

**A meeting of the Federation Governing Board of Follifoot and Spofforth Church of England
 Primary School held on
 16th September 2024 at 5.30pm at Follifoot Primary**

Present: Emma Booth (EB, Co-chair); David Harrington (DH,) Rebecca Holland (RH, Headteacher), Marianne Tharby (MT, Co-Chair), Nick Dawson (ND)

In attendance: Louise Flanagan (Clerk, via TEAMS)
 Liz Britton (Associate Member)
 Lawrence Pomeroy (Associate Member)

MINUTES		
No.	Item	Action
PART 'A' – PROCEDURAL		
1	<p>Welcome and introductions</p> <p>The Chair welcomed everyone to the meeting and 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. 	
2	<p>Apologies for absence and to determine whether any absences should be consented to.</p> <p>Apologies were received from Barbara Ryan, Alan Dewey, Hilary Staves and Adam Jackson and these were consented to by Governors.</p> <p>Rose?</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. No items were identified as confidential.</p>	
5	<p>Notification of urgent other business previously notified to the Chair</p> <ul style="list-style-type: none"> • PAN • A letter from the Local Authority (LA) has been received regarding Early Years. A meeting will take place later this month to discuss arrangements for Follifoot pupils • Complaints 	
6	<p>To approve, as a correct record, the minutes and confidential minutes of the meeting held on 10th June and 8th July 2024</p> <p>The minutes and confidential minutes of the previous two meetings 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>8th July 2024 - Item 2. RHa is having issues with her email so was not aware of the meeting. Apologies to be accepted.</p> <p>Governor Question (GQ): At the last meeting we discussed a newsletter to be circulated to parents following each meeting? Will we wait for agreed minutes before issuing? Yes they will need to be agreed before sharing. Ideally they will also be shared on the website as soon as possible after the meeting. It was agreed that final minutes will be uploaded within five working days and the newsletter will advise parents of this, as well as the new Chairs' details.</p> <p>GQ What is happening around wraparound care, are we continuing to try and find a longer term solution? Yes, several meetings have taken place.</p>	
7	<p>Matters arising <u>Action log</u></p> <p>All items were confirmed as complete with the exception of the following:-</p> <ul style="list-style-type: none"> • Sharon wouldn't be able to assist with EY transport as she is busy settling up clubs at this time. • ND spoke with Simon Cox, the offer is still open at the moment. Alan was happy to be Resources Chair in short term. • Parent/Governor meetings to take place termly, ND will send suggested dates. Not all Governors need attend and not the Headteacher. <p>GQ Will they take place in school? Yes and after the school day has ended.</p>	
8	<p>Governance</p> <p><u>Annual Register of Business Interest form</u> Forms were completed during the meeting. School to circulate to Governors not at the meeting for completion.</p> <p><u>Register of Gifts and Hospitality</u> Forms were completed during the meeting. School to circulate to Governors not at the meeting for completion.</p> <p><u>Review and agree Standing Order/Terms of Reference</u> Deferred to the next meeting.</p>	

	<p><u>Review and agree Code of Conduct</u> Deferred to the next meeting.</p> <p><u>Governor Terms -EB and AJ terms expire September 2024</u> It was agreed that EB be co-opted to the Governing Body for a period of four years from today. It was agreed that LP become an Associate Member for a period of one year from today.</p> <p><u>Chair election</u> Governors agreed that EB and MT be elected as Co-chairs for a term of one year from today.</p> <p><u>Governor Vacancies</u> There is still a Staff Governor vacancy, Governors were mindful that the role creates a long day for staff.</p>	
9	<p>Safeguarding</p> <p><u>Keeping Children Safe in Education</u> All Governors to confirm they have read and understood, Sarah Giddings will send a link for this. Governors also need to complete Prevent training.</p>	All
10	<p>School Improvement Plan (SIP) 2024/25</p> <p>The SDP was uploaded to Teams before the meeting. RH advised the SDP has been produced based on input from Olivia Kelly, Paul Bowlass as well as the inclusion of staff voice. Governors agreed the SDP 24/25.</p>	
11	<p>Governor Monitoring</p> <p><u>Link roles to confirm</u> Olivia Kelly is keen to support Governors with curriculum monitoring, she has identified from minutes that Governors' focus has not been on Quality of Education recently due to other issues. Dates for her visits have been shared on the calendar so Governors can be supported with monitoring. Governors discussed the monitoring role and the need to be mindful of staff wellbeing. This can be discussed further at the Quality of Education Committee, EB will email HS about this.</p> <p><u>Link Roles</u></p> <p>Quality of Education – HS/ ND/ LB/AJ Behaviour & Attitudes/Personal Development - MT/EB Leadership and Management - DH/AD EY – BR/RH/EB Church Distinctiveness – BR/DH Safeguarding including filtering and monitoring – EB/MT SEND – EB and MT Pupil Premium - MT Health and Safety ?</p> <p><u>Headteacher's Report</u></p>	EB

	<p>The Headteacher's Report was uploaded to Teams before the meeting and questions were invited.</p> <p>GQ: Have we seen SATS data for KS2 yet? Yes – the data shared is the end of KS2 Test data. This was not published at the last meeting</p> <p>GQ Regarding the EY headline data for GLD – how is that measured? It is measured across all areas of the EY curriculum. It covers prime and specific areas of learning looking holistically at the children's attainment.</p> <p>GQ How are they scored? Teachers assess as whether it is met or not met in each of the areas.</p> <p>GQ I note a drop across the board drop in KS2 at Follifoot in KS2 Data? We discussed last year details about that cohort including a high SEND make up of the cohort. Governors noted the percentages can be misleading with small class numbers.</p> <p>GQ Could we have a detailed breakdown, disaggregated pupils with SEN? Yes.</p> <p>RH advised before she joined the federation some pupils with SEND did not complete SATS. School have used access arrangements (eg providing additional time or a reader) so those pupils may take part in testing. Positive outcomes for children with EHCP were standard in reading last year.</p>	RH
12	<p>SIAMS</p> <p><u>SIAMS on a Page</u> Governors agreed it was a useful document. RH advised Paul Bowlass is very helpful and not just on Church school distinctness. Governors suggested that he may attend a Governor meeting in future.</p>	
13	<p>Policies for approval</p> <p>A folder of policies for approval were uploaded to Teams before the meeting.</p> <p><u>Flexi School policy</u></p> <p>It was shared that a request for the continuation for flexi schooling had been made.</p> <p>GQ Do pupils learn at home when they are not in school? It is entirely up to parents as to what learning looks like - meetings take place to review how it's working.</p> <p>Governors agreed the need to be mindful about the Federation's capacity to support flexi schooling and noted it is becoming more common to receive requests.</p> <p><u>Collective worship</u></p> <p>It was noted that Collective Worship needs to be invitational, inspirational and inclusive. Governors discussed the religious aspects of the school. Governors noted there is possibly a piece of work required to narrow down key values, BR to be involved in this.</p> <p>The above policies were AGREED by Governors.</p> <p>It was suggested Governors receive suggestions from the children, possibly hold a meeting during the day so this can happen</p> <p>Safeguarding squad has been introduced so children can articulate their feelings about how safe they feel in school.</p>	

	<p><u>HR Policies</u></p> <p>A number of HR policies were uploaded to Teams, RH advised that these are model policies and that there are no updates to these policies.</p> <p>Safeguarding Policy – updated inline with KCSIE 2024 Child Protection Policy – based on NY Model Policy Online Safety Policy – based on LGFL Model Policy Social Media Safety Policy – based on LGFL Model Policy Prevent Policy Educational Visits Policy Low Level Concerns Policy - based on NY Model Policy Attendance Policy – updated in line with Working together to improve school attendance August 2024 Staff Code of Conduct - based on NY Model Policy Governor Visits Policy Whistleblowing Policy - based on NY Model Policy Recruitment and selection Policy - based on NY Model Policy SEND Policy Supporting Children with Medical Needs Policy - - based on NY Model Policy</p> <p>The above policies were AGREED by Governors.</p>	
14	<p>Finance Committee</p> <p>Confirm Finance Committee Chair</p> <p>It was agreed Alan Dewey will be Finance Committee Chair, other committee members will be LP, HS ND and MT.</p> <p>TOR to be reviewed.</p>	Clerk / AD
15	<p>Strategic Options (incl MAT)</p> <p>AD is managing this, not aware of any new updates.</p>	
16	<p>Wraparound Update</p> <ul style="list-style-type: none"> • Clubs are in place as an interim measure, one hour is provided at the end of day and is run by some school staff and various external providers. • RH is the named Designated Safeguarding Lead for those clubs. • Sharon’s Rise and Shine is going well and Good Morning Club is continuing at Follifoot – RH is on call daily to cover staffing absences to ensure the clubs provision can take place • Advert has been re-issued for the evening Wraparound roles • Have spoken with LA about the wraparound offer. LA talked through available grants and have shared the Federations needs with providers who they are liaising with. School do not know who these are. <p>GQ What are the positions, are they 3-6pm every day? Yes, there are two posts, one as wraparound leader the other is for a playworker.</p> <p>GQ Across the federation? Yes based in Spofforth and we would need to use a taxi to transport the children.</p>	

	<p>GQ Can we issue an update to parents? Yes, parents will be updated in this week's newsletter</p> <p>GQ If all that fails, what will happen? There are no more staffing hours available as the Federation is currently using hours to transport pupils from one school to the other takes up 5 hours minimum a week. Staff running/supervising clubs had hours realigned, so there aren't 30 spare hours (2 people x 15 hours a week). The LA contact has been helpful, so hopeful something positive will come from that.</p>	
17	<p>Follifoot update</p> <p>Pupils are in the new class structure, two new families have joined the school.</p> <p>GQ At what point do we think we have enough pupils to organise differently eg moving to three classes? It needs further discussion at a long-term planning session and there will be further updates about options to the Federation after the meeting with the LA.</p>	
	Part `D` OTHER BUSINESS	
18	<p>Marketing</p> <p>RH shared a flyer for each school that she has completed ready for distribution. ND advised he is creating an updated version and these will be printed and posted door to door by parents, the new housing estate will be included too. It was noted that these need to be issued as soon as possible as parents will soon be choosing schools. There are also plans to hold an open evening at each school next month at both schools. RH advised bespoke visits during the school day are also successful and a personalised tour has proven to be a good marketing tool.</p> <p>Sarah Giddings to spent time with ND to complete the flyers.</p> <p>RH advised she needs to know what is being issued to parents and that school will need to have copies of all work being done. Safeguarding and GDPR responsibilities must be adhered to with any work ND is doing. ND will ensure RH is given the final sign off. ND also suggested a stay and play session, this can be considered further after LA meeting regarding Early Years.</p> <p>GQ How long will this take of Sarah's time? ND shared that he would need around 20 minutes.</p> <p>It was agreed to take place and that Sarah paid overtime. ND can explain what is needed if Sarah is interested, RH to speak with Sarah about the Governor's proposal.</p>	RH
19	<p>Staff, Headteacher and Governor Wellbeing</p> <p>EB advised that sometimes emails will be sent outside of school hours but she does not expect a reply at the time.</p>	
20	<p>To deal with any matters agreed for consideration under item 5 above.</p> <p><u>Planned Admission Number (PAN)</u></p> <p>Governors agreed there was no need to change the PAN at this stage.</p> <p><u>Complaints</u></p> <p>A complaint has been received and will be investigated externally, DH will advise Governors further at a later date.</p>	

	A second complaint has been received and will be investigated via the school's complaint policy. Emma will lead on this.	
21	<p>How has this meeting impacted on the welfare and progress of our pupils?</p> <ul style="list-style-type: none"> • Leadership supported by those who have been leaders in past (LP supporting AD in Finance) • Agreed SDP, setting out priorities for the year • Reassigned Governors to link roles • Marketing and parent open evenings discussed <p>Governors noted there is a hybrid option offered for winter months, 6pm start.</p>	
22	<p>Closing Prayer</p> <p>A closing prayer was shared and there being no other business the meeting was closed at 7.42pm</p>	

EMMA