



**SHAROW C. OF E. SCHOOL AND SKELTON NEWBY HALL C. OF E. SCHOOL FEDERATION**

**Minutes of a VIRTUAL meeting of the Full Governing Body held at 6.00 pm on Monday 4 May 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, John Bushell, Andrew Philpott, Christopher Cowper, Jacqui Palmer, Gemma Snodgrass, Lauren Copperthwaite, Jacqueline Whitaker, Justin Wheatley, Ruth Newton**

**Others in attendance: NYCC Zoe Watt (Clerk), Caroline Davies (Bursar)**

Minute No.		Action
<b>GB1</b>	<p><b>Welcome</b></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>	
<b>GB2</b>	<p><b>Absences</b></p> <p>All governors were present.</p>	
<b>GB3</b>	<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>	
<b>GB4</b>	<p><b>Declaration of Confidential items</b></p> <p>Staffing and Ofsted updates were deemed confidential.</p> <p><b>Notification of Urgent Other Business</b></p> <p>No items recorded.</p>	
<b>GB5</b>	<p><b>Approval of minutes of previous meeting</b></p> <p>March 2020</p> <p>The minutes had been circulated. They were approved. The confidential minutes could not be approved due to the virtual nature of the meeting.</p>	

<p><b>GB6</b></p>	<p><b>Matters arising including Action Points</b></p> <p>RN attendance has been addressed. She is present today.  Monitoring Plan – deferred as non-urgent  Governor Self Review – to be put on Sharepoint for all governors to complete.  Governor vacancies – not written to local businesses but placed on Facebook page.  This is on hold due to Covid-19  Parent communication – see HT report  Damp/MASS – the rectification of the damp at Easter did not take place due to Covid-19. It will be rescheduled.</p>	
<p><b>GB7</b></p>	<p><b>Vision Statement</b></p> <p>All governors agreed the published vision statement (which will be on all future agendas)</p>	<p>Clerk</p>
<p><b>GB8&amp;9</b></p>	<p><b>Report of the Headteacher (Verbal update on Covid-19 and any other matters)</b></p> <p>Attendance for key worker children has been variable (6 or 7). It has dropped over the last few weeks. They are a variety of vulnerable and key worker children. A teacher and TA are covering the requirement with the headteacher covering lunchtimes. This rota is working well.</p> <p>Initially we took the approach that it was childcare but now we are using the National Oak Academy videos. We have to protect staff and children and to maintain distancing. The children have named laptops. We are providing hot meals when necessary but there has not been a requirement in the last few weeks.</p> <p>FSM – we are using the national voucher scheme which is working for us.</p> <p>Everyone is safe in school. There have been ongoing improvements and changes to way we are working.  Miss Coventry is phoning all EHCP children and communicating with parents. The Head is in touch with vulnerable children.</p> <p>The Head has been collecting a vulnerable Skelton child-to transport to Sharow as NYCC has been unable to provide transport. - Governors thanked her for this which is above and beyond.</p> <p>Staffing is blocked into weekly blocks to provide some protection but there is always a paediatric first aider on site.</p> <p>The Head reported that the safeguarding governor had rung to talk through safeguarding at the beginning of lockdown. She had found this reassuring. As the DDSL has recently left school the Head has negotiated with her new school should there be a requirement for her services at this time. (eg Head taken ill).</p> <p>School is using this time to upskill staff using online training using a package from Educare including safeguarding. We are encouraging people to do the pertinent ones. There is also governor training on here if governors would like to do some. Staff are working really hard on to ensure the updated curriculum which meets the new Ofsted requirements is ready for our return.</p>	<p>Govs</p>

	<p>Recruitment for short contract Teacher position took place. Interview was Thursday before school closure, the Head has spoken to the successful applicant to say if school re-opens we might need their services but at the moment school has not offered the job as it may be unnecessary. The applicant was happy with this situation. They have also done the Educare safeguarding package.</p> <p><b>Governor challenge:</b> what is the contingency for opening? There isn't one – we are waiting to see what is advised and when. Some staff are worried about being in school, some staff are shielding. Staff proximity with children is an issue. Many children are anxious about mixing so the focus will be well-being all round</p> <p><b>Governor challenge:</b> is there anything we can do to help eg PPE? It is unlikely we will require PPE as we have not been using it to date.</p> <p><b>Governor challenge:</b> Any other reasons for issues? No</p>	
<b>GB10</b>	<p><b>Skelton Ofsted (Confidential)</b></p>	
	<p>The report has now been received. Governors discussed the outcome.</p>	
<b>GB11</b>	<p><b>Pupil Premium</b></p>	
	<p>No change</p>	
<b>GB12</b>	<p><b>Sports Premium</b></p>	
	<p>No change</p>	
<b>GB13</b>	<p><b>Safeguarding</b></p>	
	<p>The safeguarding governor has done a report which has been distributed. Governors agreed that this was self-explanatory.</p>	
	<p>The Governor reiterated that he had spoken to the Head at the start of lockdown and the statutory requirements for this had been taken care of.</p>	
	<p>The Head had also distributed the bereavement and coronavirus documents for guidance. No-one has been worried.</p>	
<b>GB14</b>	<p><b>Staffing</b></p>	
	<p>The staff governors left the meeting.</p>	
	<p>This was deemed confidential and governors APPROVED all actions regarding staff structure at both schools.</p>	
<b>GB15&amp;16</b>	<p><b>Budget</b></p>	
	<p>The Bursar explained the budgets for both schools.</p>	
	<p><u>Skelton</u></p>	
	<p>Outturn:</p>	

Anticipated in year £17,139 c/f. School has kept within budget and the c/f is now £18,754..

Even with opening the nursery and advertising costs, school has kept in budget. Main reasons are a bit more pay grant, not as much supply and savings on contractors and energy.

Capital £18,630 c/f.

Congratulations for keeping it tight.

Start Budget:

Governors were talked through the summary start budget. The key is getting children onto the school roll. 4 children are registered for September start, this is a really positive result so school need to keep encouraging people into nursery. The in year forecast shows an overspend, but this can easily change with children coming into school.

**Governor challenge:** Are you happy that we will be in in September and what will happen with census figures? There is no guidance.

Budgets have been set as if Coronavirus had not happened. We may have losses (eg nursery income) but there will be saving too. If there is a clawback fund we can show that too.

**Governor challenge:** Assuming an increase in children by Year 5? Yes.

Learning resources are decreased. Costings for the year are for trips and residentials we know about next year have been factored in but not for subsequent years.

Noted that upcoming challenges are social groups, maintaining education and social distancing.

GOVERNORS APPROVED THE START BUDGET

Sharow

Outturn:

Another positive picture.

Year end anticipated £19,862 carry forward. School has still spent within income giving an in year underspend of £13,315. The carry forward of £952 is now £14,268

There is no capital budget as it has been spent.

Noted predictions were £19k underspend but this has been reduced. Incremental rises for teachers and supply (absence cover). We changed a few contracts. No other material differences.

Start Budget:

Start position (including the teacher changes discussed)

	<p>Balance of £14.3k</p> <p>There is fixed income and consistency with numbers rising. This is a wonderful scenario as there is more money coming in than being spent. Therefore end of Year c/f increases again.</p> <p><b>Governor challenge:</b> the budget shows PP and other income next year but decreases... why? These children will leave school and others may come in but we cannot assume this in the budget for following years.</p> <p>The Bursar reassured governors that this is a healthy budget.</p> <p><b>Governor challenge:</b> what about using the carry forward to good advantage?</p> <p>There is enhanced funding at the moment. If it starts building then it would be advisable to use it for the children's benefit.</p> <p>GOVERNORS APPROVED THIS BUDGET.</p> <p>The Bursar left the meeting.</p>	
GB17	<p><b>Health and Safety</b></p> <p>The Head reported review of risk assessments is ongoing.</p> <p>School still has access to advise from NYCC under the current circumstances. The main issue is cleaning as Sharow does not have a regular cleaner and is using relief. Any classrooms we are not using have labels so that there is not unnecessary cleaning taking place.</p> <p><b>Governor challenge:</b> will there be a walk around inspection before schools open? They are also hoping to deep clean before children all come back.</p>	
GB18	<p><b>Governor Vacancies</b></p> <p>We have not looked at a succession plan at the moment as recruitment is difficult at the moment.</p>	
GB25	<p><b>Any Other matters</b></p> <p><u>School Lunches</u></p> <p>The Head had distributed a report on this as they are currently costing school money.</p> <p>They were costing school £2.85 but being charged to parents at £2.50.</p> <p>She has looked at what is being done locally.</p> <p>County Caterers have agreed to staff Skelton meals from September using existing staff from Skelton to deliver and serve.</p> <p>The new contact has a one year or three year option. The 3 year option is £2.65 for both schools (with annual inflationary increase).</p>	

<p><b>GB26</b></p> <p><b>GB27</b></p>	<p>Governors APPROVED using this contact.</p> <p>The cost to parents was then discussed. School cannot charge parents for USFM so will have to bear the cost difference (35p). KS2 will be charged £2.60 and £1.80 for nursery.</p> <p>Governors APPROVED the new charging structure.</p> <p><b>How has this meeting impacted on the welfare and progress of our pupils</b></p> <p>Governors have discussed the budgets for both schools and Agreed start budgets, found them sound and viable. Governors considered safeguarding and health &amp; safety particularly in light of the current coronavirus pandemic. Staffing for the next year has been approved</p> <p><b>Date of Next Meeting</b></p> <p>Tuesday 14 July, 6pm. Sharow School</p> <p><b>CLOSE</b> There being no further business, the Chair declared the meeting closed at 7.10pm.</p> <p>..... [redacted] (Chair)</p>	
---------------------------------------	---	--