

**Minutes of the Full Governing Body Meeting
Of Swainby and Potto 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 Ppotto 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> Sections of items 11 and 14.</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.	
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10. contd.	<p>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.</p> <p>Governor question: When would the schools amalgamate? Answer: This would most likely be September 2017.</p>	
11.	<p><u>To advance the proposal to create a single Church school to serve the Swainby and Potto and Ingleby Arncliffe area:</u></p> <p>Governor question: Regarding the consultation document, where did this come from? Answer: This was drawn up by the LA. There were some inaccuracies that have now been identified and will be sent to the LA for the wording to be refined.</p> <p>Governor comment: A governor commented that the document reads as if the decision has already been made and that it had come from the FGB, which is not the case. This may put the governors in an awkward position.</p> <p>Governor question: Answer: Can this be re-phrased? Answer: Yes, the wording can be re-phrased and it was suggested that the consultation document is sent with a letter from the HT, outlining that the proposals are from the LA, and that they are only proposals. A form is included for parents to respond and comment. These are all sent to the LA who have the final say.</p> <p>Because of some concern over the decision the FGB is being asked to make RP will speak to the LA and circulate a minute to Governors to approve/reject by email.</p> <p>Governor question: Can the LA survey which school is more financially viable? Answer: This has already been done.</p> <p>Governor comment: The impact on the communities is very important.</p> <p>Governor Question: Do most of the children who come to Swainby and Potto school live in the village? Answer: Some, but also from outlying villages and further afield.</p> <p>Governor comment: ABeanland, governor of the former Mount Grace Federation, advised that she thought that the reference to Hutton Rudby school was not relevant and should be removed. It was agreed to remove this, and send amended version to RP to be agreed, and then back to LA.</p> <p>Governor Comment: There needs to be a clear proposal on which parents can comment, and only one school governing body can initiate the proposal. Swainby and Potto school would have to advance the proposal.</p> <p><u>Impact on staff</u></p> <p>Governor question: The consultation document refers to ‘some restructure of support staff’, do the staff already know? Answer: Staff have not been briefed yet, but this will be discussed at the next staff meeting on Monday. AS, JB and RP agreed to attend this, and AS will check with Suzanne Firth at Strategic Services regarding what staff should be told.</p>	RP

	<p>Governor question: This would only involve the teaching staff, what about the other staff at the school?</p> <p>Answer: A review of support staff was promised in Summer term 2016 but had not been actioned. It will now take place in Spring 2017. It is not related to the proposal to form a single VA school.</p> <p>Governor question; Does the proposal go to staff as well?</p> <p>Answer: Yes.</p> <p>An open afternoon for parents to see both sites was suggested, before the end of the consultation period.</p> <p>Governor question: Have the parents been made aware that the schools could not survive on their own?</p>	
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11. Contd.	<p>Answer: Yes.</p> <p>Governor question: Does the proposal go to the PCC?</p> <p>Answer: Yes, as well as Secretary of State, parish councils, local authorities etc.</p> <p>The following minute was agreed after the meeting and confirmed by the relevant governors:</p> <p><i>The FGB reviewed the consultation document and acknowledged the proposal recommended by NYCC and the Diocese of York that Swainby & Potto site should be the one to close. A number of amendments were considered and these would be sent back to NYCC for inclusion in any final version.</i></p> <p><i>All governors agreed to allow the consultation to progress on this basis and that officers from NYCC and the Diocese of York would provide further detail of the evidence which underpinned the recommendation at the open session with interested parties on 19th January.</i></p>	
12.	<p><u>Committee structure:</u> It was agreed to hold full governing body meetings, rather than having committees at this point.</p> <p><u>Link governors:</u> The following link roles were confirmed-</p> <p>SENCO – Joyce Bean Performance and Standards – Alison Smith Safeguarding and Health & Safety – Chelo Brooks</p>	
13.	<p><u>To receive any correspondence:</u> None received.</p>	
15.	<p><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</p>	

	governors.NYCC carried out a safeguarding audit before Christmas. We are waiting for the report on this.	
16.	<p><u>To confirm dates for meetings to end of academic year 2016/17:</u></p> <p>The dates for the meetings are as follows:</p> <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 <p>Caroline Seymour gave apologies for the meetings in January and February.</p>	
17.	<u>The meeting closed at 9pm</u>	