

**Minutes of a Virtual Meeting of the Governing Body of the  
Federation of Kirkby Malzeard & St. Nicholas, West Tanfield Church of England Primary Schools  
held via Teams  
on Thursday 6<sup>th</sup> May 2021 at 7.00 p.m.**

**Present:** Tracey Cole-Brownlee (Chair) (TCB), Sarah Taylor (EHT), Carolyn Brown (CB), Chris Burgess (CBu), Caroline Milne (CM), Sarah Webster (SW) and Rebecca Wolfe (RW).

**In attendance:** Jill Cooper (Clerk to the Governing Body) (JC) and Ann Brining (Bursar) (AB).  
(7+2)

**Apologies** Two apologies.

<b>Minute No.</b>		<b>Action</b>
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**PART A - PROCEDURAL**

<b>GB 70/20</b>	<p><b><u>Welcome</u></b> The Chair welcomed governors to the “Virtual” Full Governing Body Meeting at 7.00p.m. The Chair welcomed the new parent governor, Caroline Milne, to the Governing Body. SW led the meeting in prayer.</p>	
<b>GB 71/20</b>	<p><b><u>Apologies for absence</u></b> Apologies were received from Andrea Spensley and Laura Wild. Both apologies were accepted and consented to.</p>	
<b>GB 72/20</b>	<p><b><u>Declarations of Interest / Determine Confidentiality</u></b> Governors were reminded of the confidentiality of governing body meetings, and for governors to declare if they have any declarations of interest. There were no declarations of interest.</p>	
<b>GB 73/20</b>	<p><b><u>Urgent Other business</u></b> One item – Safeguarding.</p>	
<b>GB 74/20</b>	<p><b><u>To approve as a correct record the Minutes of the meeting of the Governing Body 25.2.21</u></b> Governors received copies of the draft public and confidential minutes of 25<sup>th</sup> February 2021 prior to the meeting for consideration.  <b>Resolved: The public and confidential minutes of the meeting held on 25.2.21 be signed by the Chair as a correct record.</b></p>	
<b>GB 75/20</b>	<p><b><u>Actions arising from the previous meeting</u></b></p> <ol style="list-style-type: none"> <li>1. Chase one outstanding Register of Business Interest. Completed.</li> <li>2. Arrange meeting to look at monitoring gaps/curriculum.</li> <li>3. Look at how the impact of the behaviour policy is monitored. The Chair will catch up with LW about monitoring in numbers 2 and 3.</li> <li>4. Chase outstanding pre-school bill. Governors were informed that the phrasing of a Covid arrangement made in September meant that pre-school thought they did not need to pay rent for the room because the school may use the room. It was confirmed there will be no further charges as the group no longer use the space.</li> <li>5. TA funding will be discussed in Item 9.</li> <li>6. St. Nicholas SEND policy has been completed. Kirkby Malzeard is due in July.</li> <li>7. Send governor questions about Wellbeing Survey to LW. SW sent questions; no reply has been received.</li> <li>8. Send the Reopening of School Risk Assessment to governors to agree via email. Sent and <b>agreed</b> by governors.</li> <li>9. Complete audit of governor training. RW has received information from governors and is collating the information.</li> <li>10. Revisit encryption of laptops as part of the Cyber Security report. All laptops are now encrypted.</li> <li>11. SFVS is to be discussed in Item 9.</li> </ol>	TCB

<b>GB 76/20</b>	<p><b>Date of next meeting</b> The next scheduled F.G.B. meeting will take place on <b>Tuesday 8<sup>th</sup> June 2021 at 7.00 p.m.</b> with a Standards focus.</p>	
<b>PART 'B' – SCHOOL IMPROVEMENT &amp; SAFEGUARDING</b>		
<b>GB 77/20</b>	<p><b>SIAMS/ OFSTED link governors monitoring reports</b> Governors had been provided with copies of both reports in advance of the meeting.</p> <p>Governors were reminded that the purpose of these reports is to check that actions in the SIAMS and Ofsted reports are covered in the School Improvement Plan (SIP). Additionally, the Ofsted report for KM was done on the old School Improvement Plan, the new School Improvement Plan does contain the same targets.</p> <p><b>GovernorQ: Should the SIAMS/Ofsted link governors pass on questions to the Standards link governors to check aspects of the reports e.g., phonics? Governors want to avoid repetition of work.</b></p> <p><b>Answer:</b> Link governors are checking that those reports and actions are addressed in the School Improvement Plans. The governor monitoring section of the SIPs indicate what should be monitored and when. When the SEF and SIP are redone governors will agree what needs to be looked for and when.</p> <p>It was commented that since the report was written, a couple of items have already been addressed, including governor observations of collective worship. Governors requested it be recorded that H Clegg has done a good job, the collective worship observed was really good.</p> <p>Governors discussed collective worship observed at both schools and how it addressed many of the action points. Link governors will write up these observations in their reports.</p> <p>Governors were reminded that it was important for governors, the EHT and senior leadership to evidence the impact. The EHT will discuss this with D Dudman.</p> <p><b>GovernorQ: One question for both schools to the school council could be 'Do they think the Christian vision makes school a better place?' This could provide evidence of impact.</b></p> <p><b>Answer:</b> That would be a good starting point for the SEF.</p> <p><b>GovernorQ: Where do link governors feel the progress has definitely been evident?</b></p> <p><b>Answer:</b> The staff need to do the SIAMS SEF this term. The 'ineffective' points have moved on to 'requires improvement' at least from initial reviews/observations. The area of least improvement is RE provision, that is why the RE lead has been changed, the school is not ineffective any longer. School has securely addressed two out of the five areas on the School Support Plan, it is working well on the other three areas. The plan will be reviewed with D Dudman. It is hard to demonstrate impact until all the data has been collated. This will be brought to a Standards link meeting. The EHT is comfortable in saying the school is no longer an ineffective church school, this needs evidencing.</p> <p><b>GovernorQ: The KM RE lead is now the RE lead at St. Nicholas as well, given current circumstances, have they managed to make an impact there?</b></p> <p><b>Answer:</b> Not yet the priority has been reopening school after the Covid lockdown. The RE lead has a meeting planned with D Dudman. They will benchmark RE at St. Nicholas, that will feed into the SEF and the action plan for next year.</p>	
<b>GB 78 /20</b>	<p><b>Business Link monitoring report</b> Governors had been provided with copies of two reports in advance of the meeting.</p>	

	<p><b>SFVS</b> – this was emailed to all governors prior to the meeting. The Chair asked if governors were happy to approve the document for submission.</p> <p><b>The SFVS was APPROVED by the six governors, at the meeting, who had seen the document.</b></p> <p>There were no further questions from governors.</p> <p>The Chair moved on to Item 12 – Finance. Staffing Contracts and Nursery Provision were discussed as part of the Start Budgets for both schools in Item 12, recorded in the Public Minutes and the Confidential Minutes at GB 81/20.</p>	
<p><b>GB 79 /20</b></p>	<p><b><u>Safeguarding Link monitoring report</u></b> Governors had been provided with a copy of this report and the safeguarding audit in advance of the meeting.</p> <p><b>GovernorQ: Is there any support or training that you require?</b> Answer: The safeguarding link governor confirmed recent completion of NYCC safeguarding governor training on 6<sup>th</sup> May. It was clarified that safeguarding is everyone’s responsibility and that Safeguarding should be an item on the agenda of every FGB meeting. Once governors are allowed back into school the safeguarding governor would like to visit to follow up the recent safeguarding audit to see what is in place.</p> <p>It was reported that a safeguarding audit from NYCC has been booked for this term. This will provide a benchmark. The safeguarding link governor said that they would like to attend the audit, this was welcomed by the EHT. <b>Action: ST to send the NYCC audit date to the safeguarding governor.</b></p> <p><b>GovernorQ: Is there any idea when governors will be allowed to visit school for monitoring?</b> Answer: The EHT is happy for governors to visit school, providing they follow the Covid Risk Assessment.</p> <p><b>DFE Keeping Children Safe in Education part 1.</b> This document was made available to governors prior to the meeting.</p> <p>Governors were asked to confirm, by email to the Clerk, that they have read the DFE Keeping Children Safe in Education part 1 document. The EHT informed governors that an update relating to recruitment was added in January 2021. The Clerk will record governors’ confirmations on a signature sheet which will be sent to the EHT for filing in school. <b>Action: Governors to email confirmation of reading KCSiE to the Clerk. Clerk to create record of signatures.</b></p> <p><b><u>Thanks to CBu for her report</u></b></p>	<p>ST</p> <p>All governors, Clerk</p>
<p><b>GB 80 /20</b></p>	<p><b><u>Staff Wellbeing Survey</u></b> Governors had been provided with the results of this survey in advance of the meeting. It was due to be presented by LW who had sent her apologies for the meeting. The item was postponed to another meeting.</p> <p>Governor comment: staff have asked about the outcomes of the survey; it is some time that the survey was completed. We need to get back to the staff soon.</p> <p><b>Action: The Community Engagement governor arrange a meeting with the Chair to respond to the Staff Wellbeing Survey feedback.</b></p>	<p>CM, TCB</p>

	<p>GovernorQ: Is it worth sending a holding note to staff?                  Answer: Yes, the Chair will send a draft to governors. It would be good to reach out to staff and communicate that governors are moving forward with this.</p> <p><b>Action: Chair to send draft note for staff to governors.</b></p> <p>GovernorQ: There were comments from the staff, were they from just one person or a group, I could not tell?                  Answer: That was the issue, we need to quantify the responses. This will be picked up by the Chair and Community Engagement governor.</p> <p><b>Whizz Kids Survey at KM</b>                  Governors were informed that feedback had been given to the Whizzkid’s leader, they are trying to plan different activities for each night. This item is to be brought back to an FGB meeting when results have been analysed and discussed.</p>	<p>TCB</p>
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**Part C - Resources**

<p><b>GB 81 /20</b></p>	<p><b>FINANCE</b>                  Governors had been provided with copies of the March 2021 Out Turn Summary and Start Budget reports for Kirkby Malzeard and St. Nicholas in advance of the meeting.</p> <p>The Bursar presented the headline information for each school.</p> <p><b>Kirkby Malzeard</b></p> <ul style="list-style-type: none"> <li>• The March 2021 out turn shows an increase of £18,215 to the predicted balance giving a carry forward figure of £92,515. This is due to the impact of Covid closures, and a SEND refund.</li> <li>• Overspend in administration hours.</li> <li>• Underspends in premises, learning resources, supplies, and services.</li> <li>• The school has good reserves and is carrying forward a healthy balance.</li> </ul> <p><u>Start Budget</u></p> <ul style="list-style-type: none"> <li>• It was proposed to increase teaching and support staff hours for the 2021/22 academic year to address the impact of Covid on the needs of the pupils. This will result in an in-year loss across two financial years.</li> </ul> <p>The KM staffing structure and contract proposals were presented to governors - see confidential minutes.</p> <p><u>Capital Budget</u></p> <ul style="list-style-type: none"> <li>• There is a carry forward of £10,800 from 20/21.</li> <li>• £8,000 has been allocated for refurbishment projects.</li> <li>• £2,000 has been allocated to IT.</li> <li>• Resulting in a carry forward of £5,800 at the end of 2021/22.</li> </ul> <p>The Bursar explained that if capital funding is not spent within 3 years then the LA have the right to take the funding back. However, the school has plans for the capital spend.</p> <p>The Bursar advised that the Start Budget will be reviewed in November when there will be a better idea of future pupil numbers.</p> <p><b>Governors agreed UNANIMOUSLY approved the Start Budget for Kirkby Malzeard.</b></p> <p><u>St. Nicholas</u></p>	
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- The March 2021 out turn shows an increase of £21,000 to the predicted balance giving a carry forward figure of £24,541. This is due to the impact of Covid closures.
- Underspends in premises, learning resources, supply, and services.
- A gain in SEND and support staff overtime.

#### Start Budget

- It was proposed to increase teaching and support staff hours for the 2021/22 academic year to address the impact of Covid on the needs of the pupils. This will result in an in-year loss across two financial years.
- The £24,500 carry forward which means a predicted balance of £11,400.
- There is additional SEND funding due, not yet received, this will be added once the amount is confirmed.
- Pupil numbers for 2022/23 are 36, with a dip the following year to 33, due to a class of 8 Year 6 children leaving and an assumption of 5 starting in Reception. Governors were reminded of the impact if pupil led funding at £3,000 - £4,000 per pupil.
- For now, the financial position looks good especially for a small primary school that does not qualify for sparsity funding.

Governor comment: strategically we need to think about how to market St. Nicholas to preserve and build pupil numbers.

#### Nursery

Governors were advised that the St. Nicholas budget is based upon taking in some Nursery children next academic year.

- The forecast includes two children in the autumn term, three children in the spring term and three children in the summer term, based on 15 hours.
- Nursery funding is beneficial, it is based on half termly headcount, unlike pupil funding which is allocated based on the pupil census in October each year.

The St. Nicholas staffing structure and contract proposals were presented to governors - see confidential minutes.

#### Capital Budget

- There is a carry forward of £14,000 from 20/21.
- £8,000 has been allocated for refurbishment.
- £2,000 has been allocated to IT.
- Resulting in a carry forward of £7,000 at the end of 2021/22.
- The outdoor works will be a spend of £8,000.

**GovernorQ: The capital spend on the outdoor works will be over £5,000. How would governors like to agree the capital spend?**

**It was agreed that quotes for the outdoor work will be sent to governors and agreed via email. This will be formally minuted at the following FGB.**

**GovernorQ: IT budget – does each child have access to their own device?**

Answer: No. There are enough laptops for one between two children and two i pads per class. Equipment is timetabled allowing for children who need to access the Clicker programme on laptops and slots for classes. The devices are slow.

**GovernorQ: The £2,000 for IT is that going towards new devices, what will it be spent on?**

Answer: Generally, we allocate £2,000 at the start of the year and we review what is needed. An interactive whiteboard is needed in Whizzkids, then the money will go towards laptops or i pads. Bigger projects will need significant funding, school may approach 'Friends' for this.

	<p>The Bursar clarified that for the capital budget, IT is the only area where an item can be bought for under £2,000. The project must be £2,000 net of vat. Some schools have accessed community grants for IT.</p> <p>Governors discussed accessing community money for replacing and updating IT equipment. St. Nicholas accessed some funding from The Neville Trust a few years ago, eligibility depends upon children from the village of Well attending the school. The EHT confirmed that recently £2,500 was given by the community which was used to purchase a laptop and i pads. This was in addition to the donated laptops from the community.</p> <p><b>Action: SW and Business link governors look at funding grants for IT.</b></p> <p><u>HLTA Funding</u> – see confidential minutes.</p> <p>The Bursar advised that the Start Budget will be reviewed in November when there will be a better idea of future pupil numbers.</p> <p><b>Governors agreed UNANIMOUSLY to approve the Start Budget for St. Nicholas.</b></p> <p><u>Thanks to the Business link governors and the EHT for their input and hard work.</u></p> <p><u>The Chair thanked the Bursar for her input, the notes were very helpful.</u></p> <p>8.20 p.m. the Bursar left the meeting.</p>	<p>SW</p>
<p><b>GB 82/ 20</b></p>	<p><b><u>Maintenance programme and proposals for the use of devolved capital</u></b></p> <p>At KM the proposal for the capital budget spend is:</p> <ul style="list-style-type: none"> <li>• to develop the Outdoor Area for EYFS and KS1 (agreed previously).</li> <li>• to refurbish the staff kitchen which is not fit for purpose.</li> </ul> <p>At St. N. the proposal for the capital budget spend is:</p> <ul style="list-style-type: none"> <li>• to develop the Outdoor Area and installation of raised beds</li> <li>• Patio to be levelled to make it suitable for outdoor play.</li> <li>• to put a new floor in Tiger class.</li> </ul> <p>The proposals will be brought to governors throughout the year.</p> <p>Governors discussed establishing a maintenance plan for both schools to establish a three-year plan of maintenance and developments.</p> <p><b>Action: Governors to undertake a maintenance walk with the EHT in both schools to identify what developments are needed.</b></p>	<p>ST, governors</p>
<p><b>Policies</b></p>		
<p><b>GB 83 /20</b></p>	<p><b><u>Policies</u></b></p> <p>All policies were circulated to governors before the meeting.</p> <p><b>Action: Put the Charging and Remissions Policy on the agenda of the next FGB meeting.</b></p> <p>Governors discussed the following policies:</p> <p>a) <b>Collective Worship Policy</b></p> <p><i>GovernorQ: The main ethos of the school is Christian, there is no mention of acknowledging other faiths. Should we be acknowledging other faiths as a way of promoting understanding? It is mentioned in the RE policy but not really in the Collective Worship Policy.</i></p>	<p>Clerk</p>

	<p>Answer: Governors were advised there is a distinct difference between the two. The requirement for Church of England V.C. schools is that Collective Worship is broadly of a Christian nature. Collective worship is a reflective session not a teaching session. The SIAMS document says ‘All acts of worship in a CE school must be Christian in character and based on biblical teaching and consistent to the beliefs of the Christian Church’. It was explained that the RE curriculum teaches about other world religions, views, and festivals.</p> <p>Governors discussed the distinct differences between RE and Collective Worship and the importance of fostering understanding in the children within the Christian nature of the school.</p> <p><b>GovernorQ: Do you feel the RE Policy reflects that?</b>          Answer: It does mention it, I am thinking about people looking in at the school and at the policies on the website.</p> <p>Governors discussed the Christian ethos and values of the school referenced in the six golden threads of the curriculum, also that the practice should be reflected in the policy.</p> <p><b>Action: The Collective Worship Policy would be amended and brought back to the next FGB meeting.</b></p> <p><b>b) RE Policy</b>          Governors discussed the policy, following on from the governors’ discussions of the Collective Worship policy.</p> <p><b>GovernorQ: How often would governors like to review this policy?</b>          It was agreed that the RE policy be reviewed every two years.</p> <p><b>GovernorQ: Does the section describing the schools as small communities in a rural setting that go out on trips make the school sound insular and that we do not take advantage of taking our children out to experience other communities?</b>          Answer: The policy can be rephrased to be more proactive.</p> <p><b>Action: The RE policy would be amended and brought back to the next FGB meeting.</b></p> <p><b>GovernorQ: In the current Covid circumstances it is difficult to go out on trips, have school considered using virtual tours such as art galleries or guest speakers?</b>          Answer: There has been some use of virtual technology, including an author and a guest speaker from a food bank. A virtual visit to the Houses of Parliament is being planned. School would like to get enrichment starting again; however, they are mindful of staff workload, they have been working extremely hard.</p> <p>Governors thanked the RE leader for a clear and positively written policies.</p> <p><b>Lettings Policy</b>          An NYCC model policy. There were no questions from governors about this policy.</p> <p><b>The Lettings Policy was UNANIMOUSLY AGREED by Governors.</b></p> <p><b><u>Thanks to SW for managing the Policies for the governing board.</u></b></p>	<p>ST</p> <p>ST</p>
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**PART ‘D’ – OTHER BUSINESS**

<p><b>GB 84 /20</b></p>	<p><b><u>Urgent Other business</u></b></p>	
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	<p><b>Safeguarding Update</b></p> <p>There were no safeguarding issues to report.                  It was reported that the Single Central Record at KM has been checked.                  The Single Central Record at St. Nicholas will be checked next week.</p> <p>Governors were reminded documentation was required for the update of the SCR and that KH was the person to contact about this.</p>	
<p>The meeting was closed at 9.03 p.m.</p> <p><b>Date and time of next meeting</b></p> <p>The next scheduled meeting of the F.G.B. will be on Tuesday 8<sup>th</sup> June at 7.00p.m.</p>		

*Note: The colour coding links to the three Core Functions for governors and evidences questioning and challenge in these areas; **GREEN** for 'setting strategic direction'; **BLUE** for 'holding the head teacher to account for educational performance'; **RED** for 'ensuring financial health, probity and value for money'*

- IMPACT resulting from this G.B. Meeting**
1. The financial decisions taken, including additional teaching hours, are based on improving pupil progress and supporting pupils.
  2. The focus on developing St. Nicholas, raising pupil numbers and the positive parental comments is starting to pay off.
  3. We have ensured financial viability for both schools for the next three years.
  4. We are progressing the Nursery provision at St. Nicholas which will improve financial viability and improve pupil progress.
  5. The new staffing structure will impact on vulnerable pupils.
  6. Reassurance that there is still an awareness of the SIAMS and Ofsted reports included in the School Improvement Plan.

- Actions resulting from this meeting**
1. The Chair to contact LW for update about Standards monitoring.
  2. ST to send the NYCC safeguarding audit date to the safeguarding governor.
  3. Governors email confirmation of reading KCSiE to the Clerk. Clerk to create record of signatures.
  4. The Community Engagement governor and Chair to arrange a meeting responding to the Staff Wellbeing Survey feedback.
  5. Staff wellbeing survey - Chair to send draft note for staff to governors.
  6. SW and Business link governors look at funding grants for IT.
  7. Governors to undertake a maintenance walk with the EHT in both schools to identify what developments are needed.
  8. The Clerk add the Charging and Remissions Policy to the agenda for the next FGB.
  9. Amend Collective Worship Policy bring back to the next FGB meeting.
  10. Amend RE Policy and bring back to the next FGB meeting.