



**A meeting of the Governing Board of
Sharow CE Primary School
held on 16th October 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
Sarah Brewster (SBr)	Parent Governor
Sally Baily (SBa)	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 MP welcomed everyone to the meeting, especially Sally Baily.	
2	Apologies for absence and to determine whether any absences should be consented to Apologies were received from Alison Briers, Claire Rowett and Peter Cannings – these were accepted. It was noted that PC was absent due to long term sickness.	
3	Election Of Chair & Vice Chair Governors voted unanimously to re-elect MP as Chair, and to re-elect JR as Vice Chair.	
4	Appointment of Governors SBa was approved as Co-opted Governor by the Board. MP will follow up on an induction.	MP
5	Statutory form completion <ul style="list-style-type: none"> ● Annual Register of Business and Personal Interests: completed forms were handed to the clerk. ● Register of Gifts and Hospitality: Nil return was recorded. ● Governor Code of Conduct: Governors signed in agreement to the NGA Code of Conduct 	

	<p>and the Chair signed a copy for the school file.</p> <ul style="list-style-type: none"> Whistle-blowing procedures are in place and the Whistle-blowing Governor is named in the policy as the Chair of Governors. <p>LE to chase outstanding forms and create document for the website.</p>	LE
6	<p>Review Standing Orders These were amended and LE will circulate the final version.</p> <p>MP suggested increasing the number of FGB's to five. It was agreed this would be discussed further in the termly HT/Chair/Clerk meeting and review the annual agenda planner to see if this was needed. Date for meeting to be agreed.</p>	LE LE/JP/ MP
7	<p>To remind Governors of the need to declare interests, pecuniary or non-pecuniary. None.</p>	
8	<p>Declaration of Confidential Items None.</p>	
9	<p>Notification of urgent other business previously notified to the Chair</p> <ul style="list-style-type: none"> Related Party Transactions – JP reported that this was a nil return and has been submitted to County. 	
10	<p>To confirm the Scheme of Delegation to the Headteacher This is £5k or no more than 0.5% of the delegated budget, whichever is the lesser amount. Governors approved the Scheme of Delegation.</p>	
11	<p>To approve, as a correct record, the minutes of the meeting held on 16th July 2024 and matters arising:</p> <ul style="list-style-type: none"> Item 6: Outcome of Governance Self Audit to go on September agenda. On agenda. Item 8: Governors to read 'C of E Statement of Entitlement' to ensure requirements are being met – governors confirmed they had read this, and SBa will read. Complete. Item 11: Send status sheet to governors once completed – MP has shared and will continue to circulate monthly. Complete. Item 12: DT/MP to complete HR HTPM paperwork. Complete Item 14: Ask JR to visit early Autumn term for a Safeguarding visit – JR is visiting w/c 21st October. Complete Item 17: Check the Resources ToR's regarding delegation of approval of budgets - final decision to be made at the September FGB. On agenda. Item 17: Training update to go to the September FGB – AB has sent an email to governors, indicating where training gaps are. JP will meet with AB to review training and which providers we are using. Item 17: Progress potential LA Governor. On agenda. Item 17: Contact Peter Canning to find out if he intends to return to the GB – PC is planning on returning to the Board, and JP confirmed we can hold his post open. Complete. Item 18: Research MAT's and bring findings to December FGB. On December 	JP/AB

agenda.

The minutes were agreed.

PART 'B' – SCHOOL IMPROVEMENT

12 Headteacher's report, including safeguarding & SEN

The report was circulated prior to the meeting – this was a new format that JP was trialling. JP invited questions from governors and highlighted the following, giving a contextual update:

Staffing:

- Miss. Coventry will return from maternity leave after October half term. The supply cover that was initially in place did not work out, so a new cover was found. This had an impact on JP's time.
- Mrs. Curzon (Y5/6 teacher) has been off sick and will be back after October half term. The supply cover for this class worked well.
- Administrator left over the summer holidays. Interviews held and new Administrator (Mrs. Mahoney) will start mid-November. JP has had to cover a lot of the admin work in the office.
- Recruited a new TA who has experience in Early Years, but not in a school setting, so training is underway. This is to replace Mrs. Colley who is leaving at half term.
- Overall, the staff team are working well, but the first half term has felt slightly disrupted.
- Governors thanked JP and the staff for picking up the additional work and filling the staffing gaps in school.

Autumn Term Planning Meeting:

JP & MP met with Christine Johnson (SEA) to review where the school was at. This meeting helps inform the SPIP and agrees the amount of support provided by County for the coming year.

Q: How is the induction of new staff recorded?

A: There is a full induction plan, and it is all recorded by JP. There is a lot of training; policy and risk assessment reading; overview of the school; identify any children with need; school rules; vision etc. GS will meet regularly with new staff to check in. We are fortunate that we are using a lot of schemes that other schools use, so supply staff are usually familiar with these.

Q: When was the staff survey last carried out?

A: This was done in the Spring, and it was supported by DT. The survey was focussed on wellbeing. The outcomes were positive – staff are all happy and work well together; we are a small team, and we all pull together. Staff are confident in what they are delivering, and we promote an open and honest culture.

Q: Are the FGB minutes on the website?

A: Yes – we have a whole new website. There are still a few items to be added, but overall it is a big improvement.

Q: In the SIP, there are 4 priorities but Maths isn't one of them, why is this?

A: Maths is not a whole school priority - there are a couple of year groups where this needs to be a focus. This was highlighted in last year's Y4 multiplication checks, and the current Y6 are currently using Number Sense. We also have targeted interventions in place, and GS has completed maths monitoring in Y5 & Y6, and will monitor regularly. We also carry out pre and post unit maths assessments which GS analyses. Although we use a maths scheme, it is adapted further, and other materials drawn on, to meet the needs of the class.

Q: what does minus 1, minus 2 and zero mean [referring to pupils on roll]?

A: These are the year groups in Nursery. Minus 2 are the year children turn 3; Minus 1 are the year the children turn 4; and Zero is Reception (year the children turn 5).

Q: how did the open morning go?

A: It was good, but JP would have liked to have had more families visit. JP thinks we need to promote ourselves amongst more nurseries. We do also offer individual appointments to see the school. Going forward, we would like to hold a 'Forest Session' and we are unlikely to hold any more open days.

Q: How are we promoting ourselves?

A: Word of mouth and Facebook.

Q: Do we know why pupils are leaving [3 pupils left since the end of summer]?

A: One family left due to no wraparound provision for nursery children.

Q: What are the absence rates and what are we doing about it?

A: Our absence rates are higher due to unauthorised absences (2-week holidays in term time). JP does not authorise any requests and they are all referred on to County. JP has put out a strong message about attendance and has informed parents about the importance of attending school. Homework is not provided for these children.

Q: Are these holidays being tagged on to half term?

A: No – they are a straight 2 weeks in the middle of the term.

Q: Why is absence skewed?

A: It is skewed at this time of the year as data is taken from 1st September, so any absence will produce a high percentage. Data will be more accurate after the Autumn term.

Q: How do you identify a child as having SEN?

A: JP Circulated a document that demonstrated this. If a child is not making expected progress, we will put interventions in place. If this is not having an impact, we will speak with the parents and put the child onto the SEN register. We will then look at seeking external support and apply for an EHCP if needed. We have recently had an EHCP approved – the funding is minimal but having the EHCP is a great support for the child as we can now adapt the curriculum further and provision to suit their needs.

Q: How do you ensure you are picking up all of the SEN children?

A: JP has regular Pupil Progress meetings with teachers, and JP will chat with staff outside of these meetings. Data collections are carried out 3 times a year, and staff are attuned to picking issues up.

	<p><i>Q: Is 15 children receiving SEN Support a high number?</i> <i>A: JP thinks this is comparable with other schools, and nationally the number is increasing. JP is attending a meeting in November with the North Yorkshire SEN team to look at this issue and seek potential solutions.</i></p> <p><i>Q: Are you happy we have the right support in place in school for SEN? Miss. Tye has left, and Miss. Coventry is on maternity leave?</i> <i>A: Mrs. Hibbert is covering this role, and she has experience in a previous school. We have looked at the statutory obligations on the EHCPs and focussed support on these. There is a lot of need in the Y3/4 class so these children have been prioritised and we have put in additional TA time [from other classes] to support.</i></p> <p><i>Q: There isn't any progress or attainment data in the report – why is this?</i> <i>A: This will go into the SIP when it is finalised, but there is nothing to report beyond the data received in the summer. Data will be provided at the School Improvement Committee and scrutinised there.</i></p> <p><i>Q: Risk management – this is not detailed in the report. Why is this?</i> <i>A: JP omitted this from the report, but advised that the risks are Finances, Estates, staffing, and reputation. JP has had quotes to do the fencing in the playground; and has also received positive comments about the school on emails from parents that JP would like to put onto the website.</i></p> <p><i>Q: Are you able to expand on the health and safety incidents? [increase to incidents to the head and in outside areas].</i> <i>A: JP thinks this is cohort specific. Ball games have also been banned on the playground.</i></p> <p><i>Q: Are children allowed on the school field?</i> <i>A: Yes, but we have to monitor this as we will receive complaints from parents if children are going home covered in mud, but we try to use it as much as we can.</i></p> <p><i>Q: Regarding the SIP priorities, do you give the priorities timeframes?</i> <i>A: Yes -these are broken down further in the SIP with dates for when we would like objectives to be completed by.</i></p> <p>Governors thanked JP for the report and noted they liked the new format that was used.</p>	
13	<p>Chair Update MP reported the following:</p> <ul style="list-style-type: none"> • In constant communication with JP and has supported with various staffing challenges. • Attended Autumn Term Planning meeting. • Carried out Pupil Premium monitoring visit – attended the homework club. Report submitted and will go to the Resources committee. • Carried out a website audit. • Governance action plan almost completed. • Dealt with one complaint – no details given in case there is an appeal. • As a board we need to refresh the school vision and strategy, ideally this term. • There is a focus on getting inductions right. 	

17	<p>SEN Covered in previous items.</p>	
18	<p>Safeguarding</p> <ul style="list-style-type: none"> • JR coming to school w/c 21st October for Safeguarding monitoring visit. • All TA's have completed KCSIE training; teachers are doing this. • All staff have read latest KCSIE. • Reviewed Individual Health Care Plans. • Identified staff have completed Diabetes training, and Dietary training. • Janet Morris (H&S Advisor) has completed H&S report. • JP done Asbestos, Legionella and Fire Warden training. • No major safeguarding incidents to report. <p><i>Q: Have all staff completed their safeguarding training?</i> <i>A: Not yet – it will all be completed by the end of November. It is planned to be spaced out over the term to re-enforce messages and embed learning. Once the training is complete there will be an assessment.</i></p>	
19	<p>Governance</p> <p><u>Approve Instrument of Government:</u> no change, approved.</p> <p><u>Appoint link governors</u></p> <ul style="list-style-type: none"> • Safeguarding Inc. Filtering & Monitoring – Jonathan Redhead • SEN – Sarah Brewster • Health & Safety - Jonathan Redhead • Pupil Premium – Michael Paul • Training – Alison Briers • Attendance - Jonathan Redhead • Links to SIP: <ul style="list-style-type: none"> ○ Priority 1 – Di Tunnard ○ Priority 2 – Sally Baily ○ Priority 3 – Di Tunnard ○ Priority 4 – Claire Rowett/Gemma Snodgrass <p><u>Review Committee Membership:</u></p> <ul style="list-style-type: none"> • Resources – Claire Rowett, Alison Briers, Jonathan Redhead, Gemma Snodgrass, Jacqui Palmer. • School Improvement – Sarah Brewster, Di Tunnard, Sally Baily, Michael Paul, Jacqui Palmer. <p>It was agreed that if a committee meeting is not quorate, other governors will be invited to attend in order for the meeting to proceed. Governors are also welcome to attend committee meetings if they are not on the committee e.g. for experience, information etc.</p> <ul style="list-style-type: none"> • Approve Committee Terms of Reference – governors approved the Terms of Reference, and it was minuted that the resources committee will retain approval responsibility for the Start Budget and Revised Budget. LE to amend ToR's and 	LE


