



**Archbishop of York's CE Junior School & Bishopthorpe Infant School
Minutes of the joint Local Governing Body meeting held on 14th March 2023
at 6pm at Archbishop of York's Junior School**

Present: Kerry Davies (Executive Headteacher) Tim Andrew (co-Vice Chair)
Fiona Phillips (Chair) Derek Angood
Rachel Mullen (co-Vice Chair) Emma Daker
Simon Bray Simon Sykes
Jane Flint

In Antonio Gargiulo (Assistant Headteacher – BIS)

Attendance: Carol Pearce (School Business Manager) *(until 6.38pm)*
Barbara Kybett (Governance Advisor - Clerk)

1.	<p><u>Welcome and Opening Prayer</u></p> <p>The Chair welcomed everyone to the meeting; round the table introductions were made.</p>
2.	<p><u>Apologies for Absence and Declarations of Interest</u></p> <p>Apologies were received, with consent, from Nicola Childs, Ann Cox and Carley Ray.</p> <p>There were no declarations of interest.</p> <p>The Chair advised that Items 9 and 10 would be taken first.</p>
*9.	<p><u>Finance</u></p> <p>Previously distributed</p> <p>The SBM thanked governors who had responded with comments on the format of the finance reports. She advised there had been slight change in her role as a result of the ongoing merger and the Executive Headteacher explained that the plan was for one SBM to work across both schools. Carol would take on this role but as she was new to BIS, there was no budget report for the school at this meeting. The SBM noted that the process of merging the accounts of both schools would take time but the Executive Headteacher was already taking a strategic long term</p>

	<p>view of the joint finances of both schools.</p> <p>The SBM referred to her report and advised that the position had worsened since the last meeting; in particular, there was a negative variance of £28k which was the school’s contribution to the roof project. This had not been in the original budget. The SBM highlighted that the Trust had not asked that the school fund the full £45k cost of the project.</p> <p>The SBM reported that, mainly as a result of this significant variance, she was now forecasting a small in-year deficit, but this would be offset by reserves. The Chair asked why the school was not being asked by the Trust to pay the full amount for the roof project. The SBM explained that the school’s contribution had been negotiated with the Trust; a small amount of the school’s own capital funding was retained centrally which would contribute towards the cost. The Executive Headteacher underlined that the school buildings were suffering from lack of investment. There was further discussion on the lack of capital funding available at Trust level. The Executive Headteacher reported that Ros Branton would be working with the SBM across both schools to share her expertise of premises management.</p> <p>Returning to her report, the SBM highlighted a number of minor variances, including an additional grant from the ESFA. She recorded her thanks to the PTAs at both schools for their invaluable contributions to income. She advised that staff salaries were higher than expected, due to increased levels of pay awards. She noted the cost of agency staffing and advised that this was used as little as possible now, with staff being moved to the payroll where possible.</p> <p>The SBM noted that tree safety was a focus for all schools, and this was being addressed with surveys being carried out on both sites.</p> <p>The SBM summarised that a small in year deficit of £1.5k was forecast, but given the brought forward surplus of £95k, there would be a total of £93k to carry forward for 2023/24.</p> <p>A governor asked how the surplus had been built up. The Chair explained that this had been due to prudent budget management, as governors had taken a long-term view of the use of reserves. The SBM agreed, noting that a fall in pupil numbers was predicted at AYJS, and had already been experienced at BIS, and the reserves would provide a cushion against the resulting drop in income. Staffing would need to be considered in the light of the fall in the pupil roll. There was further discussion on this issue and the efforts being made to attract new families.</p>
<p>10.</p>	<p><u>Premises/Health and Safety</u></p> <p>Previously distributed</p> <p>The SBM referred to the previously distributed compliance report, noting that the aim was to ensure that both schools were consistent in monitoring operational compliance. She advised that</p>

both were operationally compliant currently and added that the reports had been sent to relevant Trust leaders, who had asked her to relay their thanks to governors for their work in monitoring.

The SBM would present Health and Safety reports at the next meeting. She was aiming to harmonise the Health and Safety monitoring cycle for both schools and to standardise reports for both schools going forward.

Agenda: Health and Safety reports

Governors thanked the SBM for her reports and she left the meeting at 6.38pm.

***3. Minutes of the previous meetings**

Previously distributed.

AYJS LGB meeting held 24th November 2022

It was noted that the SEND link governor role had been assigned to Judy Probert, not Simon Bray who was the link for Christian Distinctiveness. This had been wrongly recorded in the minutes.

The Chair noted that there was a wider conversation to be held about link governor roles, not least as Judy had now left the LGB, and this would be discussed later in the meeting.

Subject to the amendment discussed, governors agreed that the minutes were a true and accurate record of the meeting, and they were duly approved.

Action Points and Matters Arising

	Action	Status
1.	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.	Complete
2	It was agreed that KD and SB should meet to go over the document.	Complete
3	It was agreed that the Bible verse should be reviewed on an annual basis.	Carried forward
4	To add the Risk Register to the next meeting Agenda.	Complete – on agenda
5	Governors were asked to update their details for the School Website.	Complete
6	Governors to read the SYMAT policies – Child Protection/	Complete

	Safeguarding.	
7	It was agreed that formal clarification of the wellbeing role in School is needed to address the conflict of interest.	Complete
8	Attendance Policy and Punctuality Policy and associate appendices (Review Date TBC) Amendment- link to policy when contact can not be established.	Complete
9	Health and Safety Policy (Review Date TBC) Amendment – to include the location of the first aid box. To also include information about the location and maintenance of the De-Fibrillator.	Complete
10	Review dates to be added to the policies.	Complete
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. Governors to share their feedback with FP via email.	Complete
12	Governors received the Local Governor Code of Conduct as approved by SYMAT board on 22 nd September 2022 for information. Governors to read.	Complete

The Chair advised that she would continue in this role for the remainder of the academic year as AYJS was in the Ofsted window. She proposed, and governors agreed, that there should be two vice chairs for this period, Tim Andrew and Rachel Mullen.

The Chair referred to a query in the minutes about terms of reference for the LGB. She reported that these were currently being progressed at Trust level; the Scheme of Delegation would serve as the main point of reference at this stage. She also noted that the LGBs of both schools had operated without sub-committees but suggested that a sub-committee of AYJS foundation governors could be formed, with the remit of overseeing Christian Distinctiveness at AYJS. Simon Bray agreed that this would be useful, but underlined that the LGB would still retain overall responsibility for maintaining the Christian ethos of the school.

With reference to Action Point 3, it was agreed that this would be addressed in the summer term. Simon planned to lead a training session for governors with a focus on the Christian vision at AYJS.

With reference to Action Point 4, the Chair highlighted that there was not, as yet, a governor risk register for BIS. However, the template provided by the Trust would now need to cover both schools.

BIS LGB meeting held 29th November 2022, action points and matters arising

Governors agreed that the minutes were a true and accurate record of the meeting, and they were duly approved.

It was noted that the actions from the meeting had been completed.

The Executive Headteacher advised that she had contacted Little Green Rascals and had discussed with them the possible use of the bungalow on site for their provision. There was further discussion on the value of the provision to BIS and the current lettings fee being charged to Little Green Rascals.

The Executive Headteacher reported that the issues regarding the BIS energy contract with nPower were still being resolved but that there was progress. There had been an error which had caused the higher charges.

Joint AYJS/BIS LGB meeting held 17th January 2023, actions points and matters arising

Governors agreed that the minutes were a true and accurate record of the meeting, and they were duly approved.

All actions were confirmed as complete.

The Chair noted that the merger of the two LGBs had taken place rapidly and she invited any further reflections. She advised that thank you emails had been sent to governors who had stepped down.

In response to a query on the nature of the joint LGB, the Chair explained that, whilst BIS and AYJS were still two separate schools, the LGB had oversight of both and all governors had responsibility for both schools, regardless of their previous roles. The position of foundation governors was slightly different as BIS was not a Church school, but other matters should be considered by all governors.

It was noted that AYJS was due an Ofsted inspection and that governors of BIS were less knowledgeable about the school. It was suggested that all governors consider undertaking online NGA training regarding Ofsted inspections. There was some discussion on potential lines of enquiry for Ofsted, and the role of governors in the inspection. The Executive Headteacher commented that the CEO would also be involved in an Ofsted inspection plus a representative from the Board of Trustees. She had previously distributed a number of useful documents which would help governors prepare for an inspection.

