

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 2 October 2019 (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, Christopher Cowper, Jacqui Palmer, Gemma Snodgrass, Lauren Copperthwaite, 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, including new co-opted governor, Lauren Copperthwaite. Everyone introduced themselves.</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>Jacqueline Whitaker and Andrew Philpott had sent apologies. These were accepted and approved.</p>	
GB 3	<p>Election of the Chair and Vice Chair</p> <p>This had been done in the July meeting.</p> <p>Please note that under GB12 it was decided to revert to running the election of Chair and Vice Chair in the first meeting of the Autumn Term</p>	
GB4	<p>To confirm the signing of documents</p> <p><i>Annual Register of Business and Personal Interests</i></p> <p>Governors were asked to update or complete the Register of Business Interests which is kept in school. Those not present should complete before the next meeting.</p> <p><i>Register of Gifts and Hospitality</i></p> <p>Governors were reminded to declare any gifts and hospitality</p>	<p>Govs</p> <p>Govs</p>

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	<p><i>Confidentiality Agreement</i> Governors were asked to sign this document which is kept in school. Those not present should complete before the next meeting.</p>	Govs
	<p><i>Disclosure Declaration</i> Governors were asked to sign this document which is kept in school. Those not present should complete before the next meeting.</p>	Govs
	<p><i>Keeping Children Safe in Education</i> Governors were asked to read this document, which had been circulated prior to the meeting, and sign the register in school to confirm that they have read and understood it.</p>	
	<p><i>Whistleblowers Policy</i> This document was not presented at the meeting.</p>	
GB5	<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>	
GB6	<p>Declaration of Confidential items</p> <p>Nothing was deemed confidential.</p>	
GB7	<p>Notification of Urgent Other Business</p> <p>A governor noted concern from a member of the public that school cannot always be contacted in an emergency due to the shorter working hours of the office staff. This was discussed as there is a message service which is checked.</p>	
GB8	<p>Committees</p> <p>This had been covered at the July meeting. There will be 6 FGB meetings this year instead of committees. Members for essential panels/committees had been filled in July.</p>	
GB9	<p>To confirm the scheme of delegation to the Headteacher</p> <p>The Budget Management Policy has the amounts. This was not available.</p> <p>Governors RESOLVED that the Headteacher should have delegated authority to spend up to £5K.</p>	
GB10	<p>Appointment of Link Governors</p> <p>This had been covered in the July meeting.</p>	
GB11	<p>School Vision</p> <p>Stakeholders including Governors have formulated a new school vision – “We promise to flourish together”. There is a launch on 24 October at both schools.</p>	

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	<p>It was noted that governors need to be able to talk about this and everyone should be able to link it into the day-to-day life in school.</p> <p>Governors were reminded to fill in a visit form for filing in school</p>	
GB12	<p>Review of Standing Orders and Instrument of Governance</p> <p>The Clerk explained the Standing Orders to governors. It was agreed that there would be 6 meetings per year. It was AGREED to move election of the Chair and Vice Chair to the first meeting in the Autumn Term, and therefore the current incumbants would continue until this time next year.</p> <p>The Clerk will update the Standing Orders for school.</p> <p>The Instrument of Governance was discussed but It was AGREED that a skills audit is required before vacancies can be recruited. (Foundation).</p>	
GB13	<p>NGA Code of Conduct 2018</p> <p>This had been distributed prior to the meeting. Governors were asked to read and sign in school that they had done so.</p>	Govs
GB14	<p>Preparation/publication of Annual Statement</p> <p>The Chair had prepared this for publication and it was distributed at the meeting. Noted that before publication, the Clerk will confirm with the LA that this vacancy has been approved.</p>	Chair/ Clerk
GB15	<p>Confirm Governors details are on the website and GIAS is up to date</p> <p>Schools to check and confirm</p>	School
GB16	<p>Review and adoption of Policy Review Schedule</p> <p>This had been distributed before the meeting. Noted that Early Years Curriculum Policy has been added to Autumn 1.</p> <p>Governors adopted this schedule</p>	
GB17	<p>Approval of minutes of previous meeting</p> <p>10 July 2018</p> <p>The minutes had been circulated. They were approved and signed by the Chair.</p>	
GB18	<p>Matters arising</p> <p>IT provision has been purchased. Schools are moving onto Sharepoint and still using NYCC Support</p>	

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<p>GB19</p>	<p>Mile a Day track has not yet been installed as awaiting a further quote. Governor meeting with staff was offered but not taken up. Governors offered this again as it was agreed that there is a need to facilitate it. It was decided that it should take place immediately after a staff meeting one week in order to use time efficiently. GS will investigate and feedback what staff would like to discuss.</p> <p>Report of the Headteacher</p> <p>This had been circulated prior to the meeting. It shows where schools are currently against targets of the most recent Ofsted and SIAMS inspection criteria.</p> <p>SIAMS is hinged on the vision and on advice of the SIA, has been rated across both schools together. Noted that currently RE was ineffective and both schools are working hard to push this up.</p> <p>Governor challenge: is there any more support from the Diocese? It is about the schools doing it. The Head is meeting with a Diocese representative. The Head explained what is in place to bring this up. Governor challenge: What can the GB do to support you? Collect the evidence base</p> <p>Both Schools are currently Priority 4 schools with NYCC. At Sharow this is based on data and at Skelton the data and fragility. A support plan is being put together with lots of support, and there are dates in the diary already for meetings. We are working hard as a team goal.</p> <p>Governor challenge: was the Sharow data a surprise? The surprise was combined RWM which was low.</p> <p>Governor challenge: are you able to get people who want a Sharow place to look at Skelton? This is difficult as they don't see it as a Ripon school.</p> <p>PAN Skelton is 7 Sharow is 9. We would like to increase this to 15. Are governors in agreement?</p> <p>Governor challenge: What is the benefit? We would have consistent class sizes across school. Governor challenge: Do we have space for 15 in each year group? Yes, at the moment Year 4 has 22 which will have a knock-on in 2 years when they leave. This year we have taken 15 into Reception. This would provide more stability going forward.</p> <p>Governors APPROVED increasing the PAN to 15 children.</p>	<p>Govs/ Staff</p>
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<p>GB20</p>	<p>At 7.10 JWh left the meeting.</p> <p>There have been no complaints.</p> <p>Safeguarding – all governors to read KCSIE (see GB4) and sign in school There are no CP plans currently in place.</p> <p>Advertising for Skelton was discussed.</p> <p>Reading books linked to the phonics scheme have been purchased through FOSS. They are much better.</p> <p>We will be closely monitoring teaching and learning.</p> <p>There are increased expectations and by half term everyone will have been to cluster schools to see outstanding practice</p> <p>Staff morale is fragile at Skelton, Sharow is generally good.</p> <p>We are not buying into NYCC to serve lunches, TAs are doing this and it is bedding in.</p> <p>All professional development reviews have taken place.</p> <p>SEND is similar in both schools.</p> <p>School has had a request for flexi-schooling which the Head explained to governors.</p> <p>After considerable discussion Governors APPROVED for this case to go ahead with termly reviews, and with school keeping a close eye on progress and attainment. All requests will be treated on an individual case by case basis.</p> <p>There has been an exclusion at Skelton – the parents accepted this. Agencies are involved. This has not helped with the low level behaviour problems at the school.</p> <p>Premises – Skelton Early Years has been created. They will also host a Forest Schools toddler group which the school's children will be able to join in. Noted that Mukherjee Foundation funding may be available even in retrospect.</p> <p>Skelton – mile a day track still awaited. Damp has now been acknowledged by County and will be addressed at Easter.</p> <p>RSHE – 2020.</p> <p>Thank you for the very thorough report.</p> <p>Data Update</p> <p>Phonics is poor but new reading books have now been purchased linked to the scheme in school. This is a great improvement.</p>	<p>Govs</p>
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Governor challenge: Why? Reading books did not support the teaching of phonics. The delivery of phonics had weaknesses.

Governor challenge: is this being addressed? Yes

KS1

Mostly below national, and there are enough children to be statistically on track. (based on FFT data)

PP children made little progress.

Skelton children had a low starting point and they achieved what was expected.

There has been turbulent teaching.

KS2

When you look at the results – combined is the one which stands out. We need to work hard with the Greater Depth children.

Governor challenge: was this a surprise? Yes, the previous tracking had focus on progress but not on attainment and we need to track combined.

Governor challenge: will there be a change in approach? Yes. Tracking very carefully, raising expectations, focus on ARE – we must focus on all children making the right progress. Everybody knows what end of year targets are.

Governor challenge: Anyone who has to make accelerated progress has been identified.

Governor challenge: Is there any support for staff? Yes

Monitoring is much better and there is higher expectation. It is a collective responsibility. There is talk of raised expectations for children and staff, and links to the vision, we promise to flourish together.

Governor challenge: How many in Year 6 (15), how many did 11plus (4 actually took it). Short discussion on this.

Noted that a training session on data is owed to school and will be arranged.

Attainment over every year group in school in RWM is now being monitored. Current Year 5 at Sharow is approximately equivalent to national data. Progress is less than expected. We need to raise our game.

GB21

Noted that school targets are based on FFT aspirational.

School Improvement Plan/Ofsted Actions/Reports

The front page of the SIP was distributed and discussed in detail. It is based on Ofsted targets and the new framework.

GB22

Governors to be allocated to SIP priorities

Governors Work Planner

GB23

The Head presented the work planner off CYPS website to Governors. It was agreed that the meetings this year would follow this planner.

Timetable for Governor Visits

James Bradley 26/4/15

	<p>Governor visits will follow the Ofsted criteria</p> <p>Quality of Education – Justin Wheatley and John Bushell to monitor Behaviour and Attitudes – Christopher Cowper Leadership and Management – James Bradley Early Years – Jacqui Whitaker SIAMS – everyone</p> <p>All governors to arrange with the Head suitable times to come into school to monitor. They should look at their area and decide what to monitor in line with the School Improvement Plan. If governors have any concerns please speak to the Head about this.</p> <p>SIAMS will be a collective responsibility with Christopher to lead.</p> <p>Governors are concerned that they need more knowledge.</p> <p>Governor challenge: is there any format for monitoring collective worship? John B will come in to monitor on either Tuesday (child led) or Thursday (teacher led) at 12.45. John will arrange when with the Head.</p> <p>All Governors are to look at the SIAMS framework/last inspection (on the old framework).</p>	<p>Govs</p> <p>Govs</p> <p>Govs</p> <p>School/ Govs</p>
GB24	Governor Pay Panel	Next Agenda
GB25	<p>Covered under GB9. Date to be arranged before half term</p> <p>Governing Board Skills Audit/Constitution</p>	
GB26	<p>The skills audit results are required before recruiting into the Foundation vacancies.</p> <p>Pupil Premium</p>	
GB27	<p>Deferred to next meeting.</p> <p>Sports Premium</p>	
GB28	<p>Deferred to next meeting</p> <p>Safeguarding Report</p>	
GB29	<p>Deferred to next meeting</p> <p>Health and Safety Update</p>	
GB30	<p>Deferred to next meeting</p> <p>Budget Monitoring Report</p>	
	Focus of next meeting	

James Bradley 27/6/19

GB31

Policies for approval

The following policies had been distributed and were APPROVED for use in both schools:

Child Protection Policy
Collective Worship
CYFS Curriculum Policy
Handwriting and presentation Policy
Homework Policy
Intimate care policy
School Medical policy
SEND Policy
Substance misuse policy
Teaching and Learning Policy
Volunteer Policy

GB32

Governor Training

Governor SINS in Autumn Term will cover new Ofsted Framework, 1700-2000

Northallerton 19 November
Harrogate pavilions 21 November

Summer
Northallerton 28 April
Harrogate Pavillions 12 May

Other NYCC training

Prevent updates – 14 October
Introduction to Governance 23 October and 27 November
Complaints – 23 April (at least one governor on the panel must have this training)

J Wheatley to be asked to attend SVFS training

Data training for all

Noted the need for governors to know what their Prevent duty is. Also to have read KCSIE and child protection policy and to sign in school to confirm this has been done.

GB33

Governor Vacancies/succession planning

Awaiting confirmation that John Bushell is an LA Governor
2 vacancies as Foundation Governors
1 co-opted Governor will become available

Jana Zedley 27/11/19

<p>GB34</p>	<p>Note from Clerk. Contacted Governor Support after the meeting, they have nominated John and Governors must approve him. Since the Governors put him forward to the LA it would seem practical to assume his move until this is agreed until voting him in next meeting.</p> <p>360 Review of the Chair</p>	<p>Next meeting</p>
<p>GB35</p>	<p>AP has completed this but sent apologies. Deferred to next meeting.</p> <p>Urgent Matters for Consideration</p>	
<p>GB36</p>	<p>Nothing raised.</p> <p>How has this meeting impacted on the welfare and progress of our pupils</p>	
<p>GB37</p>	<p>Pupil Outcomes and initiatives to improve them were discussed School Improvement Plan was considered Resource Provision for both schools was discussed</p> <p>Date of Next Meeting</p> <p>The next FGB meetings will be on</p> <p>27 November, 6pm at Sharow School Tuesday 28 January, 6pm Thursday 12 March, 6pm Wednesday 20 May, 6pm Tuesday 14 July, 6pm</p> <p>CLOSE There being no further business, the Chair declared the meeting closed at 8.30pm.</p> <p><i>Muel Bradley</i> [27/11/15] (Chair)</p>	

