



**A meeting of the Governing Board of  
Sharow CE Primary School  
held on 20<sup>th</sup> March 2024 at 5pm, in school**

**Minutes**

**In attendance:**

Jacqui Palmer (JP)	Headteacher
Michael Paul (MP)	Co-opted Governor & Chair
Jonathan Redhead (JR)	Parent Governor & Vice Chair
Di Tunnard (DT)	Foundation Governor
Gemma Snodgrass (GS)	Staff Governor – via TEAMS ( <i>part</i> )
Alison Briers (AB)	Co-opted Governor
Claire Rowett (CR)	Co-opted Governor – via TEAMS
Leanne Eaton (LE)	Clerk

**Sharow Church of England Primary School Vision & Values**

We promise to flourish together – through our values of community, courage, creativity, forgiveness, joy, love and respect.

**Core Functions of the 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.

No.	Item	Action
<b>PART 'A' – PROCEDURAL</b>		
1	<b>Welcome</b> MP welcomed everyone to the meeting.	
2	<b>Apologies for absence and to determine whether any absences should be consented to</b> Apologies were received from Chris Smith, Sarah Brewster, Anna Whitham and Peter Cannings – these were accepted. The meeting was quorate.	
3	<b>To remind Governors of the need to declare interests, pecuniary or non-pecuniary.</b> None.	
4	<b>Declaration of Confidential Items</b> None.	
5	<b>Notification of urgent other business previously notified to the Chair</b> None.	
6	<b>To approve, as a correct record, the minutes of the meeting held on 20<sup>th</sup> December 2023 and matters arising:</b>	

	<ul style="list-style-type: none"> <li>Item 7: Check with governors who completed safeguarding training to ensure we are up to date – all training is up to date and JR will send copies of certificates. Governors were reminded that safeguarding training needs completing every 2 years, with an annual update to correspond with KCSIE. <b>Complete</b></li> <li>Item 10: Investigate training options on vulnerable and disadvantaged children for governors – AB forwarded an email to governors with links to relevant training/videos. <b>Complete.</b></li> <li>Item 10: Circulate the programme of staff meetings &amp; SIAMS preparation date to governors – the programme has been circulated. JP advised that there needs to be some SIAMS preparation in the summer term. <b>Complete.</b></li> </ul> <p><i>Q: Is Darren [Dudman] coming in to carry out a review?</i>  <i>A: Yes. DT volunteered to come in when this happens.</i></p> <p><i>(GS joined the meeting at 5.30pm).</i></p> <ul style="list-style-type: none"> <li>Item 13: Complete Skills Audit &amp; Dashboard. <b>On agenda.</b></li> <li>Item 13: Send Resources dates to AB. <b>Complete.</b></li> <li>Item 13: Governance Self Audit: MP will make the document editable and will complete and send to governors for input/comment – MP will put this document on SharePoint and asked governors to complete this. This can then be RAG rated.</li> <li>Item 13: Schedule at time to look at training and AB to create a training plan – AB has created a training plan which is on SharePoint. Governors who have specific link roles have been allocated training in order to fulfil that role. AB has completed a Training Pathway on Modern Governor which she reported was useful. <b>Complete.</b></li> <li>Item 15: Send some dates for a TEAMS meeting in January to discuss academisation – meeting was held but a further meeting is needed to review our position and whether academisation is an option we want to pursue. It was agreed it would be useful for governors to understand the whole process of academisation from start to finish, so JP will arrange a meeting with Darren Dudman to discuss this.</li> </ul>	<p>MP/ALL</p> <p>JP</p>
<b>PART 'B' – SCHOOL IMPROVEMENT</b>		
7	<p><b>Headteacher's report, including safeguarding</b></p> <p>The report was circulated prior to the meeting. JP invited questions from governors and highlighted the following:</p> <p><u>Numbers on roll:</u> these are static, we have lost some children but gained others. Numbers for Reception in September will be confirmed after Easter.</p> <p><u>Staffing:</u></p> <ul style="list-style-type: none"> <li>Miss Copperthwaite is back from maternity leave and is doing a job share with Miss Curzon.</li> <li>Mrs Snodgrass is completing her NPQ for leadership.</li> <li>Staff have found meetings with Mark Colbourn (Yorkshire Causeway MAT) extremely helpful and supportive. JP will monitor the impact of this support during the summer term.</li> <li>Parent forum was very positive about staff.</li> <li>Mrs. Robinson (School Administrator) is settling in well and learning the systems with some support from an Administrator from another local school.</li> </ul>	

