



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 29 September 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: James Bradley (JaB), John Bushell (JoB), Jacqui Palmer (Headteacher), Gemma Snodgrass (GS), Lauren Copperthwaite (LC), Justin Wheatley(JWh), Jacqui Whittaker (JaW), Andrew Philpott (AP)

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 noted on the Agenda.</p>	
GB 2	<p>Absences</p> <p>Ruth Newton sent apologies. These were accepted and approved but the level of absenteeism was noted.</p>	
GB 3	<p>Election of the Chair and Vice Chair</p> <p>The Clerk explained that the process would be voting by email which was agreed by all governors.</p> <p>Before voting took place Justin Wheatley was confirmed back into post as a Co-opted Governor on a 4 year term.</p> <p>Nominations for Chair were named and voting took place.</p> <p>Justin Wheatley and Jacqui Whittaker were voted into the role of co-chair.</p> <p>There were no volunteers for the Vice Chair role which will be reconsidered at the next meeting.</p>	Govs

<p>GB4</p>	<p>To confirm the signing of documents</p> <p>Governors were asked to complete the following and sign the checklist in the meeting paperwork (link on meeting announcement) and return to school either in paper or electronic form.</p> <p><i>Annual Register of Business and Personal Interests</i></p> <p><i>Register of Gifts and Hospitality</i></p> <p>Governors were reminded to declare any gifts and hospitality</p> <p><i>Disclosure Declaration</i></p> <p><i>Keeping Children Safe in Education</i></p>	<p>Govs</p>
<p>GB5</p>	<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>	
<p>GB6</p>	<p>Declaration of Confidential items</p> <p>Nothing was deemed confidential.</p>	
<p>GB7</p>	<p>Notification of Urgent Other Business</p> <p>Information about Governor recruitment to be discussed under GB31..</p>	
<p>GB8</p>	<p>Minutes of the meeting</p> <p>Governors APPROVED the minutes of the meeting on 15 July 2020 for signature by the Chair.</p>	
<p>GB9</p>	<p>Matters Arising from the minutes</p> <p>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.</p> <p>Staggered start policy – see GB21</p> <p>Possibility of Mukherji money for works – Head yet to investigate</p> <p>Parental survey about return to school – see GB20</p> <p>Induction checklist for new governors – JWh was to prepare – for discussion at the next meeting. NGA website may have some suitable material.</p> <p>Training – the clerk informed governors that NYCC courses are currently online. Given that many governors are unable to access half day courses</p>	<p>Govs</p> <p>Head</p> <p>JWe</p>

	<p>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><i>[last years minute:</i></p> <p>Timetable for Governor Visits</p> <p><i>Governor visits will follow the Ofsted criteria</i></p> <p><i>Quality of Education – Justin Wheatley and John Bushell to monitor</i> <i>Behaviour and Attitudes – Christopher Cowper</i> <i>Leadership and Management – James Bradley</i> <i>Early Years – Jacqui Whitaker</i> <i>SIAMS – everyone</i></p> <p><i>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.</i></p> <p><i>SIAMS will be a collective responsibility with Christopher to lead.</i></p> <p><i>Governors are concerned that they need more knowledge.}</i></p>	
GB14	<p>Review of Standing Orders and Instrument of Governance</p> <p>The 2019 Standing Orders had been distributed with the meeting paperwork. Governors agreed that these had been satisfactory and AGREED to continue with them.</p> <p>The Instrument of Governance was discussed but It was AGREED that a skills audit is required before vacancies can be recruited. (Foundation/co-opted).</p>	Chair
GB15	<p>NGA Code of Conduct</p> <p>This had been distributed prior to the meeting. Governors were asked to read and sign the sheet to return to school indicating that these had been read.</p>	Govs
GB16	<p>To confirm the Governors’ work planner</p> <p>This was deferred to the next meeting</p>	Clerk
GB17	<p>Preparation/publication of Annual Statement</p> <p>The Clerk will check that this is still required given the DfE document “what schools must publish online”. JaB had prepared this and forwarded it to the Head.</p>	Clerk
GB18	<p>Confirm Governors details are on the website and GIAS is up to date</p> <p>Schools to check and confirm</p>	Govs
GB19	<p>Review and adoption of Policy Review Schedule</p> <p>This had been distributed before the meeting.</p>	

<p>GB20 & GB21</p>	<p>Governors agreed this schedule</p> <p>Report of the Headteacher including Re-opening of School</p> <p>This had been circulated prior to the meeting.</p> <p>All children are now back in school and the plans took a bit of fine-tuning to start with but all is now very settled. Everyone is doing above and beyond. Until now we have been doing grab-bags for lunches in the classrooms but next week we are starting to use the dining hall for lunches with service from the back of the hall not interfering with teaching at the other end. Hopefully this will lead to an increase in meal numbers.</p> <p>There are test kits in schools for people who can't get out or get a postal test.</p> <p>Sharow lost a few children over the summer and have had enquiries for year groups where there is no space. The Head explained the background to these leavers.</p> <p>Governor challenge were things done to help before they left? Friendship group problems had been ongoing for some time and things were put in place. We thought it had been resolved.</p> <p>Governor challenge regarding education provided during lockdown. The Head explained that they had taken the middle ground when supplying work. Some families wanted more, others were struggling to access and work with what was provided.</p> <p>Governor challenge noted that one pupil is sitting at home as they can't get a place in a local school. Why and are they our responsibility? Yes they are on roll and we are sending work but it is a house move and the sibling has a place in the local school but this one does not.</p> <p>How much are NYCC assisting? They have procedures to follow. This is not a happy situation and it does affect our attendance, but as long as we can explain it then it is not too detrimental. Also noting that attendance may nationally be a bit less important for ratings due to the pandemic. The Head also informed governors that school had been informed that they were doing "above and beyond" for this child by supplying work.</p> <p>Governor challenge are there any others wanting to leave? Not that we know.</p> <p>Attendance post Covid is good with no concerns.</p> <p>Governor challenge is there any trend in leavers? There is no trend, they are changes in circumstances. Another Head also feels there has been a lot of movement over the summer.</p> <p>Governor challenge what do school do moving forward? School is monitoring/counselling children. We have always supported children with friendship groups.</p>	
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The Head meets/phones all parents who are moving their children to find out how they could have helped. These have been very positive conversations and the majority of parents didn't feel that school could do anything else.

At Skelton there has been less movement – they lost 2 more and gained 2. It is feeling good and more vibrant. There are more children in the KS1 classroom downstairs.

There is a national drive around wellbeing coming back to school, there have been a few wobbles but all children are generally sound.

Safeguarding

The Head is monitoring everyone to ensure they are 2m apart where possible. Return to school has gone to plan with lots of cleaning.

We have RAG rated all children and are aware of vulnerable-children.

We have not yet launched our remote learning which will have additional safeguarding in place. There is a requirement for learning at home and teachers will also be using online learning.

There have been no safeguarding incidents. All staff have read Keeping Children Safe in Education and the risk assessment for re-opening of school.

At Skelton it was noted in the Ofsted report that the detail in notes (for safeguarding) was not appropriate. School is seeking guidance on this and talking through different approaches. Karen Butler and Michelle Hattersley (NYCC School Improvement Advisors) are visiting on Monday to try to conduct a review of safeguarding. It being safeguarding only certain people can offer this assistance.

Governor challenge There are 8 SEN children in one classroom at Skelton which is a major part of the cohort. This will affect data and has a wider implication for the school. How are you addressing this? There is a range of SEN criteria in the class so you would not necessarily notice the numbers as an onlooker. Children are offered the right learning for them.

Nursery and reception did half days the first week to help with integration.

Pupil wellbeing has been RAGd and there are weekly PSHCE lessons. Most classes in both schools have 2 adults.

Health and Safety

Both buildings were shown to have asbestos in the surveys. Laura is awaiting asbestos training as soon as NYCC are offering it.

Data (to March) – had previously been discussed in detail.

