

**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 3<sup>rd</sup> October 2024 at 6.30 p.m. at Beckwithshaw School**

**MINUTES**

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

**Apologies:** All Present

**In attendance:**

Lee Talbot- Diocese Education Advisor for item  
Carolyn Mullins (CM) – NYC Clerk  
Charlotte Holstein- subject lead Maths (via TEAMS) for item 6

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>Actions</b>
<b>PART ‘A’ - PROCEDURAL</b>		
<b>1.0</b>	<b>Welcome and Introductions</b> JH welcomed everyone to the meeting and introduced KT and CM to the meeting. All present introduced themselves.  <i>MH arrived 18.44pm</i>	
<b>2.0</b>	<b>Confidentiality</b> Governors agreed to consider confidentiality as the meeting progressed.	
<b>3.0</b>	<b>Declarations of Interest for any agenda item.</b> None.	
<b>4.0</b>	<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> Item 25.	
<b>5.0</b>	<b>Notification of urgent other business</b> Non declared.	
<b>6.0</b>	<b>To approve and sign the minutes and confidential minutes of the meeting on 18<sup>th</sup> July 2024</b>  <i>Resolved: The minutes and confidential minutes were approved as an accurate record and signed by the Chair.</i>	

<p><b>7.0</b></p>	<p><b>Matters arising</b>  All actions had been completed or were included on the agenda for this meeting. The following updates were provided:</p> <p>6.0 Finance: VK reported that the written Financial Audit, which had been undertaken by Veritau, was received at 5.45pm 3/10/24. The four minor actions have been completed. The audit will be presented to governors at the next FGB meeting in November. It is expected that the completed audit will now allow the School Expenditure Control Panel to review the Notice of Financial Concern.</p> <p>13.0 AOB: VK said that she has met with the Chairs of the three PTAs. Email addresses of the three Chairs have been shared, with their consent, and they are all in touch with each other.</p> <p>13.0 AOB: EA confirmed that the Federation can use the Castle, potentially the rooms and the grounds, for school events. Any potential dates to be shared to check on availability when they arise.</p> <p>12.0 Correspondence, Feedback, Complaints: The Health Check has been shared with governors.</p>	
	<p><b>PART 'B' – SCHOOL IMPROVEMENT</b></p>	
<p><b>8.0</b></p> <p><b>8.1</b></p> <p><b>8.2</b></p>	<p><b>Federation Subject Lead Governor Feedback 2024 2025</b></p> <p><b>English: A short report presented by Hannah Lear</b>  HL gave commentary on her English Governing Body Report Autumn 2024/25, which had been made available to governors prior to the meeting. The Summer Term Data Report 2024 and the English - Reading &amp; Phonics Subject Action Plan 2024-25 were also available for governors to view.</p> <p>HL informed governors that she is currently undertaking the National Professional Qualification in Leading Literacy, which she said is going well.  VK commented that the aim of staff undertaking the training and qualification is to deepen the knowledge and expertise of subject leaders.</p> <p>Q. How are we getting boys interested in reading?  A. The children can make choices of text. We have developed a tailored reading curriculum. The curriculum also provides opportunities to deepen knowledge/progression text for our whizzy children.</p> <p>Q. How are you selecting text?  We tend to think about what does the text offer children. We chose challenging text, text that is fun and offers ideas. We use the NPQ network for suggestions too. We choose texts to explore different culture and opportunities.</p> <p>Q. Do we follow up with links to PSHE.  A. Yes, we offer a cross curriculum to encourage the love of reading. There are curriculum links. We also try to link texts with geography and history.</p> <p><b>Maths: A short report presented by Charlotte Holstein</b>  CH gave commentary on her Maths Governing Body Report Autumn 2024/25, which had been made available to governors prior to the meeting. The Summer Term Data Report 2024 and the Maths Subject Action Plan 2024-25 were also available for governors to view.</p>	

