

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 28th January at 6.00 p.m. at Beckwithshaw Primary School**

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); Eloise Foster (EF)

Apologies: All governors were in attendance

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.

	Key Actions	
7.	Kettlesing future budget to be an agenda item at the March FGB meeting.	JH/JB
8.	Federation Business Manager and Bursar to explore the costs of school meals and ensure that the Federation Schools are being charged appropriately by the LA and charges for parents are appropriate.	KT/ VK
11.	Inform parents of pupils at Kettlesing School of the reduction in classes from Easter 2026	VK
11.	Arrange a Governors’ meeting to discuss the way forward for Kettlesing School	VK/JH
18.	Ensure that appropriate systems are in place so that adults do not access VPNs in school and bypass Smoothwall.	VK
18.	Explore whether the anti-bullying policy adequately meets the needs of victims.	VK

PART ‘A’ - PROCEDURAL

		Actions
1.	Welcome and Introductions JH welcomed everyone to the meeting. Apologies There were no apologies.	
2.	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.	Declarations of Interest for any agenda item. There were none.	
4.	Notification of urgent other business Meeting of the Pupil Disciplinary Committee	

5.	<p>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.</p> <p>Agenda item 4 is included in a confidential minute.</p>	
6.	<p>To approve and sign the minutes and confidential minutes of the meeting on 26th November 2025.</p> <p>The minutes and were approved as an accurate record and signed by the Chair.</p>	
7.	<p>Matters arising from consideration of the minutes not covered by the agenda items.</p> <ul style="list-style-type: none"> • It was agreed that the budget of Kettlesing School will be considered at the next FGB meeting. • Governors were informed that the Woodland Trust is providing trees for Kettlesing and Ripley Schools. • A competition to design road safety banners has taken place and the winning banners are now up at Ripley School. A flashing speed sign will also be installed on the road. 	JH/JB
PART 'B' – SCHOOL IMPROVEMENT		
8.	<p>Finance:</p> <p>Detail and Summary Reports December 2025</p> <ul style="list-style-type: none"> • Ripley • Beckwithshaw • Kettlesing <p>The budget monitoring reports were shared with governors and KT explained the various variances. It was noted that the final payment had been made with regard to the Ripley Trustees' Insurance.</p> <p>There is unlikely to be significant additional funding from the government for next year's budget. The SEND white paper is due to be published in spring which could impact school budgets.</p> <p>It is hoped that Beckwithshaw and Ripley Schools will soon have systems in place to be able to make payments via BACS.</p> <p>Q. Is there a budget for support staff pay rises? A. This will be 3.4% but it is not certain whether there will be extra government funding to support this.</p> <p>Governors noted that the cost of school meals for parents will increase in April to £4.20. The school is charged £4.46 for each school meal and therefore subsidises the costs for parents. There has been no increase in the cost for parents for six years.</p>	

	<p>A discussion took place concerning wrap around provision. Parents are asked about clubs every half-term. Kettlesing School now has wrap around provision three evenings a week. There is a discount in place at wrap around provision for siblings and service children. JC had investigated the price of provision at other schools and noted that the charges in the Federation schools was high in comparison. VK explained that it would be possible to reduce the cost if more pupils took up the provision offered.</p> <p>It was noted that the cost of school meals was also high compared to some local schools. This was again thought to be due to the impact of economies of scale as a result of being small schools.</p> <p>Q. Can we address the issue of economies of scale by buying some long-life foods in bulk for all three schools? A. We already get a good deal as the LA buy these goods in bulk. The majority of costs for school meals relate to staffing costs.</p> <p>It was agreed that the Federation Business manager would speak with County Caterers to ensure that the schools are receiving the best meal cost available. KT agreed to compare school meal costs with other similar schools.</p> <p>Benchmarking</p> <p>Costs are in line with other similar schools. The exception was the low pupil/ staff ratio at Kettlesing School. This is due to there being three classes with three teachers, despite pupil numbers being low.</p> <p>KT left the meeting at 18:38</p>	<p>KT</p>
<p>9.</p>	<p>IDSR</p> <p>Governors had received the IDSR and a brief overview prior to the meeting. The IDSR is now based on three-year trends. Governors considered the relevant information and noted that the main points for enquiry were around the high number of EHCPs, low pupil numbers and the low number of pupils from non-white British backgrounds.</p> <p>VK explained that the IDSR is an important tool that will be used by Ofsted Inspectors to decide on areas for exploration. Staff have been looking at the New Ofsted Framework Toolkit, the NYC Inclusion Framework and the IDSR to inform areas for development and ensure that all information is triangulated.</p> <p>It was noted that the IDSR is now out of date regarding the pupil admission numbers (PAN) as this is now below, not well-below, capacity. Governors discussed the possible PAN going forward, noting the changes that would have to be made to accommodate the PAN at the Federation Schools. It was noted that, if pupil numbers increased, it would be important to ensure that appropriate space was still available to meet the needs of those with SEND.</p> <p>PH arrived at 18:52</p>	
<p>10.</p>	<p>Attendance Baseline Improvement Expectation (ABIE) Update</p> <p>JH and VK have undertaken the required meeting with the LA concerning attendance. It was a very positive meeting at attendance at the schools is good. VK explained the ABIE to governors and noted that there are no concerns.</p>	

