**RICHARD TAYLOR CHURCH OF ENGLAND PRIMARY SCHOOL**

**MINUTES OF LG COMMITTEE MEETING: SUMMER 2024**

**Held on Tuesday 1st October 2024 at 7pm**

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| Governing Body Core Functions  Ensuring Clarity of Vision, Ethos and Strategic Direction.  Holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff.  Overseeing the financial performance of the organisation and making sure its money is well spent. | |
| *Present*  Andrew Symonds (AS), Jan Johnson (JJ), Philip Richardson (PR), Cath Phelan (CP), Niki Hutchinson (NH), Steve Scarisbrick (SS), Robert Bath (RB), Lucy Shaw (LS),  In attendance: Emma Crisell (EC), Hannah Manwaring (HM) - clerk   1. *Prayers*   PR led in prayer.   1. *Election of vice and chair*   AS: nominations from Niki for Vice and Jan for Chair. Both were elected by the governing body unopposed.   1. *Apologies*   Netty Young: family birthday. Lysnsey Barraclough: she had the wrong date, both accepted   1. *Declaration of PIF & Declarations of hospitality*   Quick update provided by AS about completing PIF and compliance on GovHub. All governors present happy with the process. AS to check with NY that she can access the training.   1. *Modern Governor statutory training requirements*   AS: It has been highlighted by governors who have access the modern governor training that there is no assessment process at the end of training, this means that a course certificate could be obtained without following the course in full.  JJ: Is National College associated with teachers but not governance as this platform would seem better and we are already paying for it? The concern is that there is no test at the end of the training.  AS to raise with HB   1. *Governor Hub compliance and Training*   JJ: every school’s governing committee is being assessed on safeguarding. It’s important that we are fully aware of the safeguarding responsibilities for governors and have appropriate training which reflects that we have done the learning.   1. *Governing Body working parties (Committees)*   *SS asked if we have replaced vacancies on LGC*  AS: The process of electing a new parent governor has begun. Martin Whincup has been given provisional approval as Foundation governor and will be joining us as soon as checks have been completed. The post linked to Clergy at St John’s will remain vacant until psi is filled.  All statutory committees are now fully assigned. All governors know their roles and specific responsibilities.  AS: Sub committees will now be termed working party. The chair of the working party would be the person who the Trust would go to re anything they had queries on. The conversations and discussions are had at the working party level, to then feed into LGC meetings. We do want to show impact so we will complete the action report, looking at 3 priorities from the meeting before and the present one. The new scheme does not require us to minute working parties; they do want to know who is responsible within each working party. This will enable the governors to remain aware of the school’s priorities and how the governors are impacting on the effectiveness of the school.   1. *To appoint Governors with specific responsibilities*   AS: Jan is stepping back from premises and will be replaced by Martin. We need each slot populating of the other committees ie. Staff dismissal. Posts were filled. Governors are each to be allocated an area of the school development plan and are to come into school to monitor its implementation and impact; RE and Worship Gov role needs filling due to focus from SIAMS. LS to fill this. RB will be in Coverdale as class governor.   1. *To confirm Scheme of Delegation to Head teacher and LGB*   JJ: we were not the only governing body to raise concerns about changes to the scheme of delegation. The diocese of Leeds has just published its Academy Strategy which includes the need to protect the Christian distinctiveness of Church Schools. This is one of the aspects we have raised in our feedback. Christian Jan has discuss ed with JG the possibility of as chaplain for the Trust. This proposal is being considered  EC: there is still a positive response to Christian worship when offered from staff in non-church schools.  AS: Thanked Jan for her ongoing dialogue with the Trust on behalf of the governors, points raised are being listened to.   1. *Minutes of meeting held on 19/07/2024*   AS: nothing that won’t be covered in the Headteachers Report. We are responding to the identified issue of the Catering deficit. We are actively looking at ways of reducing expenditure; ordering in bulk, ordering over the long term, rather than short term buys. We have Aspins meeting us this week to provide a benchmark for cost. We hope to be able to keep the kitchen team that we currently have.   1. *Correspondence*   None received.   1. *Academy Update*   AS: expecting news of further growth. There are schools doing due diligence with a view to joining the Trust. Growth will be announced in the near future.   1. *PAN (Published Admission Number) for 2025-2026 and P105 Admissions Policy Review*   AS: PAN has been submitted for 2025/26. 37 is a predicted number for us by the LA . We will retain 39 as our PAN. Our admissions policy is consulted on every 7 years providing it remains unchanged. We haven’t changed it for the past 2 years which was the last time we consulted.  AS explained to LGC that applications on faith grounds had reduced significantly in the last 10 years.  The admissions policy and SIP were agreed to be adopted.   1. *Head teachers Report New Format Questions for Headteacher*   AS: All 3 targets from Summer Governor Action report have been met in full.  HT Report: There are several figures that are not correct in the School Contextual Data section of the new report. We are checking Arbor to ensure the correct data is in the MIS system.  Safeguarding update: The new KCSIE 2024 has raised low level concerns as a priority. The school is adopting YCST systems for monitoring low level concerns. There is more work to be done on how we use CPOMS. Kerry will be coming to review our use of CPOMS. The Trust has identified the need for a more consistent use of categories when reporting concerns.  AS Talked the LGC through various elements of the Report.  Staffing: AS highlighted the strength of the staffing team that has been assembled for the start of Sept 24  EC: Spoke about the way we have restructured the use of TA staff more flexibly as part of looking at adaptive teaching and the needs of our children, we wanted to share the load; looking at fluidity through the team as a class. This encourages independence in the children.  SS: This is great for resourcing, staff and pupil wise.  EC: We are trying to implement systems which support the needs of the children and manage budget challenges.  Attendance: The commentary supporting attendance figures demonstrated that as a school we KNOW our children.  Personal development: We are constantly reviewing the extracurricular offer that we are providing to ensure vulnerable children can access the activities on offer. Numbers attending choir have been impacted by the range of other clubs on offer.  LS: Identified the issue which parents of multiple children find that if one is attending a club there is often no time to go home and return for collection. AS highlighted the identified priority to offer more clubs at KS1.  Monitoring: AS confirmed that he had monitored KW in Wensleydale with very positive feedback. EC & CP are supporting staff CPD with maths mastery drop ins on a daily basis. Adaptive teaching training for all staff begins next week and is a central focus for our SDP this year.  Data: The results at the end of KS2 were particularly pleasing and reflected the hard work of staff and children. Results at EYFS,KS1, Yr1 phonics and Yr4 multiplication tests were all at the upper end of our expectations.  Staffing: AS highlighted that we currently only has two HLTA staff to provide absence cover as we enter a period where seasonal illness effects staffing levels.  LS: are there any TAs who would like to do HLTA training?  AS: quite possibly. We have an MSA who may be training into HLTA role in the future but it is a role which not all staff wish to fill.  Online learning platform: We have ended our funded use of seesaw and now only use free content. CP commented that it has its limitations. The new Tapestry Platform being trialled by Aire & Bish is cheaper and may be an answer. The YCST is carrying out a digital strategy review and may have advice on future alternatives.  CP: Seesaw is not as good as it has been.  Feedback on new HT Reporting platform.  AS was first to say that he is still getting to grips with the platform and the appearance of the report will improve.EC noted that we are expecting a software upgrade shortly which will make the tool easier to use.  AS agreed to develop the commentary side of the report in future additions.  Some governors felt the format to be quite dry and impersonal  LS: Appreciated seeing the data clearly and could see benefits for the Trust in consistency of reporting data.   1. *Risk Assessment Matrix*   This was included as an attachment to the new HT report. The governors discussed the highlighted priorities identified by the matrix.   1. *Annual Report to Governors on Safeguarding Children: Questions for DSL*   Much of this information was now included in the HT report. AS said that he would seek advice from Keri Standen as to whether an additional separate report was required using the LA template used previously.   1. *School Website Updates – compliance with statutory requirements. Update of Governor page*   AS: update on the new website was provided and the new style shared. Governors were reminded of the need to provide a photo and image for the governor section of the site which will go live in 2 weeks. AS outlined how identified staff were being training to input information. The outstanding work done by CFR was highlighted. AS is working to ensure all statutory requirements are in place before site goes live.   1. *SENCo report*   AS & EC provided an update on behalf of E Styles who is absent due to father’s illness currently. An update report will be submitted prior to the next report.   1. *Governor Visits and Monitoring Reports*   AS: please book a visit in. Make a report which relates to one of the Targets in the SDP.  Target One SS & PR  Target Two NH  Target Three: JJ  Target Four: LS  Target Five LS  Target Six: RB   1. *Policies for Review:*   P51, 51a Child Protection AS to complete update  P105 Admissions Policy: adopted  P105a Admissions Policy SIF adopted   1. *Governor Communication with Parents*   AS: The new weekly update has streamlined comms to parents and is proving popular. There will be a termly celebration Newsletter which will include a governor section moving forward.   1. *A.O.B*   LS: Forest schools. Are there any more Year groups who might benefit?  AS: we would like to expand, but it needs long term planning.   1. *Date of next meeting: 26th November 2024 7pm*   *AS to update the governor action plan with identified priorities*   * *Complete induction of new members of LGB* * *Complete Governor website section and monitor new website for compliance* * *Complete first governor visits to school for autumn term and submit report*  1. *Statement of Impact*   The LGC have reviewed their responsibilities in line with the new YCST SoD. They have identified their specific responsibilities in line with the school development plan priorities. They have provided valuable feedback on the new HT reporting doc and have used it effectively to understand the school’s current strengths and areas for development.  They have a clear understanding of what they need to do on modern governor to complete statutory training  The meeting finished at 9.05pm |  |
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