

Wolds and Vale Federation
Minutes of the Full Governing Body Meeting
Tuesday 21st September 2021 at 5.30 pm
At Sherburn CE Primary School

Present:		
S Gibbon	SG	Parent Governor, Chair
D Outhart	DO	Co-opted Governor, Vice Chair
M Davies	MD / HT	Head Teacher
C Moorwood	CM	Staff Governor
C Olivier	CO	Co-opted Governor
A Chimwanda	AC	Co-opted Governor
C Fenwick	CF	Foundation Governor
V Bottomley	VB	LA Governor, Chair
In attendance:		
L Waller	Clerk	Clerk
Not in attendance:		
K Metcalfe	KM	Parent Governor
I Taylor	IT	Head Teacher
		Vacancies
		Co-opted Governor
		Foundation Governor

No	Item	Action
1.	<p>Procedural</p> <p>1.1 Welcome, introductions and apologies for absence. <i>As the Chair stepped down at the previous meeting the Clerk welcomed everyone, thanked governors for their voluntary work and CF started the meeting with a prayer. Governors introduced themselves and welcomed new members Amie Chimwanda as Co-opted governor and Matthew Davies as proposed Executive Head Teacher.</i></p> <p>1.2 Accept or reject any apologies for absence <i>Apologies received from Ian Taylor and Kerry Metcalfe were accepted.</i></p>	
2.	<p>2.1 Declaration of Governors' interests and reminder of Governor protocol. <i>VB West Heslerton CE Primary School</i> <i>CO Snainton CE Primary School</i> <i>MD Snainton CE Primary School</i></p> <p>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. <i>Leadership arrangements until all parties are informed and agreed.</i></p>	
3.	<p>3.1 To approve the minutes of the meeting of the Full Governing Body held on 13th July 2021. <i>Minutes approved by governors, proposed VB seconded CM</i></p>	

	<p>3.2 To consider matters arising from the minutes and for which there is no separate agenda item. <i>None.</i></p> <p>3.3 To check on progress /complete any actions from the last meeting.</p> <p>3.31 Date in September for KM to meet with HT to review format of HT report. <i>IT is currently absent from work due to illness.</i></p> <p>3.32 Clerk to check HT pay range with HR. <i>Pay range checked for existing federation and leadership over 3 schools.</i></p> <p>3.33 VB and CO to meet and look at leadership arrangements. <i>Meeting have taken place over the summer, to be reported under item 5.</i></p> <p>3.34 HT to investigate implementation of spelling policy with staff. <i>MD to check if staff are following the spelling policy.</i></p> <p>3.35 HT to add policy review dates to agreed policies. <i>MD to check.</i></p> <p>3.35 HT to share growing up in North Yorkshire results with GB. <i>MD to send on to governors,</i></p>	<p>MD to follow up on items assigned to IT</p>
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4.	<p>Governance:</p> <p>4.1 Election of the chair and vice chair for the coming year. <i>Following procedures stated in the standing orders Governors unanimously voted to elect Sally Gibbon to the post of Chair and Dan Outhart to the post of Vice Chair.</i></p> <p>4.2 To approve the Standing orders and Scheme of delegation. <i>The Chair asked governors to approve the standing orders and scheme of delegation. Proposed by VB seconded by CF</i></p> <p>4.3 Confirmation of the FGB meeting dates for 21/22 <i>Dates were agreed.</i></p> <p>4.4 Confirm lead / link governors</p> <p>4.5 To agree a schedule and format of governor visits to school. <i>As below</i></p>	
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Area of Responsibility	Governor	Date of planned visits
Ensuring clarity of vision, ethos and strategic direction;	All	
Pastoral care / staff wellbeing	Christine Fenwick Christopher Moorwood	December/April and as required
Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff;	Sally Gibbon Christine Fenwick Dan Outhart	Pupil Progress – Dec, April July HT Performance management – Sept, Feb

SEND	Sally Gibbon	Termly
Safeguarding	Val Bottomley	Termly / as required
Overseeing the financial performance of the organisation and making sure its money is well spent.	Sally Gibbon Kerry Metcalfe	Monthly monitoring Revised Budget –Nov Benchmarking – Nov Start budget -April
Health and safety	Christopher Moorwood	Termly
Joint Strategic Development Committee (JSDC)	Sally Gibbon Val Bottomley Carol Oliver (Snainton) Denise Crosier (Snainton)	Termly as required
Governor training	Amie Chimwanda	Termly

	<p>4.6 Complete a register of business interests. <i>Governors completed a register of business interests.</i></p> <p>4.7 Approval of the following policies -.</p> <ul style="list-style-type: none"> • Staff Code of Conduct • Appraisal Policy • Child Protection Policy • Exclusion Policy • Access to education for medical needs • Complaints Policy • Health Safety Policies (Luttons / Sherburn) • Charging and Remissions Policies (Luttons / Sherburn) • Pay Policy (Not agreed due w/c 18th Oct) <p><i>Policies proposed by CM seconded MD</i></p> <p>4.8 Governance Health Check <i>VB fed back to governors on the recent review of governance by North Yorkshire County Council Governor Support. The RAG rated report was received after a review of documents and governors discussions with the team.</i></p> <p><i>The key areas that need addressing are: -</i></p> <ul style="list-style-type: none"> • <i>Ensuring that governor details are up to date and accurate on GIAS, the school website and the LA’s central database. –</i> • <i>Ensuring that an annual performance management process is in place for the clerk. –</i> • <i>Ensure that curriculum is discussed at every meeting.</i> <p>Q Would weekly half hour ‘Bitesize’ training sessions continue? A Once areas for development are identified.</p>	<p>Clerk to check governor details. HT to include in PM reviews. Clerk to add as standing item to agendas.</p>
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5.	<p>Resources: 5.1 Health and Safety update</p>	
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	<p>MD has received the latest H & S reports following the recent walk around with the NYCC advisor, he will action the recommendations.</p> <p>5.2 Proposed leadership arrangements</p> <p>VB talked governors through the discussions she has had since the last meeting. The federation was approached by the C of G of another local federation about possible collaboration but after brief discussions the federation withdrew their interest. VB met with the C of G Carol Olivier and HT Matthew Davies at Snainton School to look at possible collaboration and a shared HT to work alongside the existing HT and ensure a smooth transition as the existing HT leaves the post. Similarities between the schools vision and ethos were highlighted, including the Christian Ethos, Nurturing environment and outdoor education approach.</p> <p>5.3 Memorandum of understanding</p> <p>MD left the meeting while the finer points of the MOU were discussed. The proposed MOU would run from 28th September until 31st August 2022, giving the schools a period of stability and time to consider the collaboration in more detail. The HT would be given freedom to plan his own working arrangements with the understanding that his workload would be evenly split across the 3 schools. It is understood that work can be carried out for any school irrespective of location.</p> <p>Q How long has MD been in the role at Snainton?</p> <p>A About 3 years.</p> <p>Q Would governors have the opportunity to visit Snainton School?</p> <p>A Yes, this can be arranged.</p> <p>The clerk ran through the report from HR regarding the HT pay range for a collaboration of 3 school. Based on pupil numbers and SEN needs of the children the schools would move into group 2 with a total range of L8 to L21, benchmarking was considered and the 7 point range of L12 to L18 was agreed with a starting point of L15 for MD. It was agreed a Joint Strategic Development Committee would be formed to monitor the arrangement and feed back to each GB throughout the MOU term. The MOU was proposed by VB and seconded by CF.</p> <p>MD returned to the meeting.</p>	
6	<p>School update:</p> <p>6.1 Headteacher verbal report</p> <p>Due to Ian Taylor's long term sickness MD has assumed HT responsibility as of 20th September. MD spoke to governors about his actions so far, including being visible for staff at the federation and supporting them through this period of rapid change. He has appointed a Teacher In Charge at Snainton school and will produce a HT report for the next meeting.</p> <p>Q When are the new HT arrangements going to be made public?</p> <p>A It is for the GB to decide but would recommend that this is done quickly and honestly.</p>	SG to compose a letter to parents

	<p><i>MD had already spent some time with IT so the schools were well placed for MD to step into the role. MD is looking to build on the plans already put in place by the GB. He will ensure all staff are briefed on the current situation and future plans.</i></p> <p>Q Do you think IT will return?</p> <p>A He is currently signed off long term.</p> <p><i>CF will inform the local PPC that IT is sick and MD has assumed HT responsibilities. MD will meet with SG to assist in the composition of a letter to parents to be issued on Thursday 23rd. Snainton GB will meet on Monday 27th to formally approve the MOU.</i></p> <p>6.2 Curriculum</p> <p><i>MD is meeting with staff to assess progress on curriculum and will report at the next meeting.</i></p> <p>6.3 School development plan</p> <p><i>MD will report on this at the next meeting.</i></p> <p>6.4 Safeguarding</p> <p><i>MD is in the process of taking ownership of the CPOMS system to monitor safeguarding concerns across the federation. Governors were reminded that there is a full time DDSL in each school.</i></p>	
7.	<p>7.1 Matters arising:</p> <p><i>No urgent matters were discussed.</i></p>	
8.	<p>8.1 Impact of decisions made at this meeting on Children across the federation:</p> <ul style="list-style-type: none"> • The HT arrangements will have a direct positive impact on wellbeing and Social, Emotional and Mental Health needs of the children. • The confirmed governor roles and visits timetable will enable monitoring to be carried out. • The approved Health and Safety policies will keep children safe in school. 	
9.	<p>9.1 Date of the next meeting and agenda items:</p> <ul style="list-style-type: none"> • 7th December, revised budget and benchmarking. HT report from MD. Receive reports from any governor visits or working party meetings. <p>9.2 Close of meeting:</p> <p><i>CF ended the meeting with a reflection on how we are all 'practicing' in the various roles that we hold in school and the community. .</i></p>	<p>Governors to consider skills audit to assess gaps in knowledge</p>

Date of next FGB meeting: 7th December 2021 at Snainton School.

Signed

Dated 7th December 2021

'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

DRAFT