<p>11.</p>	<p>Executive Headteacher’s Report Governors had received this prior to the meeting.</p> <p>Governors noted that the structural damage at Beckwithshaw School is being investigated by the LA. It is hoped that the LA will help with any costs associated with repairing the damage.</p> <p>MH arrived at 18:59</p> <p>Q. Why is there an increase in the number of near misses at Ripley School? A. This is due to damage to the wet pour rubber flooring in the EYFS outside area. This is being repaired, though there is nothing that can be done about the roots from the cherry tree that are coming above ground. All near misses have been investigated and addressed.</p> <p>Governors discussed the reduction in pupil numbers at Kettlesing School and the proposal to reduce the number of classes from 3 to 2 from Easter. They considered how this would affect staffing. They also discussed the impact on pupils and the importance of ensuring that the high educational standards at the school were maintained. It was noted that it had been hoped that the current three class structure would continue until September 2026. However, the reduction in pupil numbers and budget considerations meant that it would be prudent to move to a two-class structure from Easter 2026. A teacher from Kettlesing would be redeployed at Ripley School as a result.</p> <p>Governors discussed the reasons for pupils leaving, noting that the quality of education at Kettlesing is as good as at the other Federation Schools. Marketing had been undertaken and has not had an impact at Kettlesing. It was noted that there are several schools in the area and most pupils at Kettlesing do not live within its catchment area. Governors considered whether the school could return to a three-class structure if pupil numbers increase. They discussed the existing provision, including wrap around care and the school’s outdoor space. It was not felt that this was impacting on the reduction in pupil numbers.</p> <p>It was agreed that the number of classes at Kettlesing would be reduced from 3 to 2 from the summer term 2026 and that the decision would be communicated to parents as soon as possible.</p> <p>It was agreed that a specific meeting would be arranged to discuss Kettlesing School going forward.</p>	<p>VK</p> <p>JH/VK</p>
<p>12.</p>	<p>SEND Update Governors received an update. Key points to note were:</p> <ul style="list-style-type: none"> • SEND needs are varied but speech and language and SEMH needs are predominant. School receives external support in managing needs. • The use of alternative provision for high needs’ pupils is having a positive impact. • There is shared SEND training across the Federation schools but also training for staff of individual schools as needed, to meet the specific needs of their cohorts. • iTRACK continues to be used and is ensuring that appropriate interventions are in place and their impact monitored and assessed. • The schools have a highly inclusive approach to meet the needs of every child, not just those with SEND. Federation staff have informed and 	

	<p>pupils at the Federation Schools already have above statutory time allocated to PE and breaks. Governors discussed the differences in educational approaches in Norway and the UK and whether the demands of the English curriculum would allow time for such an approach.</p> <ul style="list-style-type: none"> • A parental issue had been raised concerning clubs and access to football. VK explained that the issue has been resolved and that there are no barriers to pupils not being able to attend clubs for financial reasons. <p>Q. Do all the schools have the same extra-curricular activities? A. Clubs are run according to demand for them. We ask the children each term which clubs they would like and try to accommodate their interests. This differs for each of the three schools.</p>	
20.	<p>To consider any other business from item 4 above This is recorded in a confidential minute.</p>	

Date of Next meeting:

Tuesday 24th March 2026 at 6pm via Teams

The meeting closed at 8:47pm

Signed: (Chair)

Date: