

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

**15<sup>th</sup> March 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 Alison Hutchinson which received consent. Chris Wingfield was not present at the meeting.			
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 25.01.2021 were agreed as an accurate record and a hard copy will be signed by the chair and filed at school when possible.  <u>Matters Arising</u>			
Point	Subject	Action	By whom	
1	Register of Business Interest forms	Check all now received at school	CT	CT confirmed that she had chased this with SW. It was agreed that CT would send VJ

				another form for completion.
2	Keeping Children Safe in Education	HA to chase up any outstanding declarations to confirm that this document has been read	HA	HA stated that there is one outstanding which she will continue to chase
3	Staff Governor	Carry out election process in school	SM	SM confirmed that this process had been completed and KSt is remaining as staff governor for another 4 year term
4	Federation Steering Group	Feedback findings at next FGB	Steering group members	On the agenda
5	Safeguarding Audit	Include on the agenda of the next meeting	CT	On the agenda
6	Educational Visits Policy	Add to website	NC	SM to check that this policy is on the new website

6.	<p><u>Governing Body Update</u>          -Governing Body Composition – including vacancies          -Governor Term End Dates          HA confirmed that all governors whose terms were ending have been renewed via the necessary processes.          A discussion took place regarding the 2 foundation governor vacancies. HA asked all governors to keep their eyes open for potential individuals. All governors agreed that CC would carry on in her role as an Associate Governor.</p>	
	<p><u>Governor Training</u>          Several governors had completed some governor training which had been led by the diocese and had been very useful.          CC also attended the Governor School Improvement Network meeting run by the diocese which she had found useful, and she gave some feedback on this session.          CC confirmed she had completed some online training which has been recorded with SW.          SM and KSt had undertaken the SIAMS training last week.          HA to look into SIAMS training for governors and share information with governors.</p>	HA
7.	<p><u>Head Teacher report</u>          KSt took governors through the report.          She explained that some milestones had been highlighted which are on amber, but it is felt that these will be completed shortly. They are mainly relating to monitoring. SM added that monitoring had not been such a focus keeping in mind staff wellbeing.  <u>Reading and curriculum</u> – reading and fluency are still amber.          Focus on timetables test. Regular timetables slots are taking place.  <i>Has the childrens return to school being a smooth transition?</i>          KSt confirmed that everyone is excited to be back at school.          Expectations have been reintroduced.  <i>By the end of the year will milestones have been caught up?</i></p>	

	<p>Most areas are around monitoring. Over the next 2 weeks, time has been scheduled to complete these areas. Other gaps may then be identified. But should be completed by the summer.</p> <p><u>Behaviour and attitudes</u> - Questionnaire to parents will be circulated in the summer term relating to talents.</p> <p><u>Behaviours for learning</u> – Staff members were trialling various methods it now needs to be decided which to use.</p> <p><u>Leadership and Management</u> – Mock inspection planned for all middle leaders which will be completed when able.</p> <p>All subject leaders have a monitoring support session this week with senior leadership. KSt explained the CPD that staff have undertaken.</p> <p><u>EYFS</u> – Monitoring of phonics and curriculum coverage is scheduled. Vocabulary mats have been introduced in EYFS.</p> <p><u>Church schools</u> – SM had spoken to someone re: spirituality and he had offered to support school.</p> <p><u>Attendance</u> – Terrington slightly lower due to a family who were home schooling but have now deregistered.</p> <p><u>Behaviour</u> – Slight increase of playtimes missed at Foston. KSt explained the reason for this.</p> <p><u>Staffing</u> – TA on supply and also an advert out for a 1:1 TA. EYFS teacher at Terrington has been moved onto a permanent contract. SM confirmed that the additional staff member is still only planned to remain in that role until Easter.</p> <p><i>Are children allowed to mingle fairly freely? How is this going?</i> Children are in bubbles. On the whole the children have responded very well as most restrictions are the same as before Christmas. Wellbeing of the children is being monitored. KSt explained how the classrooms are laid out.</p> <p><u>Monitoring</u> – NQT monitoring has been ongoing as well as remote learning etc. All staff have done very well and worked well as a team.</p> <p><u>Pupil numbers</u> - 2 new children at Foston. 3 more nursery children at Foston and 1 at Terrington.</p>	
8.	<p><u>Reports from Committees</u></p> <p><u>Finance and Resources</u></p> <p>MS reported that the committee met last week. He stated that the schools are financially in a good place. Now looking to carry over £103000. No outstanding spending.</p> <p>Capital – SM confirmed that she had spoken to the bursar re: the capital funds and this has been clarified and corrected.</p> <p>SFVS to complete. SW has completed a first draft which will be shared with MS. This will need to be ratified by the FGB.</p> <p>The committee had discussed the plans for pupils returning to school.</p> <p>Road safety assessment – MS confirmed that assessments will take place at both schools after Easter.</p> <p>Moving of school pedestrian access gate at Foston – SM confirmed that this is being actioned.</p> <p>Extra space at Foston – Shed/chalet requires planning permission. SM confirmed that this is in hand. Hopefully the building will be in place in the summer term and will be used mainly for interventions.</p> <p>SM reported that the cladding on the classroom at Foston has been put right which governors felt was very pleasing and positive.</p> <p>Staffing and pupil numbers were discussed by the committee.</p>	MS

