

**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
Thursday 5th December 2024 at 6.30 p.m. at Ripley Primary School**

MINUTES

Present: Victoria Kirkman (VK) – Executive Headteacher, Hannah Lear (HL), Michael Harrison (MH), Jade Carr (JC), Joanne Heyworth (JH) - Chair, Elizabeth Alder (EA)

Apologies: Chris Stone (CS), Reverend Paul Harford (PH)

In attendance: Carolyn Mullins (CM) – NYC Clerk, Karen Taylor (NYC School Bursar), Elouise Foster – SENCO, Anneka Brown Early Years lead (via TEAMS)

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.

		Actions
PART 'A' - PROCEDURAL		
1.0	Welcome and Introductions JH welcomed everyone to the meeting. All present introduced themselves. Apologies Chris Stone (CS), Reverend Paul Harford (PH) <i>MH arrived 18.44pm</i>	
2.0	To note the rules about confidentiality The Chair reminded governors of the confidential nature of the meeting and that other people's views should be respected.	
3.0	Declarations of Interest for any agenda item. None.	
4.0	Notification of urgent other business <ul style="list-style-type: none">➤ Kettlesing nursery➤ Marketing strategy	
5.0	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. <i>Confidential minute recorded for agenda item 8.1, 17.1 and 18.0</i>	
6.0	To approve and sign the minutes and confidential minutes of the meeting on 3rd October 2024	

	Resolved: <i>The minutes and confidential minutes were approved as an accurate record and signed by the Chair.</i>	
7.0	Matters arising from consideration of the minutes not covered by the agenda items. The Headteacher reported that all actions had been completed or were included on the agenda for this meeting. The following updates were provided: <ul style="list-style-type: none"> • Revised Diocese strategy (MAT) – circulated by VK as requested. • Rolling programme of inviting MAT to come and present to governors- noted by the Chair. • Road map/journey of trips and visits across the Federation to show the wider curriculum offer - task completed. 	
	PART 'B' – SCHOOL IMPROVEMENT	
8.0	Finance Update The budget monitoring report had been shared in advance of the meeting. Karen Taylor, the school Bursar gave commentary on the budget monitoring report and presented her revised budget report for governor scrutiny and approval.	
8.1	Kettlesing VK gave an update on the funding situation at Kettlesing, in relation to staffing costs, class sizes and anticipated additional funding in relation to children with an EHCP or SEN/D. Discussion recorded in confidential minutes. An increase in pupil numbers would provide more income, which is why the marketing strategy is so important. There were 42 children on role in October 2024 and it is anticipated that this will be similar in October 2025, so overall, the financial position is not bad. 50 children would be better.	
8.2	Beckwithshaw KW reported that Beckwithshaw is £33k better off than what was predicted in the start budget. This is due to the government grant to pay for increased staff salaries, in addition, clubs are doing well, and staffing costs are not high at Beckwithshaw. It is noted, however, that the budget anticipated 61 children on role, however there are currently 50 on role, which has produced a deficit budget. Because the school has a healthy school balance, the numbers are not currently a worry. School is able to maintain a 3-class structure.	
8.3	Ripley KW said that the budget for Ripley is heading in the right direction following a tough time. There is an in-year deficit of £20k, however this has improved by £5.5k. The school benefited from the Government grant for increased staffing salaries. Clubs are doing well, and pupil numbers are good, increasing from 43 October 2023, to 53 in October 2024 (now 55). The 3-year forecast is good. VK said that the financial controls placed on the school were helpful as school received a lot of support; the forensic controls have been extremely helpful. She reports that the school is fortunate in having substantive and sustainable staff in post. Staff well-being is good, supply costs are not expensive.	