	<p><b>Attainment:</b></p> <ul style="list-style-type: none"> <li>● JP is monitoring closely.</li> <li>● Attainment is discussed at length at the School Improvement Committee.</li> <li>● Children who are not on track are receiving support/interventions.</li> <li>● Cautious data with Y2 children.</li> </ul> <p><i>Q: With regards to KS1 reading, attainment is 66.7%, but the published outcomes in 2023 was 86%, what is in place to close this gap?</i></p> <p><i>A: Additional phonics (Little Wandle helps with this) and the teacher is providing targeted support.</i></p> <p><i>Q: Why has there been caution around the Y2 data?</i></p> <p><i>A: Teachers make predictions at the start of the year, and they are cautious when they do this, and teachers want to ensure children are secure in their learning. This year group has also had a new teacher come in halfway through the year so it takes time for the teacher and children to get to know each other.</i></p> <p><i>Q: What is the reason behind 0% at greater depth for KS1?</i></p> <p><i>A: The children have had a turbulent year with staffing as explained above. It is also not a big cohort, and data can be very cohort specific. For example, two children in Y6 will not be sitting their SATS so this already reduces our maximum target to 80%.</i></p> <p><i>Q: What are you doing to ensure teaching is as it should be?</i></p> <p><i>A: JP is supporting teachers, as are subject leaders. We are looking at books and talking to children. We have pupil progress meetings on a half termly basis where progress is reviewed and scrutinised. Overall, the quality of teaching across the school is good.</i></p> <p><b>Attendance:</b> There has been a lot of illness in the Spring term which has impacted attendance.</p> <p><b>Safeguarding:</b></p> <ul style="list-style-type: none"> <li>● 1 x Early Help</li> <li>● 13 children being monitored.</li> <li>● No significant issues.</li> <li>● JP sends staff a spreadsheet at the end of each term for input/comments, and this is then RAG rated.</li> <li>● JR has been into school regularly and JP contacts JR if anything major arises.</li> <li>● No racial incidents or complaints.</li> <li>● Behaviour – <b>see confidential minutes.</b></li> </ul> <p><b>Clubs:</b> Pupil Premium children are accessing the after-school clubs – choir, sports and homework club.</p>	
8	<p><b>Curriculum Update</b></p> <p>This is on the agenda following a recommendation at the governor Healthcheck to ensure that governors are aware of the curriculum.</p> <p>JP gave an update:</p>	

	<ul style="list-style-type: none"> <li>• Ofsted Framework was updated in 2019.</li> <li>• Current curriculum is built on small steps and teachers know what the end points are for each unit/term/year.</li> <li>• Key part of the curriculum are the people delivering it.</li> <li>• Current curriculum is very stripped back compared to the previous one.</li> <li>• We need to ensure children know what their prior learning is.</li> </ul> <p><i>(6.15pm GS left the meeting).</i></p> <p><i>Q: Are the changes to the Ofsted Framework cyclical? Is the framework in a good place now?</i></p> <p><i>A: In JP's view it is – it is research based and it is the first time Ofsted have looked at clear steps for children which is a positive. It is deeply rooted in the science of learning. We are now more accountable for the curriculum under this framework.</i></p> <ul style="list-style-type: none"> <li>• The SEA has suggested that subject leaders attend governor meetings, and JP reported that Miss. Tye is attending the next School Improvement committee meeting to present on SEN. The SEA also advised that governors could come into school to meet with subject leaders.</li> </ul> <p><i>Q: Could governors sit in on lessons?</i></p> <p><i>A: It would be more valuable for governors to speak with children outside of the classroom and to look at books with them. DT carried out a learning walk recently with Y5 &amp; Y6 children which she reported was very informative.</i></p>	
9	<p><b>Update from HTPM</b></p> <p>DT circulated a document on the NGA Wellbeing toolkit. This is an ongoing process and JP is rolling it out with staff. There is a survey on workload and general wellbeing currently being completed by staff.</p> <p><i>(GS re-joined the meeting at 6.30pm).</i></p> <p>JP reported that she is currently attending wellbeing sessions funded by the DfE. These are very useful, and it is an opportunity to talk about work and personal life with a neutral party.</p> <p>JP is also trying to work from home on a Wednesday morning which she reports has been very helpful and productive. GS deputises for JP during this time.</p> <p>DT will write a termly letter to staff and MP will write a termly letter to parents. Any ideas for inclusion to be sent to DT &amp; MP and these will be sent out after Easter.</p>	ALL
10	<p><b>Chair update</b></p> <p><u>Input from Governors for letter to parents:</u> (discussed above) – ideas to include are governor training, who governors are, safeguarding, monitoring visits, support from Yorkshire Causeway. Overall message is to demonstrate how we are moving forward.</p> <p>MP also reported that a Governor Healthcheck took place on 4<sup>th</sup> March which was very</p>	

	<p>positive. Report still outstanding but MP will circulate once it is received.</p> <p>MP, JP &amp; LE also had a termly meeting.</p>	
11	<p><b>Update from Resources Committee</b> Draft minutes from the meeting on 28<sup>th</sup> February were circulated prior to the meeting. Main points to note:</p> <ul style="list-style-type: none"> <li>• Numbers of roll is a concern.</li> <li>• Concern over outstanding contributions owed from parents.</li> <li>• No major overspends but money on supply has increased.</li> </ul> <p><u>Approval of SFVS</u>: Circulated prior to the meeting. This was discussed at the Resources Committee where it was recommended that the board approve for submission. <b>The FGB approved the SFVS for submission.</b></p>	
12	<p><b>Update from School Improvement Committee</b> Draft minutes from the meeting on 17<sup>th</sup> January were circulated prior to the meeting.</p>	
13	<p><b>SIP/SEF Update</b> SEF and SIP were circulated prior to the meeting.</p> <p>JP &amp; MP met Christine Johnson (SEA) this term regarding the SPIP. Christine is also due in next term for a full curriculum review.</p> <p>JP suggested governors focus on the leadership element of the SEF and advise if they have any comments.</p> <p><i>Q: Are you happy with the progress you are making on the SIP?</i> <i>A: Yes – the one element that hasn't progressed as much as JP would have liked is staff coaching, but overall the SIP is progressing well.</i></p>	
14	<p><b>SEN</b> Monitoring report from AW circulated with papers.</p>	
15	<p><b>Safeguarding</b> One potential behaviour issue.</p> <p><i>Q: Do the low-level concerns that are recorded remain with the pupil through their school life?</i> <i>A: Yes – everything is recorded on CPOMS, and the records will follow the children to their next school. This is to enable any patterns to be flagged up.</i></p> <p><i>Q: What triggers a referral, is it a certain number of low-level concerns?</i> <i>A: It is often a gut feeling, or a pattern of low-level concerns. We can often resolve the minor issues by speaking with the family. If it remains unresolved then we will refer to Early Help.</i></p> <p><i>Q: How would this be recorded if we didn't have CPOMS?</i> <i>A: It would be more difficult to flag up patterns. CPOMS is an easy system to use – it puts</i></p>	

	<p><i>things in chronological order and can identify siblings.</i></p> <p><i>(CR left the meeting at 6.40pm)</i></p> <p><i>Q: Are parents aware when something is logged?</i>  <i>A: No, but we will speak with parents if necessary. We are lucky that in a small school, staff know the children well.</i></p> <p><i>Q: Is there potential for a Subject Access Request for CPOMS?</i>  <i>A: Potentially but staff are conscious that information could be shared so they must ensure their reporting is correct and factual.</i></p>	
16	<p><b>Wellbeing</b>  Covered under HTPM.</p>	
17	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• <u>Skills Audit</u>: this is complete and had been circulated. MP reported that the overall scores were mainly 3's &amp; 4's, with two areas that scored 2 – Prior experience of being a Chair and Being part of the HTPM process. However, it was noted that the latter, only governors who are on the panel need to have this experience as ideally it needs to be the same governors each year to ensure consistency. With regards to the chairing experience, this can be planned in to ensure governors gain experience by chairing a committee.</li> </ul> <p>With regards to the individual scores, there is training that can be accessed but the scores will improve over time as governors 'learn on the job' and gain experience in the roles.</p> <p>Overall, the outcome is very positive but governors are encouraged to come into to school to monitor and gain experience, and investigate their own development areas. It has also been a useful exercise to highlight the need for succession planning.</p> <p><i>Q: How did it compare to the last audit we did?</i>  <i>A: Last time we scored lower on the finance element, but we are now in a stronger position. The training PC has delivered has had a positive impact.</i></p> <ul style="list-style-type: none"> <li>• <u>Training (AB)</u> <ul style="list-style-type: none"> <li>○ Complaints training: LE advised there is a date in June and will send the date.</li> </ul> </li> <li>• <u>New 'Governors Guide'</u>: this replaces the Governor Handbook. MP asked governors to familiarize themselves with the updates.</li> <li>• <u>Vacancies</u>: currently we have 1 foundation vacancy which JP is actively trying to fill. JP informed governors that CS will be stepping down at the end of academic year so there will be a vacancy for a Co-opted governor. JP will put this on Inspiring Governance.</li> <li>• <u>Update from Governor Healthcheck</u>: covered under Chair update.</li> <li>• <u>Update on Governance Action Plan</u>: this was carried out by the NLG last year with the following recommendations: <ul style="list-style-type: none"> <li>○ Agree a medium to long term vision.</li> </ul> </li> </ul>	<p>LE</p> <p>JP</p>


