

Federation of Beckwithshaw and Kettleasing Felliscliffe Primary Schools and Ripley Endowed Church of England Voluntary Controlled Primary School

**Meeting of the Interim Executive Board held on
Monday, 16 October 2023 at 5.00 p.m. via Teams**

MINUTES

Present: Robert Ling (RL) – Chair, Helen Smith (HS), Sarah Bassitt (SB)(Vice-Chair), Darren Dudman (DD)

Apologies: All present

In attendance:

Sue Marshall (SM) – Senior Education Advisor
Karen Taylor (KT) – FMS officer
Victoria Kirkman (VK) – Executive Headteacher
Charlotte Holstein (CH)– Maths Lead
Amanda Newbould (AN)- Assistant Director Education and Skills, NYC
Dominique Adams (DA) – Clerk

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	Welcome and Introductions RL welcomed everyone to the meeting. Apologies All present.	
2	Election of Vice-Chair RL nominated Sarah Bassett as Vice-Chair, there were no other nominations. RESOLVED: Governors unanimously appointed Sarah Bissett as Vice-Chair.	
3	Confidentiality Governors agreed to consider confidentiality as the meeting progressed.	
4	Declaration of interests There were no declarations of interest.	
5	To approve the minutes from the meeting on 18 September 2023. The minutes were approved by the governors as a true record to be signed by the Chair.	
6	Matters arising It was noted that lots of time has been scheduled for transition arrangements, as these need to be put in place as soon as possible, and to ensure that everything is covered. The HT report will then follow, and it was assumed that all documents had been read.	
PART ‘B’ – SCHOOL IMPROVEMENT		

7	<p>Maths update from Maths Lead, Charlotte Holstein</p> <p>Governors noted the following in terms of strengths and areas for development: Strengths- multiplication check in Year 4. The non-negotiables introduced last year are working well. White Rose Maths has been implemented across the school with fidelity to this scheme. New resources were purchased for the federation over the summer term, to support lower attaining children and those with SEND, as well as extending the higher ability children. Areas for development include increasing the number of children reaching EXS in KS2 at Ripley, Kettlesing and Beckwithshaw.</p> <p>Governor questions:</p> <p>Q: For the current Year 1 at Kettlesing with low GLD (Good Level of Development), why is this the case and what has been put in place? A: We are working with the teacher there to add capacity, and looking at using an assessment tracker for reading, writing and maths, in which data can be inputted throughout the year, so that weaker cohorts can be identified sooner. This is covered as part of subject leadership as well as learning walks and book scrutinies and to ensure that CPD is up to date for new staff.</p> <p>Q: It is positive to hear there is additional support for children with SEND and challenge for higher achievers. As was expressed by a pupil last week at Kettlesing, how are we engaging pupils who are less keen in maths? A: We are using Rock Stars as an incentive, which is used competitively as well as Number Box, with house competitions held to boost engagement. We also take part in NSPCC Number Day, and Rock Stars Crazy Hair Day is another event on the calendar.</p> <p>Q: Do we use the flashback activity for gaps? A: Yes, although this can be tricky. Question 1 relates to yesterday's learning, question 2 the previous week, question 3 from the previous unit and question 4 is a random question. It does take children a while to get back into this routine, however staff are aware of this this and it is being addressed.</p> <p>Q: What are the expectations around using White Rose Maths Power Points? A: This has been introduced at the beginning of the lesson, which staff use as a starter activity. The plan is to develop progress for all, to improve number retrieval as some children were not retaining key facts. Power Points will be adapted to each class. There is a new version of White Rose Maths which follows the same format, but questions can be adapted accordingly.</p> <p>Q: In the recent Ofsted maths subject report for Year 6 and nationally, it was noted that there is a focus on meeting ARE (age-related expectations) rather than true proficiency in maths and children are not always prepared for secondary school. How are you ensuring that this is not the case? A: White Rose Maths covers this well with its new co-workbook to support understanding of real-world maths, and this is part of the curriculum long term plan for Reception to Year 6. It builds up to SATS, however afterwards there are real-world problems in different situations for children to work on.</p> <p>Q: There are 2 areas highlighted in red. Is there potential concern around outcomes and is this cohort related or just where more work is needed in specific area?</p>
----------	--

	<p>A: This is a bit of both, but work is ongoing to explore if this is cohort related. With the implementation of the new assessment schedule alongside White Rose Maths, this will allow cohorts to be identified earlier.</p> <p>Charlotte was thanked for her report and left the meeting.</p>	
8	<p>Finance update</p> <p>Governors were provided with a 1-page summary of the budget, shared via screen. This has been discussed in detail over the last few meetings, and the following was noted:</p> <p>It has been hoped to end overall on a positive £110K, however this will now be £101K, with the closure of the nursery at Kettlesing being the main factor affecting the final balance.</p> <p>After half-term, work will start to look forward to the forecast going forward, once the head count for next year is available as well as the results of the funding consultation from North Yorkshire Council. When the start budget was put together, a falling balance was seen, and it will be necessary to review class structure going forward. Last year, there were 159 pupils from Reception to Year 6 across all 3 schools, with an estimate of 148 for this September, however this was 137, meaning a reduction in end balance to £75K, based on the existing structure.</p> <p>VK is working hard to bring in more children, with success at Beckwithshaw with 3 new pupils taking total from 56-59. All 3 open days have been successful. At Kettlesing, some parents took their children out due to influencing factors and numbers are lower at Ripley, however, there has been an increase at Beckwithshaw. A lot of work took place during the summer, and it feels that there is a new feeling from parents and carers at Kettlesing. Although some children have left, those parents at the school are proactive and supportive of the school, with new staff members also in place. Going forward, Kettlesing is the main focus in terms of pupil numbers, and this will continue to be monitored carefully.</p> <p>Contract Review schedule: This is being continually updated and a priority going forward, to sort out contracts so the schools work as a single federation.</p> <p>Benchmarking will be brought to the next meeting.</p> <p>The budget will be reviewed based on the outcome of the funding consultation, and it was advised that although energy prices had improved, future uncertainty in the Middle East may affect this going forward. The pay settlement for staff is not yet confirmed, with a possible 6% increase for support staff, and 3.5% for teaching staff (3.5% would be covered by a grant, but not for anything higher than this). The teacher pension scheme is being evaluated, and there may be another increase in the employer rate of contribution; there was an increase from 16 -23% which was covered by a grant, but this may now go up to 30%. This should be clearer after half term.</p> <p>Insurance: HS advised that she is continuing to liaise with the Trustees regarding insurance, but unfortunately has not yet received an update for governors. Governors agreed for HS to continue to liaise, however from December 2023, the school would no longer fund 50% of insurance costs.</p> <p>RESOLVED: Governors unanimously agreed that from December 2023, the school will no longer cover the 50% of the cost of insurance.</p> <p><u>Confirmation of HTPM panel- external advisor</u></p> <p>The HTPM panel of RL and SB was agreed at the last meeting, and DD advised that he can also join the panel as Foundation governor, therefore the panel is RL, SB & DD. An external advisor has not yet been confirmed.</p> <p>For best practice and best value, the advice was to look for the best option, and 2 quotes have been obtained with a difference of £50 difference. It is important to clarify</p>	

	<p>whether the two quotes are like for like, and if not, what the differences are between the two. VK will confirm and circulate this information when available. Karen was thanked for her report and left the meeting at 17:40</p>	VK
<p>PART C – STRATEGIC ISSUES (Transition)</p>		
9	<p>Transition arrangements A discussion around the future of the Federation took place. <u>Number of governors required:</u> It was agreed that this would depend on how many governors it would be possible to recruit, and how many are needed to do the work effectively. Although previously there had been 12 governors, it was difficult to recruit a full board, and it was agreed that the board has worked effectively as small group for the last 2 years. The statutory minimum is 7. The following number of governors was AGREED: 9 governors (1 LA, 2 Co-opted, 1 Staff, 2 Foundation, 2 Parents, Headteacher). <u>Number of Foundation governors:</u> It was noted that this number depends on the total number of governors; 2 for less than 12 governors and 3 for 12 or more, therefore a board of 9 would need 2 Foundation governors, and Bishop Paul would be able to take up the ex-officio role, if he was willing to. This is to be confirmed. In terms of parent governors, there is the element of a 3-school federation, and it is important to balance this between the 3 schools. There could be a risk in having 3, as they may come as representative of each school rather than the federation. 2 would be preferable, however it is important to ensure all 3 schools have representation. <u>To confirm if any IEB members wish to continue and if so in what capacity.</u> DD advised that he will not be joining the FGB, as his role was only to be part of the IEB to provide a Diocesan view. HS will be able to continue as Co-opted governor for this academic year. RL can stay for now as Co-opted governor. It was noted that governors could be moved around to different categories as appropriate. <u>Skills audit to inform recruitment.</u> This has recently been completed, Chris Walker will be asked to send out the completed Skills Audit, and once gaps have been identified, the recruiting of governors can start. <i>Amanda Newbould joined at 18:00</i> It was advised that the invitation to become a parent governor would need to be clear, and to clarify that this would be as a representative of the federation. It may be possible to learn from other federations how this can be achieved, and SM will investigate and report back. <u>Change Instrument of Government (if needed)</u> It was agreed for RL to liaise with Chris Walker around the process to change the Instrument of Government. It was noted that an alteration to the title of the Parish may be needed, to be confirmed with the Diocese. <i>Sarah Bissett left at 18:09</i> <u>Target date for transition:</u> AN advised this can be whenever governors are ready, and when governors have been recruited. The letter to go to the DfE can be submitted in the next few days. The next steps will be to commence staff and parent election processes, having addressed the skills gaps and taken advice from other federations. The new Instrument of Government will also need to be completed. The target date for the transition was agreed to be the meeting on 11th December 2023, which will be the first meeting for the new governors.</p>	<p>RL/CW</p> <p>SM</p> <p>RL/CW</p>

	<p>Governor question: Q: In terms of Foundation governors, if the ex-officio does not take up their role, can we have a substitute in place? A: Yes, although it would be up to the governing board to search for this.</p> <p>Q: If we don't fill this, can we continue with only 1 Foundation Governor? A: Yes, the board would just run with a vacancy, which has been the case previously.</p> <p><u>Consider name of Federation</u> A discussion took place around the name of the federation, and whether a more succinct title could be agreed. This would involve a full consultation process, and it was proposed that this would be something the new parent governors could work on, to engage across the 3 schools to ensure there is representation and understanding. RESOLVED: Governors unanimously agreed for the new parent governors to look into the name of the Federation going forward.</p> <p><u>Strategic Plan</u> It was agreed that the development of a Strategic Plan would be something for the new board to look at, as this would be looking at the longer term.</p>	<p>New parent govs.</p>
<p>10</p>	<p>Headteacher report Governors had been provided with the headteacher report prior to the meeting and the following was highlighted:</p> <ul style="list-style-type: none"> • Staff performance management has been completed robustly and rigorously, and fully documented. • 3 successful open days have taken place. • Reception baseline has been completed. • Pupil numbers at Beckwithshaw – 59 (increase of 3 service children), Kettlesing – 38 (down from 42), 4 children left; 2 are being home-schooled, and 2 others moved to another local school. • Pupil Premium at Ripley has increased by 1 to 3 children. • SEND at Beckwithshaw is at 17% (from 23% or 14 out of 59). 4 children are no longer on the SEND register. • Staff days absence of teachers: 2 at Ripley due to a 48-hour sickness bug and 7 days at Beckwith due to Covid. • Finance: Capital at Kettlesing is now £0, having been spent on improvement in the Early Years outdoor area. • Accidents: There have been 35 at Ripley, 18 at Beckwithshaw and 14 at Kettlesing. Accidents books have been reviewed, and it was noted that there is a large playground at Beckwithshaw, with Kettlesing and Ripley being smaller. At Ripley social time between KS1 and KS2 have been split so that they now have their own separate areas. <p>Governor question: Q: When did the children leave the Kettlesing? A: Since term started. 2 did not return after the summer. VK spoke to the parents who have chosen to home school their children, and they were already being home-schooled last year. The other 2 children left to join another school in the first week.</p> <p>Q: Do we know why? A: There has been no follow-up information received, however there had been some concern that a lot of staff had left, and they did not want to go through any more changes.</p> <p>Q: What is the process for home schooling?</p>	

<p>A: There is a robust process in place. If a child or their parents/carers want to do this, VK will meet with the parents/carers to ask if there is anything that the school can do to help, and this is put in place wherever possible. If they still want to go, the child remains on the role until they appear on the portal, to ensure that no children are missing in education.</p> <p>Q: Did the parents attend a meeting in school? A: Yes, with the school staff but not with the Local Authority. It was offered but declined.</p> <p>Q: Are these 2 siblings? A: Yes.</p> <p>Attendance: Attendance at Beckwithshaw is 97%, with a weekly live attendance tracker which all staff can access. This percentage has increased to 98% since the report was written. Persistent absence at Ripley is at 5%, or 2 children, one of whom has had authorised exceptional leave as a Service child, and the other case is with Julie Parrish, LA attendance officer, who has forwarded this to the medical team. This child may come off this persistent absence list. There is no persistent absence at Beckwithshaw. At Kettlesing, 13% of children have persistent absence which equates to 5 children, including the 2 elective home educated children, and the 2 children who left. The other child was taken out to be home-schooled, visited another school, and then came back to Kettlesing, and this percentage should reduce going forward. Overall, persistent absence is not a concern.</p> <p>Filtering and monitoring: Weekly reports are received, with no user threats notified. When there are questions, these are sent to Julie Parrish who will send a response. VK completes weekly device checks, the DDSL does this fortnightly, and any issues are logged on CPOMS.</p> <p>Governor question: Q: What is the position regarding term-time holidays; are we fining? A: Yes, and these are given to Julie Parrish. All are classed as unauthorised, unless there are exceptional circumstances, and confirmation is requested from employers.</p> <p>Governor questions: Q: All staff have had robust appraisals, however what are the plans for the determination of pay? Does this come to the pay committee or IEB? A: This relates to all teaching staff, who have all moved 1 pay point except for the 2 ECT and these are all included within the budget. VK will bring an anonymised list to the next meeting.</p> <p>Q: It is early in the year; however, are there any concerns you are already aware of? A: There is one concern around persistent absence for one family, who had persistent absence last year as well and this has already been raised with Julie Parrish.</p> <p>Q: Have the concerns been addressed regarding a club being cancelled at Ripley? A: Yes, this was a Football Club through Harrogate Town, which goes to each school for a term. Ripley had this in the autumn term, and it then goes to Beckwithshaw in January. As Ripley enjoyed it so much, it was agreed to send someone to Ripley in January as well as at Beckwithshaw.</p> <p>Q: Will Kettlesing also get this?</p>	VK
--	----

	<p>A: Yes, they are scheduled to have this in the summer term, however other football is available in the meantime.</p> <p>Q: Does this cost the school more? A: No, this club makes a profit. It is paid for by parents.</p> <p>Health & Safety: There is no H&S report for this meeting, however there is a new H&S advisor for the school. Safeguarding: A safeguarding visit from SM, SEA took place last week and exemplary practice and robust procedures were noted. The school is responsive to any issues that arise, and awareness of sites that children may access at home is being raised. Victoria and the team were thanked for all their hard work and success around SIAMS.</p>	
11	<p>Policies Pay Policy: This will be brought back to the next FGB. CW to add to agenda. It was noted that amendments to pay will be backdated to September. Developing Performance Staff Code of Conduct Federation Emergency Plan Governor question: Q: Has the federation emergency plan been externally checked? A: Yes, by the H&S advisor when they visit. It was noted that the contact telephone numbers need updating. VK to investigate and update. RESOLVED: Subject to the above amendment, governors unanimously approved and adopted the Developing Performance Policy, Staff Code of Conduct and Federation Emergency Plan.</p>	<p>CW</p> <p>VK</p>
12	<p>Correspondence Positive feedback from the open days has been collated from each school in a document to share with staff to boost morale. SB attended all 3 schools parent celebration assemblies and noted positive feedback.</p> <p>Governor question: Q: How many families attended open days? 10 at Ripley, with hopefully an intake of 13 next year in reception. At Beckwithshaw, there were 9 families with 2 tours the previous week as well. At Kettlesing there 5 families. All visitors were delighted with the schools. DD thanked CW, VK and RL for ensuring papers were distributed in good time, this was much appreciated as well as the helpful 1- page budget summary.</p>	
13	<p>Dates of Future Meetings November 13th December 11th January 22nd February 26th March 18th April 22nd May 20th June 17th July 15th</p>	

The meeting closed at 6:50pm

Signed: (Chair)

Date: