



Full Governing Body Meeting: Wednesday 20 November 2019 at 6.30pm

Venue: School

Present: Mrs Rachel Hayes (RH) (Staff Governor)
Mrs Joanna Ireland (JI) (Parent Governor)
Mrs Helen Loney (HL) (Parent Governor)
Mrs Rebecca Shiels (RS) (Co-opted Governor)
Mrs Claire Toone (CoG) (LA Governor) Chair
Mrs Andrea Walker (HT) (Head teacher)
Rev Angela Whittaker (Rev AW) (Foundation Governor) Vice Chair *left at 7.25pm*
Mrs Jules Natlacen (JN) (Foundation Governor)

In attendance: Mrs Fiona Hadwin (AHT) (Assistant Head teacher)
Bernard Mitchell (Bursar) *left the meeting at 7.12pm*

Clerk: Sarah Williamson (Clerk) (NYCC Clerking Service)

20/1 Welcome, Introductions and Chair's opening remarks

The Chair welcomed Mrs Joanna Ireland, new Parent Governor, and Mr Bernard Mitchell, Bursar, to the meeting.

20/2 Apologies

None

20/3 Identification of Confidential Items

No confidential items were identified at this stage in the meeting.

20/4 Declarations of Interests in any agenda item

None

20/5 Finance update & report from Finance Committee meeting (held 14.10.19)

Finance Committee meetings are now minuted and circulated to all governors to keep everyone informed and provide more clarity on school finance. A copy of the minutes of the Finance Committee, held on 14 October 2019, was circulated in advance of the meeting.

The Bursar presented a financial update to governors.

a) Current situation

Governors noted:

- The April budget was reviewed in October and forecasts revised.
- Central government has announced additional funding for schools from March, but precise details are unknown; there is a difference between funds notified by the DfE and the LA. The school will receive more money.
- At the halfway point in the school's financial year (Sept 2019), 43.7% of the budget has been spent.
- The most significant variance is employee costs, which is currently underspent by £10k; however, no pay rise has yet been implemented.
- Funding was estimated at £480,751; however, funding for high needs allocation and FSM is lower than expected.
- Year 2 and 3, a balanced budget is forecast but with a declining level of surplus over the next two years.



b) Revised budget

Governors noted:

- The DfE agreed a 2.75% pay increase, instead of the predicted 2% pay rise, which has impacted expenditure. This has been incorporated into the revised budgets.
- There has been a significant increase in employer's contributions to the Teachers' Pension Scheme to address the deficit. This will increase from 16.48% to 23.6%.
- The government has agreed to fund the pay rise and pension increase with a pay grant of £77.50 per person per pupil based on a minimum of 100 pupils. The school will receive apx £13k for 2019/20.
- The LA has advised schools to project forward, estimating the money schools will receive, and building in costs for inflation and increases in RPI. The government will reconstruct the national funding formula from March 2020 to incorporate these pay rises within it.
- The school was due to receive a £4,133 pay grant, and £7,983 pension grant in October but it has not yet been received.
- There is no confirmation of what the current £2.7k AWPU will go up to. In an email sent direct to each school the DfE estimated it may be £4,276; however, the LA has some discretion. The minimum funding guarantee is £3750 per pupil and all pupils across the county will receive the same funding per pupil.

A governor asked what AWPU stands for. Age-weighted pupil unit.

Each GB is being consulted by the LA regarding funding and the deadline for responses is 20 November. The LA has a deficit and is consulting on two models with a view to using some of the government funding to support the High Needs block through a reduced AWPU.

Governors discussed the two models and **voted in favour** of Model 1 (7 votes in favour with 1 abstention) as the model which would bring most benefit to the school. Governors asked the Assistant Headteacher (AHT) to submit the school's response. **ACTION: Assistant Headteacher**

Governors agreed the school's finances are currently in a positive position and forecasts will continue to be positive whilst pupil numbers hold and the Headteacher continues to undertake additional work which brings significant income to the school.

[At 7.12 pm the Bursar left the meeting.]

20/6 Annual Requirements to complete:

a) Register of Interests (register to complete)

All governors signed and dated individual Register of Interest forms, copies of which will be kept in school.

b) Disqualification Declaration (confirm eligibility to serve as a Governor)

A copy of the Declaration of Eligibility was circulated in advance. Governors signed copies declaring there were no reasons why they should be disqualified from serving as governors. Copies of these original declarations will be kept in school.

c) Review and Ratify the National Governance Association Code of Conduct

Governors discussed a copy of the NGA Model Code of Conduct, circulated in advance of the meeting. **Governors agreed** to adopt the code and duly signed a declaration agreeing to abide by the code.



d) Consider the draft Standing Orders

A copy of draft standing orders was circulated in advance of the meeting. Governors discussed the proposed model. **Governors unanimously agreed** to adopt them.

e) Register of Gifts & Hospitality (Chair to sign on behalf of whole board)

No governor had any gifts or hospitality to declare for 2018/19. The Chair duly signed the Register of Hospitality, a copy of which will be kept in school.

