



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 9 March 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, Lauren Copperthwaite, Jacqueline Whitaker, Victoria Johnson, Jonathan Redhead, Ruth Newton, Andrew Philpott

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

Minute No.		Action
GB 1	Welcome	
	<p>The Chair welcomed everyone to the meeting including the two new Parent governors Victoria Johnson and Jonathan Redhead.</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	Absences	
	<p>Justin Wheatley had sent apologies.</p> <p>The Apologies were accepted and approved.</p>	
GB 3	Declaration of interests in items for discussion	
	<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	Declaration of Confidential items	
	<p>Items to be discussed under GB25.</p>	
GB5	Notification of Urgent Other Business	
	<p>Nothing declared.</p>	
GB6	Minutes of the meeting	
	<p>Governors approved the following minutes for signature by the Chair.</p> <p>2 February 2021</p>	Chair
GB7	Matters Arising from the minutes	
	<p>Governor roles were agreed as follows with the new governors:</p>	

<p>GB8</p> <p>GB9</p> <p>Inc GB10 GB11 GB13 GB14</p>	<p>Behaviour and Attitudes – Jonathan Redhead Leadership and Management – Victoria Johnson Personal Development – Ruth Newton</p> <p>AP has been working on Governor training and would like all governors to email him with training they have undertaken so he can keep the records up to date.</p> <p>Governor Vacancies/skills audit</p> <p>There are still 2 Foundation Governor vacancies. This is an ongoing matter. RN agreed that it is a significant task and JP explained that anyone can be a Foundation Governor providing they are approved by the Church.</p> <p>Part C – Resources taken here, the Bursar was attending until the end of this item.</p> <p>Report from the Headteacher</p> <p>Reopening of school has gone well. It is very settled. Testing children (academic) will start soon to ascertain where they are and then a strong curriculum and interventions will start. Both schools aim to make sure the children know more and can do more rather than rushing through the curriculum.</p> <p>Governors were concerned about the pressure on schools. A governor was concerned about the wellbeing and creative aspects being lost with the need to catch up. The Head assured governors that these aspects have continued through the home learning and will be included in the summer term.</p> <p>Children have been doing some art at home and schools hope to do dance in the summer term. There is still no singing allowed in school.</p> <p>The Head is not envisioning summer school. The staff have a conviction about doing the right thing for their children. Governors trust the staff to do the best for the children.</p> <p>There have been lots of lessons learnt during lockdown. One teacher is working from home (shielding) and she is doing interventions online.</p> <p>Governors agreed that the Chair should write an email to the whole staff and a letter to parents thanking them for keeping things going.</p> <p>A parent governor reported that she was over the moon with the quality of the lesson planning and delivery.</p> <p><u>Impact Reports for Maths and English</u></p> <p>These had been circulated before the meeting.</p> <p>Maths</p> <p>The Maths lead reported that schools are now using White Rose Maths.</p> <p>Governor challenge: Concern was expressed that the data at the back of the report was not moving forward. Do you think you are going to be able to address this?</p> <p>The Head explained the history of the Maths outcomes and explained that the lead was new to this position last Easter and has been working extremely hard on this but the recent school closures have affected the speed of moving forward. It was also noted that each cohort has its own targets due to the makeup of the children.</p> <p>The schools chose the White Rose because the scheme was specifically tailored for lockdown last year. It embeds previous work and there is a focus on not rushing through</p>	<p>Govs</p> <p>Chairs</p>
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	<p>(Knowing more and doing more). The Lead has checked in with the staff and designed the summer term. Schools have shifted to Maths Mastery which is already showing a huge impact in KS1. We will see this going forward.</p> <p>KS2 will take longer but the teachers are on board and Maths Mastery will have an impact. At the moment there are weaknesses in classes but this is still showing a progression with significant progress. In Summer term we will be using the intervention programme Shine too which is tied in with the assessment scheme.</p> <p>There is now a focus specifically on the areas to move forward. Time has been set aside for intervention. The children already have increased confidence levels. Everything is moving forward on this and will show in the next impact report.</p> <p>English</p> <p>The English lead had submitted her report. There has been a lot of groundwork.</p> <p>Staff confidence in using the recently adopted approach to teaching writing is so high they put together their own remote learning offer. Write Stuff has worked well and impact has been seen throughout the school closure. The children using it have reported a positive experience.</p> <p>Governor challenge: do we need to guide resources into this? Eg Reading in KS2 and aids etc. Is there anything additional to reading plus? School is looking into this. We need books that will engage children in reading. All books are now banded. Reading Plus is popular and has measurable impact.</p> <p>Governors expressed their thanks to the Maths and English Leads for their comprehensive reports.</p>	
GB10	<p>SENCO Update</p> <p>The SENCO report had been distributed prior to the meeting.</p> <p>There has been another EHCP funded</p> <p>The SENCO has done a lot of work on provision reports and adult support for the children. There are strong systems in place and staff know how they work.</p> <p>Governor challenge: The report mentions trouble with external agencies - can you elaborate? It is simply that things changed and we have had to resubmit a referrals. They now go to the SEND hub and get a response within a week which is much better.</p>	
GB11	<p>Pupil premium</p> <p>As discussed in the finance report, some of this money has been unspent due to Covid. We are investing in reading and maths. The data shows that these children benefit from these resources.</p>	
GB12	<p>Sports premium</p> <p>Staff have been working on this. There will be a cycling themed summer term at Sharow linked to the funding for a cycle shelter. We hope to hold a sponsored cycle ride and do bikeability etc.</p> <p>At Skelton children are less interested in team sports so we are looking into providing Forest School equipment for use at breaktime and outdoor clubs such as an archery after school club. We are taking an outdoor education approach.</p>	

<p>GB13</p>	<p>Safeguarding Report</p> <p>JuW has done a safeguarding visit remotely. This included the Skelton Ofsted action plan and the Single Central Record (SCR). This report had been distributed.</p> <p>SCR checks have been done and it is up to date. It is checked after new members of staff join the schools.</p> <p>Governor challenge: has there been extra provision to support wellbeing on return to school? Every half term staff complete a checklist and RAG rate them. Nothing tends to jump out as we discuss all the children all the time.</p> <p>Children are well managed and we now use CPOMS to record concerns.</p> <p>The children are buoyant and jolly and we have not seen any significant issues returning to school.</p> <p><u>Safeguarding Audit</u></p> <p>This is required every 2 years by NYCC. It is done with Senco/administrator and a governor. It then comes to Governors for approval.</p> <p>We have made an action plan for things identified.</p> <p>Governors APPROVED the Safeguarding Audit.</p>	
<p>GB14</p>	<p>Policies for approval</p> <p>The following policies/guidance had been distributed before the meeting.</p> <p>The following were acknowledged: Code of conduct implementation guidance Leave guidance Schools Model Information Governance Framework V2</p> <p>The following policies were APPROVED for use in both Federation schools</p> <p>Charging and Remissions Policy Code of Conduct (staff in schools) Educational Visits Leave Policy</p> <p>Workplace Health and Wellbeing strategy was created last year with actions. We are continuing with healthy schools. We have made sure that teachers have a suitable desk and chair. We have reviewed feedback and marking policy (for it to be more effective and have impact). We had a going home project for blue light services which has not been done yet due to school closures.</p> <p>Governors ADOPTED this policy</p> <p>Online learning Policy was deferred.</p>	
<p>GB15</p>	<p>To receive reports of Governor Monitoring</p> <p>Safeguarding report has already been discussed and reviewed under GB13.</p>	

GB16

Communication with Stakeholders

Parents/Governors/Staff have received the updated risk assessment.

There is weekly communication including helpful websites. Governors thanked schools for the updates which they enjoy receiving.

Teachers have been using phone calls and Teams to keep in touch. There has been lots of communication with home and parents have felt well supported throughout.

The Head has been in touch with parents to check on wellbeing and make sure parents had resources eg laptops.

There has been huge investment in communication throughout.

Part C – Resources (taken before item 9)

**GB17
/18**

Budget Monitoring

The Bursar explained that in the Spring term they are working towards the end of the financial year and the next meeting would be more significant.

The January monitoring report shows variances before the year end.

These are explained in the summary reports but the following apply for both schools:

There has been extra income from Red Kite

Covid catchup funding has been received (this is offset by increasing the resources budget to take into account this funding)

Donations and parental contributions show decreased meal income but there has not been the cost of the service to school either. It was noted that the schools have a fixed meal price contract for 3 years so there will not be increased costs next year.

There are underspends due to school closure eg supply and a saving on bills.

The Bursar has assumed that residential/trips expenditure and associated income lines pretty much cancel each other out and has therefore removed these from the calculations as they are unlikely to happen.

Governor challenge: What is the Red Kite money for? It is payback for Hart Alliance because they have not had venue costs for training.

To date there has been reduced spending on both Pupil Premium and Sports Premium. The Bursar suggested that this should be earmarked for expenditure in the coming year in these areas and not lost into the main carry forward.

Governor Challenge: Schools current balance percentage is shown – what does this mean and what percentage should we be looking at (monitoring report summary p2)? This is historic as schools used to have to spend their budget each year. However recently there has not been that emphasis so as governors you need to be aware that the budget is supposed to break even. Income must be spent accordingly to the children in school.

The Bursar also highlighted the following to governors:

Funding – Early years consultation has raised this from £4.09ph to £4.15 from April.

Budget deadlines have been brought forward to submit before 20 May (this may affect the next meeting date of 9 May, Bursar to confirm).

	<p>Funding statements have been sent out based on the October census information. There is no cap in gains, and the minimum funding grant is 2%</p> <p><i>Governor challenge had been submitted by email in advance by JWh who was not present today. The Bursar answered these questions.</i></p> <p>Governor Challenge: What is overall staff cost as a percentage of total income? The bursar has assumed income is funds delegated by the LA including early years funding. Skelton – 78%, Sharow 80.5%. This is in line with other similar schools.</p> <p>Governor Challenge: what are improvement initiatives. The Bursar includes things she has been asked to include in the budget eg items in the school development plan (SDP). These two documents (budget/SDP) should be interlinked.</p> <p>Noted that the schools do follow best practice for procurement by getting 3 quotations and contracts are reviewed annually to ensure they are getting Value for Money</p> <p>Governor Challenge: How do we show that PP expenditure affects outcomes? The Head explained that this year it has been very difficult, and schools need to look at this moving forward. It will show in the attainment data.</p> <p>ICT prices seem to be high in the Autumn report (noted that there has been expenditure in this area).</p> <p>Supply & services still use cluster purchasing and take advantage of purchasing for both schools to obtain discounts. Many services are purchased through NYCC.</p> <p>Noted that if the Bursar knows something looks unexpected compared to other schools she works with, she will point it out. The DfE now has a procurement team and some things are now being purchased through this route due to the very favourable rates.</p> <p>Services – JaW noted that there are long notice periods on some contracts which make it difficult to manage. The Bursar reported that this is part of her SLA going forward to ensure there is a contract review schedule fit for purpose. It was suggested this should be on the Autumn Agenda.</p> <p>Governors APPROVED 11 day staff absence cover at the high rate</p>	
<p>GB19</p>	<p>SFVS The Head and Chair have worked through this document which needs approving for submission</p> <p>Governors APPROVED the SFVS for submission.</p>	
<p>GB20</p>	<p>Benchmarking</p> <p>This had been discussed at the Autumn 2 meeting and above.</p>	
<p>GB21</p>	<p>Use of Devolved Capital</p> <p>The Bursar explained that this is for expenditure on the maintenance programme.</p> <p>Ms Snodgrass and the Head are looking at the digital vision and therefore need a budget for ICT equipment and screens in school.</p> <p>There is nothing significant on the condition survey. Internal maintenance is being reinstated in the school budgets.</p> <p>Governors thanked the Bursar for her reports. The Bursar left the meeting at 7.02pm.</p>	

<p>GB22</p>	<p>Health and Safety</p> <p>Risk assessment is regularly reviewed and distributed.</p>	
<p>GB23</p>	<p>To review staffing (taken under GB25, staff governors had left the meeting)</p> <p>See Confidential item</p> <p>2 committees are required for staffing committees. Governors for both Selection and Appeal Committees were nominated.</p>	
<p>GB24</p>	<p>Governor Training</p> <p>Please feedback to AP what you have done.</p>	<p>Autumn Agenda</p>
<p>GB25</p>	<p>Other matters for consideration</p> <p>See Confidential minute re staffing and federation</p> <p>Noted that Victoria and Jonathan had visited Skelton school.</p> <p>The staff governors left the meeting at 8.05pm before staffing was discussed.</p> <p>Governors APPROVED some expenditure required for recruitment</p>	
<p>GB26</p>	<p>How has this meeting impacted on the welfare and progress of our pupils</p> <p>Governors have discussed the reopening of the schools after the Covid closure Governors have looked at the financial position of both schools Governors have looked at the welfare of children Governors have looked at the future staffing of both schools</p>	
<p>GB27</p>	<p>Date of Next Meeting</p> <p>The next FGB meetings will be on</p> <p>4 May 2021, 6pm on TEAMS 13 July 2021</p> <p>CLOSE There being no further business, the Chair declared the meeting closed at 8.40pm.</p> <p>..... [redacted] (Chair)</p>	