

**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  
Monday, 15 April at 5.00 p.m. at Ripley School and via Teams**

**DRAFT MINUTES**

**Present:** Victoria Kirkman (VK) – Executive Headteacher, Helen Smith (HS), Chris Stone (CS), Hannah Lear (HL), Michael Harrison (MH), Reverend Paul Harford (PH)

**Apologies:** All Present

**In attendance:**

Sue Marshall (SM)- Senior Education Advisor  
Chris Walker (CW) – Clerk and Chair

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</b>	<p><b>Welcome and Introductions</b> As this was the first meeting of the Full Governing Body, CW had agreed to Chair.</p> <p>CW welcomed everyone to the meeting. All present introduced themselves.</p> <p><b>Apologies</b> All governors were present. Amanda Newbold, Assistant Director of Education and Skills had sent her apologies.</p> <p>CW informed the governors that this was the first meeting of the full governing body. The Interim Executive Board had now ended.</p> <p>VK thanked the governors who had been on the Interim Executive Board for their significant support over the previous two years.</p>	
<b>2</b>	<p><b>Confidentiality</b> Governors agreed to consider confidentiality as the meeting progressed.</p>	
<b>3</b>	<p><b>Declaration of interests</b> There were no declarations of interest.</p>	
<b>4</b>	<p><b>Instrument of Government</b> The Instrument of Government for the Federation had been circulated to all governors in advance of the meeting. All governors confirmed receipt at the meeting.</p>	

	<b>PART 'B' – BUSINESS OF THE MEETING</b>	
<b>5</b>	<p><b>To consider the appointment of the two Co-opted and one Local Authority governor positions.</b></p> <p>The documentation in support of the LA position had been circulated in advance of the meeting. CW had also undertaken a skills audit in advance of the meeting and circulated the detailed analysis.</p> <p><u>Co-opted Governor Positions</u> The analysis highlighted many strengths within the governing body as well as setting out a number of areas for development. These included increasing the knowledge and understanding of the role of the governor as well as specific areas such as finance. Whilst there was strength in financial experience within a governing body context this was largely held by one person.</p> <p>CW explained that the governors needed to consider any other skill gaps on the governing body which were not covered within the skills audit, these could include marketing and Human Resources for example.</p> <p>There was a discussion about what skills were needed. Governors identified a number of potential candidates with these skills as follows:</p> <p>Mrs Jade Carr: a parent who was not successful in the recent parent election. Members of the Ingilby Family.</p> <p>All these potential candidates could provide both the skills required as well as detailed knowledge of the local context.</p> <p><b>Action:</b> VK to contact the candidates to see if they would wish to be considered as Co-opted Governors.</p> <p><b>Action:</b> Subject to the outcomes from the first action, to invite to the next meeting and consider for appointment.</p> <p>HS informed governors that she would be stepping down as a Foundation Governor at the end of the academic year.</p> <p><b>Action:</b> PH to sound out any potential replacements for HS as the next Foundation Governor.</p> <p><u>LA Governor</u> Governors approved in principle the nominated candidate for the position of Local Authority Governor. Governors agreed that it would be helpful if VK and ideally one other governor could meet with the candidate before the next meeting.</p> <p><b>Action:</b> VK to arrange to meet with the nominated governor in advance of the next meeting.</p> <p><b>Action:</b> Subject to the above action, the nominated governor to be invited to the next meeting.</p>	<p>VK</p> <p>Clerk</p> <p>PH</p> <p>VK</p> <p>Clerk</p>

	<p>VK asked for clarification on the positions of the two former IEB governors, Sarah Bassitt and Robert Ling.</p> <p>CW explained that Sarah Bassitt had notified the IEB that she had stepped down from the IEB and did not want to be considered for any positions on the governing body. RL had extensive work commitments and had indicated that he did not want to be considered for the Local Authority position on the governing body.</p>	
6	<p><b>AOB</b></p> <p>VK shared correspondence that she had received from the Department for Education which confirmed the revocation of the Academisation Orders for Ripley and for Beckwithshaw.</p> <p>Governors welcomed this news. SM highlighted the level of this achievement, which was something that, historically, happened very rarely.</p> <p>Governors thanked VK and the staff for all their hard work.</p> <p>VK highlighted the fact that this would enable the governing body to consider any options for long term sustainability moving forward.</p> <p>A letter from Howard Emmett, Assistant Director, Strategic Resources (NYC) of 12 March 2024, to Victoria Kirkman had been shared with governors in advance of the meeting.</p> <p>CW explained that the correspondence detailed the fact that, as a result of the revocation of the AO, the LA was now able to review the additional financial controls that had been placed on the Federation. The letter set out the five actions that the LA required to be undertaken to provide the necessary assurances over the summer term. Subject to the successful completion of these actions the LA would consider removing the additional controls from 1 September 2024.</p> <p><b>Action:</b> Clerk to liaise with the FMS team to arrange the Financial Training.</p> <p>VK confirmed that a financial audit had been arranged for the summer term and that the Federation would continue with the full bursar service from the LA.</p>	Clerk
7	<p><b>Dates of Future Meetings</b></p> <p>The date of the next meeting was agreed as Tuesday 7 May at 5pm at Ripley. Virtual attendance would be arranged.</p>	

The meeting closed at 5.45pm

Signed: (Chair)

Date: