



**A meeting of the Governing Board of
Sharow CE Primary School
held on 27th September 2023 at 5pm, in school**

Minutes

In attendance:

Jacqui Palmer (JP)	Headteacher
Michael Paul (MP)	Co-opted Governor
Jonathan Redhead (JR)	Parent Governor
Di Tunnard (DT)	Foundation Governor
Anna Whitham (AW)	Local Authority Governor
Chris Smith (CS)	Co-opted Governor
Sarah Brewster (SB)	Parent Governor - via TEAMS
Gemma Snodgrass (GS)	Staff Governor
Alison Briers (AB)	Co-opted Governor
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
PART 'A' – PROCEDURAL		
1	Welcome LE welcomed everyone to the meeting.	
2	Apologies for absence and to determine whether any absences should be consented to Apologies were received from Peter Cannings and Claire Rowett – these were accepted. JP advised that PC would likely be off for at least the remainder of this term due to illness. Governors asked JP to pass on their good wishes to PC.	
3	Election of Chair and Vice Chair In PC's absence a new chair would be required. Prior to the meeting JP had discussions with MP and he has agreed to take on the role of Chair in PC's absence, on the basis this would be reviewed. Governors were unanimously in support of this appointment. JR volunteered to be Vice Chair – governors were unanimously in support of this appointment.	

4	<p>Appointment of Governors:</p> <ul style="list-style-type: none"> LA Governor: due to the federation with Skelton ending, AW had to be re-nominated to the role of LA Governor for Sharow School. Governors were unanimously in support of this appointment. AW's new term of office will therefore re-start as of 27th September 2023. Co-opted Governor: JP had met with Alison Briers who was interested in becoming a Co-opted Governor. Alison has visited the school, and JP had circulated her bio to governors. Governors were unanimously in support of this appointment. 	
5	<p>Statutory form completion</p> <ul style="list-style-type: none"> Annual Register of Business and Personal Interests: Forms to be submitted to LE. LE will create a document for the website. Register of Gifts and Hospitality: nil return recorded. A copy will be kept in the governor file. Governor Code of Conduct: Governors signed to agree to the NGA Code of Conduct. 	ALL/LE
6	<p>Review Standing Orders</p> <p>Circulated prior to the meeting. Governors agreed to the standing orders, subject to the name of the school being amended to Sharow.</p>	LE
7	<p>To remind Governors of the need to declare interests, pecuniary or non-pecuniary.</p> <p>None.</p>	
8	<p>Declaration of Confidential Items</p> <p>HTPM.</p> <p>Governors were reminded of the confidential nature of discussion at meetings.</p>	
9	<p>Notification of urgent other business previously notified to the Chair</p> <p>JP would like Governor agreement to allow Caroline Bellwood (School Administrator) to have a debit card for the school bank account. Governors agreed to this.</p>	
10	<p>To confirm the Scheme of Delegation to the Headteacher</p> <p>This was confirmed at £5k. JP advised that there has never been an instance where she has had to do this, and has asked for governor approval for lower amounts in order to maintain transparency.</p>	
11	<p>To approve, as a correct record, the minutes of the meetings held on 5th July 2023</p> <p>The minutes of the meeting were approved and signed by JP.</p>	
12	<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: Contact Canon Michael at Ripon Cathedral for a potential Foundation Governor – JP reported that she has emailed Rev. Ruth but has not heard back. There was a potential candidate in the parish, but this has not progressed. Ongoing, but will be raised under 'Governor Housekeeping' going forward. Ongoing. Item 9: Put the SEF on FGB agendas for governors to review specific elements – JP's view was that doing this would take too long to cover the whole SEF, and the focus needed to be on Leadership & Management, and Governance. This was agreed, but 	

	<p>governors can highlight other parts of the SEF for scrutiny if needed. Closed.</p> <p><i>(GS & AB joined the meeting @ 5.20pm)</i></p> <ul style="list-style-type: none"> • Item 11: Governors to send DT ideas for letter to staff – received and DT had sent the letter to staff. Closed. • Item 13: Contact Matthew Kettlewell regarding the parking situation – JP has spoken with Matthew and will chase again. It was thought that lines may be painted in the car park across the road, and signage informing parents of overflow parking. Closed. • Item 14: Canvass local businesses for potential co-opted governors – JP did not have to do this as she found Alison Briers on ‘Inspiring Governance’. However, JP does have a mailing list that she created in readiness for this so will tweak the covering email in the hope of finding a Foundation Governor. Closed. • Item 16: HTPM – DT to provide an update at Autumn FGB. On Agenda 	
PART ‘B’ – SCHOOL IMPROVEMENT		
13	<p>Headteacher’s report, including safeguarding</p> <p>The report was circulated prior to the meeting. JP invited questions from governors and highlighted the following:</p> <p><u>Staffing:</u> we are not fully staffed. We have 2 supply teachers in for Y5 & Y6, but we have now been able to recruit. The new teacher will be full time until Miss Copperthwaite returns from maternity leave in January. This is good for the children as there will be consistency.</p> <p>Teaching cover for Miss Coventry’s maternity leave (Y1 & Y2 and SENCO) has been recruited for; and Miss Tye (Y3 & Y4) will cover the SENCO role. Miss Tye has booked onto relevant training and had handovers with Miss Coventry. The SENCO is a big role and staff are now more aware of what this entails.</p> <p><u>SEA:</u> Christine Johnson will remain our SEA which is good for the school. We are a category 3 school this year due to being a school that ‘Requires Improvement.’ All visits have been scheduled in for the year - the first visit is on 10th October, and this is the Autumn Term Planning meeting. JP advised that it would be helpful if MP could attend part of this meeting.</p> <p>JP also advised that we will be receiving 10 days of support from the Yorkshire Causeway Academy Trust (YCAT) and this will focus on subject leadership. This will run into the Spring term. Gemma is also visiting one of the primary schools within the MAT.</p> <p><u>Safeguarding:</u> JR has done a visit with Christine Johnson and the report will be circulated once it is available.</p> <p><i>GQ: Numbers on roll – we are down from 90 to 88. Is this a reflection of anything in particular?</i></p> <p><i>A: JP cannot think of anything. Numbers are now 93 – 88 in school and 5 in Nursery. We have also had several enquiries for Y2 places, but we are full in Y2, so we are unable to take any more. We already have 16, and the PAN is 15. We have 13 in reception which is good compared to other local schools, as generally reception numbers appear to be low across the</i></p>	JP/JR

board.

JP would like to spend some money (Circa. £700) on a professional promotional video, using drone footage.

Data:

GQ: Is there some missing data?

A: The FFT (Fisher Family Trust) pull historic data and track this to give a target. The data that is missing relates to 2 higher achieving children so this will pull the data up.

Y2 will not do SATS this year – impact will be assessed from entry to Reception to Year 6.

JP advised that she attended and Headteacher briefing last week, and outcomes and data was not part of the agenda. The focus was mainly on SEN and safeguarding.

GQ: Section 10 – Curriculum: are there any targets or limits on what can be offered for clubs?

A: No – it would be better if we could offer a broader range of clubs. We look to target children in receipt of Pupil Premium who generally don't access clubs outside of school. We currently offer Sports Clubs and Choir, but this is just for KS2.

GQ: Is it usual for Pupil Premium numbers to be so high (40%)?

A: This figure refers to 40% of the Pupil Premium children who attend a club. Overall, we have 11 children on Pupil Premium.

GQ: Do parents have to pay for clubs?

A: Chior is now free. Sports club costs £4.50 per session but school pays for Pupil Premium children to access clubs and music lessons.

GQ: Are you satisfied with attendance levels?

A: We are not deemed as having a problem and JP does not have any particular concerns. We do still have an issue with holiday requests. We are currently supporting one family with punctuality.

JP asked governors if the HT report was in a useful format. Governors confirmed they are happy with this format.

14 **SIP/SEF Update**

SEF & SIP were circulated prior to the meeting. JP had also circulated a document informing governors how the SIP is put together.

JP advised that her main objective with the SIP is alignment and ensuring that there isn't too much repetition.

Priority 3 – this was an issue that came out of the Ofsted Inspection so there is a lot of work going into this area. JP needs to contact the Diocese to review the RE provision.

Priority 4 – leadership: governors need to focus on this objective. We have a strong composition now and we have leadership support from YCAT. We need to develop TA skills

	<p>and align them with their interests and subjects. It was noted that this objective will be achieved by the link roles governors undertake.</p> <p>After discussion the following link roles were agreed:</p> <ul style="list-style-type: none"> ● Priority 1 – Curriculum/Assessment: Chris Smith. It was noted that it would be beneficial for CS to attend some staff meetings, if possible. ● Priority 2 – Planned and sequenced curriculum: Di Tunnard. ● Priority 3 – PSHE/RE linked to personal development: Di Tunnard. ● Priority 4 – Development of governance: Gemma Snodgrass & Claire Rowett. <p>The SEF hasn't changed much since the summer term.</p>	
15	<p>Wellbeing</p> <p>DT & SB have worked through the NGA Wellbeing toolkit. An action plan will be created from this which will be shared with governors; and DT & SB will keep governors updated on progress.</p> <p>It was agreed this was a positive way forward as there isn't much substance just asking JP & GS how things are in school. The idea is to review with the FGB and have targeted questions for all of the staff.</p> <p>This will come to the next FGB.</p>	DT/SB/ LE
16	<p>Safeguarding</p> <p>JR has visited (previously mentioned).</p> <p>No issues to report. Pupil transition has made a significant difference to behaviour in school, including the number of suspensions.</p> <p>The Safeguarding Advisor is visiting on 3rd October.</p> <p>Janet Morris (H&S Advisor) has carried out a paperwork review – there are several actions from this which JP is progressing.</p>	
17	<p>Governance</p> <p><u>Terms of Office:</u> due to the federation with Skelton ending, Governor Support have advised that all governor terms of office are re-set with effect from 1st September 2023. It was noted that governors will need to be aware that this means that the majority of governors terms of office are due to end on the same date which may cause an issue governor recruitment in the future.</p> <p><u>Appoint link governors:</u></p> <ul style="list-style-type: none"> ○ Safeguarding: Jonathan Redhead ○ SEN: Anna Whitham ○ Health & Safety: Jonathan Redhead ○ Pupil Premium: Michael Paul ○ Training: Alison Briers ○ Attendance: Jonathan Redhead 	

	<ul style="list-style-type: none"> ○ PE & Sports Premium: Anna Whitham ○ Website Compliance: Chris Smith ○ Wellbeing: Di Tunnard & Sarah Brewster ○ HTPM: Di Tunnard & Sarah Brewster <p>LE to circulate link role descriptions for new link roles.</p> <p><u>Self-Audit of Governance:</u> This was carried out last year and governors agreed it would be useful to repeat. PC had circulated in hard copy last year so LE/JP will try and locate.</p> <p><u>Skills Audit:</u> LE will send to governors for completion.</p> <p><u>Vacancies:</u> 1 x foundation – previously discussed.</p> <p><u>Training:</u> JP circulated a document covering training for governors. Modern Governor has created training pathways to support governors to develop within their role. JP encouraged each governor to choose one of the pathways and undertake the training recommended within. There is also training from North Yorkshire available for governors to attend, as well as training via the NGA, and free networks via the Diocesan ESP.</p> <p>It was agreed that a training log be set up which AB can maintain as the link governor for training.</p> <p>JP also reported that it is expected that maintained schools discuss academisation on an annual basis. It was agreed that governor knowledge needs updating in this area and JP encouraged governors to attend on 5th October. JP will also circulate the date that Jane Goodwin (YCAT) is visiting for governors to attend. <i>Post meeting note – this is the 7th November.</i></p> <p><u>Committees:</u></p> <ul style="list-style-type: none"> ● School Improvement Committee: Di / Sarah / Chris / Alison / Anna / Jacqui ● Resources Committee: Michael / Jonathan / Claire / Gemma / Jacqui (the Bursar will also be in attendance). 	<p>LE</p> <p>LE/JP</p> <p>LE</p>
18	<p>Governor Monitoring Visits</p> <p>JP circulated a suggested timetable prior to the meeting. Now link governors have been confirmed, governors were asked to contact JP to arrange suitable dates. There is something for every term for each role linked to a priority. Governors are encouraged to come into school and speak with the children as it also helps the children gain confidence.</p> <p>JP advised there is a proforma on SharePoint – once a visit is complete, governors are to send JP the completed form and she will respond to any questions prior to sharing it at a governor meeting.</p> <p>Governors agreed the monitoring plan was very helpful and will help to focus visits.</p> <p>The Chair and HT will meet on a monthly basis.</p>	
19	<p>Policies</p> <ul style="list-style-type: none"> ● Keeping Children Safe in Education - Governors signed to agreement to reading. 	


	<ul style="list-style-type: none"> • Approve Policy Schedule • Attendance management policy • Guidance for schools on managing allegations against staff • Early career teachers (ECTs) • Child protection policy and procedures: JP advised that part of the manual is not yet completed with regards to what we do to address child on child abuse. JP will raise this with the Safeguarding Advisor on 3rd October so will bring the revised policy to the next FGB. • Special educational needs and disability • Whistleblowing policy • Smoke free workplace • Educational visits • Governor Code of Conduct • DBS Policy: JP informed governors that this has been updated which means once someone has a DBS from North Yorkshire, this can be transferred between North Yorkshire Schools/organisations. <p>Governors approved all policies and MP signed hard copies.</p>	JP/LE
20	<p>Update from Headteacher Performance Management</p> <p><i>See confidential Minutes</i></p>	
21	<p>To deal with any matters agreed for consideration under item 9 above</p> <p>JP advised there is still a TA vacancy for 17.5hrs. This is currently being covered by supply.</p> <p>JP gave a brief update on the closure of Skelton – keys were handed over to Newby Hall on the last day of term. Matthew Kettlewell has arranged for various items to come over to Sharow. There are some outstanding finance issues and some contracts are still being closed down.</p>	
PART 'C' – OTHER BUSINESS		
22	<p>How has this meeting impacted on the progress and welfare of our pupils?</p> <p>Governors have:</p> <ul style="list-style-type: none"> • Considered safeguarding and agreed to KCSIE. • Approved policies • Agreed to link roles and a plan for monitoring key priorities. • Reviewed the SEF & SIP. 	
23	<p>Date of next meetings</p> <p>11th October - School Improvement Committee 13th December - Resources Committee (revised budget) 20th December - FGB</p>	

Meeting closed @ 6.40pm

ACTIONS

No.	Action	Who
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5	Business Interest forms to be submitted to LE. LE will create a document for the website.	ALL/LE
6	Amend Standing Orders to 'Sharow'.	LE
13	Safeguarding report to be circulated once it is available.	JP/JR
15	Wellbeing action plan to go to the next FGB	SB/DT/LE
17	Circulate link role descriptions for new link roles.	LE
17	Locate and circulate governance self-audit for completion.	LE/JP
17	Governor Skills Audit to be circulated.	LE
19	Child Protection Policy – to go to next FGB following amendments	JP/LE
20	Email School Administrator to progress paperwork for HT pay award.	MP

SIGNED:	DATE:
 Chair of Full Governing Board	