



The Federation of Fountains Earth and St
Cuthbert's C of E Primary Schools
Minutes of the FGB Meeting
Monday 18th October 2021



Governing Body Core Functions

Ensure the vision, ethos and strategic direction of the school is clearly defined
Ensure the Headteacher performs her responsibilities for the educational performance of the school
Ensure the sound, proper and effective use of the school's financial resources

Present: L Franklin, S Goodall, D Hall, S Leeming, G Lewis, R Light (CofG), D Rogers
& N Thornber (HT)

In Attendance: A Lumley (Clerk) & N Wilkinson (DHT)

Meeting opened at: 6.00pm via ZOOM

Number	Item	Action
1	Membership of Meetings Staff governor vacancy Co-opted vacancies It was decided with the possibility of only one more meeting before federation that to try and appoint for this governing body would confuse the federation process with Glasshouses.	
2	Welcome, Introductions and Opening Remarks Everyone was welcomed to the meeting and reminded of the core functions of the governing body which are: Ensure the vision, ethos and strategic direction of the school is clearly defined Ensure the Headteacher performs her responsibilities for the educational performance of the school Ensure the sound, proper and effective use of the school's financial resources	
3	Apologies and Consent to Absence None.	
4	Reminder about the essential need for confidentiality and declaration of interests: Pecuniary or non-pecuniary and at appropriate times. No declarations for the meeting pecuniary or non-pecuniary. Action: Governors were reminded that business interest forms would need to be signed as soon as possible at the school office.	FGB

5	<p>To identify any confidential items to be excluded from the publicly available minutes</p> <p>Agenda items 9 (Parts of), 10 (parts of) and Sept Monitoring Report from agenda item 17.</p>	
6	<p>AOB</p> <p>Identification of any other urgent business previously notified to the Chair</p> <p>H&S Policy Educational Visits Policy Sent to governors after agenda published.</p>	
7	<p>Approve the minutes of the FGB meeting on 12 July 2021</p> <p>Minutes were approved as a true record of the meetings, will be signed by the C of G and filed in school.</p> <p>Action: Due to covid restrictions these meetings were via zoom and the C of G will need to physically sign the minutes at the office asap.</p>	RL
8	<p>Matters Arising – monitoring of actions</p> <p>15a – SL/NW met to discuss the document – Child in Need and Team around the Family.</p> <p>3 – RL has signed the TofR/FGB Minutes and Resource Minutes.</p> <p>7 – So far only 2 governors have signed the KCSIE – please sign asap at the school office.</p> <p>11 – email was sent to FGB that the Chair had received from AS – Base Leader.</p> <p>12 – SL/NW met – monitoring report to be received.</p> <p>Research on attendance – later in this agenda.</p> <p>13 – SEF is later in the agenda.</p> <p>14 – Governor visits – monitoring forms must be completed and sent to the office.</p> <p>15 – SL is adding the Base Leader Safeguarding info on to SharePoint for FGB to access.</p> <p>Safeguarding training was completed.</p> <p>18 – Self-assessment is on the agenda.</p> <p>Confidential minutes H&S reports were added to the governor’s secure webpage.</p>	<p>FGB</p> <p>SL</p> <p>FGB</p> <p>FGB</p>
School Improvement		
9	<p>Verbal Report from the headteacher</p> <p>Including:</p> <p>Update on the SPIP (School Priority Improvement Plan) action plan and</p>	

Autumn term action plan including safeguarding
Attendance
Behaviour (including SEMH provision)
Health & Wellbeing
Curriculum (SEF/SDP)
Remote Education
Pupil progress

See confidential minutes for some information.

HT shared a power point update document which has information to share with governors from the NY governor bulletin. Including items such as:

H&W
Key vulnerable pupils and PP
Recovery and PE funding and strategies.
SEMH and Family support Liaison worker
Personal, Social H& W Curriculum

We have had PHSE theme days and recently held a Hello Yellow Day.

Lessons following structured programme using Jigsaw programme.

RSE and PHSE is a high priority.

Pupil progress meetings have taken place and the outcomes for PP children have been assessed. Day to day data has been looked at with teachers and discussed.

HT comment: If any governors would like to take part in these then they would be welcome. We could set up a zoom so that governors can observe.

We are developing the ethos of the school and this all comes under our Christian Values, which all forms part of our Health and Wellbeing.

SIAMS review – will be taking place after half term and we have been preparing for this. We will look at that in more detail under item 12.

Following lockdowns, we have been trying to re-establish behaviour and routines. There has been a lot of research for this as children are coming back in to school and some have not accessed learning throughout this time.

See confidential minutes for info on CPOMS.

Curriculum
The school priorities will be sent out following this meeting. Our focus is to embed our curriculum and long-term plans with phonics and reading being the main focus from Early Years through to Y6. We will also continue with embedding the behaviour.

We have revised the remote learning policy to up to date with current procedures. It includes the DfE information.

We have had a few cases of covid and we have DfE laptops in school should they be required.

We have looked at RE, Core Subjects: Science, English and RSE.

There has been a revision of phonics and books have been ordered. We have spent £3k and used covid catch up to fund this.

All schools have been asked to review phonics, the government have a recommended and validated list of programmes that schools must use. We will start using this after half term. Rather than just give to staff we are setting up training at staff meetings for all staff across the school.

NW: This has come from looking what was already available and what the results were and that showed us it was an area to be developed, and then looking at the DFE validated programme that would fit our needs. It will be something that is for all staff across all year groups so all staff will have the training.

RA & Safeguarding

The covid RA is in place and if there is an outbreak, Public Health are contacted. They are difficult to get hold of, but HT told governors that when she did speak to them they advised her not to close school even though there were 11 pupil cases and several staff cases. Their advice was 'to let it run through the school'. The cases were mainly concentrated in KS2, with fewer in KS1.

See confidential minutes for staff absence info

The KCSIE has had a huge focus on:

Peer on peer abuse

Sexual harassment and violence

Staff meetings have been concentrating on CPD and focusing on these areas.

HT and NW (Deputy) have attend the safer recruitment training. 1st month checks have been reviewed to take these things in to account.

Suicide training has been undertaken by NW, it was a difficult course to do, this will be rolled out to all the schools. We must recognise that 'it probably is' happening in all schools.

Pupil Premium attendance

NW: The national average for persistent absentees = 12%

So far this year we are already at 14.7% for all pupils

Vulnerable groups and SEN are currently at 14.29%

Must be aware of and ensure that this is improved so that these pupils access the best education. We are chasing this up on our 1st month and daily safeguarding.

Gov Q: Is this picture being confused with covid absences?

NW: No, the covid figures have been removed.

SEMH – Early Help are involved, and we are doing as much as we can with these families.

Safeguarding is the next agenda item.

Pupil premium funding – schools now need to report this differently, over a three-year period. This is better as it gives a better view of strategy and over a three-year period, we can project spending better. Schools also must have a statement of intent:

	<p>-what are the barriers to learning -which are you addressing We are looking at outcomes in reading, improving attendance and looking at supporting the wider family.</p> <p>Ofsted and SIAMS – later in the agenda</p> <p>HT: Do governors have any questions?</p> <p>Gov Q: Out of the children that are absent it appears that only 2 are accessing home/remote learning, what are the barriers to that? HT: If parents are also ill along with the whole family, then they are too ill to teach. We can show that we have offered. When the children return, we will assess the gaps. They will need extra time and support. It may affect everyone at some point, all HT's are looking at remote learning and the best we can do is interventions when they return.</p> <p>Gov Comment: Impact on the staff picking up those children that have missed is hard. HT: We need to be aware that we cannot pick up on everything. We are using recall, so that they can pick up on things that have missed we are confident that we are doing the best we can. Parents are doing their best, they are not trained teachers and most are also ill themselves and may not have the technology. There comes a point where we can do no more.</p> <p>Gov comment: Impact on children's mental health will start to rise. HT: Yes, it is a focus for the SEMH to help with.</p> <p>Pressure is on schools and Ofsted/Government are looking at progress and attainment, but we have had Covid, yet they are still expecting schools to be back up there by assessments next summer. However, we must be realists!</p>	
10	<p>Safeguarding Governor Update SL has put the base leaders safeguarding updates on to SharePoint which are taken from the AH and Casper updates. Action: Please can governors ensure that they have read these.</p> <p>The safeguarding audit has been redone and submitted to NYCC. There was a substantial amount of work that went into completing the audits. We are in a good position; it is broken down in to: 5 – meeting 4 – in progress 3 – not meeting We are mostly 4's and 5's. We know we are doing these things, but it has not been in place long enough. It is a biannual audit and lots of 4's are on their way to becoming 5's.</p> <p>Action: KCSIE – governors must read this and sign at the office. It is important that the governors are aware of the pressures in school, the 1st of the month checks that are undertaken.</p> <p>See confidential minutes for further information.</p> <p>Governor comment: The governors said that they appreciate all the work that SL and the senior staff have put in place with regards to safeguarding. Governor comment: Ofsted is now all about safeguarding.</p>	<p>FGB</p> <p>FGB</p>

<p>11</p>	<p>Governors Monitoring Visits to School – Autumn Term This is specific from the QA calendar which is linked to the federation autumn term calendar – Safeguarding (SCR), H&S, Curriculum, Vulnerable pupils.</p> <p>Action: RL still to complete his governor monitoring sheets and give to AL at the office.</p> <p>SL has completed the safeguarding monitoring sheets.</p> <p>LF has had an online session with staff. Action: LF to complete monitoring sheets.</p>	<p>RL</p> <p>LF</p>
<p>12</p>	<p>Ofsted and SIAMS Update Action: NT will email to AL to send to the governors.</p> <p>We have been concentrating on reading and phonics, PHSCE and RSE.</p> <p>How are we teaching children to be safe.</p> <p>SIAMS review will be taking place. This is so that we know where we are in terms of SIAMS. Lots of work has happened and resources to help teachers.</p> <p>Difficult for primaries as there are fewer staff for more subjects.</p> <p>The Diocese advisor is Darren Dudman and he will be coming on 2nd November to do a review. DD and SB will need to speak to a couple of governors, not necessarily the foundation governors. LF sent out to governors a sheet for governors to complete which sets out governors understanding of where we are at.</p> <p>LF: Lots of work has been carried out. C Holstein has worked with NW & NT and involved in meetings, and we are now getting to grips with the changes. Perhaps previously it wasn't really embedded, and the children's understanding was not good. We have spent money on resources which is helping staff. This will all hopefully help to embed these principals in to the schools and also when the children are asked about it they will have a much better understanding. Staff have also had CPD on Understanding Christianity.</p> <p>HT: Collective Worship -staff have revamped and teachers are now enjoying leading Collective Worship. The children have a Collective Worship Leadership Team and they are enjoying this leadership and they are now understanding it more.</p> <p>LF: Staff are feeling confident, and it links with PHSCE and social and emotional wellbeing. Good to hear that the staff are being supported in that way. It was also good to hear that Darryl (Rev Hall) and Mike (Rev Poole) are on board with following the same plan as the staff.</p> <p>SIAMS inspection – governors need to ensure that they know what is happening and have a better understanding. Action: Ensure that all governors have read the SIAMS documentation and not just Foundation governors. Action: Governors, please complete the knowledge sheet shown and sent out.</p> <p>It is a guide of possible questions that could be asked and what the inspection may focus on. LF discussed the sheet. It is detailed and the pupil voice also</p>	<p>NT</p> <p>FGB</p>

