**Darley & Summerbridge Community Primary School Federation**

**Minutes of the meeting of the FGB held on**

**Wednesday 7 June 2023**

**18.00 at Summerbridge CP School**

**Present:**

Nick Coates (NC) - Headteacher)

Stuart Mallender (SM) - Co-opted Governor, Chair

Carol White (CW) - Co-opted Governor, Vice Chair

Lynne Chapman (LC) - LA Governor

Eddie Moore (EM) - Co-opted Governor

Lucy Martin (LM) - Parent Governor

Jim Dixon (JD) - Co-opted Governor

Andy Howarth (AH) - Staff Governor

Kate Milne (KM) - Co-opted Governor

**Apologies:**

Peter Massey (PM) - Co-opted Governor

**Governing Body functions:**

- Ensuring the vision, ethos and strategic direction of the school are clearly defined.

- Ensuring that the Headteacher performs his responsibilities for the educational performance of the school.

* Ensuring the sound, proper and efficient use of the school’s financial resources.
1. **Procedural**
2. The Chair welcomed those present and gave apologies for absence as above.

2. No pecuniary interests declared.

3. The FGB were reminded of the confidential nature of the meeting. No items were considered to be confidential or to be excluded from the minutes.

4. No urgent business matters to be considered.

5. The minutes of the FGB meeting held on Wednesday 29 March 2023 were approved, signed by the Chair and retained for filing.

6. Matters arising from the minutes of 29 March 2023:-

The HT confirmed actions completed from the minutes of the last meeting.

 Parents advised of price increases to school meals and after school clubs.

 School monitoring visits - dates provided to Governors.

 Chair awaiting response from YCAT CEO regarding fees/charges.

 Personnel advised of changes to contracts.

Banner to advertise Summerbridge Pre-School to be prepared. **Action: KM**

**B. Business of the meeting**

7. All Governors completed the Register of Business Interests.

8. The updated Governor Action Plan has been uploaded to the Federation website.

9. MAT update - The Chair and the HT provided an update on the Federation conversion to a MAT. Following approval by the DfE, due diligence is progressing. A further meeting with YCAT will be held on Friday 9 June. The Federation is on schedule to become part of YCAT on 1 September 2023. NC is in receipt of YCAT accounts. If considered appropriate NC to distribute copy of accounts to Governors. **Action: NC to forward YCAT accounts.**

10. The following policies have been updated by the HT:-

 Anti-bullying

 British Values

 Collective Workshop

 Behaviour

 Anti-radicalisation

 Non collection of Children

 Attendance

 Recruitment & Selection Policy & Procedure

 Staff Behaviour (Standards of Conduct)

11. A copy of the detailed Headteacher’s Report has been circulated in advance of the meeting. The report provided updates on the following:-

 Safeguarding & Child Protection - No current issues

 Health & Safety - No issues to report

 Premises

 Finance

 Personnel

 Pupil numbers - September 2023

 MAT update

 Policies

It was noted that the Y6 children completed their SATs week commencing 8 May 2023. The full results will be published on 11 July 2023.

The HT thanked all governors involved in assisting with new staff applications and interviews.

12. AOB

The HT provided details of future projects requiring across the Federation.

Darley - Immediate improvements to the kitchen at Darley are required. The Federation is in the process of obtaining quotes to reconfigure the kitchen to make it more manageable and to purchase new appliances. Estimates are in the region of £8-£10,000. There may be a possibility to use available grants and offset the costs against the devolved capital.

Summerbridge - Parking at Summerbridge is proving to be increasingly difficult. A solution would be to convert the unused lower playground to a staff parking area. Estimates for this work are in the region of £2200. It may be possible to fund the cost of essential additional parking from devolved capital. **Action: NC to check if planning permission is required for change of purpose.**

Summerbridge - it has been requested that a shelter/canopy be provided at the front of the school to provide essential shelter for parents and children. The shelter/canopy would mirror the canopy at the rear of the school building. The estimated cost of providing the shelter is £3000 this could be funded by £1000 donation from Mary Fisher, £1000 from the PTA and £1000 from the forthcoming sponsored walk.

Summerbridge - essential remedial work to a down pipe is required at a cost of approximately £550 to divert water away from the playground through a soak away or shallow gulley.

Darley - LM reported the PTA have provided funding for an outdoor stage/platform to be built for Ribble classroom. The PTA funded the materials and volunteers from Menwith Hill provided assistance. The work will limit trip hazards by providing a slope.

Summerbridge - it was noted that further redecoration work is required in Peter Corner’s classroom.

LM reported that a Summerbridge Pre-school monitoring visit had been completed. Governor’s evaluation report to be circulated. **Action: LM to forward report**

CW reported that she attended school during SATs week to assist in a supervisory role with an individual child. It was noted that all SATs papers were professionally administered during exam week.

CW reported that she attended monitoring sessions with Alison Evans for RE and Phonics sessions with Catherine Barnes. Copy of the reports to be distributed to governors. **Action: CW to forward reports**

13. Date of the next meeting **Wednesday 12 July 2023** at Darley CP School at 6.00pm

 **Please note change of date**