



**SKELTON COMMUNITY SCHOOL**  
**Minutes of the Full Governing Body meeting**  
**held on 21<sup>st</sup> January 2019 at 6.30pm at the school**

**Present:**

Mrs Judy MacDermot (Chair of Governors)	Mrs Michela Carney (Headteacher)
Mrs Gill Johnson	Mr Tim Stead ( <i>from 6:46pm</i> )
Mr Chris Linfoot	Mr Steve Windass
Mrs Hazel Greenwood	Mrs Gillian Little
	Mrs Catherine Bromley

**In Attendance:** Miss Isabella Kvist-Hansen (Governor Support Officer, Clerk)

**1 Welcome, Apologies for absence and declarations of interest**

Apologies for absence were received with consent from Mr Keith Hayton.  
 There were no declarations of interest.

**2 Minutes and Confidential Minutes of the FGB meeting held on 3<sup>rd</sup> December 2018**

The minutes including a confidential item were agreed to be a true and accurate record of the meeting and was signed by the chair.

**3 Action plan and matters arising not covered by the agenda**

	<b>Action</b>	<b>Responsibility</b>	<b>Status</b>
1.	Complete H&S action regarding access to emergency gas valve (tidy out cupboard and dispose of clutter)	Headteacher	Completed
2.	School to run the Parent Governor Election	Headteacher	Carried forward (see below)
3.	Steve Windass to sign the Safeguarding Audit report	Steve Windass	Completed (see below)
4.	Chris Linfoot and Steve Windass to conduct a Health and Safety walk	Steve Windass & Chris Linfoot	Completed
5.	The Headteacher to put out a survey out to parents to see what interest there would be in a Parent and Toddler Group	Headteacher	Completed (see below)

**Action 2.** - Governors discussed whether it would be beneficial to wait until after academy

conversion to appoint a new Parent Governor. Governors were mindful of planned changes and the Headteacher's current workload. The Parent Governor election would be carried forward for now.

**Action 3.** - Chris Linfoot reported that minor items had arisen from the Health and Safety walk, including a faulty toilet, concerns about the Early Years door and items related to the outdoor areas. In addition, the Headteacher needed to sign a safety ladder log. The points were duly noted by the Headteacher.

**Action 5** - The Headteacher reported that arranging a parent and toddler group had proven to be logistically difficult. She reported that the school had looked at different possibilities but that it would result in significant costs such as updated toilet facilities. In addition, members of staff would be required to take responsibility for safeguarding. If they were to go ahead with this project a proposal would need to be formulated. The project had therefore been stalled for now.

#### **4 Chair's Report**

The Chair reported that she had been busy looking at the changes agreed at the previous FGB meeting. The Chair further reported that she had been focused on ongoing marketing research. She advised that the National Foundation for Educational Research provided different templates and guidance on how to develop parent surveys and added that it would be good to find out how the school was perceived by parents as part of the ongoing development.

The Chair invited Governors to share completed Governor related activities;

**Chris Linfoot** reported that he had attended a meeting with HOPE Learning Trust and undertaking the Health and Safety visit as well as a few additional visits to the school.

**Steve Windass** advised that he had also undertaken the Health and Safety visit.

**Hazel Greenwood** reported that she planned on participating in the Termly Workshop at City of York Council on Tuesday 29<sup>th</sup> January 2019.

#### **5 Headteacher's Report**

The Headteacher gave a verbal update.

She reported that she had done a lot of work on the academy conversion and that the expected date was 1st April 2019. She advised that the school had preferred to wait until July but the City of York Council was unable to undertake the necessary work in July.

The Chair added that there had been several meetings with Hope Learning Trust and CYC and advised that it had been a complicated process to set the date.

#### **A Governor asked why July was not possible.**

The Headteacher explained that July was taken up due to other schools converting, so CYC was unable to process more cases that month. She advised that if they did not go ahead with the 1<sup>st</sup> April 2019 the school had been advised by CYC that they would have to wait until January 2020.

#### **A Governor asked when the academy conversion and the date would be announced to parents.**

The Headteacher answered that parents would be informed after the TUPE process had been completed, which was likely to be within the following 2 weeks.

The Headteacher reported that the school's new website had been launch on the day of the meeting. The website looked very professional and was now smart-phone compatible.

*The following item has been recorded as a separate confidential item.*

## **6 Pupil Progress Update**

The Headteacher reported that Governors should disregard the distributed document showing pupil progress as she had discovered that some bars added up to more than 100%. This was due to an algorithm on the school's account not working correctly. The Headteacher advised that the pupil progress data would have to be redone completely. She reported that the data was positive and that Pupil Premium meetings and interventions were in place for children requiring additional support. She highlighted that Year 6 was overall doing well, while some children with Special Educational Needs would not meet the expected targets. The Headteacher further reported that Year 2 were a good cohort while Year 4 had underachieved mostly due to behavioural issues. The Headteacher advised that there were very able children in Year 4 but a few children with challenging behaviour impacted the data.

## **7 Staffing Update**

There were no additional updates.

## **8 Academy Conversion Update**

Covered under item 5.

## **9 Policies to Review**

There were no policies to review at this meeting.

## **10 Committee and Working Party Reports**

There were no updates to report at this meeting.

## **11 Governor Matters**

A document showing committee membership, link governor roles and Governor vacancies was distributed with the agenda.

The following updates were agreed;

**Keith Hayton was added as Teaching and Learning Link Governor**

**Time Stead was added as Finance Link Governor**

**The Assessment Link Governor was removed as this area was covered by the Teaching and Learning Link Governor.**

The Clerk advised that there were currently 4 Governor vacancies;

2 Co-opted Governors

1 Local Authority Governor

1 Parent Governor

**12 Any Other Business**

*The following item has been recorded as a separate confidential item.*

**13 Date and Time of Next Meetings**

Monday 13th May 2019 at 6.30pm

Monday 15th July 2019 at 6.30pm

*The meeting ended at 20:18*

<b>Action Points from the meeting of the Full Governing Body held on 21<sup>st</sup> January 2019</b>			
<b>Action</b>	<b>Item</b>	<b>Who</b>	<b>When</b>
1. Present corrected Pupil Progress Data	6	Headteacher	Next FGB 13/04/219

*Signed*

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Mrs J MacDermot – (Chair of Governors)

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Date