



**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 at 6.00pm on 22 September 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: Jacqui Palmer, Gemma Snodgrass, Ruth Newton, Justin Wheatley**

**Others in attendance:** NYCC Zoe Watt (Clerk), Matt Blyton (NYCC SE A, until 6.30pm); Matt Welby, Di Tunnard and Chris Smith are observing awaiting confirmation as governors.

<b>Minute No.</b>		<b>Action</b>
GB 1	<p><b>Welcome</b></p> <p>The Chair welcomed everyone to the meeting. Governors were reminded of the confidential nature of the meeting and core functions of the GB noted on the Agenda.</p> <p>The Chair then introduced Matt Blyton – SEA who has come to introduce himself to Governors.</p> <p>Matt explained that he is the new Senior Education Adviser (SEA) for the Federation. He has recently met with the Head and chair and had a tour of both sites.</p> <p>His role is monitoring, support, challenge and intervention by holding the leaders to account for the LA. Support equates to help for the Head. He will be a critical friend and his background is in primary education. He has 13 years experience in the NYCC advisory service. All schools have been categorised by the LA and both in the Federation are in category 4. This means that there is considerable number of hours for him to support the schools.</p> <p>There is a partnership support plan to help get through this period of challenge and it is a generous offer. There are many small schools in NYCC and they need help so they have increased the tariff time to work with the schools.</p> <p>On 11 October the Head will present the self evaluation/school priorities and plan to support across the year. There will be governor training for challenge and monitoring and an inspection training session.</p> <p>Matt noted that Ofsted are working about 6 terms behind the normal inspection schedule but this does not mean that schools should not be Ofsted ready.</p> <p>Having set out his role Matt left the meeting.</p>	
GB 2	<p><b>Apologies for Absences</b></p> <p>John Bushell, Victoria Johnson and Lauren Copperthwaite had sent apologies, these were accepted and approved. Jonathan Redhead was not present.</p> <p>Chris Smith (observer, awaiting confirmation) joined the meeting at 6.25.</p>	
GB 3	<p><b>Election of the Chair and Vice Chair</b></p> <p>Justin Wheatley expressed an interest to continue as Chair, there were no other volunteers.</p>	

	<p>Justin Wheatley was APPROVED as Chair for a one year term</p> <p>Ruth Newton offered to take up this role with the proviso that she did not have the capacity to take the role of Chair going forward, there were no other expressions of interest.</p> <p>Ruth Newton was APPROVED as Vice Chair for a one year term.</p> <p>Both Justin and Ruth explained that they would not want to continue in post for a long period and that succession planning was required. They would like other governors to shadow the roles with a view to taking them in the future. Governors were asked to consider this (given that approval is still being sought for 3 members of the board).</p>	
GB4	<p><b>Annual Register of Business and Personal interests</b></p> <p>Governors were reminded to complete this form and return it to school.</p>	
GB5	<p><b>Register of Gifts and Hospitality</b></p> <p>Governors were reminded to declare any gifts to the school office.</p>	
GB6	<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>	
GB7	<p><b>Declaration of Confidential items</b></p> <p>Nothing noted at this time. To be considered during the meeting.</p>	
GB8	<p><b>Notification of Urgent Other Business not previously notified to the Chair</b></p> <p>DBS Wraparound care appointments and free places</p>	
GB9	<p><b>To confirm the scheme of delegation to the Headteacher</b></p> <p>This is contained within the Budget Management Policy which was not available at this time. Governors APPROVED spending limits the same as last year.</p> <p>Governors APPROVED that the Headteacher should have delegated authority to spend up to £5k.</p>	
GB10	<p><b>Standing Orders</b></p> <p>The standing orders had been distributed before the meeting. Discussion to take place later in the meeting to agree the number of meetings. Governors were happy with the timescales in the standing orders.</p> <p><i>Note from clerks training (25/9) – NYCC is in the process of approving new standing orders to take into account hybrid meetings etc. Once received governors can approve this as an up to date document.</i></p>	CLERK
GB11	<p><b>The NGA Code of Conduct had been distributed with the papers.</b></p> <p>Governors APPROVED the NGA Code of Conduct 2021</p>	
GB12	<p><b>Approval of the Minutes of the previous meeting</b></p> <p>Governors approved the following minutes for signature by the Chair.</p> <p>8 September (for July) 2021</p>	

GB13	<p><b>Matters Arising from the minutes</b></p> <p>Nothing to raise.</p>	
GB14	<p><b>School Improvement/Ofsted Actions/Report</b></p> <p>The SEF (self evaluation form) is based on information from last year. It is a mixture of SIAMS and Ofsted.</p> <p>The document identifies actions and will be looked at by stakeholders</p> <p>SEF = opportunity to see what has gone on.</p> <p>SIP (school improvement plan) = priorities for this year</p> <p>The SIP is a live document e whole document is constantly updated. Difficulties in school at the moment have limited the time to begin to work on it so some milestone dates may need to be extended.</p> <p>Last year the governing board created a strategic vision. The SIP reflects these strategic goals which were set by the Governing Body. Governors noted and appreciated the clear continuity stemming from school vision, through strategic goals, and then into school improvement,</p> <p>Governors APPROVED the school improvement plan.</p> <p>GOVERNOR CHALLENGE: In H&amp;S asbestos monitoring checks are mentioned – what is this? An asbestos survey shows where there is asbestos in schools. This is safe if left alone and will be monitored regularly. The new training suggests photographing it so that changes can be recognised. At Skelton it is under the floor in the outside classroom and in both schools in the boiler house. The school admin has undertaken training to monitor.</p> <p>GOVERNOR CHALLENGE: There were 4 H&amp;S actions at Skelton: Asbestos (see above), legionella, DSE assessments and emergency lighting. The Head explained that the legionella checks had missed the cold water system – this has been rectified, DSE assessments are taking place and the emergency lighting requires a key which is also being rectified.</p> <p>GOVERNOR CHALLENGE: who is the designated teacher for PLAC/LAC – this is the Head who has done the training but would seek support if a number of children arrived at the Federation schools. The Head would be the point of contact and liaise with the Virtual Head.</p>	SCHOOL
GB15	<p><b>Pupil Premium</b></p> <p>Standing item with no updates. Noted that Matt Blyton champions service pupils and will be a great source of knowledge with this.</p>	
GB16	<p><b>Sports Funding</b></p> <p>Standing item with no updates.</p>	
GB17	<p><b>Safeguarding</b></p> <p>GOVERNOR CHALLENGE: Who is the DSL and who is responsible if she is not around? The Head is the Safeguarding lead. Kirsteen Dixon is base leader and DDSL</p> <p>The Head reported that the Single Central Record has been checked by NYCC HR department this term. This was very rigorous. The report will be shared with governors.</p> <p>The Head is undertaking 4 hours of training next week on the effective culture of safeguarding in your school.</p> <p>All Governors to read KCSiE (Keeping Children Safe in Education) and email school office/clerk to confirm this.</p>	HEAD

<p>GB18</p>	<p>Nothing further to report since the last meeting.</p> <p><b>Governor Effectiveness</b></p> <p><u>GB Management Plan:</u></p> <p>The Chair has compiled a Governing Board Management Plan from various sources. It looks at strategic and financial priorities</p> <p>The main areas are:  Finance and Resources  School Improvement  Safeguarding</p> <p>We currently pay for 6 meetings per year but the Chair would like to increase this to 8. This has financial implications.</p> <p>Governors APPROVED 6 FGB and 2 committees</p> <p><u>Improvement Priorities:</u></p> <ol style="list-style-type: none"> <li>1. <u>Training and organisation.</u> The Chair explained that all governors must undertake some training to improve effectiveness. We can't challenge appropriately if we do not have the knowledge.</li> <li>2. <u>Organisation.</u> Membership of the Board and attending meetings is essential. Going forward there must be clarity of expectation and accountability with a timescale for all actions.</li> </ol> <p>Actions. A table of actions and timescales will be added to the minutes.</p> <p><u>3. Effective Monitoring.</u> We must ensure we follow a timetable and report back to the FGB meetings.</p> <p><u>4. Academies Programme</u> – we have been asked by the Diocese to consider this. The Head has forwarded the Diocesan newsletter and asked all governors to attend one of the briefings:</p> <p>1 October 9.30-11am  4 October 4.30-6pm  6 October 6.30-8pm</p> <p>These are all virtual. Proper consideration should be given to this area going forward. Governors agreed to review it at the end of the year.</p> <p><u>Working parties:</u></p> <p>2 working parties are required: Skelton strategy and Governor communication (two-way communication is required)</p> <p>The Governing Body to provide a remit.</p> <p>MW agreed to work on social media and be part of this group.</p> <p>Chair and Vice Chair will write remits for the 2 working parties by 10 October and email round.</p> <p>Staffing at Skelton School was discussed as was the current workload of the Head which is unsustainable.</p> <p>GS and CS agreed to be on the Skelton working party.</p> <p><b>GOVERNOR CHALLENGE:</b> What can the GB do to help the Head? The Head explained that at the moment she is unable to do her duties like meeting staff. The Governors agreed to help man the wraparound care occasionally while this situation is resolved.</p>	
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	<p>Communication</p> <p>JR and VJ will be asked to join this working party.</p> <p>KCSiE</p> <p>All Governors to read and confirm (see safeguarding)</p> <p>GDPR</p> <p>The Head confirmed that this is in place.</p> <p><b>To appoint Governors with specific responsibilities</b></p> <p>Not yet assigned safeguarding, H&amp;S, Health and wellbeing, Improve reading across federation, develop early years provision</p> <p>Matt Welby - SEND, reading, early years  Di Tunnard– School Vision and personal development  Chris Smith – all children will flourish  Justin Wheatley– curriculum  Ruth Newton - Leadership  Gemma Snodgrass – Ofsted compliant website</p>	CHAIR
GB19	<p><b>To agree a timetable for Governor Visits</b></p> <p>All governors were asked to attend training on 5 October 4.30-6.30 – Monitoring and evaluating your church school. (MB to be rescheduled as it was felt this was important training from the Diocese)</p> <p>Each link governor will be asked to plan their monitoring cycle After they have attended monitoring training. They will be provided with a structure for planning their monitoring.</p>	GOVS  Clerk/ govs
GB20	<p><b>Governing Board Skills Audit/Constitution/Re-constitution/Governor details</b></p> <p>The skills audit needs updating with the new governor details. This will identify areas requiring training. Action</p> <p><b>Governor Training</b></p>	GOVS
GB21	<p>There is bespoke training for Governors in the Federation. All governors are asked to attend on the following dates:</p> <p>Tuesday 9 November – 6.30-8pm  Tuesday 18 January – 6.30-8pm  Tuesday 8 March – 6.30-8pm</p>	
GB22	<p>There are also a number of NGA elearning courses. Please let school/Chair/Clerk know when you complete any of these.</p> <p><i>Note from Clerk – NYCC courses are not yet published but all new governors should complete an introduction to governance training course.</i></p> <p><b>Communication</b></p> <p>This will be covered by the working party discussed above.</p> <p>GOVERNOR CHALLENGE; Can we have an informal Whatsapp group? Agreed this would be possible.</p> <p><b>Policies for Approval</b></p>	

<p>GB23</p> <p>GB24</p> <p>GB25</p> <p>GB26</p>	<p>The following policies/guidance had been distributed before the meeting and were APPROVED for use in both Federation schools</p> <p>Allergens Policy  Children with health needs who cannot attend school Policy  Designated teacher for LAC/PLAC  Disciplinary Procedure  First Aid Policy  Scheme for paying Governor Allowances</p> <p>Health and Safety Policy – Skelton  Health and Safety Policy – Sharow  School Medical Policy  Probationary Procedure</p> <p><b>Headteacher Performance Management</b></p> <p>This meeting has been postponed until 13 October at 4pm. Another governor is required for the committee.</p> <p>The Chair will email all governors to fill this.</p> <p><b>To deal with any matters agreed for consideration under item 5</b></p> <p><u>DBS Checks</u></p> <p>The Head explained that previously Governors had approved renewal of all DBS checks every 5 years. However NYCC do not demand this and they deem their spot checking to be sufficient. It does save time and money. She would like to reduce the time and cost to school by reverting to the NYCC checking system.</p> <p>Governors APPROVED the return to random sampling for renewal of DBS checks.</p> <p><u>Wraparound Care</u></p> <p>The Head explained the current situation with regard to supervision/recruitment of staff. Governors were concerned for the welfare of the Head and agreed to help while all checks are undertaken on those who have been recruited.</p> <p>The Head then explained that staff cannot help in club if they have to pay for their children. She would like governors' thoughts on this.</p> <p>Governors AGREED free places should be given at the discretion of the Head.</p> <p><u>Headteacher Wellbeing</u></p> <p>The Head sought Governors approval to work from home one day per month as a strategic day.</p> <p>GOVERNOR CHALLENGE: would this be one full day or two half days? One Full Day as it would be most effective to do that.</p> <p>Governors APPROVED a full day per month for the Head to work at home.</p> <p><u>Foundation Governors</u></p> <p>RN sought clarification from the Instrument of Governance on who appoints Foundation Governors. The Instrument says it is the Diocese of Leeds.</p> <p><b>How has this meeting impacted on the welfare and progress of our pupils?</b></p>	<p>JWH to contact VJ</p>
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