

**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 24th March at 6.00 p.m. via Teams**

MINUTES

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

Apologies: Jade Carr did not attend the meeting.

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	
10	Obtain further official advice on procedures following an injury above the neck	EA
17	Send agenda for additional meeting on 22 nd April to all governors.	JB
18	Staff wellbeing meeting JH/VK to be arranged	JH
PART 'A' - PROCEDURAL		
1.	Welcome and Introductions JH welcomed everyone to the meeting. Apologies There were no apologies. <i>It appeared that a governor had set the meeting to record.</i> Governors were reminded that recording governor meetings is not permitted.	Actions
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. There were 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.	

	Agenda item 9 was considered confidential and excluded from the minutes available for public inspection.	
6.	To approve and sign the minutes and confidential minutes of the meeting on 28th January 2026. The minutes and were approved as an accurate record and signed by the Chair.	
7.	Matters arising from consideration of the minutes not covered by the agenda items. 7. It was agreed that a specific meeting would be arranged to address the future budget of Kettlesing school. 8. Whilst school meal prices are high, they are not out of line with other schools, and the relatively high price reflects the low pupil numbers. As the number of pupils increase the price of meals will reduce. KT reported that many schools are making a significant loss on school meals. It was agreed that once the number of pupils in the Federation have been confirmed for next academic year, governors could consider how much of a loss was reasonable for the schools to absorb when setting school meal prices. 11. Kettlesing parents have been informed of the changes to the class structure from the summer term. 18. VK has explored this issue of accessing VPNs with the ITT Ofsted HMI that visited the school, who commented that it is very positive that the school is considering this issue. VK will ensure that it is discussed with first year students at the school and will further investigate to ensure that all appropriate safeguards are in place. VK thanked PH for raising the issue. 18. VK confirmed that the anti-bullying policy does adequately meet the needs of victims.	
	PART 'B' – SCHOOL IMPROVEMENT	
8.	Finance: Detail and Summary Reports February 2026 KT confirmed that she will provide final budget figures in the March monitoring report. She explained the key variances to budget for each school. Key points to note were: • Ripley There is a positive variance to the Budget. • Beckwithshaw The budget is healthy, with a positive variance and there are no concerns. • Kettlesing There is an improvement in the expected budget outturn, mainly due to additional SEND and wraparound care income. Q. Can we accrue any unspent funds, or do they have to be spent? A. There are no longer any LA controls over additional balances so they can simply be carried forward. However, capital income must be spent within two years of being received.	

	VK informed governors that the healthy budget outturn at Beckwithshaw will enable another TA to be employed from September. This will support other staff as it will enable additional release time for staff. SFVS Governors approved the SFVS for submission. VK noted that there were some technical problems with the format and in completing the SFVS. She asked KT to relate this information to relevant parties at the LA. KT left the meeting at 6.23pm	
9.	Update on the SDC meeting This is included in a confidential minute of the meeting.	
10.	Executive Headteacher's Report Governors had received the report prior to the meeting. Key points raised were: • Working parties (parents, carers and children) have transformed the outside areas at Beckwithshaw and Ripley Schools over two weekends. A similar event is planned at Kettlesing. • Residential for Year 4, 5 and 6 pupils have been taking place this week. VK thanked HL for her work to ensure that these visits were a success. • The report of Mike Smit's (HMI) visit to school had been shared with governors. It is very positive. An additional report following his visit to consider SEND and Inclusion at the Federation will be shared with governors when available. • Tree planting has taken place at Kettlesing School as part of the sustainability award scheme. • There has been a decrease in attendance figures. This is due largely to outbreaks of both norovirus and chicken pox. Attendance has been further impacted by some parents refusing to send their children to school until the outbreaks are over. Some parents are anxious about sending their children to school when infections are present. These absences have been recorded as unauthorised. VK is working with Public Health England and the LA and will consider the issue with the school's LA adviser. • Governors discussed the projected numbers on roll at Kettlesing School. Numbers are likely to reduce as pupils move to be with larger cohorts of peers. Those pupils who have already moved to Ripley or Beckwithshaw have settled well, and transitions have been smooth. Q. The figures for accidents look high especially at Ripley. Could staff be being over cautious in their recording of incidents? A. Staff are very diligent about recording any injuries above the neck, believing that it is better to be cautious. We follow LA guidance when recording injuries. We would prefer health and safety and safeguarding procedures to be robust. This doesn't add a burden to staff and ensures maximum levels of safety. PH left the meeting at 6.50pm Q. How do the procedures impact on pupils?	

	A. If a child has an injury above the neck they must sit out of physical activities for 24 hours. MH stated that if a child is asymptomatic then there is no reason for this to be done. VK explained that this was the advice given to staff during their paediatric first aid training which was provided by a company accredited by the LA. It is therefore important that this advice is followed. Governors also noted that accidents at Ripley School are consistently significantly higher than at the other Federation Schools. It was agreed that this requires further exploration to clarify whether the higher accident records are due to specific issues at Ripley or whether staff at Ripley are being over cautious in their recording. It was agreed that EA would explore this issue further and obtain official advice from the LA.	EA
11.	SEND Update Governors were informed that the Federation SENDCo is absent and VK is currently carrying out the role. There is a great deal of good work taking place around SEND including the use of various Alternative Provisions. Appropriate risk assessments are carried out and safeguarding procedures in place for those attending these settings. VK reported that she is working with the LA and supporting other local schools with SEND. She explained the high profile and significant commitment attributed to SEND at the Federation schools and beyond and that this demonstrates the Christian vision of the Federation to ensure that all can flourish and thrive. Those pupils with SEND have made significant progress with regards to nurturing thanks to pastoral support from staff. Q. Will there be a redefinition of EHCP criteria and what will be the baseline? A. Changes to SEND criteria will emerge as a result of the White Paper. However, we already have rigorous plans, interventions and a bespoke curriculum in place for pupils. This is not dependent on EHCPs but is part of what we do in providing mainstream education that is highly inclusive. Q. Is it possible to obtain financial support from the LA for the cost of the Zen Sensory therapeutic alternative provision? A. There are no funds available. VK is working closely with the LA and other local headteachers. She is undertaking a research project that will consider the impact of this provision.	
12.	Safeguarding Mike Smit (HMI) has undertaken a safeguarding review at Ripley School. The visit was very positive and demonstrated the rigorous safeguarding procedures that are in place at the Federation schools. The report will be shared with governors when it is received.	
13.	Health and Safety This was covered as part of the headteacher's report.	
14.	Reports An LA adviser visit report for Ripley school had been shared with governors prior to the meeting. A Federation HMI review report had been shared with governors prior to the meeting. This was a very thorough and positive report, demonstrating that the	

	schools are solidly secure with some elements of exceptional. A further review will be carried out in December as leaders are proactive in ensuring that the schools offer the best possible educational provision for pupils. Mike Smit, who undertook the review, also led CPD for staff at the end of the day. It had been a very positive experience for staff and recognised their talents and commitment. Q. Was this just for Ripley School? A. No it was based at Ripley but was for all three schools. As we work as one school on three sites the documentation relates to all three schools.	
15.	Governor Matters • Training and training log updates Some governors undertook training with staff from Browne Jacobsen around exclusions which had been very informative and helpful. VK is organising further training for local headteachers as part of the Federation's Christian outreach and commitment to promoting the flourishing of all. • Monitoring Visits A SEND monitoring visit report from MH was shared with governors.	
16.	Policies and Risk Assessments due for review or ratification: There were none.	
17.	Kettlesing School – Meeting date It was agreed that an extra governors' meeting to discuss Kettlesing School would take place on Wednesday 22nd April at 6pm via Teams. JB to circulate agenda prior to the meeting.	
18.	Correspondence A video had been made of Kettlesing School in action. This has had very positive feedback and is being shared via social media to promote the school. Correspondence had been received from a Kettlesing parent regarding the class structure changes at the school. VK thanked EA for her support with this. Governors noted that, whilst the changes had been successfully communicated to parents, this had been a challenging time for VK. VK reported her concerns to governors regarding the significant amount of work created by parents at Kettlesing which although is their statutory right to submit, the frequency of requests is causing additional work, diverting resource from educational priorities. Governors thanked VK for her resilience and professionalism in navigating the situation. Governors were keen to offer support. Governors recognised the need to ensure that parents follow school procedures and policies. They noted that anonymous requests for information had been received and that, under the Freedom of Information Act, there is no requirement to respond to anonymous requests. VK and JH will consider how best to respond. VK and JH to discuss outside the meeting, as part of duty of care towards supporting staff workload and wellbeing.	VK/JH
19.	To consider any other business from item 5 above There was none.	

Date of Next meeting:

Tuesday 19th May 2026 at 6pm at Ripley School

The meeting closed at 19:58

Signed: (Chair)

Date: