



**SKELTON COMMUNITY SCHOOL**  
**Minutes of the Full Governing Body meeting**  
**held on 3<sup>rd</sup> December 2018 at 6.30pm at the Chair's House**

**Present:**

Mrs Judy MacDermot (Chair of Governors)	Mr Tim Stead (from 6.45pm)
Mrs Michaela Carney (Headteacher)	Mr Steve Windass
Mrs Gill Little	Mrs Hazel Greenwood
Mr Chris Linfoot	Mrs Gill Johnson (until 8.03pm)
Mr Keith Hayton	Mrs Catherine Bromley (until 8.03pm)

**In Attendance:** Mrs Liz Andrews-Wilson (Governance Support Officer - Cover Clerk)

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

Tim Stead had advised that he would be arriving late. No apologies for absence were received as everyone was present. There were no declarations of interest. The following governors returned their Business Interest forms to the Cover Clerk: Gill Little, Judy MacDermot and Tim Stead.

The Chair asked each governor to report on their governance related activities, since the last FGB:

**Chris Linfoot** had been working in the woodland; he had attended Harvest Festival and the Book Fair. He had attended a meeting with HLTY, the Headteacher and the Chair. He had also attended a meeting in school regarding the Barratts David Wilson Homes development.

**Keith Hayton** had attended some Learning Walks and had formed part of the Headteacher's Performance Management Review Group.

**Gillian Little** had attended the Exclusion training session at CYC.

**Catherine Bromley** reported that she had started her Middle Leadership course. She also reported that the Christmas Fair had raised +£600 and some new families had shown an interest in the school.

**Gill Johnson** had been working in the woodland and had attended the Christmas Fair, alongside her TA work.

**Hazel Greenwood** reported that she had attended the Governing Body self review session and had found it very useful.

*6.45pm - Tim Stead entered the meeting*

**Steve Windass** reported that he had also attended the Exclusion training and the self review session. He had been in to school to conduct the Safeguarding Audit and had observed a Total Sports session. Steve had also formed part of the Pay Committee.

**2 Minutes of the FGB meeting held on 17<sup>th</sup> September 2018**

Previously distributed. The minutes were agreed to be a true and accurate record and were signed by the Chair.

### 3 Action plan and matters arising not included on the agenda

		STATUS
1.	Governors to complete NGA Skills Audit 2017	Completed
2.	Confirm a date for the Governance Audit and Review	Completed
3.	Complete SEF 2017-2018 and School Improvement Plan 2018-2019 and circulate to Governors	Completed
4.	Complete H&S action re access to emergency gas valve	The cupboard had been tidied, but needs to be done again
5.	Clerk to confirm information regarding Parent Governor election and vacancy	Completed - school was to run the Parent Governor Election
6.	Update the Committee Membership document as outlined in the minutes	Completed

Head

Head

### 4 Headteacher's Report

#### School Improvement Plan

The Headteacher's report had been circulated with the agenda and was taken as read. The Headteacher reported that when she wrote her report the school had 67 children on roll (excluding Nursery). Since then a further two children had joined the school, increasing the number on roll to 69; one in Year 5 and one in Reception. She reported that there had been a lot of interest in the school and the parents of the six children currently in Nursery had all indicated that they would like their child to go into Reception. It was hoped that the Reception class in 2019 would be full.

The Headteacher reported that a reduction in the number of pupil premium pupils would mean that the school would need to plan for a funding gap going forwards. She advised that an SEN register had been started and one child had been awarded an EHCP, with another application pending. Two pupils in school were EAL.

Governors celebrated the 97.32% attendance rate and noted that the PA rate was 8.96%. The Headteacher advised that this figure was high for a small school, but explained that this was due to families taking their children on unauthorised holidays. As a result the school had issued four fixed term penalty notices. She added that the issue has been compounded by the fact that multiple parents have been taking their children out for significant amount of times. The Headteacher advised that she was monitoring this very closely. A governor asked when an absence might be authorised; the Headteacher stated that the children of Service families are allowed time off school if a parent is going on duty and she provided some detail around statutory allowances for religious festivals.

#### Development Plan

The Headteacher listed the priorities that were being worked on from the Development Plan:

- 1) Stabilising school leadership
- 2) Sound Governance
- 3) Building capacity at Middle Leadership level
- 4) Receiving support from Derek Sutherland (CYC - School Improvement Partner)
- 5) Embedding the outcomes from the Governance Review
- 6) Continuing to develop a good relationship with HLTY

The Headteacher stated that the changes in school had been helping the staff to feel more motivated as they were grateful of the consistency. She noted that she had some outstanding actions to complete

from the Governance Self Review Audit and Safeguarding Audit.

### **Teaching and Learning Assessment**

The Headteacher outlined the new Teaching and Learning Assessment methodology and reported that the school was using a new feedback and marking policy, which follows a three step principle: Plan – Teach – Mark. She added that she was conscious of ensuring that teacher’s workloads are manageable and had asked the staff to reduce the amount of time that they spend on producing displays. The Headteacher reported that Catherine Bromley had been working with Leaders from across the Trust, to bring to install HLTY’s assessment cycle, which uses O-Tracker. She advised that the focus had been on English, Maths was to be the next focus.

The Headteacher advised that individual targets had been set for each child and she had completed meetings with staff to review this work. She added that a review of the SEN register had also been undertaken. She further added that Pupil Progress meetings were to be arranged. In response to a question, she advised that the forecasted outcomes for Year 6 was looking positive, as they were on track with 80% of the pupils likely to meet the expected standard which would be above the national average. The Staff Governor explained that the small class sizes can create an issue for the combined score and she noted that there wasn’t an established trend because the statistics for small cohorts can be misleading.

The Headteacher reported that all of the children in the EYFS had been base lined. She noted that Read/Writing phonics and Tapestry were both working well and that the parents were engaging with these tools. The Headteacher reported that the TAs and the Nursery staff were being up skilled to enable them to be able to recognise if a child has additional needs at an earlier stage, so that the child can receive additional support to aid their development i.e.: developing fine motor skills. The school had received 37 responses to the parent’s survey, with the amount of homework being the contentious issue, as some parents think there is too much and others think there is not enough.

### **Behaviour**

The Headteacher reported that the Autumn term had been used to embed the new behaviour systems and policies. Class Do-Jo was reportedly working well and interventions were in place to support ‘passive learners’. The Headteacher reported that four of the children have reoccurring behavioural issues and she had made two referrals to the Child Social Care Team. She noted that one of the pupils was on the verge of exclusion, but recently a change in behaviour had been noted. She was not aware of any SEN issues and advised that the pupil might get some support from the Kestrel Unit. The Headteacher reported on one bullying incident. Both sets of parents had been brought in to school and the situation had been dealt with. She explained that a lot of work had been carried out with the whole school to help them to understand what bullying is and when something is related to friends falling out. In house ELSA support was available to the pupils who need it two afternoons a week and KS2 pupils were in receipt of emotional support sessions.

### **Funding streams**

The Headteacher reported that Pupil Premium monies are used to help fund school trips for those children who might not otherwise be able to attend. But the majority of the money was spent on TA time.

The Sports funding was being used to pay for the sessions run by Total Sport, as well as staff CPD and helping the school to develop a new PE curriculum.

## **Risk factors**

The Headteacher outlined the two main risks faced by the school at this time:

- 1) Low pupil numbers
- 2) Financial support – the school were looking at saving money across the board. Some support was to be forthcoming from HLTY (some was being brought in) and a YSAB bid was outstanding. The school had received the DfE conversion money.

## **5 Chair's Report**

The Chair reported that the Headteacher's Performance Management meeting had taken place and that the Headteacher had stated that she welcomes challenge from the governors. The Chair advised that milestone meetings were to be put in place, with a performance dialogue on going through the year. She added that the governors and the Headteacher were developing a good 'critical friend' relationship. The Headteacher's CPD was also discussed, as governors were keen to support her development.

## **6 Pupil Progress - update**

This item was covered under the Headteacher's Report.

## **7 Academy conversion matters**

The Chair reported that she had been liaising with HLTY about the future of the school. Following lengthy conversations HLTY had agreed to support the development of the Nursery, with the promise that the Trust would not remove it upon conversion. HLTY had also taken on board the fact that the school would like to run its After School Club, in order to attract families, where parents need to have that wrap around care and the Trust supported the governor's request to keep the school functioning with a teaching Head.

## **8 School Partnership Officer Annual Report (November)**

There was no report from the School Partnership Officer.

## **9 Policy Review**

The Headteacher had sent out the following policies prior to the meeting for governor scrutiny:

Attendance Management Policy - **APPROVED**

Maternity, Paternity, adoption and Maternity Support Leave Policy - **APPROVED**

Restructure and Redundancy Policy - **APPROVED**

Teacher Appraisal Policy - **APPROVED**

Teacher Capability Policy - **APPROVED**

Pay Policy - **APPROVED**

Charging and Remissions Policy - **APPROVED**

Certificate of Delegated Authority - **APPROVED**

Flexible Working Policy - **APPROVED**

Resolving Issues at Work Policy

Disciplinary Policy - **APPROVED**

Performance Management Policy - **APPROVED**

## **10 Governor Matters**

### **Visits update**

Covered under Item 1.

### **Training: Review of opportunities available in the spring term**

Training opportunities were noted.

### **Attendance at training during the autumn term 2018**

Training attendance was noted under Item 1.

## **11 Committee and Working Party Updates**

### **Safeguarding Committee**

Steve Windass reported that he had worked with the Headteacher to conduct the Safeguarding Audit. The Single Central Report had been checked and he had no concerns to report. Mr Windass noted the need to sign the Audit report. The Headteacher reported that she had the Safeguarding Action Plan in hand and was working through the actions that were identified. She noted that an external person was due to attend to check the safeguarding provision, as standard. The Headteacher advised that her Designated Safeguarding Lead training needed to be renewed and this had been booked. She reassured governors that two members of staff held the Deputy DSL qualification so there was not gap in cover. The Headteacher also reported that the Section 128 checks had been completed and there were no concerns.

SW

### **Health and Safety Committee**

The Chair of the Health and Safety Committee advised that there was nothing to report, as the Committee had not met this term. The Headteacher advised that she had a meeting booked in with the Health and Safety representative from CYC, who was due to come into school to complete the CYC Health and Safety check. This audit was to be focused on paperwork and training records. The Headteacher reported that she needed to attend Asbestos training and Legionella training and was to arrange these training sessions in the new year.

The Headteacher reported that the DfE had been into school to value the building, ahead of conversion.

The Headteacher informed governors that there had been an on going issue with the contractor who attends the school to check water temperatures. She advised that the company had been under the impression that their employee had been attending, but they had missed visits and had not been signing off the sheets, then faking the signatures when they did arrive. This issue had been on going since July, but the Headteacher was confident that the company had dealt with the problem and the issue had been resolved.

Chris Linfoot and Steve Windass agreed to conduct a Health and Safety walk to check that all of the necessary paperwork was in order and to look for any other issues.

CL &  
SW

### **Finance and Personnel Committee held on 12.11.18**

#### **SFVS**

The Chair of the Finance and Personnel Committee reported that the Committee were recommending the Schools Financial Value Standard to the FGB for approval. **APPROVED**. Tim Stead (Chair of the Finance and Personnel Committee) had signed the SFVS at the Finance and Personnel Committee meeting.

### **Record of Donations and Hospitality**

It was reported that the school had received some microphones from a parent, by way of a donation.

### **Revised Budget**

It was reported that the surplus in the Capital budget was to be spent on painting the school, to freshen up the look of the school and improve the learning and working environment for the pupils and the staff. It was noted that this would help to market the school to potential families. The monies were also going to be used to invest in carpeting the areas where the carpets are worn.

The Chair stated that HLTy had suggested that Skelton governors make a visit to Burton Green Primary as the interior of the building had been much improved by their recent 'staff-led' refurbishment.

The Headteacher also reported that some of the display boards around school have come down and the wall beneath had been replastered. The displays were to be replaced with professional photos taken of the children.

### **Staffing Update**

This was recorded as a confidential minute at the end of the meeting.

## **12 Any Other Business**

### **Parent and Toddler Group**

Chris Linfoot reported that he had been involved with discussion between the parents and the SBM about the idea of school setting up a Parent and Toddler Group. The Headteacher stated that she thought that such a group could benefit the school but it could only run if the parents were to take full responsibility for it. She noted that there would be a need to get some age appropriate toys (possibly via donations) but the school would be able to offer the space for free. The parents would have to organise their own drinks and snacks, so that the school had no expenditure. It was suggested that the Parent and Toddler area would be segregated from the rest of the school to avoid any safeguarding concerns.

The Headteacher stated that she was thinking of putting a survey out to parents to see what interest there would be in such a group and whether any of the parents would be prepared to take on responsibility of running the group. It was noted that there was nothing on offer for toddlers within the village. The governors asked the Headteacher to send out the survey before Christmas.

**Head**

### **Delmonte site**

The Chair asked for an update on the Delmonte site and if there had been a resolution following the developer listing the wrong school in its promotional brochure. Governors were aggrieved that the developer had listed Clifton with Rawcliffe Primary School as the nearest school to the housing development with no mention of Skelton School. It was reported that conversations were on going.

*8.03pm - Gill Johnson and Catherine Bromley left the meeting*

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

Monday, 21<sup>st</sup> January 2019 at 6.30pm

The meeting ended at 8.40pm

<b>Action Points from the meeting of the Full Governing Body held on 3<sup>rd</sup> December 2018</b>			
<b>Action</b>	<b>Item</b>	<b>Who</b>	<b>When</b>
1. Complete H&S action re access to emergency gas valve (tidy out cupboard and dispose of clutter)	3	Head	Dec 2018
2. School to run the Parent Governor Election	3	Head	Jan 2019
3. Steve Windass to sign the Safeguarding Audit report	11	Steve Windass	Jan 2019
4. Chris Linfoot and Steve Windass to conduct a Health and Safety walk	11	CL & SW	Jan 2019
5. The Headteacher to put out a survey out to parents to see what interest there would be in a Parent and Toddler Group	13	Head	Dec 2018

*Signed:* \_\_\_\_\_

Mrs J MacDermot - (Chair of Governors)

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Date