

Embsay CofE (VC) Primary School

Meeting of the Governing Body held on
Thursday 12th October 2023 at 5:30pm in the school

Minutes

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

Apologies: Fiona Prest (Headteacher), Steven Hudson (SH) and Helen Ralph (HR)

In attendance: Sallie Wareham (Clerk), Jo Arden (Teacher and English Lead)

Jo Arden left the meeting at 7.05pm

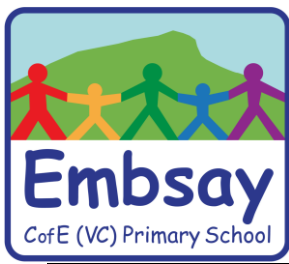
Core Functions of a Governing Body:

- Setting strategic direction.
- Holding the Headteacher to account for educational performance.
- Ensuring financial health, probity, and value for money.

No.	Item	Action
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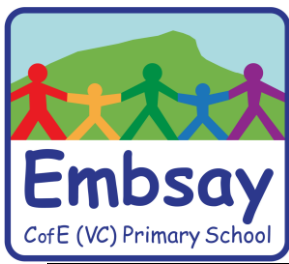
Part A – PROCEDURAL

1.	<p>Welcome The Clerk opened the meeting of Embsay C.E (V.E) School Governing Body at 5:30pm on 12th October 2023. All were welcomed to the meeting.</p> <p>Apologies Consented apologies were received from Fiona Prest, Steven Hudson (SH) and Helen Ralph (HR)</p>	
2.	<p>Election of Chair and vice Chair Rev. Marion Russell nominated Chris Atherton as Chairman. This nomination was seconded by Rev. Tim Calow. All governors present approved the appointment by show of hands. Chris Atherton is duly elected Chairman for a one year term.</p> <p>The election of vice chair is carried forward to the next meeting.</p>	Clerk to add to agenda
3.	<p>Confidentiality The chair reminded all present of the confidential nature of all discussions.</p> <p>It was agreed that items 9, 10 ,11 and 20 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.</p> <ul style="list-style-type: none"> ● CA requested that the date for the Governance review be shared with the governing body. It was agreed to discuss this in more detail during agenda item 20. 	



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	<ul style="list-style-type: none"> • A confidential staffing update to be received during item 20. • The Chair welcomed Jo Arden to the meeting to present her report on writing. It was agreed that the order of business would be rearranged in order that Jo could present and then leave the meeting. 	
5A.	<p>Writing: Writing remains a key focus for the school and Jo Arden was invited to provide a verbal report to governors.</p> <p>Writing results for year 6 at the end of summer term were disappointing. The school has investigated using a writing scheme and from their research has developed their own scheme with support from Heather Russell, school improvement partner. Consistent vocabulary from staff is important for example calling the subject English or Literacy? The subject leader has written an action plan and is hoping to visit another school which is outstanding at writing to share best practice.</p> <p>Governor Q. Were there any specific issues identified? A. Handwriting standards, letter formation, which pens are used, inconsistencies throughout the school were all identified as issues that need to be resolved.</p> <p>Governor Q. Are you doing anything to engage with parents? A. Staff have identified this as an important aspect of improvement. Communication to parents via homework diaries will be considered. The Handwriting scheme can be sent home to share with parents.</p> <p>Governor Q. What do you need from governors? A. A spelling scheme and additional books.</p> <p>Governor Q. Is there any understanding of why writing was so far behind the National Average for writing in year 6? A. The cohort were tricky. The writing was teacher assessed and not tested. The teacher was not consistent due to absence.</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 FP, HR, and SH at the next meeting. • The Headteachers performance management is delayed pending the return to work of the HT. No committee members were appointed. • Declaration of business and personal interests were made by all governors present at the meeting. Clerk to follow up with FP, HR and SH at the next meeting. • Annual declaration of gifts and hospitality for year 2022/23 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 & JS– SEN governors 	

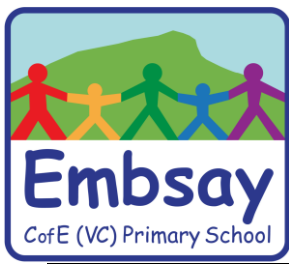


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	<p>CA & MSC– Health and Safety governors SH & JW – Safeguarding governors TC & HR - Finance</p> <p>The need for regular monitoring was discussed and it was agreed that some changes to the link governor roles would be desirable. The appointment of link governors was deferred to the next meeting.</p>	Clerk to add to agenda
7.	<p>Membership of Governing Body There is one vacancy for a co-opted governor and one for an LA governor. There has been some interest from suitable candidates.</p> <p>The governors have received an expression of interest from a potential new governor and after discussion, CA nominated Denise Baxter as a co-opted governor. This nomination was seconded by ES. All governors present were given the opportunity to vote. Denise Baxter is duly co-opted as a governor for a four-year term.</p> <p>CA will arrange to meet with two additional candidates. The Diocese have re-appointed JS as a Foundation Governor. JS is duly appointed for a further four-year term of office.</p> <p>Clerk to provide up to date induction information to the HT for the new governor.</p>	Clerk to support school with induction
8.	<p>Minutes The minutes of the meeting held on 18th July and 20th September 2023 were approved.</p> <p>Matters arising not covered elsewhere on the agenda:</p> <p>The outstanding actions from the information governance review were carried forward to the next meeting.</p>	<p>School to publish on the website</p> <p>Clerk to add to agenda</p>
9.	<p>Complaints: This agenda item has been recorded in the confidential minutes.</p>	

