



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 6.00 pm on 24 November 2020

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, Justin Wheatley, Jacqui Whitaker, Andrew Philpott, Ruth Newton

Others in attendance: NYCC Zoe Watt (Clerk), Sian Carling (Bursar, 6-7.00pm), Darren Dudman (Diocese, 7-8.30pm)

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 noted on the Agenda.</p>	
GB 2	<p>Absences</p> <p>There were no apologies.</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>Governor Vacancies/skills audit</p> <p>Parent governor elections are currently taking place with a closing date of 27 November. All parents had some skills required by the skills audit.</p> <p>Co-opted Governor vacancy. JuW explained that JaW was out of office and as co-chair, it would be sensible for her to take this position. Governors approved Jacqui Whittaker as the new co-opted governor with a term starting on 24/11/2020.</p> <p>Associate Governor – JuW explained that he had asked James Bradley if he would be willing to take on this role. There was considerable discussion about</p>	

	<p>this (see confidential minute) before a confidential vote was taken. This position was not approved by the Board.</p> <p>There are still 2 Foundation Governor vacancies.</p>	Govs / School
GB5	<p>Declaration of Confidential items</p> <p>GB4 discussion was deemed confidential.</p>	
GB6	<p>Notification of Urgent Other Business</p> <p>Information about Governor recruitment to be discussed under GB31.</p>	
GB7	<p>Minutes of the meeting</p> <p>Governors MUST APPROVE The minutes of the meeting on 29 SEPTEMBER 2020 for signature by the Chair.</p>	For next meeting
GB8	<p>Matters Arising from the minutes</p> <p>Outstanding: JaB has purchased a gift for Christopher Cowper to thank him for his service on the governing body. Governors to arrange to get donations to James for this. Governors who have not done so please deliver donations to James's house as a matter of urgency. Noted that CC had sent his thanks to governors for this.</p> <p>Possibility of Mukherji money for works – Head yet to investigate</p> <p>Induction checklist for new governors – prepared and circulated. Comments to JWH please. If you are happy to be a mentor, please let the Chair know.</p> <p>The Head informed governors that there is other governor training which will be funded for 12 months due to the RI nature of Skelton but the whole governing body must be committed to making the most of this opportunity because of the outlay involved. The previous Chair was in the process of registering for this, co-chairs to take up this duty. (Was this done please?)</p> <p>From previous minutes: All documents governors were to read are now signed off and recorded in school.</p> <p>Governors agreed to continue with the co-chairs deputising for each other and therefore there being no requirement for a Vice chair at this time. However it was also agreed that a vice-chair would be useful for succession planning if anyone would like to step forward.</p> <p>Governor Visits (carried over from last meeting and not discussed). It was agreed that these will be virtual for the foreseeable future. The Diocese training had confirmed that it is not necessary to be in school to monitor. Areas for monitoring will be based on the SIP. Therefore the new co-chairs will meet with the Head to formulate a plan and this will be presented at the next meeting.</p>	<p>Govs</p> <p>Head</p> <p>Govs</p> <p>Chairs</p> <p>Govs</p>

<p>GB9</p>	<p>[last years minute:</p> <p>Timetable for Governor Visits</p> <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>Budget Monitoring</p> <p>The Budgets and Benchmarking had been shared prior to the meeting. Governors had submitted questions for clarification in advance of the meeting.</p> <p>The Bursar explained that:</p> <p>All years show delegated minimum funding guarantee of 2% going forward. Schools currently receive teachers pay and pension grants which were shown on separate lines but going forward they will not be shown in this way. Increment assumptions of 3% have been included for traded services eg cleaning, Mass etc</p> <p>The Bursar also explained how pupil numbers affect funding. The numbers for the April-March financial year are based on pupil numbers in the October census. This means that pupils arriving after October are not funded the following year. If the leavers include a high number of pupil premium students then this also affects income.</p> <p>Noted that for both schools there have been some budgetary changes resulting from the school closure in the summer term reducing costs. This then makes the following year look excessively high as it is a 3 term year, not a 2 term year.</p> <p>Budgets show parental contributions only for the current academic year (and in this case, refunds). The assumption is that these have an almost nil effect on the budget.</p> <p>Sharow</p> <p>The forecast has been updated for the October census numbers – 95 in school including an intake of 15. She has predicted 15 intake every year going forward.</p> <p>Version 1 has been compiled assuming Federation Fridays do not happen for the rest of the school year due to Covid. There are savings included for when school was not open in the summer term.</p> <p>Version 2 is based on Federation Fridays and a class structure change.</p>	<p>Chairs/ Head</p>
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Governor challenge: what is the class structure change? One day join classes together in the afternoon. This would be Class 2 and 3 (giving a class size of 26)

Governor challenge: will they have a TA? Yes

There was discussion about whether this would work. One staff member saying it works fine, but another concerned that with younger children it could be difficult as they need more help.

The bursar explained that the level of teaching support in the budget is very high for the size of school. Governors accepted that there are a number of children with 1:1 TAs.

Governor challenge: It is difficult to justify removing TAs for the need of the pupils especially when there has been learning loss due to Covid.

The Bursar explained that all schools are in the same position with regard to learning loss so this is not a justification.

Governor challenge: Is there any way we can address this?

Every school is getting catch up grant, and every school is in the same situation. We have to make assumptions that we are returning to normality in the budget forecast.

Governor challenge: as an RI school, removing more support will put more pressure on staff and children making progress. We cannot get into this situation.

If you use V2 Sharow that will not be accepted by the LA as a deficit (£17k). They will tell you you need to justify the deficit, make improvements and show how you will balance the books. This requires a reduction in FTE.

Governor challenge: There is money in the budget for external staff. Could we look at an alternative to save this? The French teacher is on contract (a restructure would be required). Other staff come out of sports funding and therefore have little effect on the overall budget.

Governor challenge: you say teaching provision is higher than expected, where would you expect this to be?

On a purely numbers basis, we would expect 30 children in a class. You currently have 5 classes. TA support would usually be half days in class. Staffing is 87% of the budget. The only way to decrease the deficit is with the staff structure.

Governor challenge regarding separate vs joint budget for the Federation. This has been discussed before and it was agreed that the schools should continue to have separate budgets. It was noted that as Skelton has an in year deficit this would not be sustainable and would not solve the problem.

<p>GB10</p>	<p>Governance Review with the Diocese</p> <p>Darren Dudman joined the meeting to discuss the formulation of a Governor Development Plan which links to the SDP. Governors had had a task to complete prior to the meeting to help formulation of the Plan.</p> <p>This is a process which helps to achieve completion of strategic priorities. It can be a 3-5 year plan. Governors should be aware therefore, that they may not still be on the Board on its completion and parent governors should be aware that their children may have left school.</p> <p>The priorities should come from the school vision to provide goals. The SDP should help the Board achieve these aims.</p> <p>The process should identify critical outcomes. The SIAMS inspection schedule encourages “courageous advocacy”. The results of the process should identify 3 steps to success.</p> <p>This is a <u>strategic</u> document and not operational. The Head has to decide how the priorities are met.</p> <p>It should be reviewed annually to check it has met strategic milestones.</p> <p>Governors then worked through the plan with Darren. Completing the first point. Darren will put this on a development plan for Governors to amend and look at the other points.</p> <p>There were no further questions. Governors thanked Darren for this time and he left the meeting at 8.30pm</p>	<p>Govs</p>
<p>GB11</p>	<p>Headteacher update</p> <p>The report had been circulated prior to the meeting. There was nothing additional to report.</p>	
<p>GB12&13</p>	<p>Pupil Premium/Sports Premium</p> <p>No updates for this meeting</p>	
<p>GB14</p>	<p>Safeguarding Report</p> <p>The NYCC report had been distributed before the meeting. There were no further questions.</p>	
<p>GB15</p>	<p>Health & Safety Report</p> <p>Deferred to the next meeting</p>	
<p>GB16</p>	<p>Governor Training</p>	

	<p>JaW has done Effective Chair training JuW to attend Complaints training this week</p> <p>Chairs and Head to identify training needs for the GB. These will then be distributed across the Board.</p> <p>The head explained that school pays a number of subscriptions and that governors should use all the resources available. Eg Educare, NGA</p>	<p>Head/ Chair</p> <p>Govs</p>
GB17	<p>Reports of Governor Monitoring/Visits</p> <p>See action points GB8.</p>	
GB18	<p>Policies for approval</p> <p>The following policies/statements of intent had been distributed and were APPROVED for use in both schools:</p>	
GB19	<p>Urgent Matters for Consideration</p> <p>John Bushell agreed to collate a collection for James Bradley. Governors to let John have their contribution.</p> <p>John also informed Governors of the recent death of Ian Thompson who had been Chair of Governors 2004- He died aged 58. Governors took time to remember him.</p>	
GB20	<p>How has this meeting impacted on the welfare and progress of our pupils</p> <p>Governors considered the revised budget for both schools. The Governor development plan was formulated with the help of the Diocese. This covers welfare of both pupils and staff and the all round education of the children in both schools.</p>	
GB21	<p>Date of Next Meeting</p> <p>The next FGB meetings will be on</p> <p>2 February 2021, 6pm on Teams 9 March 2021 4 May 2021 13 July 2021</p>	

CLOSE

There being no further business, the Chair declared the meeting closed at 8.44pm.

..... [REDACTED] (Chair)