



**SKELTON COMMUNITY SCHOOL**  
**Minutes of the Full Governing Body meeting**  
**held on 25<sup>th</sup> March 2019 at 6.30pm at the school**

**Present:**

Mrs Judy MacDermot (Chair of Governors)	Mrs Michaela Carney (Headteacher)
Mrs Gill Johnson	Mr Tim Stead <i>from [6:48pm]</i>
Mr Chris Linfoot	Mr Steve Windass
Mrs Hazel Greenwood <i>[from 7:44pm]</i>	Mrs Gillian Little
Mrs Catherine Bromley	Mr Keith Hayton

**In Attendance:** Miss Isabella Kvist-Hansen – Governor Support Officer

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

The Chair welcomed everyone to the meeting.  
 There were no declarations of interest.

The Chair opened the meeting by reminding Governors about the confidential nature of some of the topics discussed by the FGB. She particularly stressed the importance of not sharing confidential information with people living and working in the local community in order to avoid rumours forming and being spread. Governors were always trying to find the best solutions for the school. She added that there was no room for ambiguity and all information should be presented to staff, parents and people in the community in a fair and orderly manner at the right time.

**2 Minutes and confidential Minutes of the FGB meeting held on 21<sup>st</sup> January 2019 and extraordinary FGB held on 7<sup>th</sup> February 2019**

Both sets of minutes were agreed to be a true and accurate record of the meeting and were signed by the Chair.

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

Action	Responsibility	Status
Present corrected Pupil Progress Data	Headteacher	On Agenda
Consult with HR regarding Headteacher Recruitment	Chair	Completed

**Matters arising**

The Headteacher reported that parents had shown interest in joining the FGB and that a Parent Governor election had to be held. She suggested that the election could take place in

the second summer term and the elected parent could then join the FGB in September 2019. The Clerk agreed to send information to the Headteacher about Parent Governor Elections.

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

##### **Two Minutes Round the Table**

The Chair asked Governors to report on Governor related activities completed since the last meeting.

**Mr C Linfoot** reported that he had participated during the recent Ofsted inspection and that he had been part of the panel reviewing a procedure against a member of staff. He had further participated in the Finance and Personnel Committee and had been the judge in the community talent show.

**Mr S Windass** had also taken part in the Ofsted inspection during the feedback session. He advised that it had gone really well. He had also had a chat with the Headteacher about safeguarding.

**Mr T Stead** reported that he had also participated during the Ofsted inspection.

**Mr K Hayton** had also taken part in the Ofsted inspection.

The Chair congratulated everyone on the 'Good' judgement in the Ofsted inspection. She expressed that she was very appreciative of the Headteacher's work in this interim period and that it was a great achievement for her and the school.

The Chair added that the 'Good' standard had been raised, and suggested that it should be communicated to parents that this 'Good' judgement was better than the previous.

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

The Headteacher gave a verbal report, she highlighted the following areas:

##### **Pupil numbers**

One new pupil had started in reception three weeks previously. There would also be one new student in Y5, and after Easter there would be two new students, one in Y1 and one in the nursery.

The Headteacher advised that secondary places had been announced and the majority of the Y6 pupils would be going to Vale of York Academy.

##### **A Governor asked what percentage had been accepted into their first choice.**

The Headteacher replied that only two children had not been accepted into their first choice. She added that one pupil had had an unrealistic first choice based on catchment area.

The Headteacher advised that good work in terms of transition to secondary school was being undertaken in collaboration with Vale of York. The Headteacher added that she had a meeting with the new Headteacher of Vale of York scheduled.

##### **A Governor noted that there seemed to have been a shift away from Manor CE Academy to**

### **Vale of York.**

The Headteacher advised that it was expected that this cohort would go to Vale of York because they had older siblings there, the closer proximity and the catchment area. She added that the religious element at Manor could have had an impact as well.

### **Attendance**

There had been a lot of sickness mainly due to a stomach bug.

Four children were classed as persistent absentees. One had improved, two had medical conditions and one was likely to improve attendance going forward.

### **Safeguarding**

Two children were under LA safeguarding and family plans were in place.

There had been no bullying incidents and no behaviour incidents.

### **Premises**

Redecorations work had been completed and the Headteacher encouraged Governors to have a look around the school.

External funding, which had previously covered the bus for the Lowmill trip, had been used for the decorating, as the bus was now covered through sports funding.

### **Pupil Progress**

The Headteacher advised that the SATS would take place in May.

### **A Governor asked how it was predicted that Y6 would perform.**

The Headteacher replied that there had been challenges with this cohort and that in KS1 they had been assessed based on the old curriculum.

A Staff Governor added that the cohort had been tracked and monitored closely because they had been slightly below expected levels.

The Headteacher stressed that support was in place. She added that the predictions were aspirational and that it always depended on the specific exam.

## **6 Pupil Progress Update**

The Headteacher reported that the previous errors in the dataset had been corrected. She advised that the data was from the autumn term.

She explained that in the attainment and progress summary, yellow showed students below the age related expectation (ARE), green was students at ARE and purple was above ARE.

The Headteacher reported that the maths data looked very strong and stressed that the school needed to keep focussing on this because maths got progressively more difficult.

The Headteacher reported that writing was the main concern. She advised that many children did not have a lot of life experience and this affected their writing because they were unable to comprehend what they read and put it into perspective. She added that children could get experience for example through going on trips and vacations with their families, watching the news and educational programmes, or through reading books not related to the school curriculum.

In terms of maths it was important to challenge the children and make sure that all students

were pushed. The schools focussed on exploring through encounters to go in depth with subjects.

A Staff Governor added that this gave the children a better understanding and meaning of the subjects.

## **7 Academy Conversion Matters**

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

*[Hazel joined the meeting at 7:44pm]*

## **8 Budget Monitoring**

The Chair of the Finance and Personnel Committee reported that the School Finance Manager was still working on the start budget and budget monitoring in general.

He highlighted the following:

- Challenges related to renewal of contracts
- Cut down in insurance costs
- Overall focus on making savings where possible

The Headteacher expressed that the current situation of the school was not unique, and that schools across the country were struggling due to budget restraints and austerity measures imposed by the Government. She added that this was the current state of the country, and that she hoped that at some point soon the Government would allocate more funding to education.

The Headteacher advised that £10,000 would be carried over from the 2018/19 budget. The Headteacher further advised that the school now had a debit card in the Headteacher's name, and that this made online transfers and purchases much easier. The School Finance Manager had read only access to the account to monitor spending.

## **9 Policies to Review**

The Headteacher advised that re-approval of the Complaints Policy had been mentioned in the Ofsted inspection. This would be on the agenda for the next FGB.

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

### **i. Finance and Personnel Committee**

The minutes from the Finance and Personnel Committee on 18<sup>th</sup> February 2019 was distributed with the agenda.

See item 8.

### **ii. Safeguarding Committee**

Governors agreed that no meeting was needed before the summer due to the good Ofsted inspection.

### **iii. Health and Safety Committee**

Mr C Linfoot and Mr S Windass had completed the Health and Safety walk in January 2019. The next one was planned to take place after Easter in the summer term.

## **11 Governor Matters**

### **i. Re-appointment of Co-opted Governors – Gill Johnson, Tim Stead and Steve Windass (terms of office due to end on 10th May 2019)**

The Governors all expressed that they wished to continue as Governors for another term.

The Chair put the appointment of the Co-opted Governors to a vote.

**The Governors were Co-opted unanimously for a term of 4 years.**

### **ii. Parent Governor**

Covered under item 3.

### **iii. Visits update**

The Chair reported that she and Mr C Linfoot had had a meeting with the CEO and COO of Hope Learning Trust. The meeting had ended with a visit to Burton Green Primary School.

### **iv. Attendance at training**

Mr K Hayton advised that he and Mrs H Greenwood had participated in the Termly Workshop arranged by CYC.

## **12 AOB**

### **School Uniforms**

The Headteacher advised that she had been looking into simplifying the policy around school uniforms.

She suggested that uniforms going forward should consist of black or grey bottoms, navy blue polos or jumpers and blue dresses.

The Headteacher reported that the changes would apply from September 2019. The changes would be announced to parents before the summer holidays. If parents had already bought uniforms, the children could wear it until they grew out of it. The change would hence be implemented slowly.

A Governor suggested that 'uniform swap' could be arranged at the school during a weekend.

### **Advertisement**

The Headteacher reported that banners would be put in place showing the new result from Ofsted. She advised that the website and flyers would be updated as well. Social media platforms such as Facebook and Twitter were also being used to promote the school in general and the result of the Ofsted inspection.

## **13 Date and Time of Next Meeting**

Monday 13th May 2019 at 6:30pm

*The meeting ended at 20:20*

<b>Action Points from the meeting of the Full Governing Body held on 25<sup>th</sup> March 2019</b>			
<b>Action</b>	<b>Item</b>	<b>Who</b>	<b>When</b>
1. Send information to the Headteacher about Parent Governor Election.	3	Clerk	Before end of term 12/04/2019

**Topics for next FGB agenda:**

Complaints Policy

*Signed*

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Mrs J MacDermot – (Chair of Governors)

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Date