9.	<p><u>Stillington – Federation Steering Group Update</u>  <u>Establishing a Federation Steering Group</u>  CC reported that she had spoken to HR re: a larger federation effect on staff contracts. Discussions are ongoing.  CC stated that Stillington are expecting an inspection. It is unclear as to what the focus of inspections are currently. Judgement of the school will not change from this inspection.  HA reported that the steering group are meeting next week and Andrew Smith from the Diocese will be present to discuss the potential instrument of Government. HA has been in touch with an existing federation which has a mixture of schools and she had found discussions interesting.  A formal report should be completed by the start of the summer term and will be shared with governors.</p>	
10.	<p><u>Governor Monitoring – feedback on any monitoring undertaken</u>  CC and HA attended an internet safety session for parents. CC to forward report for filing.</p>	CC
11.	<p><u>Staff Wellbeing</u>  VJ is meeting with staff on Wednesday re: staff wellbeing. She reported that the survey results were incredibly positive given the current circumstances.  Very positive comments about the leadership team.  SM added that staff have and continue to do so well.  Governors recognised the amazing job that SM and KSt have done.  CC to share information with SM re: a Headteacher wellbeing day being organised by the diocese.</p>	CC
12.	<p><u>Safeguarding update</u>  -Safeguarding Audit  SM shared the completed audit document with governors. The document was reviewed and any areas that were not at level 5 were identified and explained.  Several additions were made to a number of items on the audit document.  The final version will be shared with governors. SM to assume agreed if no further amendments raised.  HA asked about lateral flow tests for families. SM explained how families access these tests.  HA to circulate the most up to date risk assessment to governors.</p>	SM  HA
13.	<p><u>Policies:</u>  - Children not collected from school - agreed  - Complaints – agreed  HA reported that she had been contacted by Langton and Weaverthorpe schools to agree that governors would be shared if required for complaints panels. This was agreed by governors.  - Serial complainants – Agreed  - The Medical Policy – Agreed  - SEND Policy – a discussion took place re: ensuring the policy is fair for all parties within school. It was agreed that the policy will be reviewed outside the meeting by GH, KSt, SM and HA. Any amendment to the policy will be shared with NYCC and brought back to the FGB.</p>	GH,KSt, SM,HA

14.	<u>Any Other Business</u> Foundation governor training – KS asked about a link to the school vision and suggested including a box on the governor monitoring form to evidence that a link between the vision and visit was made. It was agreed that a prompt would be added to the form. School questionnaire to children. Does it include questions relating to pupils' views on the church school? SIAMS self-evaluation – is there a church school committee? It was agreed to put together a small group in the summer term. This group to look at community involvement.	HA/SM  HA/SM
15.	<u>Governor Impact</u> -Staff wellbeing is particularly important at the moment and it has been covered at the meeting -Road safety concerns at the schools is being addressed	
16.	<u>Date of next meeting</u> - Mon 10 <sup>th</sup> May 7.00pm - Mon 14th June 7.00pm Finance and Resources meeting – Thursday 22 <sup>nd</sup> May 6pm	

Point	Subject	Action	By whom
1	Register of Business Interest form	CT to ensure that a form is completed by VJ	CT
2	Keeping Children safe in Education	HA to continue to chase 1 outstanding declaration	HA
3	Educational Visits Policy	To check on website	SM
4	SIAMS training	To share training info with governors	HA
5	SFVS	Completion, ratification and submission of SFVS by end of April	MS
6	Monitoring report re:internet safety	CC to provide report for filing	CC
7	HT Wellbeing day	CC to share info with SM	CC
8	Safeguarding Audit	SM to share final version with governors for comment. SM to then submit	SM
9	Risk Assessment	HA to share most up to date risk assessment with governors	HA
10	SEND Policy	Small group to meet to discuss/review policy. Any amendments to be shared with NYCC and FGB	GH,KSt, SM,HA
11	Governor monitoring form	Add prompt to the form re: link to school vision	HA/SM
12	Church School Committee	Group to be created	HA/SM

Signed By



Date:

10<sup>th</sup> May 2021.

