



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

Minutes of a meeting of the Full Governing Body held at the school at 6.30 pm on 27 November 2019 (at Sharow School)

**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:** James Bradley, John Bushell, Christopher Cowper, Jacqui Palmer, Gemma Snodgrass, Lauren Copperthwaite, Jacqueline Whitaker, Ruth Newton, Justin Wheatley (wef 7.30)

**Others in attendance:** NYCC Zoe Watt (Clerk), Caroline Davies (Bursar)

Minute No.		Action
<b>GB 1</b>	<p><b>Welcome</b></p> <p>The Chair welcomed everyone to the meeting. Welcome to Ruth Newton, ex officio Foundation Governor.</p> <p>Governors were reminded of the confidential nature of the meeting and core functions of the GB.</p>	
<b>GB 2</b>	<p><b>Absences</b></p> <p>Andrew Philpott had sent apologies. These were accepted and approved.</p>	
<b>GB 3</b>	<p><b>Declaration of interests in items for discussion</b></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>	
<b>GB4</b>	<p><b>Declaration of Confidential items</b></p> <p>SIAMS update was deemed confidential.</p>	
<b>GB5</b>	<p><b>Notification of Urgent Other Business</b></p> <p>Nothing raised.</p>	
<b>GB6</b>	<p><b>Approval of minutes of previous meeting</b></p> <p>2 October 2019</p>	

<p><b>GB7</b></p>	<p>The minutes had been circulated. They were approved and signed by the Chair.</p> <p><b>Matters arising</b></p> <p>Jacqueline Whitaker to complete signing of all documents  Whistleblowers policy – all to read and sign in school  Governor information is on the website, GIAS - school to check this is up to date  Updated Standing Orders had been distributed before the meeting and were APPROVED  Mile a Day track – this is in progress  Appointment of John Bushell as LA Governor. Governors APPROVED this appointment as of today's date.  Meeting with staff has taken place. It was agreed that a better format should be sought.  Noted that a wellbeing governor is now being recommended.</p> <p>Governor Visits (GB xx)  Governors have attended a number of visits. JBush has been in for collective worship, CC has also attended. JWhit has looked at leadership and management and looked at the SDP.  Pay Panel has met</p>	<p>Govs  Govs  School</p> <p>Govs</p>
<p><b>GB8</b></p>	<p><b>Budget Management</b></p> <p>The Bursar explained the current situation at Sharow – the budget is on track.</p> <p><b>GOVERNOR CHALLENGE</b> – What is the contribution rate from parents?  School to check. It is voluntary.  We have challenges premises costs – water rates and a refund is due  There are more professional services costs. The overspend is £9912 but extra income is £25k.  In year position leads to a carry forward higher than forecast.</p> <p>Teachers pension grant was discussed and the implications for the budget.</p> <p><b>GOVERNOR CHALLENGE</b> – Leadership costs – curriculum leaders are shared across the federation but should the CPD and staff costs be better reflected in the budgets of both schools?  Increased supply for Sharow is for staff going to networks which benefit both schools. There is no supply budget at Skelton.  JP would like to look at curriculum basis. There would be a 70:30 split of costs.</p> <p>At Skelton (October budget monitoring). The start budget has extra to start because of SEN and PP funding.  Noted marketing the nursery has been a cost to school but necessary to secure the future of the school. The in year position is an overspend.  There are additional nursery children in January and the income is lagged so school has not yet seen it.</p>	<p>Govs</p>

School must seriously consider wraparound care. This will require courage and not pay for itself initially. Governors discussed ways of making this work for everyone.

**GOVERNOR CHALLENGE** – any more movement in numbers?

#### Revised Budgets

Sharow revised assumes 13 intake.

It was noted that 10 pupils is £45,000. The minimum cap on the amount of funding each pupil will bring in.

Teachers pay grant and pension grant have only been guaranteed until 21/22 so this affects the forecasts.

Sharow is a well-placed school.

Pupil Premium was discussed as was funding per pupil which is now in North Yorkshire currently (£3800), but the national funding formula will increase this to £4,500.

The various elements of this were discussed going forward.

**GOVERNOR CHALLENGE** – should we be using some of the carry forward? eg supply for leadership time? The Head would like to get a bit more before it is spent (eg to cover long-term teacher sickness).

The Revised Budget for Sharow was APPROVED.

#### Skelton

Brought forward is healthy

Nursery assumes 3 children and is based on 75 hours. Intake of 5 for 2020 is aspirational and we still reach a negative position in 21/22. County is well aware of the situation.

The revised budget for Skelton was APPROVED

#### Benchmarking

SFVS for both schools had been distributed.

SFVS – there is training for governors. This needs to come to the next GB for signing off.

JWhit, JP, AP, JB and JBush

Governors looked at the local benchmarking – graphs extract and asked questions.

Jan  
meeting

	<p>Sharow</p> <p>No HLTA post at present. It was felt that Sharow could use an HLTA as this would help with PPA cover etc.</p> <p>Staff costs per pupil were discussed. High ITC costs are due to investment.</p> <p>SEN costs high therefore support staff high which is reflected in the benchmarking.</p> <p><b>Report of the Headteacher</b></p> <p>This had been circulated prior to the meeting.</p> <p><b>GOVERNOR CHALLENGE</b> – Why are Vision and Leadership ineffective? This was discussed under SIAMs.</p> <p><b>GOVERNOR CHALLENGE</b> – Incidents at Skelton were questioned. It had been noticed on the governor visit that there seemed to be a disparity in reporting incidents at the two schools. However, it was noted that the older children's behaviour at Skelton seems to have improved since the children started in nursery. It was felt that they enjoyed being peers to the younger children.</p> <p><b>GOVERNOR CHALLENGE</b> – There is a question of teaching vs pupils in the cohort for results. We have to concentrate on quality of education for all children as this has had an effect on numbers. If the results are not good then we will not get the children joining school. It was noted however that the Skelton children behave differently when they come to Sharow on Friday afternoons.</p> <p>Staff know the children and can pre-empt issues across both schools.</p> <p>Tomorrow <b>SIA</b> and JP are doing a work scrutiny on books.</p> <p>There have been no complaints. Long term sickness is covered.</p> <p>The page 16 questions have been lifted from Ofsted information. They are looking for everything to be robust.</p> <p><b>GOVERNOR CHALLENGE</b> – When is Darren doing a monitoring workshop for governors?</p> <p>KCSE – all governors must have read and know what to do.</p>	
<p><b>GB9</b></p>	<p><b>SIAMS Inspection (Confidential)</b></p> <p>This took place today. Governors were involved.</p> <p>The inspection was discussed in detail and report explained.</p>	<p>Govs</p> <p>School</p> <p>Govs</p>

<p>GB11</p>	<p>Noted that the Vision statement and collective worship could be more aspirational.</p> <p><b>School Improvement Plan/Ofsted Actions/Report</b></p> <p><b>SIP</b> Attendance at Skelton is one family bringing the figures down.</p> <p>Monitoring Plan – Defer to next meeting.</p> <p>Partnership Improvement Plan – working amazingly well. Tells number of days from each service and what they expect the outcome to be.</p> <p><b>RE Report</b></p> <p>Governors agreed this was very good. Alex wrote it and it is very useful (see SIAMS)</p> <p><b>SIA reports</b></p> <p><b>GOVERNOR CHALLENGE</b> – Is there curriculum leader support for JP? There is HART alliance training for curriculum.</p> <p>Governors to upskill on Ofsted framework – deep dives etc.</p> <p>January training – morning will be Ofsted framework .</p> <p><b>GOVERNOR CHALLENGE</b> - Noted that KS2 RWM shows a 3 year declining trend? School aware of this and it is being addressed.</p> <p>School is working on phonics. The phonics tracker has improved everyone's understanding of where we stand and we have overhauled phonics teaching.</p> <p><b>GOVERNOR CHALLENGE</b> - How do you know your levels are right? We moderate across the cluster.</p> <p>KS1 results are Year 2.</p> <p>KS1 attainment.</p> <p><b>GOVERNOR CHALLENGE</b> – what is a culture of low expectation? This is shifting. Greater depth must be pushed.</p> <p><b>Collective Worship feedback:</b></p> <p><u>No feedback on questionnaires. We need to be studying these with more challenge.</u> Children provided little feedback about how collective worship changed their behaviour. We need to provide more challenge within our themes. We need global impacts.</p>	<p>Jan meeting</p> <p>Govs</p> <p>School/ Govs</p> <p>Govs/ School</p>
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	<p>It was noted that talking and shouting out/fiddling is improving.</p> <p>Inspector liked the feedback form – it shows the impact of collective worship</p> <p>GOVERNOR CHALLENGE – the feedback form is an instant form. How can the children know the impact so soon after it is delivered? Agreed that this may need some additional follow-up.</p> <p><b>Primary inspection data report</b></p> <p>Governors felt these were not very useful due to the number of areas which cannot be reported due to low cohort numbers. However, the head explained that these are accessible for Ofsted so governors should be aware of them and be able to explain the content (however minimal).</p>	
<b>GB12</b>	<p><b>Pupil Premium</b></p> <p>The Head will present the new form for reporting this next term. It will be a 3 year plan.</p>	
<b>GB13</b>	<p><b>Sports Premium</b></p> <p>This is to be compiled.</p> <p>Compulsory Pupil Premium and Sports Premium reports are on the website.</p>	
<b>GB14</b>	<p><b>Safeguarding</b></p> <p>Annual report to be presented to the next meeting.</p>	Govs
<b>GB15</b>	<p><b>Health and Safety</b></p> <p>The report had been distributed and there were no questions.</p>	
<b>GB16</b>	<p><b>Governor Training.</b></p> <p>CC, JB and LC had attended the Governor SIN. Governors asked for the noted to be distributed to all – School to assist in this.</p> <p>The effective governance training had been reassuring. Governors should try to attend the diocesan training. CC, RN and JP have attended worship training.</p>	
<b>GB17</b>	<p><b>Governor Visits</b></p> <p>AP, JB, CC have visited school and done reports.</p> <p>Combined resources.</p>	Govs

	<p>Share staff on Fridays and make best use of staffing and by using the sports coach.</p> <p>CC - staff and children – care for members of staff. Staff recommended plans . Still being developed.</p> <p>AP – behaviour monitoring. What happens with Reflections sheets? They are not monitored. Parents are not asked to come in.</p> <p>GOVERNOR CHALLENGE: Are children reflecting? Sheets should be looked with a member of staff.</p> <p>Behaviour stepping stones were discussed. Consequences 4 and 5 are not often used as they are not necessary.</p> <p>GOVERNOR CHALLENGE: Are there repeated offenders? Yes</p> <p>GOVERNOR CHALLENGE: Is the policy being used? Yes</p> <p>Staff try to pre-empt by making adjustments.</p> <p>Head checks on teachers with reference to using policies.</p>	<p>Govs</p> <p>School/ Govs</p> <p>Next Agenda</p>
<p><b>GB18</b></p>	<p><b>360 Review of the Chair (Confidential)</b></p> <p>In the absence of AP who compiled the report, the Chair went through the report.</p> <p>Actions for GB/Chair going forward</p> <ul style="list-style-type: none"> <li>• Ensuring actions are followed up</li> <li>• Develop a Plan</li> <li>• Get an external View</li> <li>• Delegation</li> </ul>	<p>Govs/ Chair</p>
<p><b>GB18</b></p>	<p>Signing In sheets for governors should be completed when you visit please.</p> <p><b>Policy Review</b></p> <p>Complaints Procedure</p> <p>This had been distributed and there were a number of questions but governors APPROVED the procedure, subject to it being revisited at the next meeting.</p> <p>All other policies were APPROVED</p> <p>Child Protection Policy Curriculum Health and Safety – Sharow Health and Safety – Skelton Infection prevention and Control Parental Leave Policy and Guidance Publication scheme</p>	<p>Govs</p> <p>Clerk</p>

	<p>Relationships and Sex Education  Snow and Ice Clearing Procedure  Whistleblowing  Whole School Food</p>	
<b>GB19</b>	<p><b>Any Other Matters</b></p> <p>SIP, HT report and Data had been distributed. There were no further questions.</p>	
<b>GB20</b>	<p><b>How has this meeting impacted on the welfare and progress of our pupils</b></p> <p>Governors have reviewed the SIAMS visit  Governors discussed the future – for now and in the long term  Budgets and SFVS have been monitored  The requirement for some governor upskilling/training has been discussed.</p>	
<b>GB21</b>	<p><b>Date of Next Meeting</b></p> <p>The next FGB meetings will be on</p> <p>Tuesday 28 January, 6pm  Thursday 12 March, 6pm  Wednesday 20 May, 6pm  Tuesday 14 July, 6pm</p>	
<b>GB22</b>	<p><b>CLOSE</b></p> <p>There being no further business, the Chair declared the meeting closed at 9.20pm.</p> <p><i>James Bradley</i> ..... <b>23/1/20.1</b> (Chair)</p>	