



**A meeting of the Governing Board of the Federation of Sharow CE Primary and Skelton Newby Hall CE Primary schools
30 March 2022**

Minutes

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: Justin Wheatley (Chair), Jacqui Palmer (Headteacher), Jonathan Redhead, Chris Smith

In attendance: Siân Henderson (Clerk), Siân Carling (FMS Officer)

No.	Item	Action
PART 'A' – PROCEDURAL		
1	Welcome and Introductions	
2	Apologies for absence and to determine whether any absences should be consented to. Apologies were received and accepted from Lauren Copperthwaite, Gemma Snodgrass and Di Tunnard. The absence of Ruth Newton was noted.	
3	To remind Governors of the need to declare interests, pecuniary or non-pecuniary. Justin Wheatley and Jonathan Redhead declared an interest in the future models conversation as parents of children at federation schools.	
4	Confidentiality <ul style="list-style-type: none"> • Item 8 Consultancy review and future models – see minute 8 below 	
5	Notification of urgent other business previously notified to the Chair None	
6	To approve, as a correct record, the minutes of the meeting held on 2 February 2022 The minutes were approved.	
7	To consider matters arising from the minutes for which there is no separate agenda item. None	
PART 'B' – SCHOOL IMPROVEMENT		
8	Consultancy review and Future models	



	<p>Following extensive discussions among governors, the governing body will be recommending a future model which would merge the two schools into one school on two sites for September 2022 or 2023. A stakeholder consultation will begin.</p>	
<p>9</p>	<p>Finance</p> <ul style="list-style-type: none"> • Budget monitoring, period 11 <ul style="list-style-type: none"> ○ Sharow – the in-year position has worsened by £5650 to a deficit of £21,232. However, the total carry forward remains positive at £41,891. The additional spending has resulted mainly from staffing costs – extra supply cover and additional hours. ○ Skelton – the in-year position has improved by £8584, but remains in deficit at -£8396. The total carry forward is expected to be £73,779. Savings have come from over-budgeting for premises costs (planned expenditure will be carried forward to next year), an after-school club that was budgeted for but cancelled, and a reduction in PE spending to compensate for other income streams. ○ Capital spending was noted. ○ The FMS Officer outlined other variances. ○ The consultancy fee has not been included in either budget but will be shared equally between the two schools. ○ Skelton will receive the full allowance of sparsity funding and Sharow will receive tapered funding from the next financial year. <p><i>Q: is it appropriate to carry forward large reserves?</i> <i>A: a working reserve of 10-15% is usually appropriate, although this could be increased if there is anticipated increased expenditure, such as the enrolment of a high-needs child.</i></p> <ul style="list-style-type: none"> • Draft start budgets The local authority has refused a request to combine the budgets of the two schools for the coming year. For analysis purposes, the FMS Officer has shown the combined budget in a five-year forecast, alongside the individual school forecasts. <p><i>Option A, change of structure for September 2022</i></p> <p>Although some pupils would change the school building in which they are based, they would remain on the roll of their original school and therefore funding income for the schools would not change. The intention would be to move staff onto a federation contract rather than a school contract, following consultation. The draft budget assumes that teachers will be paid from the budget of the school in which they are based. The combined forecast shows decreasing income over five years but increasing expenditure in years 4 and 5. The budget shows an in-year surplus in the first 4 years and a growing balance. The intention would be to have a PAN of 9 at Sharow with any applications above that number being recommended to take a place at Skelton, which</p>	



	<p>would make no difference to the child’s school experience. The financial implication would be that Sharow would maintain its income but have significantly lower costs as two classes and staff would have moved to Skelton school which will, in turn, have greatly increased costs and will show an unsustainable deficit. Should the proposed changes to the federation structure go ahead, the local authority would be approached again to combine budgets.</p> <p><i>Option B, change of structure for September 2023</i></p> <p>The full move of classes to Skelton would not take place until this later date which would relieve the pressure on the Skelton budget and defer the deficit balance until year 5 (compared to year 2)</p> <p><i>Option C, no change</i></p> <p>No major restructure would result in a major deficit for Sharow and a large surplus at Skelton.</p> <ul style="list-style-type: none"> • Sports funding – report circulated. The final report will be available on the school website at the end of the academic year. • SFVS – the report was completed in the meeting and approved for submission to the local authority. • Related party transactions – a schedule was circulated and approved for submission with the SFVS. The governing body delegated authority to the headteacher to approve related party transactions up to the value of £2000, with the proviso that recurring arrangements would be reported to the governing body in a timely manner. 	
10	<p>Headteacher’s report</p> <p>A written report was circulated prior to the meeting covering the following aspects of school life:</p> <ul style="list-style-type: none"> • Staffing – absence, wellbeing, recruitment. Absence has been a major issue. Recruitment is proving difficult. • Buildings and maintenance – work to outside areas at Skelton is planned. A new boiler has been installed at Sharow and outside work is taking place. • Educational visits – governors will receive abridged risk assessments for residential visits. • Pupil Premium Strategy Statement 	
13	<p>Safeguarding</p> <ul style="list-style-type: none"> • Annual safeguarding report – a written report was circulated prior to the meeting. Areas covered by the report included staffing, training (staff and governors), induction, safer recruitment, policies, referrals, and the local authority audit report. The safeguarding link governor scrutinised the report before submission. The headteacher will update her training. • Health and Safety report 	



	<ul style="list-style-type: none"> ○ Fire risk assessments were circulated ○ Fire drills have taken place in both schools ○ Termly inspections are taking place ○ There is an action to address the issues with the decking 	
15	<p>Governance</p> <ul style="list-style-type: none"> ● Vacancies – pupils will be asked to write a letter requesting applications with a covering letter from the governing body. Advertising on governor portals is taking place. <ul style="list-style-type: none"> ○ 1 x foundation ○ 1 x co-opted ○ 1 x local authority ● Training – safeguarding training records will be collated at the next meeting. Chris Smith will update his safer recruitment training on The Key. All governors were encouraged to access this training resource. Ruth Newton has attended wellbeing training. 	
16	<p>Governor Monitoring Visits</p> <p>Ruth Newton will be invited to speak to her visit at the next meeting. Governors were reminded of the monitoring plan that was agreed and is available on Sharepoint.</p>	
17	<p>Policy Review</p> <p>The following policies were approved:</p> <ul style="list-style-type: none"> ○ Budget management ○ Code of conduct ○ Charging and remissions – an increase in after school club charges from September was agreed ○ Educational visits ○ Handwriting and presentation 	
PART 'C' – OTHER BUSINESS		
18	<p>To deal with any matters agreed for consideration under item 8 above</p> <p>HR consultation will require a panel of three governors to meet on 11 April.</p>	
19	<p>Dates of future meetings</p> <p>17 May at 6.30pm, 13 July at 5.30pm</p> <p>Wellbeing will be added to the next agenda.</p>	
Apologies for absence and reasons to sian.henderson@northyorks.gov.uk		