



**Full Governing Body Meeting
Ingleby Arncliffe CE Primary School and Swainby and Potto CE (VA) Primary
School**

**Monday 13th February 2017 at 8.45am at
Swainby and Potto CE (VA) Primary School**

Present: Sharon Daly (SD) (Head Teacher), David Jackson (DJ) (Chair) Ian Houghton (IH), Chelo Brookes (CB), Joyce Bean (JB), Robert Harris (RH), Sarah Swales (SS), Rob Papworth (RP), Sue Chambers (SC)

In attendance: Bethan Jones (LA Clerk)

Sue Chambers left at 10.10am and Rob Papworth left at 10.40am

Apologies: Linda Shipp (LS), Mick Hannon (MH), Alison Smith (AS) & Caroline Seymour (CS)

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.**

Item Number	Detail	Action
1.	Rev Houghton opened the meeting with prayers	
2.	<u>Welcome and Introductions</u> All governors and clerk introduced themselves.	
3.	<u>Consideration of Absence:</u> Linda Shipp (LS), Mick Hannon (MH), Alison Smith (AS) & Caroline Seymour (CS) gave their apologies. These were consented.	
4.	<u>To consider which agenda items, if any, should be regarded as confidential:</u> Section 12.	
5.	<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.	

	<p>Chelo Brooks – Associate Governor at Yearsley Primary School and Wistow Primary School.</p> <p>Ian Houghton – Foundation Governor at Knayton Primary School. Linda Shipp – Foundation governor at Carlton and Faceby School.</p> <p>David Jackson – Governor at St Peters Primary School.</p>	
6.	<p><u>AOB</u></p> <p><u>Forest Schools:</u> Forest school sessions were discussed. It was agreed once the SATS have taken place these will be implemented. Once sessions are arranged a message will be sent out to parents in the newsletter.</p> <p><u>Educational Visit</u> A discussion took place regarding an educational visit for the year 6's. SD advised something will be organised for them. It was suggested to start looking at dates for the summer term.</p> <p><u>Meeting on the 6th March:</u> Governor Question: Do we have an agenda for the meeting on the 6th March? Answer: The meeting will be primarily about discussing the consultation CB has been in discussion with the LA about wrong information in the site evaluation report and they are to produce a new correct report. It was agreed all questions, info and responses will be collated by RP, who will look at a way of governors assessing the information A discussion took place regarding the governors roles and legality to vote at the 6th March meeting .DJ is to check with Governance Support whether it is Swainby & Potto governors will make the decision on the response to the proposal that is sent to the LA. It was expected that all governors of both bodies would debate the information as this affects both schools. Governor Question: On the 6th March is it just the Swainby & Potto governors to meet? Answer: All governors from both schools shall debate the proposal but it may only be Swainby & Potto governors who can vote – an anonymous vote was agreed for the day. Governor Question: Can new governors without their clearances vote? Answer – Confirmation from Governance Support: With governor's approval, new governors waiting for their clearances can vote. A discussion took place regarding the timeframe for recruiting the new headteacher.</p>	
7.	<p><u>Approve minutes for Ingleby Arncliffe FGB from 03/01/17 & FGB meeting for 02/02/17:</u> The minutes of the FGB meeting held on the 03/01/17 & 02/02/17 were circulated to all Governors prior to the meeting. Item 12 on the agenda was amended by hand by DJ. These were then deemed as a true record and were duly APPROVED and SIGNED by the Chair, David Jackson. The draft Instrument of Governance was discussed regarding which governors are in each in post and current vacancies. BJ to circulate approved Instrument once received from the Local Authority.</p>	
8.	<p><u>Code of Conduct:</u> The NGA Code of Conduct was signed by all governors in attendance.</p>	
9.	<p><u>Complaints Procedure:</u> BJ to send DJ the MGF complaints procedure to implement a new one.</p>	BJ

10.	<p><u>Register if Business Interest forms:</u> New governors completed and signed their interest form. JB and RP to update and sign their existing form.</p>	
11.	<p><u>Finance Update:</u> DJ & SD & JB met with Dave Miller to look at the finances and the outcome was the schools are in £25,000 deficit. Governor Question: Is that this financial year? Governor Question: After the federation? Answer: Yes, to both, but depends upon any new extra expenditure. The proposed minibus agreement between the 3 schools has been agreed. DJ has advised the schools to buy back into the bursar service supplied by the LA straight away. This will give needed support in completing SFVS, and in setting a budget as well as monitoring expenditure moving forward. Governors agreed 2-3 different scenarios should be modelled for the future so that a plan can be put in place. Funding and finance were explained to new governors and how they are calculated for the financial year. Governor expressed their disappointed they could not see numbers and figures for moving forward for today's meeting</p>	
13.	<p><u>Governor Induction and Training:</u> Alison Johnson from Governance Support has agreed she is going to put together a training and induction pack</p>	
14.	<p><u>Health & Safety:</u> SD tabled the NYCC H&S report for all governors to read. Both sites have been inspected. Number 1 items on the report have been actioned. H&S files in the schools are being sorted with the help of the Diocese. Governors discussed the need for a new fence at the Ingleby Arncliffe site. Governor Question: Why has this been raised now and not before? Answer: In the past, the risk wasn't deemed high enough but safeguarding standards have now been raised. Governor Question: Will this fence come out of the £25,000 deficit? Answer: Unsure where the money is to come from It was suggested that some items which belong to the schools that are not needed could maybe be sold. CB has spoken to the H&S advisor and has been assured nothing is a cause for serious concern but things do need improving. All TA's have been booked onto First Aid Training</p>	
15.	<p><u>Safeguarding:</u> SCR – Single Central Record was explained to all new governors. All governors agreed as new governors are appointed this must be kept up to date at all times as this is an Ofsted requirement.</p>	
16.	<p><u>Confirm date for next meeting</u> 6th March – 6.00pm at Ingleby Arncliffe</p>	
17.	<p><u>The meeting closed at 11.00am</u></p>	