



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 29 January 2020 (at Skelton 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, Andrew Philpott, Jacqui Palmer, Gemma Snodgrass, Lauren Copperthwaite, Jacqueline Whitaker, Justin Wheatley

Others in attendance: NYCC Zoe Watt (Clerk)

Minute No.		Action
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.</p>	
GB 2	<p>Absences</p> <p>Christopher Cowper and Ruth Newton had sent apologies. These were accepted and approved.</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>Staffing, Federation Vision and provision of wraparound care at Skelton were deemed confidential</p>	
GB5	<p>Notification of Urgent Other Business</p> <p>Nothing raised.</p>	
GB6	<p>Approval of minutes of previous meeting</p> <p>27 November 2019</p> <p>The minutes had been circulated. They were approved and signed by the Chair.</p>	

<p>GB7</p>	<p>The confidential minutes were circulated, read, approved and signed by the Chair.</p> <p>Matters arising including Action Points</p> <p>Andrew Philpott agreed to be the Wellbeing Governor All governors have now signed the necessary paperwork. Governor information on the website needs checking SFVS will be brought to the next meeting.</p> <p>Noted that Darren is doing Governor training on 10 March at Scotton. Last night's training will be scanned and put on Sharepoint. Key points were strategic objectives, strategic direction and School Development Plan. Noted governors should be involved in the strategic direction of the school, not the day to day running.</p> <p>Monitoring plan – deferred</p> <p>The Head will do deep dives training before the next meeting on 9 March (5.30 start).</p> <p>Clerk still seeking clarification of complaints procedure from NYCC. Governors feel the cross-referencing is not quite right.</p>	<p>School School</p> <p>Govs</p> <p>March</p> <p>Clerk</p>
<p>GB8</p>	<p>Consider Governor Vacancies</p> <p>Foundation and Co-opted. The Head noted that a local school had recently recruited a number of new governors through the Chair.</p>	
<p>GB9</p>	<p>Report of the Headteacher</p> <p>This had been circulated prior to the meeting.</p> <p>Governor Challenge: SIAMS: how do we improve (both schools)? Children are now doing RE and the RE Subject leader has been on more training. We are following the NYCC syllabus.</p> <p>Governor Challenge: CPD/enriching subject leaders – how long does it take for the information to filter through the staff? We try to schedule someone to lead staff meeting to pass this on soon after training. We are having to change the way we teach and rethink progression maps. The whole focus is on knowledge. Knowledge checks take place as depth of knowledge is required. We have changed the way we deliver foundation subjects.</p> <p>Governor Challenge: Are they keeping it on board? Staff feel the impact is greater. It is much more prescriptive.</p> <p>Governor Challenge: How do you keep the level of engagement? Children seem to like it. They seem more engaged.</p> <p>Governor Challenge: Skelton Pupil Premium. Is that level recognised by the SIA and do they give us any advice to counter the feeling that this is a special school? The Head re-iterated that we are not a special school.</p>	

<p>GB10</p>	<p>Governor Challenge: In real terms we are nearly 50% pupil premium too? SEN reporting has changed in this report. Previously we were not putting children in who were receiving extra help. They should go on the SEND register once we provide over and above. We have to speak to the parents before we can put them on but we now have 70% SEND receiving support. They were previously receiving support but it was not recorded as such.</p> <p>Governor Challenge: Do they come off? Yes.</p> <p>Governor Challenge: What about statements? We only have one EHCP at Skelton.</p> <p>Staff absence was discussed.</p> <p>The Head explained the thinking about use of pupil premium for supplementing residential as this is different in the two schools.</p> <p>The Safeguarding governor is coming into school on Friday to check the SCR and staff documents which support it.</p> <p>Governors noted that they should have safeguarding training but again expressed the problem of getting time off to attend NYCC courses, again requesting some twilight training.</p> <p>Attendance is below NYCC target of 96.7%. Noted that one child has a huge impact in schools with low numbers.</p> <p>Governor Challenge: British Values – SMSC/British Values. Governors requested a report on this for the next meeting.</p> <p>Governors were pleased to see the link with carehome and this links well with SIAMS as well as being community-minded.</p> <p>Pupil Data Update</p> <p>Governors had received the data prior to the meeting. They asked many detailed questions about the classes in both schools with regard to progress. With the small cohorts one child makes a huge percentage difference so governors asked that in future it was not shown as a percentage, but as number of children in each category.</p> <p>Governor Challenge: is expected progress from the child’s starting point or against Age Related progress? It is against the child’s starting point.</p> <p>Governor Challenge: Why is there so little better than expected? Teachers assess cautiously in the Autumn term.</p> <p>Governor Challenge: what has happened to the children with greater depth at Skelton? We have changed how we are assessing children. This data is based on teacher assessment, previously tests were used. Tests now inform teacher assessment.</p>	<p>Clerk</p> <p>March meeting</p>
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<p>GB11</p>	<p>Governor Challenge regarding outcomes at Skelton. The Head explained that many children are SEND so that is where they are. These are end of year targets.</p> <p>SENCO update</p> <p>This had been distributed prior to the meeting.</p> <p>Skelton 75% in school are SEND and one EHCP. Quarter are autistic with a diagnosis.</p> <p>Sharow 12% SEND, 2% EHCP and of this 15% are SEMH.</p> <p>Governors agreed that this was a very useful, comprehensive document and thanked the SENCO for her hard work.</p> <p>Noted that all subject leaders are producing a report for their subject.</p> <p>The flowchart was discussed. Governors noted that the aim is to get SEND children back to the high quality teaching in the classroom.</p>	
<p>GB12</p>	<p>School Improvement Plan/Ofsted Actions/Report</p> <p>SIP</p> <p>Sharow</p> <p>We are already reaching our targets (based on FFT). KS1 there is work to do with Year 2. Governors agreed that this seems to be an accurate representation of the data we have been looking at.</p> <p>Governor Challenge: Overall as a year group they need some input. What are we looking to implement? There are additional things in place for these children. We need to track them. We have interventions going on.</p> <p>Governor Challenge: Noted that this is additional TA work – can't you do this as a class? It is a combination of things; we know the class. We need to make sure this class is supported. Year 2 are split over two classes. We need to keep a close eye on them and continuity.</p> <p>Governor Challenge: Will she be back? There are contingencies in place, we have to do the best we can.</p> <p>Governor Challenge: How would you hope to show impact? After half term and at the end of term in the data.</p> <p>Governor Challenge: What about progress in Year 2 there is lots of working towards? We are pushing all pupils in all abilities. Noted that Year 6 looks really good.</p> <p>Skelton</p> <p>Governor Challenge: there is lots of red. The head reported that school is working on it. Year 3 are all SEND with bespoke needs.</p>	<p>Check data</p>

	<p>Governor Challenge: Are Year 6 OK for support? Yes</p> <p>Noted that some Skelton need updating (Years 4 & 5)</p> <p>J Whe left the meeting at 7.15.</p> <p>The Head reported that the SIP is going as it should be.</p> <p>SEFs</p> <p>These were updated in early January.</p> <p>There is more work this year on the curriculum – this is a massive piece of work.</p> <p>Governors noted that on the Sharow SEF confidence levels are OK.</p> <p>The Head explained to Governors that these are the documents to help you answer the question “how do you know?”</p> <p>SIAMS SEF has been covered earlier in the meeting. We now know the judgement for Sharow.</p> <p>Noted that governors need to know the school visions and the federation vision and be able to discuss them. Do we have a 3 year vision? It needs to be a strategic vision driving the SIP.</p>	
GB13	<p>Pupil Premium</p> <p>The Head had distributed the 3 year plan prior to the meeting. Noted that the results shown are last summer’s against national – this data was discussed earlier in the year.</p>	
GB14	<p>Sports Premium</p> <p>This had been distributed prior to the meeting. Governors were happy with the document.</p>	
GB15	<p>Safeguarding</p> <p>The annual safeguarding report had been distributed before the meeting. The safeguarding governor has been in and this was very helpful. He raised some issues which have been addressed.</p> <p>The Head has been on the safeguarding network training.</p> <p>Governor Challenge: Noted that there has been one hate incident. This was use of an unacceptable word against another pupil probably due to lack of understanding but was still recorded.</p> <p>Governors approved the annual safeguarding report.</p>	
GB16	<p>Policies for approval</p> <p>The following policies were APPROVED</p>	

	<p>Anti-bullying Appraisal Recruitment and Selection Resolving Issues at Work Use of Sunscreen</p> <p>Accessibility plans had been distributed for governors' information. They include access to curriculum as well as building access. Noted that there is no accessible toilet at Skelton but the school is not suitable as there is not access to the upstairs classroom either.</p> <p>Single equality scheme – to be presented next meeting.</p> <p>GB17 To receive reports of Governor visits to School</p> <p>JWhe, the safeguarding governor had circulated his report. Governors agreed it was a good report.</p> <p>AP has been in and will report to the next meeting</p> <p>JWhi will meet with the SENCo and her mentor</p> <p>JWhe has also met staff and will circulate his report.</p> <p>GB18 Communication with Stakeholders</p> <p>Parent Forums were arranged. At Skelton no-one attended, at Sharow 6 parents attended and their question has been followed up since.</p> <p>Governors considered the possibility of setting up a formal Parent Council going forward. Parents will be consulted about this.</p> <p>GB19 Report from Visioning Meeting</p> <p>This was held on 15 January and notes have been circulated. They will be appended to these minutes.</p> <p>Governors had considered the long-term vision for the Federation (3 year plan). They noted that this needs more work but the aim is for both schools to be good at the end of this timescale. Sharow should have 115 pupils and Skelton 45. They had also considered the possibility of adding another school to the Federation.</p> <p>Governor Challenge: At what point would things become stable? This was a variable.</p> <p>Governors agreed that they must have tighter visioning in place by the end of the academic year.</p> <p>GB20 Report from Skelton Wraparound Care working party</p> <p>This was a very positive meeting. Governors had considered everything available in the area (times and prices).</p>	<p>March meeting</p> <p>School</p> <p>Govs</p>
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	<p>It was agreed that wraparound care was vital to the future of the school. It would be provided with an 8.00am start. After school it would be available until 6.00pm at £3.50 per hour. There would be a financial implication for school but it would also hopefully make it more attractive as it is very important to make this school seen as a mainstream school in the community.</p> <p>Governor Challenge: With regard to the longevity of the school – do the people at Newby Hall know? The Head will approach them in the hope of securing some support.</p> <p>GB21 To Receive Budget Monitoring Report</p> <p>Budgets have been updated.</p> <p>At Sharow there has been £7800 extra but an expenditure of £17000 so the carry forward goes negative.</p> <p>Governor Challenge: With regard to the Senco – should Skelton pay some of the release time (like the Head)</p> <p>Governor Challenge: The Senco gets one afternoon every 3 weeks for Senco time – could there be more which such a high percentage of send children at Skelton. The head agreed that the Senco could use more Senco time.</p> <p>Governors agreed that the Senco should get half a day alternate weeks.</p> <p>It was agreed that this was good use of money because it should help the data.</p>	Head Teacher
GB22	<p>Agree Staffing for 2020-2021</p> <p>This was deemed confidential and that staff members should not be present. Therefore it was considered at the end of the meeting.</p> <p>Governors APPROVED the staffing levels discussed.</p>	School to implement
GB23	<p>Health and Safety</p> <p>Deferred to the next meeting</p>	
GB24	<p>Governor Training.</p> <p>There is lots of Diocese training for governors to access.</p> <p>As discussed in Matters Arising: Darren is doing Governor training on 10 March at Scotton. Last night's training will be scanned and put on Sharepoint. Key points were strategic objectives, strategic direction and School Development Plan. Noted governors should be involved in the strategic direction of the school, not the day to day running.</p> <p>The Head will do deep dives training before the next meeting on 9 March (5.30 start).</p> <p>The Clerk had sent the Head a Governor self-review form. Governors will consider this later in the academic year.</p>	Govs

<p>GB25</p>	<p>Any Other Matters</p> <p>Nothing to consider</p>	
<p>GB26</p>	<p>How has this meeting impacted on the welfare and progress of our pupils</p> <p>Governors have considered the strategic future of the Federation Governors reviewed the data for both schools Use of Pupil Premium has been discussed The staffing structure for 2020/21 has been approved</p>	
<p>GB27</p>	<p>Headteacher Performance Management Recommendation</p> <p>Governors have agreed the Head's progression.</p>	
<p>GB28</p>	<p>Date of Next Meeting</p> <p>PLEASE NOTE THE CHANGE OF DATES FOR FUTURE MEETINGS</p> <p>Monday 9 March, 6pm (training at 5.30). Sharow School Monday 4 May, 6pm. Skelton School Tuesday 14 July, 6pm. Sharow School</p> <p>CLOSE There being no further business, the Chair declared the meeting closed at 8.50pm.</p> <p>..... [REDACTED] (Chair)</p>	