



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 6.00 pm on Monday 9 March 2020 (at Sharow 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, Christopher Cowper, 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>Ruth Newton was not present. School to check she is receiving notifications as she had been in Sharow during the day and not mentioned non-attendance tonight.</p>	School
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 updates were deemed confidential.</p> <p>Noted that confidential Ofsted feedback had taken place prior to the meeting and school is awaiting documentation following last week's inspection</p>	
GB5	<p>Notification of Urgent Other Business</p> <p>Governors thanked the Head for all her hard work with regard to Ofsted and the feedback.</p>	

<p>GB6</p>	<p>Approval of minutes of previous meeting</p> <p>29 January 2020</p> <p>The minutes had been circulated. They were approved and signed by the Chair.</p> <p>The confidential minutes were circulated, read, approved and signed by the Chair once the staff governors had left at the end of the meeting.</p>	
<p>GB7</p>	<p>Matters arising including Action Points</p> <p>Governor Information on the website has been checked a couple of weeks ago and things have been updated since then.</p> <p>Monitoring plan – deferred. Governors to raise this at tomorrow nights training with the diocese and ask for help with it.</p> <p>The safeguarding governor has checked the SCR.</p> <p>British Values Report - This is part of the SMSC report which was in the papers for this meeting. Subject leaders fed into this.</p> <p>Governor challenge: this is a lovely report but it seems it may have taken a great deal of time? Agreed it did take time but the subject leaders felt it was a worthwhile exercise and helped them focus on it within their subject area.</p> <p>Governor challenge: when will we get another? We will check in with it, we will be using it as an action plan.</p> <p>Consultation on parent forum – 2 Sharow families and 1 Skelton family replied. The Head will work with them initially and hope this gains momentum.</p> <p>The Head has not been in touch with Newby Hall, however the Chair has spoken with them about the jeopardy of the Skelton school.</p> <p>Governor challenge: can they help with marketing? Could there be a partnership?</p> <p>Governor self review – the clerk will resend the documentation to the Chair and Head so that this can be completed before the end of the academic year.</p> <p>Vision – this will be discussed at each meeting – it will be at the top of future agendas.</p>	<p>Govs</p> <p>Head</p> <p>Clerk</p> <p>Clerk</p>
<p>GB8</p>	<p>Consider Governor Vacancies</p> <p>There are Foundation and Co-opted governor vacancies.</p> <p>Governor challenge: on the NGA website there is a way of finding governors – should we be using this? The Chair has advertised for 2 governors and checked various registers – there is no-one in the Ripon Area.</p> <p>There was discussion about the fact that if someone in Harrogate/York was expressing an interest then maybe they would be willing to travel.</p> <p>Contacting local businesses may also reap some rewards as they could be promoted in conjunction with school, it is good for their public image.</p> <p>Agreed to contact NYCC again to see if they have anyone to recommend.</p> <p>Governors agreed that they would put together a working party as there is an urgent need to recruit governors in light of terms of office coming to an end. JWHi and JB to meet.</p> <p>Succession planning (for Chair)</p> <p>The current vice chair does not feel he has the capacity to take on the whole role but would be willing to co-chair. JWHi would be happy to share the role.</p> <p>JW (vice chair) has attended Charing the Governing Body training.</p> <p>Clerk to send details of this training to JWHi.</p>	<p>School/ Clerk/ Chair</p> <p>Govs</p> <p>Clerk</p>

<p>GB9</p>	<p>Clerk/Head to contact NYCC to check protocols for co-chairing.</p> <p>Policies for Approval</p> <p>These had been circulated prior to the meeting.</p> <p>Governors APPROVED the following policies:</p> <p>Single Equality Scheme – Jwhi agreed to be the named governor in this policy which was then approved.</p> <p>Budget Management Policy – noted that when JB leaves the governing body the governor expertise on finance will depleted. AP agreed to take on this role.</p> <p>Health and Wellbeing Children in Care – JW is taking on the governor role Educational Visits Leave Guidance – this is a statutory policy Leave Policy Information</p> <p>Noted that clarification about the Complaints procedure is required as it appears to be circular.</p> <p>Governing Body Mission statement is required.</p>	<p>Clerk</p>
<p>GB10</p>	<p>Communication with Stakeholders</p> <p>The Head has sent a survey to parents, one response from Skelton and 8 from Sharow to date. School to follow this up.</p> <p>The website is up to date. Governors have been in touch with staff.</p>	<p>Govs</p> <p>School</p>
<p>GB11</p>	<p>Budget Monitoring Report</p> <p>Reports were distributed prior to the meeting. The Bursar talked governors through the position (as at January)</p> <p>Skelton is showing a deficit in year balance of £18,000 but the carry forward means that the overall situation is still positive.</p> <p>There has now been nursery income, pay and pension grants.</p> <p>Residential are currently paid for by school but income has not been received, hence the negative on the balance sheet.</p> <p>Governor challenge: is there a lag for paying for swimming or don't they pay? They don't pay. There was much discussion around the problem which the Bursar pointed out is not unusual.</p> <p>The Bursar said that some schools use a "shaming" policy on newsletters listing the outstanding sums.</p> <p>It was also noted that training comes out of the Skelton budget and Sharow reimburse their share.</p>	

<p>GB12</p>	<p>Sharow is showing an improved situation with a predicted carry forward of £24-25,000.</p> <p>Extras have been received in (as Skelton). The same situation arises with residential in terms of expenditure/income. It was noted that the swimming income is better at Sharow.</p> <p>Governor challenge: Why is the Skelton SEN income lower than Sharow when they have a higher number of children on the register? The Head explained that children only get extra funding when they have an EHCP and even then school has to pay the first £6k for these children. There is no funding for SEND.</p> <p>Governor challenge: Are any other children eligible for EHCP? The Head explained about the extra provision that is put in place for children prior to applying for an EHCP and the budgetary effects of a child having an EHCP in place.</p> <p>Start Budget</p> <p>The Bursar explained that schools had been promised extra funding in the election and it is starting to come through. The income per pupil has risen to £3750 per head. This year there is no negative capping on funds and the SEN capping is not happening either. There is a one-off lump sum irrespective of size £119,895 from NYCC (this reverts next year).</p> <p>Pupil Premium/SEN/LAC is increased and sports funding is continuing.</p> <p>Pay grants and pension grants fund at a certain rate for schools up to 100 pupils the sum is the same.</p> <p>The Bursar has started to building the start budgets. Skelton is suffering in 20/21 due to low pupil numbers and is looking at a deficit of £35k. The following year is also in deficit if things stay as they are. The school needs numbers in.</p> <p>The start budget for Sharow is solid and for the next 5 years it remains positive.</p> <p>Governor challenge: what about capital? Capital has been spent on IT. We need a class set of laptops. We have not heard whether school will need to contribute to the damp-proofing. School thinks this may be covered by MASS but the Bursar asked if they could get this in writing for future reference.</p> <p>Governor challenge: what are the consequences for the federation if Skelton is negative? There are not any as the two schools have separate budgets. Sharow would be out of the scrutiny as they are positive. If Skelton stays in deficit you have to come up with a plan on how governors see the school progressing. That would be in the financial year 22/23 assuming no change.</p> <p>Governor challenge: The energy costs seem high on the benchmarking/SFVS? This is due to the oil-fired central heating.</p> <p>Contract Review Schedule</p> <p>This had been distributed prior to the meeting.</p>	<p>School</p>
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<p>GB13</p>	<p>Governors challenged some of these and were concerned about the costs for cleaning, meetings, Bursar services, legal and IT hardware/software.</p> <p>It was noted that there are long lead times for cancellation on NYCC contracts.</p> <p>To Review the School Financial Value Standard (SFVS)</p> <p>This had been distributed prior to the meeting.</p> <p>Governors asked a number of questions relating to the information, eg staff ratios which were explained due to the nature of the schools.</p> <p>The SFVS was APPROVED.</p>	
<p>GB14</p>	<p>Maintenance and Devolved Capital</p> <p>The mile a day track at Sharow is now installed – it is proving extremely popular. The new gate has been installed at Sharow.</p>	
<p>GB15</p>	<p>Health and Safety</p> <p>H&S Advise report</p> <p>The reports for both schools had been distributed before the meeting.</p> <p>The works required at Sharow are being over the Easter holidays (including damp-proofing).</p> <p>At Skelton there is nothing requiring urgent attention.</p> <p>EVC Update</p> <p>The Head updated governors on recent visits as Alex H (who has been EVC) has handed in her notice so the Head has taken on this role as the only currently trained member of staff.</p> <p>There has been a very successful trip to London. 26 children from both schools went and visited the Houses of Parliament, School of Rock performance, Natural History Museum. It went very well and will be repeated in 2 years' time. The staff had worked very hard but are seeing this rewarded when the children talk about their experiences in school.</p> <p>Governors wished their thanks to be passed to all who took the time to make this such a successful trip.</p> <p>Fire Risk Assessment</p> <p>These documents had been distributed prior to the meeting.</p> <p>Visual inspections are carried out by the school administrators (at their opposite school to provide a unbiased opinion).</p> <p>Governor challenge: noted that after school club should have a fire drill. Is this necessary? Yes because there are different staff and people in different places.</p>	