	<p>Data discussed in detail and the Head was challenged on the recovery curriculum.</p> <p>All children have had a reasonable settling in period and next week schools will be testing them with the end of summer term tests for their previous year group. This will identify any gaps/learning loss which we will then plan to reduce them. Then in the spring term we will continue to return to the curriculum as intended. We will look at essential knowledge and essential skills for all children working with Hart alliance.</p> <p>Governors challenged on teaching/catch up in relation to class numbers and staffing. The Head explained that the ratios may seem large for a village school but are not unusual in education as a whole.</p> <p>The Head also explained that she is working with a National Leader in Education (NLE) to get the children back on track and that the aim is to ensure learning is held in the-long term memory and not a cursory skimming of knowledge that is subsequently lost. Schools are also working on wellbeing.</p> <p>Governor challenge how do you fill individual needs when there is such a wide range of need? The Head explained that this is what teachers do day to day even before the pandemic and closure of schools.</p> <p>Governors expressed concern about the pressure on the staff and Head.</p> <p>The Head explained that some additional funding has been offered for intervention but that additional staff are not always the answer. It is about quality of the people in the classroom. At the moment it is not clear how this funding will be distributed and the criteria for spending it.</p> <p>A staff governor explained that everyone is achieving and each lesson informs the next.</p> <p>Governor challenge given the positive budget could we spend on an additional member of staff? We would need to model the impact on the budget. The Head agreed to ask the Bursar to do this.</p> <p>The Head explained that all children are keen with good learning behaviours.</p> <p>Curriculum – staff have worked hard over the summer on the long term plans and the curriculum has a good foundation. Subject leader’s skills are elevated from last year.</p> <p>The contingency for staff absence had been shared with governors whose only concern was if the office staff member was off. It does rely on greater TA involvement and would be monitored. It is hoped that teachers may be able to remote teach from home if isolating with the TA in the classroom.</p> <p>Remote learning</p>	<p>Head</p>
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At the Head's meeting with the NLE there was agreement parents want many different things with regard to remote learning. We have to take the middle ground and communication between staff and pupils is the key. If there are a number of family members they can't all be on live learning at once. We are currently gathering information about the availability of devices at home.

The Head noted that all staff were in school teaching from June and also providing remote learning. Many parents were struggling to submit work and this was leading to anxiety. School expects writing will be a focus going forward.

School is expected to provide home learning if children are isolating at home.

It was noted that both nationally and within the Diocese the home learning has had a wide range of experiences.

Governor challenge is there an option to record online teaching?
Recorded teaching is in our plan rather than live teaching.

Parent Survey

The NLE has doubts how useful parental surveys are as the silent middle do not respond.

Out of 83 families across the federation, there were 33 responses.

The results were shared with governors.

Governor challenge can we see all the comments? The Head agreed to distribute comments with anonymisation where necessary.

Health and safety

We have had the termly health and safety visit.

Staff have had manual handling/working at heights training.

Allergen policy, control of contractors policy and update of documents was recommended.

Staffing

We have appointed cover for PPA/supply.

Staff wellbeing is variable. Some are anxious to be here. Everyone is working very hard with additional pressures. There is support available to staff and they are being made aware of where they can go.

Parents are very positive about the children in school.

<p>GB22</p>	<p>Governor challenge There seems to be more pressure and requirements, is this sustainable? We have already modified this but there are additional cleaning duties so staff are working as a team. It is a very challenging time for everyone.</p> <p>Governor challenge with the low staffing at Skelton how are they coping with children with challenging behaviour? We are working with those children’s families to help if required and this is currently working very well. We have walkie talkies and there are strategies in place.</p> <p>School Improvement Plan/Ofsted Actions/Report</p> <p>The draft SIP had been distributed prior to the meeting and questions were invited</p> <p>Governor challenge–Both schools have different priorities – where are the differences in the plan? The Head explained that if one school requires development in an area it is likely to benefit both schools. If something is particularly pertinent to one school, it is identified.</p> <p>Noted that governor responsibilities should lead where governors are monitoring this year (eg 1.3 and 2.2). JuW and JaW to meet with the Head to put together the monitoring plan next week.</p> <p>The Head explained the implementing coaching styles walkthrough book which is a simple guide for teachers.</p> <p>The Head has started 15 minute observations weekly. These will lead to discussions on what teachers tweak.</p> <p>Governor challenge do teachers like this? There has been positive feedback from staff and it is still embedding. It is about observing the learning at that moment in the classroom.</p> <p>Governor challenge how can you check this is working? This process is about supporting. The staff governor explained her experience and that it is more likely to be a positive experience than planning for a long lesson observation.</p> <p>The Head explained that it is about working with staff to help just like providing effective feedback to pupils, it is the little and often approach.</p> <p>Governor challenge regarding “creating a pupil team to help with playground disagreements”. Governor feels this is an adult role and the Head explained the thinking behind this and that it is about restorative practice. However this cannot be implemented at the moment. Staff are dealing with disagreements but this is about the children finding resolution.</p> <p>Governor challenge; Is phonics tracker working? When are we expecting baseline phonics? The children are already in groups and receiving phonics teaching. Year 2 will be doing their phonics tests next half term.</p>	<p>Head/Chair</p>
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	<p>Governor challenge with the redecoration of early years it has gone very neutral with natural things to stimulate play... why? This is the current thinking as it encourages the children to improvise and what was an animal this morning may be a person this afternoon.</p> <p>Noted on this draft SIP that some dates and timescales need updating.</p> <p>GB23 Governing Board Skills Audit/Constitution</p> <p>The skills audit results are required before recruiting into the Foundation/co-opted vacancies.</p> <p>However JaB and JoB have approached the Parish councils and an advertisement has gone in the Sharow parish magazine.</p> <p>JaW has spoken to Inspiring Governance and now has 5 possibilities who live within 15 miles. She will distribute these to all governors with the thought of possibly short-listing.</p> <p>She has also spoken to the diocese who are trialling virtual governor. These governors could live anywhere in the country and would attend the meetings virtually.</p> <p>Governors were keen to try to recruit locally to the two schools but since this has not been fruitful in the past they thought it would be useful to look at the governors from Inspiring Governance. Governors did not feel a virtual governor from elsewhere in the country would benefit the schools.</p>	<p>Head</p> <p>JaW</p>
GB24	<p>Pupil Premium</p> <p>Deferred to next meeting.</p>	
GB25	<p>Sports Premium</p> <p>Deferred to next meeting</p>	
GB26	<p>Safeguarding Report</p> <p>Deferred to next meeting</p>	
GB27	<p>Budget Monitoring Report</p> <p>Focus of next meeting</p>	
GB28	<p>Policies for approval</p> <p>The following policies/statements of intent had been distributed and were APPROVED for use in both schools:</p> <p>Allergens Policy Attendance Policy coronavirus addendum</p>	

	<p>Child Protection Policy Children Not collected Children with health problems who cannot attend school Designated teacher for children with disabilities Disciplinary Policy Exclusions Policy Fire First Aid Health and Safety Policy Induction of NQTs Medical Policy Mental Health and wellbeing Policy Review Schedule Scheme for Governor Expenses SEN Policy</p>	
GB29	<p>Health and Safety Update</p> <p>See Head's report GB20</p>	
GB30	<p>Governor Training</p> <p>Clerk has sent details of Effective Chair training to JaW/JuW Complaints training required for JuW</p>	
GB31	<p>Governor Vacancies/succession planning</p> <p>2 vacancies as Foundation Governors 1 co-opted Governor</p>	
GB32	<p>Urgent Matters for Consideration</p> <p>PAN – This was AGREED at the same numbers as before for both schools.</p> <p>John Bushell thanked James Bradley for the 8 years he has been Chair. He has worked extremely hard for the benefit of both schools.</p>	
GB33	<p>How has this meeting impacted on the welfare and progress of our pupils</p> <p>The effect of lockdown and school closure for all pupils was discussed School Improvement Plan was considered Staff and pupil wellbeing was discussed in both workload and mental health plus the effects of the pandemic</p> <p>Date of Next Meeting</p> <p>The next FGB meetings will be on</p> <p>24 November, 6pm on Teams</p> <p>CLOSE</p>	

	There being no further business, the Chair declared the meeting closed at 8.55pm. [REDACTED] (Chair)	
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