

**Federation of Beckwithshaw and Kettlesing Felliscliffe Primary Schools and Ripley Endowed  
Church of England Voluntary Controlled Primary School**

**Meeting of the Full Governing Body held on  
Wednesday 26<sup>th</sup> November 2025 at 6.30 p.m. via Teams**

**MINUTES**

**Present:** Victoria Kirkman (VK) – Executive Headteacher, Joanne Heyworth (JH) – Chair, Hannah Lorains (HL), Michael Harrison (MH), Elizabeth Alder (EA), Reverend Paul Harford (PH), Chris Stone (CS), Jade Carr (JC)

**Apologies:** Apologies were received from PH. He joined the meeting at 7.20pm.

**In attendance:** Joanna Brookes (JB) – NYCC Clerk, Karen Taylor (KT) – School Bursar  
Richard Noake (RN) joined the meeting for a presentation on LDLT.

Governing Body functions:

Ensuring the vision, ethos and strategic direction of the school are clearly defined.

Ensuring that the Head Teacher performs her responsibilities for the educational performance of the school.

Ensuring the sound, proper and efficient use of the school's financial resources.

	Key Actions	
8.	Kettlesing future Budget to be an agenda item at the March FGB meeting.	JH/JB
10.	IDSR to be considered at the FGB meeting to be held in January 2026	JH/JB
17.	Explore the possibility of obtaining external accreditation relating to the implementation of the Sustainability Action Plan.	VK
18.	Contact the local police concerning traffic and parking issues outside the school.	VK
<b>PART 'A' - PROCEDURAL</b>		
1.	<b>Welcome and Introductions</b> JH welcomed everyone to the meeting.  <b>Apologies</b> Apologies had been received from PH	<b>Actions</b>
2.	<b>To note the rules about confidentiality</b> The Chair reminded governors of the confidential nature of the meeting and that other people's views should be respected.	
3.	<b>Declarations of Interest for any agenda item.</b> There were none.	
4.	<b>Notification of urgent other business</b> There was none	
5.	<b>To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection.</b> No item was deemed to be confidential.	
6.	<b>To approve and sign the minutes and confidential minutes of the meeting on 16<sup>th</sup> September 2025.</b>	

	The minutes and were approved as an accurate record and signed by the Chair.	
7.	<p><b>Matters arising from consideration of the minutes not covered by the agenda items.</b></p> <p>VK reported that she had spoken to the LA to raise concerns about frequent changes in the allocation of caseworkers for those pupils with SEND. Due to personnel changes, there is little that can be done about this, but the LA is aware of the issue.</p>	
	<b>PART 'B' – SCHOOL IMPROVEMENT</b>	
8.	<p><b>Finance:</b></p> <p><b>Detail and Summary Reports October 2025</b></p> <ul style="list-style-type: none"> <li>• <b>Ripley</b> There is an improving picture with the school budget due to increasing pupil numbers.</li> <li>• <b>Beckwithshaw</b> A significant increase in pupil numbers has had a very positive effect on the budget. Whilst the excellent marketing strategy has been the same across all three schools, it seems to have had a very strong impact at Beckwithshaw in particular.</li> <li>• <b>Kettlesing</b> It was noted that, due to diligent financial management, this is an improved picture compared to the Start Budget. Current figures are based on the school's current 3 class structure but pupil numbers at the school are projected to fall going forward. It has been agreed with the LA that governors will discuss, at the spring 2 meeting, possible ways of ensuring a balanced budget in future years.</li> </ul> <p><b>Q.</b> If the school had to reduce to a two-class structure at some point in the future, would a member of staff lose their job?  <b>A.</b> No, any staff could be redeployed within the Federation.</p> <p><b>Q.</b> When will we know what our pupil Reception numbers for 2026 will be?  <b>A.</b> We will know how many have applied for places by mid-January, but we will have firm figures by Easter.</p> <ul style="list-style-type: none"> <li>• <b>Agree Revised Budget</b> Governors <b>agreed</b> to the revised budgets for all three schools to be submitted to the LA.</li> </ul> <p>KT left the meeting at 7.45pm</p>	JH/JB/VK
9.	<p><b>Annual MAT consideration. Presented by Richard Noake CEO of LDLT</b></p> <p>This agenda item was considered after item 5 on the agenda. RN had shared a powerpoint with governors prior to the meeting. He congratulated governors on the excellent academic and inspection outcomes for all three schools.</p> <p>Key points to note from the presentation were:</p>	

