



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

**Thursday 2<sup>nd</sup> February 2017 – 6.00pm  
at Ingleby Arncliffe CE Primary School**

**Present:** Joyce Bean (JB), Linda Shipp (LS), Sharon Daly (SD) (Head Teacher),  
Ian Houghton (IH), Chelo Brookes (CB), Alison Smith (AS) David Jackson (DJ)

**In attendance:** Bethan Jones (LA Clerk), Sarah Swdes (observer), Robert Harris (observer),  
Mick Hannon (observer)

Mick Hannon and Sarah Swdes left at 7.00pm and Robert Harris left at 7.35pm

**Apologies:** Rob Papworth (RP), Caroline Seymour (CS), Sue Chambers (SC)

**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
	Opening prayer was said by all governors and led by Rev Linda Shipp	
1.	<u>Welcome and Introductions</u> A vote was held for all governors to consent to the observers being present for this meeting – all governors AGREED. All governors and observers introduced themselves. Apologies were given by the Vice Chair JB for the late notice of this meeting taking place.	

2.	<p><u>Resignation of Chair</u>  RP was elected chair on the 03.01.17. He has given notice of resignation to JB. Unfortunately, RP could not commit the sufficient time needed for this role.</p>	
3.	<p><u>Election of Chair:</u>  IH proposed DJ to be Chair, this was seconded by AS and unanimously agreed by governors. DJ gave all some information into his governance background.</p>	
4.	<p><u>Consideration of Absence:</u>  Rob Papworth (RP), Caroline Seymour (CS), Sue Chambers (SC) gave their apologies. These were consented.</p>	
5.	<p><u>AOB:</u>  <u>Minutes</u>  The minutes of the FGB meeting held on 03/01/17 were circulated to all Governors prior to the meeting and were deemed as a true record and were duly APPROVED and SIGNED by the Chair, David Jackson.  AS asked for it to be noted in these minutes that herself and CB cannot vote on items as they work for the Diocese. This was hand written onto the minutes and were then approved.  <u>Preschool</u>  JB tried to speak to Eileen McGough from North Yorkshire County Council (NYCC). The school have been advised they need to speak to Andrea Sedgewick from NYCC and the proposal needs to be looked at by Strategic Services. The school needs to show evidence they have good provision for the youngest pupils within the school.  SD has advised the following:</p> <ul style="list-style-type: none"> <li>• The school currently have 2 Early Years (EY) specialists working on Early Years Foundation Stage (EYFS) indoor and outdoor provision.</li> <li>• Proposed a Teaching Assistant (TA) for year 2 provision – AS advised this was discussed in a previous MFG meeting.</li> <li>• It has been noted that a preschool has been asked for by parents.</li> </ul> <p>It was agreed AS to have a conversation with Andrea Sedgewick and for a governor to have a look at adding information into the schools newsletter to let parents know this was in discussion.  It was agreed working groups were needed. Taking the governor link roles into consideration for each party, link roles below:  SENCO – Joyce Bean  Performance and Standards – Alison Smith  Safeguarding and Health &amp; Safety – Chelo Brooks  It was confirmed that it was decided at the meeting in January that there will be no committee meeting until Easter. This will then be re-considered.</p>	<p>AS</p> <p>DJ/SD</p>

