

**NORTH YORKSHIRE COUNTY COUNCIL  
FOSTON & TERRINGTON CHURCH OF ENGLAND FEDERATION GOVERNING**

**BOARD**

**25<sup>th</sup> January 2021, 7.00pm  
Virtually via Microsoft teams**

**MINUTES**

Present:

Parent Governor:	Nic Clarke	(NC)
	Matt Smith	(MS)
Head teacher:	Sarah Moore	(SM)
Foundation Governor:	Karen Saunders	(KS)
	Gill Hughes	(GH)
	Vanessa Jones	(VJ)
	James Fenwick	(JF)
Staff Governor:	Katie Stringer	(KSt)
Local Authority:	Helen Ashdown	(HA)

In Attendance: Claire Twigg (Clerk) (CT)  
Corinne Cross (Associate Governor) (CC)

Apologies: Chris Wingfield (CW)  
Alison Hutchinson (AH)

Minute	Details	Action
1.	<u>Opening prayer</u> HA welcomed everyone to the meeting. The meeting was opened with a prayer led by HA.	
2.	<u>Apologies for absence</u> Apologies were received from Chris Wingfield and Alison Hutchinson which received consent.	
3.	<u>Reminders</u> <u>Confidentiality</u> – HA reminded all Governors of the need for confidentiality. <u>Declaration of Conflict of Interests</u> – None.	
4&5.	<u>Minutes of the last meeting and Matters arising</u> The minutes of the meeting held on 16.11.2020 were agreed as an accurate record and a hard copy will be signed by the chair and filed at school when possible. KS clarified a point she had made regarding her governor term. She confirmed that she is happy to continue as a governor for another academic year (until summer 2022) <u>Matters Arising</u>	

Point	Subject	Action	By whom	
1	Register of Business Interest forms	Contact those governors who still need to complete this form	CT	CT to confirm that VJs form has been located

2	Training Courses on NGA website	CC to share details of useful courses with KS	CC	
3	Keeping Children Safe in Education	CC to resend HA information detailing if governors have read this document	CC	HA to chase 1 outstanding
4	HR Policies	SM to circulate CYPS link to governors so they can access NYCC HR policies	SM	Actioned
5	Leaving gift	HA to arrange a leaving gift for ES	HA	
6	Governor term end dates	CT to share details of governor term end dates	CT	Actioned
7	Parent Election	HA and SM to look into parent election process	HA&SM	On agenda
8	Governor term end dates	HA to speak to governor support re: rolling on governor terms including parent governors	HA	On agenda
9	Church School	SM to contact Diocesan Adviser to gain advice on how to move forward with Church Schools target	SM	On agenda
10	Pupil Lateness	SM to contact those families who have had lateness and highlight amount of learning time lost	SM	To be monitored when children return
11	Federation Steering Group	To meet in December	Group	On agenda
12	Promotional video	KS and NC to investigate options of producing a promotional video	KS&NC	
13	Policy	Educational Visits Policy to be included on the agenda of the next FGB meeting	CT/HA	Actioned

6.	<p><u>Governing Body Update</u>  <u>-Governing Body Composition – including vacancies</u>  <u>-Governor Term End Dates</u>  HA confirmed that she has commenced the process of renewal governor terms for VJ and KS (Foundation Governors). She has spoken to governor support re: parent governor terms and they confirmed that the full election process needs to be completed. She has discussed this with MS and NC. HA has written a piece to go in the bulletin asking for anyone to contact if interested in the role, but that NC and MS are happy to continue for another term. Closing date is 1<sup>st</sup> February. If no interest MS and NC will commence new terms.  2 Foundation governor vacancies still outstanding. HA asked for governors to pass on any ideas to her.  KSt (Staff) term also due for renewal which will be dealt with in school.</p>	SM
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7.	<p><u>Head Teacher Update including Remote Learning</u>  SM reported that she met with HA, CC, NC and KSt last week and a full review of remote learning was undertaken.  Currently 19 pupils accessing school at Foston and 12 at Terrington. Some on a part time and some on a full-time basis. Considerably more than during the last lockdown.  Whole school provision for home learning is being provided, including:</p> <ul style="list-style-type: none"> <li>• Daily teams' session</li> <li>• Differentiated work for each year group following timetable that would have been followed in school</li> <li>• Planning workload across the 3 schools</li> <li>• Reading slot for each child once per week</li> </ul> <p>Reading sessions and daily team sessions are very beneficial for keeping in touch with children and picking up any issues.  Most children are attending the daily teams sessions. Teachers can talk through the learning for that day. Parents have given positive feedback.</p> <p><u>Staff wellbeing</u>  SM reported that staff are in school on a week on week off rota basis. Children in schools are split into 3 groups.  KSt and SM shared some examples of learning being provided remotely. KSt explained that the SEND learning is set for each child individually and she showed some examples of what the learning looks like. SM added that all SEND children who were accessing interventions are still doing so remotely. A recent parent questionnaire undertaken included some positive feedback along with some very useful ideas.  HA added that she had read some of the feedback which was extremely positive. All governors were very impressed with the provision being provided.  <i>KS asked if families have been contacted re: tech provision at home?</i>  SM reported that most laptops are needed in school. SM is conscious that it may cause an influx of requests and she would need to choose who is given the spare technology. She felt that all were managing to access currently and this would continue to be monitored.  <i>MS asked about families access to printers.</i>  SM stated that school have tried to ensure learning is set which is able to be replicated with pencil and paper.  NC reported that she has completed her governor visit report re: remote learning. She gave a brief overview of her report which included that it is very broad and balanced provision. She passed on well done to staff which all governors echoed. All felt that children are very engaged.  SM added that the shared workload between teachers across the schools has enabled a greater provision to be offered.</p>	
8.	<p><u>Data</u>  HA reported that a meeting took place last week re: data.  SM shared achievement and progress data with governors which had also been shared before the meeting.  A fairly strong picture across both schools.  SM gave a review of the data for Maths, reading and writing and gave explanations about a number of pupils across the year groups. KSt and SM explained how the children are assessed and that there are progress meetings 4 times per year with teachers so that necessary interventions are put in place quickly.  <i>How many of the children emerging are currently in school?</i>  SM reported that some were accessing school currently. SM confirmed that interventions are taking place remotely.</p>	

9.	<p><u>Stillington – Federation Steering Group Update</u>  <u>Establishing a Federation Steering Group</u>  HA reported that in December a first meeting of the steering group took place including governors from Stillington. GH is to be Chair of this group. Tasks had been allocated to group members including governing body structure, finances, HR and curriculum, premises and communication.  Next meeting is before half term and findings will be shared at that meeting. A report will then be put together and brought to FGB in March. CC confirmed that a business case will need to be provided to NYCC following the work being carried out.</p>	Steering group
10.	<p><u>Governor Monitoring – feedback on any monitoring undertaken</u>  Remote learning and curriculum monitoring has been undertaken.</p>	
11.	<p><u>Staff Wellbeing</u>  SM reported that all the staff are doing brilliantly. Trying to ensure staff have plenty of time out of school to prepare the remote learning. Staff have adapted really well.  VJ confirmed that a staff questionnaire was sent out before Christmas. Some responses received. Nothing worrying in the responses. VJ attending a staff meeting in March. KSt added that staff do feel supported by VJ.</p>	
12.	<p><u>Safeguarding update</u>  SM reported that all areas are being monitored and there are no significant concerns currently.  SM confirmed that a safeguarding audit is due to be completed this term. To be included on the FGB meeting in March.</p>	CT
13.	<p><u>Policies:</u>  -Educational Visits Policy  SM stated that the church needs to be included. Agreed with amendment, and will be added to the website.</p>	NC
14.	<p><u>Any Other Business</u>  <u>Admissions</u>  SM reported that a few families were shown round Terrington before Christmas and there are 3 new families who have applied for pupil places in reception this year.  5 applications for Foston.   JF reported that extra space was needed at Foston. Various options had been investigated and it had been decided that a bespoke shed would be the best option and a site has been identified. SM added that MS had been involved and he had suggested that SM make NYCC aware of the plans to check that they have no issues. Hopefully it will be in situ after half term. It will be used as an intervention area.  SM added that the additional classroom plans have been put on hold by NYCC.</p>	

15.	<u>Governor Impact</u> -Additional space organised for interventions -Collaboration has had a positive impact on the remote learning provision -Collaboration has provided additional staff to support those less experienced -Marketing work has helped to increase pupil numbers -Remote learning discussions held with governors last week provided school with positive challenge in relation to remote learning.	
16.	<u>Date of next meeting</u> - Mon 8th March 7.00pm - Mon 26th April 7.00pm - Mon 14th June 7.00pm Finance and Resources meeting – Thursday 4 March 6pm	

Point	Subject	Action	By whom
1	Register of Business Interest forms	Check all now received at school	CT
2	Keeping Children Safe in Education	HA to chase up any outstanding declarations to confirm that this document has been read	HA
3	Staff Governor	Carry out election process in school	SM
4	Federation Steering Group	Feedback findings at next FGB	Steering group members
5	Safeguarding Audit	Include on the agenda of the next meeting	CT
6	Educational Visits Policy	Add to website	NC

Signed By



Date:

08.03.21.

