

Minutes of the Federation of Darley & Summerbridge Primary Schools Local Governing Body Meeting: Wednesday, 22 May 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 Andrew Howarth Eddie Moore</p> <p>Information retained on GIAS (22 May 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 no apologies for absence had been received: all Governors were present.</p>		

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Company Number 9668526

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	<p>Review of attendance over the current academic year</p> <p>Information had been shared with Governors which recorded their presence at meetings of the Local Governing Body over the 2023-2024 academic year. A copy of the document would be retained on file.</p> <p>Governors were asked to review the information shared and confirm whether their individual attendance was accurate. Information would be required for uploading to the school website from September 2024.</p> <p>Governors RESOLVED that the information was noted: any errors identified by Governors in the information shared would be shared with the Governance Partner for correction and in preparation for uploading to the school website.</p>	
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>No items of other business were identified.</p>	
4	<p>Declarations</p> <p>Declarations of personal or pecuniary interest in any matters arising from the agenda of the current meeting</p> <p>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</p> <p>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>	
5	<p>Approval of minutes / review of action notes / matters arising</p> <p>Meeting of Local Governing Body meeting held on Wednesday, 28 February 2024</p> <p>Draft minutes of the Local Governing Body meeting of Darley & Summerbridge Federation of Schools held on Wednesday, 28 February 2024 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 Wednesday, 28 February 2024 were approved as an accurate record of the meeting and should be signed by the Chair.</p>	Chair

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	<p>Review of agreed actions</p> <p>A note of the actions agreed during the Local Governing Body meeting of Darley & Summerbridge Primary Schools on Wednesday, 28 February 2024 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> <p>Matters arising</p> <p>There were no matters arising.</p>	
6	<p>Governance Membership</p> <p>Appointments and resignations</p> <p>There were no appointments or resignations to bring to the attention of Governors. Governors RESOLVED that the information was noted.</p> <p>Consider succession planning, as necessary</p> <p>Succession planning was not required currently.</p> <p>Conduct self-evaluation</p> <p>The Governance Partner reported that information regarding completion of a self-evaluation would follow from the Trust in due course.</p> <p>Special Educational Needs & Disabilities (SEND) Governance</p> <p>Governors were advised that a Lead Governor had been identified with responsibility for SEND. Reports would follow in due course.</p> <p>Review training needs including YCAT and NGA opportunities for Governors</p> <ul style="list-style-type: none"> • NGA Learning Link Modules <p>Information regarding the Learning Link Modules available via Governors' membership with National Governance Association (NGA) had been shared with Governors in preparation for this meeting. A copy of the information would be retained on file.</p> <p>Governors were asked to complete the Safeguarding module via the NGA Learning Link, by the end of Summer Term 2024. The Headteacher reminded Governors that Bitesize Training had been scheduled to take place in week commencing Monday 27 May 2024. Governors RESOLVED that the information was noted.</p>	
7	<p>Latest financial update and any new concerns (item 19 of the circulated agenda)</p> <p>The School Business Manager presented to Governors the latest financial update, reporting a similar position to that presented in the management accounts (31 March 2024).</p> <p>An adjustment had been made to the budget to reflect the proposed support staff pay increase (originally £3k or 10%, whichever was the higher). However the Trust had informed schools that a pay award of £1,290 had been approved. The impact on the budget had been positive by £4k.</p>	

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	<p>Governors’ attention was drawn to the medium-term financial plan which projected a deficit position in the third year. A range of alternative scenarios had been considered to reduce the projected deficit. However, funding was reliant mostly on the number of pupils in school. It was reported that funding levels for some pupils where SEN requirements had been identified, were insufficient. Year 3 of the medium-term financial plan would see the reserves balance reduce to zero.</p> <p>It was unclear at this time, the pay award for teaching staff from September 2024 and whether a grant would be identified to support the approved pay award. Governors were reminded that 80% of the school budget was committed to staff salaries.</p> <p>Governors were advised that the budget continued to be impacted by the reduced number of pupils, increased costs and inappropriate funding for pupils with additional needs. Energy costs had previously been a concern, but had now settled to a more appropriate level, in line with budget projections.</p> <p>Governors were advised that assumptions for year two and three of the medium-term financial plan were based on worst-case scenarios. 4.5% had been included to meet the teaching staff pay award from September 2024, but this was uncertain and could be impacted if there were a change in government.</p> <p>Governors challenged the information presented and queried whether it was possible to run with an in-year deficit. It was reported that the deficit must be addressed and would normally be met by reserves, which over the course of the medium-term financial plan would see reduced to a zero balance.</p> <p>Governors were advised that funding for the nursery provision would be different from September 2024, with additional funding from top up hours coming to an end. Parents would be entitled to 15 hours for two-year olds and would be expected to pay for any nursery time over and above 15 hours.</p> <p>Governors RESOLVED that the information presented was noted: monitoring of the budget would continue and actions taken where possible to reduce the projected deficit balance. The School Business Manager would seek clarity from the Trust around anomalies in the information presented.</p> <p><i>At the conclusion of this item, Sharon Langton left the meeting.</i></p>	
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Part B – School Improvement