	<p>SD suggested 4 governors/link role per working group.  It was agreed that SD can contact CB and AS as none governors for their advice.  <u>Governor training</u>  When all clearances have been received for the new governors (these potential governors were sat in as observers) NYCC will give them their initial training. JB advised Governor Improvement Network meetings were scheduled to take place this month. All governors have been advised to attend if they are free. JB to email all information and dates.  <u>New governors</u>  CB from the Diocese has received the draft Instrument of Governance for both schools they are as follows:  Combined for Swainby and Ingleby:  2 parent – Rob Papworth  1 LA – Caroline Seymour  1 staff – Sue Chambers  1 HT – Sharon Daly</p> <p>Swainby 7 foundation – already in post Linda Shipp, Chelo Brooks, David Jackson, Mick Hannon  Ingleby 7 foundation - already in post – Ian Houghton, Alison Smith, Joyce Bean, David Jackson</p> <p>Vacancies to fill officially:  1 parent  3 foundation Swainby  3 foundation Ingleby</p> <p>Instrument of Governance needs to be confirmed by NYCC.</p> <p>It has been discussed to get another teacher in from Ingleby Arncliffe as there is an unbalance.  <b>BJ Comment – If the Instrument of Governance is agreed as the above then only 1 staff governor will be allocated to the panel. If the governors still feel like a teacher from Ingleby Arncliffe will be beneficial, the teacher in question will have to be voted on as a co-opted governor.</b>  <b>Observer comment – Pauline the church warden has been trying to get in touch with the Diocese for the new governor process.</b>  <b>Governor response to the above comment – This has been chased and needs to be addressed as a priority.</b>  <b>Observer question – Does the new school have a moto? We current need a new one.</b>  <u>Notice board</u></p>	JB
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	Governor's for the MGF were asked by the parish council if a notice board could be put up at Ingleby Arncliffe site outside next to the hedge. It was agreed by the MGF governors. All governors Agreed to this.	
6.	<u>Items to be considered as confidential</u> None from the agenda.	
7.	<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. David Jackson – Governor at St Peters Primary School.	
8.	<u>Code of Conduct:</u> BJ to email a copy of the Code of Conduct to all governors.	BJ
9.	<u>Federation Minibus:</u> The minibus lease from October 2015 was for the MGF. When the federation was dissolved, Osmotherley have expressed they have no need for the minibus and have asked if they can buy out of the lease. A new server was installed at Swainby and Potto which is also part of the federation. The proposal for MGF governors was that the church schools will retain the minibus and a third of the value of the server will be transferred back to Osmotherley school. This will result in Osmotherley paying the church schools £68 monthly payments over the remaining 22 months' lease which is due to finish in November 2018 - Governors agreed to proceed with this agreement <b>Governor question: Moving forward who is maintain the school finance and what do we use cheque books for?</b> The school buys resources from the cheque book. JB has advised she has asked for a monitory report but was advised it was doubtful. David Miller from NYCC has been working on the finances for the dissolved federation. It was advised to forward any finances incoming or outgoing to David Miller to be considered for the finance split.	
10.	<u>Re-evaluation of Senior Administrator' role:</u> The senior administrator asked for her job to be re-evaluated when the school was in the MGF. <b>Governor question: What responsibilities were taken on outside her job description?</b> She did finance as the federation did not buy in the SBM service. The headteacher at the time went through the band 8 job description. It was agreed by the headteacher and governors the additional work was deemed at a band 9 and the decision was made for the job to be paid at a band 9 from April – December 2016.	

	<p><b>Governor question: Could NYCC HR help with this query?</b> Yes, However JB expressed at the time she was advised no. The senior administrator has now been advised she back at a band 8 role. This will be included in the finance report.</p>	
11.	<p><u>Ingleby School website provider:</u> JB is to write to the current website provider to cancel. This was agreed by all governors DJ suggested a small group with delegated powers to approve policies and work on the websites and look at finances. The approved policies could be sent to governors for any comment and amendments to be made at future FGB meetings. JB has advised polices can still be accessed from the MGF website and it needs to be closed. SD has advised that NYCC are building 1 new website for both schools including the logo for both schools.</p>	JB
12.	<p><u>Review the Public Consultation meeting held – 19/01/17</u> DJ acknowledge the importance of this meeting and what is being proposed. JB advised it was well attended and understands Swainby parents cause for concern. It was noted the same would be felt regarding Ingleby school if that was the proposal. The initial letter that was sent out was approved by NYCC. DJ attended to observe the meeting. <b>Observer comment: It won't just effect the school but also other organizations within the village.</b> <b>Observer comment: This meeting should not have been held at Swainby and should have been held on mutual ground for both schools.</b> <b>Observer comment: Parents are concerned for their children's education.</b> <b>Observer comment: Thought the report was poor, it biased towards Swainby. This subject should not have gone straight to consultation and there should have been a pre-consultation but does agree one site/school has to close.</b> <b>Governor comment: Everything has been taken into account/consideration and governors agreed to support NYCC.</b> <b>Governor question: I was lead to believe it was NYCC's decision?</b> If governors don't agree this will be fed back to NYCC, but NYCC make the final decision. <b>Observer comment: A group met at last night in Swainby and questions have been asked who was/is on the governing body and what do they do? Minutes from the old FGB meeting were asked for.</b> SD stated the number 1 priority is the children. A visit has been arranged for the children at Swainby school to come to Ingleby for a visit. Get to see the school, staff and pupils and have some snacks and a play. <b>Governor comment: The schools were under time pressure for this consultation to go public.</b> <b>Governor comment: NYCC has acknowledge this is a sensitive issue and have supported the governors.</b></p>	

	<p><b>Observer question: Why does this have to be finalized for June/July 2017?</b> The local authority need to make an executive decision and can take some time for the process to be set in place.</p> <p><b>Observer comment: A service plan needs to be put in place for the evaluation. We need an evidence based process for this decision.</b></p> <p><b>Governor comment: The service plan needs to be put in place for both schools.</b></p> <p><b>Observer comment: A plan was put in place 1 year ago by the governors for this proposal and signed off.</b></p> <p><b>Governor response to the above comment – Disagrees with this suggestion and nothing was confirmed 1 year ago, as more information was needed.</b></p> <p><b>Observer comment: Governor’s need to speak to parents and have more communication with them</b></p> <p><b>Governor question: I have received an email from another governor asking for a SWAT analysis to be done, what do others governors if they thought this was a good idea?</b></p> <p><b>Governor question: What would this give us that already isn’t provided by NYCC? It would give us criteria as to what is needed.</b></p> <p><b>Observer comment: Expressed the lack of confidence and lack of a transparent process.</b></p> <p><b>Governor response to the above comment – Disagrees with no transparent process</b></p> <p><b>Observer comment: It doesn’t matter which school the children are in as long as they settle in and are happy and safe.</b></p> <p><b>Governor comment: The process is just a conversation and can’t be criticised until the process is finished.</b></p> <p><b>Governor comment: It is for parents and the people concerned to give their feedback</b></p> <p><b>Observer comment: There has to be an evidence based decision. The report which was produced asked more questions than answers. Hopefully the new chair will help and lead us in the right direction.</b></p> <p><b>Governor comment: I think one reason parents have raised concerns is because the schools have not had a stable headteacher. This has been a key factor which has worried parents and they are getting a new school and a substantive headteacher will ease minds. The schools need a high-quality leader. SD was praised for her current work but is only in post for 2 terms.</b></p> <p><b>Governor comment: We have to get both schools running to a high standard SD praised staff for helping clear out all cupboards within the schools. She has also expressed she has had to have hard conversations and all staff have embraced these.</b></p> <p><b>Observer comment: Would like you to translate information into a process plan. Information regarding training plans and the headteachers plans for the next 2 terms would be helpful.</b></p>	
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	<p>It was agreed the school needs to put together school develop plan. The old headteacher has put together a draft including self-evaluations. SD expressed she has a copy of the draft proposal and governors should be involved with the process moving forward.</p> <p>A governor has expressed their concerns that MGF governors are being portrayed that they have not succeeded. All current governors acknowledge that MGF did their best under hard circumstances and everyone agreed they are looking forward to the future and moving forward with specialist governors now on the panel.</p> <p>SD expressed her thanks to the staff and for the hardship moving forward.</p> <p><b>Observer comment: Expressed their concerns about parent’s taking their children out of the 2 schools and moving them to another one.</b></p> <p><b>Governor response to the above comment: We have had threats of parents leaving last summer due to teaching changes, some have left and some parents have stayed to see how the changes work.</b></p>	
13.	<p><u>Health &amp; Safety:</u></p> <p>Both sites would currently fail an H&amp;S inspection on their fences. It was agreed as Swainby site is only being used for 2 more weeks they school have introduced more staff on the playground for lunch time. Ingleby has received 2 quotes for a new fence, however none of these providers were suitable or local authority approved. The headteacher is seeking a 3<sup>rd</sup> quote. Lots of action plans have been set in place.</p> <p><b>Governor question – Why has this never been picked up?</b> Since the headteacher started in January she has never seen any information regarding the fences.</p> <p><b>Governor question – Have you contacted TMP?</b> AS is going to speak to Simon. Quatermane from the Diocese</p> <p><b>Governor question – Was this advised in a HANDS report?</b> Yes.</p> <p>JB has advised when getting new fences, the school needs to take into consideration the houses around the school and not to obstruct their access.</p> <p>The footpath that leads to the recreation center is being re tarmacked. It been advised this will be taking place in February half term.</p>	SD          AS
14.	<p><u>Safeguarding:</u></p> <p>A Single Central Record (SCR) check was recently carried out for both sites. The outcome was, not all details are up to date. It was agreed all details are now up to date and moving forward this information needs to be correct and up to date.</p> <p><b>Governor comment – People and staff are aware if the importance of safeguarding in schools and everybody needs to be vigilant.</b></p> <p>The headteacher has advised she has introduced a new safeguarding procedure and process for all future incidents and concerns.</p> <p>Safeguarding training has been booked for Wednesday 8<sup>th</sup> February and staff in both sites has been asked to attend.</p> <p><b>Governor question – Are admin going to?</b> Yes.</p>	

	<p>It was expressed that all governors should also attend. JB is going to send an email to governors inviting them to attend.</p> <p>CB has expressed she would like to come into the school to observe the impact of the safeguarding training once all staff have attended.</p>	JB
15.	<p><u>Confirm date for next meeting</u> 13<sup>th</sup> February – 8.45am at Swainby and Potto.</p>	
17.	<p><u>The meeting closed at 7.50pm</u></p>	