	<ul style="list-style-type: none"> <li>• The Trust provides collaborative networks at all levels for schools in the Trust and provides opportunities for career and leadership development.</li> <li>• It is possible for schools without a religious designation to join the Trust.</li> <li>• Schools joining the Trust continue to use their own bespoke curriculum.</li> <li>• There is a central team which looks after non-teaching and learning operations.</li> <li>• The Trust already has some schools who have Service children.</li> <li>• The Trust is committed to small, rural schools.</li> </ul> <p><b>Q.</b> What growth plans are there for the Trust?  <b>A.</b> There are plans to develop a Special Needs' School. It is hoped that finance and school effectiveness support will be further developed in the near future. Inclusion, EYFS and curriculum areas are being developed with support from LDLT headteachers.</p> <p><b>Q.</b> Would VK have to be involved with other schools in the Trust?  <b>A.</b> Contracts would remain the same. However, there would be opportunities for VK to take on additional roles, as part of her professional development, should she wish to do so.</p> <p><b>Q.</b> We believe, based on recent Ofsted reports etc, that the Federation would be an asset to any MAT. What would LDLT be able to offer in return, to support our schools?  <b>A.</b> There is an external partner coming to work with Headteachers on Inclusion and what this looks like for new inspections. VK would benefit from support from the Trust's central team and headteachers within the Trust. Staff would be able to be involved in a variety of different forums to gain experience and develop leadership skills.</p> <p><b>Q.</b> What if we joined and then wanted to leave? Could we be made to leave if performance criteria weren't achieved?  <b>A.</b> Schools could not be asked to leave. If there was a problem, then appropriate support would be put in place. If a school failed Ofsted, there is a slim possibility that the DfE would force the school into a different Trust. Once a school has joined the Trust, they are unable to decide to leave.</p> <p><b>Q.</b> Are your schools facing similar difficulties to most schools?  <b>A.</b> We have one school that has additional resource provision, focused on ASD.</p> <p>PH joined the meeting at this point.  RN left the meeting.</p>	
10.	<p><b>Executive Headteacher's Report</b>  This has been shared with governors prior to the meeting.</p> <p>Governors had also received the IDSR. It was agreed to consider this at the meeting of the FGB in January 2026.</p> <p>It was noted that VK is updating the SEF to ensure that it is inline with the new Ofsted Framework. The Federation's SEA will support with this.</p>	JH/JB/VK

	A discussion took place concerning temporary suspensions at the school. This is recorded in a confidential minute.	
11.	<b>SEND Update</b> Due to staff sickness, VK will be taking on the role of SENDCo for the Federation. Members of the Federation SLT will take on additional duties whilst the member of staff is on sick leave.	
12.	<b>Reports:</b> An ECT monitoring report had been received providing excellent and highly positive feedback on the support for ECTs at the Federation. HL will take on the role as ECT mentor.	
13.	<b>Governor Matters</b> PH has undertaken monitoring in relation to the implementation of the Federation's new behaviour policy. He has also undertaken monitoring of RE at Beckwithshaw school. Both reports were extremely positive.	
14.	<b>Executive Headteacher Performance Management</b> JH reported that this has been undertaken with a successful outcome.	
15.	<b>Staff Performance Management</b> VK reported that the performance management of all staff has been completed. It was noted that staff performance objectives are linked to the SDP.	
16.	<b>4D Agency – Marketing</b> VK reported that she had been approached by this company regarding support with marketing and data analysis for the schools. After some discussion, governors agreed that the recent marketing strategy had proved very effective and that there was no need to spend funding on this venture.	
17.	<b>Policies and Risk Assessments due for review or ratification:</b>  <ul style="list-style-type: none"> <li><b>RBK Sustainability Action Plan</b></li> </ul> The plan was ratified by governors. It was noted that its implementation is already having a positive effect in the school community. Governors thanked CS and school staff for their work on this.  <b>Q.</b> Are you looking to get some external accreditation for the work on this area <b>A.</b> This is something that we can explore.	<b>VK</b>
18.	<b>Safeguarding</b> Governors noted concern regarding the increased traffic in Ripley village, and, in particular, outside the school. They noted the safety risks that this creates, despite increasing staffing whilst crossing the road and introducing other relevant measures. The local MP and council have been made aware of the issue, but it was deemed unnecessary to have a crossing installed. It was agreed that VK would contact the local police to see if they could visit the site on a regular basis and address any inappropriate parking or road safety issues.	<b>VK</b>
19.	<b>Health and Safety Issues</b> VK reported that the annual H&S paperwork visits had been undertaken. There were no significant issues to be addressed. EA attended the visit at Beckwithshaw school and reported that it went well.	

	<p><b>Q.</b> Are appropriate plans in place to ensure that the schools are winter ready?</p> <p><b>A.</b> Emergency response plans are in place and contact details are up to date. H&amp;S inspector confirmed on their visit that the plans are adequate. Outside areas are checked regularly to ensure that it is safe for pupils to play outside. There is sometimes an issue with black ice at Kettlesing School. This is carefully monitored to ensure that pupils are safe.</p>	
<b>20.</b>	<p><b>Correspondence</b></p> <p>This was covered as part of the confidential minute in agenda item 10.</p>	
<b>21.</b>	<p><b>To consider any other business from item 4 above</b></p> <p>There was none.</p>	
<b>22.</b>	<p><b>What has the Board achieved today to promote the educational provision for pupils?</b></p> <p>VK outlined how all governors have positively impacted the development of the educational provision for pupils in the Federation. These include:</p> <ul style="list-style-type: none"> <li>• Considered the possible advantages of joining a MAT</li> <li>• Discussed the impact of the implementation of the new behaviour policy</li> <li>• Considered the impact of RE provision at Beckwithshaw School.</li> <li>• Focused on Safeguarding and H&amp;S to ensure that all pupils can learn in a safe and secure environment.</li> <li>• Considered the impact of governors on promoting community links which enhance educational provision.</li> <li>• Acknowledged the extensive work of staff and governors in ensuring that those with SEND succeed.</li> <li>• Considered strategies to promote the wellbeing of staff and pupils.</li> </ul> <p>VK thanked all governors for their commitment in bringing their skills to the school to promote the educational provision for pupils. JH thanked VK for her strong and excellent leadership.</p>	

**Date of Next meeting:**

Wednesday 28<sup>th</sup> January 2026 at 6pm at Beckwithshaw School

The meeting closed at 8.43pm

Signed: (Chair)

Date: