

**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  
Tuesday 20<sup>th</sup> May 2025 at 6.30 p.m. at Ripley Primary School**

**MINUTES**

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

**Apologies:** Jade Carr (JC)

**In attendance:** Joanna Brookes (JB) – NYCC Clerk, Karen Taylor (KT) – School Bursar

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.

	<b>Key Actions</b>	
9. 16. 20.	<p><b>CS</b> to support with history, geography and PSHCE as noted under item 9</p> <p><b>VK</b> to assign policies to governors for ratification</p> <p><b>PH</b> to write to NYES Digital (via VK) concerning security of the website</p> <p>Governor documentation/ communication to move to Teams in the new academic year.</p> <p><b>VK and EA</b> to review lockdown procedures and report back to governors at next FGB meeting.</p> <p><b>VK, PH and MH</b> to ensure that practical behaviour management strategies reflect the behaviour policy.</p>	<b>Actions</b>
<b>PART 'A' - PROCEDURAL</b>		
<b>1.</b>	<p><b>Welcome and Introductions</b> JH welcomed everyone to the meeting.</p> <p><b>Apologies</b> Apologies had been received from JC. These were consented to.</p>	
<b>2.</b>	<p><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.</p> <p>The Governors' Code of Conduct had been shared with governors prior to the meeting. This was duly noted.</p>	
<b>3.</b>	<p><b>Declarations of Interest for any agenda item.</b> There were none.</p>	

4.	<b>Notification of urgent other business</b> National Lottery Funding Application.	
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> Feedback from the confidential minutes of the meeting held on 3 <sup>rd</sup> April was deemed confidential and recorded in a separate minute.	
6.	<b>To approve and sign the minutes and confidential minutes of the meeting on 3<sup>rd</sup> April 2025.</b>  The minutes and were approved as an accurate record and signed by the Chair.	
7.	<b>Matters arising from consideration of the minutes not covered by the agenda items.</b> <ul style="list-style-type: none"> <li>It was noted that the LA is unwilling to agree to a joint budget for the schools in the Federation at the current time.</li> <li><b>VK</b> reported that a review of pay banding of a member of staff has now been completed with a positive outcome, acknowledging the member of staff's additional responsibilities.</li> <li>Other 'actions' from the minutes of 3<sup>rd</sup> April, that are not directly addressed in agenda items of this meeting, are still ongoing.</li> </ul>	
	<b>PART 'B' – SCHOOL IMPROVEMENT</b>	
8.	<b>Finance: Governors had received key information relating to the budget outturns and start budgets for all three schools prior to the meeting.</b> <p><b>End of year budget outturn</b></p> <ul style="list-style-type: none"> <li><b>Ripley</b></li> <li><b>Beckwithshaw</b></li> <li><b>Kettlesing</b></li> </ul> <p><b>KT</b> provided a detailed explanation of the budget outturn figures. It was noted that a new boiler will be needed for Kettlesing School, and that the LA is expected to cover the cost of this. <b>VK</b> informed governors that, although savings had been made on both training and resources, staff at all three schools had accessed all relevant training and schools are extremely well resourced. The savings were an indication of the careful management of resources and finances.</p> <p>Governors <b>approved</b> the budget outturns for the three schools.</p> <p><b>Consideration and approval of Start Budget</b></p> <ul style="list-style-type: none"> <li><b>Ripley</b></li> <li><b>Beckwithshaw</b></li> <li><b>Kettlesing</b></li> </ul>	

	<p><b>KT</b> shared key information with governors in relation to budget income and planned expenditure for the 2025-26 financial year.</p> <p>Governors discussed the impact that pupil numbers have on revenue income. They acknowledged that the recent marketing strategy had been successful but that pupil numbers are also influenced by the national decrease in birth rate and the local demographics of each of the schools in the Federation. In addition, it was noted that the largest expenditure for any school is staffing costs. It was noted that pupil numbers at Kettlesing School continue to be low. Governors therefore considered options for the staffing and class structures of the schools, and the impact that each option would have on the budgets, to ensure that income would be used most effectively for the benefit of the pupils. Governors <b>agreed unanimously</b> that the current staffing and class structures of the three schools should remain unchanged for the 2025-26 academic year.</p> <p>Governors <b>approved</b> the start budgets for all three schools.</p>	
9.	<p><b>Subject Leaders' Reports</b></p> <p>Governors received subject leader reports prior to the meeting. These included information on strengths, areas for development, data, monitoring and training.</p> <p><b>History</b></p> <p><b>CS</b> agreed to carry out a deep dive with the subject lead. This will be in his role as a secondary teacher of history.</p> <p><b>Geography</b></p> <p><b>CS</b> agreed to carry out a deep dive with the subject lead. This will be in his role as a secondary teacher of geography. <b>CS</b> also to undertake a governor monitoring visit in geography before the end of the academic year.</p> <p><b>PSHE</b></p> <p><b>VK</b> reported that it is hoped to develop pastoral leads across the Federation Schools. This would be in addition to the mental health and wellbeing leads that are already in place. <b>CS</b> agreed to liaise with the pastoral support lead in his school to obtain support with this.</p>	<b>CS</b>
10.	<p><b>Class structure 2025-26</b></p> <p>This item had been discussed as part of agenda item 8.</p> <p><b>VK</b> informed governors that she has carried out discussions with staff members concerning their preferences for moving class or school and for their professional development. There were no requests to move class or school, and their professional development continues to be a priority for school leaders.</p>	
11.	<p><b>Executive Headteacher's Report</b></p> <p><b>VK</b> provided governors with a verbal report. Key points to note were:</p>	

	<p><b>Statutory Assessments</b></p> <ul style="list-style-type: none"> <li>Ripley and Beckwithshaw received monitoring visits during the administration of KS2 SATS. Feedback was extremely positive, and the LA requested that VK share her documentation with the LA assessment team for other schools.</li> <li>KS2 writing moderation will take place at Kettlesing School on 18<sup>th</sup> June</li> <li>KS1 SATs, phonic screening check and Y4MTC will all take place over the coming weeks.</li> </ul> <p><b>Staffing</b> Staff wellbeing remains hugely positive and there has been no long-term sick leave.</p> <p><b>External Visit from a serving OI</b> This will take place at Beckwithshaw School on 12<sup>th</sup> June and will focus on oracy, EYFS, behaviour, leadership and safeguarding. This will provide external validation and support as the Federation schools move to being Category 2. The report will be shared with governors in due course.</p> <p><b>Early Years</b> Governors discussed the external support that is used for Early Years, including the valued support from Early Excellence.</p> <p><b>Attendance</b> This is currently 96% across all 3 schools which is positive.</p> <p><b>Accidents</b> The decision to increase the number of playground areas to 3 at Ripley School has had a positive impact on reducing the number of accidents.</p> <p>At Ripley School all waste in garden area and EY outdoors has been safely removed.</p>	
12.	<p><b>NYES HR Health and Wellbeing Results</b> The report had been shared with governors prior to the meeting. Governors noted the very positive findings, especially when compared to benchmarks. The areas for development were discussed. It was noted that the reference to work/life balance and not always switching off from work would be viewed by many staff as a positive. Staff are extremely dedicated and enjoy their work; they therefore naturally think about work in their free time.</p> <p><b>Q. Is the workload of staff manageable?</b> <b>A.</b> Leaders regularly consider the workload of staff, and many strategies are in place to support staff workload. These include PPA arrangements, unstructured times, flexibility, manageable marking expectations and enjoyable training provision. The pace of change has been intense, but workload will be less so going forward as the focus will be on embedding changes.</p> <p>Governors noted that the results of the survey have been shared with staff and they have been involved in considering the next steps as a result.</p>	



	<p>Governors agreed to move communication to Teams at the beginning of the next academic year.</p> <p>Governors discussed the schools' lockdown procedures. It was agreed that <b>VK and EA</b> would review the current procedures and bring the findings to the next FGB meeting.</p> <p>Governors <b>agreed</b> the policies and risk assessments to be ratified.</p>	<b>VK/EA</b>
<b>17.</b>	<p><b>LA External Reports</b></p> <p>Governors received and noted the following reports which had been shared prior to the meeting:</p> <p>LT Ripley Endowed CofE Primary School ESP          NYSCP BYinNY 2025-28          Annual H&amp;S Report Beckwithshaw 2024/25          Beckwithshaw Final Visit Report</p>	
<b>18.</b>	<p><b>Safeguarding</b></p> <p>There was nothing to report.</p>	
<b>19.</b>	<p><b>Health and Safety Issues</b></p> <p>These had been considered under previous agenda items.</p>	
<b>20.</b>	<p><b>Pupil Behaviour Policy</b></p> <p>The policy has been updated to be highly inclusive. The change in language creates an environment of mutual respect where all are accepted. It was noted that the policy has not yet been shared with staff and therefore further amendments might be required. Governors noted that work still needed to be done to ensure that the policy is reflected in the day to day practicalities of the school day. <b>VK, PH and MH</b> to work on this.</p>	<b>VK, PH, MH</b>
<b>21.</b>	<p><b>Correspondence</b></p> <p>There was none.</p>	
<b>22.</b>	<p><b>To consider any other business from item 4 above</b></p> <p><b>EA</b> explained that she would like to submit a National Lottery Funding application to provide a rainbow room at Ripley School. Governors confirmed that they supported the application.</p>	

**Date of Next meeting:**

15th July at Ripley Primary School at 6pm

The meeting closed at 8.55pm

Signed: (Chair)

Date: