



**A meeting of the Governing Board of the Federation of Sharow CE Primary and Skelton Newby Hall CE Primary Schools
held at Sharow School on 5th July 2023 at 5pm**

Minutes

Present:

Peter Cannings (PC)	Foundation Governor / Chair
Jacqui Palmer (JP)	Headteacher
Di Tunnard (DT)	Foundation Governor
Claire Rowett (CR)	Co-opted Governor – via TEAMS
Anna Whitham (AW)	Local Authority Governor
Chris Smith (CS)	Co-opted Governor
Sarah Brewster (SB)	Parent Governor - via TEAMS
Leanne Eaton (LE)	Clerk
Bernard Tomkins (BT)	NLG – observing as part of external review of governance: via TEAMS

No.	Item	Action
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PART 'A' – PROCEDURAL

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| 1 | <p>Welcome
PC welcomed everyone to the meeting, especially Bernard Tomkins who was observing the FGB as part of the external review of governance.</p> | |
| 2 | <p>Apologies for absence and to determine whether any absences should be consented to
Apologies were received from Jonathan Redhead and Michael Paul – these were accepted.</p> <p>Gemma Snodgrass was not in attendance and apologies had not been received. This absence was therefore not consented to.</p> | |
| 3 | <p>To remind Governors of the need to declare interests, pecuniary or non-pecuniary.
None.</p> | |
| 4 | <p>Declaration of Confidential Items
None. Governors were reminded of the confidential nature of discussion at meetings.</p> | |
| 5 | <p>Notification of urgent other business previously notified to the Chair
HTPM.</p> | |
| 6 | <p>To approve, as a correct record, the minutes of the meetings held on 1st February 2023
The minutes of the meeting were approved and signed by PC.</p> | |
| 7 | <p>To consider matters arising from the minutes for which there is no separate agenda item</p> <ul style="list-style-type: none"> • Item 7: Arrange a time to 'check in' with JP to look through the toolkit (c/f from October meeting): SB & DT have reviewed the NGA Wellbeing Appraisal which has proved very useful. SB/DT/JP met on 26th June and will meet again on 10th July. | |



Following this an action plan will be produced. **Complete.**

- Item 10: JP to look at potential areas for further monitoring and will feedback to governors: JP has circulated this to governors. **Complete.**
- Item 13: Safeguarding Audit to be circulated for FGB approval, for submission by 31st March. **Complete.**
- Item 15: JP to approach parent as a potential Co-opted governor: JP reported that the parent was not forthcoming so therefore JP did not want to push. It was agreed that local businesses need to be canvassed instead of the parent body. CR advised JP to speak with Cannon Michael at Ripon Cathedral as there could be an interested party here as a potential Foundation Governor. CR will contact Cannon Michael and pass on JP's details.
- Item 16: CR to share Pupil Premium information with MOP. This was completed and CR advised it would be re-visited in the autumn term following the new strategy. **Complete.**
- Item 16: Monitoring visit on Pupil Premium to be arranged. **Completed on 20th February.**

CR/JP

PART 'B' – SCHOOL IMPROVEMENT

8 Headteacher's report, including safeguarding

The report was circulated prior to the meeting. JP invited questions from governors:

Data:

Q: On Priority 1 on the SDP it says that 40% of the Reception children did not achieve GLD. Are these pupils currently in Y1? If so, how have they been supported to catch up within the year? Are their outcomes improving, especially in writing which was identified as a weaker area?

A: There has been some shift in data since this report was written. We have small cohorts – out of the 16 children in Reception 11 are at ARE for writing and 5 are working towards. We had external moderation for the children who are borderline, and we are providing additional phonics and writing support. Progress is being made; we just haven't seen it reflected in the data yet.

Phonics – This year's phonics data demonstrates the success of The Little Wandle and the strength in the teaching of phonics.

Attendance:

Q: What steps are you taking to address attendance – particularly Persistent Absence (PA), which is <90%?

A: There has been more actual sickness absence this year and parents are keeping children at home if they feel unwell, which is a habit formed during COVID 19 pandemic. Parents have been made aware of the 'Should my child be in school' NHS website. Overall, it is 11 children, and all have plausible reasons for being absent.



Q: What is the situation with unauthorised absence?

A: We continue to have people taking unauthorised holidays, but parents are willing to accept the fines. Overall, it is reducing.

Q: Can you provide some clarity on the children being monitored for safeguarding?

A: It is down to the discretion of staff who they choose to monitor, and they will be flagged on CPOMS. A child can move on and off the register depending on the situation and any concerns. We have very few significant issues.

Behaviour & Attitudes

The number of fixed term exclusions was discussed and the headteacher is confident that this will be significantly reduced in the future.

Q: There is nothing logged under the Bullying section – is this a true reflection?