<p>8</p>	<p>Headteacher Report (item 7 of the circulated agenda) 7.1 SEND update</p> <p>The Headteacher Report and SEND update Report had been shared with Governors in preparation for this meeting of the Local Governing Body. A copy would be retained on file.</p>	
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The Headteacher Report provides supporting information for Governors on the following school improvement areas, reflecting on Spring Term 2024 and Summer Term 2024 as appropriate.

Attendance

The Headteacher drew Governors' attention to the content of the circulated Headteacher's Report for information in respect of attendance. It was reported that whole school attendance was 93.9% (Darley) and 94.3% (Summerbridge) since September 2023. The Headteacher reported an improvement in pupil attendance since the last Headteacher's Report. Absence was not authorised by the Headteacher, although parents could request up to 10 days' absence, this was not an entitlement.

Attendance had been impacted negatively during February and Easter 2024 due to illness which involved a wave of sickness. The Headteacher confirmed that to achieve 95% attendance would be an acceptable situation.

It was reported that pupils eligible for Pupil Premium funding tend to attend school well with pupils identified to have Special Educational Needs (SEN) attending in line with other pupils. Attendance continued however to be a cause for concern and was a priority across the school to ensure pupils were in school and receiving an education.

Governors challenged the information presented, seeking clarity whether any pupils were classed as persistent absence: the Headteacher confirmed that two pupils were considered to be persistently absent with a range of activities in place to encourage attendance.

Standards and Attainment

Information in respect of predicted outcomes was contained in the circulated Headteacher's Report for each cohort.

The Headteacher reported that results were based on test completed by the pupils and ongoing assessment. Significant gaps had been identified in attainment with interventions identified to address them. For instance Year 4 maths was raised as a concern with a significant number of pupils in this year group experiencing a range of complex SEN issues: two pupils have Education Health and Care (EHC) Plans. The teacher was reported to be talented, experienced and conscientious but had expressed concerns that the cohort were difficult. The Teaching Assistant currently working with the Year 4 cohort would move into Year 5 with them.

The Headteacher reported that nationally more pupils than ever before were presenting with SEN requirements: two two-year olds were presenting with Attention Deficit Hyperactivity Disorder (ADHD).

Governors challenged the information presented in the circulated Headteacher's Report in terms of projected outcomes, commenting on the poor scores. Governors queried whether testing had always been used to inform teacher assessment. The Headteacher stated that Year 6 submit teacher assessments and pupils would also

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complete Statutory Assessment Tests (SAT's). Testing takes place in respect of reading, punctuation, spelling and maths.

The Headteacher reflected on the projections for Summerbridge Primary School, which included a number of pupils who were attending from other schools. Where these pupils information is removed the data picture is improved.

Governors challenged information presented, asking when SAT's results are released and how the results are presented, for instance pass or fail. The Headteacher confirmed that SAT's results would be available in June, in the form of a score which indicates whether the expected standard has been achieved. Pupils were reported to be 'under pressure' during testing, with some pupils unable to spell their own name correctly when completing a test.

Governors challenged the information presented, which when compared to Autumn Term presented a worsening picture and not improved as predicted at that time. It was reported that some subjects (maths in particular) had gone through a transition period, with the delivery of the subject being changed. In addition, some pupils had not been exposed to enough of the curriculum in order to make the predicted progress. Governors challenge the information, seeking clarity whether the revised predictions were as a result of teaching or linked to the pupils themselves. Governors were informed that the projections included in some instances, additional pupils, new to the school, including those pupils considered to have English as an additional language. It was further reported that staff had worked tirelessly to ensure pupils achieved age related expectations with improvements seen in some subject areas and classes. In addition however, the length of a term impacted on the window of opportunity for pupils to learn (Spring Term was only 6 weeks long, compared to Autumn Term at 15 weeks). It was agreed that some narrative would be included in future Headteacher Reports around the standards and achievement data being presented, so that Governors have a clear understanding of the information being presented.

Governors were reminded that they could come into school to monitor identified subject areas and meet with subject leaders to gain a better understanding of the classes and cohorts and the support available to support teachers and pupils.

Behaviours and Attitudes

The Headteacher advised Governors there were no exclusions or behaviour incidents to report, including racial, homophobic and bullying.

The Headteacher reported that he had visited Leyburn Primary School to learn about Outdoor Play and Learning (OPAL). This resource encouraged the development of pupils' ability to self-regulate their behaviour and resolve conflicts amicably without adult involvement. Staff would receive training from the Leyburn Headteacher on how the OPAL approach can be embedded in our schools.

Personal Development

Governors were informed that staff work to recognise and create opportunities for pupils to further their personal development. Pupils take on a range of

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	<p>responsibilities in school, including ambassadors, eco-ambassadors, lunchtime and library monitors.</p> <p>It was reported that whilst before school and after school clubs were well attended, it was understood this was mostly due to a need to after-school childcare rather than a pupil's desire to take part in the activity. Staff are asked to support before and after school clubs as volunteers with time-off work arranged in lieu. However, some staff are happy to volunteer their time too. A theatre group arranged by Summerbridge Primary School was reported to have been especially successful: 16 pupils had attended and participated in two theatre performances. Only four Darley Primary School pupils had participated in the same arrangements. However, it was believed that the difference between the schools may have been that it would not have broadened the experience of pupils attending Darley Primary School.</p> <p>Governors challenged the information presented and discussed whether pupils of Darley Primary School were missing opportunities available via the school: it was reported that trips had already been planned for the 2024-2025 academic year.</p> <p>Governors RESOLVED that the content of the circulated Headteacher Report, information presented and discussed was noted.</p>	
8	<p>School Context update and review of pupil attendance data</p> <p>Governors' attention was drawn to the circulated Headteacher's Report and agenda item 7 – Headteacher's Report for information in respect of attendance data.</p> <p>Governors RESOLVED that the information presented was noted.</p>	
9	<p>Standards and Achievement</p> <p>Governors' attention was drawn to the circulated Headteacher's Report for information in respect of attendance data.</p> <p>Governors RESOLVED that the information presented was noted.</p>	
10	<p>Curriculum and Quality of Education</p> <p>10.1 Summary reports on curriculum improvement areas / curriculum subject areas</p> <p>10.2 Emerging area of curriculum concern which are not in this year's school improvement plan</p> <p>10.3 Governor monitoring visits identified to monitor impact of school improvement priorities or curriculum initiatives (feedback from Governors and / or identification of future visits)</p> <p>The Headteacher reported that in the summer of 2022, teaching staff had worked together to create a curriculum to ensure that the needs of all pupils would be met. As a result of the work, the curriculum was based on the following eight aspects:</p> <ul style="list-style-type: none"> • identifying gaps in knowledge following the pandemic • understanding the class arrangements (mixed ages) for the next two years • having a contextual understanding of the schools 	

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	<ul style="list-style-type: none"> • slightly decreasing the content of the taught curriculum but increasing the depth of knowledge • lengthening the morning session to focus on the core subjects • increased understanding of how children learn more and remember more • time being given to subject leaders to monitor the quality of the subjects being taught <p>It was reported that a curriculum based on a two-year rolling programme was created and initiated in September 2022. Subject leaders monitored their subjects over the two-year period and every other week for the two years some form of monitoring has taken place.</p> <p>Governors challenged the information presented, seeking assurances that staff were supportive of the new curriculum arrangements: the Headteacher reported that he believed all staff were confident in their delivery of the curriculum. The curriculum was now solid and robust and would support the delivery of literacy and maths.</p> <p>Governors RESOLVED that the information presented was noted.</p>	
11	<p>School Improvement Priorities – progress and impact update</p> <p>The Development Plan had been shared with Governors in preparation for this meeting of the Local Governing Body. A copy of the Plan would be retained on file.</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>Governors RESOLVED that the information presented was noted.</p>	
12	<p>Personal Development</p> <p>Refer to content of circulated Headteacher’s Report and agenda item 8 of these minutes for information.</p>	
13	<p>Behaviour and Attitudes</p> <p>Refer to circulated Headteacher’s Report for information and agenda item 8 of these minutes for information.</p>	

