



**Minutes of the Full Governing Body Meeting
Of Ingleby Arncliffe CE (VA) Primary School
Tuesday 3rd January 2017 - 7:00pm
at Swainby and Potto CE (VA) Primary School**

Present: Joyce Bean (JB), Linda Shipp (LS), Rob Papworth (RP), Caroline Seymour (CS), Sharon Daly (SD) (Head Teacher), Ian Houghton (IH), Chelo Brookes (CB), Alison Smith (AS) and Sue Chambers (SC)

In attendance: Bethan Jones (LA Clerk) and Dominique Adams (LA Clerk)

Apologies: None received

Core Functions of the Full GB:

- a. Ensuring clarity of vision, ethos and strategic direction;
- b. Holding the Headteacher to account for the educational performance of the federation and its pupils;
- c. Overseeing the financial performance of the Federation and making sure its money is well spent.
- d. Christian Ethos of the Federation

Item Number	Detail	Action
1.	<p><u>Welcome:</u> Linda Shipp opened the meeting with a prayer. The Clerk welcomed all governors and visitors to the meeting.</p>	
2.	<p><u>Constitution of Governing Body:</u> It was confirmed that Alison Johnston (Governance Support Manager) was drawing up an Instrument of Government for both Swainby and Potto and for Ingleby Arncliffe. The IoGs would consist of 12 governors, including Head Teacher, Staff governor, LA governor, 2 parent governors and 7 Foundation governors. Letters have been sent to parents asking for nominations for parent governors Former Foundation Governor, David Sharpe, has had to step down due to not having the time to commit to the role. One Swainby resident has put himself forward. This will be considered at the PCC meeting. It was confirmed that the vacancies at both Potto and Swainby and Ingleby Arncliffe are for Foundation governors. In the light of the number of vacancies it was agreed that the two Governing Bodies would be run together. Associate members could also be appointed.</p>	

3.	<p><u>Election of Chair:</u> Joyce B proposed RP to be Chair, this was seconded by AS and unanimously agreed by governors.</p>	
4.	<p><u>Election of Vice-Chair:</u> Joyce B was nominated as Vice-chair, this was seconded by IH and unanimously agreed by governors.</p>	
5.	<p><u>Consideration of Absence:</u> No apologies have been received.</p>	
6.	<p><u>AOB:</u> The former Consultant Head of the Mount grace federation, HW, had suggested that meetings could be kept to the existing structure; however governors thought that it would be better to hold FGB meetings rather than committees for now, as there are so few governors. <u>Terms of reference:</u> It was agreed that new terms of reference were needed.</p>	
7.	<p><u>To consider which agenda items, if any, should be regarded as confidential:</u> <u>Item 14.</u></p>	
8.	<p><u>Declarations of interest, pecuniary or otherwise, for any agenda item:</u> <u>Governors confirmed their membership of other bodies:</u> Alison Smith - EBOR Trust, Pathfinder Trust and the Archbishop Sentamu Academy Governing Body. Chelo Brooks – Associate Governor at Yearsley Primary School and Wistow Primary School Ian Houghton – Foundation Governor at Knayton Primary School Linda Shipp – Foundation governor at Carlton and Faceby School</p>	
9.	<p><u>Code of Conduct:</u> JoyceB confirmed that she will bring this along to the next Full governing body meeting.</p>	
10.	<p><u>To introduce new Interim Executive Head Teacher:</u> SD advised that during the inset day today, she has been very busy, lots of things to do and very positive so far. Book scrutinies will be completed this week, and the next six staff meetings have been arranged around teaching and learning. Staff are all on board. The worship table has been delegated to the TA's to complete. AS is attending on Monday with LA Advisor to help put support plan in place. LA have indicated that there may be additional funding available. Governor question: Is support still available from Jo Mackle? Answer: Yes, this is continuing and it is more focused around what the church schools need. The proposal to amalgamate may give us 12 months' grace on an OFSTED inspection but this is not guaranteed. Ingleby Arncliffe is overdue for an inspection. It is expected</p>	

	that there will be an HMI inspection of Swainby and Potto in the summer, subsequent to its RI grading in June 2015. A SIAMS inspection is also due for Ingleby Arncliffe.	
10. contd.	AS and CB meet with HMIs termly which will give them the opportunity to let them know the situation and that an inspection at this point would not be particularly helpful. Governor question: When would the schools amalgamate? Answer: This would most likely be September 2017.	
11.	<u>Committee structure:</u> It was agreed to hold full governing body meetings, rather than having committees at this point. <u>Link governors:</u> The following link roles were confirmed- SENCO – Joyce Bean Performance and Standards – Alison Smith Safeguarding and Health & Safety – Chelo Brooks	
12.	<u>To receive any correspondence:</u> None received.	
13.	<u>Safeguarding:</u> We need to ensure that policies are up to date. SD has asked staff what their safeguarding procedures are, and confirmed that these will be tightened. A training evening in February has been arranged for all staff, volunteers and governors. NYCC carried out a safeguarding audit before Christmas. We are waiting for the report on this.	
15.	<u>To confirm dates for meetings to end of academic year 2016/17:</u> The dates for the meetings are as follows: <ul style="list-style-type: none">• Working party January 16th 2016 at 6pm• Public Consultation meeting Thursday 19th January at 6.30 pm• FGB meeting Monday 13th February at 8.45am with Standards focus• FGB meeting Monday 6th March at 6pm with Resources focus• FGB meeting Monday 3rd April at 8.45am Caroline Seymour gave apologies for the meetings in January and February.	
16.	<u>The meeting closed at 9pm</u>	