A: we don't log an incident until it has been investigated and we have a separate log for this. We are working hard to raise the profile of anti-bullying and JR looked at this on his monitoring visit.

9 **SIP/SEF Update**

SEF & SIP were circulated prior to the meeting. More in depth discussions on these documents took place at the School Improvement meeting.

JP reported that not everything in the SIP is complete, but it was an ambitious plan. JP had underestimated the impact of the closure of Skelton and a restructure at Sharow, and it was difficult to drive and motivate staff in these circumstances. Some of the objectives will be carried forward to next year.

Going forward, the idea is to have the SEF as a standing item on the FGB agenda to allow governors to delve deeper into certain areas and give governors a chance to review and discuss. From September, there will be an agreed format for this.

JP/PC

10 **Update on Consultation of Skelton Newby Hall potential closure**

JP confirmed the school is closing on 31st August and she is working with NYC. JP has spoken to the Diocese, staff and governors, and it has been agreed that there won't be any form of celebration. From 1st September the building will be passed back to Newby Hall.

Matthew Kettlewell (NYC) has met with JP and they are in the process of ending contracts for the school e.g. electricity, water etc. JP reported that we have the first choice on anything that is in the building.

PC acknowledged that this has been a stressful for time for JP – the process itself has been very time consuming and there has also been a Freedom of Information request to deal with, along with the public consultation and disgruntled villagers. JP reported that Richard Noakes (Diocese) has also been in contact to check on JP.



PC reported that there will be a governance impact on of the closure as follows:

- A new constitution will need to be agreed – this is already in motion at NYC.
- It is presumed the board will remain the same in number of members.
- It is expected that governors existing terms of office will transfer to the new constitution, otherwise there would be a situation where all governors terms of office end on the same date.

11 Wellbeing

Covered under matters arising.

DT reported the following had also come out of the wellbeing appraisal:

- Communication with staff – DT suggested a communication goes to staff covering the closure of Skelton, the restructure at Sharow, Ofsted, positives from monitoring visits etc.
- All governors to send positives to DT and DT will draft a letter to staff.
- It was suggested a letter be sent to staff after every FGB and this was agreed.

ALL/DT

12 Safeguarding

Health & Safety report: this was circulated prior to the meeting (Premises Inspection). JP reported there wasn't anything major that arose, and all of the issues have either been addressed or in progress. The H&S Advisor also visited Skelton but here are no issues here. JP and Caroline (School Administrator) visit Skelton weekly to ensure the building is maintained e.g., flush toilets, run taps etc.

Safeguarding Action Plan: Circulated prior to the meeting. The majority of issues have been actioned, and some are ongoing. JP reported this was a useful exercise and the report was a combination of issues identified in the Safeguarding Advisors visit, and the Bi-annual safeguarding audit.

13 Update from Committee meetings:

Resources (10th May 2023): minutes were circulated prior to the meeting. No questions from governors.

School Improvement (14th June 2023): minutes were circulated prior to the meeting. JP reported that since the meeting, the SEN governor link visit has happened, and Christine Johnson (SEA) has also visited.

It was noted that all governors need to contact JP to arrange monitoring visits, and the full cycle will start in September.

Q: Do governors have access to all Subject Leader reports?



A: They are in the School Improvement folder on SharePoint and all governors should be able to access this.

Q: Are all reports of equal quality/consistency?

A: there has been some absence from subject leaders, so not all reports may be of the same standard. Some staff are also leaving, and handovers are in place. Monitoring and accountability have improved.

Q: What are the subjects you will be focussing on next year?

A: There has been a big focus on Reading and Writing this year, so we will need to focus on Maths.

Q: Do SEND children access the same broad and balanced curriculum as the other children?

A: Yes – all children access the same curriculum but those with SEND have additional support. We are likely to be a Category 4 school next year due to the outcome of Ofsted, but JP has already looked at the support plan with Christine Johnson.

Parking – this was raised at the meeting. JP will raise with Matthew Kettlewell.

JP

14 Governance

Vacancies – recruitment update

- 1 x foundation – potential from Ripon Cathedral (covered in matters arising)
- 1 x Co-opted – agreed to canvass local businesses.

JP

Summary of the changes in the process of governance at Sharow: PC circulated a document that listed the changes that governors have agreed and adopted in the process of governance in order to be more efficient and effective:

- Review of the viability of Skelton Newby Hall CE Primary School.
- Review of the structure at Sharow CE Primary School.
- Carried out a Governor Skills Audit.
- Carried out a Governance Self-review.
- Created an agreed Governance Action Plan based on the outcomes of Audit, Self-review, recent Ofsted outcomes, LA and Diocesan Governance reviews.
- Carried out a review of the current governance structure and developed and agreed a new structure aimed at improving effectiveness and efficiency.
- Delivered nine bespoke governor training sessions aimed at perceived areas of current weakness.
- Participated in the consultation for closure of Skelton Newby Hall CE Primary School.
- Participated in the Staffing restructure at Sharow CE Primary School.
- Participated in the Ofsted Inspection of Sharow CE Primary School.
- Currently participating in an External Review of Governance.



- To review our Strategic Objectives and Vision for the School.
- We are required to obtain a new Instrument of Government since the Federation will no longer exist after the end of August 2023.

The Governance action plan is now all green which is very impressive.

Overall, it has been a very busy year. There is the meeting on 12th July where governors will review the strategic objectives and the school vision. KPI's will then come out of this which will make monitoring easier.

Training sessions delivered this academic year: Attendance at each training session has been between 4- 7 governors:

- Evaluating the effectiveness of the School's use of its allocated Premium Funding.
- Governor responsibilities regarding the provision of Special Educational Needs and Disabilities.
- Holding the school leadership to account, the critical friend role.
- The responsibilities of school governors regarding the Safeguarding of pupils at the school.
- School financial oversight – Good governance practice.
- The role of the governing board in the School Improvement process in state-maintained schools.
- The responsibilities of schools regarding the implementation of the Prevent Duty.
- School governor responsibilities regarding pupil behaviour and discipline.
- The School Performance Management and Appraisal processes.

Governor monitoring: Since the last meeting there have been several visits – JR visited twice to review safeguarding (reports circulated), and AW has met virtually with the SENCO (report circulated). AW reported that Tamsin (SENCO) has incredible subject knowledge and AW was very impressed.

AW will visit the school in September to observe some of the interventions in practice.

PC advised there needs to be a full plan in place for monitoring going forward and all governors need to be involved.

Impact Training - The School Performance Management and Appraisal Processes:

PC circulated a handout and outlined the importance of the performance Management process in driving the School Improvement Cycle. He then outlined the headteacher PM process. It was noted that JP's HTPM cycle is now July to July to be in line with the SIP. We are also moving away from mid-year reviews to having more regular meetings. We have used the Diocese to provide the external advisor instead of NYCC.

JP has had her HTPM objectives agreed for the next year.



JP carries out the teachers and administrator appraisals and Gemma Snodgrass does the support staff, but JP reviews for quality assurance. Staff have mid-year reviews to ensure they are getting the correct support. Governors also see anonymised staff performance management materials.

15 **Policies**

- Attendance Policy
- Data Protection Policy
- Homework Policy
- Information Security Policy
- Legal Policy and Summary Charts
- NGA School Visits Policy
- NYCC RPI Policy
- Policy Framework
- Pupil Acceptable Use Policy
- Records Management Policy
- Relationships and Sex Education Policy
- Workforce Acceptable Use Policy

All policies were approved and signed by the Chair. It was noted that governors do not need to have sight of all policies, and there is only a short list of statutory policies that governors need to approve.

PART 'C' – OTHER BUSINESS

16 **To deal with any matters agreed for consideration under item 4 above**

HTPM – covered in item 14, and DT will share an overview in the Autumn meeting.

DT/LE

17 **Any other business**

Q: How is the staffing situation?

A: We are struggling to recruit – we currently have vacancy for a GTA, a HLTA and a Class teacher. JP has tried to recruit but if we are unable to appoint before the end of term, we will need to use a supply agency which will be more costly. Recruitment will need to be picked up again in the Autumn term. JP is hopeful she can appoint to the GTA and HLTA posts.

CR advised that there is a big turnover in Forces families so there is potential to advertise in that area.

18 **How has this meeting impacted on the progress and welfare of our pupils?**

The safeguarding report has had a positive effect and governors have considered staff wellbeing.



19 Dates of future meetings

12th July – Strategy meeting.

It was noted that the Bursar had asked for the Autumn Resources meeting to be pushed back to w/c 11th December, which means the FGB date will also need to change. Revised dates were agreed and re noted below.

Autumn

- 27th September - FGB (Business meeting)
- 11th October - School Improvement Committee
- 13th December - Resources Committee (revised budget)
- 20th December - FGB

Spring

- 17th January - School Improvement Committee
- 28th February – Resources Committee (for SFVS)
- 20th March - FGB

Summer

- 24th April - School Improvement Committee
- 8th May - Resources Committee (Start Budget)
- 3rd July - FGB

Meeting closed @ 6.40pm

ACTIONS

No.	Action	Who
7	Contact Canon Michael at Ripon Cathedral for a potential Foundation Governor.	JP / CR
9	Put the SEF on FGB agendas for governors to review specific elements.	JP / PC
11	Governors to send DT ideas for letter to staff.	All / DT
13	Contact Matthew Kettlewell regarding the parking situation	JP
14	Canvass local businesses for potential co-opted governors	JP
16	HTPM – DT to provide update at Autumn FGB	DT