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	<p>The Headteacher explained that mobile phones are not allowed in school and are handed into reception by the pupils when arriving in school. A survey had been circulated to gather information in respect of the use of mobile phones, with 60% confirming they had seen inappropriate content on their phones, for instance inappropriate language. Some pupils use their mobile phones at every opportunity before and after school. The school had reflected on the results of the survey, the content of the PSHE Policy and online safety arrangements to ensure they were robust. The curriculum would also be expanded to highlight the safe use of mobile phones.</p> <p>Governors RESOLVED that the information was noted.</p>	
14	<p>HR and staff well-being</p> <p>Refer to circulated Headteacher’s Report for information.</p>	
15	<p>Safeguarding</p> <ul style="list-style-type: none"> • Filtering and Monitoring Internet use record form <p>Governors were advised that the Headteacher had received (via the filtering and monitoring arrangements), several notifications of attempts to access inappropriate sites during school hours. All had been investigated and it had been identified that some search engines include adverts on their home page which have generated the alert. Alternative arrangements have been put in place by staff to avoid the generation of adverts, the content of which could be considered inappropriate. Staff had all recently completed firewall training.</p> <p>Governors RESOLVED that the information presented was noted.</p>	
16	<p>Estates Management and Health & Safety</p> <p>The Headteacher reported that the last of the asbestos would be removed at Darley Primary School over the summer 2024 holidays. Whilst this will be beneficial in the long-term, it is disruptive as it impacts on every classroom in the school.</p> <p>Class arrangements (September 2024)</p> <p>Governors’ attention was drawn to the content of the circulated Headteacher’s Report for information on class arrangements from September 2024. The Headteacher reported that the Senior Leadership Team had debated the options, taking into account SEND pupils and where Teaching Assistants would be required. In addition intervention groups operated around the school which would see Teaching Assistants rotated to provide support: Teaching Assistants would need to be comfortable with a range of classes.</p> <p>The Headteacher and Governors discussed options, including whether pupils should go back to their original class, where there needs could be better met: this option should take into account whether this was the best option for the school, pupils and</p>	

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	<p>meet with parents’ perceptions of classroom arrangements. The Headteacher reported that discussions had also taken place around setting pupils for English and Maths.</p> <p>Governors challenged the information presented, seeking clarity whether pupils would ever catch up, but always be considered to be a year behind: the Headteacher confirmed that by the end of the academic year, pupils would be working at the correct level and see Teaching Assistants moving with the respective class. Governors raised concerns that where pupils were split across year groups, this would be a significant challenge to ensure that all pupils made academic progress.</p> <p>The Headteacher commented that any classroom arrangements would always be in the best interests of the pupils concerned, with a flexible approach.</p> <p>Governors challenged the information presented, seeking thoughts from a teaching perspective and the impact on pupils returning to their original classes: it was reported that parents’ view was that their child had not progressed and had not been happy with arrangements which saw the pupils ‘held back’.</p> <p>Governors commented that positive communication with parents around any decision was key to ensure an understanding of arrangements put in place: children would be placed in a class that best met their needs.</p> <p>Governors RESOLVED that the information presented and discussed was noted: it was agreed that pupils would remain in their current year groups with communication to parents around the classroom arrangements from September 2024, and ask for their support.</p>	
17	<p>Feedback from Stakeholders Refer to content of circulated Headteacher’s Report for information.</p>	
<p>PART C: Finance Update and Operational Management</p>		
18	<p>Latest financial update and any new concerns Refer to item 7 for further information.</p>	
19	<p>Review of Contract Register 19.1 Trust-based Contracts (refer to Headteacher’s Report for information) 19.2 School-based Contracts</p>	
20	<p>Summary of actions and priorities from the YCAT Trustee Board, including policies approved by the Board A report from the Board of Trustees had been shared with Governors in preparation for this meeting of the Darley & Summerbridge 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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21	<p>Unique circumstances faced by the school for Trustees information There were no unique circumstances to report.</p>	
22	<p>Risk Register – review and update the school’s risk register with any new areas of concern (Risk Register attached) 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>	
23	<p>Review and approve policies in accordance with your policy review cycle There were no policies requiring review and / or approval at this time.</p>	
<p>Part D: Concluding items</p>		
24	<p>Any urgent other business raised under item 3</p>	
25	<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>	
26	<p>Effectiveness of governance impact</p>	
27	<p>Identify any aspects where Governors would like additional support from the Trust, for example training needs or with specific issues / concerns</p>	
28	<p>Dates, times and venue of future meetings (all from 6pm) 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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