	<p>needs to focus on this. It is detailed of how governors know what is happening in school, what are the children's understanding of Christianity. What is happening in Collective Worship.</p> <p>Gov Q: Should governors look first to see what flags up? HT: There is a lot, and we need an honest starting point. Action: NT and LF will complete with some stem sentences and put on to SharePoint.</p> <p>SIAMS is as important to school as Ofsted. The SEF/SDP/SIAMS has been completed as one document as it all ties together. It is important that it links in with what we are doing for all our pupils. Action: NT will put on SharePoint</p> <p>Governor comment: We need to have a starting point/prompt.</p> <p>Governors who may be able to attend the review on 2nd Nov: G Lewis L Franklin</p> <p>NT will complete the schedule and the meeting for governors will be no longer than an hour.</p> <p>Gov comment: Can the slides go on to SharePoint.</p>	<p>NT</p> <p>NT</p> <p>NT</p>
<p>13</p>	<p>Federation Update The meeting is now online: Tuesday 19th October at 6pm.</p> <p>The next meeting on 1st November will be to vote on whether to federate following the meeting on the 19th.</p>	
<p>14</p>	<p>Academy Strategy - Diocese RL & NT attended the Diocese information session. The information given is that we will have to eventually join an academy. We can only join a church school academy. There is a conflict of interest as the Diocese advisors are on the academy trusts.</p> <p>RL stated that we will need to keep the academy strategy on the agenda as annual item. If we were to join the St Aiden's academy we would get swallowed up and have no local control so would not be good at present. They could swoop in change what they want, and the school would have no say or uniqueness. It is on the government agenda for 2025, community primaries can join the church MATS. The LA have lots of opposition and so have the unions, therefore it is better to sit tight at this stage but be aware of what is happening.</p> <p>Action: Have as an annual agenda item.</p>	<p>AL</p>
<p>15</p>	<p>Governor Training No training has been undertaken since the last meeting. The Safeguarding training was completed online.</p>	
<p>16</p>	<p>Self-assessment update Leadership & Management - RL Assessment & Outcomes - SG/SL</p>	

	<p>Safeguarding – SL Curriculum - RL Pupil Premium – SL/SG PE/Sports Premium – RL</p> <p>RL has discussed with NT the leadership and management section. We will keep it on the agenda. SL has done bits in her section on Safeguarding. RL has met with NT & NW on the curriculum. Long term and curriculum maps have been done. Each team is completing a detailed intent. AL & SG met NW in the summer term but info not in the document yet. RL has looked at eh sports premium at both schools. Going forward we will be looking at the 3 schools joining a cluster together. Looking at links with Wharfedale.</p>	
Finance/Premises		
17	<p>Finance/Premises update AL gave an overview of the financial position from the August monitoring and update on H&S.</p> <p>Monitoring – August See confidential minutes for some information</p> <p>Budget Budget consultation for 2022/2023 funding Various options MFG .5%/MFG 2% plus Lump Sum value increase if there is surplus from the schools delegated budget at NY Lump Sum value increase – plus support for sparse secondary schools</p> <p>All 3 schools gained most on MFG .5% plus Lump sum and not supporting secondary. However, it was around £500 less if supported Secondary.</p> <p>Other options included Lump sump via AWPU</p> <p>Health & Safety premises Chloe Rhodes – paperwork checks done 12th October</p>	
Standing Items		
18	<p>Policies and documents (PLUS AOB POLICIES) <u>For approval</u> KCSIE Child Protection H&S Policy Educational Visits Policy <u>For information</u> Sexual Violence Online safety Suicide Ideation Self-harm Homework Attendance Management – staff Low level concerns Remote education SIAMS policies – previously sent for information</p>	

	<p>Governor comment: Child Protection still has GH mentioned which needs changing to FE/STC. Senior Mental Health Leader needs to be updated. Action: NT will update these areas.</p> <p>Attendance Management Policy Governor Q: Do we need to remove the italic areas or do they stay in? Action: AL will look at these areas.</p> <p>Action: NT and RL need to sign the H&S Statement of Intent</p> <p>All policies for approval were agreed and approved.</p>	<p>NT</p> <p>AL</p> <p>NT/RL</p>
19	<p>What impact have we had today on the achievement of pupils in our school? Governors did not respond to this question.</p> <p>What impact have we had today on our Christian Ethos and Vision? LF: SIAMS – We have mentioned supporting families and the local community today frequently. Which feels that we have articulated it well and it is an important part and is an holistic view. We have spoken about attendance and how we are supporting families. Also supporting the High School with our financial decisions. It is important now that our Resources are part of the FGB that we include our Christian Vision as part of our financial decisions.</p> <p>NT and NW left the meeting before item 20.</p>	
20	<p>Headteachers Pay Range See confidential minutes for information.</p>	
21	<p>Close of meeting, dates, and times of next meetings. TBC – Clerks will consult with the SDC committee and consultation period.</p>	
<p>Meeting closed at: 7.50pm</p>		