

**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
Tuesday 28th January 2025 at 6.30 p.m. at Kettlesing Felliscliffe Primary School**

MINUTES

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

Apologies: There were none.

In attendance: Joanna Brookes (JB) – NYCC Clerk, Carolyn Mullins (CM) – NYCC Clerk, Elouise Foster (EF) – Deputy Head Teacher

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 JH welcomed everyone to the meeting and introduced JB as the new Clerk to Governors Apologies There were none.	
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. None.	
4.	Notification of urgent other business There was none.	
5.	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. There were none.	
6.	To approve and sign the minutes and confidential minutes of the meeting on 5th December 2024	

	The minutes and confidential minutes were approved as an accurate record and signed by the Chair.	
7.	<p>Matters arising from consideration of the minutes not covered by the agenda items.</p> <ul style="list-style-type: none"> EF provided an update on the implementation of the iSEND software system. Subscriptions have been purchased for 11 pupils and baseline assessments have been undertaken in maths, literacy and personal development. A progress measure for these pupils will have been established by half-term which will be built upon across the rest of the academic year. In future years, the baseline assessment will be carried out in autumn 1. <p>Q. What are the cost implications of using this system?</p> <p>A. The system has been purchased until May 2025. Subsequently, there will be an annual subscription cost. The cost is for each place, not pupil. Therefore, if a pupil is removed (eg. as a result of moving school) the place can be assigned to a new pupil.</p> <p>Q. How will this data be reported to governors?</p> <p>A. It will be reported to governors termly along with other pupil data.</p> <p>It was noted that the progress data from the use of this system will be helpful in providing information to a child's new school as part of the transition process.</p> <p>JC joined the meeting at 6:39pm</p>	
	PART 'B' – SCHOOL IMPROVEMENT	
8.	<p>Subject Leaders' Reports – these had been circulated in advance of the meeting. EF presented a verbal report.</p> <p>EF updated governors on Art, Design and Technology (DT), Music and Modern Foreign Languages (MFL).</p> <p>ART</p> <p>Key points to note were.</p> <ul style="list-style-type: none"> Schools are using the Kapow scheme of work. All non-negotiables are being adhered to. An exhibition of pupils' work will take place at Ripley Castle in April as part of the Federation's commitment to promote cultural capital in all curriculum areas. <p>Key areas for development are:</p> <ul style="list-style-type: none"> To ensure that regular monitoring takes place across the Federation. To explore how to further develop greater depth (GD) for pupils and support for those who need it. <p>Assessment of the subject includes:</p> <ul style="list-style-type: none"> Checking that curriculum coverage is being adhered to. Comparing the outcomes in year groups across the Federation. Providing support for any staff teaching art who would benefit/ welcome additional support as part of their CPD. <p>It was noted that the art subject leader has created a file of work to illustrate what GD should look like.</p>	

Q. Are different areas of the curriculum eg, art and history, linked as far as possible?

A. This is being developed wherever possible whilst recognising that this has to be purposeful and that there are some areas of the curriculum that do not lend themselves to this.

Q. How much time is spent on art in a week?

A. This is dependent on the topic being covered – some curriculum areas are best covered as a block rather than a little each week. However, across the year, art equates to an hour a week of curriculum coverage.

Q. Could the specific interests and talents of pupils (eg. those with SEND) be nurtured through art?

A. This is accommodated as far as possible whilst recognising that pupils need to access all areas of the curriculum.

Design and Technology

Key points to note were:

- Schools are using the Kapow scheme of work.
- All non-negotiables are being adhered to.

Areas for development include:

- Assess practical tasks to ensure that they can be achieved in the time available in lessons. There is also a focus to ensure that school has the appropriate resources for curriculum coverage.
- Adapt the curriculum as appropriate so that all can achieve their potential – focus on SEND and those achieving GD.
- Carry out lesson observations focusing on curriculum coverage, appropriate displays and ensuring that H&S elements are being met and suitable risk assessments are in place.
- Check pupils' progress across the academic year and compare progress across year groups.

Assessment:

- Identify gaps in learning and identify suitable adaptations for high achievers and those with SEND.
- Provide support for staff – CPD – as required.

Q. What adjustments are made in DT for those with SEND?

A. Adjustments include the level of adult support provided, the type of equipment used and ensuring that risk assessments address any specific concerns. It is important to ensure that all pupils can access the whole curriculum as a result of appropriate adaptations.

