



**Draft minutes of the Governing Body (GB) meeting
of Archbishop Runcie First School
held on Wednesday 5 October 2022, 5.30 pm in school**

Present:

Jonathan Booth, Greg Farrell, Sarah Hawkins, Katie Hogg, Sarah MacRae, Kate Massey (Headteacher), Andrew McCabe, Cecilia Pacitti, Sarah Pickett, Andrew Shipton, Ted Thomas.

The meeting was quorate.

In attendance:

Rae Lowe - School Business Manager (for finance item)
Lonie Sebahg - Observer
Jane Edminson – Governor Services

1 Welcome, introductions and apologies for absence

The Clerk welcomed everyone to the meeting and a round of introductions took place for the benefit of Katie Hogg, a new foundation governor and Lonie Sebahg, a potential new governor. There were no apologies.

Election of chair and vice chair

Governors confirmed that they wished to move their elections of chair and vice chair to the summer term and also to decide the committee chairs at that time.

The clerk shared that there had been an expression of interest in the role of chair from Sarah Pickett. The clerk asked if there were any other expressions of interest; there were none. Governors elected Sarah Pickett as Chair.

The clerk shared that there had been an expression of interest in the role of vice chair from Sarah MacRae. The clerk asked if there were any other expressions of interest; there were none. Governors elected Sarah MacRae as Vice Chair and both were congratulated.

2 Declaration of interests and signing of the annual register of interests for 2022 / 23

No declarations of interest relating to the agenda were presented.

Governors were invited to sign the annual register of interests for 2022 / 2023.

3 Identify any additional / urgent items not on the agenda

The Chair highlighted a multi academy trust (MAT) consultation in the City and the School Improvement Partner (SIP) report as additional items to be discussed later.

4. Financial items

It was explained that the budget was monitored six times a year – in three FSP committee meetings and in the three main full board meetings. This additional full board meeting allowed for an update.

Rae Lowe, School Business Manager (SBM) explained that the school was required to have a three-year budget and that the Local Authority rated them as “keep under review” which meant that there were no concerns. The Finance, Staffing and Premises Committee (FSP) reviewed the expenditure statements in detail. The anticipated outturn was reported as £96,000 which was a good position to be in. The surplus would help balance future budgets and help with the uncertainty around energy and salary costs. **Ted Thomas asked if there would be support for the increases in energy costs**; Rae Lowe responded that many other schools were in a much worse position and she expected that there would be support although nothing had been formally confirmed. **Ted Thomas also asked about a plan to spend the surpluses if they were not needed for increased expenditure**; it was confirmed that there would be plans. It was confirmed that the income from the After School Club was accounted for separately. The Chair stated that she intended to join the FSP committee to increase her knowledge of school finances. **Greg Farrell asked about the reporting process from the FSP committee back to other governors and how they would be informed of the budget situation** and the Chair explained the process.

The following was confirmed:

- Audit related items would be considered by the FSP committee
- Schedule of Approved Levels of Authority would be considered by the FSP committee
- Appointment of an independent School Fund auditor would be delegated to the FSP committee; Rae Lowe confirmed that the Local Authority officer had provided a good, robust service in previous years
- The Annex D for September 2022 had been completed and returned in the summer term
- The Pupil Premium Strategy had been approved by the SIP, Alison Stephenson. Jonathan Booth explained that it was a three-year strategy which was updated annually. The PE Strategy had also been sent to governors and both documents would be considered in more detail at committee level
- Jonathan Booth tabled the SEN Strategy. The school had a greater number of children with more complex needs but suitable funding had been obtained. Governors discussed the rising numbers of children in school and across the City needing SEN support or Education, Health, and Care Plans (EHCP). The SEND link governor met regularly with Jonathan Booth and they looked in more detail at the numbers and provision. **A governor asked about the increasing numbers of SEN children in the City**; it was explained that more babies now survived difficult births and that meant additional numbers at Special Schools which, in turn, meant pressure on maintained schools. Jonathan Booth stated that all children were welcome and included at Archbishop Runcie and that getting good levels of funding helped the school offer a good provision. **A governor asked if staff could predict needs and feed that into the plans**. Jonathan Booth explained that, with experience, he knew which providers and support services responded well and were able to help. He commented that there was much good support available but that services were pressured. It was noted that parents were often instrumental in securing support. **The Chair asked about support for parents who were less able to push for support** and it was confirmed that school did support them as well as SENDIASS
- The board agreed to collect next of kin information in the event of anyone falling ill at a meeting. Rae Lowe agreed to co-ordinate this.
Action: Rae Lowe to organise collection of next of kin information

Rae Lowe left the meeting

5 GB appointments / membership update

It was shared that Rev'd Paul Baker would be joining the board later in October 2022 to fill the Ex Officio space for St Nicholas'. Lonie Sebagh was observing this meeting and would then make a decision about joining; this could be confirmed by email before the next full board meeting. Katie Hogg's application was complete except for a question about a skills audit; it was confirmed that the board had completed a skills audit and considered skills gaps. There was a need for financial skills and Lonie Sebagh explained her background in banking and accountancy. New governors were asked to complete the skills audit.

Action: New governors to complete the skills audit and return to the Chair

New governors were encouraged to look at training opportunities in the Local Authority programme. The Chair confirmed that she would organise an online call to allow for new members to ask questions and chat. Sarah MacRae and Andy McCabe volunteered to help on the call.

New governors were encouraged to attend both committees initially to see which one suited them best.

It was noted that Ce Pacitti's term of office ended on 11 February 2023. She was happy to serve for another term or part of a term.

Action: Ce Pacitti to complete the diocesan paperwork for re-appointment

6. Election of chair and vice chair

This item had been dealt with earlier in the meeting.

7 Governance documentation and requirements

The GB procedures were agreed for 2022 / 2023.

Action: Clerk to update procedures document

The code of conduct was signed by all governors present.

Link roles were discussed the link roles and the following was agreed:

- Ted Thomas to be the UK-GDPR link with Sarah Hawkins
Action: Rae Lowe to send out link for Data Handling training to Ted Thomas and Sarah Hawkins via Veritau
- Greg Farrell to shadow Andy McCabe as link Health and Safety governor
- It was agreed that SIAMS monitoring would be integrated into other visits as well as three specific SIAMS visits which Ce Pacitti would co-ordinate. The Headteacher confirmed that a SIAMS inspection was unlikely this year. The SIAMS training was highlighted (3 November 2022, 6 – 7.30 pm on Zoom).
Action: Headteacher to share link for SIAMS training

Committee membership was agreed as follows:

- Admissions – as and when needed and a Spring & Summer term meeting – Kate Massey, Sarah Pickett and Andrew Shipton (chair)
- TLA – Kate Massey, Jonathan Booth, Sarah Pickett, Ted Thomas, Ce Pacitti and Sarah MacRae (chair)
- FSP – Kate Massey, Sarah Pickett, Sarah Hawkins (chair), Greg Farrell and Andy McCabe). The governor planner included dates of all meetings and visits already arranged.

The Headteacher asked for someone to join the safeguarding audit on 19 October; the Chair or Sarah Hawkins agreed to join.

The Headteacher explained that governors would be invited to SIP visits this year where their link roles matched the themes of the meetings (school improvement priorities).

The Chair suggested creating a folder in One Drive for documents such as the annual planner allowing governors to enter the dates of their visits to ensure the document stayed up to date.

The Headteacher's performance review had taken place on 16 September 2022.

Governors looked at the new style delegation planner from the National Governance Association. Governors discussed a number of the statements and made changes to the delegated levels.

Action: Clerk to update the delegation planner

Governors agreed to share contact details including mobile 'phone numbers for What's App.

The GB handbook would be considered before the next meeting.

Action: Clerk to send GB handbook model to Chair

It was confirmed that all DBS and Section 128 checks were completed and the SBM, Rae Lowe, would do checks for new governors.

It was confirmed that current governor details were up to date on the school website and GIAS and that new governors would be added.

It was confirmed that all governors must read Keeping Children Safe in Education parts one and two.

Action: Rae Lowe to send a google form to all governors to record reading of Keeping Children Safe in Education

8 Governor monitoring plans for the year

The proposed plans for the year had been discussed.

9. Governor training plans for the year

The LA training programme for 2022 / 2023 had been shared. Governors discussed the need for safeguarding training and the two options (update on Keeping Children Safe in Education and level 1 type training for new governors). Governors were advised that they could register and sign up for training on the Clennell Education Solutions site. The school had also bought NGA e-learning, Learning Link.

Action: Rae Lowe to share registration information for NGA's Learning Link with all governors

Governors discussed having an in-house session on Preparing for Ofsted from Governor Services and asking the SIP to do a "mockstead" interview with them.

Action: Clerk to identify possible dates for a Preparing for Ofsted in-house session

The Chair shared that she had attended the diocesan Ofsted update and a number of governors had undertaken safeguarding training.

10 Draft minutes of previous GB meetings on 13 March 2022 and 13 July 2022 and matters arising

There were no confidential items in either set of minutes.

A governor questioned a reference in the minutes to the timing of meetings under item 5. The Chair shared that she felt the meetings needed to be in the evening to allow governors to attend but that there would be expectations going forward about the length of meetings and the need to come to meetings prepared. It was agreed to amend the reference to resignations under item 5.

Action: Clerk to amend item 5 of the minutes of 13 July 2022

A governor suggested that papers needed to reach governors earlier to allow for more preparation.

Action: Clerk to send the draft agenda earlier and set deadline for papers earlier

It was also agreed to bring deadlines forward for committee meetings with the chairs of committees contacting the Headteacher three weeks in advance with the aim to send papers out two weeks in advance.

Both sets of minutes were agreed as a true record.

Matters arising were confirmed as follows:

Item	Action	Assigned	
4	The Chair agreed to review the skills audit and advertise suitable vacancies.	Chair	Done
4	Governors agreed the promotion of governor vacancies in the school newsletter which the Headteacher agreed to do.	Headteacher	Done
4	Sarah Macrae agreed to take on the role of Chair of TLA committee and agreed to discuss this with Sarah Pickett post meeting.	Sarah MacRae	Done
5	The FGB agreed to approve March minutes in the autumn term.	Clerk / agenda	On agenda and done
7	The Parking and Road Safety Policy would be reviewed following the health and safety visit and re-presented at the Finance Committee.	Finance agenda	To be added to FSP committee agenda
9	The clerk agreed to investigate a suitable advisor for MAT discussions.	Clerk	Ian Dawson and Karen Elliott invited
10	The clerk agreed to inform the Chair of the Gosforth Schools Trust Board of Sarah Hawkins resignation and present Sarah MacRae as the proposed director	Clerk	Done by Sarah Hawkins
13	The Headteacher agreed to set the visit dates and circulate these to governors once the School Development Plan was confirmed.	Headteacher	Done
14	The clerk recommended the National Governance Association training which had received positive feedback from governors	Chair	Learning Link purchased

	in other schools. Governors agreed to purchase this for the benefit of the governing body.		
15	The clerk agreed to circulate the guidance sheets to support link governor visits.	Clerk	Done
17	TLA Committee dates would be confirmed post meeting.	TLA Chair	Done

11 School development plan discussion

The Headteacher gave an overview of the school development plan for 2022 / 2023 and the rag-rated version for 2021 / 2022. The plan had been approved by the SIP.

Ce Pacitti left the meeting

The Chair highlighted that any priorities not fulfilled in 2021 / 2022 had been carried forward into the new plan and that the SIP's visits were linked to the plan. It was suggested that governors with comments or questions should email the Headteacher in advance of meetings; **A governor asked how this important challenge would, therefore, be captured and shared that questions had already been emailed to the Headteacher on priorities linked to the community, early years and wellbeing.**

Action: Governors to bring to the next full GB meeting any challenge they had on the school development plan

Governors discussed how their visits would work and where to get information about which middle leaders to talk to. **A governor asked if all staff had the school development plan;** it was confirmed that they did. **A governor asked about staff involvement in the creation of the plan;** it was confirmed that the senior leadership team had devised the plan.

12 Policy review

It was confirmed that the uniform policy was in place.

The safeguarding policy had been circulated and was agreed.

The FSP committee would look at the school teacher's pay and conditions policy and the health and safety policies. The TLA committee would consider the SEND policy.

13 Gosforth Schools Trust (GST) update

Sarah MacRae had been put forward as the new Director. Kate Massey would be the alternate if Sarah MacRae was unavailable.

Action: Sarah Hawkins to check that the Trust Board had Sarah MacRae's nomination for the position of Director

14 Promise Board – update and questions to be considered

A document had been shared with a message to headteachers from the Chair of the Promise Board and governors had been asked to consider the following questions:

- What should be the key elements of the Promise Board's strategic intent over the next two years?
- What should be the key priorities for action over the next two years, ie, what do we need to do?
- How will we know if we've made a difference? What are the hard and soft measures that we can use during and at the end of the next two years?

In response to a question, the Headteacher explained the ambitions of the Promise Board. Governors discussed the impact of the work of the Promise Board. Governors were keen to see more clarity around the purpose of the board and more communication. The Headteacher would feed this back via GST Headteachers' meeting.

15 Reports from GB committees

Governors agreed to defer the discussion of committee work to the next full GB meeting.

16 Governance guidance report autumn 2022 and GoverNews autumn 2022

Governors noted the receipt of these two documents from Governor Services.

17 Impact

Governors noted that impact would be discussed at committee and full GB meetings across the year. The Chair stated that she would devise a template to capture examples of impact and training attended. It was agreed to have the template available on One Drive for all to access and input their information.

Any other business

Governors discussed the Outer West Trust's consultation on becoming a multi academy trust. Jonathan Booth declared an interest as he was a governor in a school in the Outer West. It was confirmed that no diocesan schools were involved, and the geographical location meant that there was less of a direct impact on Archbishop Runcie CE First School. Governors were reminded that they had sourced presenters for a session on academisation and were in a process of informing themselves of the implications.

The Headteacher had shared the SIP report which had been discussed at the July meeting. It was explained, for the benefit of new governors, that the SIP gave an external view as an education expert. Alison Stephenson knew the school well as she had inspected it. Sarah Hawkins assured governors that this was not a "cosy relationship". The Chair felt it would be good for governors to attend the SIP meetings and see the challenge.

A governor asked about exit interviews and where the outcomes from such interviews was shared. It was confirmed that the SIP report had details of the exit interviews and that, as a result of the information, a focus on wellbeing would be included in school plans.

Confirmation of meeting dates

Governors discussed the timing of meetings and agreed that all meetings should start at 5.30 pm.

Wednesday 30 November 2022, 5.30 pm

Thursday 23 March 2023, 5.30 pm

Wednesday 28 June 2023, 5.30 pm

There being no other business the meeting closed at 7.35 pm.

Item	Action	
4	Rae Lowe to organise collection of next of kin information	
5	New governors to complete the skills audit and return to the Chair	
5	Ce Pacitti to complete the diocesan paperwork for re-appointment	
7	Clerk to update procedures document	Done
7	Rae Lowe to send out link for GDPR training to Ted Thomas and Sarah Hawkins	
7	Headteacher to share link for SIAMS training	

7	Clerk to update the delegation planner	Done
7	Clerk to send GB handbook model to Chair	Done
7	Rae Lowe to send a google form to all governors to record reading of Keeping Children Safe in Education	
9	Rae Lowe to share registration information for Learning Link with all governors	
9	Clerk to identify possible dates for a Preparing for Ofsted in-house session	Done
10	Clerk to amend item 5 of the minutes of 13 July 2022	Done
10	Clerk to send the draft agenda earlier and set deadline for papers earlier	
11	Governors to bring to the next full GB meeting any challenge they had on the school development plan	
13	Sarah Hawkins to check that the Trust Board had Sarah MacRae's nomination for the position of Director	

Signed: **Date:**
Chair of Governors