

**Wolds and Vale Federation  
Minutes of the Full Governing Body Meeting  
Tuesday 8<sup>th</sup> December 2020 at 5.30 pm  
Via Zoom, Virtual meeting**

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

No	Item	Action
1.	<p><b>Procedural</b></p> <p><b>1.1 Welcome, introductions and apologies for absence.</b> <i>The Chair welcomed everyone to the meeting.</i></p> <p><b>1.2 Co-option of Governor.</b> <i>Dan Outhart co-opted by governors based on skills audit. Appointment of Sally Gibbon as an associate governor to represent Luttons community. Proposed and seconded.</i></p> <p><b>1.3 Accept or reject any apologies for absence</b> <i>Apologies received from Kerry Metcalfe and Jason Peel. Apologies accepted.</i></p>	
2.	<p><b>2.1 Declaration of Governors' interests and reminder of Governor protocol.</b> <i>VB West Heselton JK West Heselton</i></p> <p><b>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.</b> <i>None</i></p> <p><b>2.3 Governors took time to introduce themselves to the new members.</b></p>	
3.	<p><b>3.1 To approve the minutes of the meeting of the Full Governing Body held on 20<sup>th</sup> October 2020.</b> <i>Minutes approved by governors, proposed HT seconded VB Actions marked as completed.</i></p>	

	<p><b>3.2 To consider matters arising from the minutes and for which there is no separate agenda item.</b>  <i>Training for governors.</i>  <i>GB vision self-evaluation from Matt Blyton.</i></p>	
4.	<p><b>Resources:</b>          Joanne Jackson Financial support officer for the federation joined the meeting to talk through the following-</p> <p><b>4.1 Latest monthly budget monitoring report. Luttons and Sherburn Governors received and reviewed the monitoring report, no questions were asked.</b></p> <p><b>4.2 Review and approve revised budget. Luttons and Sherburn Governors received and reviewed the revised budgets. Joanne talked through the budgets in detail for each school.</b>  <i>Luttons 20/21 current year, during the start budget there was lots of unknown quantities with the Covid 19 crisis, things are more confirmed now.</i>  <i>The Teachers pay grant is included this year but not in the coming years and will be in delegated budget which is based on pupil numbers.</i>  <i>Sparsity funding has increased by £19k at each school. The budget now includes inflation on income and expenditure assumed at 2% each year.</i>  <i>Nursery funding based on estimates. PP funding is based on January census.</i></p> <p><b>Q. What is the abbreviation PLAC?</b>  <b>A. Posted looked after children, or adopted from care.</b>  <i>The large variable that lots of schools are seeing is school meals, income and the charges from county caterers as so many pupils are isolating or schools have been closed.</i>  <i>The Covid 19 catch up funding is over two financial years but is just for one academic year £80 per pupil. This is offset in training for the Nurture Schools training. Staffing expenditure has built in pay awards and presumed all staff will have the increment.</i>  <i>New RPA insure through the DfE which saves the schools £1k per year. £15k has been built into the budget for building repairs at Luttons, this will carry forward if not used.</i>  <i>Inflationary increase built in for traded services such as employment support and cleaning / caretaking.</i>  <i>For Luttons the end of this financial year there will be a surplus of £1k and a carry forward of £127k.</i>          Governors noted that this was an improved financial position on the budget compared to last year.  <i>Sherburn – key points to note a contingency of £10k has been included for building works. In capital there is the big carry forward for this year to pay for the double classroom extension in the next financial year.</i>  <i>No further questions.</i></p> <p><b>Revised budget was proposed by CM and seconded by NS.</b></p> <p><b>4.3 Benchmarking. Luttons and Sherburn</b></p>	

	<p><i>Governors considered the benchmarking at both schools with Joanne Jackson. It was felt that there was an explanation for each area that looked to be different from other schools. The highest variation was the cleaning and caretaking charges at Luttons this is due to the large building and using NYCC which include an insurance premium / management fee for the continued supply of cleaning if there was an illness at Luttons. It was noted that both schools had very high percentages of free school meal children on roll.</i></p> <p><i>Sherburn benchmarking, schools with nurseries were selected and half of the sample were federated schools.</i></p> <p><b>Q What is sparsity funding?</b></p> <p><b>A Funding from LA School with less than 100 pupils and more than 1.5miles from another school.</b></p> <p><i>Sparsity funding or this year has increased to £40k.</i></p> <p><i>Fluctuations exist in the early years funding due to termly headcounts based in pupil numbers. A reminder that we are looking at historical data from the start budget. No further questions were asked.</i></p> <p><b>4.4 Health and safety update (covered within HT report)</b></p>	
5.	<p><b>Staff member presentation RSE and PSHE:</b></p> <p><b>5.1 Kate Ridley updated governors on- Relationship, Sex and Health Education (RSE) Personal, social, health and economic Education (PSHE)</b></p> <p><i>Kate gave a presentation on RSE and PSHE to include the legal obligation for governors and the Ofsted implications. This is a consultation period and it is important to gain governor input into the policies. Staff are currently delivering PSHE to all children across the federation and ensuring children know how to be safe in everyday life and online. Staff consider how to teach relationship information in a modern Britain. Children should recognise different family structures and that they have the right to be individual, respected and feel safe. A fully inclusive approach is considered when teaching sex education and ensure both genders are included in all discussions. Staff consider the valuing all God’s children document when planning lessons. The federation is working to include all children and be inclusive of their individual needs in all areas of curriculum. The statutory legislation was covered for Governors and the expectations of the new Ofsted framework. Schools are following the North Yorkshire PSHE citizenship and entitlement framework and basing learning objective around this. Reproduction is taught through science and the DfE recommend teaching sex education in primary school. Parents have the right to withdrawer their children from the sex education lessons but not the relationship aspects. The federation will engage with parents on the development of the policy via zoom in the new year. Governors are advised to consider the Growing up in North Yorkshire survey results and how these impact our communities. Building the curriculum so children are engaged and supported in the federation at entry point of</i></p>	<p>Consider Growing up in North Yorkshire survey</p> <p>Governors to complete and return PSHE survey.</p>

	<p><i>two or three years old when they join. Assessments are carried out and next steps created for all children in their PSHE journey.</i></p> <p>Governor survey sent out.</p>	
6.	<p><b>Governance:</b></p> <p><b>6.1 Governors are reminded to make an appointment to come into school to sign the register of business interests.</b></p> <p><b>6.2 Adoption of the following policies.</b></p> <p><i>RSE (This policy is still in development to be approved at Feb meeting)</i></p> <p><i>Anti-bullying NS VB</i></p> <p><i>Attendance CM CF</i></p> <p><i>Budget Management NS JK</i></p> <p><i>Accessibility VB CF</i></p> <p><i>First Aid CM NS</i></p> <p><i>Home visits CM VB</i></p> <p><i>Single Equality (Luttons and Sherburn) CF CM</i></p>	<p>Governors to sign business interests forms</p>
7.	<p><b>School Improvement update:</b></p> <p><b>7.1 Headteachers report.</b></p> <p><i>The HT talked through his report to governors.</i></p> <p><i>Covid 19 update, version 9 of the risk assessment has been received.</i></p> <p><i>There has been 1 confirmed staff member case and one isolation period for one EYFS/KS1 Class. 4 children have left school to be home educated until after the risk from Covid 19 is reduced. Pre-school numbers are historically low in the Autumn term but with the introduction of Golden Tickets for 2 year olds, 4 new children will be starting at Sherburn school.</i></p> <p><i>Reportable incidents at Luttons remain low, Sherburn has seen an increase in cases reported through the CPOMS reporting system.</i></p> <p><i>NS has been in contact with HT to consider the standards data across the federation, she gave an overview to governors. Data was shared prior to lockdown, after and in recent weeks (see standards meeting notes 3<sup>rd</sup> Dec 20)</i></p> <p><i>HT shared the recent phonics assessments where Sherburn had achieved 80% pass and Luttons 100% for year 2.</i></p> <p><i>The website has been audited by the Education advisor for North Yorkshire and updates have been made where necessary.</i></p> <p><i>Staff have still accessed development and training opportunities throughout this term.</i></p> <p><i>It has been difficult to access any whole school collective worship but it continues in class bubbles.</i></p> <p><b>7.2 School development plan update.</b></p> <p><i>HT gave an update on the school development plan and the impact of the actions that have been taken since the beginning of term. The evidence and impact was noted by governors. Developments had been made in reading across the federation this is now evident in the classrooms. The 7Bs are now being embedded in the classroom to show how the vision for the federation is moving forwards.</i></p>	

	<p><b>7.3 Covid 19 Catch up Premium update.</b>  <i>Staff have started to Boxall profile children to assess social and emotional needs of the children. Staff are continuing with the Nurture UK training.</i></p> <p><b>Q. Where do governors find more info on Boxall?</b>  <b>A. Information on the Boxall profiling system is available online and will be discussed in detail at a future meeting.</b></p> <p><b>Q. Do all schools use this system?</b>  <b>A. No some schools use it but not all, it is helpful here due to the profile of our cohorts.</b></p> <p><b>Q. is the profiling tool free?</b>  <b>A. No it is a bought in service but included within the Nurture schools training and part of the Covid Catch up plan.</b></p> <p><b>7.4 Pupil premium update</b>  <i>The actions and updates were shared with governors.</i></p> <p><b>7.5 Sports premium</b>  <i>This was presented for approval, during the summer term lots of the team games were not achieved due to Covid 19 and have been carried over into the new year. Approved by NS and JK</i></p> <p><b>7.6 DfE Teacher workload survey results.</b>  <i>The HT shared the results of the teaching workload survey with governors and talked through the findings of the survey. Governors proposed that they would like to investigate the results of the survey further. VB to lead on this task.</i></p> <p><b>7.7 Home learning survey results.</b>  <i>Parents were surveyed after a period of home learning to see if the home learning platform was an effective teaching method. HT shared the results with governors.</i></p> <p><b>Q Was this across the federation?</b>  <b>A No just the class that self-isolating.</b></p> <p><b>Q Did all the families respond?</b>  <b>A No about half responded to the survey.</b></p> <p>Governors were reminded to consider what they would like in the HT report for the next meeting and report to the clerk.</p>	<p>VB to further investigate the survey results.</p> <p>Governors to suggest improvements to HT report content.</p>
7.	<p><b>To deal with any matters agreed for consideration under point 3 above:</b></p> <p><b>7.1 A discussion about the federation governance audit.</b>  <i>A governance vision audit was given to governors by the School Improvement advisor Matt Blyton. Governors considered the questions and rated each area of the audit.</i></p> <p><b>7.2 Governor training</b>  <i>The clerk is to send a list of training opportunities for governors. Including the North Yorkshire education service opportunities and the governance leadership development programme.</i></p>	<p>Clerk to circulate training list.</p>
8	<p><b>Date of next meeting and agenda items:</b>  9<sup>th</sup> February</p>	

	1. Teacher workload 2. SFVS	
9.	JK ended the meeting with a prayer for the governors, staff and pupils	

Date of next FGB meeting: 9<sup>th</sup> February 2020 virtual meeting via zoom.

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**