



Archbishop of York's CE Junior School

Minutes of the Local Governing Body meeting held on 24th November 2022 at 7.00 pm

Present:

Fiona Phillips (Chair)
 Kerry Davies (Headteacher)
 Derek Angood
 Clare Ashton
 Simon Bray

Emma Daker
 Jane Flint
 Simon Sykes

In Attendance:

Kate Chapman (Clerk)
 Carol Pearce (School Business Manager)
 Lesley Dolben (Chair of Governors, Fulford School) – Items 1-4

1.	Welcome and Opening Prayer Everyone was welcomed to the meeting.										
2.	Apologies for Absence and Declarations of Interest. Apologies for absence were received, with consent, from Jamie Cooke and Judith Probert. Ann Cox was also unable to attend. Matthew Horne was also not in attendance. There were no declarations of interest.										
3.	Minutes of the meeting of the LGB held on 29th September 2022 - <i>Previously distributed</i> The minutes from the meeting held on 29 th September 2022 were agreed with the following amendment; <ul style="list-style-type: none"> • The school had been using "Rising Stars" for a number of years, it is a different style of testing that is new to the school. 										
3.1	Actions Plan and Matters Arising not on the agenda LGB Action Plan <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 55%;">Action</th> <th style="width: 20%;">Person</th> <th style="width: 20%;">Update</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>Headteacher to investigate feasibility of Accessibility Audit or RAG Assessment.</td> <td style="text-align: center;">Headteacher</td> <td>More information needed – carry forward to next meeting.</td> </tr> </tbody> </table>				Action	Person	Update	1.	Headteacher to investigate feasibility of Accessibility Audit or RAG Assessment.	Headteacher	More information needed – carry forward to next meeting.
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2.	Headteacher to ensure that parents are reminded again about the school's Amazon wishlist.	Headteacher	KD is mindful of the current economic climate.
3.	Clerk to add papers distributed in the meeting to Decision Time.	Clerk	Complete
4.	Clerk to update training tracker.	Clerk	To be confirmed.
5.	Chair to contact Ann Cox about Safeguarding Training.	Chair	Contact had been made but it was noted that AC was very unwell.
6.	Clerk to supply details of Foundation Governor Appointment Process.	Clerk	PCC nominates and Diocese appoint.
7.	Chair to contact Steve Lewis regarding next LGB meeting.	Chair	Complete. LD attending meeting.
4.	<p>Merging of the LGBs</p> <p>LD introduced herself to the Governors, she had been invited to the meeting to give advice on how to merge the Local Governing Bodies of the Infant and Junior Schools in the Village.</p> <p>LD addressed the concerns surrounding the merging with regards to the infant School being non-faith based and the worry that AYJS ethos would be compromised. LD confirmed that the SYMAT would have ultimate Governance and this would sit centrally. However the organisation would be conducted at local level through delegated responsibility and this would suit the existing leadership structure.</p> <p>The positives of merging the LGBs were that transition, cohort performance and pupil journey could be much closely monitored. It would also hold leaders to account for delivering on strategy. The context would be different but the style the same. Pupil advocacy, monitoring attendance, exclusion and the pastoral element were also discussed. A nominated Foundation Governor could be appointed to look into this and report back into meetings.</p> <p>LD noted that the majority grouping of Governors should be Foundation Governors as well as representation from Staff and Parents.</p>		

Financial considerations would need to be observed. The Ofsted Unique Reference Number (URN) is attached to different funding streams e.g pupil premium, Covid catch up etc. However having the additional oversight of the two schools will allow for deeper analysis with regard to impact and measurability.

If the LGBs are to merge this would need communicating carefully with parents and a statement would be needed on the website. Terms of Reference would also need to be established for the LGB. Some Governors may not wish to continue so expressions of interest could be used to identify this. It was noted that the Infant School had not recruited any new Governors as they had been mindful of a potential merge.

Queries were made about how the School will maintain its Christian ethos without impacting the other school, it was noted that differentiation would be made in School Improvement Plans and within the leadership vision; both curriculum design and pastoral care.

Sub-Committees were discussed, this has worked well with other Schools. A partnership sub-committee could be used to look at collective worship, behaviour etc.

Governors queried if all options had been looked into. The only other option would be to run two LGBs however this would be too time consuming and a duplication of work for Leadership.

The move to a merged LGB would ensure a duty of care to leadership with regards to workload, would allow for performance management across both sites and would support children in their school journey.

KD noted that the majority of the children from the Infant School transition to AYJS and therefore the Church element of the School is not putting the families off applying to and attending the school. The main difference the Children see is the terminology of "collective worship" rather than "assembly".

LD is to attend the Infant School LGB next week to discuss with them also.

Governors agreed that a merge of LGBs is the correct direction of travel.

It was agreed that the meetings could take place alternately at both sites.

Once an agreement has been made by both LGBs then composition would need to be established as well as Terms of Reference. Communications within the local community is an important element of the partnership. It is hoped that the January meeting could be the first merged meeting.

LD left the meeting at 7.40pm.

5. Finance and Resources - *Previously distributed*

CP as School Business Manager reported back on the Year end outturn. It was originally predicted that there would be a small surplus of £1000. However there had been an in year deficit of £7000 subject to confirmation from auditors. However there was a huge amount in carry forward that had not been accounted for. This is a challenge as Primary Schools can only carry forward 8%. The school is mindful of falling pupil numbers in the year ahead with predictions of 170 pupils compared to current numbers of 224.

The roof project was discussed with most of this being funded. It was noted that the Infant school is also having issues with their roof as it is mainly flat.

AYJS costs are mainly staff related and not building related whereas the Infant School is the opposite with higher building costs. It was noted that the Infant School had invested heavily in the building and that it is in stark contrast to AYJS. Staff costs had reduced at the Infant school due to natural wastage.

	<p>CP reported that this year there had been £88k more income but that most of it had been accounted for.</p> <p>CP spoke positively about the School's level of fundraising.</p> <p>The Start Budget didn't include trip income of approx. £40k.</p> <p>Staffing had been £58k more than budgeted.</p> <p>The Supply budget was £50k with an actual spend of £113k. The supply budget was mainly for supply TA's rather than teachers and this is unusual as in the majority of schools a TA would not be replaced with supply for short term cover. The School's supply spend is the largest in the MAT even including Secondary schools.</p> <p>Concern was raised with regard to the long term agency employed supply TA's. These TA's are being paid more than School employed staff and have been working in the School for approximately three years and are very much deemed to be School Staff even though they are not employed by the school. A duty of care to the employed staff is needed and therefore advice has been sought on how to move forward with this difficult issue as it is extremely costly and risks the school culture. Unfortunately due to the length of time they have worked at the school on a supply basis they can not be now be employed directly by the school due to legal and taxation issues.</p> <p>Going forward the school needs to be mindful about recruitment and one benefit of a merge would be that staff members could be transient between Schools depending on the daily need.</p> <p>Recruitment of Midday Supervisors has been difficult recently.</p> <p>In 22/23 there will be an increase in Teacher spend by £33k despite a reduction of 0.5Fte for the Executive Head saving approx. £44k.</p> <p>Overall the school is in a good position with the carry forward. However falling pupil numbers are something to be mindful of going forward. This is a National issue. KD added that she is holding two open afternoons to try to attract more pupils from out of catchment.</p> <p>CP had been concentrating on the Single Central Record for one day a week to make sure that everything is up to date, especially as the school is now within the Ofsted window. Data to check includes staff right to work in the UK, Teaching qualifications and making sure each Volunteer to the school has an application, two references and a DBS in place.</p> <p>CP noted that the Fire Audit had not received a response from the Governors, this was deemed to a clerical error as the Governors had gone through this meticulously.</p> <p>The Governors signed off and approved the 21/22 Budgets.</p> <p>Governors thanked CP for her report and the level of detail included.</p>
6.	<p>Headteacher's Report – <i>Previously distributed</i></p> <p>Governors felt that it was a positive move to include Staff Wellbeing within the report. Governors thanked KD for her work on this.</p> <p>KD added that the crossing attendant had given their notice in. Recruitment will go ahead with an advert</p>

	<p>being placed in the Newsletter. However it was recognised that recruitment of such roles is challenging but that this role was particularly important for the safety of the children on such a busy road.</p> <p><u>Church School SOAP (School on a Page)</u> The Headteacher advised that the documents formed the Church School overview reports which would be submitted to the Diocese following approval by SYMAT Trustees and Members.</p> <p>It was noted that the SOAP had been received by KD with very little notice. SB had not had sight of the SOAP either. KD expressed a wish to have a timeline of documentation for which she could work towards.</p> <p>ACTION: It was agreed that as the SOAP had been received at such short notice that the Governors should read over the document separate to the meeting and then approve via email to KD.</p> <p>ACTION: It was agreed that KD and SB should meet to go over the document.</p> <p>ACTION: It was agreed that the Bible verse should be reviewed on an annual basis.</p>
7.	<p>Governors</p> <p>7.1 <u>Risk Register</u> – <i>Previously distributed</i></p> <p>The Risk Register may need to be amended due to roof issues.</p> <p>Action: To add the Risk Register to the next meetings Agenda.</p> <p>7.2 <u>School Website</u></p> <p>ACTION: Governors were asked to update their details for the School Website.</p> <p>KD noted that the School website is one of the first things Ofsted look at and is important for compliance.</p>
8.	<p>SYMAT Policies – Child Protection/Safeguarding – <i>Previously distributed</i></p> <p>Governors received the SYMAT Child Protection and Safeguarding Policy 2022-23; and SYMAT Safeguarding Statement 2022-23. It was noted this was subject to approval by the Board of Trustees on 15th December 2022.</p> <p>ACTION: Governors to read the SYMAT policies – Child Protection/ Safeguarding.</p>
9.	<p>Foundation Governors Report</p> <p>SB reported that he will be coming into School once a month to talk to staff and pupils as a wellbeing resource, in his role as Vicar and not in his Governor capacity. This had caused some confusion with staff.</p> <p>ACTION: It was agreed that formal clarification of the wellbeing role in School is needed to address the conflict of interest.</p> <p>SB suggested Lucy Breacher as a potential new Foundation Governor.</p> <p>SB noted that Ann Cox is very unwell. The school are to send her flowers.</p>

