

CRACOE & RYLSTONE VC CE PRIMARY SCHOOL

Minutes of the meeting of the Governing Body held on 10th June 2014 at 5.30pm in the school

Present:

Mr Nathan Barnes
Mr Jonathan Caygill
Mrs Debbie Geldart
Mrs Beccy King
Rev David Macha
Mr Sam Ridgway (SRW)
Mrs Sarah Roche (SRCH)
Mr Peter Vernon
Mrs Julie Morton Lee (Interim Headteacher)

Burnsall Primary School Governors:

Robert Stockdale (Chair)
Penny Hart-Woods
Helen Jameson (Headteacher)
Michelle Thackray
Judy Shaw
Yvonne Stockdale
Fiona Hoel
Fiona Jenkins
Lisa Buller

In Attendance:

Karen Butler (EDA)
Margaret Burton (Governor Support)
Fiona Beevers (Diocese of West Yorkshire & the Dales)

Clerk: Mr Chris Davey

Min. No.		Action
61/13	<p><u>Welcome.</u> Mr Vernon took the Chair, in the absence of Mr Curtin, and welcomed everyone to the meeting.</p>	
62/13	<p><u>Apologies for Absence.</u> Consented apologies for absence were received from Mr Steve Curtin.</p>	
63/12	<p><u>Declaration of Business or Pecuniary Interests</u> There were no declarations of business or pecuniary interests for any item on the agenda.</p>	
64/13	<p><u>Confidentiality</u> It was agreed that the discussion between Cracoe & Rylstone and Burnsall Schools should remain confidential until such time as it is agreed to make public any joint working.</p>	
65/13	<p><u>Discussion on the future of the schools</u> Mr Vernon summarised the background to the meeting; pupil numbers at most schools in the cluster are lower than previously and Cracoe & Rylstone has 12 pupils in Yr 6 who move on at the end of the Summer Term. Numbers joining the school in September are considerably fewer.</p> <p>Cracoe & Rylstone will have approximately 32 pupils in September 2014, although the exact number is not yet confirmed; traditionally the school has had around 50 pupils. The Governing Body is therefore looking ahead to ensure the future of the school.</p> <p>In September 2014 Burnsall will have 26 pupils (7 in EYFS & KS1 and 19 in KS2) with a full-time class teacher who is due to go on Maternity Leave just after the start of the new-term. Her teaching commitment will be covered by a supply teacher well-known to Cracoe & Rylstone.</p> <p>Cracoe & Rylstone will have 14 pupils in Class 1 (EYFS and KS1) and 18 in Class 2.</p> <p>Mrs Geldart, Mrs Roche and Mr Vernon have visited the Horton-Austwick-Clapham confederation and during the visit discussed the advantages and disadvantages of close working.</p> <p>The cluster has discussed various arrangements over the last decade or more and Kettlewell Primary School is now working with Upper Wharfedale School (UWS). Cracoe & Rylstone governors have met with Andrew Taylor at UWS but concluded that the secondary/primary</p>	

	<p>working needs to be much more developed before it could be considered suitable.</p> <p>Mrs Morton Lee has been appointed on a two-year fixed term-contract, and the new KS2 teacher at Cracoe & Rylstone has been appointed on a full-time basis.</p> <p>Mr Stockdale and Mr Vernon met prior to the Headteacher interviews and Mr Stockdale was invited to the interviews as an observer. The recent discussions at both schools have been in the best interests of the children's social and academic education.</p> <p>There was a wide-ranging and general discussion which covered the following areas:</p> <p>Using the skills of teachers at both schools in the best way. Enhancing the social aspects of children's education. The benefits of having a single teacher for all EYFS, R and KS1 teaching. Children experiencing more than one adult at each year group. The self-evident fact that the 'school' is actually the sum of the staff, governors and children.</p> <p>The possibility of closer working should be viewed as similar to a new marriage where a degree of compromise and excellent communication is vital to ensure success.</p> <p>Overall the tone of the discussion was positively in favour of closer working between the two schools.</p> <p>Margaret Burton circulated a paper that set out a list of possible processes and joint working outcomes.</p> <p>Ways of sharing a joint Headteacher were discussed. Possible options include employment by one school "substantive" and the other school 'buys in' the Headteacher, each school employing the Headteacher on a 50% contract, and several other options.</p> <p>The need to have someone acting-up as Teacher in Charge at each school when the Headteacher was at the other school was discussed, and it was noted that as a result of this the savings were not equivalent to 50% of a headteacher's salary.</p> <p>At the end of the discussion it was agreed to pursue joint working.</p>	
<p>66/13</p>	<p>The Next Steps</p> <p>It was agreed that each Governing Body needed to separately ratify the decision to work together and to share a Headteacher.</p> <p>There was a discussion as to whether a single joint meeting would suffice or whether two separate meetings were needed. It was agreed that each Governing Body needed to hold its own meeting.</p> <p>There was also a discussion about when to talk to staff, and to parents, about the decision to work together.</p> <p>It was agreed that a Strategic Development Committee with three (or possibly four) governors from each school representing the different cohorts from which governors are drawn, should be established with immediate effect. This Committee would need agreed specific objectives and appropriate Terms of Reference, initially for the first 6 to 12 months after which they should be revised.</p> <p>The Strategic Development Committee would drive the process in conjunction with the two Governing Bodies.</p> <p>Margaret Burton has example agreements for joint working and any discussions on the final agreement must include the Diocese, who would have to give formal approval.</p> <p>A clerk for the SDC needs to be appointed and the SDC needs to have delegated decision-making powers.</p>	

	<p>It was also agreed that communication with parents would be a crucial element in the success of any joint working arrangements.</p> <p>The SDC would need to meet frequently and regularly and, for example, the Governing Bodies could meet jointly once per term and separately once per term.</p> <p>It was agreed that a letter should be sent to the parents at Burnsall once Mrs Morton Lee has met the children.</p> <p>The schools share a bursar (Mrs Berry) and it was agreed to ask her to work up a number of possible scenarios.</p> <p>It was agreed that initially the schools would operate a joint Curriculum and would have a shared "Friends" (PTA) and a joint Sports Day.</p> <p>Burnsall Governing Body agreed to meet on Thursday 12th June at Mrs Y Stockdale's house to ratify the decision. Their clerk will be asked to sent out notice of the meeting as soon as possible.</p> <p>There will be a Parents Meeting at both schools on 18th June at 5 pm.</p> <p>It was agreed that the first meeting of the SDC will take place on Monday 23rd June or Tuesday 24th June.</p> <p>Mr Vernon thanked all those present for their contribution and positive approach to ensuring the future of both schools.</p>	
<p>64/13</p>	<p><u>Minutes of the Meetings held on 25th February 2014 and 19th May 2014 and the Confidential Minutes of the meeting held on 16th May 2014</u></p> <p>The minutes of the meeting held on 25th February 2014 were circulated to Governors prior to the meeting.</p> <p>Resolved: That the minutes of the meeting held on 25th February 2014 be signed by the Chair as a correct record.</p> <p>The Confidential Minutes Not Available for Public Inspection Until Released of the meeting held on 16th May 2014 were circulated to Governors prior to the meeting.</p> <p>Resolved: That the Confidential Minutes Not Available for Public Inspection Until Released of the meeting held on 16th May 2014 be signed by the Chair as a correct record.</p> <p>The minutes of the meeting held on 19th May 2014 were circulated to Governors prior to the meeting.</p> <p>Resolved: That the minutes of the meeting held on 19th May 2014 be signed by the Chair as a correct record.</p>	
<p>65/13</p>	<p><u>Formal Vote to Proceed with a Formal Collaboration with Burnsall Primary School</u></p> <p>Mr Vernon proposed that Cracoe & Rylstone Primary School should enter in to a formal collaboration with Burnsall Primary School and to the establishment of a joint Strategic Development Committee.</p> <p>The vote was seconded by Mrs Geldart.</p> <p>The clerk asked whether any governor wished the vote to take place by secret ballot but everyone was happy to vote in the normal way, by show of hands.</p> <p>Mr Vernon, as Acting-Chair, then asked for a vote in favour of the proposal.</p> <p>The vote was unanimously in favour with no abstentions.</p>	<p>Clerk</p>

66/13	<p>Strategic Development Committee It was agreed that Mrs Geldart, Mr Ridgway, Mrs Roche and Mr Vernon (for two terms only) should be appointed to the SDC.</p>	
67/13	<p>Headteacher's Report The Headteacher's report was circulated prior to the meeting.</p> <p>Mrs Morton Lee drew governors' attention to the improvements in Attendance when compared with the previous Academic Year with both Classes achieving above average attendance.</p> <p>The external moderation of writing validated the school's own internal moderation.</p> <p>The replacement of the flat roof is scheduled for Summer 2015.</p> <p>Mathematics workshops for parents are being planned to invite parents into the classrooms.</p> <p>There were no questions and Governors noted the Headteacher's report.</p>	
68/13	<p>Committee Membership It was agreed that Mr Barnes should be appointed to the Curriculum Committee.</p>	
69/13	<p>Any other urgent business It was agreed that all other business would be deferred to the next meeting, or to an additional meeting should that be necessary.</p>	
70/13	<p>Date and time of meetings during Academic Year 2014/15 It was confirmed that, subject to the needs of joint working, Governing Body meetings during the next Academic Year would be held on:</p> <ul style="list-style-type: none"> • Tuesday 21st October 2014 • Tuesday 3rd March 2015 • Tuesday 9th June 2015. <p>All meetings will start at 5.30 pm.</p>	
	<p>The meeting closed at 8.03 pm.</p>	

Signed..... Date.....