Music

Key points to note were:

- Need to obtain pupil voice in KS1.
- It is hoped to build a portfolio of what working towards, expected standard and GD should look like in music.
- Many pupils now have instrumental lessons with peripatetic teachers from the NYCC music service. This is proving to be very successful.

	<ul style="list-style-type: none"> There will be a music event at the Royal Hall in June as part of the focus on developing cultural capital. <p>Modern Foreign Languages (MFL)</p> <p>Key points to note were:</p> <ul style="list-style-type: none"> Areas for development include building pupil confidence and improving grammar progression. The Federation schools will hold a French Café event to which parents and carers will be invited as part of the focus on developing cultural capital. <p>Governors expressed thanks to school staff for their continuing work and dedication.</p>	
9.	<p>Finance Reports</p> <p>Budget monitoring reports for the three schools, for December 2024, were shared with governors. Benchmarking reports for the three schools were also shared.</p> <p>Q. Why are we on the lower quartile for staff salaries? A. This is due to recruitment of teachers in recent years who were recently qualified and therefore not on the highest salaries. Staff are encouraged to advance their careers via professional development eg. NPQs. This helps to retain staff. Staffing will become more expensive as staff progress through the pay scale.</p> <p>Q. What are the projected numbers for those joining Reception in the next academic year? A. This information won't be available until April. However, from the level of interest, it appears that numbers should be strong.</p> <p>Q. Could we go above PAN if we are oversubscribed? A. This would certainly be possible. School space, H&S considerations and staffing would have to be taken into consideration.</p> <p>Q. Has there been uptake from military families? A. There has been significant uptake, especially at Beckwithshaw. HT has been marketing the schools to military families which has had a positive impact.</p>	
10.	<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.</p> <p>Governors' questions regarding accidents at Ripley noted in item 17.</p>	
11.	<p>Federation Development Plan 2024-26</p> <p>The plan had been circulated in advance of the meeting.</p> <p>Q. Does the plan continue to be manageable? A. It is. As it is a working document some items may be carried forward into the next plan. Some priorities might change – the plan can be amended as appropriate. The RAG rating on the plan shows how priorities in the plan are progressing.</p>	

12.	Kettlesing Nursery update VK reported that a consultation process to explore the possibility of closing the nursery provision at Kettlesing is now underway.	
13.	Governor Matters <ul style="list-style-type: none"> It was noted that a Governors' Skills' audit had been completed in November 2024. A governance health check has been completed by the local authority. Verbal feedback was positive. A report will be shared with governors in due course. Governors were reminded to report any training undertaken so that it could be added to the governors' training log. There were no monitoring visits to report. 	
14.	Policies The following policies were noted and approved: <ul style="list-style-type: none"> Sexual Harassment Risk Assessment – Ripley Sexual Harassment Risk Assessment – Kettlesing Sexual Harassment Risk Assessment – Beckwithshaw Anti-Sexual Harassment Policy 	
15.	LA External Reports Governors received and noted the following reports: <ul style="list-style-type: none"> Final Visit report 5/12/24 – Safeguarding visit – Ripley (Sue Marshall Senior Education Adviser) Beckwithshaw Community Primary School Final Visit Report 16/12/2024 – Safeguarding monitoring visit. Federation of Ripley, Beckwithshaw and Kettlesing – LA Additional Financial Controls. 	
16.	Safeguarding VK reported that safeguarding continues to be robust. This has been verified by the recent external safeguarding visits.	
17.	Health and Safety Issues <ul style="list-style-type: none"> VK informed governors that action had been taken as a result of an increase in minor accidents at break times at Ripley School. Careful analysis of the situation had revealed that these were due to the increase in pupil numbers and therefore reduced space for pupils at break times. As a result, appropriate adjustments have been made. This has reduced the number of accidents. Governors thanked staff for the excellent teaching that took place, via remote learning, at the beginning of term when schools had to be closed due to snow. They also expressed their gratitude to members of the local communities who helped to clear paths, supporting the reopening of the schools. Governors noted the robust remote learning policy that had been followed at this time, including the focus on regular registration for pupils as part of the schools' rigorous safeguarding procedures. Q. Is staff First Aid Training scheduled and does this include anaphylaxis training? 	

	A. Yes, this is scheduled as appropriate.	
18.	Correspondence There was none.	
19.	To consider any other business from item 4 above. There was none. Governors thanked Carolyn Mullins for her work as Clerk to Governors.	

Date of Next meeting:

3rd April at Beckwithshaw

And also

20th May at Ripley

15th July at Kettlesing

The meeting closed at 8.18pm

Signed: (Chair)

Date: