

## OLD HUTTON CE SCHOOL

### MINUTES OF THE FULL GOVERNORS' MEETING

HELD ON TUESDAY 7<sup>TH</sup> FEBRUARY 2017

PRESENT: Simon Willis (SW) Chair, Tony Bontoft (TB) – Vice Chair, Rebecca Hodds (RH), Andrea Walker (AW) Head Teacher, Phil Cooper (PC), Sarah Woudenberg (SWD), Jules Natlacen (JN) Clerk to the Governing Body

APOLOGIES FOR ABSENCE: Rev. Angela Whittaker and Joanna Dunstan. These were accepted by The Governing Body.

DECLARATIONS OF INTEREST: None

CONFIDENTIALITY: The Chair reminded those in attendance that matters discussed at the meeting were confidential.

The Chair welcomed everyone to the meeting and shared that Dominic Donnini had stepped down as Governor.

#### MINUTES OF PREVIOUS MEETING:

Governors agreed that the minutes of the previous Full Governors Meeting held on Tuesday 18<sup>th</sup> October 2016, which had been circulated prior to the meeting, were a true record and were signed by The Chair.

#### MATTERS ARISING:

Sharepoint Update – SW to try Sharepoint again on his MAC so we can 'go live' with it. PC offered to add everyone's emails on to the system, once SW can access it.

Septic Tank issue with Village Hall – Paul Robinson (Cumbria County Council) coming into school next week for site visit providing further information for him to draw an agreement up between the Hall, school and county for septic tank servicing and repairs liabilities.

Finance – AW to get in touch with new bursar, Nia Wetherall at Capita Finance, before end of February, to finalise where to spend the rest of the budget to avoid being over the permitted 8% carry-forward figure.

Governor Recruitment – Dom Donnini resigned at the beginning of the year. Options to replace him include using a Governor from the Local Authority (LA) 'bank', swap current Governor roles around in order to create a new parent Governor role or contact someone directly. Main strengths needed are educational experience and time flexibility. AW to email Sue Sharkey in the first instance and also, in response to query from Governors, to confirm with Diocese whether Governors of church schools need to be Christian/supportive of Christian ethos.

Health & Safety Meeting held on 16/11/16 – minutes shared verbally by TB.

Mike Hamill, in his role as caretaker, is still coming in to do H & S checks, but not heavy work, due to a recent back injury.

AW to contact Brian Jones regarding online training for the IOSH Health & Safety at Work certificate.

Asbestos inspection report – roof space has been checked and is asbestos-free.  
Staff wellbeing questionnaires are available to be completed when possible.  
EVC training needed for PC - 1 day training needed initially and then ½ day refresher every 3 years.  
Minibus (MIDAS) driver training – Caroline Birch and PC need to renew this. SW can provide. Dates to be agreed with SW as soon as possible.  
H & S Policy due for review – PC to action, share with SW to be adopted, and then share with all staff/website.  
Pupil Accidents Analysis - TB to email it to SW and SW to action this.  
Legionella – SW to contact Watermans for a risk assessment.  
'Keeping Children Safe in Education' – PC has ensured all staff have read this and is to be shared with all Governors.

#### Governors Monitoring Visits

Feedback from all visits is very positive – see additional reports.

#### Head Teacher's Report

AW shared key points with Governors and asked for any questions.  
Pupil Roll - Now 79 and will be 80 on 27<sup>th</sup> February. Confirmation that there will be 14 starting reception in September 2017. Published admissions number is 15.  
Due to increased numbers, we are hoping to be able to budget for more hours of a permanent teacher for Class 1 (Reception pupils) from September 2017.

LLE/ Professional Partner Work – AW has been invited by the LA to work as a part-time Advisor for 20 weeks from 13.2.17 to end of Summer Term. She will be working out of school for 2 days a week. Some work will also be done by other staff. £500 per day will be paid into school budget for this, from which will come travel expenses for AW/other staff; 0.3 teaching cover for AW's teaching time in Class 3; payment for Assistant Head teacher 0.2 role for PC (providing cover during AW's absence); 0.1 teaching time cover in Class 4 as leadership time for PC; and additional cover as needed for other staff. There is expected to still be a large profit for school, which will be an excellent help to offset budget cuts and maintain staffing levels, as well as enable us to fulfil the increasing expectation on all schools and head teachers, especially those judged Outstanding, to provide school to school support. Governors discussed these plans in detail to ensure that impacts on our school would be positive. AW referred Governors to the Head's Report for more information.

Pupil Progress Results – shared for Autumn Term. AW highlighted the fact that this was the first time school had had 'green' figures for all cohorts and all subjects, meaning that the vast majority of pupils are on track. AW thanked the staff for all their hard work. It was noted that school is 5<sup>th</sup> Nationally among similar schools in the League Tables for KS2 data results, which is excellent news! Predictions for KS1 and KS2 attainment in Summer 2017 were shared: 100% pupils achieving at least expected standards are predicted in all subjects.

Peer Review – the report was shared from this annual review, undertaken by Matt Jessop, Head of Crosthwaite School and Jim Gordon, KCP executive officer. They were extremely impressed with everything and agreed Outstanding judgements for all areas, including raising our school SEF judgement for EYFS from Good to Outstanding. Governors agreed thanks should be minuted to Rachel Hayes and the EYFS team for their excellent work.

Self Evaluation Form (SEF) – updated version given to Governors. SW and AW had met (no other Governors had been available to attend this meeting) to agree the SEF judgements, following their agreement by staff. It was decided that all areas apart from EYFS are still graded Outstanding and

EYFS was to remain Good/Outstanding until we have had another year of above-national results and improved provision is securely embedded. All Governors are happy with SEF and in agreement.

#### Other Business

1. PC asked if his job title could be Assistant Head teacher to reflect his additional duties. He will have a temporary 0.2 contract for this role from 13.2.17 when he covers AW's absence. Could PC have a title change without additional remuneration and a permanent contract? RH is to contact HR to see if that is possible. SW mentioned that if PC applies for another job, his salary would not reflect his title.
2. PC has pursued an application to become an SLE with QKS Teaching School Alliance for some time. PC felt that the TSA has not been helpful with this, nor in allowing him to complete another role leading a Science project with the QKTSA which he had been asked to do some time ago. PC will look to pursue an SLE application with Burton Morewood Teaching School instead.
3. It was agreed that RH should organise to send a card and a small gift (flowers/ wine) when a Governor leaves. RH is to organise this for recent leavers. JN is to remind RH about this when someone leaves.

#### Next Meeting

At Old Hutton School on Tuesday 20<sup>th</sup> June 2017 at 7pm