

**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  
Thursday 16<sup>th</sup> July at 6.30 p.m. at Kettlesing School and via Teams**

**MINUTES**

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

**Apologies:** All Present

**In attendance:**

Karen Taylor (KT) – FMS Bursar  
Chris Walker (CW) – Clerk  
Carolyn Mullins (CM) – Clerk (observation)

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.

		<b>Actions</b>
<b>PART ‘A’ - PROCEDURAL</b>		
<b>1</b>	<b>Welcome and Introductions</b> JH welcomed everyone to the meeting and introduced KT and CM to the meeting. All present introduced themselves.	
<b>2</b>	<b>Confidentiality</b> Governors agreed to consider confidentiality as the meeting progressed.	
<b>3</b>	<b>Declarations of Interest for any agenda item.</b> None	
<b>4</b>	<b>To approve and sign the minutes and confidential minutes of the meeting on 7 May 2024.</b> The minutes were approved as an accurate record and signed by the Chair.	
<b>5</b>	<b>Matters arising</b> All actions had been completed or were included on the agenda for this meeting. The following updates were provided: <ul style="list-style-type: none"> <li>• VK reported that she was working closely with New Park to look to direct some of the forces’ children to Kettlesing or Beckwithshaw.</li> </ul>	
<b>PART ‘B’ – SCHOOL IMPROVEMENT</b>		

6	<p><b>Finance</b>  <b>KT provided a verbal update on the financial position.</b></p> <p><b>Action:</b> Latest reports to be circulated after the meeting.</p> <p>KT reported that, following governor approval to proceed with the 3 class model at Kettlesing, the financial position was fine in Years 1 and 2 but there was a forecast deficit in Year 3.</p> <p>The June budget reports included all known assumptions including any recent staffing changes.</p> <p><u>Kettlesing</u>  Plan £24880  Actual: £18580  Variance of £6.3k – the detail had been shared in the report. Key factors including savings on staff, but ongoing supply costs and £4k more than plan on IT.</p> <p><u>Beckwithshaw</u>  Plan £78.6k  Actual £108.3k  Variance of c£30k</p> <p>The key reasons for the variance were additional SEN income, bank interest savings on staff salaries. There had been £3.5k in additional IT costs.</p> <p><u>Ripley</u>  Plan £19874 (deficit)  Actual £22628 (deficit)  Variance c£3k</p> <p>The key reasons for the variance were additional teaching costs (although some saving on a TA position) and additional IT costs.</p> <p><u>Capital</u>  There was more capital available than originally thought and plans were in place to use this funding.  VK confirmed that the LA had agreed to provide £60k to cover the roofing repairs at Kettlesing.</p> <p>Governor questions  Q: Will this cover the whole cost?  A: Most of it - there will be a cost of around £4k from capital.</p> <p>Q: If the budgets were pooled in Years 2 and 3 would there be an overall surplus?  A: I will work this out in the autumn term once the pupil numbers have been confirmed.</p> <p>Q: Do you have a quote for the repair work to the roof?  A: Yes – the work will be done in the summer break.</p> <p>VK reported that the fire alarms at Ripley would be installed over the summer as well as some re-decoration and new carpets across the Federation.</p>	KT
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	<p>Q: Has the old IT contract now ended? A: Yes.</p> <p>The revised budget for each school would be reviewed in the autumn term once pupil numbers had been confirmed.</p> <p>A letter from Howard Emmett had been shared with governors at the May meeting which set out a number of actions required in order for the consideration of the removal of a number of the current financial controls to be lifted in the autumn term. Governors confirmed that the following actions had subsequently been completed and that Howard Emmett had been informed:</p> <ul style="list-style-type: none"> <li>• The FMS team had provided financial training to the governing body.</li> <li>• VK had undertaken additional financial training.</li> <li>• Minutes from previous meetings had been shared with Howard Emmett.</li> <li>• A financial audit had been undertaken by Veritau. (report expected in the autumn term but no issues raised during the audit)</li> </ul> <p>KT suggested that further discussions on whether to explore a pooled budget should be undertaken once the additional controls had been removed.</p> <p><b>Action:</b> To contact Howard Emmett to clarify when the controls would be removed.</p> <p>JC arrived at 6.45pm</p> <p>Governors thanked KT for the training and for the detailed update. KT left the meeting at 6.50pm</p>	VK
<b>7</b>	<p><b>Local Authority Reports</b> All the monitoring reports from the LA had been circulated in advance of the meeting.</p> <p>VK reported that any actions detailed in the Health and Safety Audit had already been actioned – this would include the fitting of maglocks where required.</p> <p>Q: Do you have intimate care logs in place? A: Yes – we use the forms provided by the LA.</p> <p>JC informed governors that as, part of the Duke of Edinburgh Award, a number of soldiers would be coming into school as volunteers to undertake various tasks – such as helping to clear out rubbish etc. This would not only provide much needed help but also help to forge links with the forces.</p> <p>VK informed governors that the Federation was working closely with the Red Kite Alliance, Leeds Beckett and York St John to become the ITT provider of choice. Next year there would be 2 students in all 3 schools. The longer term aim was for this process to support future recruitment and retention. The school also received income as part of the process.</p> <p>Q: How much income? A: £900 per student.</p>	
<b>8</b>	<p><b>Headteacher Report</b> The report had been circulated in advance of the meeting. VK provided a verbal summary which included the following points:</p>	

	<ul style="list-style-type: none"> <li>Transition arrangements for reception had gone well. Y6 pupils had also been supported in visiting their secondary schools.</li> </ul> <p><u>Pupil Data</u> A separate report had been circulated in advance of the meeting. VK reported that overall pupil outcomes were positive. Any areas for improvement had already been identified and plans put in place for the autumn term.</p> <p>A detailed report on data would be presented at the autumn meeting.</p> <p>Governors asked that their thanks be passed onto all the staff for all their hard work in supporting the pupils to achieve these results. Governors also thanked VK and the leadership team for their hard work and dedication.</p> <p>VK also thanked all the staff across the Federation for their hard work throughout the year.</p> <p>Governor questions Q: Are we able to use their outcomes in marketing material for the Federation? A: Yes. I have already been in touch with a number of local papers, the Mayor's office and the local MPs.</p> <p>Q: What about social media? A: We use our social media presence to continually provide upto date stories and information on each of the schools. There are also links to the school websites. I am currently looking at producing some flyers.</p> <p>A video promo was also in the process of being developed.</p> <p>Governors discussed whether there was a need to rebrand the Federation which would include a change of name. Governors agreed that this should include staff and pupils and would require further discussion.</p> <p>Governors noted that using the targeted marketing function on Facebook had been effective at other schools but that there was a cost. This would require further consideration.</p> <p>Class structure and staffing plans had been shared with governors in advance of the meeting.</p>	
9	<p><b>Governor</b> FMS had provided financial training to the governing body. VK had also attended additional financial training.</p> <p>No link governor reports had been provided for this meeting but all governors had undertaken initial introductory meetings.</p>	
10	<p><b>Policies</b> The following policies were approved: Acceptable Use – ICT and Technology Admission Arrangements Governors Allowances Recruitment and Selection including Safer Recruitment</p>	

	<p>Looked After Children Business Continuity Plan DSE Procedure Laptops/Tablets Procedure Mental Health Policy Resolving Issues at work Marking and Feedback</p> <p>Governors agreed to look at the implementation of the Marking and Feedback Policy during link governor visits.</p> <p>VK reported that she was exploring whether there was a need to increase the PAN. Governors agreed that this would require further discussion.</p>	
11	<p><b>Safeguarding / Health and Safety</b></p> <p><u>Review of Accident Book</u> A review of accidents across the Federation identified a reduction in incidents over the summer term. Follow up actions were implemented where required.</p> <p>Q: Is there a process in place should there be an assault on a member of staff? A: Yes – not only do we follow all the statutory and recommended processes but we also provide additional support for staff.</p> <p><u>Safeguarding</u> No concerns to report</p>	
12	<p><b>Correspondence, Feedback, Complaints.</b> JH informed governors that the Federation had been due to receive a Governance Healthcheck from the LA. JH and VK had decided to defer the healthcheck until the autumn term as the governing body was still very new. JH would review the questions over the summer.</p> <p><b>Action:</b> HS to share the previous healthcheck with governors.</p> <p>VK detailed the training that was going to be provided to staff on the September INSET training days.</p>	HS
13	<p><b>AOB</b> Governor question Q: Is the wrap around provision the same at all 3 schools? A: No, its based on need. I am currently reviewing the provision across the Federation.</p> <p>Governors agreed that:</p> <ul style="list-style-type: none"> <li>• it would be helpful if the pupils at each of the schools within the Federation were given the same enrichment opportunities – instead of some of them being different at each school.</li> <li>• There needed to be more joined-up communication and approach from the 3 PTAs.</li> <li>• The aim should be to have at least 2 main events each year at which all the pupils could attend.</li> </ul> <p><b>Action:</b> VK to meet with the Chairs of each PTA in the autumn term to discuss how best to take this forward and to plan events for next year.</p>	VK

	<p><b>Action:</b> EA to check if Ripley Castle would be available to use – for example to display an art exhibition.</p> <p>A further discussion on a pupil matter has been recorded in a separate confidential note.</p>	EA
19	<p><b>Date of Next meeting</b></p> <p>The dates for 2024-25 were agreed as follows:</p> <p>3 October at Beckwithshaw  5 December at Ripley  28 January at Kettlesing  27 March at Beckwithshaw  15 May at Ripley  15 July at Kettlesing</p> <p>Governors thanked HS for her support to the governing body and to the Federation and to CW as clerk and wished both well for the future.</p>	

The meeting closed at 8.15pm

Signed: (Chair)

Date: