

**A meeting of the Federation Governing Board of Follifoot and Spofforth Church of England
Primary School held on
21st November 2024 at 6.00pm at Spofforth School**

Present: Emma Booth (EB, Co-chair); David Harrington (DC, via TEAMS,) Rebecca Holland (RH, Headteacher,), Lawrence Pomeroy (LP), Marianne Tharby (MT), Nick Dawson (ND), Alan Dewey (via TEAMS), Liz Britton (via TEAMS) Nick Dawson, Hilary Staves, Adam Jackson

In attendance: Paul Bowlass (Diocesan Advisor)
Tracy Graham (Human Resources NYC)
Jon Norden (School Improvement Advisor NYC)
Howard Emmett (Finance NYC)
Jon Holdon (Strategic Services NYC)
Louise Flanagan (Clerk, NYC via TEAMS)

MINUTES

No.	Item	Action
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PART 'A' – PROCEDURAL

1	<p>Welcome Prayer and introductions</p> <p>The Chair welcomed everyone to the meeting and 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"> • Setting strategic direction. • Holding Headteacher to account for educational performance. • Ensuring financial health, probity and value for money. • Decisions made by Governors 	
2	<p>Apologies for absence and to determine whether any absences should be consented to.</p> <p>Rose Hall was absent without apologies.</p>	

3	<p>To remind Governors of the need to declare interests, pecuniary or non-pecuniary.</p> <p>No other interests were declared.</p>	
4	<p>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.</p> <p>Item 11 will be confidential.</p>	
5	<p>Notification of urgent other business previously notified to the Chair</p> <p>A phone call received today will be discussed later in the meeting.</p>	
6	<p>To approve, as a correct record, the minutes and confidential minutes of the meeting held on 16th September 2024</p> <p>The minutes of the previous meeting held on 16th September 2024 were circulated before the meeting and were approved as a correct record subject to the amendment below and will be signed by the Chair as soon as possible.</p> <p>Governor Question (GQ); The minutes refer to the Quality of Education committee, has that been decided? It has not progressed due to other matters.</p> <p>The minutes will be amended to state the Resources Committee members will be Alan Dewey, David Harrington, Lawrence Pomeroy, Marianne Tharby and Nick Dawson. Hilary Staves will not be on the committee.</p>	
7	<p>Matters arising <u>Action log</u> All items were confirmed as complete.</p>	
8	<p>Governance</p> <p><u>Review and agree Standing Order/Terms of Reference</u> Deferred to the next full FGB meeting.</p> <p><u>Review and agree Code of Conduct</u> Deferred to the next full FGB meeting.</p>	
9	<p>Safeguarding</p> <p><u>Keeping Children Safe in Education</u> All confirmed they have read and understood KCSiE.</p>	
10	<p>Headteacher's Report</p> <p>The Headteacher's Report was circulated before the meeting and questions were invited.</p> <p>Governor Question (GQ) How is the structure working with four year groups together? It is not a usual class set up, the teachers have been accessing CPD, the LA advisor has advised next steps all of which are being or will be followed up.</p>	

	<p>GQ How do you think it's affected children? The pupils are aware of each other's needs, the English Hub were in school today and advised Phonics is going well.</p> <p>GQ How may this affect Ofsted? We would have to explain the class structure and the curriculum intent and how this is being implemented, continued quality assurance from Olivia Kelly would be important and Governor monitoring of her recommendations.</p> <p><u>Resources Update</u> AD provided a brief update on the Resources Committee which met on 4th October 2024.</p> <ul style="list-style-type: none"> • Noted the Resources Committee members • Follifoot budget is ok, Spofforth has an overspend due to staffing • Meeting with Bursar on 7th November • Cost centre correction will be made for taxi and specialist support • Boys' toilets repairs due to take place Easter 2025 • Taxi re-contracted provides a saving • School meals – Dolce terminated contract, thanks to RH and MT the federation have agreed a contract with NYC which provides a savings across the two schools of around £10k per annum • The charge to parents will increase from £2.75 to £3, they will be notified via the newsletter this week. • Strategic plans – joining a Trust now unlikely, Governors noted funding streams from the Government have recently ended. 	
11	<p>This item was minuted confidentially.</p>	
12	<p>Policies for Approval</p> <ul style="list-style-type: none"> • Appraisal Policy • Budget Management Policy • Charging and Remission Policy • Disciplinary Policy and Procedure • Persistent or Vexatious Complaints Policy • Positive Behaviour Policy <p>The above policies were AGREED by Governors.</p>	
13	<p>Teacher Pay Progression</p> <p>This will be discussed on 3 December at the Resources Committee meeting.</p>	
14	<p>Identify Complaints Committee</p> <p>Up to five Governors are needed for a Complaints Committee, Governors to consider this and it will be discussed further at the next Full Governing Body meeting.</p> <p>Clerk to check if outcome of the recent complaint can be shared with all Governors.</p>	LF

15	<p>To deal with any matters agreed for consideration under item 5 above.</p> <p><u>Wraparound Recruitment</u></p> <p>Only one application has been received, MT will meet with RH to discuss further but there are no applicants for the lead vacancy.</p> <p>It was agreed to keep pursuing wraparound provision and keep talking to Sporting Influence.</p>	MT/R H
16	<p>How has this meeting impacted on the welfare and progress of our pupils?</p> <ul style="list-style-type: none"> • Discussed future provision and leadership <p>Thanks were given to RH for her hard work in the federation and she was wished well in her new post, RH thanked Governors for their support.</p> <p>EB will issue a doodle poll for the next meeting date.</p>	EB
17	<p>Closing Prayer</p> <p>A closing prayer was shared and there being no other business the meeting was closed at 20.43</p>	

FEDERATION