10.	<p>School Christian Distinctiveness</p> <p>The Church School SOAP (School on a Page) had been discussed under Item 6.</p>
11.	<p>Correspondence</p> <p>None to report.</p>
12.	<p>Policies</p> <p>Resolved: To approve the following school policies:</p> <ul style="list-style-type: none"> • Attendance Policy and Punctuality Policy and associate appendices (Review Date TBC) <p>ACTION: Amendment- link to policy when contact can not be established.</p> <ul style="list-style-type: none"> • School Uniform Policy (Review Date TBC) <p>It was noted that if a new uniform is to be established it would on a phased introduction from Infants through to Juniors in order to be mindful of families financial situations.</p> <ul style="list-style-type: none"> • Health and Safety Policy (Review Date TBC) <p>ACTION: Amendment – to include the location of the first aid box. To also include information about the location and maintenance of the De-Fibrillator.</p> <p>KD noted concerns regarding the battery maintenance.</p> <p>The Policies were approved with the noted amendments. Governors asked that any policies should be sent with track changes enabled so that any amendments could be instantly identified.</p> <p>ACTION: Review dates to be added to the policies.</p>
13.	<p>Matters delegated by or reported from the Board of Trustees</p> <p>As part of a MAT-wide survey, LGBs had been invited to share their views on food standards and whether they were content with their school's offer.</p> <p>ACTION: Governors to share their feedback with FP via email.</p> <p>Governors received the Local Governor Code of Conduct as approved by SYMAT board on 22nd September 2022 for information.</p> <p>ACTION: Governors to read.</p>
14.	<p>Matters to report to the Board of Trustees</p> <ul style="list-style-type: none"> • Would like a documentation timeline so Staff & Governors know what to expect and plan for.
14.	<p>Confidentiality</p> <p>Nothing to report.</p>

16.	Date and of next and future LGB meetings: 12 th January at 7 pm 14 th March at 7 pm 27 th April at 7 pm 22 nd June at 7 pm
17.	Any other business Governors queried the pace of change to move to one School and if this would mean moving to one site. KD felt it to be a good move to reduce leadership burden however their are financial considerations. It would lead to a strengthened partnership and is deemed positively that one day the Schools will merge in their entirety.

The meeting ended at 9.10 pm

These minutes were approved by the Chair of Governors at the meeting of the joint AYJS/BIS LGB held on 14th March 2023.

**ACTION PLAN FROM THE MEETING OF THE LOCAL GOVERNING BODY
HELD ON 24th November 2022**

	Action	Item	Person	Date
1.	ACTION: It was agreed that as the SOAP had been received at such short notice that the Governors should read over the document separate to the meeting and then approve via email to KD.	6	All Governors	ASAP
2	ACTION: It was agreed that KD and SB should meet to go over the document.	6	KD & SB	ASAP
3	ACTION: It was agreed that the Bible verse should be reviewed on an annual basis.	6	All Governors	Annually
4	Action: To add the Risk Register to the next meetings Agenda.	7	Clerk	In advance of the Meeting
5	ACTION: Governors were asked to update their details for the School Website.	7	All Governors	ASAP
6	ACTION: Governors to read the SYMAT policies – Child Protection/ Safeguarding.	8	All Governors	ASAP
7	ACTION: It was agreed that formal clarification of the wellbeing role in School is needed to address the conflict of interest.	9	KD & MAT	ASAP
8	Attendance Policy and Punctuality Policy and associate appendices (Review Date TBC) ACTION: Amendment- link to policy when	12	KD	ASAP

	contact can not be established.			
9	Health and Safety Policy (Review Date TBC) ACTION: Amendment – to include the location of the first aid box. To also include information about the location and maintenance of the De-Fibrillator.	12	KD	ASAP
10	ACTION: Review dates to be added to the policies.	12	KD	ASAP
11	As part of a MAT-wide survey, LGBs had been invited to share their views on food standards and whether they were content with their school's offer. ACTION: Governors to share their feedback with FP via email.	13	All Governors	ASAP
12	Governors received the Local Governor Code of Conduct as approved by SYMAT board on 22nd September 2022 for information. ACTION: Governors to read.	13	All Governors	ASAP

Items for next Agenda

- Risk Register

Items for discussion at Committees

None.