MR); Emma Smith (ES), Matt Smales-Cresswell (MSC), Jennifer Stearn (JS); Helen Ralph (HR), John Wild (JW), Steven Hudson (SH) and Rev. Tim Calow (TC).

Georgina Hodson (Deputy Headteacher) left the meeting after item 9 on the agenda.  
 Shirley Chapman (School Business Manager) left the meeting after item 9 on the agenda.

Jennifer Stearn (JS) joined the meeting at 5.45pm  
 Steven Hudson (SH) joined the meeting at 5.55pm  
 Matt Smales-Cresswell (MSC) joined the meeting at 6.00pm  
 Marion Russell (MR) joined the meeting at 6.30pm

**Apologies:** Fiona Prest (Headteacher)

**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
<b>Part A – PROCEDURAL</b>		
1.	<p><b>Welcome</b>                      The vice chair opened the meeting of Embsay C.E (V.E) School Governing Body at 5:30pm on 18<sup>th</sup> July 2023.                      The chair welcomed all to the meeting.</p> <p><b>Apologies</b>                      Consented apologies were received from Fiona Prest.</p>	
2.	<p><b>Confidentiality</b>                      The chair reminded all present of the confidential nature of all discussions.</p> <p>It was agreed that item 7 and 9 would be recorded in the confidential minutes.</p>	
3.	<p><b>Declarations of interest</b>                      No declarations were made.</p>	
4.	<p><b>Urgent business items previously notified to the Chair.</b>                      None</p>	
5.	<p><b>Membership of Governing Body</b>                      There is one vacancy for a co-opted governor and one for an LA governor.                      JS expressed an interest in remaining on the governing body and will confirm re-appointment details with the Diocese.</p>	
6.	<p><b>Minutes</b>                      The minutes of the meeting held on 25<sup>th</sup> May 2023 were reviewed. Governors pointed out an error made by the Clerk regarding the date of review for the Complaints policy. The minutes were altered to reflect that the policy will be reviewed and presented for approval during the next meeting (rather than in Autumn). The minutes were then approved.</p>	

	<p><b>Matters arising</b> not covered elsewhere on the agenda:</p> <p>JS confirmed that she has read and understood KCSIE and related documents.</p> <p>Key holding arrangements worked well during the Half term Break, there were no alarm call outs. Governors discussed arrangements for the forthcoming holiday. ES, HR and Deputy head will be on call to attend if necessary. Details will be confirmed with the alarm company. School will draw up a rota of cover including governors and staff.</p>	Deputy HT to update the contact details held by alarm monitoring company
7.	<p><b>Complaint recommendations:</b> This agenda item has been recorded in the confidential minutes.</p>	

### Part B – School Improvement

8.	<p><b>Finance</b> Governors received the monitoring report for May and June. The in-year position has improved slightly from the start budget and this is encouraging.</p> <p>Governors acknowledged and thanked the effort of the staff who have covered recent staff absences in school.</p> <p>The school meals provider has notified school of a change to the administration of payments. Dolce will no longer collect payments via Direct Debit. School will now be responsible for chasing parents for payment in advance. It was agreed that the office will review the contract and bring back to governors in the Autumn.</p>	School office
9.	<p><b>Headteacher's Report</b> A copy of the Deputy Headteacher's report had been circulated ahead of the meeting. End of year results (Phonics, EYFS, YR2 SATS, YR6 SATS, YR4 Multiplication assessment data) were all reviewed. The remainder of this agenda item is recorded in the confidential minutes.</p>	
10.	<p><b>SIAMS/SIP</b> This item will be carried forward to the Autumn term.</p>	
11.	<p><b>Academisation</b> This item to be carried forward to next term.</p>	
12.	<p><b>Governor Report to Parents</b> HT to draft a report in September 2023 as an overview of 2022/23.</p>	HT
13	<p><b>Health and Safety Update</b> HANDS walk around visit has been completed. Minor maintenance items were noted and will be actioned in due course.</p> <p>Traffic issues along Pasture Road were discussed. School will continue to remind parents about the need to take care when dropping off and collecting from school.</p>	
14.	<p><b>Reports of Governor visits and training:</b> CA has completed a visit with a H&amp;S focus. JW has completed Governor induction training. CA has attended the Governor School Improvement training.</p>	
15.	<p><b>Any Policies to be adopted:</b> After discussion governors adopted the following policy:</p> <ul style="list-style-type: none"> <li>• Complaints</li> <li>• Managing Serial and Persistent complainants</li> </ul>	Policies to be added to website
16.	<p><b>To note any governors' correspondence received or sent.</b> Letter to parents has gone out to provide information regarding the absence of the HT.</p> <p>CA to write an end of term update to Parents and send from the school office.</p>	CA  CA

	MSC to write to staff to thank them for their commitment and support during a difficult term.	<b>MSC</b>
17.	<b>Any other urgent matters previously notified to the Chair under item 4 above.</b> None	
18.	<b>Meeting Dates 2023/24:</b> Meeting dates for the next academic year will take place as follows: October 12 <sup>th</sup> December 7 <sup>th</sup> January 25 <sup>th</sup> March 14 <sup>th</sup> May 9 <sup>th</sup> July 18 <sup>th</sup> <b><i>All at 5:30 p.m</i></b>	
19.	<b>How have we helped to achieve our objectives today and how has this meeting impacted on the welfare and progress of our pupils?</b> <ul style="list-style-type: none"> <li>• Encourage efficiencies within the budget relating to staffing costs this term.</li> <li>• Approval of policies</li> <li>• Schedule in place for next year leadership meetings</li> <li>• Excellent results achieved.</li> </ul>	
20.	<b>Close of meeting</b> The acting Chair declared the meeting closed at 7.40pm	

Signed: .....

Dated: .....