



SHAROW C. OF E. SCHOOL AND SKELTON NEWBY HALL C. OF E. SCHOOL FEDERATION

Minutes of a meeting of the Full Governing Body held on Teams at 6.00pm on 4 May 2021

Core Functions of a Governing Body:

- **Ensuring clarity of vision, ethos and strategic direction.**
- Holding the Headteacher to account for the educational performance of the school and its pupils.
- Overseeing the financial performance of the school and making sure its money is well spent.

Present: John Bushell, Jacqui Palmer, Gemma Snodgrass, Jacqueline Whitaker, Ruth Newton, Andrew Philpott, Justin Wheatley

Others in attendance: NYCC Zoe Watt (Clerk), Sian Carling (Bursar)

| Minute No. | | Action |
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| GB 1 | <p>Welcome</p> <p>The Chair welcomed everyone to the meeting.</p> <p>Governors were reminded of the confidential nature of the meeting and core functions of the GB noted on the Agenda.</p> | |
| GB 2 | <p>Absences</p> <p>Victoria Johnson and Lauren Copperthwaite had sent apologies, these were accepted and approved.</p> <p>Jonathan Redhead was not present. No apologies had been received.</p> | |
| GB 3 | <p>Declaration of interests in items for discussion</p> <p>No declarations of interest were made. Governors noted the rules about confidentiality and the need to declare interests in items if appropriate.</p> | |
| GB4 | <p>Declaration of Confidential items</p> <p>Items to be discussed under GB25.</p> | |
| GB5 | <p>Notification of Urgent Other Business</p> <p>Governor Monitoring.</p> <p>Resources (GB8&9) taken here – then the bursar left the meeting.</p> | |
| GB6 | <p>Minutes of the meeting</p> <p>Governors approved the following minutes for signature by the Chair.</p> <p>9 March 2021</p> | Chair |

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| <p>GB7</p> | <p>Noted that the confidential minutes had not been circulated for approval. To be done at the next meeting (staff governors excluded)</p> <p>Matters Arising from the minutes</p> <p>Noted that VJ and JR have not yet attended Introduction to Governance training. They are to be reminded of the need to do this.</p> | <p>VJ JR</p> |
| <p>GB8&9</p> | <p>Resources</p> <p>Outturn Budgets and Start Budgets</p> <p>These had been distributed prior to the meeting with notation to help governors with the variances recorded and reasons why.</p> <p>Both schools have benefited financially from the pandemic and were advised to ringfence unspent Pupil Premium and Sports Premium for their original purpose not let them be absorbed into the main school budgets.</p> <p>All schools this year have the minimum funding guarantee of 2% and no cap on funding gains. The Department of Education funding formula has been applied and minimum per pupil funding was discussed.</p> <p>In future years there is the possibility of sparsity funding but at the present time this is unknown.</p> <p>Also noted that SENDCo time has been costed proportionally to both schools as has CPD at 70:30.</p> <p>Sharow</p> <p><u>Outturn Budget</u></p> <p>This has increased (see above),</p> <p>Governors APPROVED the outturn budget</p> <p><u>Start Budget</u></p> <p>Brought forward has been factored in together with the October census and allocated funding. This shows an intake of 15 children.</p> <p>As a result of the carry forward the current support staff will continue to be employed despite showing a predicted in year deficit.</p> <p>Going forward to the following year there will be reduced SEN need due to EHCP children leaving school so the support staff will have to be reviewed.</p> <p>Nursery numbers are looking slightly lower at the moment but the Bursar has taken a conservative approach as these fluctuate termly.</p> <p>There are increased teaching hours by 0.2 taking it back to previous levels</p> <p>Governors agreed that educational stability was vital at the current time after so much disruption.</p> <p>Governors APPROVED the start budget</p> | |

The Bursar has included internal maintenance costs and increased IT spend which is necessary.

Capital funding

Noted that school is still waiting for the charge for damp-proofing but this is included in the costings and should have been paid last academic year.

Skelton

Outturn budget

This has also increased due the variances listed above.

However it was noted that there had been less nursery funding due to school closure

Governors APPROVED the Outturn Budget for Skelton school

Start Budget

Noted that ideas are needed for improvement in recruitment into school and the meeting with Darren Dudman from the Diocese has been rescheduled.

There are very low pupil numbers although with 3 are expected in September - this is a positive number for KS1. This affects the third year predicted budget. School is struggling to attract children in KS2. There is a requirement for capital works and Newby Hall has also noted that the roof is not looking good.

The need for wraparound care was discussed as this is a requirement for many parents and may be affecting school numbers. Governors discussed the need for after school care and whether they should agree funding in the short-term to see if this made a difference.

Expenditure on the outdoor area (Geoboulders) was also discussed in details and how this expenditure would be distributed if Skelton School was deemed unsustainable. The Head explained that the school assets would be distributed across the schools which take in this catchment.

The Bursar explained the need to spend money on the children in school now. School needs to be made attractive to increase pupil numbers. The budget distributed includes the costs discussed above.

The Geoboulders would make the outside space look more attractive and provide a climbing wall. Children attending Skelton like outdoor activity and are out in all weathers so they would be an effective addition to school facilities.

Governor challenge: wouldn't it be more useful to use the money for wraparound care?

PE money could be used to supplement the outdoor changes (geoboulders) so there is still money for wraparound care.

Governors APPROVED expenditure on wraparound care

Governors APPROVED expenditure on the Geoboulders (by majority)

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| | <p>Nursery at the moment has 2 children with 45 hours. The Bursar has made a conservative prediction for 1 child in the budget going forward.</p> <p>Pupil Premium numbers are relatively high.</p> <p>Sports funding is currently blanket funding plus per pupil. If numbers drop below 15 it becomes a lump sum.</p> <p>Supply costs are shared with Sharow.</p> <p>There is £5k set aside for tidying and making the outdoor area more attractive.</p> <p>Governors APPROVED the Start budget.</p> <p>Governors thanked Sian for presenting the budgets and she left the meeting at 6.52pm.</p> | |
| GB10 | <p>Nursery and School Meal charges</p> <p>It was noted that what school is charging does not cover the cost of school meals. This is currently a loss of 13p per meal per day. New charges were discussed – school pays £2.73 per meal but gets £2.60 in.</p> <p>Governor challenge: is this about nutrition and education or making money? What about the wellbeing of the child, is there an educational payoff? If you are eligible you can apply for free school meals and we try to encourage those we think are eligible to apply.</p> <p>Quality of the food and whether it is child-friendly were also discussed and it was decided to approach NYCC Catering to see if this can be improved in consultation with parents and children.</p> <p>Governors APPROVED a 3p per term increase for the next academic year.</p> | School |
| GB11 | <p>Governor Training</p> <p>Governors also agreed that there should be a parent consultation on this matter.</p> <p>Noted that new governors need to do introduction to governance training. VJ and JR to contact school to arrange this.</p> <p>Governors should also be attending Governor SINS. The Chairs asked that at least one other member attend and report back. School/Clerk to distribute dates... this needs booking through school.</p> | School |
| GB12 & 13 | <p>Pupil Premium and Sports Premium</p> <p>Standing items with nothing to discuss at this time.</p> | School/ clerk |
| GB14 | <p>Policies for Approval</p> <p>The following policies/guidance had been distributed before the meeting and were APPROVED for use in both Federation schools</p> <p>Charging and Remissions Policy (see below) Information Policy v2 Information Security Incident Reporting Policy v3</p> | School |

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| <p>GB15</p> <p>GB16</p> | <p>Information Security Policy v3</p> <p>The Head explained that within the Charging and Remissions Policy there is a cost change due to an increase in funding for nursery from the Government. This policy has been written bringing the costing in line when paid by parents.</p> <p>The Head also asked about the charges for nursery meals in light of the discussion under GB10 and Governors APPROVED an increase of nursery meals by 3p per term for nursery meals as well.</p> <p>Staffing and Class Structure</p> <p>Covered under GB 9 although governors agreed to consider a further meeting about staffing.</p> <p>Other matters for consideration</p> <p><u>Governor Monitoring Report</u></p> <p>JB had joined the SIA and Head to monitor PSHE and RSE. This report had been distributed before the meeting. JB reported that LC had done very well and governors agreed the report is very comprehensive.</p> <p><u>School Improvement</u></p> <p>The Head talked about School Leadership and the governor areas for improvement which are Ofsted areas for improvement.</p> <p>The SIA has a number of meetings before the end of term and she would like governors to join in with this monitoring which will be a mix of face-to-face and virtual meetings. Governors agreed the following representation:</p> <p>17 May (9.30-11.30, governor to join at 11am) – RN agreed to join at 11. w/c 25 May – JB agreed to join (this will be on computing) 8 June – full day on reading and deep dive 18 June (9.30-11.30) return to assessment for learning – follow on from 17 May – RN agreed and it is hoped this will be in school. 29 June (1.30-3.30) to evaluate the support from County and where the support plan is up to. Looking at the SEF/SIP. JacW 7 July, 1pm – RE focus. RN will join</p> <p>Noted that there is a need to appoint an RSE governor – JuW agreed to do this and will liaise with Tracey. There is a policy ready for consultation.</p> <p>Governor SINS discussed (see GB11)</p> <p><u>Church activities</u></p> <p>JB/RN raised a date of 9 June when there are churchyard activities with a number of experts available for school to use. They will be counting species in the churchyard and the children are welcome to take part.</p> <p>The Head agreed to look into the possibility of joining in.</p> | <p>Govs</p> |
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