

# RICHARD TAYLOR CHURCH OF ENGLAND PRIMARY SCHOOL

## MINUTES OF LOCAL GOVERNING BODY MEETING

held on Wednesday 21<sup>st</sup> September 2022 at 7pm in the school library.

### 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:** Jan Johnson (JJ) – Chair, Simon Dowson (SD), Phillip Richardson (PR), Jean Atkinson (JA), Victoria Amella (VA), Niki Hutchinson (NH), Andrew Symonds (AS), Caroline Fox-Robinson (CR), Joanne Sykes (JS), (LB) Lyndsey Barraclough (left after 15 mins)

**In attendance:** Hannah Manwaring (HM) – Clerk, Emma Crisell (EC)

#### 1. Opening Prayers

Simon Dowson opened with a prayer

#### 2. Election of Chair and Vice chair

SD queried whether PR had been confirmed by PCC at Foundation Governor. confirmed at the end of the meeting that PR *had* been approved.

VA informed the committee of her decision to step down from the Governing Body. She suggested remaining as vice chair until Christmas. She has other commitments outside of RTS which she needs to dedicate her energies towards. Governors thanked VA for her outstanding service over a number of years. AS acknowledged the length and quality of service given to RTS by VA and there was agreement that VA was right to focus in a different direction at this time. VA to put in writing to clerk. AS also confirmed that KS is to step down as Teaching Gov, with arrival of 2<sup>nd</sup> child imminent. He was confident that a new teaching governor would be appointed in the near future.

With no other applications, there were no objections to JJ continuing as Chair. JJ very happy to continue in the role. The role of vice chair would be discussed at the next full LGB meeting.

#### 3. Apologies

LB (left early) and KS – for personal reasons. Absences consented. Steve Scarisbrick was also absent. HM to ensure all dates for future meetings have been sent to SS and confirmation of receipt received.

#### 4. Complete Declarations of Pecuniary Interest

All Governors present signed forms, inc LB before meeting start.

#### 5. Complete Register of Hospitality

Governors present confirmed they did not have an entry to add to the register, inc LB before meeting start.

#### 6. Governor Code of Conduct

All Governors present signed forms, inc LB before meeting start.

#### 7. Read and understand Keeping Children Safe in Education

Governors present have read and **understood** the changes to the document. Signed forms. Main amendments noted including the redefinition of *peer on peer* as *child on child*. AS acknowledged the appropriate priority given to safeguarding by the Trust.

**8. Governing Body Constitution**

LB to help/mentor PR undertake his Safeguard training. DBS records were checked as part of SCR which was inspected and audited by both Ofsted and Navigate in June 2022

**9. Committees to be Established**

AS to work with clerk to ensure quorum for committees and finalise vacancies. Committee meetings to be virtual, except LGB. JJ asked and there was agreement to keep Curriculum and Standards committees joined for the coming year. This was agreed by the LGB.

**10. Appoint Specific Roles**

AS confirmed that each Governor already has their own responsibilities. AS and VA to use autumn term to look at transition. PR to decide which areas he would like to take responsibility for. AS acknowledged the NH had agreed to replace ND as chair of the Premises Committee.

**11. Confirm Scheme of Delegation**

As confirmed no changes made.

**12. Minutes of the meeting on 22<sup>nd</sup> June 2022**

-GDPR training in place as per request from the Trust. Governors to complete prior to next meeting.  
-CPOMS: move by the Trust to operate safeguarding system using CPOMS. Converting in October. CPOMS will allow all staff to add all information directly onto the platform. It will provide a consistent approach across the Trust.  
-Question from SD re new RSE curriculum. AS confirmed that the consultation had been carried out by CS in 2019-2020, there were no major objections from parents, AS agreed to provide further detail to SD if required.  
Minutes accepted by all and signed JJ.

**13. Review Action Plan**

-All Governors to complete GDPR training. AS to share training link with clerk to ensure all completed.  
-Subject Gov to meet with subject coordinators to show understanding of subject strengths and areas for development. This to be revisited in the light of the recent Ofsted Inspection  
-All Gov to provide article for Gov Newsletter by half term.  
-All Gov submit skills audit to clerk. AS to complete with clerk.

**14. Correspondence**

When she was appointed, AH requested time off for personal reasons. As this was prior to the next personnel committee, AS approved the absence following discussion with JJ.

**15. Academy Update**

Diocese of Leeds has plans to create another MAT. YCST Trustees meeting next week to discuss long-term vision for growth by the Trust.

**16. PAN and Admissions policy**

PAN is 39. Low birth rate year in EYFS across Harrogate. If we reduce the PAN it would affect financial viability. Current numbers are 278/280. Not a major fall off in our numbers. We are already showing parents around for Sept 2023. Positive Ofsted will promote well, along with appearance in Stray Ferret.  
Addendums left in re Covid in terms of not needing church attendance to secure a place. There are other ways to demonstrate faith.  
VA: parents are put off, thinking that church attendance is required, and they won't get in. It would be wise to start promoting ourselves.  
AS confirmed RTS is keen to promote via social media. We are actively working with St Aidan's on a tech platform for social media - to be used securely. Website to be overhauled, in conjunction with help from St Aidan's.  
We will also be revamping our prospectus and website whilst at the same time creating a specific do for prospective parents to answer the misconceptions raised by VA.  
Q: how many children started in Reception?  
A: 36, although normally start with 39. We have an additional 3 pupils via appeal from.

These children have all joined KS2 classes.

The closure of Woodfield School in Dec 2022 will reduce the capacity in the local area and so may support our numbers.

#### 17. **Head Teachers Report**

AS to produce physical report in the coming week. Verbal content provided to Gov:

**Staffing:** EYFS covered. Positive praise for Ms Owen and all new staff. Ms Lea joined Mrs Phelan and that is an excellent partnership. Miss Hamer full of enthusiasm and has the skills to support the school's use of social media. Mrs Watts will continue to work with Mr Draper in Wensleydale. Mrs Simpson due back for phased return working 4-1 split with Mr Draper. CS will resume her SLT responsibilities only after a successful phased return focussed on her class-based responsibilities. This term, while CS settles in EC will have extra non-contact to cover responsibilities.

Lots of new EHCPs in EYFS has presented challenges in finding trained staff to support children. School has successfully undertaken a recruitment programme.

**Attendance:** for last academic year attendance was 94.99% - a lot of absence Covid related. This remained above national comparison. Current attendance rates are 97.5%. Ofsted raised no concerns regarding attendance.

**Health and Safety:** Chloe Rhodes visited today. Short action plan to be created by AS included a monthly check on the School's Defibrillator.

**Data:** Trust established new data form for Trust schools to be able to send in. Deadline Thursday 22<sup>nd</sup> September.

EYFS good level achievement 75%

Phonics 71% pass rate

End KS1 78% reading, 80% Maths, 78% writing

Multiplication: positive feedback from EC. Mean score 22/25. Year 4 information feeds Into intervention, provision for planning and delivery in Year 5/6.

End of KS2 73% of pupils achieved expected standard in all areas compared to 59% Nationally.

EC: Year 6 pupils were ready and prepared for secondary school. Positive feedback from St Aidan's about Richard Taylor pupils. Particularly those with identified additional needs.

**Ofsted:** Given staff absence rates at time of inspection, the response of the staffing team was fantastic. On day one of inspection 3 out of 4 class teacher posts in KS1 were not present due to illness. The positive nature of the inspection outcomes gives us the remit to continue to get done what we want to get done. Agreement that the feedback from Inspector was fair and helpful.

SIAMS is due, with 2 weeks' notice. We have a new scheme of work in RE to embed, in readiness for SIAMS.

EC: staff are really keen to take on board what was raised in Ofsted and to implement and make changes, ie phonics.

#### **School Development Plan:**

AS outlined the identified priorities

- Phonics and Early Reading
- Curriculum Progression
- Monitoring
- School Vision and Values
- Social Media and School Website

The SLT were currently in the process of creating the working doc which will be shared with staff and governors.

**SEN** – 8 EHCPs and 1 pending. SEN register: 40 children, quite high for RTS. Lots of other children we are working with in interventions. SD: perception from outside that RTS may not be easy to get into from SEN point of view? AS&EC: if these children need our support, if not us, who is going to do it? All 3 of our new starters in EYFS have started well. Pupil premium figures are increasing, 25% of population. Friends have

<p>looked at ways to subsidise and help school community. Numbers of pupil premium may rise due to current cost of living.</p> <p><b>18. <u>Annual Report on safeguarding</u></b>  Navigate Audit was completed successfully in June 2022. It identified GDPR training for Governors and organisational tweaks for the SCR. This was sorted and in place ready for when Ofsted came. Ongoing conversation about the effectiveness of lanyards, and whether a colour system is necessary.  Nil return on bullying. Updated annual safeguarding report to be produced by AS for next meeting.</p> <p><b>19. <u>School Website updates</u></b>  Statutory uniform policy states that we cannot insist on crested/branded sweatshirts. Hours of teaching also need to be publicised on the website. <i>Re Pupil premium, SD reminded the school that the Richard Taylor Education Trust is there for the school to use.</i></p> <p><b>20. <u>Child Protection</u></b>  2 pupils currently active Child protection cases/in need. EC and AS take in turns to take the lead on active cases.</p> <p><b>21. <u>SENCo Report</u></b>  Mrs Styles will provide a full report at the next Governors meeting. New SEN programmes in place around mental wellbeing and anxiety, Year 4. E Styles praised for helping families pastorally. Ofsted report reflects this.</p> <p><b>22. <u>Governor Visits and Monitoring</u></b>  <i>This will be re-established now we are back in school. All the Gobs to come in and monitor the identified actions. The Trust is also producing a new development plan.</i></p> <p><b>23. <u>Governor Training and MAT Networks</u></b>  Prevent training is required for the whole school, this will be delivered by AS in spring term.</p> <p><b>24. <u>Policies For Review</u></b>  Governors should have acquainted themselves with the policies due for review. <ul style="list-style-type: none"> <li>• P30 – set up via the Trust.</li> <li>• P41b – this was updated by AS.</li> <li>• P51 – This is a new document created by the YCST which replaces the NYCC safeguarding partnership doc and seeks to be more concise and effective</li> <li>• P62 Review of three year plan to be completed by AS,NH &amp; JJ</li> <li>• P63 Doesn't require change.</li> <li>• P104 priority for this year – <i>Vision</i>. Mission/Vision to be at the forefront of all we do. SIAMS as a focus with this.</li> </ul> </p> <p><b>25. <u>Governor Autumn Term Newsletter</u></b>  All Gobs to contribute. Friends also producing a newsletter.</p> <p><b>26. <u>Committee work updates</u></b>  -Newsletter articles  -GDPR training  -Receive Headteachers report  EC and AS have non-contact time every fortnight to get through work that cannot get done during school day.</p> <p><b>27. <u>Any other business</u></b>  JJ praised by AS for her role, particularly her support of SMT and other members of staff.  Retired staff are all well, contact from all of them. We have plans for provision of music in the school, to include Mrs Wake when she ready to come in on a voluntary basis.  Sadie has already begun a lunchtime choir to maintain the strong musical tradition of the school.</p> <p><b>28. <u>Date of next meeting – Wednesday 9<sup>th</sup> February</u></b>  To start 7pm.</p> <p><b>29. <u>Statement of Impact</u></b>  <i>The Local Governing Body has a clear understanding of the priorities for school development following the school's recent Ofsted Inspection.</i></p>	
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<p>The governors recognise the importance of preparing for the school's upcoming SIAMS inspection and their role in ensuring that the Christian vision for the school is central to everything that we do.</p> <p>They have ensured that the school has fulfilled its statutory duty in adopting the admission policy for 2023-24 and associated SIP. They recognise the importance of harnessing the power of social media to promote the good work of the school and maintain numbers at a time of falling birth rate across Harrogate.</p>	
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