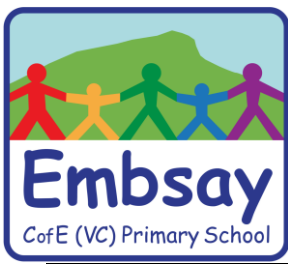
Part B – School Improvement

10.	<p>Headteacher’s Report In the absence of the HT this item will be carried forward.</p>	
11.	<p>Safeguarding: This agenda item has been recorded in the confidential minutes.</p>	
12.	<p>SIAMS/SIP This item will be carried forward to the next meeting of the term. Communication with stakeholders remains a priority but capacity issues mean that action on this is regrettably delayed.</p>	
13.	<p>Finance: TC will visit and complete a finance scrutiny with the business manager.</p>	



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14.	<p>Academisation This item to be carried forward to next meeting.</p>													
15.	<p>Health and Safety Update Fire report recommendations will be addressed by the temporary HT and governors will receive an update during the next meeting. CA reported that he is meeting a contractor this week to consider some alterations to the reception class outdoor area fencing.</p>													
16.	<p>Governor Report to Parents Chair to draft a report in Autumn term 2023 as an overview of 2022/23.</p>	CA												
17.	<p>Reports of: Governor visits and training: The governors were made aware of complaints handling training in December. Bookings can be made via the school office.</p> <p>CA has met weekly with SLT with a focus on, IT and Maths, staff wellbeing and safeguarding.</p> <p>MR has setup a regular schedule for governors to go into school to ensure that there is a consistent governor presence, listen to staff concerns and snapshot the general feeling within school.</p> <p>The clerk made members aware that the diocese is offering six training sessions over the year. The training is held online, in the evening, for 1 hour.</p> <table border="0"> <tr> <td>5th October 2023</td> <td>The Academies Programme</td> </tr> <tr> <td>14th November 2023</td> <td>Monitoring Collective Worship</td> </tr> <tr> <td>30th January 2024</td> <td>Disadvantaged Pupils</td> </tr> <tr> <td>20th February 2024</td> <td>Monitoring R.E</td> </tr> <tr> <td>14th May 2024</td> <td>Monitoring the Impact of your Vision.</td> </tr> <tr> <td>2nd July 2024</td> <td>HT Appraisal</td> </tr> </table> <p>Booking can be made online and the sessions are foc.</p>	5 th October 2023	The Academies Programme	14 th November 2023	Monitoring Collective Worship	30 th January 2024	Disadvantaged Pupils	20 th February 2024	Monitoring R.E	14 th May 2024	Monitoring the Impact of your Vision.	2 nd July 2024	HT Appraisal	
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18.	<p>Any Policies to be adopted: After discussion governors adopted the following policy:</p> <ul style="list-style-type: none"> • Budget Management. Governors approved the delegated spending limits for the Headteacher. • Keeping children Safe in Education 2023 • Induction policy • SEND Policy <p>Although on the agenda it has not been possible to review the following policies. The following will be carried forward to next meeting.</p> <ul style="list-style-type: none"> • Staff Pay policy. • Charging and Remission Policy • Business continuity policy 	Policies to be added to website												



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	<ul style="list-style-type: none"> • Emergency Planning • Data Protection • Information Security • Workforce Acceptable Use of IT • Safeguarding (Child Protection) Policy <p>Educational Visit protocols were reviewed by governors relating to residential trips and outbreaks of infectious diseases. It was agreed that all parents would be notified of an outbreak of an infectious disease. Governors recommend that two emergency contacts (not on the trip) are named. The protocols have been updated accordingly.</p>	
19.	<p>To note any governors' correspondence received or sent. Significant amounts of confidential correspondence has been sent and received.</p>	
20.	<p>Any other urgent matters previously notified to the Chair under item 5 above. CA provided a confidential staffing update which is contained in the confidential minutes.</p> <p>The Diocese will be carrying out a governance review on 5th December. CA will send out the information via email.</p>	<p>CA to send information to governors</p>
21.	<p>Meeting Dates 2023/24: December 7th January 25th March 14th May 9th July 18th All at 5:30 p.m</p>	
22.	<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"> • Approval of policies • Appointing Interim leadership to cover the ongoing absence of the HT • Review of English and ability to scrutinise and ask questions 	
23.	<p>Close of meeting The acting Chair declared the meeting closed at 8.15pm</p>	

Signed:

Dated: