

**Minutes of the meeting of the Governors of Grewelthorpe
and Fountains CEP Schools Federation
Held on Wednesday 5th April 2017 at Fountains School**

Present:	Karen Butler Sarah Stanley Georgina Wray Anne Collins Alison Lock Katie Barker Sue Thomas Dawn Conrardy	Headteacher Parent Co-opted Co-opted Co-opted Associate Foundation Foundation
Attended by:	Margaret Driffield	Clerk
Apologies authorised	Jacqui Palmer - staff Carl Bailey - parent	
Absent		

OVERVIEW OF MEETING STRUCTURE

Question	Answer
How long should each item take?	All items were discussed and actioned in an appropriate timescale
How effective were the decisions made?	Very good. Constructive discussions took place followed Q & A
What impact have we had on the pupils?	Through monitoring and pupil progress discussions we are ensuring governors are fully informed and holding leaders to account.
DID WE:	
Ensure clarity of vision, ethos and strategic direction?	Yes
Hold the headteacher to account for the educational performance of the school and its pupils?	Yes
Oversee the financial performance of the federation and make sure its money is spent well?	Yes

Item No		ACTIONS
45	Confidential Minutes and Declaration of interest Confidential minutes read and returned.	
46	Correspondence None.	
47	Dates of next meeting Resolved to hold the next meeting on Tuesday 13 June 2017 at Grewelthorpe School. (Please note that this is a change to the original schedule).	

7.15

Approved by FGB/Signed by Chair:

Date:

48	<p>Minutes of the last meeting held 8th February 2017 The governing body resolved to accept the minutes as read.</p>																																																							
49	<p>Matters Arising from the minutes None.</p>																																																							
50	<p>Resources Committee Report (copy attached) SS thanked AL for stepping in at the last minute to ensure the meeting was quorate. Governors discussed the resources committee report in full.</p> <p>Contracts were discussed and comparisons across the Federation investigated. See table below.</p> <table border="1" data-bbox="233 555 1225 1496"> <thead> <tr> <th>Service</th> <th>Fountains</th> <th>Grewelthorpe</th> </tr> </thead> <tbody> <tr> <td>Cleaning</td> <td>£13,448.49 includes pre-school</td> <td>£9380.30</td> </tr> <tr> <td>Caretaking</td> <td>£3425.43</td> <td>£3245.43</td> </tr> <tr> <td>Asbestos</td> <td>£234.50</td> <td>£234.50</td> </tr> <tr> <td>Education Skills</td> <td>£700</td> <td>£700</td> </tr> <tr> <td>Employment support</td> <td>£1430.00</td> <td>£935</td> </tr> <tr> <td>Energy services bulk buying</td> <td>£329.32</td> <td>£309.44</td> </tr> <tr> <td>Financial management</td> <td>£2,230.50</td> <td>£4580</td> </tr> <tr> <td>Grounds</td> <td>£2,846.38</td> <td>£2,160.60</td> </tr> <tr> <td>Health/Safety</td> <td>£628.60</td> <td>£606.20</td> </tr> <tr> <td>HR</td> <td>£1,390</td> <td>£1,120</td> </tr> <tr> <td>Legal</td> <td>£220</td> <td>£220</td> </tr> <tr> <td>Insurances based on pupil numbers</td> <td>£2,462.12</td> <td>£2,235.74</td> </tr> <tr> <td>Playground inspection</td> <td>£277.68</td> <td>£277.68</td> </tr> <tr> <td>IT technicians/licenses/SIMS</td> <td>£2,508.80</td> <td>£2,781.20</td> </tr> <tr> <td>Absence</td> <td>£4,505.32</td> <td>£5322.51 includes HT</td> </tr> <tr> <td>Broadband</td> <td>£1,206.00</td> <td>£1999</td> </tr> <tr> <td>Health and wellbeing services</td> <td>£367.50</td> <td>£245.00</td> </tr> </tbody> </table> <p>It was agreed that both schools would stay with the Diocese for maintenance it offers best value for money. We have requested a reduction for Fountains broadband and for Grewelthorpe asbestos costings.</p> <p>Governors resolved to accept both start budgets for 2017/ 2018. (copies attached)</p> <p>Q Is there any one factor driving the current in year deficit? A No, it is a combination of increased costs for services and staffing costs rising. We now also have the added cost of the apprenticeship levy to take into account. Also at Grewelthorpe the new changes coming into force re the</p>	Service	Fountains	Grewelthorpe	Cleaning	£13,448.49 includes pre-school	£9380.30	Caretaking	£3425.43	£3245.43	Asbestos	£234.50	£234.50	Education Skills	£700	£700	Employment support	£1430.00	£935	Energy services bulk buying	£329.32	£309.44	Financial management	£2,230.50	£4580	Grounds	£2,846.38	£2,160.60	Health/Safety	£628.60	£606.20	HR	£1,390	£1,120	Legal	£220	£220	Insurances based on pupil numbers	£2,462.12	£2,235.74	Playground inspection	£277.68	£277.68	IT technicians/licenses/SIMS	£2,508.80	£2,781.20	Absence	£4,505.32	£5322.51 includes HT	Broadband	£1,206.00	£1999	Health and wellbeing services	£367.50	£245.00	
Service	Fountains	Grewelthorpe																																																						
Cleaning	£13,448.49 includes pre-school	£9380.30																																																						
Caretaking	£3425.43	£3245.43																																																						
Asbestos	£234.50	£234.50																																																						
Education Skills	£700	£700																																																						
Employment support	£1430.00	£935																																																						
Energy services bulk buying	£329.32	£309.44																																																						
Financial management	£2,230.50	£4580																																																						
Grounds	£2,846.38	£2,160.60																																																						
Health/Safety	£628.60	£606.20																																																						
HR	£1,390	£1,120																																																						
Legal	£220	£220																																																						
Insurances based on pupil numbers	£2,462.12	£2,235.74																																																						
Playground inspection	£277.68	£277.68																																																						
IT technicians/licenses/SIMS	£2,508.80	£2,781.20																																																						
Absence	£4,505.32	£5322.51 includes HT																																																						
Broadband	£1,206.00	£1999																																																						
Health and wellbeing services	£367.50	£245.00																																																						

7.15

Approved by FGB/Signed by Chair:

Date:

	<p>nursery which encompasses higher qualified staffing levels needed has impacted on the budget. This is a national picture. The low level of pupil premium funding across the federation has also had an impact in proportion to other schools. As a federation we now need to look at ways of making up the shortfall and taking a more business-like stance.</p> <p>Actions taken at Fountains to address budget issues include: Increasing pupil meal charges Increase costs to pre-school for their cleaning and caretaking. Reduction in allocation for learning resources/maintenance</p> <p>Actions taken at Grewelthorpe to address budget issues: Increased pupil meals price, Maintenance costs to reduce by £1000 and learning resources reduced by £1000 Amalgamate classes 3 and 4 for PPA.</p> <p>We still need to reduce teaching costs further.</p>	
51	<p>School Improvement Committee Report (copy attached)</p> <p>Policies ratified:</p> <ul style="list-style-type: none"> • Behaviour Policy (Grewelthorpe) <p>Governors resolved to ratify the above policy.</p> <p>Discussion around ‘Consultation on Primary Assessment Reforms’ issued on 30th March. DfE proposes:</p> <ul style="list-style-type: none"> • Improvements on EYFS profile • Bringing forward starting point for school progress measures. • Reviewing the statutory status of KS1 assessments • Reducing burden of teacher assessment <p>The DfE is also seeking views on how best to measure progress for infant and junior schools. This consultation can be responded to up until 22nd June 2017.</p> <p>Assessment, Tracking – Pupil Progress and Achievement: KB guided us through the latest school data analysis based on Teacher Assessment. Discussions took place around the different groups of pupils in school those in receipt of PP and those with SEND, discussions also took place regarding children who are making more than expected progress across the schools. Additional data will be available after Easter.</p> <p>Governors thanked KB for disseminating the data she prepared so clearly.</p> <p>Key areas to focus upon based on data: Grewelthorpe: Writing in years 3, 4 and 5 and boys progress and attainment in Year 4</p>	

7.15

Approved by FGB/Signed by Chair:

Date:

	<p>Fountains: Writing across the year's year 1 to year 6 and attainment in Year 5 and 6.</p> <p><i>What are we doing about children not on track?</i> Intervention programmes are used at both schools. Close monitoring and tracking ensures progress or pupils highlighted for additional support, regular pupil progress meetings mean professional discussions take place and clear plans for intervention are implemented. Year 6 at both schools, have received lots of intervention and support.</p> <p>SS: When are we going to do some Book Scrutiny? KB: The date agreed is 5th June (Governors involved DC, CB and SS). Governors to meet KB at 9am at Fountains.</p>	
--	---	--

	<p>Academies <i>Working Party Report (copy attached)</i></p> <p><i>Re: YCAT meeting held at the Deanery Ripon. This is a primary only academy and is not a church academy, but church schools could create a sister mat to the YCAT and utilise their existing infrastructure. The strong point from this academy was that it was child centred not "business" centred.</i></p> <p><i>Q Would the diocese approve this idea? A We are not sure yet. Governors felt that the diocese were not very interested in this model, we would need to look at our shared ethos as the church is very much part of our federation's ethos.</i></p> <p><i>Q Were all the Ripon cluster of schools in attendance? A No, not all the local schools are interested in proceeding.</i></p> <p><i>Q How did YCAT schools originally come together? A They were all part of HART teaching alliance they felt they had the required skills.</i></p> <p><i>Q If this academy is successful it must be more feasible for rural schools to do this? A The YCAT have been open and honest about their strengths and areas for development. They are aware they need to expand to ensure they remain viable. Leyburn has recently joined. The original schools are not all rural they have Bilton a large primary in Harrogate.</i></p> <p><i>Other options for academies are being explored.</i></p> <p><i>The governors resolved to complete form A1. This is just to express our interest, not to commit to anything at this stage. The HT will attend a meeting on 2nd May to explore where collaborative work may take place. A further meeting is to be arranged by DDE and due diligence will be carried out at this stage.</i></p>	<p>MD to send off</p>
--	---	-----------------------

7.15

Approved by FGB/Signed by Chair:

Date:

52	<p>Any other notified business None.</p>	
53	<p>Headteacher's Report inc School Development Plan and SEF</p> <p>KB talked the governors through her report. (Copy attached)</p> <p>All governors were provided with a data summary for each year group outlining progress and attainment.</p> <p>The School Development Priorities were highlighted to ensure everyone is aware of what the federation is working to improve. Updates were provided on changes to OFSTED such as the parent view information.</p> <p>KB shared the key findings of the Report on improving governance and Governors contributions to the strategic direction of primary schools with links to examples for governors to investigate further.</p> <p>KB shared updates on staffing and recruitment.</p> <p>KB discussed training and updates in the curriculum particularly the changes to EYFS.</p> <p>Health & Safety was discussed as the LA has carried out their annual audit. Details of all actions required were shared with governors. There are no high priority actions at this time all are level 3.</p> <p>KB shared the changes being implemented to ensure Grewelthorpe meets the new 30hour free entitlement for all nursery children.</p> <p>Q Are the free extended school provision hours just for nursery pupils? A Nursery children can access the funding via HMRC other children may use the extended child care at a charge of £4.50 per hour.</p> <p>Q If parent's book extended provision and their free hours goes over funded time ie half an hour over do they pay for this? A Yes There will also be a "trial" holiday club.</p> <p>Q Which facilities with they use within school? A classroom, playground, hall and kitchen.</p> <p>Q What will the implications for staff cover be during holidays? A Hopefully this can be shared between the two sites to ease the burden on staff. It will also depend on numbers taking up the holiday provision.</p> <p>Q What are the staff implications re coping with a large age range in sessions. A It will depend again on the number taking up the holiday club and their</p>	

7.15

Approved by FGB/Signed by Chair:

Date:

	<p>age span. Activities would be organised based on the pupils who sign up for the provision. We have been in discussions with other local pre-schools to enable a local solution.</p> <p>Q Work minimum 16 hours how does this work on supply ie short notice intake An onus is on parents for eligibility.</p> <p>KB reported the Fountains 10k race has raised over £10,000 and the committee lead by Mark Read have done an amazing job.</p> <p>K Barker left the meeting at 6.15pm</p> <p>KB thanked the staff and the governors for their support during Grewelthorpe's Ofsted inspection. The report has not yet been released, she will inform governors as soon as it is. The inspection was a "section 5" one day inspection.</p>	
54	<p>SIAMS Grewelthorpe are expecting an inspection this year. DC spent time with the inspector at Fountains inspection and has agreed to do the same for Grewelthorpe along with ST.</p>	DC/ST to ensure they are familiar with Grewelthorpe's last SIAMs report and Church self-evaluation.
55	<p>Safeguarding No safeguarding issues to report.</p>	
56	<p>Governor Issues Specific gov items training SS has asked governors to attend the SIN meetings. SS to attend 8 May.</p> <p>5 June – There will be a work scrutiny session for gobs 9 am venue Fountains School, governors to attend: DC, ST, and CB.</p> <p>The Horn Blower magazine via local business, the Little Book Shop, is providing books free to schools – SS to investigate.</p> <p>A governor skills audit is to be sent to governors for discussion at the next meeting. Q When recruiting new governors can we stipulate the required skills base needed? A Yes we can look at the prospective candidates for required skills base and experience.</p> <p>ST & AC carried out monitoring sessions at Grewelthorpe (copy of reports attached). They reported that they were excellent sessions, the teachers subject knowledge is of a high standard.</p>	<p>SS to investigate</p> <p>MD to send out skills audit forms prior to the meeting</p>

7.15

Approved by FGB/Signed by Chair:

Date:

	SS & AL held governor forum meetings for parents at both schools. All sessions were successfully attended and the minutes are attached.	
--	---	--

The meeting closed at 6.40 pm

7.15

Approved by FGB/Signed by Chair:

Date: