

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

**Meeting of the Full Governing Body held on
Thursday 3rd April 2025 at 6.30 p.m. at Beckwithshaw Primary School**

MINUTES

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

Apologies: Jade Carr (JC)

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 | | |
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| 8. | VK to check with the LA on progress regarding a joint budget for the Federation. | |
| 9. | EA/PH to further consider internet safety and seek any clarification needed from the LA | |
| | CS/VK to arrange for RE lead from local SCIT to provide CPD in RE for staff. | |
| 10. | VK to provide a plan of staff and class structures for governors for the 2025/26 academic year. | |
| | VK/EA to share the results of the staff questionnaire with governors. | |
| 11. | VK to liaise with SENDCo to develop moderation of iSEND assessment data. | |
| | VK to liaise with SENDCo to provide update to governors on impact of iSEND on ECHAR applications. | |
| 16. | Governor Health Check to be an agenda item at the next meeting of the FGB | |
| | Chair/Clerk | |
| | Govs to ensure that dates are arranged for their monitoring visits to take place in the summer term. | |
| 17. | Chair/Clerk/VK Behaviour policy to be considered at the next FGB meeting. | |
| 20. | EA to undertake a monitoring visit with regards to outdoor break time provision at Ripley School in the summer term. | |
| 23. | VK to liaise with HR to carry out a pay banding review for a staff member. | |
| | | Actions |
| PART 'A' - PROCEDURAL | | |
| 1. | Welcome and Introductions JH welcomed everyone to the meeting. | |
| | Apologies Apologies had been received from JC. These were consented to. | |

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| 2. | <p>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.</p> | |
| 3. | <p>Declarations of Interest for any agenda item. There were none.</p> | |
| 4. | <p>Notification of urgent other business Review of pay banding.</p> | |
| 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. Part of agenda item 10 was deemed to be confidential and recorded in a confidential minute.</p> | |
| 6. | <p>To approve and sign the minutes and confidential minutes of the meeting on 28th January 2025. 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. There were none.</p> | |
| <p>PART 'B' – SCHOOL IMPROVEMENT</p> | | |
| 8. | <p>Finance Reports</p> <p>Budget monitoring reports, for the three schools, for February 2025, had been shared with governors prior to the meeting. KT outlined the key points of the report.</p> <p>It was noted that the cost of school meals will increase to £4.20 per meal from the beginning of the summer term. Parents recognise the value of their children receiving a freshly cooked, nutritious hot meal.</p> <p>KT reported that she is working on the Start Budget for the schools. This will be ready for governors to agree at the next FGB meeting on 20th May.</p> <p>Governors questioned:</p> <p>Q. What has contributed to the improvement in the expected outturn of the Kettlesing budget? Have the savings on spending on resources impacted on pupils' learning?</p> <p>A. There has been an increase in income from SEND funding and school meals. The school has been able to purchase resources required, including new Chromebooks, with no negative impact on pupils' learning. The contribution from parents in providing resources, such as glue sticks, for their own children has also been a great help. There will be additional TA costs to provide SEND support going forward.</p> | |

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| | <p>Q. Will the supply costs for TAs be ongoing in the next financial year? A. We will definitely need one of these posts and possibly both. It is planned to move them from a supply basis to contracts which will produce savings. The costs will be incorporated into the Start Budget.</p> <p>Q. Has there been any progress on establishing a joint budget for the three schools in the Federation? A. This is still ongoing. The rules and regulations that need to be met for this to take place are being met. VK will follow this up with NYCC.</p> <p>Review and agree the School's Financial Value Standard (SFVS)</p> <p>This was reviewed and agreed by governors and submitted by VK.</p> | VK |
| 9. | <p>Subject Leaders' Reports</p> <p>Computing</p> <p>The report had been shared with governors prior to the meeting. Governors discussed and noted the key points. These covered strengths, areas for development, monitoring, assessment and training.</p> <p>VK explained that an audit of ICT resources had been carried out by the LA. The report will be shared with governors when received. The Federation has already purchased 20 new Chromebooks for each school and replaced staff laptops. Governors discussed a variety of options concerning how best to invest in new equipment. It was agreed that governors would discuss the issue again once the report and 'road map' for ICT at the Federation schools had been received following the audit.</p> <p>Q. Could we sell any old laptops or loan them to families who do not have access to laptops at home? A. The LA have specific procedures around the disposal of old equipment for security reasons, so this is unlikely to be possible. VK will check with the LA's IT department.</p> <p>Q. How does the school ensure that appropriate online safety measures are in place and are effective? A. NYCC schools use Smoothwall for this purpose. It restricts access to some sites and provides alerts to VK when any inappropriate searches are attempted. Other measures such as the PCSO visiting school to discuss internet safety, a regular newsletter to parents, issues being addressed in PSHE lessons and Wake up Wednesday further support online safety.</p> <p>It was noted that VK attends local Multi-Agency Child Exploitation (MACE) networks. Governors also noted the RISE filtering portal that highlights self-help sites when there are suicidal concerns. Other measures include active supervision of pupils using the internet and staff locking laptops when not in use.</p> <p>Q. Do we check whether these processes are robust? A. VK carries out a weekly check in each school on three devices (including those of staff) to make sure that she receives the necessary alerts. These checks are recorded.</p> | VK |

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| | <p>After further discussion, governors felt that the robustness of the LA system should be further explored. They agreed that EA and PH would consider the issue further and provide a list of questions to be put to the LA IT department for consideration.</p> <p>RE</p> <p>The report had been shared with governors prior to the meeting. Governors discussed and noted the key points. These covered strengths, areas for development, monitoring, assessment and training.</p> <p>VK explained the central role of pupil voice in RE in providing exploration of personal views and opportunities to promote questioning and engagement with diversity in the world. Such opportunities ensure that learning is open-ended, enabling pupils to maximise their learning potential.</p> <p>Q. How are faith leaders, other than those of Christianity, involved in learning? A. We access external engagement and support in a range of religions from the Bradford Interfaith Centre.</p> <p>Governors discussed ways in which CPD for staff could be further extended. It was agreed that CS would provide VK with contact details of an RE lead from a local SCITT who could provide some valuable CPD for staff.</p> | <p>EA/PH</p> <p>CS/VK</p> |
| <p>10.</p> | <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 verbal summary and invited any questions. VK asked governors whether the report provided a sufficient level of information in a useful format. All governors felt that the current format worked well in enabling them to carry out their responsibilities as governors.</p> <p>It was noted that pupil numbers continue to improve and that effective marketing and provision for pupils has ensured that the schools have a good reputation and are moving forward positively.</p> <p>VK confirmed that staff performance management interim meetings had been undertaken for all staff.</p> <p>Q. How are staff coping with so many additional pupils joining the school? A. Staff have been amazing and have a very positive approach in adapting to the changing numbers and needs. All teachers have been asked whether they would like to teach a different class next academic year, but all have expressed that they are happy in their current roles. VK will know the numbers for next year's Reception intake by mid-April. She will then consider class structures for September.</p> <p>VK agreed to provide a strategic plan for governors, showing class structures and staffing for September.</p> <p>Q. When will the results of the staff questionnaire be shared with governors? A. This is an external questionnaire carried out the NYCC HR. HR will provide a report on the results which will be shared with governors. EA has been liaising</p> | <p>VK</p> <p>VK/EA</p> |

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| | with HR on behalf of governors. There will be a staff CPD session in the summer term to share the results (anonymised) and consider the best way forward in light of the report's findings. | |
| 11. | <p>SEND Update</p> <p>Governors had received the iSEND data collection prior to the meeting. They noted the provision that has been put in place to further improve outcomes for those with SEND as a result of this data.</p> <p>Q. Is this working well for schools? A. It is helpful in breaking down progress into small steps which supports future provision. It is effective in holding teachers to account for the academic progress of those with SEND.</p> <p>Q. Do staff find the software user friendly and effective? A. It is still relatively new and so there will be continuing refinements to be made. It would be useful to carry out some peer moderation of the assessments made both within the Federation and with other local schools using iSEND. VK agreed to explore this with the SENDCo.</p> <p>Q. How does using iSEND affect the provision of evidence with regards to EHCAR applications? A. The SENDCo will clarify this once the next set of data is collected in July.</p> | <p>VK</p> <p>VK</p> |
| 12. | <p>Spring Data Update</p> <p>Data had been shared with governors as part of the HT's report. Key points to note were:</p> <ul style="list-style-type: none"> • The wider curriculum data is looking positive with regards to the number of pupils achieving greater depth (GD). • The number of pupils achieving GD in maths is positive. • Several subject leaders are undertaking CPD qualifications such as NPQs. • A focus on the development of Art and French has produced positive outcomes. • Data is moderated with other schools to ensure accuracy and consistency. • Same day interventions ensure that all pupils can make maximum progress. | |
| 13. | <p>Pupil Premium</p> <p>An update on the allocation of funding was provided in the HT's Report.</p> | |
| 14. | <p>Sports' Premium</p> <p>An update on the allocation of funding was provided in the HT's Report.</p> | |
| 15. | <p>Kettlesing nursery update</p> <p>VK reported that a decision on the way forward is due to be made on 15th April.</p> | |
| 16. | <p>Governor Matters</p> <p>Governor Health Check It was agreed to consider this at the next meeting of the FGB</p> <p>Training and training log updates Governors were reminded to inform school of any training undertaken.</p> <p>Monitoring Visits The following visits are to be undertaken in the summer term:</p> | Chair/Clerk |

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| | <p>SEND monitoring visit at Ripley School Curriculum monitoring visit RE monitoring visit Safeguarding visit EA to attend the LA HANDS visit.</p> <p>Governors to ensure that dates are arranged with the relevant individual at school.</p> | Govs |
| 17. | <p>Policies The following policies were considered and approved:</p> <p>Use of Chemicals at Work Procedures Lunchtime supervision procedures Laptop Procedures Beckwithshaw School Laptop and Tablet procedures Ripley School Laptop and Tablet Procedures Kettlesing Felliscliffe School Information Security Policy Federation Science Policy Design and Technology Policy Use of sunscreens procedure Child Protection Policy 2024-25 Educational Visits Policy Federation PSHE Policy Pupil Mental Health Policy RSHE Policy 2025 SEND Policy 2024-25 Accessibility Plan 2025-28</p> <p>In light of a research paper that had been shared with governors, it was agreed that the behaviour policy would be considered at the next FGB meeting. Governors noted the importance of ensuring that the behaviour policy supports all pupils and reflects the school's Christian vision.</p> | |
| 18. | <p>LA External Reports Governors received and noted the following reports:</p> <ul style="list-style-type: none"> • Harrogate 3rd April 2025 • Governor Updates Spring 2 Maintained Schools • PIB 24th Feb Ripley SPIP 24 25 Approved • Governor Spring Term update 4 February 2025 • Kettlesing Felliscliffe – Final Visit Report 21-01-25 • Kettlesing Felliscliffe – Other Visit Report 28-01-25 • TMP Info for schools – Feb 2025 • Beckwithshaw – Final Visit Report – 05-02-25 • Ripley Endowed Final Visit Report 04-02-25 | |
| 19. | Safeguarding | |

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| | VK reported that safeguarding continues to be robust. The bi-annual NYCC safeguarding audit has been submitted. | |
| 20. | Health and Safety Issues There has been one report to RIDDOR as a result of an accident at school. No further action has been taken. VK carried out a check to ensure that all procedures had been accurately followed and to see if any lessons could be learned. Whilst there were no specific changes to practice required, it has been decided to increase staff supervision and split pupils into three, rather than the previous two, groups at break times to further enhance safety measures. EA will carry out a monitoring visit in the summer term to consider the outdoor break time provision at Ripley School. | EA/VK |
| 21. | Summer 1 Governors' FGB meeting This will be held on 20 th May at Ripley School as previously agreed. | |
| 22. | Correspondence To be considered at the next meeting of the FGB as part of the consideration of the Behaviour Policy. | |
| 23. | To consider any other business from item 4 above Governors agreed to consider a pay banding review for a member of staff as a result of additional duties being carried out. | VK |

Date of Next meeting:

20th May at Ripley

15th July at Kettlesing

The meeting closed at 8.38pm

Signed: (Chair)

Date: