



**Bishopthorpe Infant School Minutes of the Local Governing Body meeting
held on 3rd October 2022 at 6.00pm**

Present: Kerry Davies, Executive Headteacher Tim Andrew
 Rachel Mullen (Chair) Les Holmes
 Shashi Desai

In Ros Branton (Office Manager, Bishopthorpe Infant School)

Attendance: Antonino Gargiulo (Assistant Headteacher)
 Helen Digwood (Clerk)

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| 1. | <p><u>Welcome and Apologies for Absence</u></p> <p>The Chair welcomed everyone to the meeting.</p> <p>Apologies were received, with consent, from Nichola Childs and Carley Ray.</p> |
| 2. | <p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p> |
| 3. | <p><u>Election of Chair and Vice-Chair</u></p> <p>Chair - The Clerk reported that she had received no nominations in writing for the role of Chair prior to the meeting.</p> <p>Vice-Chair – The Clerk advised that she had received no nominations in writing for the role of Vice-Chair prior to the meeting.</p> <p>The Clerk asked if there were any other nominations or self-nominations for Chair or Vice-Chair that governors wished to put forward. Rachel Mullin confirmed she was happy to act as Chair and Tim Andrew confirmed he was happy to act as Vice Chair for the 2022-2023 school year.</p> <p>Resolved: to elect Rachel Mullin as Chair and Tim Andrew as Vice Chair until the first meeting of the 2023-24 school year.</p> <p>It was reported that Steve Lewis, the SYMAT (South York Multi Academy Trust) CEO, had secured in principle approval from the diocese to merge the governing bodies of the school and Archbishop of York’s Junior School (AYJS). The LGB noted that following the merger, a new Chair and Vice-Chair would need to be elected in respect of the combined governing body.</p> |

| 4. | <p><u>Declarations of interest and SYMAT Local Governor Code of Conduct</u></p> <p>Business Interest guidance had been circulated prior to the meeting, and printed forms were handed round for completion and signature. The Clerk would obtain electronic copies from those not present in the meeting.</p> <p>Action: Clerk to contact governors about any outstanding Business Interest Forms.</p> <p>The Clerk reported that the SYMAT Local Governor Code of Conduct had been reviewed by the Board of Trustees on 22nd September. It would be distributed to governors at the next LGB meeting.</p> | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 5. | <p><u>Minutes of the FGB meetings held on 30th June 2022</u></p> <p>Previously distributed. The minutes were agreed to be a true and accurate record.</p> | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. | <p><u>Action Plan and Matters Arising not on the agenda</u></p> <p>With reference to the Action Plan from the meeting held on 30th June 2022:</p> <table border="1" data-bbox="236 835 1493 2016"> <thead> <tr> <th data-bbox="236 835 296 875"></th> <th data-bbox="296 835 788 875">Action</th> <th data-bbox="788 835 1493 875">Update</th> </tr> </thead> <tbody> <tr> <td data-bbox="236 875 296 983">1</td> <td data-bbox="296 875 788 983">Acting Headteacher to contact Safeguarding Governor to arrange Safeguarding Training.</td> <td data-bbox="788 875 1493 983">Completed</td> </tr> <tr> <td data-bbox="236 983 296 1274">2</td> <td data-bbox="296 983 788 1274">Clerk to confirm with MAT what additional governor appointments should be in place.</td> <td data-bbox="788 983 1493 1274">Completed. The Clerk reported that the MAT had reviewed the LGB composition at its Board meeting on 22 September. The Office Manager reported that there had been interest in the role of parent governor, but that due to the uncertainty over the timescale for the governing body merger with AYJS it was not something which could be progressed at this time.</td> </tr> <tr> <td data-bbox="236 1274 296 1440">3</td> <td data-bbox="296 1274 788 1440">Acting Headteacher to discuss moving on-site date with LGR.</td> <td data-bbox="788 1274 1493 1440">The Headteacher reported that LGR were now on site but the terms of their letting agreement were to be finalised. She agreed to update the LGB at its next meeting.</td> </tr> <tr> <td data-bbox="236 1440 296 1646">4</td> <td data-bbox="296 1440 788 1646">Acting Headteacher to follow up on awaited response from legal regarding broken ankle incident.</td> <td data-bbox="788 1440 1493 1646">Closed. The Office Manager explained that following advice from City of York Council (CYC) the school had provided an insurance claim form to the person involved in the incident. No further correspondence had been received since.</td> </tr> <tr> <td data-bbox="236 1646 296 1812">5</td> <td data-bbox="296 1646 788 1812">SBO to discuss boundary issue with CYC</td> <td data-bbox="788 1646 1493 1812">Closed. The correspondent was informed that the land under issue belonged to CYC and they were unable to permit a third party to take on responsibility for maintaining it.</td> </tr> <tr> <td data-bbox="236 1812 296 1897">6</td> <td data-bbox="296 1812 788 1897">Acting Headteacher to write interim letter to landowner.</td> <td data-bbox="788 1812 1493 1897">As above</td> </tr> <tr> <td data-bbox="236 1897 296 2016">7</td> <td data-bbox="296 1897 788 2016">Executive Headteacher to provide an update on catering costs at next FGB meeting.</td> <td data-bbox="788 1897 1493 2016">The Headteacher reported that the catering contract with Mellors would expire at the at end of term, after which North Yorkshire County Caterers (NYCC) would</td> </tr> </tbody> </table> | | | Action | Update | 1 | Acting Headteacher to contact Safeguarding Governor to arrange Safeguarding Training. | Completed | 2 | Clerk to confirm with MAT what additional governor appointments should be in place. | Completed. The Clerk reported that the MAT had reviewed the LGB composition at its Board meeting on 22 September. The Office Manager reported that there had been interest in the role of parent governor, but that due to the uncertainty over the timescale for the governing body merger with AYJS it was not something which could be progressed at this time. | 3 | Acting Headteacher to discuss moving on-site date with LGR. | The Headteacher reported that LGR were now on site but the terms of their letting agreement were to be finalised. She agreed to update the LGB at its next meeting. | 4 | Acting Headteacher to follow up on awaited response from legal regarding broken ankle incident. | Closed. The Office Manager explained that following advice from City of York Council (CYC) the school had provided an insurance claim form to the person involved in the incident. No further correspondence had been received since. | 5 | SBO to discuss boundary issue with CYC | Closed. The correspondent was informed that the land under issue belonged to CYC and they were unable to permit a third party to take on responsibility for maintaining it. | 6 | Acting Headteacher to write interim letter to landowner. | As above | 7 | Executive Headteacher to provide an update on catering costs at next FGB meeting. | The Headteacher reported that the catering contract with Mellors would expire at the at end of term, after which North Yorkshire County Caterers (NYCC) would |
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| | | <p>take over. Catering staff would be TUPEd over and the school would benefit from better insurance cover for kitchen equipment. It was noted that NYCC had worked with the school previously and were currently the catering supplier at AYJS. The Headteacher reported that school meal uptake was currently high and hoped that this would continue as the NYCC offer seemed good.</p> |
| 8 | <p>The Chair agreed to review the training plan with reference to the forthcoming merger of the LGB with the governing body of AYJS and update the LGB at the next meeting in October.</p> | <p>Discussed under Item 12.</p> |
| <p>There were no other matters arising.</p> | | |
| 5. | <p><i>Executive Headteacher's Report</i></p> <p>The Headteacher distributed her report at the meeting and explained that written reports would be circulated with the agenda pack for future meetings. The report followed the format which had been used by Angela Rhodes.</p> <p>The Headteacher reported that she had been made to feel very welcome by staff. Term had started with a joint BIS/AYJS training day which had gone well and allowed staff to complete their Keeping Children Safe in Education (KCSIE) update training. Performance Management reviews were underway and would be completed shortly. The Headteacher explained that she was keen to keep lines of communication open particularly in light of the upcoming merger with AYJS and was working hard to dispel the impression that AJYS were better informed about it due to the fact that they had been in the MAT longer.</p> <p><u>Pupil Numbers</u> - The Headteacher was working to spread the word that the school had places for additional pupils through open days and other publicity. Some parents seemed worried about their children not getting into AYJS if they sent them to BIS, and so the Headteacher had raised the issue with, and received confirmation from, CYC that BIS pupils would be able to attend AYJS even if they lived outside the catchment area. The Chair suggested asking LGR to be involved with the recruitment drive, since they would receive free advertising and were a good draw for parents.</p> <p>In response to a question from a governor, the Headteacher explained that there would be no mixed classes during the 2022-2023 school year but that it was unclear what the position would be in 2023-2024 as the projected numbers had not been supplied. It was noted that there were 12 pupils in receipt of Free School Meals and that parents were beginning to recognise the benefit to the school of applying for this if they were eligible.</p> <p><u>Attendance</u> – the Headteacher reported that attendance was quite good but that covid related absences were increasing. Under a new drive by CYC, due to low attendance rates city-wide, a fast-track fining</p> | |

system was being rolled out. A letter would be sent to parents by half term updating them on the changes and a social media campaign coordinated by CYC was ongoing. A model attendance policy was due to be circulated by CYC later in October, and the Headteacher would then update the school's attendance policy in line with it. Some holiday requests had been received from parents, but they could not be approved unless there were exceptional circumstances.

In response to a question from a governor, the Headteacher explained that money raised from fines for absences went to CYC rather than the school or the MAT. Meetings would be arranged with the parents of pupils with low attendance rates.

SEND – Zita Ferencz Clark had been appointed as SENDCo for BIS and AYJS. She was spending half a day each week at BIS and had been meeting with parents of pupils with SEN need. The Headteacher reported that her workload would be carefully monitored to ensure that she wasn't stretched too thinly.

Data – data was provided in the Headteacher's Report by year group, with a commentary from Angela Rhodes, the previous Headteacher.

It was noted that:

- In Early Years 78% of pupils were assessed as having achieved a Good Level of Development;
- In Year 1, 78% of pupils in passed their phonics screening assessment; and
- In Key Stage 1, for reading 81% of pupils achieved an assessment of Expected+ and 31% Greater Depth, for maths 73% of pupils achieved an assessment of Expected+ and 21% Greater Depth, on a combined basis 60% achieved Expected+ and 15% Greater Depth.

The Assistant Headteacher provided a detailed commentary on the Little Wandle, No Nonsense spelling and Maths Mastery schemes which were being rolled out throughout the school with a view to improving pupil performance. It was noted writing performance for Year 2 may be moderated during the school year due to the appointment of a new Headteacher.

In response to a question from a governor the Headteacher explained that the teaching of writing would be reviewed through learning walks and a book tawl. She felt that there was a great deal of potential for progress.

Staffing – in addition to the appointments of the SENDCo, the Headteacher and the Assistant Headteacher, it was noted that Ilona Berriman had been appointed as a one-to-one Teaching Assistant (TA) and that Danielle Wheatley would be joining shortly as a TA and Midday Supervisory Assistant (MSA), on a job share basis with Susan Addy. Rebecca Bruce was on maternity leave until May 2023 and Lucy Dan was providing cover. The Headteacher explained that Lucy Dan was an Early Career Teacher in her second year and was being mentored by the Assistant Headteacher which was a time-consuming process. Her workload would be monitored.

Training – training on Little Wandle, Safeguarding and PREVENT and FGM was underway, and the Office Manager would check that staff and governors were up to date. The Headteacher had recently attended Building Better Learners at CYC and Rachel Goodall was due to attend Looked After Child support training

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| | <p>shortly.</p> <p><u>Policies</u> – The Headteacher reported that she had received an updated Safeguarding Policy from SYMAT and would send it to the LGB once she had adapted it for use at the school. A governor reported that the school’s Behaviour Policy needed to be reviewed, as it seemed very focused on older children.</p> <p><i>ACTION Headteacher to circulate Safeguarding Policy and review Behaviour Policy.</i></p> <p><u>Community</u> – two open days were arranged and more would be scheduled throughout the autumn term. The Headteacher explained that she would be writing newsletters for parents on a monthly basis. Tapestry would remain in use and was popular with parents. A Year 2 walkabout had recently been arranged to support pupils with their learning theme of transport. The Headteacher reported that she had a meeting scheduled with Helen Bolton, who was now in charge of FBIS (Friends of Bishopthorpe Infants School) and that although they were scaling back their activities, they had recently donated £3,200 to the school which would be spent on Chromebooks.</p> <p><u>Sports Grant</u> – the Headteacher reported that Sports Grant funding was being spent on sessions run by Simon Walton, a specialist PE teacher.</p> <p>The governors thanked the Headteacher for her report.</p> |
| 6. | <p><u>SEND Update</u></p> <p>Discussed at item 5. The Headteacher offered to invite Zita Ferencz Clark to a future LGB meeting to discuss SEND in greater depth.</p> <p><i>ACTION: Headteacher to discuss with Zita Ferencz Clark.</i></p> |
| 7. | <p><u>Safeguarding, Exclusions, Behaviour and Attendance</u></p> <p>Discussed at item 5.</p> |
| 8. | <p><u>Finance and Resources</u></p> <p><i>The Autumn Term Staffing Update, Update on Inspections and Audits, the Autumn Premises Inspection and the Veritau Information Governance Report were circulated prior to the meeting.</i></p> <p>The Office Manager reported that there would be a Budget Monitoring Report at the next LGB meeting.</p> <p>A Lockdown Drill was in place and a trial run had been completed. This would be covered again on the next staff training day. The Headteacher confirmed that she was happy for this to be rolled out to all staff.</p> <p>The Office Manager explained that Sarah Charters would be visiting the school for a Health & Safety review. The school had a care package in place with CYC for essential maintenance work and the purpose of her visit was to check that any required works were underway.</p> <p>New fencing had been completed, and all classrooms had been fitted with new blinds. The Office Manager explained that there were no issues with the groundwork at the school, but that SYMAT was looking into a</p> |

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| | <p>trust-wide contract.</p> <p>The Office Manager reported that there had been some problems with the fire alarm, which would be serviced. A recent fire evacuation had brought up areas for improvement. There were five fire wardens in place. FBIS would be moving their papers out of a storage area which had been identified as a fire risk.</p> <p>Work continued on the outcomes from the Veritau data protection audit, but no material issues remained outstanding. One potential data breach incident had been discussed with the LGB previously.</p> <p>Staff hours had been reworked to factor in the additional TA resource which would be available soon.</p> <p>The Office Manager invited questions on her reports. The LGB discussed whether she needed any extra support in her role, as previously the school had employed a Business Manager. The Headteacher explained that resourcing in this area was under review and that support could be provided by Carole Pearce who had recently been appointed School Business Manager at AYJS, and who was very experienced.</p> |
| <p>9.</p> | <p><u>Staff Wellbeing</u></p> <p>It was noted that this had been a standing agenda item since the coronavirus pandemic. The LGB agreed to retain it. Wellbeing was a priority for the school, particularly as there had been so many changes of leadership over the last few years.</p> <p>The Headteacher reported that staff had had to reapply for their jobs over the summer holidays which had been unsettling but that the picture was improving now, particularly with the Assistant Headteacher being on site so much of the time. Performance management reviews were underway and provided a good opportunity for the Headteacher to address any concerns staff might have.</p> <p>Primarily staff concerns centred around the pupil numbers at the school and the financial position it was in as a result. The Headteacher and Steve Lewis were working on improving admissions and would keep the situation under review.</p> <p>New teaching programmes such as Little Wandle were being embraced by staff.</p> |
| <p>10.</p> | <p><u>School Improvement</u></p> <p>The Headteacher reported that the Assistant Headteacher was reviewing School Development Priorities and would be meeting Steve Lewis to discuss them shortly. An update would follow at the next LGB.</p> <p>Training and CPD was a priority for the school. The Headteacher reported that she was looking into whether Higher Level Teaching Assistant training could be arranged for a staff member who had expressed an interest.</p> |
| <p>11.</p> | <p><u>Link Governor Visits / Governor Monitoring</u> (previously distributed)</p> <p>Due to changes in personnel, the 2021-2022 List of Link Governor roles was out of date. Accordingly, the following allocation of roles was agreed by the LGB:</p> <ul style="list-style-type: none"> • Tim Andrew would have responsibility for Safeguarding and Early Years; |

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| | <ul style="list-style-type: none"> • The Chair would have responsibility for Health & Safety and Year 1; • Les Holmes would have responsibility for SEND; and • Nicola Childs would have responsibility for Year 2. <p>Les Holmes agreed to arrange to visit Zita Ferencz Clark.</p> <p>The Headteacher and Office Manager offered to review what paperwork was in place for governors to use to provide feedback following their visits.</p> <p><i>ACTION: Headteacher/Office Manager to circulate Link Governor feedback form.</i></p> <p>The governors discussed the advantages and disadvantages of forming separate committees to look into issues around Curriculum and Finance & Resources in greater depth and agreed that for the time being, these issues should remain with the full LGB. The Headteacher confirmed that she would build updates into Headteacher’s Reports accordingly.</p> |
| 12. | <p><u>Governor Training</u></p> <p><u>Training Update (previously distributed)</u> – The Office Manager asked governors to check whether they had completed their KCSIE update training and send her signed confirmation. The Chair encouraged governors to sign up to any courses which they felt may be of interest. The LGB noted that the training record of the combined governing body would need to be carefully reviewed following the merger with AYJS. Tim Andrew reported that he had completed Safer Recruitment in Education training. Tim Andrew reported that he had recently seen online Link Governor training which governors might find useful and agreed to circulate a link.</p> <p><i>Action: Tim Andrew/the Chair to circulate a link to online Link Governor Training.</i></p> |
| 13. | <p><u>Local Governor Matters</u></p> <p><u>Composition of the Governing Body (previously distributed)</u> - this was duly noted by the LGB.</p> <p>Shashi Desai reported that he was resigning as a governor and that this would be his last meeting. The governors thanked him for his many years of service to the school.</p> |
| 14. | <p><u>Matters to report to the Board of Trustees</u></p> <p>The LGB requested that additional information on the merger of the two governing bodies be distributed to governors as and when it was available. The Headteacher noted that the AJYS LGB had requested that Steve Lewis be invited to attend their next meeting to provide an update, and suggested that if he was able to attend, governors from BIS could also be invited.</p> |
| 15. | <p><u>Matters delegated or reported from the Board of Trustees</u></p> <p>There were no matters to note.</p> |
| 16. | <p><u>Any Other Business</u></p> <p>There was no other business.</p> |

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| 17. | <p><u>Date and of next and future LGB meetings</u></p> <p>Pay Committee: Thursday 10th November 2022 at 7:00pm via Zoom</p> <p>LGB: 29th November 2022 7:00pm</p> <p>The LGB agreed that the meeting on 29th November 2022 would be moved to 6:00pm.</p> |
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The meeting ended at 8:00pm

**ACTION PLAN FROM THE MEETING OF THE LOCAL GOVERNING BODY
HELD ON 3rd OCTOBER 2022**

| | Action | Item | Person | Date |
|---|---|-------------|-----------------------------------|-----------------|
| 1 | <i>Clerk to contact governors about outstanding Business Interest Forms.</i> | 4 | <i>Clerk</i> | <i>Next LGB</i> |
| 2 | <i>Headteacher to update LGB on progress with LGR letting agreement</i> | <i>c/f</i> | <i>Headteacher</i> | <i>Next LGB</i> |
| 3 | <i>Headteacher to circulate Safeguarding Policy and review Behaviour Policy</i> | 5 | <i>Headteacher</i> | <i>Next LGB</i> |
| 4 | <i>Headteacher to arrange for Zita Ferencz Clark to attend future LGB to discuss SEND</i> | 6 | <i>Headteacher</i> | <i>Next LGB</i> |
| 5 | <i>Headteacher/Office Manager to circulate Link Governor feedback form</i> | 11 | <i>Headteacher/Office Manager</i> | <i>Next LGB</i> |
| 6 | <i>Tim Andrew/the Chair to circulate a link to online Link Governor Training</i> | 12 | <i>Tim Andrew/the Chair</i> | <i>Next LGB</i> |

Items for next Agenda

Update on School Improvement Plan

Budget Monitoring Report

Attendance Policy, Safeguarding Policy and Behaviour Policy