	<ul style="list-style-type: none"> <li>○ Undertake training to upskill governors.</li> <li>○ Explore joining a MAT.</li> <li>○ Engage the parent body.</li> </ul> <p>It was agreed that the latter three recommendations are in progress. The first recommendation will be addressed at the end of the school year.</p> <p><i>(DT left the meeting at 7pm).</i></p> <ul style="list-style-type: none"> <li>● <u>Succession Planning</u>: covered under the Healthcheck.</li> </ul>	
18	<p><b>Governor Monitoring Visits</b></p> <ul style="list-style-type: none"> <li>● Visits on wellbeing and SEN have been complete.</li> <li>● AB spoke with Mrs Snodgrass about Sports Premium and this report will go to the next Resources meeting.</li> <li>● JR has undertaken several safeguarding visits.</li> <li>● We will need a volunteer to take over the link to Priority 1 from CS when he steps down. It was agreed to ask SB if she can do this.</li> </ul>	MP/JP
19	<p><b>Policies</b></p> <p>The following policies were circulated prior to the meeting – questions as follows:</p> <ul style="list-style-type: none"> <li>● Anti Bullying Policy</li> </ul> <p><i>Q: Is this policy for children and adults?</i></p> <p><i>A: Children – adults would come under the Staff Code of Conduct and Disciplinary.</i></p> <ul style="list-style-type: none"> <li>● Asthma Policy</li> <li>● Behaviour Policy</li> <li>● Children in Care policy</li> <li>● Exclusions Policy</li> <li>● Managing Serial and Unreasonable Complaints policy</li> <li>● Nursery Admissions Policy</li> <li>● Parent/Carer and visitor behaviour policy</li> <li>● SEN Policy</li> <li>● Single Equality scheme</li> <li>● Suspension or removal of a Governor Procedure</li> </ul> <p><b>Governors approved all policies and MP signed hard copies.</b></p> <p>JP reported that once policies were signed, they are filed, and the schedule is updated. Some of the policies will go onto the website, and some will be sent to parents. All policies are kept on SharePoint so all staff can access them, and there is a spreadsheet for staff to sign to say they have read them.</p>	
20	<p><b>To deal with any matters agreed for consideration under item 5 above</b></p> <p>None.</p>	
<b>PART 'C' – OTHER BUSINESS</b>		
21	<p><b>How has this meeting impacted on the progress and welfare of our pupils?</b></p> <p>Governors have:</p>	

	<ul style="list-style-type: none"> <li>• Approved policies</li> <li>• Agreed to send termly updates to staff and parents.</li> <li>• Approved the SFVS.</li> <li>• Discussed staff wellbeing.</li> <li>• Scrutinised the attainment data.</li> </ul>	
22	<b>Date of next meetings</b>  <b>Summer</b> 24 <sup>th</sup> April - School Improvement Committee 8 <sup>th</sup> May - Resources Committee (Start Budget) 3 <sup>rd</sup> July - FGB	

Meeting closed @ 7.15pm

### ACTIONS

No.	Action	Who
6	MP to put the Governance Self Audit on SharePoint and governors to complete this.	MP/ALL
6	Invite Darren Dudman to a meeting to understand the academisation process.	JP
9	Ideas for inclusion for the Parent and Staff newsletters to be send to MP & DT.	ALL
17	Send date for Complaints training.	LE
17	Put Co-opted Vacancy on Inspiring Governance once CS steps down.	JP
18	Ask SB to take over as Priority One link governor.	JP/MP

<b>SIGNED:</b>	<b>DATE:</b>
 Chair of Full Governing Board	16/7/24