<p>GB16</p>	<p>Following installation of the new gate at Sharow, all school gates are locked and this has led to a rethink on how children in the beehive get back into school. This is currently being risk assessed as they will either go via the footpath outside school or wait for the gate to be unlocked.</p> <p>Governor Training</p> <p>10 March diocese training at Scotton Lingerfield School. Governor SINS – dates to be circulated by the clerk.</p> <p>JWhi – check for Chairing the GB training for her</p>	<p>Govs</p>
<p>GB17</p>	<p>Appointment of a governor responsible for food</p> <p>The Head explained that this governor needs to monitor all food in school including before and after school clubs.</p> <p>School is looking to get the healthy schools award so it is essential that food including lunchboxes is healthy.</p> <p>The two staff governors agreed to share this role. As one is from each school, this will ensure that food can be monitored at both schools and at any time of day.</p> <p>It was also noted that this year Skelton school had agreed with County Caterers that they would trial not using their staff for serving meals. However, it has become apparent that the TAs cannot continue doing this from September. However County Caterers say they cannot recruit for the short time required. There will be an additional cost but school need to find a way to serve lunches.</p>	
<p>GB18</p>	<p>To deal with matters under item 5</p> <p>Staff absence insurance</p> <p>Governors AGREED to leave this as this year (Day 11 cover)</p> <p>These were updated in early January.</p> <p>Staffing</p> <p>Governors wished to send their thanks to Alex Houghton for her long service at school and wished her every success for the future.</p> <p>Other staffing matters were discussed confidentially.</p>	
<p>GB19</p>	<p>Governor monitoring Visits</p> <p>AP had submitted a comprehensive report which had been distributed before the meeting.</p> <p>A recent exclusion was discussed as it was mentioned in the report.</p>	
<p>GB20</p>	<p>How has this meeting impacted on the welfare and progress of our pupils</p> <p>Governors have discussed the budgets for both schools Governors considered the health and safety and risk assessments</p>	

GB21	<p>Governors have reviewed communication with stakeholders The SFVS has been approved.</p> <p>Other Business</p> <p>Governors wished to send their thanks to all staff for the curriculum reports.</p> <p>They also sent thanks to staff for the successful residential visit.</p> <p>A governor is required for upcoming recruitment. JWhi will try to help with this.</p> <p>Date of Next Meeting</p> <p>Monday 4 May, 6pm. Skelton School Tuesday 14 July, 6pm. Sharow School</p> <p>CLOSE</p> <p>There being no further business, the Chair declared the meeting closed at 8.3.</p> <p>..... [redacted] (Chair)</p>	
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