**Darley & Summerbridge Community Primary School Federation**

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

**Wednesday 12 July 2023**

**18.00 at Darley 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**

1. The Chair welcomed those present and gave apologies for absence as above.

2. Non 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 7 June 2023 were approved, signed by the Chair and retained for filing.

6. Matters arising from the minutes of 7 June 2023:-

KM confirmed that the banner to advertise Summerbridge Pre-School has been displayed at Summerbridge school.

CW to forward monitoring reports from RE and Phonics sessions.

**B Business of the meeting**

7. All Governors completed the Register of Business Interests.

8. Governor Action Plan. **Action: NC to upload on to Federation website.**

9. MAT update - The Chair and the HT provided an update on the Federation conversion to a MAT. The Federation is on schedule to be part of YCAT on 1 September 2023. Further meetings are due to be held on 19 July and 16 August to finalise arrangements. A representative and/or Trustee from YCAT will attend future Local Governing Body meetings.

10. No policies to review.

11. **Headteacher update -** A copy of the detailed Headteacher’s Report and End of Year Performance Review 2023 had been circulated in advance of the meeting. The reports provided updates on the following:-

 Safeguarding and Child Protection - two Child Protection issues

 Health and Safety - No issues to report

 Premises

 Finance

 Personnel

 Pupil numbers September 2023

 End of Year Review 2023 including SATs results

It was noted that external agencies have been consulted regarding the two Child Protection concerns.

**Finance** - the Federation Business Manager provided detailed finance reports ahead of the meeting. It was noted that the carry forward figure would be £82k, a reduction of £10k from the start budget due to a child with an ECHP leaving the school.

During the summer holidays work will continue on the year end accounts and transfer to YCAT.

Following conversion to MAT the existing bank accounts will be closed. All staff contracts will be transferred to YCAT with effect from 1 September 2023. All staff and governors will need to establish a YCAT email address.

During the summer holidays improvement work will be undertaken to remove asbestos at Darley.

Special thanks were extended to the Federation Business Manager for her continued support and invaluable assistance in the smooth transition to YCAT.

It has been identified that a child with an EHCP at Summerbridge has been recommended for extra TA support. **Action: HT and SL to discuss financial implications.**

The HT wishes to thank all staff and Governors who have assisted with the recruitment of new staff.

**Personnel** - It was noted that the recruitment process for short and long term maternity cover for two members of staff will commence in due course. Also the required paternity leave will be covered by a supply teacher. Congratulations to the three members of staff concerned.

**Performance Review -** Ahead of the meeting the HT provided the End of Year Performance Review detailing results across the Federation with national average comparisons. The results showed an improvement on last year although not all yet in line with the national average.

The FGB discussed the results in detail together with pupil attendance and emerging AFIs for 2023/24.

For full detailed analysis please refer to End of Year Performance Review 2023.

**2022**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School** | **EYFS** | **Key Stage 1** | **Key Stage 2** | **Y4 x table check** |
| **R** | **W** | **M** | **RWM** | **R** | **W** | **M** | **PSCY1** | **PSCY2** | **R** | **W** | **M** | **GPS** | **RWM** |
| **Darley** | 86 | 64 | 86 | 64 | 55 | 22\* | 66 | 92 | 100 | 66 | 66\* | 33 | 50 | 33 | 19.75 |
| **Summerbridge** | 33 | 33 | 33 | 33 | 36 | 27\* | 54 | 75 | 50 | 66 | 66\* | 50 | 50 | 50 | 20.15 |
| **National** | **-** | **-** | **-** | **-** | **67** | **58** | **68** | **75** | **87** | **74** | **69** | **71** | **72** | **59** | **19.8** |

**2023**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School** | **EYFS** | **Key Stage 1** | **Key Stage 2** | **Y4 x table check** |
| **R** | **W** | **M** | **RWM** | **R** | **W** | **M** | **PSCY1** | **PSCY2** | **R** | **W** | **M** | **GPS** | **RWM** |
| **Darley** | **90** | **90** | **90** | **90** | **77** | **46\*** | **77** | **63** | **100** | **66** | **83\*** | **66** | **50** | **50** | **22.2** |
| **Summerbridge** | **50** | **50** | **50** | **50** | **66** | **57\*** | **66** | **60** | **50** | **87** | **73\*** | **66** | **66** | **60** | **18.3** |
| **National** | **-** | **-** | **-** | **-** | **69** | **61** | **72** | **75** |  | **73** | **71** | **73** | **72** | **59** | **19.8** |

12 The Governors wish to thank the staff for their continued hard work and wish them a good summer break.

13. Date of the next meeting **Wednesday 13 September 2023 at 18.00 via Teams**

**Action: NC to forward list of suggested meeting dates for 2023/24 taking into account the YCAT meeting dates.**

**Action: NC to set up Teams meeting for 13 September 2023.**