

Minutes of the Federation of Darley & Summerbridge Primary Schools Local Governing Body Meeting: Wednesday, 10 July 2024

Governors in attendance	In attendance
Stuart Mallender – Chair of Governors Carol White – Vice Chair James Dixon Kate Milne Lucy Martin Nick Coates – Headteacher Andrew Howarth Eddie Moore	Tracey Curtis, EPM Governance Partner Sharon Langton – School Business Manager

Part A - Procedural Items

1.	<p>Welcome, introductions and confirmation quorum present</p> <p>The Chair welcomed Governors and those present to the meeting. It was confirmed that a quorum was present: three Governors were required in order for decisions to be taken.</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> <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> <p>Items that the Local Governing Body consider are of sufficient urgency to warrant discussion at the end of the agenda</p>		

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	No items of other business were identified.	
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>	
5.	<p>Approval of minutes / review of action notes / matters arising Meeting of Local Governing Body meeting held on Wednesday, 22 May 2024 Draft minutes of the Local Governing Body meeting of Darley & Summerbridge Primary Schools held on Wednesday, 22 May 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 Primary Schools held on Wednesday, 22 May 2024 were approved as an accurate record of the meeting and should be signed by the Chair.</p> <p>Review of agreed actions Governors were advised that all agreed actions had been completed.</p> <p>Matters arising There were no matters arising.</p>	Chair
6.	<p>Governance Membership Appointments and resignations 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 Succession planning was not required currently.</p> <p>Conduct self-evaluation Self-evaluation documentation had been shared with Governors in preparation for this meeting. A copy would be retained on file.</p>	

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	<p>Governors RESOLVED that the self-evaluation document be an agenda item for September 2024.</p> <p>Special Educational Needs & Disabilities (SEND) Governance 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 	to be noted for agenda
7.	<p>Latest financial update and any new concerns (item 18 of the circulated agenda) 2024-2025 Start Budget</p> <p>The School Business Manager provided Governors with a financial update and shared information in respect of the 2024-2025 proposed budget: it was reported that the actual outturn at 31 August 2024 was likely to be higher than that projected (circa £10k).</p> <p>It was reported that the start budget contained a number of assumptions where actual information was unavailable on which the budget could be based. 4% had been assumed for September 2024 and 3.5% in the subsequent years across the medium-term financial plan in respect of Teacher pay awards. It was hoped that 4% was higher than the pay award would realise.</p> <p>Governors were advised that the pay award in respect of support staff had not yet been agreed and that consultation with members had taken place: the GMB had rejected the offer. An award of between 5.77% and 5.4% (depending on scale).</p> <p>The School Business Manager reported that energy costs were reported to be falling, however, an appropriate budget had been allocated to energy costs based on historic information and could be adjusted in Autumn Term 2024 once bills were available.</p> <p>It was reported that six additional pupils would enter the school in September 2024, to that reported in the circulated Headteacher report with an associated positive impact on the budget of £24k.</p> <p>The Headteacher reported that conversations had taken place with the Trust Chief Finance Officer around ensuring costs savings were identified. However, ways in which additional income could be attracted would also be explored. The hall would be let for a week during the summer break to a STEM club, which would attract income from the letting of the resource.</p> <p>Governors were informed that the schools would take a cautious approach in respect to vacancies across the schools and that like for like replacements would not always be the direction of travel.</p> <p>Governors challenged the information presented, seeking clarity around the six additional pupils: it was reported that three pupils would transfer from a local school, and three from out of area.</p>	

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	<p>Governors challenged the information further, seeking confirmation whether the additional pupils had any additional support requirements: it was reported that the school had not been informed of any additional needs for any of the six additional pupils.</p> <p>Governors were asked to consider a teaching post vacancy which would be advertised from September 2024 and whether the vacancy should be a fixed term or established role appointment. The Headteacher reported that a member of teaching staff returning from maternity leave had requested three-day week working (Wednesday, Thursday and Friday). The vacancy would cover the two-day teaching commitment. Governors deliberated options and scenarios, including for instance fixed-term recruitment with a view to becoming permanent, temporary appointment and arrangements for planning, preparation and assessment time.</p> <p>Governors RESOLVED that a 0.4 teaching vacancy is advertised as a fixed-term contract for one year with the permanent member of teaching staff confirmed to return from maternity leave three-days per week (Wednesday, Thursday, Friday).</p> <p>Governors challenged the reported in-year budget deficit and whether this was an acceptable position to confirm: it was reported that the presented budget for 2024-2025 would improve with the additional six pupils, over and above those included in the report, which would impact on subsequent years. Governors raised concerns at the projected in-year deficit in 2025-2026 and 2026-2027 which projected an increasing deficit position across the medium-term financial plan. It was reported that the second and third year of the medium-term financial plan were based on worst-case scenarios and a range of assumptions. It was unlikely the projected budget would materialise.</p> <p>Governors challenged information presented, seeking comparisons to other schools across the Trust: it was reported that the Trust were not concerned around the budget for Darley and Summerbridge Primary Schools.</p> <p>Governors thanked the School Business Manager for her hard work and commitment to pupils, families and the communities of Darley and Summerbridge Primary Schools.</p> <p>At the conclusion of this item, the School Business Manager left the meeting.</p> <p>Governors RESOLVED that the information presented was noted: the 2024-2025 Start Budget was approved and adopted.</p>	
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Part B – School Improvement

<p>8.</p>	<p>Headteacher Report (item 7 of the circulated agenda) The Headteacher Report had been circulated to Governors in preparation for this meeting. A copy would be retained on file.</p> <p>Attendance The Headteacher drew Governors’ attention to the content of the circulated Headteacher’s Report for information in respect of pupil attendance to date: whole school attendance was reported as 94% at Darley Primary School and 94.5% at</p>	
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	<p>Summerbridge Primary School. Attendance at both schools was broadly in line with national pupil attendance. Information would be shared with parents in respect of individual attendance as part of the end of year pupil reports.</p> <p>Attendance would continue to be a focus across both primary schools from September 2024, to ensure pupils were in school and receiving an education. A small number of families continued however, to be a cause for concern with pupils frequently absent.</p> <p>Governors challenged information in respect of pupil absence, querying the number of days absent which would see attendance drop below 95%: Governors were reminded that there were 190 school days annually and that 2 days (four sessions) was 1%. Persistent absence is where a pupils attendance drops below 85% and reflects 30 days missing from school. Holidays continue to be unauthorised at both Darley Primary School and Summerbridge Primary School.</p> <p>Standards and Achievement</p> <p>Information was shared with Governors following the publication of Key Stage 2 test results on Tuesday 9 July 2024: results were reported to be good, reflecting teacher assessments. The schools were pleased with the outcomes and attainment for many of the pupils, which were overall better than anticipated. Information had been shared with the Chief Executive Officer.</p> <p>The Headteacher discussed with Governors the Key Stage 2 test results, and comparisons to previous years, particularly those achieving greater depth in subject areas.</p> <p>The Chair thanked the Headteacher and all staff across the schools for their continued hard work for the benefit of pupils, families and the community.</p> <p>Governors were asked to consider visits into school in the coming academic year, so that they become more familiar with the school setting and see teaching and learning in the classrooms.</p> <p>Governors challenged information presented, seeking clarity around the number of pupils where special educational needs had been identified: the Headteacher reported that approximately 20% of pupils had special educational needs.</p> <p>Areas of concern in specific subject areas would become focus areas in the coming academic year in the School Development Plan, for instance Year 2 spelling and grammar at Summerbridge Primary School and Year 4 maths also at Summerbridge Primary School. Year 6 in both primary settings would need to be maintained going forward.</p>	
9.	<p>School Context update and review of pupil attendance data (item 8 of the circulated agenda)</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>	

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10.	<p>Standards and Achievement (item 9 of the circulated agenda) 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>	
11.	<p>Curriculum and Quality of Education (item 10 of the circulated agenda)</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>	
12.	<p>School Improvement Priorities – progress and impact update (item 11 of the circulated agenda)</p> <p>The Development Plans (23-24 and 24-25) had been shared with Governors in preparation for this meeting of the Local Governing Body. A copy of the Plans would be retained on file.</p> <p>It was reported that the Chief Executive Officer had suggested that the Development Plan for both Darley Primary School and Summerbridge Primary School contain more landmark dates as a way of acknowledging completed activities.</p> <p>The Headteacher confirmed that much of the Development Plan had been achieved in 2023-2024 and where activities had not been completed, would be transferred to the 2024-2025 Development Plan, which would also see a sharpening of actions. Governors would be allocated lead roles in respect of subject areas from September 2024, which would develop their knowledge of the schools and see them on site more often.</p> <p>Governors RESOLVED that the information presented was noted.</p>	
13.	<p>Personal Development (item 12 of the circulated agenda)</p> <p>Refer to content of circulated Headteacher's Report and item 7 of these minutes for information.</p> <p>The Headteacher reported that the schools work hard to create opportunities for pupils to further their personal development. Pupils in the schools have the opportunity to take on responsibilities, such as ambassadors, eco-ambassadors, lunchtime monitors and library monitors.</p> <p>Before and after-school clubs are reasonably well attended, but it is believed most pupils are there as parents need childcare rather than pupil interest in the activity. Over the term, children have been involved in a range of activities, including:</p> <ul style="list-style-type: none"> ● Whole school sponsored walks ● Year 6 crucial crew visit ● Dogs trust visit to schools ● Year 4, Year 5, Year 6 visit to 'Lets Learn Moor' ● Year 5, Year 6 residential trip to Liverpool 	

	<ul style="list-style-type: none"> • Whole federation visit to Saltburn <p>Governors RESOLVED that the information presented was noted.</p>	
14.	<p>Behaviour and Attitudes (item 13 of the circulated agenda) Refer to circulated Headteacher’s Report for information and agenda item 8 of these minutes for information. The Headteacher confirmed that there were no exclusions, or behaviour incidents to report (including racial, homophobic or bullying). Governors RESOLVED that the information presented was noted.</p>	
15.	<p>HR and staff well-being (item 14 of the circulated agenda) The Headteacher drew Governors’ attention to the content of the circulated Headteacher’s Report for information in respect of HR and staff wellbeing. It was reported that staff attendance had improved with fewer periods of absence which in turn impacted positively on the stability of the wider staff team and school sites. Staff health was reported to be good, although wellbeing can be stretched at times: there is an option for flexible working where possible, for instance planning, preparation and assessment time at home, rather than on site. The Headteacher reported that staffing for September 2024 was being considered and would see teaching staff returning from maternity leave. Governors challenged information presented, seeking clarity around commitments for Teaching Assistants from September 2024, following discussions at the last meeting of the Local Governing Body meeting. The Headteacher confirmed that the needs of pupils would be taken into account, to identify where Teaching Assistants were best placed. Governors RESOLVED that the information was noted.</p>	
16.	<p>Safeguarding (item 15 of the circulated agenda) The Headteacher reported that pupils’ safety online continued to be a cause for concern around their access to the internet in home settings. For example, fall outs that start online or through social media spill into school. The Headteacher had written to parents to raise awareness. Governors RESOLVED that the information was noted.</p>	
17.	<p>Estates Management and Health & Safety (item 16 of the circulated agenda) The Headteacher reported that the last of the asbestos would be removed from Darley Primary School over the summer break. It was acknowledged that the removal of asbestos was a positive move, but was currently hugely disruptive, with the whole school impacted.</p>	

	Governors RESOLVED that the information presented was noted.	
18.	<p>Feedback from Stakeholders (item 17 of the circulated agenda) Refer to content of circulated Headteacher’s Report for additional information.</p> <p>The Headteacher reported that parents had been in school today to explore what their children had been up to in school. Invitations were extended to parents and carers every half term to come into school and get involved in school activities.</p> <p>The Headteacher reported that an Ofsted inspection should be anticipated from September 2025: the inspection team would use information gathered during the 90 minute phone call with the Headteacher, to develop a line of enquiry. The Headteacher would support Governors to develop their knowledge and expertise further so that the whole school is Ofsted ready.</p> <p>Governors RESOLVED that the information presented was noted.</p>	
PART C: Finance Update and Operational Management		
19.	<p>Review of Contract Register</p> <p>19.1 Trust-based Contracts (refer to Headteacher’s Report for information)</p> <p>19.2 School-based Contracts</p> <p>Information was presented in the circulated Headteacher’s Report in respect of contracts managed by the Trust and those currently managed by schools.</p>	
20.	Summary of actions and priorities from the YCAT Trustee Board, including policies approved by the Board	
21.	<p>Unique circumstances faced by the school for Trustees information</p> <p>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</p> <p>Governors were advised that the Chief Executive Officer had reviewed the central Risk Register approach and provided an update to Headteachers during the recent School Improvement Leadership Group (SILG) meeting. Over the summer break, school would review their individual Risk Registers with a report provided to Governors in due course.</p> <p>Governors RESOLVED that the information presented was noted.</p>	
23.	<p>Review and approve policies in accordance with your policy review cycle</p> <p>Information was contained in the circulated Headteacher’s Report in respect of the policy changes completed by YCAT during the summer term 2024. Governors’ attention was drawn to the school-based policies shared with them in preparation for this meeting, for review: Charging and Remissions at school level</p>	

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	<p>SEND Behaviour and Management Curriculum Subject rationales in line with schools' own review cycle</p> <p>Governors RESOLVED that the content of the policies, as listed above, were noted.</p>	
Part D: Concluding items		
24	Any urgent other business raised under item 3 No items of other business had been identified.	
25	Approval of documents 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.	
26	Effectiveness of governance impact	
27	Identify any aspects where Governors would like additional support from the Trust, for example training needs or with specific issues / concerns	
28	Dates, times and venue of future meetings (all from 6pm) <ul style="list-style-type: none"> • Wednesday 9 October 2024 – Darley Primary School • Wednesday 11 December 2024 – Summerbridge Primary School • Wednesday 26 February 2025 – Darley Primary School • Wednesday 21 May 2025 – Summerbridge Primary School • Wednesday 9 July 2025 – Darley Primary School 	
	<p>These minutes of the Federation of Darley and Summerbridge 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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