**Minutes of Local Governing Body Meeting**

**Weds 18th October 2023**

|  |  |
| --- | --- |
| **Governors in attendance** | **Advisors in attendance** |
| **Stuart Mallender – Chair of Governors (SM)**  **Carol White – Vice Chair**  **Nick Coates – Headteacher (NC)**  **Andy Howarth – Teacher Governor (AH)**  **Kate Milne – Governor (KM)**  **Lucy Martin – Governor (LM)**  **Jim Dickson – Governor (JD)**  **Eddie Moore – Governor (EM)** | **Rachel Kershaw – EPM Director of Leadership, MAT Development and Consultancy (RK)**  **Jane Fabisz EPM Clerk covering for Tracey Curtis – (JF)**   |  |  |  | | --- | --- | --- | | |  | | --- | |  | |  | | |

Prior to the start of the meeting the Headteacher wished to note that Lynn was stepping down from the Governing Body after 23 years. Lynn has been a tremendous asset and the children have all benefited from her hard work and dedication to the school. The Headteacher and all the Governors thanked Lynn and wished her well. Lynne left the meeting at this point.

|  | | **Action by whom** | **Date by when** |
| --- | --- | --- | --- |
| **Part A - Procedural Items** | | | |
| **1** | **Appoint Governors to LGB of Darley and Summerbridge Federation of Schools, following academy conversion and becoming part of Yorkshire Collaborative Academy Trust (YCAT).** |  |  |
|  | All remaining Governors were re-appointed to continue on the LGB for Darley and Summerbridge Federation now part of YCAT with effect from 1 September 2023. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **2** | **Nomination and election of Chair** |  |  |
|  | * Nominate and elect a Chair for 2023 – 2024 academic year.   RK stated that the LGB needed to elect a Chair as this was the first meeting of the new academic year.  All present were asked if they would like to be considered for the position. It was stated that no nominations had been received.  SM said that he would continue in the role if he was re-elected.  CW nominated SM and NC seconded that proposal. There were no objections.  SM was duly elected as Chair. |  |  |
| **3** | **Nomination and election of Vice Chair** |  |  |
|  | * Nominate and elect a Vice Chair for the 2023 – 2024 academic year.   RK handed the meeting over to the newly elected Chair – SM - to continue the meeting.  SM stated that they needed to elect a Vice Chair as this was the first meeting of the new academic year.  All present were asked if they would like to be considered for the position. It was confirmed that no nominations had been received.  CW said that she would continue in the role if she was re-elected.  SM nominated CW and LM seconded the proposal. There were no objections.  CW was duly elected as Vice Chair.  It was confirmed that the role of SEN Governor would be with NC.  The SEN link Governor will be LM.  RK left the meeting. |  |  |
| **4** | **Welcome, introductions and confirmation of quorum present.** |  |  |
|  | SM welcomed all to the meeting and confirmed that with the number of Governors present the meeting was quorate. |  |  |
| **5** | **Apologies for absence and their acceptance.** |  |  |
|  | There were no apologies reported. |  |  |
| **6** | **Notification of items of urgent other business.** | | |
|  | * **items that the Local Governing Body consider are of sufficient urgency to warrant discussion at the end of the agenda.**   There were no additional items to add to the agenda.  NC noted that there had been a recent change to Headteachers Report (9) as things had changed and he would update the LGB at the point. |  |  |
| **7** | **Declarations.** | | |
|  | 7.1 Register of Interest form to be completed for the 2023-2024 academic year: link to complete provided here - <https://forms.office.com/e/fkVwdDtBFb>.  SM asked all Governors to ensure that they had completed the form and if not to use the link to do so.   1. Declarations of personal or pecuniary interest in any matters arising from the agenda of the current meeting.   There were no personal or pecuniary interests declared for the current meeting. |  |  |
| **8** | **Approval of minutes / review of action notes / matters arising.** |  |  |
|  | Explanatory notes  Minutes of the previous meeting are considered to be draft and cannot be issued until the Local Governing Body approves them at the current meeting. This gives Governors the opportunity to correct any inaccuracies and review ‘approval of documents for inspection’. Detailed minutes of discussions are inappropriate and likely to inhibit the full and frank exchange of views and debate.   1. **Meeting of Local Governing Body meeting held on Wednesday, 12 July 2023 circulated with the agenda.**   There were no comments therefore the minutes from the meeting held on 12 July were agreed and signed by SM and a copy provided to NC.   1. **Review of agreed actions**   None stated.   1. **Matters arising**   None stated. |  |  |
| **Part B – Headteachers Report** | | | |
| **9** | **Headteacher Report: autumn term 2023 to include, context, attendance, standards, progress and attainment, safeguarding, health and safety.**  **9.1 School Improvement Plan (circulated with the agenda): to include rationale for priorities.**  **9.2 School Self-Evaluation (circulated with the agenda).** |  |  |
|  | NC stated he had received a new format for the report from YCAT, so this had a different approach.  **Contextual Information**  The school age range has changed to 2 – 11 years and now includes a Governor led nursery class – not a pre-school as this cannot happen. The Nursery Classes are Nidd at Darley and Saplings at Summerbridge.  The numbers are 94 and 84 respectively. NC noted that this was a healthy intake. Jo at YCAT has been marketing the schools but that the schools needed to be mindful of the following intake as there are only 14 places and 13 had already been taken. The schools are limited by what they can offer due to the size of the schools.  NC said that he was mindful of the problem regarding building a classroom.  AH said that they would need to discuss this later in the year. There were 32 in one class that used to be split. It was agreed that they would need to look at options later in the year as numbers are growing. They would need funding for building work, and it can’t be left too late, planning and building can take time.  At Darley the numbers are growing every year and they would have to have something year after next at latest so 12 months before for planning etc. ACTION to plan new classroom build.  It was asked if YCAT would be able to support with funding etc.  It was noted that this was not the first time this had been discussed but it was becoming more urgent now.  NC stated that the numbers at Summerbridge were lower but stable. The SEN register and contextual data has been updated – Free School Meals.  **Attendance data** - will be updated at half term. The current National Average is 95%  Darley currently 95.7% Summerbridge currently 95.5% (Whole school – see stats on page 1 for breakdown.  The schools look at any pupil under 90% - the process is to send a warning email first, then a strongly worded letter then YCAT would get involved. Most cases improve after a letter. Attendance can still be an issue after Covid.  **Standards of Achievement** - broadly in line with National data and we are better than the year before.  **Quality of Education** - there has been subject monitoring this year in particular subjects. Nick & Jo have undertaken lesson visits, and this will be based on the Ofsted model. The overview across the schools have been generally positive with some subjects that could do better.  NC stated that they will be revisiting the Spiral Curriculum as this can increase knowledge from 2 years.  A discussion was had as to whether this would be a benefit to the younger age group. NC confirmed that from Nursery age it helps to start to build knowledge and understanding.  It was accepted that there can be a balance between schools retaining some of their autonomy whilst also benefiting from being part of a Federation to best meet the needs of the children.  Findings from monitoring will be circulated with a view to what can be done better.  It was noted that YCAT had been very supportive but different to the Local Authority – they are generally more interested that the Local Authority had been. They have a vested interest and keen to ensure that the schools are doing the right things for the right reasons.  **School Improvement Priorities -**. NC stated that this document was a summary and NC has seen a more detailed plan. The intention is to chip away at the plan over the next year and confirmed that the schools were currently on track.  LM asked if Governors would be required to undertake monitoring and suggest that they pick one area of improvement to focus on.  NC stated that they would not be judging the children but checking that he is on track. NC stated that he would set some dates and send an email. ACTION email Governors re monitoring dates.  **Staffing and HR Update** - NC updated Governors on staffing issues not included in the report.  The Cook (DR) had left and was now employed by the schools cleaning company as a cleaner at the school. DR has been replaced by KB who is delivering great food that the children love. She is also working in the breakfast and after school club. KB will be updating the school menu in due course with new ideas.  SL will start after half term covering CB Maternity leave. She had asked to start her leave sooner but unfortunately the school were not able to accommodate due to additional costs.  NC also stated that DG will be starting Maternity Leave at Xmas and interviews for cover were taking place shortly – 3 had been shortlisted.  SS a 1 to 1 SEN at Summerbridge is leaving to be a TA at her children’s school, she will get increased pay and free childcare plus funding for teaching course.  A question as asked if the schools offer free childcare to staff – NC confirmed that they do by SS child was too young for Pre- School.  NC stated that a further TA – SN has also handed her notice in – for  NC stated that HLTA’s are hard to recruit – YCAT may be able to support wi personal reasons.  NV noted that recruitment and retention is an issue everywhere. Children can be challenging; the pay is not great, and support can be limited. Staff leaving though were doing so for other reasons. Staffing is stable and we have three TA’s who are trained teachers, but they don’t want the stress of being a teacher.  NC noted that the schools have the highest SEN in the federation – parents hear that we are an inclusive and good school, so we get challenging children.  A discussion was had about the balance of recruiting good staff that may move on after a year and finding staff that want to stay. NC stated that the YCAT HR function will be able to support a recruitment drive to keep staff numbers constant. Staff leaving can have an impact on parents – they don’t always know the real reasons.  **Safeguarding** – NC noted that KICSIE had been updated and training had been provided through YCAT and training was up to date.  As an example, **filtering and monitoring** had been upgraded using Smoothwall. It was noted though that this may not work the same on an iPhone if a normally blocked page was open in the background when coming into school.  **Children missing from education** –NC stated that it is the school’s responsibility to ensure that any child is safe even if they are at a PRU for example. We would ring them, so we know where they are. This also has to be underpinned by attendance management.  A discussion was had about the various times a child may not be at school and what the school’s responsibility is to ensure they are safe if they are not actually in school.  It was confirmed that the school would check where they were if they were supposed to be in school or check if they had arrived at any other education provider if the school knows that is where they should be.  **Pre employment searches** have to be undertaken – it was confirmed that this is not about checking someone’s social media but just a google search of the name and location of the candidate.  **Safeguarding responsibilities for private organisations / individuals** using the school site – it was noted that all were surprised that this was not already in KICSIE and NC confirmed that the schools already do it.  NYCC had a safeguarding action plan but now the schools are part of YCAT that will no longer apply.  **Estates Management and H&S** – NC confirmed that the grounds had been checked and are all safe. Visual checks are undertaken regularly. H&S is always mentioned at staff briefings with actions for the following week.  NC stated that there will be governor training that all governors will be expected to do as part of the Trust.  KM asked if that applied to teacher governors. NC stated that the training will be specific to Governors and may overlap.  There will be an email from YCAT with links to training. It was stated that any problems accessing the training should be reported to NC.  NC stated that the Gazebo had been taken down and there were nothing else to mention.  KM asked who the H&S Governor was and NC was stated that this could be decided at the next meeting – ACTION to add this to the agenda  The schools had been using the same H&S company that YCAT use and there had been no RAAC or any other issues reported.  The asbestos was still there, and the Local Authority had replaced the lighting.  NC stated that he was not sure if the Local Authority had noted that the schools had federated with YCAT yet as they had been contacted by the link adviser.  **Feedback from Stakeholders** - Parents had noted that there was no longer a lollipop lady, and that traffic was challenging. NC stated that the police were monitoring the situation and had said they would send some bollards, but they had not arrived as yet.  A discussion was as had about whether parents were aware of parking at the Church and could walk from there. It was suggested that this was added to the newsletter again. Other options were discussed but costs to schools would be too great. It was noted that Summerbridge had the bigger problem.  Several options were discussed but NC stated that these would require additional staff and or costs that were not available.  It was acknowledged that schools are just busy places and parents should be encouraged to walk their children to school as much as possible.  NC said that bollards (when they arrive) will be placed strategically to see if that helps.  NC asked if there were any further questions regarding the report and it was noted that there were none. | **Clerk to add to next agenda.**  **NC**  **Clerk to add to next agenda.** | **Next GB meeting**  **ASAP**  **Next GB meeting** |
|  | **Part C: Governance** |  |  |
| **10** | **Membership**   * **10.1 skills audit Governors: link to complete to follow.** * **10.2 appointments and resignations** * **10.3 review membership, terms of reference (to follow), accountability framework (to follow)** * **10.4 review and publish Governor attendance for the previous academic year.** * **10.5 publication of equality and diversity data for Trustees and Governors: link to complete** [**https://www.surveymonkey.co.uk/r/M8BDXKB**](https://www.surveymonkey.co.uk/r/M8BDXKB) * **10.6 code of conduct** |  |  |
|  | NC stated that the Governors should complete the skills using the link which would be sent out.  There is currently one vacancy as the Local Authority Governor had resigned.  Peter Massey had indicated that he could join as a parent governor.  Jo has indicated that the size of the GB was fine, and no appointments or resignations had been received.  The terms of reference and membership was in the pipeline.  The E&D data link has been sent for all to complete – some had and there were some still to do.  The Code of Conduct needs to be read by all Governors. |  |  |
|  | **Part D Stakeholder Engagement** |  |  |
| **11** | **Report from YCAT Trust Board meeting held on Monday 11 September 2023** |  |  |
|  | It was confirmed that all had read it and there were no comments. |  |  |
| **12** | **Report from respective Local Governing Bodies to the Board of Trustees to include finance, standards, attendance, safeguarding, policies approved.** |  |  |
|  | NC stated that this was on going and opportunity got the Local Governing Body to put anything on the table for YCAT. Nothing was reported at the meeting. |  |  |
|  | **Part E Policies** |  |  |
| **13**  **14** | **Review and approve policies in accordance with your policy review cycle.**   1. **Child Protection Policy (North Yorkshire model)** 2. **Equality and Diversity** 3. **Sex and Relationships** 4. **Marking and Feedback (or equivalent policy / statement)** 5. **Early Years Foundation Stage Policy / Rationale** 6. **other curriculum subject rationale statement in line with the school’s own review schedule**   **Polices approved by Board of Trustees and shared with Governors for information.**   1. **Anti-Bullying Policy (attached)** 2. **Parent, Carers and Visitors Policy (to follow)** 3. **Child Protection Policy (attached)** |  |  |
|  | NC stated that Sarah was in the process of converting all the LA policies to YCAT and had just finished. These would be circulated by NC to review and sign off virtually.  There was some overlap on review dates, but all the policies had been approved.  It was also noted that there would be a Financial Calendar circulated. ACTION | **NC** | **When it becomes available.** |
|  | **Part F – Concluding items** |  |  |
| **15** | **Any urgent other business raised under item 5.** |  |  |
|  | Staffing covered above in Headteachers report. |  |  |
| **16** | **Approval of documents**   * Approval of documents for inspection’ is a section within the minutes which gives the Board of Trustees an opportunity to withhold from public consumption information which has been deemed to be inappropriate for general release, e.g., personal information concerning identifiable pupils and/or teachers. Supporting documentation could, for example, include the names of pupils or teachers. for inspection * Freedom of Information Act 2000   Directors, Governors and Trustees need to be aware that despite withholding documents under ‘approval of documents for inspection’, they could still be requested under the Freedom of Information Act 2000. If this is the case, the Board needs to consider the request and the application of possible exemptions. You are advised to seek further advice from the Clerk if you are in any doubt. |  |  |
|  | ACTION to check policies are approved at next meeting.  Approved policies will be circulated. | **NC** | **Next GB meeting** |
| **17** | **Dates, times and venue of future meetings**  **6pm, Wednesday 6 December 2023 @ Summerbridge Community Primary School**  **6pm, Wednesday 28 February 2024 @ Darley Community Primary School**  **6pm, Wednesday 10 April 2024 @ Summerbridge Community Primary School**  **6pm, Wednesday 22 May 2024 @ Darley Community Primary School**  **6pm, Wednesday 10 July 2024 @ Summerbridge Community Primary School** |  |  |
|  | **Meeting closed at 7.30pm** |  |  |
|  | ***Documents included and referred to at the meeting.***  ***8.1 Draft minutes from previous meeting dated 12 July 2023.***  ***9 Headteachers Report – Autumn Term 2023***  ***9.1 Darley and Summerbridge Primary School Federation Development Plan 2023-24***  ***9.2***   * ***Summerbridge Primary School – Self Evaluation Summary 2023 -24*** * ***Darley Primary School – Self Evaluation Summary 32023 -24***   ***10.6 Governance Code of Conduct 2023/24***  ***11 Report from YCAT Trust Board held on Monday 11 September 2023***  ***14.1 YCAT Anti-Bullying Policy***  ***14.3 North Yorkshire Safeguarding Children Partnership – Sample School / College Child Protection Policy*** |  |  |