

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

**Minutes of the Full Governing Body to be held on
Tuesday 19th May 2026 at 6pm via MS Teams**

Present: Jo Heyworth (JH) – Chair; Victoria Kirkman (VK) – EHT; Elizabeth Alder (EA); Michael Harrison (MH); Chris Stone (CS); Paul Harford (PH); Hannah Lorains (HL).

In Attendance: Joanna Brookes (JB) – Clerk to Governors

Actions from the meeting:

8. MH to sign the bank mandate to handover accounts to the new PTA members by the beginning of summer term 2.

8. VK and JH to revise the Complaints' Policy. To be an agenda item for approval at the July FGB meeting.

8. Parent/carer agreement to be considered at the July FGB meeting for implementation in September. VK

1.	Welcome JH welcomed everyone to the meeting. Apologies: There were no apologies. All governors were present.
2.	To note the rules about confidentiality These were duly noted. Governors were reminded that meetings were not to be recorded.
3.	Declarations of interest for any agenda item: There were none.
4.	To receive notification of any other urgent business. There was none.
5.	Previous minutes: To approve as a correct record and sign the minutes of the previous meetings held on 24 th March 2026 and 22 nd April 2026. Governors approved the minutes as a correct record and they were signed by the Chair.
6.	Matters arising from consideration of the minutes not covered by any other agenda items. There were no matters arising from the meeting held on 22 nd April. Minutes of meeting on 24 th March: Agenda item 10: Obtain further official advice on procedures following an injury above the neck VK explained that she and EA had sought advice from the LA's H&S risk adviser which was: The accident numbers look high mainly because the Federation records incidents very thoroughly. This isn't a bad thing; it reflects a strong safeguarding and H&S culture. From what I've seen, you are not over-recording, you are gathering data that may help in identifying problem areas more accurately.

	Going forward, it is recommended: • Continue recording anything requiring first aid and all head bumps. • Do not record very minor incidents where no injury or treatment is needed as an accident, maybe these can be recorded as near misses, if you are not doing so already. • For head bumps, use a symptom-based approach rather than automatically excluding children from PE/social play for 24 hours. This avoids unnecessary disruption while keeping children safe.
7.	Finance: • To agree the Start Budgets for Ripley, Beckwithshaw and Kettlesing Schools VK explained that she, the schools' bursar (KT) and the SBM meet once a month to look at the budget detail and bank and credit card statements. They have worked together on the Start Budgets for each school. As governors are regularly kept up to date with the schools' finances via KT and the budget monitoring reports, the Start Budgets are straightforward. JH and VK have met with representatives from the LA regarding the numbers on roll at Kettlesing School. There were no specific actions from the meeting. Governors have responsibility for the school, but the LA will liaise with VK and JH regularly regarding the predicted finances for 2027/28 and to discuss plans for increasing pupil numbers at the school. This will include looking at the October 2026 census as this will impact income for the school going forward. Governors approved the Start Budgets for submission to the LA.
8.	Executive Headteacher's Verbal Report • Assessments/ SATs VK reported that KS2 SATs have been completed and went well. There was an unannounced, external monitoring visit to Kettlesing School on the Thursday prior to SATs (7th May) with a focus on SEND, access arrangements and security of documentation. This went very well and the report included 'Excellent Practice Observed and Evidenced.' There were no actions arising from the visit. Following this, CS monitored SATs at Beckwithshaw and Kettlesing schools on Friday 8th May and EA undertook monitoring at Ripley School on Monday 11th May. The feedback was positive. VK ensured she was not present at any of these visits and that these were led by Senior Teachers. In addition, Susan Marshall LA SEA also looked at all SATs documentation and security at Kettlesing as requested by VK as part of her monitoring visit. Again, to ensure a robust and thorough process, particularly at Kettlesing, from a range of stakeholders and to avoid any potential claims/accusations regarding the statutory testing and the implications this could have on VK professionally. KS1 SATs, Y2 continue through to Friday 22nd May. Although they are optional the same Federation security measures apply. Phonics papers arrived and locked securely away until PSC Week. The Federation Schools phonics papers arrived and locked securely away until PSC Week. Testing week begins on Monday 8th June. VK has requested Governor and SEA monitoring of these also, in particular at Kettlesing School and again, when VK is not present so that they are led by senior teachers.

The Y4 MTC will take place in the week beginning Monday 1st June.
KS2 external writing moderation will take place at Beckwithshaw School on 19th June.

CS reported on his monitoring of SATs, stating that the processes were very robust and secure and all paperwork was well organised. EA reported that her monitoring at Ripley School demonstrated that both adults and pupils were confident in the procedures and the atmosphere was calm.

VK reported that the process and procedures for those with high needs was managed well and there was no disruption for pupils.

VK and JH thanked CS and EA for their support with SATs monitoring and HL for overseeing SATs at Ripley School. She re-iterated that pupils had all been happy with the process and it had been very carefully managed.

MH expressed his appreciation, as a parent, for the manner in which the SATs process has been managed.

- **Complaints Policy**

VK reported that she would like to add a section on AI to the policy regarding how to effectively use AI to clarify issues and facts as opposed to using AI for vexatious reasons. VK will work on this and bring the updated policy to the July FGB meeting for approval. **Action VK**

JH reported that she would like to have involvement in the revision of the complaints' policy as she has relevant professional experience that would be helpful. **Action JH**

- **Parent/ Carer Agreement**

VK reported that a parent/ carer agreement is being put together for September. All parents/ carers will be asked to confirm their agreement annually via Arbor. This is a standard procedure adopted by most schools. It will be brought to the July FGB meeting for governors to consider. It is hoped that this will help to prevent vexatious issues going forward. VK reported that the majority of parents do not cause any issues at the school but that this agreement is now necessary given current issues. **Action.**

- **Pupil numbers, if changed**

VK informed governors that current pupil numbers are:

Ripley – 67

Beckwithshaw – 83

Kettlesing - 19

- **Staffing capacity for the remainder of the summer term**

VK updated governors on staff including changes to staffing for September.

The LA agreed the letter to go out to Kettlesing parents concerning staffing and class changes from September. The letter was received very well by Kettlesing parents. There will be 8-10 families at the school from September and all are very positive about the school and looking forward to there being no negativity from those parents who will have left by then.

	• PTA VK requested that MH complete the necessary forms to sign over the bank mandates to the new PTA members by the start of summer term 2 as he and the Chair are stepping down. Action MH • Training VK reported that she had organised training, provided by Browne Jacobson, for local headteachers. This focused on training around school exclusions with a particular focus on SEND and legislation including the Equalities Act. It had been very well received.
9.	Safeguarding Safeguarding audit tools had been shared with governors for information. A successful safeguarding visit had been carried out by the LA's safeguarding adviser and VK has been asked to share the Federation's good practice with other schools. This will be included in guidance that is to go to NYC schools.
10.	Health and Safety There was nothing to report.
11.	Correspondence Received There was none.
12.	To consider any business from item 4 above PH apologised for his absence at the last FGB meeting.
13.	Confidentiality 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. No items were deemed confidential.
14.	Note change in location for July FGB meeting. This will now take place in person at Ripley School.

The meeting ended at 6.35pm

Date of Next meeting: Wednesday 15th July 2026 at Ripley School

Please send any apologies in advance to the Chair j.heyworth@rbk.n-yorks.sch.uk; and Clerk joanna.brookes@northyorks.gov.uk and Victoria Kirkham vkirkman@rbk.n-yorks.sch.uk