



**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 3<sup>rd</sup> October at 5pm**

## Minutes

**Present:**

Peter Cannings (PC)	Foundation Governor
Jacqui Palmer (JP)	Headteacher
Di Tunnard (DT)	Foundation Governor
Sarah Brewster (SB)	Parent Governor
Justin Wheatley (JW)	Co-opted Governor
Michael O'Paul (MOP)	Co-opted Governor
Claire Rowett (CR)	Co-opted Governor
Gemma Snodgass (GS)	Staff Governor
Chris Smith (CS)	Co-opted Governor
Leanne Eaton (LE)	Clerk

No.	Item	Action
<b>PART 'A' – PROCEDURAL</b>		
1	<p><b>Welcome and Introductions</b> Everyone was welcomed to the meeting and introductions were made for the new governors.</p>	
2	<p><b>Apologies for absence and to determine whether any absences should be consented to</b> Apologies were received and accepted from Jonathan Redhead.</p>	
3	<p><b>Election of Chair and Vice Chair &amp; Approve Co-opted Governor</b> Michael O'Paul was nominated to be a Co-opted Governor. Governors unanimously approved the appointment.</p> <p>JP explained the reasons as to why Peter Cannings had joined the board. PC will be supporting the board for a period of 1 year, the objective being having a succession plan for the role of Chair and Vice Chair.</p> <p>PC was therefore nominated to the role of Chair and Governors unanimously approved the appointment.</p> <p>MOP volunteered to take on the role of Vice Chair and Governors unanimously approved the appointment.</p>	
4	<p><b>Annual Register of Business &amp; Pecuniary Interests</b> Forms were completed and handed to LE. LE will chase any outstanding forms.</p>	LE
5	<p><b>Register of Gifts &amp; Hospitality</b></p>	



A nil return was recorded.

**6 Governor Code of Conduct**

Governors signed to agree to the NGA Code of Conduct. LE to chase outstanding signatures. LE

**7 Review Standing Orders**

These had been circulated prior to the meeting but it was agreed they would be reviewed once the meeting structure had been agreed. LE to carry forward. LE

**8 To remind Governors of the need to declare interests, pecuniary or non-pecuniary.**

None.

**9 Declaration of Confidential Items**

Governors were reminded of the confidential nature of discussion at meetings.

**10 Notification of urgent other business previously notified to the Chair**

None.

**11 To confirm the Scheme of Delegation to the Headteacher**

This will be carried forward to the next FGB. LE

**12 To approve, as a correct record, the minutes of the meetings held on 13<sup>th</sup> July 2022**

The minutes of the meeting were approved, and SB signed as she was present at the meeting.

**13 To consider matters arising from the minutes for which there is no separate agenda item**

- Item 11: SATS results to be reviewed in the Autumn term – carry forward. JP/LE
- Item 11: Staff to be thanked for hard work over the year: DT confirmed this has been done. *Closed.*
- Item 13: 25 Questions for Effective Governance - governors were requested to consider the paper over the summer and prepare some suggestions for taking forward governor self-evaluation and actions (*On agenda*).
- Item 13: NGA Safeguarding training - JR to check if there is any NGA safeguarding training that is appropriate to his role as link governor – JR wasn't at the meeting, but it was noted that safeguarding is increasingly on the education agenda, so governors need to be aware. There are lots of resources for training on the NGA, The Key etc. *Closed.*
- Item 14: Link Governance to be reviewed (*On agenda*).
- Item 15: School Improvement Plan Review (*On agenda*).

**PART 'B' – SCHOOL IMPROVEMENT**

**14 Headteacher's report, including safeguarding**

A report was circulated prior to the meeting and JP asked for any questions:

*Q: Is attendance broken down into different groups?*





*A: Yes, but as we are only 3 weeks into the term there are no particular groups of concern at the moment, but we are looking at the children who had less than 90% attendance last year.*

PC advised that governors should determine what information they would like to see in the headteachers report. It is the governor's responsibility to ask the headteacher to report on various matters, and the report is one of the main documents a headteacher will produce for governors. PC advised that it would also be good practice to invite the School Education Advisor (SEA) to a meeting to evidence that governors are receiving information from more than just one source. JP advised that we have had the same SEA since Easter which is positive given our history, and she has developed a positive working relationship with the staff team.

**15 SIP/SEF**

These documents were circulated prior to the meeting. JP advised that governors could add to the SIP and the governor action plan can also be included.

JP informed governors that every school has had a planning meeting with a Principal Advisor from NYCC. The meetings have been very productive, and they had suggested a 'safeguarding' element for governors be included.

SIP:

JP requested that governors review the document as they need to know the strengths and weaknesses of the school, but we also need to ensure that governance has a clear presence in the SIP. PC will ask governors to complete the self-audit of governance and he will extract the action plan from this. It is likely that the outcome of this will be a number of training requirements. We will also undertake a skills audit to identify any gaps we have on the board. It is important that we maintain evidence of these exercises to demonstrate our effectiveness.

SEF:

Governors noted that the SIP was very clear, and the two schools were clearly differentiated.

**16 Wellbeing**

Governors pledged to use the DfE Wellbeing Toolkit. DT & SB will arrange a time to 'check in' with JP to look through the toolkit.

SB/DT

**17 Safeguarding**

JP reported there had been intensive safeguarding training in school which was carried out on the INSET day in September. SEA's are carrying out safeguarding visits in all schools this half term - Sharow's is on 5<sup>th</sup> October and the week after at Skelton.

*(GS joined the meeting)*



## 18 Governance

Appoint link governors: The following governors were appointed:

- Health & Safety: Jonathan Redhead
- Safeguarding: Jonathan Redhead
- SEN: Chris Smith
- Quality of Education: Justin Wheatley
- Implementation of Curriculum: Claire Rowett
- Development of Federation Culture: Sarah Brewster
- Develop Leadership at all levels: Claire Rowett & Gemma Snodgrass
- PSHE/RSE/Wellbeing: Di Tunnard
- Pupil Premium: Michael O'Paul
- Complaints Panel: this will be set up when a complaint comes in depending on the nature of the complaint and the issue. Due to having two small schools, having parents on the panel could result in a conflict of interest.
- HTPM Panel: Sarah Brewster, Di Tunnard and the SEA.
- Pay Committee: to be appointed from members of the Finance Committee
- Pay Appeals: to be appointed from members of the FGB on an ad-hoc basis

Self-Audit of Governance:

PC circulated the audit and talked governors through it. Governors completed it and returned it to PC. PC will draft an action plan from the responses. PC advised the audit will be re-done at the end of the year so governors can see the impact of their work.

PC

Skills Audit:

PC circulated the NGA Skills Audit and governors completed. LE will collate into the dashboard and send the outcomes.

LE

*(CS joined the meeting)*

25 Questions for Effective Governance:

Covered in the Self-Audit.

Vacancies – recruitment update:

There is currently 1 Foundation Governor vacancy and 1 Local Authority vacancy. JP advised that a parent has approached her so if they are still interested, JP will suggest they become the LA Governor, as they do not wish to be a foundation governor.

Training:

PC suggested that Governor 'Impact Training' be put on the FGB agenda. Governors have access to the NGA and the NGA Learning Link. There is also a training log on SharePoint for governors to update when training is completed.

LE





**19 Governor Monitoring Visits**

It was agreed that link governors would review their areas in the SIP and liaise with JP on when/how to monitor. The policy for visiting schools is on SharePoint along with the pro-forma for the monitoring report.

ALL

**20 Policy Review**

- Keeping Children Safe in Education: Governors signed agreement to reading.

The following policies were approved and PC signed copies:

- Child Protection Policy & Manual
- Whistleblowing Policy
- Photography & Filming Policy
- Policy for the Induction of Newly Qualified Teachers
- Recruitment & Selection Policy
- SEN Information Report & SEND Policy
- Smokefree Workplace Policy

It was noted that the schedule of policies needs reviewing and which policies need to come to the FGB. LE and JP will look at review dates and diarise for the meetings, so they are spread out across the year.

JP/LE

**21 Headteacher Performance Management**

This was carried out in the Summer.

**PART 'C' – OTHER BUSINESS**

**22 To deal with any matters agreed for consideration under item 10 above**

None.

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

PC will circulate a document to governors to demonstrate the kind of impact governors can have.

PC

**24 Dates of future meetings**

Dates of proposed FGB's are:

30th November 2022

8<sup>th</sup> March 2023

17<sup>th</sup> May 2023

5<sup>th</sup> July 2023

*(post meeting note – these dates have now changed due to the introduction of Committee meetings – see below for dates).*

There followed a discussion on the structure of meetings going forward. PC suggested two sub-committees: Curriculum (name TBC) and Finance & Resources (name TBC). Committees should result in shorter, more focused FGB's. After discussion it was agreed that there



would be 3 FGB's per year (one per term), 3 Curriculum committee meetings per year (one per term), and 3 Finance & Resources committee meetings per year (one per term). LE advised the Finance and Resources meetings need to be aligned to key points in the year e.g. SFVS, budgets etc. It was agreed LE would look at the dates and send suggestions to JP/PC.

LE

Committee membership was agreed as follows:

*Curriculum:* Jacqui Palmer, Sarah Brewster, Di Tunnard, Gemma Snodgrass, Chris Smith, Peter Cannings

*Finance & Resources:* Jacqui Palmer, Michael O'Paul, Chris Smith, Claire Rowett, Peter Cannings

LE will also look at terms of reference for committees.

LE

**Post meeting note – dates of meetings as follows:**

**FGB's**

Wednesday 1<sup>st</sup> February

Wednesday 17<sup>th</sup> May

**School Improvement Committee**

Wednesday 7<sup>th</sup> December

Wednesday 22<sup>nd</sup> March

Wednesday 5<sup>th</sup> July

**School Resources**

Wednesday 30<sup>th</sup> November

Wednesday 22<sup>nd</sup> February

Wednesday 10<sup>th</sup> May.

**ACTIONS**

No.	Action	Who
4	Chase outstanding business interest forms.	LE
6	Chase outstanding signatures for the Code of Conduct	LE
7	Review/Amend Standing Orders once meeting structures agreed	LE
11	Scheme of Delegation to the Headteacher to be carried forward to the next FGB.	LE
13	SATS results to be reviewed at the next FGB meeting	JP/LE
16	Arrange a time to 'check in' with JP to look through the toolkit.	DT/SB
18	Governance Self Audit – review responses and draft an action plan	PC
18	Skills Audit – collate response and circulate outcomes	LE
18	Governor 'Impact Training' be included in FGB agendas when necessary	LE



19	Governor Monitoring Visits – to be arranged with JP	ALL
23	Circulate document to governors which shows potential impacts of governance.	PC
24	Dates for committee meetings and terms of reference	LE

*Alanna*