	<p>3.1 Matters arising not elsewhere on the agenda</p> <p>There were no further matters arising.</p>
<p>4.</p>	<p><u>Headteacher's Report</u></p> <p>Previously distributed.</p> <p>The Executive Headteacher referred to the additional papers and encouraged governors to read them.</p> <ul style="list-style-type: none"> • SIP Visit Report dated 23rd February, Rob Pye <p>The Executive Headteacher explained that Rob was responsible for her performance management.</p> <ul style="list-style-type: none"> • Visit report from Celia Wilson, Diocesan Advisor to AYJS, dated 24th January <p>The Executive Headteacher provided a brief summary of Celia's visit and how this would feed into preparation for SIAMS.</p> <ul style="list-style-type: none"> • Report on deep dive in Maths at AYJS, led by Russell Harris • A document setting out the priorities for both schools for 2022-23 <p>The Executive Headteacher highlighted the following:</p> <ul style="list-style-type: none"> ○ Writing was a particular focus, as levels were not as high as they should be following the pandemic. A governor asked how monitoring was taking place given that this was also a priority last year. The Executive Headteacher provided a brief summary of the actions already taken but noted that there were still gaps to address. ○ Phonics – although this was strength at BIS, it was being addressed at AYJS with the introduction of Little Wandle; the Assistant Headteacher noted that improvement was evident at Bishopthorpe. It was still in its infancy at AYJS to see any progress. ○ Progress of pupils, especially in Years 5 and 6, related to their starting points, from Year 2 remained a concern. <p>A governor noted that some of the resources for pupils accompanying the Little Wandle programme were in ebook form which was not ideal. The Executive Headteacher explained that the books in print format for pupils to take home would be a significant investment but would be bought when there were the funds to do so. . The Assistant Headteacher added that pupils read the text at least three times a week to an adult in class, before it was taken home. It was noted that this was sometimes limited to twice a week, due to time constraints. Staff highlighted the positive impact of Little Wandle on Reading levels.</p>

Returning to the priorities, the Executive Headteacher highlighted:

- Progress in Maths – a priority for both schools. In response to a question, the Executive Headteacher advised that pupils were taught Maths as a whole class, and were not set by ability.
- Embedding of a clear progression of knowledge and skills across the curriculum
- Attendance - the Executive Headteacher expanded on particular pupil issues which had skewed the data. She also discussed that the that the new attendance protocols were having an impact on attendance issues throughout schools at both sites
- Development of motivation and resilience
- Development of British values
- Leadership and management priorities.

Other documents previously distributed included:

- The latest school newsletter - the Executive Headteacher advised that there was now one newsletter for both schools; parent governors responded that this had been well received. Governors discussed the success of joint initiatives across both schools.
- School on a Page documents for BIS and AYJS
- AYJS SEND register overview Spring term 2023

A governor referred to the school priorities and queried why the attainment of pupils in EYFS was not a priority as this had been flagged by Rob Pye in his report. The Executive Headteacher responded that she had met with the Early Years lead, but this had not been raised. She would check.

ACTION: Executive Headteacher to check with EY lead re: raising the number of pupils attaining a Good Level of Development (GLD).

The Executive Headteacher referred to her report to governors and summarised the contents which she hoped would provide them with an overview of both schools. She highlighted the safeguarding section of the report and the bespoke support for vulnerable pupils carried out by staff and the Wellbeing Worker. She reported that there had been one incident of racism at AYJS which had been dealt with and recorded on CPOMS. There had been a data breach at BIS.

The Executive Headteacher reported that an external safeguarding audit review from the audit completed last year had been completed at AYJS by Caroline Wood (CYC Safeguarding Lead) and one would be undertaken at BIS. The safeguarding advisor from the LA had also delivered training to all staff. The Executive Headteacher provided a brief staffing update including work taking place to support staff wellbeing. She advised that she had discussed staffing across both schools with Trust leaders, particularly leadership capacity as the current Bishopthorpe Infants

	<p>Assistant Head was on secondment, although she cautioned that any future appointments would need to be considered in the light of the challenging financial position.</p> <p>The Executive Headteacher reported that an issue had arisen with the registration of an Early Career Teacher (ECT) in January 2022. She provided further details about the actions being taken to resolve the issue. Finally, she highlighted the ongoing issues around parking at both sites, at the beginning and end of the school day.</p>
5.	<p><u>Surveys – parent and pupil</u></p> <p>Carried forward to the next meeting.</p>
6.	<p><u>Governors</u></p> <p>The Chair referred governors to the previously distributed risk register and invited them to suggest any risks, for example, wraparound care, which should be added.</p> <p>Governors discussed link roles going forward, in particular whether, besides the key roles of safeguarding and SEND, governors should continue to link to subject areas or to consider links to school priorities. It was noted that subject leads valued the interaction and support with their link governor. It was agreed that the Head would discuss this with staff and bring back a recommendation to the next meeting.</p> <p>Agenda: link governor roles</p>
7.	<p><u>Child Protection/Safeguarding</u></p> <p>Previously distributed</p> <p>Governors noted the following visit reports:</p> <ul style="list-style-type: none"> ○ Tim Andrew, safeguarding link governor, visit to BIS on 22nd February ○ Caroline Wood, LA safeguarding advisor, visit to AYJS on 9th February <p>Tim reported that he had completed a number of safeguarding courses and in his view the most appropriate for governors was the NGA course “Safeguarding – the Governance Role”. He also suggested that an annual safeguarding report would be useful. The Executive Headteacher agreed that she planned to produce one.</p> <p>It was also noted that Fiona Phillips had carried out a safeguarding visit in respect of AYJS on 17th January 2023.</p> <p>Action: the Executive Headteacher to produce an Annual Safeguarding Report.</p>
8.	<p><u>Foundation Governors Report</u></p> <p>The Executive Headteacher noted that Simon Bray visited AYJS frequently and she was finding his</p>

	support invaluable.
9.	<u>Finance</u> Covered above.
10.	<u>Premises/Health and Safety</u> Covered above
11.	<u>Correspondence</u> There was no correspondence to report.
12.	<p><u>Policies</u> Previously distributed</p> <p>Governors noted that the following Trust-wide policies had been uploaded to the Trust website:</p> <ul style="list-style-type: none"> • Whistleblowing • Health and Safety • Educational Visits • Managing Allegations against those who work with children • Safeguarding Statement • Child Protection Policy • Freedom of Information Scheme – IOC <p>From the Financial Handbook:</p> <ul style="list-style-type: none"> • Anti Fraud and Corruption • Financial Reserves • Gifts and Hospitality • Charging and Remissions • Lettings • Governor Expenses
13.	<p><u>School Policies</u> Previously distributed.</p> <p>It was noted that all governors had been given the opportunity to read the following policies:</p> <ul style="list-style-type: none"> • BIS Behaviour Policy 2023 • AYJS SEND Policy January 2023 • BIS SEND Policy January 2023 • AYJS PSHE Policy • BIS PSHE Policy <p>Subject to a change of terminology in both PSHE policies, governors unanimously approved the policies.</p>

14.	<u>Matters delegated from the Board of Trustees</u> Governors were informed that Naomi Britton (parent governor at Escrick School) had been appointed as the Local Governor representative on the SYMAT Standards, Curriculum and Governance Committee.
15.	<u>Matters to report to the Board of Trustees</u> There were no matters to report.
16.	<u>Confidentiality</u> There were no items recorded as a confidential minute.
17.	<u>Dates of next meetings – all at 6pm</u> <ul style="list-style-type: none"> • Thursday 27th April 6pm at Bishopthorpe Infants • Tuesday 20th June 6pm at AYJS
18.	<u>Any Other Business</u> Action: the Executive Headteacher would ask Carol Pearce to contact Rachel Mullen regarding issues around trustees for the BIS School Fund.

Meeting ended at 8.11pm

**ACTION PLAN FROM THE MEETING OF THE JOINT LOCAL GOVERNING BOARD
HELD ON 14th March 2023**

	Action	Item	Person	Date
1.	Check with EY lead re: raising the number of pupils attaining a Good Level of Development (GLD)	4	EHT	For next meeting
2.	Bible verse should be reviewed on an annual basis.	6	All Governors	Annually
3.	Produce an Annual Safeguarding Report	7	EHT	Annually
4.	EHT to ask Carol Pearce to contact Rachel Mullen regarding issues around trustees for the BIS School Fund	18	EHT	After the meeting

Items for next Agenda

- Health and Safety Reports
- Pupil and staff surveys
- Link governor roles