	<p>VK reported that she has reviewed the contracts schedule. The Federation is sharing resources. She has a good handle on staff requisitions.</p> <p>All three schools in the Federation are financially positive; there is a need to keep an eye on Kettlesing, particularly because of the SEND challenges.</p> <p>Q. What is the optimum pupil capacity of each school? A. Riley: 75; Beckwithshaw 90 and Kettlesing 70. The footprint of the buildings limit increased capacity.</p> <p>Q. Has the change of government had an effect on school fiancé? A. We have not had the updated formula yet, so there may be some movement for the start budget (February 2025), and we will have a better idea of expected pupil numbers for September 2025.</p> <p>Q. Has teacher salaries and pensions affected the budget? A. Yes, to some extent, however the government grant should cover the higher national insurance costs. The budget has a built-in pay award for teachers of 3% and 5% for support staff. We do not know what inflation will do, so there is a lot of uncertainties; the revised budget is a best guess based on what information is available.</p> <p>Q. If we have Early Careers Teachers (ECT) in post, what does that mean for staff? A. Teachers are on Federation contracts, so teachers have opportunities for further development within the Federation. We try and put people where they want to be, that also makes sense for the Federation. We are able to juggle staff to cover need.</p> <p>There were no further questions. VK thanked KW for all her support, particularly at Ripley.</p> <p><i>Resolved: That governors note the reports.</i></p> <p><i>Resolved: That governors approve the revised budget.</i></p> <p><i>KW left the meeting at 19.07pm</i></p>	
9.0	Federation Subject Lead Governor Feedback 2024 2025	
9.1	<p>Subject Leaders Reports:</p> <ul style="list-style-type: none"> Elouise Foster SEND 1 (Autum 2 and summer 1) <p>EF presented and gave commentary on her Governing Body SEND Report, Autumn 2 and Summer 1, which had been made available to governors prior to the meeting. She introduced governors to the iASEND programme.</p> <p>EF commented that there are some pupils working below the overall standard of the national curriculum tests and teacher assessment frameworks. If a pupil is working below the standard of these pre-key stage standards, schools look at other ways of assessing progress. iASEND is a software system for tracking small steps of progress for pupils with SEND (special educational needs). It magnifies the small steps of progress these pupils make into a positive result, to record the real progress being made, for teachers, pupils and parents and allows for personalised targets. The Federation has bought into this system; the set-up fee per pupil is £34 per pupil. We are currently trialing the system (phase 1).</p>	

	<p>Q. For pupils that do not need this programme can you not copy the model. A. It would take up too much time to set up. It is a web-based programme; we usually use paper-based attainment progress tracking for SEND pupils.</p> <p>Q. VK asked how many children would we need to be on here for the first phase? A. EF replied that it would be around 10 at a cost of £350 which would pay for 10 subscriptions. VK said for the cost, the Federation would have an accurate assessment tool for those pupils, and it would also support the EHCP process as it would give further evidence of need.</p> <p>Q. It would be helpful to know how staff are managing to use the software and what do they like about it. Does it increase workload or reduce workload? A. EL said it reduces her workload and she believes it will reduce workload for staff too. She said it gives staff the ability to track progress accurately.</p> <p>Governors thanked EL for her report and look forward to further feedback in the future.</p> <p>Action: That EL seeks staff views and to update governors on the use of the iASEND software system.</p> <p><i>EL left the meeting at 7.40pm</i></p>	
9.2	<p>- Anneka Brown Early Years lead (Via TEAMS) AB presented gave commentary on her Early Years Governing Body Report Autumn 2024/25, which had been made available to governors prior to the meeting.</p> <p>Governors enjoyed listening to AB's report. There were no questions.</p> <p>The Headteacher commented that the curriculum is to be reviewed in the summer term of 2025, which includes Early Years to Year 6. She also commented that Ofsted were highly complimentary of the Early Years provision, with particular reference to strong reading progress starting in the Early Years. The Headteacher said is a testament that AB is showing great leadership working alongside her team.</p> <p>Resolved: That governors note the reports.</p> <p>Governors thanked AB for her presentation.</p> <p><i>AB left the meeting at 7.50pm.</i></p>	
10.0	<p>Report from the Headteacher - to receive and ask questions.</p> <p>The report had been circulated in advance of the meeting. VK provided a short verbal summary and invited any questions.</p> <p>Q. with reference to in-year admissions, where are the pupils coming from? A. From other settings.</p> <p>The Chair pointed out that the Federation Plan link did not open. VK said she would check and ensure it works. To be added to the next agenda (January meeting)</p>	

	<p><i>Resolved: That governors note the reports.</i></p> <p><i>Action: Federation Plan to be added to the next agenda</i></p>	Clerk
11.0	<p>Kettlesing Ofsted Report</p> <p>The Chair, on behalf of the governors, congratulated the Headteacher and staff on the excellent OFSTED inspection and report.</p> <p>The Head reported back that accurate assessment of wider subjects has started. Staff are inputting data into the Federation Tracker and staff are working hard and meeting deadlines.</p> <p><i>Resolved: That governors note and approve the report.</i></p>	
12.0	<p>Governor</p>	
12.1	<p>- Training</p> <p>The Head confirmed that all governors have now completed PREVENT training and KCSiE updates. The school record has been updated.</p>	
12.2	<p>- Governor skills audit</p> <p>- All governors have completed their skills audit. JH will pull the results together and present the results at the next FGB meeting in January. JH thanked governors for their response.</p> <p>Action: Governor skills audit update to be added to the next FGB agenda in January.</p> <p>- Monitoring visits</p> <ul style="list-style-type: none"> • H&S: JC has completed a monitoring visit. She has completed a note of her visit which will be uploaded onto the system. • H&S: EA has completed three H&S related visits, one at each school. She will complete the notes from the visits and upload them onto the system. • SEND: MH has completed a monitoring visit and a note of his visit has been uploaded onto the system. <p>Action: For governors to complete monitoring visits feedback forms and upload them to the system prior to the next FGB meeting in January</p> <p>- Governance Strategic Plan</p> <p>JH has put together a 3-year plan for 3 key priorities. The Governance Strategic Plan is what the Governing Body aim to achieve during the three-year period. JH invited comments and feedback on the plan. The plan is a live document that will be updated regularly and will be reviewed annually.</p> <p><i>Resolved: That governors noted and agreed the 3-year Governance Strategic Plan.</i></p>	<p>Clerk</p> <p>JC/EA</p>
12.0	<p>Policies (Chair)</p> <p>Governors considered the following policies which were due for review. The policies were uploaded onto the Governor Portal for governors to read prior to the meeting.</p> <ul style="list-style-type: none"> • Acceptable use policy • Anti-bullying policy 	

	<ul style="list-style-type: none"> • Children with health needs policy • Debt Management policy • Emergency out of hours procedure- Beckwithshaw • Emergency out of hours procedure- Kettlesing • Emergency out of hours procedure- Ripley • Fed data protection policy • Federation Attendance policy • Federation Events Procedure • Federation Suspension and Exclusion policy • First Aid policy • Online Safety policy • Secure storage of statutory assessments policy • Snow and Ice policy <p>Q. With regards to the Children with health needs policy, MH suggested that the policy should change 'GP' to 'a registered healthcare professional.' This was agreed.</p> <p><i>Resolved: That subject to the agreed amendment of the Children with Health Needs Policy, the policies named above were approved by the Governing Body.</i></p>	
13.0	<p>Local Authority/External Reports</p> <p>The following reports were provided to governors prior to the meeting.</p> <p>13.1 Sue Marshall- Senior Education Adviser</p> <p>13.2 Elaine Broadbent- Early Years Adviser The Head reported that actions identified have been completed.</p> <p>13.3 Kelly Osborn - Safeguard Adviser The Head reported that actions identified with regards to the Single Central Record, were actioned with immediate effect.</p> <p>13.4 Amie Stroud - Veritau Finance The Head reported that all actions identified in the report have been actioned.</p> <p>13.5 Joel Davies- Health and Safety Adviser The Head reported that all actions identified with regards to the Fire Assessment have been actioned. VK said complimented EV for her great work as Link Governor and also Fiona O'Connell (Administrator at Beckwithshaw) who is H&S lead for the Federation.</p> <p><i>Resolved: That governors note the reports.</i></p>	
14.0	<p>Safeguarding</p> <p>There has been an email from the Diocese of Leeds informing schools of the resignation of Justin Welby who has stepped down as Archbishop of Canterbury at due to a damning review into the Church of England's handling of a sexual abuse scandal. The email is to reassure schools that safeguarding of children remains a priority for the Diocese.</p>	

15.0	Health and Safety issues None to report	
16.0	Correspondence, Feedback, Complaints. Correspondence received from Beckwithshaw Village Hall committee re the lease of the field and has been resolved.	
17.0	To consider any other business from item 4 above	Head
17.1	Kettlesing Nursery: A discussion was had regarding the Kettlesing nursery. Governors had the benefit of projection data from the LA to support their discussion. <i>The discussion is recorded in a confidential minute.</i> Action: VK to update the LA on the Governing Body's decision.	
17.2	Marketing strategy VK reported that she is working with a parent who is experienced and skilled in marketing. Governors were pleased with the marketing leaflets produced; there is one for each school in the Federation, and an open day advertisement leaflet. VK said that she has spent £900 on marketing, the strategy is over three years. EA has been pro-active in distributing the leaflets. VK gave commentary on the google analytics report, which shows the amount of web-based traffic each school is receiving and is an indicator of whether the marketing strategy is making a difference. Resolved: That governors thanked all involved in the marketing strategy.	
18	Confidential Items Staffing Update <i>Resolved: A confidential minute has been recorded.</i>	

Date of Next meeting:

28th January at Kettlesing

And also

27th March at Beckwithshaw

15th May at Ripley

15th July at Kettlesing

The meeting closed at 8.25pm

Signed: (Chair)

Date: