

**Wolds and Vale Federation**  
**Minutes of the Full Governing Body Meeting**  
**Tuesday 7<sup>th</sup> December 2021 at 5.30 pm**  
**At Luttons Community Primary School**

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

No	Item	Action
1.	<p><b>Procedural</b></p> <p><b>1.1 Welcome, introductions and apologies for absence.</b> SG welcomed everyone to the meeting.</p> <p><b>1.2 Accept or reject any apologies for absence</b> Apologies for absence were received from CO – Accepted</p>	
2.	<p><b>2.1 Declaration of Governors’ interests and reminder of Governor protocol.</b> <i>VB West Heslerton CE Primary School</i> <i>MD Snainton CE Primary School</i></p> <p><b>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.</b> None</p>	
3.	<p><b>3.1 To approve the minutes of the meeting of the Full Governing Body held on 21<sup>st</sup> September 2021.</b> Minutes approved by governors, proposed SG seconded AC</p> <p><b>3.2 To consider matters arising from the minutes and for which there is no separate agenda item.</b> None</p>	

	<p><b>3.3 To check on progress /complete any actions from the last meeting.</b></p> <p>3.31 1. MD to follow up on actions previously assigned to IT, Policy review schedule to be completed.</p> <p>3.32. Clerk to check governor details on GIAS and update website, Luttons complete, MD completed Sherburn.</p> <p>3.33. HT to include clerk in performance management reviews, to be included in Spring term.</p> <p>3.34. Clerk to add curriculum and impact of governor decisions to agenda and minutes, done</p> <p>3.35. Chair to send letter to parents informing them of leadership arrangements, done</p> <p>3.36. Governors to consider skills audit to assess gaps in knowledge, clerk to send out.</p> <p>3.37. Governors to arrange visits to school, working party meetings as per governor visits plan, governors planning visits</p>	<p>Policy review schedule to be completed.</p> <p>Clerk to send out skills audit</p>
<p>4.</p>	<p><b>Governance:</b></p> <p><b>4.1 Approval of the following policies -.</b></p> <ul style="list-style-type: none"> <li>• Budget Management</li> <li>• Pay policy, addition of deputy post</li> <li>• Marking and feedback policy, new policy</li> <li>• Behaviour policy, still to consult, for the next meeting</li> </ul> <p>Policies proposed by CM seconded MD</p> <p><b>4.2 Weaverthorpe school closure consultation</b></p> <p>Current consultation in place by the local authority to close Weaverthorpe school at the end of the academic year, parents have been informed and advised their named school. Weaverthorpe and West is Luttons. Butterwick and East is Hertford Vale. Admissions team are working with the schools to coordinate the changes, all families will be given the opportunity to apply for their preferred school. There may be implications for Luttons depending on the numbers of pupils who apply.</p> <p><b>4.3 HT performance management</b></p> <p>Head teachers performance management has taken place. New targets reflect the new role as executive HT across 3 schools.</p> <p><b>4.4 Consultation on federation HT report provided</b></p> <p>Governors had a discussion about the future plans for the federation and if the shared HT arrangements should move forward to a consultation on federation. The staff governor reflected on recent changes at the school.</p> <p><b>Q What improvements have you seen?</b></p> <p><b>A There is a lot more consistency and positive changes that are happening in the school.</b></p> <p>VB stated that there is a clear procedure to follow for the consultation on federation and this procedure should be followed to the letter.</p>	<p>Behaviour policy to be moved to the next meeting</p>

	<p>The joint strategic development committee membership was discussed. CM offered to join the committee.</p> <p><b>Q Would the banner of Wolds and Vale be kept?</b></p> <p><b>A This would be agreed before the consultation document was issued, it would be for the GB to decide.</b></p> <p>The schools would keep their unique distinctive characters and come together under one brand and vision for the federation in a similar way to how Sherburn and Luttons have evolved into the Wolds and Vale federation.</p> <p><b>Q How is the HT finding working across the 3 schools?</b></p> <p><b>A Things are improving after the initial wave of coming into 2 new schools and it has settled. Staff are getting used to how I work and what matters to me. Hopefully staff see that the new policies are being written with work life balance in mind.</b></p> <p>Governors proposed moving forward to consultation on a 3 school federation with Snainton School. KM proposed and CM seconded, it was agreed that the JSDC would meet and feed back to each GB.</p> <p>The clerk talked governors through the consultation process.</p> <p><b>4.5 Feedback from Building a strategy for Wellbeing</b></p> <p>VB fed back on the webinar, the presentation will be uploaded to Teams. Steps to follow are GB signs up to the wellbeing charter, then complete evaluation tool, evaluate the current position. Staff meeting is held and then the wellbeing strategy is discussed. It is led by staff needs and their ideas, at staff meetings and on training days wellbeing should always be on the agenda. VB proposed that the GB take the first step and sign up to the wellbeing charter.</p>	<p>JSDC to meet and feed back to each GB</p> <p>Presentation to be uploaded to Teams</p> <p>GB to discuss further at the next meeting.</p>
5.	<p><b>Resources:</b></p> <p><b>5.1 Latest monthly budget monitoring report</b></p> <p>Joanne Jackson School Financial support officer joined the meeting to discuss the monthly budget monitoring and revised budget.</p> <p><b>5.2 Review and approve revised budget</b></p> <p>Points to note the current year 21/22 is based on the October census. The delegated funding for both schools is set. Nursery funding may change as based on actuals. Pupil premium and other income will remain the same with slight variances for school meals and trips. Future years delegated budget is based on the calculators received from NYCC, this may change after 1<sup>st</sup> April if the national funding formulas change. There is an inflationary increase built into the budget with expenditure. It assumes all increments and pay awards will be awarded. The support staff pay award for April 21 has still not been agreed, it has been built into the budget at 1.75%.</p> <p>Luttons CP School</p> <p>The end of this financial year at Luttons there will be an in year deficit of £30k using some of the balance carry forward. Pupil numbers are</p>	

based on actuals for current year and assumptions for future years. Budget assumes current staffing model continues for future years.

**Q Is the deficit driven by the additional staff? Is this an additional investment in support staff?**

**A Yes this is the inclusion of a deputy head position and additional classroom support staff.**

The main changes since the start budget are the changes in leadership and the additional support staff, plus the inflationary increases for next year, pupil numbers have remained constant.

**Q If there is an increase in pupil numbers from the closure of Weaverthorpe school? when will the financial impact of that be seen?**

**A If pupils come after the closure in September then the funding allocated to those pupils will come with them.**

**Q Has Luttons been informed that it will be the named school?**

**A Luttons will take children from Weaverthorpe any to the east of Luttons such as Butterwick will have Hertford Vale as the named school.**

**Q Is the cost of the proposed deputy head split equally across the 3 schools?**

**A No it is just for Luttons and Sherburn.**

**Q Would the deputy head just be based at Luttons and Sherburn.**

**A They are not in place collaboration wide.**

After discussion the governors requested that the proposed deputy head position was across the 3 schools (Wolds and Vale federation and Snainton) with each taking an equal share of the costs.

Luttons revised budget was approved. CM SG

Sherburn CE Primary School

All the same assumptions as Luttons. In year position is £47k deficit but £49k was transferred to capital for the new build project.

Sherburn revised budget was approved. KM CM

### **5.3 Benchmarking**

New format provided by North Yorkshire comparing to more schools across NY and the whole of the country using the DfE benchmarking.

The new format looks at the schools spend as a percentage of income.

Luttons - Teaching staff came out as high percentage was high and leadership was low. Nursery pupils are included and they require

additional support staff. Ratios are lower but that is due to the

numbers on roll. Premise costs are high due to age and size of building.

The DfE benchmarking is historical data but again shows teacher costs and premises costs are high.

**Q In our revised budget teacher costs have increased.**

**A This is in relation to the percentage of spend. But the DfE data is historical.**

The North Yorkshire data showed the school was broadly in line with schools of a similar size. Again premise costs were high and also on the RAG rated DfE national data.

	<p>Sherburn – a lower percentage of income is spent on teaching staff but the spend on support staff is higher. This is due to the governor run setting being staffed with support staff rather than teachers. The DfE data again shows the high in year deficit as already discussed. Governors thanked Joanne for work on the budgets and benchmarking.</p>	
6	<p><b>School Improvement update:</b> <b>6.1 Headteacher report</b> The HT provided a written report and asked for feedback from GB. Numbers on role were included. Covid risk assessment has been issued by the LA, strategies are in place, including increased ventilation, adults wearing masks, twice weekly testing for staff. No whole school collective worship at Sherburn. Luttons, due to low numbers are considered as one bubble. LA advisor George Tyson has visited, report to be uploaded for governors to read. Federation now has a Twitter site to connect with other settings and professionals. HT has contacted the diocese to arrange a visit. The Luttons Ofsted report was briefly discussed. The HT and TIC are working on an action plan following the visit. Each school now has a development plan, this will be shared and discussed at the next meeting. H&amp;S visits took place earlier in the term HT and office manager have been working through the issues and a program of works is now in place. Entrance hall, staff room and HT office at Sherburn will be redecorated during the Christmas holiday. The SENCo is holding review meetings across the federation and setting targets for individual children, these live documents will then be in place in the classrooms. 1 fixed term exclusion has taken place at Sherburn for 7.5 days, the reasons were physical assault against staff and persistent disruptive behaviour. 1 lunchtime exclusion due to a physical assault on other children and a pattern of persistent violent behaviour. 1 case of a child using racist language, this was not aimed at another child or adult, investigation and follow up has taken place. <b>Q How will the exclusions impact on the upcoming Ofsted visits?</b> <b>A The exclusions so strength in leadership and that disruptive behaviour will not be tolerated. Inspectors will look at the reasons for the exclusions and the actions taken from them.</b> <b>Q Has the behaviour of the child improved since they have returned to school?</b> <b>A As part of the reintegration after the exclusion the child is not attending school full time yet. Professionals have been consulted and worked on the plan for this child.</b> <b>6.2 Staffing</b> Governors discussed the proposed appointment of a Deputy Headteacher. The need to increase leadership capacity across the federation now the executive Headteacher is responsible for 3 schools, the advertised vacancy was tied in with the MOU to end on 31<sup>st</sup> August. The GB were asked to consider the need for the position and the allocation of the costs. The HT talked through the rational for the</p>	<p>MD to upload GT report to Teams MD to upload development plans for both schools.</p>

