

## Minutes of Local Governing Body Meeting Weds 6<sup>th</sup> December 2023

| Governors in attendance   | Advisors in attendance  |
|---|---|
| <p>Stuart Mallender – Chair of Governors (SM)</p> <p>Carol White – Vice Chair</p> <p>Nick Coates – Headteacher (NC)</p> <p>Andy Howarth – Teacher Governor (AH)</p> <p>Kate Milne – Governor (KM)</p> <p>Lucy Martin – Governor (LM)</p> <p>Eddie Moore – Governor (EM)</p> | <p>Jane Fabisz EPM Clerk covering for Tracey Curtis – Note taker (JF)</p> |

|                                  |  | Action by whom | Date by when |
|----------------------------------|--|----------------|--------------|
| <b>Part A - Procedural Items</b> |  |                |              |
| <b>1</b>                         | <b>Welcome, introductions and confirmation quorum present.</b>   |                |              |
|                                  | All welcomed and quorate confirmed.  |                |              |
| <b>2</b>                         | <b>Apologies for absence and their acceptance.</b>   |                |              |
|                                  | Jim Dixon sent apologies, and these were accepted.   |                |              |
| <b>3</b>                         | <b>Notification of items of urgent other business.</b>   |                |              |
|                                  | NC would like to arrange a Finance meeting before the end of term – to include SM and CW. Sharon (School Business Manager) will also attend. |                |              |
|                                  | This will be to discuss the schools' finances following the academy conversion.  |                |              |

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| 4                                   | <b>Declarations.</b>   |  |  |
|                                     | <p><b>4.1 Register of Interest form to be completed for the 2023-2024 academic year: link to complete provided here - <a href="https://forms.office.com/e/fkVwdDtBFb">https://forms.office.com/e/fkVwdDtBFb</a>.</b><br/>None declared.</p> <p><b>4.2 Declarations of personal or pecuniary interest in any matters arising from the agenda of the current meeting.</b><br/>None declared.</p>   |  |  |
| 5                                   | <b>Approval of minutes / review of action notes / matters arising.</b>   |  |  |
|                                     | <p>Explanatory notes<br/>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.</p> <p><b>5.1 Meeting of Local Governing Body meeting held on Wednesday, 18 October 2023 circulated with the agenda.</b></p> <ul style="list-style-type: none"> <li>Notes to include Lynne's full name – Lynne Chapman.</li> </ul> <p>The notes were approved and signed off by SM pending the above amendment.</p> <p><b>5.2 Review of agreed actions</b><br/>To be discussed</p> <p><b>5.3 Matters arising</b><br/>None</p> |  |  |
| <b>Part B – Headteachers Report</b> |  |  |  |
| 6                                   | <p><b>Headteacher Report: autumn term 2023 to include, context, attendance, standards, progress and attainment, safeguarding, health and safety.</b></p> <p><b>6.1 School Improvement Plan</b><br/><b>6.2 School Self Evaluation</b><br/><b>6.3 SEND summary report for Governors (November 2023)</b><br/><b>6.4 Art and Design Monitoring Feedback (November 2023)</b><br/><b>6.5 Art and Design Pupil Voice 21.11.23</b><br/><b>6.6 Monitoring Form: History</b><br/><b>6.7 Early Years Rationale</b><br/><b>6.8 YCAT Monitoring Form Autumn 1 (Darley &amp; Summerbridge)</b><br/><b>6.9 Staff correspondence</b></p>   |  |  |
|                                     | <p>The Headteachers report was sent out a week in advance. Finance is included and the reasons why a meeting is needed before Xmas.</p> <p>NC invited any questions regarding his report.</p> <p>NC noted that there is work to do following the visit from The Trust. The monitoring visits had highlighted some areas.</p>   |  |  |

### School Improvement Monitoring Visit – 11 October 2023

Following visits from the Trust areas that require improvement have been highlighted and the schools were working on them.

Mainly:

- Behaviour Policy Review to ensure consistent approach.
- A review of the school's maths curriculum and associated scheme to ensure it meets the needs of the children.

It was noted that there is some mitigation for some of the concerns that had been highlighted but the CEO had been very professional and supportive.

There had been some low level disruption which has been addressed. The school has high expectations of pupil behaviour so minor incidents will always be addressed.

Some pupils had reported that they felt unsafe in the playground, but this was due to the fact that they were playing football and had no shin pads and there had been a lot of pushing and shoving.

Football has been banned till after Xmas to allow time to review and ensure that there are appropriate safety measures are in place. This was not a safeguarding issue as was reported initially.

AH stated that much of the feedback received from The Trust was positive.

NC confirmed that The Trust would be revisiting the school on 12<sup>th</sup> and 19<sup>th</sup> Sept, and they were on top of the issues that had been raised.

**Staffing and HR Update** - Recruitment is proving difficult. This is the same in most schools in the area.

A further resignation had been received from the Nursery Teaching position.

Congratulations to Catherine who had her baby recently.

There has been some sickness absence which has resulted in the school having to pay for 3 salaries instead of 1. Unfortunately, this has been in reception where the children need stability. The school has kept parents informed and no complaints have been received. It is hoped that the situation will improve in the new year. Insurance doesn't cover all 3 salaries.

Adverts have been placed for the HLTA position. It maybe that one person could cover both schools.

Recruitment to be reviewed once the financial situation is known.

SM suggested that recruitment would be difficult because of salaries and potential candidates would need to be local.

NC also said that finding TAs to work with SEN children was trickier. Whether they had been diagnosed or not they still needed to be supported but the school only received funding when there is a diagnosis. LM said that getting a diagnosis wasn't easy either.

AH said that the situation can have an impact on teacher moral – lack of resources to support SEN children if not diagnosed.

NC stated that the school has a good reputation for supporting SEN children and therefore parents are keen to get a place, but this can stretch resources further.

EM asked if numbers were above the national average?  
AH said that they were above average in some classes.

LM asked if there was any positive feedback to report?

AH said there was, and it was unfortunately that they were having to focus on the negatives.

NC said that most parents thought the school was fantastic. He had recently seen some positive feedback on social media.

SM asked if there was anything that the GB could do to support the school.

NC asked about recruitment but recognised that the financial situation needed to be resolved first.

**H & S** – NC reported that there is a new adviser who undertook a visit on 1 December. There had been a potential issue with asbestos being found at Darley, but this had been investigated and had not caused any serious issue. The panel has now been sealed and will need to be removed.

KM reported that there had been a similar issue in Pre-School.

NC reported that The Trust will send a surveyor to look at the condition of both schools and draft a report. The trust will seek funding if anything needs to be put right.

**Parent Survey** – a recent survey had suggested that parents would like to see extra-curricular activities. NC stated that teachers are unfortunately at breaking point so asking them to do this as well may not be received positively. This reflects the fact that teachers do not have any capacity to do any more.

NC has suggested that they are looking at asking staff to do 4 sessions of something that would enhance children personal development. Some may want to do more.

NC also stated that the schools need to support parents to be more involved – this has dropped since lockdown. The school need to encourage parents in more and there will be an Open House between 3 and 4pm when parents can come in and read with their children. They will also be class assemblies that parents will be invited to.

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|          | <p>SM noted that this may have been as a result of people working from home and not going out as much.</p> <p>NC said he was keen to encourage more face to face parent interaction as opposed to digital / social media.</p> <p>EM asked if there was anything happening in other YCAT schools that could be adopted.</p> <p>SM suggested that if there was a regular activity with parents then they would be more likely to come in.</p> <p>KM said that some parents still didn't realise that coming into pre-school was ok to do now.</p>   |  |  |
|          | <b>Part C: Governance</b>   |  |  |
| <b>7</b> | <p><b>Membership</b></p> <p><b>7.1 skills audit Governors: <a href="https://www.surveymonkey.com/r/WQZMV6Q">https://www.surveymonkey.com/r/WQZMV6Q</a></b></p> <p><b>7.2 appointments and resignations</b></p> <p><b>7.3 review membership, terms of reference (to follow), accountability framework (to follow)</b></p> <p><b>7.4 review and publish Governor attendance for the previous academic year.</b></p> <p><b>7.5 publication of equality and diversity data for Trustees and Governors: link to complete <a href="https://www.surveymonkey.co.uk/r/M8BDXKB">https://www.surveymonkey.co.uk/r/M8BDXKB</a></b></p> <p><b>7.6 code of conduct</b></p> |  |  |
|          | <p>All Governors attending said they had completed the skills audit using the link.</p> <p>Jim Dixon has joined the Governing Body.</p> <p>A discussion was had as to whether there needed to be more members, NC said that he felt that they were fine as they are.</p> <p>Attendance can be reported on the website.</p> <p>All Governors need to complete the Equality and Diversity data using the link.</p> <p>All Governors to read the Code of Conduct.</p>  |  |  |
|          | <b>Part D Stakeholder Engagement</b>  |  |  |
| <b>8</b> | <b>Report from YCAT Trust Board</b>   |  |  |
|          | This had not been received there for deferred to next meeting.  |  |  |
| <b>9</b> | <b>Report from respective Local Governing Bodies to the Board of Trustees to include finance, standards, attendance, safeguarding, policies approved.</b>   |  |  |

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|           | This had not been received there for deferred to next meeting.   |  |  |
|           | <b>Part E Policies</b>   |  |  |
| <b>10</b> | <p><b>Review and approve policies in accordance with your policy review cycle.</b></p> <p><b>10.1 Child Protection Policy (North Yorkshire model)</b><br/> <b>10.2 Equality and Diversity</b><br/> <b>10.3 Sex and Relationships</b><br/> <b>10.4 Marking and Feedback (or equivalent policy / statement)</b><br/> <b>10.5 Early Years Foundation Stage Policy / Rationale</b><br/> <b>10.6 Other curriculum subject rationale statement in line with the school's own review schedule</b></p>   |  |  |
|           | <p>All of the above policies have been received and there were no changes proposed.</p> <p>NC stated therefore that all the policies would be adopted by the schools.</p>  |  |  |
| <b>11</b> | <p><b>Polices approved by Board of Trustees and shared with Governors for information.</b></p> <p><b>11.1 To be confirmed.</b><br/> <b>11.2 To be confirmed.</b></p>   |  |  |
|           | <b>Part F – Concluding items</b>   |  |  |
| <b>15</b> | <b>Any urgent other business raised under item 5.</b>  |  |  |
|           | <p>NC requested that a Finance meeting be arranged as soon as possible to discuss the potential deficit of 65K that the schools may have.</p> <p>NC explained that there was 170K retained by the LA on transferring to YCAT. The schools had 4 months to sort it out and therefore it needed to be sorted by 7 December.</p> <p>It may be that the LA would retain some of the funds for the period up to transfer, but the rest should go to YCAT and then back to the schools assuming YCAT do not retain any. If that didn't happen however the school would be in a deficit of 65K.</p> <p>A discussion was had about the funds and why the school should expect to receive the majority of it.</p> <p>The Schools Business Manager was chasing the LA and had never in the past had a deficit so it didn't make sense that the schools should have this just because of the transfer.</p> <p>In the meantime, NC was cautious about recruiting until he was sure they had the funds and in any event suggested that both schools look to save money wherever possible.</p> |  |  |

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|           | <p>Increases in spending had been unavoidable with pay rises and having to cover staff absence.</p> <p>The budget forecast also potentially takes into account similar costs so may not be as high if pay rises are less next year.</p> <p>NC said that he would like to meet before January when he is due to meet with the Trust so he can go to them with solutions – if there is a problem.</p> <p>It was agreed that a meeting would be held on <b>15<sup>th</sup> December at 10.30am, venue to be confirmed. Attendees – NC, SM, CW.</b></p>   |  |  |
| <b>13</b> | <p><b>Approval of documents</b></p> <p>-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</p> <p><b>-Freedom of Information Act 2000</b><br/>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.</p> |  |  |
| <b>17</b> | <p><b>Dates, times and venue of future meetings</b></p> <p><b>10.30am Friday 15<sup>th</sup> December 2023 – Finance – venue to be confirmed</b><br/> <b>6pm, Wednesday 28 February 2024 @ Darley Community Primary School</b><br/> <b>6pm, Wednesday 10 April 2024 @ Summerbridge Community Primary School</b><br/> <b>6pm, Wednesday 22 May 2024 @ Darley Community Primary School</b><br/> <b>6pm, Wednesday 10 July 2024 @ Summerbridge Community Primary School</b></p>  |  |  |
|           | <p><b>Meeting closed at 7.40pm</b></p>  |  |  |
|           | <p><i>Documents included and referred to at the meeting.</i></p> <p>5.1 Minutes Darley and Summerbridge – 18 10 23</p> <p>5.2 Action Notes Darley and Summerbridge – 18 10 23</p> <p>6 Headteachers Report Christmas 2023</p> <p>6.3 SEND summary report for Governors – November 2023</p> <p>6.4 Art and Design Monitoring Feedback November 2023</p> <p>6.5 Art and Design Pupil Voice 21 11 23</p> <p>6.6 Backup Monitoring Form – History</p> <p>6.7 Early years Rationale</p> <p>6.8 YCAT Monitoring form – Autumn 1 Darley</p> <p>6.8 YCAT Monitoring form – Autumn 1 Summerbridge</p> <p>6.9 Back up of Dear all</p> <p>7.6 YCAT Governance Code of Conduct</p> <p>10.1 Child Protection Policy updated Sept 2023</p> <p>10.2 Equality Scheme 2024 – 2026</p> <p>10.3 Sex Health and Relationships</p> <p>10.4 Marking, Response &amp; Feedback Policy</p>   |  |  |