	<p>circulate.</p> <p><u>Appoint HTPM Panel:</u> Di Tunnard & Michael Paul.</p> <p><u>Appoint Panel Members/Named person:</u> it was agreed to have a named governor for these panels and then membership can be determined when issues arise and availability is known.</p> <ul style="list-style-type: none"> ● Staff Discipline – Michael Paul ● Staff Discipline Appeals – Jonathan Redhead ● Pupil Discipline – Di Tunnard ● Complaints – Michael Paul <p><u>Self-Audit of Governance:</u> this is almost complete, and MP will circulate along with an action plan.</p> <p><u>Governance Strategic Plan:</u> this has to be separate to the School Improvement Plan. MP will pick this up and LE will send templates from North Yorkshire.</p> <p><u>Skills Audit:</u> this was carried out last Autumn. MP will check and LE will send to SBa for completion.</p> <p><u>Vacancies:</u> 1 x Foundation / 1 x Local Authority – JR has a suggestion for the LA Governor that he will forward to JP.</p> <p><u>Training update:</u> AB not present. Carry forward to December meeting.</p> <p><u>Succession Planning:</u> it was agreed that MP would not chair any of the committees.</p>	<p>MP</p> <p>MP/LE</p> <p>MP/LE</p> <p>JR</p> <p>LE</p>
20	<p>Governor Monitoring Visits</p> <p>MP would like all governors to commit to at least 2 visits per year, but ideally 3 (one per term).</p>	
21	<p>Policy Review</p> <p>The following policies were circulated prior to the meeting:</p> <ul style="list-style-type: none"> ● Keeping Children Safe in Education - Governors signed to agree to reading Part 2. ● Approve Policy Schedule ● DBS Policy and Guidance ● Health & Safety Policy – noted that names need updating. ● Recruitment & Selection Policy ● Smokefree Workplace Policy & Procedure ● Child Protection Policy ● SEN Information Report ● SEN Policy ● Whistleblowing Policy ● Suspension or Removal of a Governor Procedure ● Educational Visits Policy <p>Subject to the minor changes, the policies were approved.</p>	

	<i>(JR & GS left the meeting at 7.05pm)</i>	
22	Receive report on teacher appraisal process This will go to the Resources meeting.	LE
23	Confirm PAN This is confirmed as 9.	
24	Wrap Around Care Review JP reported there is now an obligation to provide wraparound care from 8am – 6pm every day, or equivalent hours if it is needed by the community. We currently provide Breakfast Club (Monday to Friday) from 7.30am and After School Club until 5.15pm (Monday to Thursday). We do not offer a Friday as we are unable to staff the club, but JP is aware that parents would like this provision. There is funding available to increase our provision, and this funding would pay for staff time. JP is proposing we increase the offer to end After School Club at 5.30pm. JP has not yet canvassed staffs' views on this, but she does not anticipate staff would agree to work on a Friday. There is further work to do on this matter, but JP is aware that it needs to be a viable provision, and we need to be able to staff it. JP also needs to further investigate having 3-year-olds in the clubs.	
25	Plan for collecting staff, family and pupil voice throughout the year <ul style="list-style-type: none"> ● Pupil – done regularly. ● Parent – termly parent forums. JP suggested governors come into school at home time to talk with parents in the playground on an informal basis. ● Staff – wellbeing survey done in the Spring, and will be done again this year. 	
26	To deal with any matters agreed for consideration under item 9 above None.	
PART 'C' – OTHER BUSINESS		
27	How has this meeting impacted on the progress and welfare of our pupils? Governors have: <ul style="list-style-type: none"> ● Approved policies ● Agreed Link roles and committee memberships. ● Reviewed and questioned the HT report. 	
28	Date of next meetings <ul style="list-style-type: none"> ● School Improvement Committee – TBC ● Resources Committee – 11th December ● FGB – 18th December 	

Meeting closed @ 7.15pm

ACTIONS

No.	Action	Who
4	MP to follow up on induction for SBa.	MP
5	Chase outstanding forms and create document for the website.	LE
8	Amend Standing Orders and circulate the final version.	LE
8	Arrange date for HT, Chair & Clerk termly meeting to review agenda planner and meetings.	LE/MP/ JP
11	Meet with AB to review training and which providers we are using.	JP
14	Remove the mention of Skelton closure in SEF.	JP
14	Update website to reflect progress against Ofsted priorities.	JP
19	Amend ToR's and circulate.	LE
19	Circulate Self Audit of Governance and Action Plan.	MP
19	Look at Governance Strategic plan.	MP/LE
19	Review Skills Audit and send to SBa for completion.	MP/LE
19	Inform JP/MP of potential LA Governor.	JR
19	Training Update to be carried forward to December meeting.	LE
22	Teacher appraisal update to go onto Resources agenda.	LE

SIGNED:	DATE:
 Chair of Full Governing Board	18.12.24