new position. At this stage it is difficult to see if this position would continue into the new academic year. Longer term there is potential for the deputy to take on a teaching responsibility.

Governors felt the appointment should be considered across the 3 schools. The HT discussed his proposed working pattern and how the deputy position would fit in with that proposal. CM proposed SG seconded. Decision was made to appoint across the 3 schools. The HT has advertised, shortlisted and interviewed for the position, a candidate was proposed. This is accepted by the GB.

**Q When do you expect the deputy to start?**

**A The preferred candidate is under contract until Easter.**

**Q Would you appoint an interim person?**

**A I wouldn't bring in supply as it is a too significant role.**

### **6.3 Curriculum**

There has been a visit from the English hub to look at early reading and the use of the little wandle reading scheme. The latest phonics data suggests children are above where they expect them to be at this stage in the year in both schools. The hub leader was complimentary about how staff have engaged with professional development.

The Maths hub teacher research group also visited the schools and they observed teaching in mixed stage classrooms. They commented that the engagement was good and the children used a range of mathematic vocabulary.

**Q When reading the Ofsted report about Luttons it specifically mentions Curriculum, has any action been taken at Sherburn to address this if the issues are present there too?**

**A The vision for curriculum was in place but this wasn't always a reality in the classrooms. All subject leaders will visit classrooms to see how the vision is being implemented.**

If subject leaders find the curriculum isn't fully embedded in the classroom they need to plan training and support to ensure it is in place.

### **6.4 Safeguarding**

VB reported on her safeguarding visit to Sherburn school. The SCR is the same format at both site, as Ofsted have seen the format during their visit we are confident that this format will be approved during the Sherburn visit. Key pad locks have been replaced by fobs that are carried by staff. Work is ongoing on the perimeter fencing. Vulnerable children were discussed during the visit, at present children are using offices as breakout spaces. 4 children are requiring extensive support from additional staff. All appointments are made with full compliance to safer recruitment.

Engagement from senior members of the local authority has come back as positive for the schools approach to the care offered to these vulnerable children.

GB should also be mindful of staff safeguarding and protecting them from physical violence and stress.

7.	<p><b>Correspondence:</b> Request for leave received by a staff member, change in flight dates due to covid. 1 day unpaid leave was agreed as it was beyond the staff members control. Message from IT read to governors. CF to reply on behalf of the GB</p>	Message from Ian to be circulated to GB
8.	<p><b>7.1 Matters arising:</b> No urgent matters were discussed.</p>	
9.	<p><b>8.1 Impact of decisions made at this meeting on children across the federation:</b></p> <ul style="list-style-type: none"> <li>• The decision for the JSDC to meet and start to look consultation on federation will improve opportunities for children in the future.</li> <li>• The revised budgets have been approved showing the GB commitment to ensuring money is well spent.</li> <li>• The commitment to improve the curriculum offer across the federation will benefit children's learning.</li> <li>• Appointment of the new deputy HT will impact on staff and allow them to focus on children in the classrooms. Parents will also have greater visibility of senior leadership across the 3 schools.</li> <li>• Scrutiny and investigation of the exclusions ensure children are kept safe in school.</li> </ul>	
10.	<p><b>9.1 Date of the next meeting and agenda items:</b></p> <ul style="list-style-type: none"> <li>• 15<sup>th</sup> February, SFVS, School development plans, Staff wellbeing charter. Receive reports from any governor visits or working party meetings. JSDC feedback</li> </ul> <p><b>9.2 Close of meeting:</b> <i>CF ended the meeting with a prayer.</i></p>	

**Date of next FGB meeting: 15<sup>th</sup> February 2022 at Sherburn School.**

Signed .....

Dated ..... 15<sup>th</sup> February 2022 .....

### '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