



**Aiskew, Leeming Bar Church of England Primary School (ALB)
Minutes of the Full Governing Board Meeting
Monday 28th November 2022 at 6:00pm**

Governors Present: Sue Richardson (Chair of Governors), Bethany Stanley (Headteacher), Lynne Athey (Vice Chair), Helen Hollocks, Jane Gibson, Andy McLaughlin, Linda Du Toit, Matthew Shenton		
Apologies: Michelle Dearlove and Jennie Flintoft		
Others in attendance for all or part of the meeting: Bethan Jones - Clerk to Governors Jane Edminson – NGA – Left 7.45pm		
Agenda Item 22/23	Minutes	Lead
Part 'A' – Procedural		
FGB 2.1	Welcome and Introductions: All governors introduced themselves.	Clerk
FGB 2.2	Prayers Lynne Athey led the governors in prayer.	LA
FGB 2.3	Apologies for absence and to determine if any absences should be consented to Apologies were received and consented to for Michelle Dearlove and Jennie Flintoft.	Clerk
FGB 2.4	Governors Matters The following items were discussed; Appointments <ul style="list-style-type: none"> • Linda Du Toit has been appointed as a Parent Governor for a 4-year term. • Matthew Shenton has been re-appointed as a Parent Governor for a 4-year term. • Jennie Flintoft has been appointed as Staff Governor for a 4-year term. <p>The board thanked Rebecca Oliver whose term of office has ended as a Parent Governor.</p> <p>The Governing Board is now complete with no remaining vacancies for this academic year.</p> Standing Orders The Chair reviewed the schools Standing Orders from last academic year. A new copy was emailed out to all before the meeting, and it was agreed to adopt.	Clerk/Chair
FGB 2.5	Declaration of any interests pecuniary or non-pecuniary Jane Gibson is a Product Manager for Access (Software company)	Chair



<p>FGB 2.6</p>	<p>To determine whether any part of the proceedings should be declared confidential and excluded from the minutes made available for public inspection Yes, 2.10 – the Collaboration proposals.</p>	<p>Chair</p>
<p>FGB 2.7</p>	<p>Declaration of any other URGENT business not already on agenda None.</p>	<p>Chair</p>
<p>FGB 2.8</p>	<p>Approve minutes of FGB meeting 26th September 2022 General minutes - Were duly approved as a true and accurate record following a minor spelling amendment. Confidential minutes - Were duly approved as a true and accurate record.</p>	<p>Chair</p>
<p>FGB 2.9</p>	<p>Matters arising and action points from the above minutes of 26th September 2022:</p> <ul style="list-style-type: none"> • Re: FGB 1.4 Vice Chair is co-chairing today's meeting following the discussion regarding the 6 months rotation. • Re: FGB 1.4 KCSIE has been completed by most Governors. • Re: FGB 1.12 To carry out pupil voice exercise for re-visioning of the school. Still to be completed. • Re: FGB 1.13 JG and LA came to parents evening on the 19th October. They received positive feedback regarding the school, and it's been captured in the parent voice questions. • Re: FGB 1.14 Growing up in North Yorkshire data was sent out. <p>AP for BS. Send out Safeguarding training links.</p> <p>SP for Clerk. Send out electronic KCSIE completed form and Business of Interest form to Matthew.</p> <p>AP for MD: Carry out vision exercise for children.</p> <p>SP for BS. Send out scale KS2 process scores.</p>	<p>Chair</p>
<p>Part 'B' School Improvement</p>		
<p>FGB 2.10</p>	<p>Chair's Report</p> <p>School vision results</p> <p>SR collated the results from the school's vision exercise which was carried out at the last FGB meeting. The visions (below) show a strong correlation between Governors and the school.</p> <p>ALB: Governors' Vision We want our pupils to be curious and to really enjoy their learning. We want them to be literate, passionate readers and confident communicators. The school should develop in pupils the potential to be good, kind citizens within a culture and ethos of Christian values.</p> <p>The School's Vision Our vision...enables every member of our school family to grow and flourish into well-developed individuals who are inclusive, independent and inspired learners, equipped with the knowledge, skills and wisdom needed to succeed in life. 'Your roots will grow down into God's love and keep you strong' Eph 3v17</p>	<p>Chair</p>



	<p>Governor Action Plan 2022/23</p> <p>BS has an evaluation calendar in school which incorporates deep dives and book scrutiny for different subjects. These are planned alongside the SI plan.</p> <p>Jane Edminson advised the board is making suitable progress and has introduced good processes for monitoring. The monitoring plan is linked to FGB meeting dates to allow Governor's to produce reports and feedback to the board with suitable evidence. Curriculum focus has been increased.</p> <p>A new induction plan for Governors has been created.</p> <p>Question: Is the induction plan good? Answer: Jane advised it's been read and made sense, also included a training plan. It can be used to refer back to as well if needed.</p> <p>AP for JE. To write a progress report which will be given to NYCC (North Yorkshire County Council) to be used.</p>	
<p>FGB 2.11</p>	<p>Headteacher Report</p> <p>The HT Report was shared with Governors in advance of the meeting. BS and SR invited Governor questions.</p> <p>Question: Schools current absence rate says is 1.88%. How can the overall attendance of one child be 86.7%? Answer: Child persistence absences is improving.</p> <p>Question: The attainment and progress data comparison is based on Summer 2022. Is it possible to also have comparison on the same time last year and the same cohort to see any improvement? Answer: Yes, can get figures.</p> <p>Governors advised the narrative which was given was very useful and explains the threshold changes.</p> <p>Question: Why do you expect the EYFS communication and language to be lower? Answer: We are predicting roughly where they are and have little data. Informal baselines have been produced. 3- & 4-year-olds didn't have half their list ticked off. Lots of interventions have been put in place.</p> <p>Question: What type of interventions? Answer: Master in number, extra catch ups and read, write inc. Anyone who is not catching up have been put in fast-track phonics. They have already been split into groups based on levels.</p> <p>Question: How often is the impact level measured? Answer: At least once a term. Need time to make an impact but might be earlier if required.</p> <p>White Rose Maths has changed which has resulted in a change in the way KS2 Maths is delivered. Mr Hodson will be given more subject leader time to plan for next term.</p> <p>Question: Giving him more subject leader time, will this impact on the teaching?</p>	<p>Head</p>



	<p>Answer: This time will be in the afternoon. Any supply which come into the school will work exactly the same way he does so will be as though he is in the classroom with them.</p> <p>Question: 4 prospective parents have looked around for Sept. 1 child is in the process of applying for an EHCP. Do we have enough TA support? Answer: Michelle is budgeted for the next 3 years, we will be able to manage with the support we have. Spoken to the nursery regarding the child and they advised it's not a problem and can manage fine.</p> <p>Question: Parents took part in a questionnaire. How many responses did we get? Answer: About 20 responses but the responders could have more than 1 child at the school.</p> <p>BS advised the school used Jennie Flintoft's husband to do an emergency toilet repair. The Governors approved the school using him again but only for emergencies. All instances to be logged on the related party register. Mr Hodson will also be added to this register as the sports coach.</p> <p>The school currently charge £2.80 for a school meal per day. NYCC charge them £3.12 per meal per day. Governors agreed to increase the charge to £3.00 per day from January 2023.</p> <p>The school bought in SEN reports from Kath Lawson last year which cost around £300 per child. Governors agreed to buy these reports again to gain access arrangements.</p> <p>Various subject reports were shared with Governors in advance of the meeting.</p> <p>Question: It mentions after school intervention groups for children who have not achieved expected progress, how will often will the impact be measured? Answer: Generally, termly but can be earlier if needed.</p> <p>Question: The intervention groups are for children who have not achieved expected progress, is there anything for children who are expected to achieve greater depth but haven't? Answer: We have some children at higher level but not hit target. We have done interventions with them in class.</p> <p>AP for BS. Get cohort data for year-on-year comparison.</p> <p>AP for All. Go into next term to see how the new Maths arrangements are going.</p> <p>AP for BS. Find out exactly % of responses for parent questionnaire.</p> <p>AP for BS. Write to parents letting them know regarding the change to school meal price.</p>	
<p>FGB 2.12</p>	<p>SEF/SIP Progress and Monitoring</p> <p>Proposed monitoring cycle</p> <p>A copy of the proposed Governor Monitoring Scheduled was emailed out prior to the meeting. This year it is a working document which can be amended. By next</p>	<p>LA/ All</p>



	<p>academic year it should be fit for purpose and can be quickly put together when the SI plan is ready.</p> <p>LA talked through the proposal and how it was produced, looking at responsibilities, staff calendars ensuring they are not overloading and balancing schedules, provide opportunities for others to step in and cover if required and SI plan.</p> <p>Governors were reminded of their core responsibilities.</p> <p>Key principles of monitoring schedule</p> <ul style="list-style-type: none">• Governor Monitoring follows the school evaluation schedule• Governors will consult with each other and the head teacher to agree a schedule• Care will be taken to avoid overloading both staff and Governors by spreading activities across the year and by linking with activities already planned by the school.• The schedule will be drafted each term for 2022-23 so that everyone has input. Hopefully a schedule can be produced in advance for the academic year 2023-24.• It also needs to synch with our monitoring of statutory responsibilities with a view to principles above. <p>The schedule includes the following:</p> <ul style="list-style-type: none">• SIP Priority• Action• Activities• Who is responsible• When it will take place• Which FGB meeting it relates to <p>JG is Pupil and Sports Premium champion.</p> <p>AP for BS. Provide evaluation schedule for next term to LA.</p> <p>AP for LA. Remove HH from reading.</p> <p>AP for LD and MS. To think about which areas they want to be involved in.</p> <p>Feedback on all monitoring visits</p> <p>SR came in to review PSHE and French – still needs to write reports however verbally gave an update advising it was really good. Children were engaged, did a book look, sat in on lessons and looked at Insight.</p> <p>Insight very thorough, good structure of teachers' framework for planning. BS explained the confidence and accuracy in teacher's assessments.</p> <p>It was fed back staff could provide detailed levels and know their students.</p> <p>KS2 pupil voice was a positive session.</p> <p>Jane Edminson left 7.45pm</p>	
<p style="text-align: center;">Part 'C' Finance & Resources</p>		



<p>FGB 2.13</p>	<p>Finance Copies of finance reports were shared with Governors in advance of the meeting. JG highlighted key points below.</p> <p>JG came into school with Wendy from the FMS service and looked through the budget.</p> <p>Any areas which caused concern were addressed and why certain budgets which were spent last year, haven't this year. Have not paid for Broadband yet for 2022.</p> <p>There will be a in year deficit next year however, there should be a balance which will be carried forward. Academic year 24/25 shows very minimum deficit however unsure the financial impact for the future due to inflation and cost rises.</p> <p>Michelle has been included for all 3 forecasted years</p> <p>Supply cover insurance for a staff absence starts from day 4. The insurance pays £190 a day, the supply cover will cost £230 a day however the school have not used their sickness supply cover budget which will cover the difference.</p> <p>Overall, in a positive position for a small School. They have been careful and got staffing numbers correct for pupil ratio.</p> <p>AP for BS and JG. Get login for finance system.</p>	<p>JG</p>
<p>FGB 2.14</p>	<p>Governor development focus BS gave the board a presentation on how reading data is collated and assessed. Maths and SPAG is assessed the same way , but writing is done differently.</p>	<p>BS</p>
<p>FGB 2.15</p>	<p>Policies for approval Were shared with Governors in advance of the meeting.</p> <ul style="list-style-type: none"> • Safeguarding Manual • Recruitment and Selection Policy • School Medical Policy • Pay policy <p>Approved and adopted.</p>	<p>All</p>
<p>FGB 2.16</p>	<p>Governor Impact Statement It was agreed a different Governor for each meeting will bullet point the impact for each meeting. This will be done alphabetically starting with LA.</p> <ul style="list-style-type: none"> • The full range of representation on the Governing Body is now in place through the appointment of Parent and Staff Governors. • Coverage of procedural matters and review of action points from previous meeting ensures continuity and governor accountability. • Completion of ALB Governors' vision and compatibility with school vision shows ongoing strategic leadership. • Feedback from NGA representative on ALB Governor review shows progress of the FGB continues so that there is effective strategic leadership of the school. • Questions and discussion of the Headteacher's report reflects accountability and an ongoing commitment to improving standards. 	<p>All</p>



	<ul style="list-style-type: none"> • The governor monitoring schedule aligned to the SIP, school self-evaluation schedule and governor statutory responsibilities provides focus on school improvement and accountability at all levels. • Financial accountability through governor feedback and discussion relating to finance reports. • Headteacher’s presentation on data supports governor development in an area highlighted for further training in the governor review. • A commitment to standards and upholding statutory responsibilities through policy approval. • Feedback on the discussion with Synergy Federation regarding future sustainability of the school. 	
FGB 2.17	Any other URGENT business None.	
FGB 2.18	<p>Date of next Full Governing Board Meetings: 23rd January 2023 - Gov development – Safeguarding audit 20th March 2023 - approve SFVS 22nd May 2023 - Gov development – approve budget 17th July 2023</p> <p>Andy McLaughlin gave apologies for 23rd January.</p>	
	<p><i>Note: The colour coding links to the three key roles of governance questioning;</i> RED for ‘setting strategic direction’; BLUE for ‘holding Headteacher to account for educational performance’ GREEN for ‘ensuring financial health, probity and value for money.’</p>	

There being no other business the Chair closed the meeting at 8.05pm