



SKELTON COMMUNITY SCHOOL
Minutes of the Full Governing Body meeting
held on Monday 17th September 2018 at 6.30pm at the school

Present:

Mrs Catherine Bromley	Ms Michaela Carney (Interim Headteacher)
Mrs Gill Johnson	Mr Tim Stead (<i>from 19:25</i>)
Mr Chris Linfoot	Mr Steve Windass
Mrs Hazel Greenwood	Mr Keith Hayton

In Attendance:

Mrs Elizabeth Kaye – School Finance Manager
Mrs Catherine Lajoinie – Governor Support Officer

1 Welcome, Apologies for absence and declarations of interest

The meeting began at 18:40.

Apologies for absence were received with consent from Mrs Judy MacDermot, Gillian Little and Tony Bower. Tim Stead had informed governors that he would arrive late to the meeting. Mr Chris Linfoot, Vice-Chair, agreed to Chair the meeting in the absence of the Chair of Governors. The Acting Chair of Governors welcomed everyone back to the start of the new school year and welcomed Ms Michaela Carney as the Interim Headteacher to the school. Everyone introduced themselves.

There were no declarations of interest.

i. Completion of business interest forms

The clerk circulated business interest forms for completion.

ii. Skills Audit

The Clerk had circulated the NGA Skills Audit v.2017 prior to the meeting and reminded governors to complete them and return them to her.

Action: All Gvs

2 Election of Chair and Vice-Chair/s

Resolved:

Judy MacDermot was unanimously elected as Chair of Governors for the period of one year.

Proposed: Keith Hayton Seconded: Hazel Greenwood

Chris Linfoot and Tim Stead were unanimously elected as co-Vice Chairs of Governors for the period of one year.

Proposed: Hazel Greenwood

Seconded: Keith Hayton

3 Minutes and Confidential Minutes of the FGB meeting held on 16th July 2018

Resolved:

Governors considered and approved the minutes and confidential minutes as true and accurate records of the meeting and agreed to reconsider the subject of the confidential minutes at the next Finance & Personnel Committee meeting and FGB meeting.

4 Action plan and matters arising not covered by the agenda

With reference to the Action Plan from the meeting of 16th July 2018:

Action Point (AP)1 - *Circulate the Skills Audit v.2017 to governors* – This action was complete.

AP2 - *The Chair of Governors agreed to write to those involved in the refurbishment of the school and grounds to thank them* – The Acting Chair stated that this was unknown and that he would check with the Chair of Governors whether this action was complete.

AP3 - *Mrs G Little agreed to discuss the advertisement with Mrs E Kaye, School Finance Manager, and a contact in the NHS to arrange.* This Action was complete, however the Headteacher noted that in effect this had cost the school more, as a number of people already using the provision already worked for the NHS and there had been no additional take up as a result of the advertisement as yet. The Headteacher informed governors that the advertisement had been circulated one week prior to the meeting. Governors discussed possible future plans and were informed that the After School provision could not take nursery aged pupils at this time due to current staffing ratios.

AP4 - *Arrange a parent governor election.* To follow under Item 12.

5 Chair's Report

(to include governor commitment, training opportunities, communications)

The Acting Chair informed Governors that he had received some notes from the Chair of Governors and proceeded to read the Chair of Governors' email to the Governing Body. The following points were highlighted:

- A warm and sincere welcome was extended to the new Headteacher and it was noted that there was a new atmosphere in the school, with evident changes already having a noticeable effect.
- Governing Body – Governors were reminded of the need for an annual health check in the form of the Skills Audit (previously distributed), and the essential role of the Governing Body, namely:
 - to give the school an ethos and strategic directions whilst holding the Headteacher to account for the school's performance.

In addition to this the Chair of Governors noted that all Governors had a collective responsibility in the discharging of their responsibilities, that the Governing Body was large in relation to the size of the school and that all Governors needed to take part in training and to commit themselves to the role.

- The York Schools and Academy Board (YSAB) had proposed a Governance Audit

and Review, the clerk informed Governors that this would take approximately two hours. The Headteacher noted that the Audit had been included in the School Improvement Plan. Governors agreed to go ahead with the Audit. The Clerk agreed to re-forward possible dates to the Governing Body. Governors discussed a recent BBC Panorama programme on academies their failings and financial issues.

Action: Clerk

- Current promotional activities were discussed –
 - the new Barratts Homes development would promote the school once an office had been opened on the site.
 - Tesco's bags for charity and tokens were being discussed with the community liaison officer at the local branch. Governors discussed how to use any money raised from this activity, agreeing that it would be beneficial for the community to do something visible and of obvious benefit to the pupils.
 - Governors discussed pupil numbers and the benefits of word of mouth promotion, marketing and public relations as a daily effort. Governors were informed that two pupils had left the school that year, there were currently 73 pupils on roll and a parent planned to visit the school next week.

6 Headteacher's report

i. Self-evaluation Form 2017-2018

The Headteacher stated that the SEF had not yet been updated and was not yet ready for circulation. Governors were informed that the Headteacher was working on the form with Derek Sutherland, Head of Primary Effectiveness and Achievement at City of York Council and it would be circulated as soon as it was available.

*Action:
Headteacher*

ii. School Improvement Plan 2018-2019

As above. Currently identified priorities were:

- Pupil numbers
- Behaviour – no passive learning
- Special Educational Needs (SEN)

iii. Results 2017-2018

Governors were reminded that they had received the results at the end of the previous academic year. The Headteacher stated that results had been very good in 2018; going on to note that maths remained an area of focus across the whole school and the school aimed to ensure that the result remained in line with the national average as a minimum.

iv. School's new Vision and Values statement

The Headteacher informed governors that much work had been done on this with both the staff and pupils; noting that this aspect would also be affected by conversion, if the school chose to join Hope Learning Trust York (HLTY). The Headteacher stressed the focus on community and respect, adding that a version had been developed but had not yet been published or publicised. The Headteacher added that she would also like to change the school's slogan/strap

line. A governor asked whether HLTY had developed a mission statement for their schools. In response the Headteacher stated that this had not yet been done but they were developing a wider vision and branding, going on to add that HLTY liked to ensure that each school retained a measure of individuality.

In relation to pupil numbers, the Acting Chair asked how many pupils were in Year 6; a Staff Governor stated that there were currently fourteen pupils in the cohort, and in response to a question stated that she was not sure how many of those pupils were 'home grown'.

7 Academy Matters

(to include discussion of next steps, conversion date)

The Acting Chair informed the Governing Body that HLTY and City of York Council had requested an earlier conversion date for Skelton, but the Chair of Governors felt that this was unrealistic. Governors were informed that currently a March conversion date was likely. Governors confirmed they were happy for the school to convert to academy status with a view to joining HLTY on 1st March 2019.

Tim Stead joined the meeting at 19:25

8 Policies to Review:

i. Behaviour Policy

The Headteacher noted that the policy had been adapted to focus on positive behaviour management.

ii. Attendance Policy

The Headteacher clarified the school day timings for governors.

iii. Uniform Policy

Governors were informed that the only change related to pupils being asked to put long hair up.

iv. Safeguarding and Child Protection Policy

a. (please also see the following link to government updates to Keeping Children Safe in Education:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Governors were informed that this policy had the most changes due to recent updates and reminded governors that a quiz had been circulated. Governors were asked to read and sign to confirm that they had read the updates and demonstrate that they had understood key aspects of safeguarding. The Headteacher noted that most of the updates related to early help and peer on peer abuse and added that the Safer Recruitment Policy had been added as an Appendix.

The Acting Chair and Mr K Hayton confirmed that they had completed the NSPCC Safer Recruitment online course during the summer holidays and the Chair of Governors had attended the City of York Council training

course.

The Headteacher then invited any questions

v. Governor Code of Conduct

Resolved:

Governors considered and approved all the policies, above (8.i-8.v)

9 School Fund accounts – for approval and signature

The Acting Chair observed that there was a good carry over from the previous financial year and suggested that a governor retain a cheque previously offered to the school to 'plug any gaps' now that the school had received funds from YSAB. Governors scrutinised the accounts. The Headteacher stated that some things could be 'tightened up' and noted a number of items that were either not used or were essentially duplication. A governor noted that the Children's Trust could help fund trips and resources for disadvantaged children. The Acting Chair outlined key figures and In response to a question a governor explained the definition of restricted and unrestricted funds.

Resolved:

Governors considered and approved the School Fund accounts and the Chair was duly authorised to sign them.

10 Wrap around care update

Governors comprehensively discussed the wrap around care, challenges, costs and beneficial aspects. Highlighted were the need to retain pupils, increase pupil numbers, the benefits to pupils throughout the school and the fact that the provision currently cost more than it delivered in revenue. Governors also discussed aspects related to two year old provision and a recent PRU proposal regarding autism and available resources in local schools. Governors then discussed legal ratios for three year old provision, the time that Reception and Nursery pupils spent together and the need for different teachers to meet different needs according to age. Finally a possible parent and baby group was discussed, with aspects related to other local provision, logistical issues and safeguarding aspects comprehensively discussed.

11 Committee and Working Party Reports

~~i. Finance and Personnel Committee~~

No meeting to report.

~~ii. Safeguarding Committee~~

No meeting to report.

iii. Health and Safety Committee (verbal)

The Acting Chair informed the Governing Body that he had met with the previous Headteacher on the last day of the previous term to perform a walk-around, from which a few minor actions had been identified. All had now been addressed or were in the process of being addressed. The Governing Body were informed that the Headteacher was now Fire Warden trained.

One remaining action related to a cupboard preventing access to the gas emergency valve was yet to be resolved.

Action:
Headteacher

iv. Promoting the School Working Party (verbal)

Governors were informed that the governor who would normally present on this topic had given apologies for the meeting. Governors were reminded that they had discussed promotion within the NHS, at Tescos and Barrats Homes under Item 5.

12 Governor Matters:

i. Vacancies

The Acting Chair noted that there were a few vacancies on the board but they remained mindful of the current size of the Governing Body and imminent conversion to HLTY and were reluctant to pursue new members as a result. The clerk outlined certain aspects of governance related to academies and recorded that the current board was happy to continue as they were unless an individual with specific financial skills were to be identified as interested in joining the Governing Body. The clerk agreed to contact the School Finance Manager with reference to the parent governor election held the previous term to establish the process that had been followed and would confirm whether the Governing Body were expected to fill the Parent Governor vacancy as a matter of course.

Action: Clerk

ii. Governor visits and activities update (Tour de Table)

Governors agreed to begin this at the next meeting.

Agenda

iii. Training Schedule 2018-2019

Governors received the City of York Council Governance Support and Development Service's training schedule for 2018-2019.

iv. Committee Membership 2018-2019

The Headteacher suggested that Governors volunteer to fill Link Governor positions related to:

- Teaching and Learning/curriculum
- Safeguarding
- Special educational needs
- Finance
- Assessment
- Health and Safety

Governors agreed to discuss this further with the Chair of Governors.

Minor amendments were recorded in relation to adding Mr K Hayton to the Committee Membership list under Finance & Personnel Committee and to remove reference to the Appeals Committee. The Clerk informed governors that the Pay Appeals Committee had to be comprised of different governors to the Pay Committee. Governors agreed to consider this possibility should the opportunity arise.

Action: Clerk

13 Any Other Business

The Vice-Chair confirmed with the Headteacher that she was happy in post. Governors

discussed the state of the building and any issues of which City of York Council needed to be aware. The Staff Governor stated that it had been a happy and positive start to the year from the staff's point of view and that there was a calm atmosphere in the school and pupils' behaviour had improved. Governors discussed the level of support available in school for the NQT, and were informed that each class had the support of a TA. Governors then discussed new initiatives in place at the school. The Acting Chair asked for information on the website and was informed by the Headteacher that it was a work in progress and was currently being streamlined. The Acting Chair suggested that the school consider including testimonials from former pupils on the website.

14 Date and Time of Next Meeting

i. Meeting Dates 2018-2019

Resolved:

Governors approved the meeting dates' document for 2018-2019 and the Clerk informed them that the Governance Support and Development Service would be in touch regarding a change to the Pay Committee meeting date of 22nd October 2018.

The meeting ended at 20:40

Action Points from the meeting of the Full Governing Body held on 17th September 2018			
Action	Item	Who	When
1. Governors to complete NGA Skills Audit 2017	1.ii	All Governors	Asap
2. Confirm a date for the Governance Audit and Review	5	Clerk / All Governors	Asap
3. Complete SEF 2017-2018 and School Improvement Plan 2018-2019 and circulate to Governors.	6.i/6.ii	Headteacher	Asap
4. Complete H&S action re access to emergency gas valve.	11.iii	Headteacher	Asap
5. Clerk to confirm information regarding Parent Governor election and vacancy	12.i	Clerk	Asap
6. Update the Committee Membership doc as outlined in the minutes	12.iv	Clerk	Asap

Items for FGB Agenda:

Catering Contract 2018-2019

Governor visits and activities update (tour de table) – standing item

Signed _____

Mrs J MacDermott – (Chair of Governors)

Date