	<p>CH informed governors that she is currently undertaking the National Professional Qualification in leading primary mathematics.</p> <p>CH said that plan was put together in consultation with staff and adapting the White Rose Education maths scheme.</p> <p>Q. Does the plan accommodate our SEND children?  A. Yes, the scheme is bespoke and challenging, going into greater depth for maths mastery. Some of our SEND children are mathematicians and enjoy the challenges. The scheme can be tailored for all children. The data is really positive and shows how maths is becoming embedded.</p> <p>The chair thanked HL and CH for producing the reports and presenting to the Governing Body.</p>	
<p><b>9.0</b></p>	<p><b>A Church School within the Multi Academy Trust: Governance and responsibilities of a church school: An introduction by Lee Talbot, the Diocese Education Advisor</b></p> <p>VK invited LT to the Governing Body meeting to give an overview of the responsibility of a Governing Body of a Church School as the Federation includes a Church of England School.</p> <p>LT informed governors that in the Diocese of Leeds, there are approximately 240 Church of England schools, all the schools are diverse; Ripley is one of the smallest village schools. The schools have a Christian foundation and the governing body have a statutory responsibility to ensure the Christian distinctiveness is upheld and worship is undertaken regularly. The Diocese supports governors, and each church school has a named adviser who can also offer in-school training and advice for governing boards. LT is the adviser for this Federation.</p> <p>LT referred to the Academy Strategy and Policy Diocese of Leeds Board of Education September 2024, which he said reflects the current national educational landscape. The Diocese of Leeds does not advocate the academy programme, however, LT said that the Diocese is there to support schools to academy status should that be either their governor’s choice or a requirement of the DfE.</p> <p>LT summarised the support and advice available to schools should they wish to explore joining a Multi Academy Trust (MAT). He told the Governing Body, that as Ripley is a church of England School, the Federation could consider joining one of the Family MATs in the Diocese.</p> <p>LT invited questions.</p> <p>Q. Is this something that we should be looking at?  A. No it is not compulsory, however it is good to practice to consider options and to have an annual conversation and minute that this has taken place. As a federation of schools we are in a good position; we are sustainable, solid and secure. We do not rely on the local authority, as we are strong on our own.</p> <p>Q. Would we be attractive to a MAT?  A. Yes, the roof situation at Kettlesing has been resolved; Ofsted judgements are positive, and we are in good financial health. We are moving towards a pooled federation budget. One of the common worries for a MAT is the financial status of a school due to a potential financial liability, and we do not go to this category.</p>	

	<p>We would need to be mindful as a governing body as we are not struggling in any way. We would have to look at what we would be getting from a MAT that is better than what we already have.</p> <p>Q. What benefits do schools have if they academise.</p> <p>A. There is a cohesive school offer of support; a consistent offer and shared services such as HR and finance, taking these big tasks away from Headteachers. JH said that in her experience, the current LA offer is getting smaller and smaller due to lack of funds, so support is less and there is the potential for less experienced advisers due to funding. From a small school point of view, we need to be able to develop the skills and careers of teachers. We must also allow headteachers and teaching staff, the time to teach instead of many other tasks.</p> <p>Q. What is the flip side to academisation?</p> <p>A. Big is not always better and there is also the potential to lose the personal aspect of the school.</p> <p>VK said that whilst we are not a member of a MAT, we do have consistency across the schools as a Federation. Staff are all on Federation contracts which means that staff can move around the schools in the Federation. There is also the potential that we can grow our own Federation family of schools with other maintained schools. We are also the lead provider of ICT for three other schools so there is little a MAT could offer us at the moment.</p> <p><b>Action: That the 2024 Diocese of Leeds Academy Strategy and Policy be shared with governors for information.</b></p>	
<p><b>10.0</b></p>	<p><b>Finance Update Budget Monitoring</b></p> <p>The following reports were available to governors to view prior to the meeting:</p> <ul style="list-style-type: none"> <li>➤ Detailed Budget – Kettlesing</li> <li>➤ Summary Budget – Kettlesing</li> <li>➤ Detailed Budget – Beckwithshaw</li> <li>➤ Summary Budget – Beckwithshaw</li> <li>➤ Detailed Budget – Ripley</li> <li>➤ Summary Budget – Ripley</li> </ul> <p>Karen Taylor, the school Bursar will attend the next FGB meeting to present the autumn forecast.</p> <p><b>Resolved: That governors note the reports.</b></p>	
<p><b>11.0</b></p>	<p><b>Report from the Headteacher - to receive and ask questions.</b></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. There were 29 accidents at Ripley is there any reason for the higher-than-average number?</p> <p>A. Children can normally use the playground and the astroturf. The children could not go on to the astroturf as it was being renovated, so there were more children on the playground and the accidents were mainly due to bumping into each other.</p> <p>Q. There was a concern raised about the after-school club and a child going home hungry, has this been addressed?</p>	

	<p>A. EA answered this question. EA had discussed the concern with the PTA; she did some research into what other out of schools' clubs offered, she looked at 15 different after school clubs and compared their snack options and costs; other than one or two schools, limited cold snacks were the norm. This information was shared with parents via WhatsApp; parents were reminded that the children an access juice freely. The complaint was addressed amicably because the misunderstanding was cleared up.</p> <p>Q. Could you expand on the concern raised at Beckwithshaw regarding the contract with the village hall?</p> <p>A. We ceased the contract with the village hall because it costs the school; we have explained to parents that the PE offer remains the same. There is no change. Unfortunately, there was mis information shared at the Village Hall AGM which caused concern and confusion for parents, which has been addressed.</p> <p>CS commented that attendance is great for both staff and pupils; he said the school federation must be doing something really good and thanked staff and the headteacher.</p> <p><b>Data Reports:</b> VK shared the end of year data prior to the meeting.</p> <p>Q. With reference to the data and particularly around small class sizes of mixed abilities, how are teachers managing to support all children and offer opportunities to stretch their ability as well as support SEND children?</p> <p>A. Teachers know the children. We have baseline assessments that identify cohorts of children that need pushing to achieve a greater depth of knowledge. We track progress carefully and there is a tracking system in place for SEN children. Staff work closely together in teams across the Federation to assess and monitor progress. We have bespoke groups. There are lots of training opportunities offered on adaptive teaching. We have resources ordinarily available for SEND children. Children are being exposed to quality conversations and higher levels of communication. We are reception to year six teachers in all classes.</p> <p>VK informed governors that the Federation has secured 3 student teachers. They will be starting in October; the schools receive finance for hosting the students. VK said that the training providers want students to come to our Federation. We have always had students; we like succession planning, and we like to develop leaders. Last years students were retained; we had trained them from university. We are a preferred partner of ITT and Leeds Beckett university. We have a good partnership. The commitment of the Federation is to provide mentors and support for the students.</p> <p><b>Resolved: That Governors note the report.</b></p>	
12.0	<p><b>Staffing 2024-25</b> The September 24 25 Federation Structure was provided to governors prior to the meeting. There were no questions.</p> <p><b>Resolved: That governors note the report.</b></p>	
13.0	<p><b>Local Authority/External Reports</b></p>	

	<p>The following reports were provided to governors prior to the meeting.</p> <ul style="list-style-type: none"> <li>➤ Final Visit Report 10-09-2024: Safeguarding and Attendance</li> <li>➤ Fire Risk Assessment – Kettlesing</li> <li>➤ Fire Risk Assessment – Beckwithshaw</li> <li>➤ Fire Risk Assessment – Ripley</li> <li>➤ Kettlesing Felliscliffe Community Primary School -12- 09-2024: Safeguarding Support</li> </ul> <p>VK reported that they were rated amber as a fire risk, but now rated green. All dates for adviser visits are on the governor portal. Link governors are welcome to attend as appropriate.</p> <p><b><i>Resolved: That governors note the reports.</i></b></p>	
<b>14.0</b>	<p><b>Federation Self Evaluation Priorities 2024-25</b></p> <p>Priorities are discussed with the Senior Education Adviser. VK is happy with the priorities plan identified for the Federation.</p>	
<b>15.0</b>	<p><b>Federation School Development Plan Priorities 2024-25</b></p> <p>The Federation School Development Plan Priorities was shared with governors prior to the meeting. VK said that performance management was based on the five priorities.</p> <p><b><i>Resolved: That governors note the report</i></b></p>	
<b>16.0</b>	<p>Pupil Premium Strategy Statement 2024-25</p> <p>The following documents were shared with governors prior to the meeting.</p> <ul style="list-style-type: none"> <li>➤ Kettlesing Pupil Premium 2024 25</li> <li>➤ Beckwithshaw Pupil Premium 2024 25</li> <li>➤ Ripley Pupil Premium 2024 25</li> </ul> <p><b><i>Resolved: That Governors note the reports</i></b></p>	
<b>17.0</b>	<p>Sports Premium Strategy Statement 2024-25</p> <p>The following documents were shared with governors prior to the meeting.</p> <ul style="list-style-type: none"> <li>➤ Kettlesing Sports Premium 2024 25</li> <li>➤ Ripley Sports Premium 2024 25</li> <li>➤ Beckwithshaw Sports Premium 2024 25</li> </ul> <p><b><i>Resolved: That Governors note the reports</i></b></p>	
<b>18.0</b>	<p><b>Policies</b></p> <p>The following policies were reviewed:</p> <ul style="list-style-type: none"> <li>➤ Child protection</li> <li>➤ Behaviour</li> <li>➤ Charging &amp; Remissions</li> </ul>	

	<ul style="list-style-type: none"> <li>➤ Health safety</li> <li>➤ Complaints</li> <li>➤ Send</li> <li>➤ Prevent Risk Assessment</li> </ul> <p><b>Resolved: that the policies named above were approved by the Governing Body.</b></p>	
19.0	<p><b>To note any link governor reports since the last meeting.</b></p> <ul style="list-style-type: none"> <li>➤ CS undertook a wider Curriculum monitoring visit.</li> <li>➤ CS undertook a maths monitoring visit.</li> <li>➤ EA has a H&amp;S monitoring visit booked for 17/10/24.</li> <li>➤ PH undertook collective worship.</li> <li>➤ MH undertook a SEND monitoring visit.</li> </ul> <p><b>Action: That VK complete a roadmap/journey of the trips and visits on offer across the Federation, to show the wider curriculum on offer.</b></p>	
20.0	<p><b>Safeguarding</b></p> <p>VK informed governors that there was a single central record check at Kettlelesing. No issues to report.</p> <p><b>Resolved: That Governors note the report.</b></p>	
21.0	<p><b>Health and Safety Reports/Review of accident book/Risk Assessments</b></p> <p>VK informed governors that there had been a flood in a classroom at Kettlelesing. An emergency plumber was required, and the cost of the repair was £3.5k. VK commended the actions of the staff for the work they did to keep the children safe and in creating a temporary learning environment for them.</p> <p><b>Resolved: That governors note the report</b></p>	
22.0	<p><b>Correspondence, Feedback, Complaints.</b></p> <p>Wider communication: A website check has been completed and all statutory information is available as well as other information.</p>	
23.0	<p><b>Governor Training</b></p> <p>The Chair said that prevent and KCSiE updates has been shared with governors.</p> <p>VK. HL, CS and PH have all completed safer recruitment training.</p> <p>The Chair will be asking governors to complete a skills audit which will inform the Strategic Governing Body Plan.</p> <p><b>Action: JH to send out a basic skills audit to all governors and asks that governors complete the audit and return to JH for collation.</b></p>	

<p><b>24.0</b></p>	<p><b>AOB</b></p> <p><b>Kettlesing Nursery:</b>  VK reported that Kettlesing nursery was closed temporarily in April 2023 and a decision needs to be made as to whether this should reopen or becomes fully closed. The decision needs to be made and implemented by March 2025. VK reports that room that was used for the nursery is now used as an intervention space for SEN children. Space is at a premium in school; there is not enough space for to both to run.</p> <p>Q. What does the demographic trend tell us?  A. That there is a growing Sen need.  With regards to nursery aged children, the LA have data projections that shows from a financial point of view a nursery would not be viable.</p> <p>Q. What is this telling us?  A. That there is not a need, however the government said that there is a need for two-year funding places and there are grants available.</p> <p>Q. What will happen if we cannot meet the April 2025 timescale/  A. The nursery will be permanently closed.</p> <p>Q. If we do not decide today is it still time for this to work?  A. Yes, I need to meet the SEN team first.</p> <p>Q. Has the closure of the nursery had an impact on the children starting here?  A. It affected two children.</p> <p>Q. I wonder how many parents would decide on the basis of one child in school and one in nursery?  A. I do not believe it has been a deciding factor.</p> <p>Q. How much were we losing?  A. £20k</p> <p>Governors a nursery serving the Federation might be a consideration for the Strategic Plan and it would make sense for the nursery to be at Beckwithshaw where there is space and easy to get to for parents. It would be worth exploring figures with the LA by projecting future need.</p> <p><b>Action: VK will request projection data from the LA</b></p> <p><b>Action: to be added to the December agenda.</b></p>	
<p><b>25.0</b></p>	<p><b>Confidential Items</b></p> <p>Headteacher's Performance Management: HTPM panel to report their findings to the FGB for approval.</p> <p><b><i>Resolved: A confidential minute has been recorded.</i></b></p>	

<b>26.0</b>	<b>Date of Next meeting</b>  5 <sup>th</sup> December at Ripley 28th January at Kettlesing 27th March at Beckwithshaw 15th May at Ripley 15th July at Kettlesing	
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The meeting closed at 8.00pm

Signed: (Chair)

Date: