

Minutes of the Federation of Darley & Summerbridge Community Primary Schools Local Governing Body Meeting: Wednesday, 28 February 2024

Governors in attendance	In attendance
<p>Stuart Mallender – Chair of Governors Carol White – Vice Chair James Dixon Kate Milne Lucy Martin Nick Coates – Headteacher</p> <p>Information retained on GIAS (22 February 2024) Stuart Mallendar 1 September 2023 – 1 September 2027 (appointed by the GB / Board) Andrew Howarth 1 September 2023 (elected by school staff) Carol White 1 September 2023 – 1 September 2027 – appointed by GB / Board Edward Moore 1 September 2023 – 1 September 2027 James Dixon 1 September 2023 – 1 September 2027 Kate Milne 1 September 2023 – 1 September 2027 Lucy Martin 1 September 2023 – 1 September 2027 Nicholas Coates – 1 September 2023 – ex. officio</p> <p>Historic (left within last 12 months) None</p>	<p>Tracey Curtis, EPM Governance Partner Sharon Langton – School Business Manager</p>

Part A - Procedural Items

1	<p>Welcome, introductions and confirmation quorum present</p> <p>The Chair welcomed Governors and those present to the meeting.</p>		
2	<p>Apologies for absence and their acceptance</p> <p>It was reported that apologies for absence had been received from Eddie Moore and Andrew Howarth.</p> <p>Governors RESOLVED that the apologies for absence were accepted.</p>		

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3	<p>Notification of items of urgent other business</p> <ul style="list-style-type: none"> Items that the Local Governing Body consider are of sufficient urgency to warrant discussion at the end of the agenda <p>One item of urgent other business was notified: Finance monitoring update</p>	
4	<p>Declarations Declarations of personal or pecuniary interest in any matters arising from the agenda of the current meeting Governors and those present were reminded that they should declare any personal or pecuniary interest in any matters arising from the agenda of the current meeting. No declarations of interest were identified.</p> <p>Complete, review, update Register of Interest for 2023-2024 academic year Governors and those present were reminded that they should complete the Register of Interest to declare any relevant business or pecuniary interest and close family relationship between members and / or other Trustees and / or employees. A register should be completed annually and updated during the academic year where circumstances change that impact on the content of the Register. The Governance Partner had circulated to Trustees a link to complete respective Registers of Interest electronically.</p> <p>Governors confirmed that their respective Register of Interest for the current academic year was accurate and up to date.</p> <p>Governors RESOLVED that the information was noted: the Governance Partner would prepare a summary of the completed Registers of Interest and follow up with any Governors who had not completed a Register. The summary would be shared with the Headteacher who would ensure that the summary of Registers of Interest was uploaded to the school website.</p>	Governance Partner
5	<p>Approval of minutes / review of action notes / matters arising Meeting of Local Governing Body meeting held on Thursday 7 December 2023 Draft minutes of the Local Governing Body meeting of Darley & Summerbridge Federation of Schools held on Thursday 7 December 2023 had been shared with Governors prior to this meeting. A copy would be retained on file.</p> <p>Governors RESOLVED that the minutes of the Local Governing Body meeting of Darley & Summerbridge Federation of Schools held on Thursday 7 December 2023 were approved as an accurate record of the meeting and should be signed by the Chair.</p> <p>Review of agreed actions A note of the actions agreed during the Local Governing Body meeting of Darley & Summerbridge Federation of Schools on Thursday 7 December 2023 had been shared with Governors in preparation for this meeting. A copy would be retained on file.</p> <p>Governors were advised that all agreed actions had been completed.</p>	Chair

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	<p>Matters arising There were no matters arising.</p>	
6	<p>Governance Membership Appointments and resignations It was reported there had been no appointments to or resignations from the Local Governing Body of Darley & Summerbridge Federation of Schools.</p> <p>Review training needs including YCAT and NGA opportunities for Governors Governors reported that they had attended YCAT training in respect of monitoring and attendance and curriculum visits. The presentation slides from the training had been shared with all Governors. The Headteacher thanked Governors for participating in the training event, reporting that all schools across YCAT had been represented.</p>	
<p>Part B – School Improvement</p>		
7	<p>Finance Monitoring Update: Sharon Langton (School Business Manager) A monitoring report in respect of the school budget had been shared with Governors by the Headteacher in preparation for this meeting of the Local Governing Body of Darley & Summerbridge Federation of Schools. A copy would be retained on file.</p> <p>A revised monitoring report was shared with Governors during the meeting: it was reported that information shared previously had been challenged with the Trust, and as a result the revised monitoring report had been prepared.</p> <p>The School Business Manager discussed with Governors the content of the revised monitoring report, drawing Governors’ attention to the following:</p> <ul style="list-style-type: none"> • a revised settlement figure had been confirmed by North Yorkshire County Council, more than anticipated by the Trust • £12k had been removed from the budget to support the conversion process (£6k per school) <p>The School Business Manager reported that she had also challenged other aspects of the budget in respect of staff expenditure.</p> <p>Overall a healthy carry forward of £135k was now confirmed. A forecast was being prepared although there were many uncertainties at this time, including pay awards for teaching and support staff and pension commitments.</p> <p>Governors challenged the information presented, including whether pay awards would be funded: it was reported that no information had been received whether pay awards would be funded, at this moment in time it was expected that pay awards would be funded from existing school budgets.</p>	

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	<p>Governors challenged the revised settlement information from North Yorkshire County Council: the School Business Manager explained that the figure identified (£170k) was part of the balances contained in the shared documentation. Prior to the settlement figure being confirmed, the Trust had erred on the side of caution and identified the schools were running a deficit of approximately £34k.</p> <p>Governors RESOLVED that the information contained in the circulated document, presented and discussed was noted. A meeting of the following Governors would take place from 9:30am on Friday 22 March 2024 to consider the budget further: Stuart Mallender Nick Coates Carol White Kate Milne Sharon Langton (School Business Manager)</p> <p><i>At the conclusion of this item, Sharon Langton, left the meeting.</i></p>	
8	<p>Headteacher Report provides supporting information for Governors on the following school improvement areas, reflecting on Autumn Term 2023 and Spring Term 2024 as appropriate (item 7 of the circulated agenda)</p> <ul style="list-style-type: none"> • Single Central Record • SEND update <p>The Headteacher Report had been shared with Governors in preparation for this meeting of the Local Governing Body. A copy would be retained on file.</p> <p>Governors challenged information contained in the circulated Headteacher’s Report, commenting that pupil progress at Summerbridge Community Primary School was low: the Headteacher agreed that results were low at that moment in time, although the percentage of pupils on track were anticipated to reach the expected standard at the end of the academic year, pupils make progress across the academic year.</p> <p>Governors challenged information presented, seeking clarification of the pupil make up across Years 4, 5 and 6. The Headteacher reported these cohorts are weak, with staff identifying appropriate interventions to ensure these pupils reach the expected standard. Staff wanted to achieve more than the current 70% reported.</p> <p>Governors challenged information in respect of attendance, seeking clarity whether progress was linked to lack of attendance. The Headteacher reported that attendance at Summerbridge Community Primary School was better than that at Darley Community Primary School. During a recent meeting with the CEO of YCAT, it had been commented that not all pupils were working at greater depth, but that progress can be challenged. It was acknowledged that progress will improve over the course of the academic year. Governors were reminded however, that where cohorts have small numbers of pupils, therefore one pupil can impact hugely on the data presented.</p>	

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	<p>Governors made reference to information contained in the Headteacher’s Report in respect of school improvement priorities – progress and impact, which stated a priority as ‘to refine the teaching of maths particularly to mixed aged classes’. The Headteacher explained that the maths subject leader had worked closely with the CEO to evaluate the effectiveness of the maths curriculum across the federation. As a result the curriculum had been refined and was now more in line with a recognised theme (White Rose Maths) so that there is a consistent approach to the teaching of maths. The subject leader continues to monitor the curriculum and the delivery of it to pupils.</p> <p>Governors RESOLVED that the content of the circulated Headteacher Report, information presented and discussed was noted.</p>	
<p>9</p>	<p>School Context update and review of pupil attendance data (item 8 of the circulated agenda)</p> <p>Governors’ attendance was drawn to the circulated Headteacher’s Report for information in respect of attendance data.</p> <p>It was reported that overall whole school attendance (from September 2023) was Darley Community Primary School – 93.7% Summerbridge Community Primary School – 95.2%</p> <p>The Headteacher reported that attendance for the first term of the current academic year (2023-2024) had been in line with average National Attendance. Schools monitor attendance of pupil groups robustly, and the Headteacher retains a half-term whole school list of pupils’ attendance. Action is taken with pupils whose attendance is below the National Average (95%), and where there is no legitimate reason for the absence. Schools also celebrate good attendance and ensure there is a positivity around good attendance.</p> <p>Governors challenged the information presented, seeking assurance of the process in place where a child is ill in two half-terms. The Headteacher confirmed that some pupils are known to be poorly, for instance with a low immune system. Where a dip in attendance is seen a letter is sent to the parents with further communications where attendance does not improve.</p> <p>The Headteacher reported that persistent absentees are the highest for many years and this is understood to be a similar picture nationally and believed to be an impact of the coronavirus pandemic. Ofsted are known to explore what schools are doing to tackle poor attendance.</p> <p>Governors RESOLVED that the information presented was noted.</p>	
<p>Standards and Achievement</p>		

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<p>10</p>	<p>Curriculum and Quality of Education (item 9 of the circulated agenda)</p> <ul style="list-style-type: none"> • Summary reports on curriculum improvement areas / curriculum subject areas • Emerging area of curriculum concern which are not in this year’s school improvement plan • Governor monitoring visits identified to monitor impact of school improvement priorities or curriculum initiatives (feedback from Governors and / or identification of future visits) <p>The PE Monitoring Report (30 January 2024, Computing Monitoring Report (16 January 2024) and History Monitoring Report (20 February 2024) had been shared with Governors in preparation for this meeting of the Local Governing Body. Copies would be retained on file.</p> <p>Governors’ attention was drawn to the content of the circulated Headteacher’s Report for information in respect of curriculum and quality of education. The Headteacher reported that during the recent visit by the CEO to the schools, positive feedback had been received regarding the display boards, which demonstrated through photographs the many activities available to pupils and the well planned curriculum.</p> <p>Governors RESOLVED that the information presented was noted.</p>	
<p>11</p>	<p>School Improvement Priorities – progress and impact update (item 10 of the circulated agenda)</p> <p>Governors were advised that school improvement priorities had been identified as:</p> <ul style="list-style-type: none"> • To refine the teaching of maths particularly to mixed aged classes • (pre school) to ensure pre-school staff increase skills in delivering / identifying phonics and SEN provision • To ensure that the new refined curriculum is meeting statutory requirements • To review and improve pupils’ attitudes to learning • To ensure that pupils develop their cultural capital and understanding of British Values through a range of curricular and extra-curricular activities • Subject leadership development • Ensure successful conversion to academy status • To ensure that children in N1 and N2 develop their CLL including phonics and early reading <p>The Headteacher discussed with Governors behaviour across the school: Governors commented that recent observations had identified focussed pupils who are learning. It was explained that teaching staff know the pupils well and allow pupils some flexibility in their approach to learning in the classroom environment.</p> <p>Governors RESOLVED that the information presented was noted.</p>	
<p>12</p>	<p>Personal Development (item 11 of the circulated agenda)</p> <p>The Headteacher reported that pupils benefit from a range of activities to enhance their day in school, including</p>	

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	<ul style="list-style-type: none"> • breakfast club • after-school club • Warhammer club • Chess club • Ambassadors • Eco-Ambassadors • Lunchtime monitors / helpers • Playtime buddies <p>The Headteacher reported that a timeline was being considered for the main hall area, which would cover for instance the timeframe for the existence of vikings and dinosaurs, but also other areas of curriculum. A similar timeline may be included in the front of pupils' books, which would act as a visual aid.</p> <p>Governors challenged information contained in the circulated Headteacher's Report around staffing commitments from September 2024 and whether class structures and teaching staff had been identified. The Headteacher reported that the process would commence following the Easter break and take into account class sizes, organisation and arrangements.</p> <p>Governors RESOLVED that the information presented was noted.</p>	
13	<p>Behaviour and Attitudes (item 12 of the circulated agenda)</p> <p>Governors' attention was drawn to the content of the circulated Headteacher's Report and item 8 (Headteacher's Report) for information.</p>	
14	<p>HR and staff well-being (item 13 of the circulated agenda)</p> <p>The Headteacher referred to the content of the circulated Headteacher's Report: staff health and welfare is a priority for senior leaders. Agendas for meetings are kept to a minimum and where possible, weekly staff meetings are concluded no later than 5pm</p> <p>The Headteacher reported that the budget had been impacted by the need to cover absence of uninsured teaching staff, costing circa £1,000 per week. The Headteacher discussed with Governors plans to reduce the additional spend with alternative staffing commitments: appointments to address the long-term absence would boost staff morale.</p> <p>Governors RESOLVED that the information presented was noted.</p>	
15	<p>Safeguarding (item 14 of the circulated agenda)</p> <ul style="list-style-type: none"> • Filtering and Monitoring Internet use record form <p>Systems and procedures have been introduced to manage the filtering and monitoring of the schools' internet, in line with the requirements of Keeping</p>	

	<p>Children Safe in Education (September 2023). Smoothwall would be introduced from 1 April 2024 with daily notifications from the company regarding any breaches, which are recorded, monitored and followed up by the Designated Safeguarding Lead in school.</p> <p>The Headteacher reported that there had been no reported incidents of child protection or safeguarding concerns during the term. However, there are some vulnerable pupils and low level concerns which continue to be monitored by appropriate members of staff. North Yorkshire County Council have recently completed checks in respect of the Single Central Record.</p> <p>Governors RESOLVED that the information presented was noted.</p>	
16	<p>Estates Management and Health & Safety (item 15 of the circulated agenda)</p> <ul style="list-style-type: none"> • Darley Community Primary School Health & Safety Inspection Report Health and Safety visits had been undertaken at both Darley Community Primary School and Summerbridge Community Primary School. There were no significant issues of concern. Health and Safety Reports had been shared with Governors: copies would be retained on file. <p>Governors RESOLVED that the content of the circulated Health & Safety Inspection Reports were noted.</p>	
17	<p>Feedback from Stakeholders (item 16 of the circulated agenda)</p> <p>Refer to content of circulated Headteacher’s Report for information.</p>	
PART C: Finance Update and Operational Management		
18	<p>Latest financial update and any new concerns (item 17 of the circulated agenda) The Management Account summary had been circulated to Governors in preparation for this meeting. A copy would be retained on file.</p> <p>Refer to item 7 for further information.</p>	
19	<p>Summary of actions and priorities from the YCAT Trustee Board, including policies approved by the Board (item 18 of the circulated agenda) A report from the Board of Trustees had been shared with Governors in preparation for this meeting of the Bilton Grange Local Governing Body.</p> <p>Governors RESOLVED that the content of the summary from the YCAT Trustee Board was noted. Governors commented that the report was useful and provided information not reported to them through other sources.</p>	

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20	<p>Unique circumstances faced by the school for Trustees information (item 19 of the circulated agenda) There were no unique circumstances to report.</p>	
21	<p>Risk Register – new concerns that should be included in the school’s risk register (item 20 of the circulated agenda) Governors were informed that there had been no changes to the content of the Risk Register since the last meeting of the Federation of Darley and Summerbridge Schools, Local Governing Body. The Risk Register continued to be fit for purpose. Governors RESOLVED that the information presented was noted.</p>	
22	<p>Review and approve policies in accordance with your policy review cycle (item 21 of the circulated agenda) There were no policies requiring review and / or approval at this time.</p>	
<p>Part D: Concluding items</p>		
23	<p>Any urgent other business raised under item 3 (item 22 of the circulated agenda) Finance monitoring update: refer to item 7 of these minutes for information.</p>	
24	<p>Approval of documents (item 23 of the circulated agenda) Governors RESOLVED that the agenda, approved minutes and supporting documents be made available for public inspection with the exception of any documents that have been deemed inappropriate for general release as they contain personal information concerning identifiable pupils and/or staff.</p>	
25	<p>Dates, times and venue of future meetings (all from 6pm) (item 24 of the circulated agenda) Wednesday 10 April 2024 @ Summerbridge Community Primary School Wednesday 22 May 2024 @ Darley Community Primary School Wednesday 10 July 2024 @ Summerbridge Community Primary School</p>	
	<p>These minutes of the Federation of Darley and Summerbridge Community Primary Schools Local Governing Body were approved as follows:</p> <p>_____ date</p> <p>signed by: (Chair) _____</p> <p>printed name: _____</p>	

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