

**Wolds and Vale Federation
Minutes of the Full Governing Body Meeting
Tuesday 16th March 2021 at 5.30 pm
Via Zoom, Virtual meeting**

Present:		
V Bottomley	VB	LA Governor, Chair
I Taylor	HT	Head Teacher
C Moorwood	CM	Staff Governor
D Outhart	DO	Co-opted Governor
S Gibbon	SG	Associate Governor
J Peel	JP	Co-opted Governor
C Fenwick	CF	Foundation Governor
N Skelton	NS	Parent Governor
In attendance:		
L Waller	Clerk SBM	Clerk School Business Manager
Not in attendance:		
T Webborn	TW	Co-opted Governor
K Metcalfe	KM	Parent Governor
		Vacancy
		Co-opted Governor
		Foundation Governor

No	Item	Action
1.	<p>Procedural</p> <p>1.1 Welcome, introductions and apologies for absence. <i>The Chair welcomed everyone to the meeting and CF started the meeting with a prayer.</i></p> <p>1. Accept or reject any apologies for absence <i>Apologies received from Tom Webborn and then Kerry Metcalfe after the meeting. Apologies rejected for TW due to non-attendance at the last 6 meetings.</i></p>	Clerk to write to TW to say GB is unable to accept the apology.
2.	<p>2.1 Declaration of Governors' interests and reminder of Governor protocol. <i>VB West Heslerton</i></p> <p>2.2 To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available to public inspection. <i>None</i></p>	
3.	<p>3.1 To approve the minutes of the meeting of the Full Governing Body held on 9th February 2021. <i>Minutes approved by governors, proposed JP seconded DO</i></p>	

	<p>3.2 To consider matters arising from the minutes and for which there is no separate agenda item. <i>None.</i></p> <p>3.3 To check on progress /complete any actions from the last meeting.</p> <p>3.31 Clerk to contact PPC re foundation positions. <i>The clerk confirmed that she has contacted the PPC and the diocese and Christine Fenwick has been accepted as a foundation governor until a new incumbent joins the benefice. Governors welcomed CF as the foundation governor.</i></p> <p>3.32 Reminder to complete business interests forms. <i>All but one signed, last one received after the meeting.</i></p> <p>3.33 Chair to investigate staff workload. <i>The chair updated governors on her work on staff workload, she has surveyed Teachers on the production of home learning. Chair will now look at staff wellbeing. CF to contact all staff to start discussions on wellbeing.</i></p> <p>3.34 HT to investigate need for printed worksheets. <i>The HT has looked into the need for printed worksheets and engagement in Class Dojo for any future bubble closures.</i></p> <p>3.35 Training <i>Take up for the bitesize training has been good, the clerk will send out any upcoming NYES or STA training course details as and when they arrive. Governors decided to continue with the bitesize sessions in the summer term. Governors reminded to complete the Safeguarding training from the Key.</i></p>	<p>Reminder to be sent after the meeting. CF to contact staff via email to gauge wellbeing.</p> <p>Clerk to send out training links. All governors to complete Safeguarding training.</p>
4.	<p>Governance:</p> <p>4.1 Succession planning <i>The chair outlined the changes that are coming up in the future, resignation of VB and NS from the posst of chair and vice chair at the end of the summer term. NS will leave the Parent governor position. The HT has been in discussion with Matt Blyton to look at succession planning. Adverts have been placed on inspiring governance and contact has been made to other schools. Governors interested in the positions of chair and vice chair are invited to express an interest so support and mentoring can be arranged.</i></p> <p>Q Can NS move in to a co-opted position when her term as parent governor ends? A Yes but NS is ready to move on now after her service.</p> <p>4.2 Federation governance audit <i>Completion of the governor audit form will be done on the first Wednesday session after the Easter holiday.</i></p> <p>4.3 Approval of the following policies - <i>The HT talked through the rationale behind each policy and they were approved by governors. Proposed by CF and seconded by NS</i></p> <ul style="list-style-type: none"> • Admissions Luttons 	<p>Governors to express an interest in Chair and Vice chair positions.</p> <p>Parent governor elections to be held in Summer term.</p>

	<ul style="list-style-type: none"> ● <i>Admissions Sherburn</i> ● <i>Allergens</i> ● <i>Behaviour</i> ● <i>CCTV Luttons</i> ● <i>Covid 19 Behaviour</i> ● <i>DBS</i> ● <i>Misuse of drugs</i> ● <i>Looked after children</i> ● <i>Medical needs</i> ● <i>Religious education</i> 	
5.	<p>Resources:</p> <p>5.1 Consider DfE Benchmarking report card <i>The chair presented the benchmarking report card to governors and noted that Luttons had high reserves compared to the other schools and that the teaching costs were in line with other schools. The SBM talked to governors about the plans for the reserve and how fluctuation in pupil numbers each year can affect the income and can change to outlook each year. The differences between the schools were compared and the support staff structure was explained in more detail.</i></p> <p>Q Does the catering cost just indicate the food cost? A The catering charges are for the managed service we purchase from NYES, including food staff costs and management fees.</p> <p>5.2 School financial value standards SFVS <i>The SBM talked governors through the process of gathering data for the SFVS and how the raw data has been input. Governors considered the dashboard results. The checklist was discussed by the board and the following actions were agreed.</i></p> <ul style="list-style-type: none"> ● <i>Ensure governors are sufficiently trained in finance.</i> ● <i>Update the disaster recovery plans for both schools.</i> ● <i>Create a federation contracts review schedule for governors.</i> <p><i>Proposed by VB and seconded by JP</i></p> <p>5.3 Draft start budget <i>The SBM shared the draft start budgets with governors. Governors considered the Luttons start budget and looked at the summary of income and expenditure at the school. Numbers at the lower end of Luttons are improving with increased reception and nursery pupils and staffing will be adjusted to reflect this. When presenting the Sherburn start budget it was noted that the budget estimates for income are based on known facts or lower estimate where the data for coming years in not available. A working party was suggested to look at the start budget in more details with the bursar joining governors at the next meeting for final approval. KM and SG to join the finance working party.</i></p>	<p>Working party to consider the start budget in more detail.</p>
6	School update	

	<p>6.1 The HT presented a written report: <i>The HT talked through the content of the report. He shared the bubble structure and the covid secure measures that are in place.</i></p> <p>Q Considering the younger children in EYFS and KS1, how difficult is it for them to social distance?</p> <p>A As the risk assessment states social distancing is not possible in the early years bubbles. Staff that work with older children have guidelines to follow to ensure they maintain a safe distance from pupils in the classroom and all adults social distance in the communal areas.</p> <p><i>Adults within school now wear face coverings and have committed to the twice weekly lateral flow testing. Teachers and teaching assistants have been in contact with pupils throughout the closure period through our various channels. The focus for the final 3 weeks of Spring term will be on social and emotional wellbeing of the children and addressing any problems. The early focus of the summer term will be to identify any gaps in learning. Staffing, 1 member of staff is shielding and working from home until the end of March and 1 member of staff has announced their pregnancy, the maternity posts to cover have been advertised. The HT talked through the safeguarding concerns and gave an update on the number of live child protection cases and shared attendance data.</i></p> <p>6.2 Remote learning analysis <i>Data was shared with governors prior to the meeting.</i></p> <p>6.3 Health and safety <i>NS updated governors on her monitoring of H&S at the federation. Risk assessments for the return to school have been considered, shared, reviewed and signed off. The plan for the summer term is to review all risk assessments and plan for the future when NS resigns from the post. Documents and notes will be uploaded to Teams for the future.</i></p>	
7.	7.1 No urgent matters were discussed.	
8.	<p>8.1 Close of meeting: <i>The chair reminded governors of the change of date for the next meeting and the items to be discussed. CF ended the meeting with a prayer for the governors, staff and pupils</i></p>	

Date of next FGB meeting: 18th May 2021 virtual meeting via Teams.

Signed

Dated

'Three Core Functions of Governance'

To ensure clarity of vision, ethos and strategic direction

To hold the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff

To oversee the financial performance of the school and make sure its money is well spent