

**A meeting of the Federation Governing Board of Follifoot and Spofforth Church of England  
Primary School held on  
27<sup>th</sup> January 2025 at 6.00pm at Spofforth School and online**

**Present:** Emma Booth (EB, Co-chair); David Harrington (DH), Robert Lakin (RL, Headteacher via TEAMS), Lawrence Pomeroy (LP via TEAMS), Marianne Tharby (MT, Co- Chair), Liz Britton (LB via TEAMS), Nick Dawson (ND), Hilary Staves (HS), Adam Jackson (AJ), Revd Barbara Ryan (BR)

**In attendance:** Louise Flanagan (Clerk, NYC via TEAMS)

<b>MINUTES</b>		
<b>No.</b>	<b>Item</b>	<b>Action</b>
<b>PART 'A' – PROCEDURAL</b>		
1	<p><b>Welcome, Prayer and introductions</b></p> <p>The Chair welcomed everyone to the meeting and Revd Barbara Ryan shared a prayer.</p> <p>Those present were reminded of the need for confidentiality and the core functions of the Governing Body.</p> <p><i>Core Functions:</i></p> <ul style="list-style-type: none"> <li>• <span style="color: red;">Setting strategic direction.</span></li> <li>• <span style="color: blue;">Holding Headteacher to account for educational performance.</span></li> <li>• <span style="color: green;">Ensuring financial health, probity and value for money.</span></li> <li>• <span style="color: purple;">Decisions made by Governors</span></li> </ul>	
2	<p><b>Apologies for absence and to determine whether any absences should be consented to.</b></p> <p>There were no apologies received, Rose Hall's term is due to end so a new parent election will be held.</p>	
3	<p><b>To remind Governors of the need to declare interests, pecuniary or non-pecuniary.</b></p> <p>No other interests were declared.</p>	
4	<p><b>To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection.</b></p> <p>A matter will be discussed confidentially at item 17.</p>	

5	<p><b>Notification of urgent other business previously notified to the Chair</b></p> <p>EB advised Governors that she intends to step down as Co-Chair at Easter.</p>	
6	<p><b>To approve, as a correct record, the minutes and confidential minutes of the meeting held on 21st November 2024</b></p> <p>To approve, as a correct record, the minutes of the extraordinary meetings held on 11th November and 4th December 2024.</p> <p>The minutes were circulated and AGREED as an accurate record of the meetings held on 11<sup>th</sup> November and 4<sup>th</sup> December 2024 and will be signed by the Chair as soon as possible.</p> <p>Revd to be added to Barbara Ryan's name in future.</p>	<p>EB</p> <p>LF</p>
7	<p><b>Matters arising</b></p> <p><u>Action log</u></p> <p>All items were confirmed as complete.</p>	
8	<p><b>Governance</b></p> <p><u>Review and agree Standing Order/Terms of Reference</u></p> <p>Deferred to the next full FGB meeting.</p> <p><u>Review and agree Code of Conduct</u></p> <p>Deferred to the next full FGB meeting.</p> <p>Clerk to add to agenda.</p>	<p>LF</p>
10	<p><b>Headteacher's Report (Verbal)</b></p> <p>RL shared the following verbal update.</p> <p><u>School Improvement Plans (SIPs)</u></p> <p>Both SIPs are now complete. Key issues across both schools include inconsistencies in teaching and learning. Lesson observations will take place this week.</p> <p>Frequent low level disruptions have been noted and behaviour is not adequately managed, in addition there is a lack of challenge and adaptive teaching. The low level disruption will be addressed initially as this will directly impact teaching. Teachers need CPD and to develop their pedagogical skills. There is an instability of leadership across schools with gaps in subject leadership eg Science and Humanities.</p> <p><u>SEND</u></p> <p>There is a lack of compliance in SEND, a tight remit has been given to the SENCO to achieve compliance. There are a surprising number of pupils on part time/reduced timetables and they have been on them for some time. The SENCO is engaging with NYC regarding EHCPs and meeting with parents to increase the number of pupils who are struggling to get in school. Four pupils are re-engaging with learning this term.</p>	

### Behaviour

There is CPD planned from now until Easter. Another inset day will take place focussing on Team Teach initiatives. A uniform graduated response for behaviour has also been agreed. Behaviour is being entered onto CPOMS whereas it should be on MIS, this will change after training on Scholar Pack. Behaviour will be graded with a clear sanction and reward structure so there is consistency across the school.

### Communications

Communications need to improve, the newsletter will help with this. Teachers need to improve communications with parents eg provide briefings on SATS, phonics etc. This is a core priority.

### Vulnerability

There is a high degree of vulnerability with staff dealing with challenging pupil behaviour, hope that Team Teach training will help with this.

### SIAMS

The SIAMS outcome was J1 which was a good result for Spofforth.

### Follifoot

There is a high degree of anxiety amongst staff regarding a possible Ofsted inspection. RL has been working with leaders this week to discover what has been done since the last inspection. Behaviour and SEND will be a focus as they were noted on the last Ofsted report.

### Strategies

Have bought `WalkThru` which is a structured approach with 160 skills. RL will share the WalkThru structure which will be one of many tools to empower staff to drive teaching forward. Follifoot has very variable teaching, this inconsistency works against a good or outstanding Ofsted judgement. Some teachers may need a supported model or HR involvement.

### **Governor Question (GQ): Will Governors see the School Improvement Plan soon?**

Spofforth's has been finished today, Follifoot has been sent to Early Years staff for comment. Might need to amend it this week then it can be circulated.

**GQ: You mentioned a varying degree with teacher capability, is that related to experience?** An experienced teacher should be having impact on the SIP more than an early careers teacher (ECT). ECTs should be mentored, there is insufficient CPD taking place.

**GQ How does the SIP sit alongside the North Yorkshire improvement plan, is it shared with them?** A lot of information doesn't reflect the current situation. Some items such as PHSE did not need to be in the SIP, so with the help of senior leaders it has been reevaluated. If Ofsted visit we will be sharing the SIP so it needs to be diagnostic. We have bought into Fisher Family Trust. The North Yorkshire Plan concentrates on Follifoot. Ofsted will look at it, but they are going to focus on school and governor priorities. The SIP will be shared with the Local Authority when it is the final version.

**GQ Would you feel we are ready and everything in place if Ofsted were to visit now?** No.

If you asked staff whether they are ready they would say no as there are some gaps to be addressed. Monitoring and evaluation has not been done. The SCR will be checked on Thursday. The main issues are around compliance and pedagogical skills. We are getting closer week by week however and hopefully we would have everything in place by the end of the academic year.

RL

	<p><b>GQ As Governors we have to monitor quality of education, do we need to have more input on monitoring?</b> It would be good to have a Quality of Education committee, and to capture parent/ staff/ pupil voice as well as look at wellbeing. It is important for a Governor to be affiliated to each area of SIP.</p> <p>Governors agreed that a Quality of Education Committee is vital, members to be AJ, MT, ND and EB.</p> <p>A Risk Register was suggested for both committees and FGBs.</p> <p>The clerk will share model Terms of Reference for the Resources and Quality of Education Committees.</p> <p><u>Governance</u></p> <p>Sarah Giddings has advised there are six training courses to be attended by Governors. The basics are complete, training is available from NYC, The Key and the Diocese.</p> <p>A skills audit is required and will be issued by the Clerk next half term.</p> <p>A Governor monitoring plan is also required.</p>	<p>LF</p> <p>LF</p> <p>EB/M T/RL</p>
11	<p><b>Policies for Approval</b></p> <ul style="list-style-type: none"> <li>• Pay Policy</li> </ul> <p>Governors noted the policy needs some amendments so is not in a form suitable for approval. It was agreed to take the Pay Policy to the next Resources Committee, clerk to add to agenda.</p>	<p>LF</p>
12	<p><b>Finance Update</b></p> <p>LP advised that both schools rely on supply, the current situation will be reviewed with the Bursar.</p> <p>There is also a need to consider the cost of Executive Headteacher recruitment, Governors were advised that the service received from NYC recruitment was outstanding.</p>	
13	<p><b>Resources Committee Chair</b></p> <p>Alan Dewey had stepped down from the FGB which left a vacancy on the Resources Committee. The Resources Chair will be HS with support from LP.</p>	
14	<p><b>Identify Complaints Committee Members</b></p> <p>DH/MT and ND will sit on the Complaints Committee.</p>	

15	<p><b>Staff and Headteacher Wellbeing</b></p> <p>RL advised the team are re-energised this term at Spofforth. Follifoot feel under massive pressure regarding Ofsted so RL is trying to manage their wellbeing and mental health. RL will share the staff questionnaire outcome next week.</p> <p>The Chair has noted positive feedback from staff after RL's appointment.</p> <p><b>GQ Were there many responses to the parent questionnaire?</b> No, it closed on 1 January, it might be worthwhile issuing another one when parents evenings and reports are due in March.</p> <p>RL was advised about the time off in lieu due to some staff who covered the previous Headteacher's absence.</p>	RL
16	<p><b>Wraparound Update</b></p> <p>The federation has potentially secured £28k (ringfenced) for wraparound care which is only payable once a provider is in place. Details are now needed about what parents want in terms of days/ times and approximate cost they are prepared to pay. The survey closes on Friday and was issued to each child but there is no detail about which days, no graduated options or timescales.</p> <p><b>GQ Can the wraparound be run by staff from school?</b> Yes but needs to be a second contract for staff and sustainable. LA think it preferable to have an outside provider as the responsibility is separate from the school who would just charge letting.</p> <p><b>GQ Do we know how many children used it when it was at Spofforth?</b> Sharon advised it was variable, minimum of 2 and a maximum of 9, she charged only if pupils attended.</p> <p><b>GQ Would that mean the end of after school clubs?</b> Potentially, we could ask them to carry on with those activities.</p> <p>Once numbers are known MT can then approach providers, it was suggested more details are requested from parents, MT has a template which can be sent to parents after Friday's survey closes.</p>	
17	<p><b>Confidential item</b></p> <p>This item was minuted confidentially.</p>	
18	<p><b>To deal with any matters agreed for consideration under item 5 above</b></p> <p>There was no other business to be discussed.</p>	
19	<p><b>How has this meeting impacted on the welfare and progress of our pupils?</b></p> <ul style="list-style-type: none"> <li>• Plans for a Quality of Education committee which benefit all pupils</li> <li>• Robust discussion on future actions for the federation</li> <li>• Wraparound funding discussed which will benefit pupils</li> </ul>	
20	<p><b>Closing Prayer</b></p> <p>A closing prayer was shared by Revd Barbara Ryan and there being no other business the meeting was closed at 20.31.</p>	