[At 7.25pm Rev'd Whittaker left the meeting]

20/7 Committees and Link responsibilities

a) Confirm membership of committees (Finance Committee; Health & Safety Committee) and any delegation of decision-making

Governors agreed in addition to the Finance committee there should be a H&S committee.

Membership of committees was agreed as:

Finance: the Headteacher; Mrs Toone (Chair); and Mrs Shiels. Financial decision-making is delegated to the Finance Committee. Meetings will be minuted by the Clerk.

Health & Safety: the Headteacher; Mrs Ireland; Mrs Loney (Chair); and the Assistant Headteacher, the school's H&S Co-ordinator. Notes of meetings will be taken by governors.

b) Confirm the Head teacher's Performance Management Committee

Governors agreed the committee will be Mrs Toone (Chair) and Mrs Natlacen. The committee will meet on Thursday 12 December 2019 at 4.00pm with the External Advisor.

c) Confirm designated governors

Governors were assigned to the following roles:

- **SEND:** Mrs Ireland
- **Safeguarding & Child Protection:** Mrs Shiels
- **Mental Health & Wellbeing Champion Governor:** Mrs Shiels

d) SDP link governor roles for new 2019/20

Governors agreed link responsibilities would be confirmed under item 10, Headteacher's Report when revised SDP priorities are agreed.

20/8 Approval of Minutes of the previous meeting

The minutes of the meeting held on 25 June were circulated in advance. Confidential minutes were tabled at the meeting. **Governors unanimously agreed** they are an accurate record. The Chair duly signed and dated copies to be filed in the school. **ACTION: Clerk.**

Copies will be posted on the school's website. **ACTION: Headteacher**

20/9 Matters arising

a) (6/19b) Update on Car Parking

The HT reported a meeting with the Chair, Parish Council, District Council and Highways on 4 November 2019, to discuss parking and road safety issues in the village. Further detail is included in the HT's Report (pg 5). It was a robust discussion, in which the concerns of all parties were shared. Possible solutions and actions taken so far were discussed.

The representative from the Highways department has agreed to arrange a site visit with her



team at 8:15am and/or 3pm to see the situation for themselves outside school. The situation will be discussed as a priority and solutions will be considered at county level, including any possible funding. There will be an update before the end of term. The PC were asked by the school to look at the possibility of extending the church (parish council-owned) car park as they agreed this would be an ideal part-solution. This would need to be considered by the Diocese. Disabled car parking space in front of the Village Hall was discussed; this will be marked out.

A governor asked if the LA has considered providing a larger bus /minibus for children travelling from Kendal/Oxenholme to school. The Chair responded it was discussed and there is a budget for school transport; however, these children are out of catchment. The school does not have money to fund this. It would be a good idea and the District Council representative agreed to follow this up.

b) (7/19a) Charging Policy

The revised policy, amended to reflect the agreed £1 charge for after school clubs, was circulated to governors in advance of the meeting.

c) (8/19) Outdoor play equipment

Equipment has been reviewed by the caretaker and Sports Safe. The conclusion is that it is safe for now. Staff will monitor how many pupils are on the ramp at a time (max 5 pupils). The school does wish to replace it when funds allow. Outdoor play equipment will be a new fund-raising focus.

d) (8/19) Parent feedback

The HT reported this has not been actioned yet but will be when time allows. Governors discussed ways in which they as a board can communicate effectively with stakeholders, such as through feedback from a questionnaire.

A governor asked if the school has a suggestion box. The HT replied there is not one at present. The HT agreed a questionnaire needs to be carried out this year in the summer term.

ACTION: Headteacher

Governors agreed that in the interim, a suggestion box should be used, inviting feedback from parents with reminders at parents' evenings and via the newsletter. **ACTION: Assistant Headteacher**

e) (8/19) Link with an inner-city school

A link has been established via a parent who has passionately supported this initiative. The link is with a Muslim school in Blackburn. It was agreed the Chair should write to thank the parent on behalf of the GB. **ACTION: Mrs Toone**

f) (12/19) Future term dates

The HT reported QES has aligned its term dates with Kendal, Lancashire and North Yorkshire schools for 2020/21. This makes a difference at Easter: the spring term finishes a week earlier, and an earlier start to the summer term will provide an additional teaching week pre SATS.

Governors agreed the importance of matching the term dates of QES and Kendal schools. This change will be communicated in the next newsletter and changes flagged on the website.

ACTION: School Administrator

20/10 Headteacher's Report

a) The **Headteacher's Report** was circulated in advance of the meeting. The Chair thanked



the HT for an immensely detailed report and the analysis of the development plan.

Governors asked:

When is pupil absence notified to the LA? The HT responded the school is liaising with the pupil welfare officer, who will analyse attendance data and make recommendations. This has been helpful in updating policy and providing model letters.

Have any parents in Cumbria been fined? The AHT replied there is a county-wide crackdown on attendance and fines are beginning to be issued. The LA puts the process back to the school who issue standard fine letters; funds return to the LA. The HT stated it is important to get the balance right in approaching parents, for example a child not attending school full-time has an impact on attendance figures, as does absence for medical reasons.

Is the reality behind individual absences taken into account by Ofsted? The HT responded inspectors will want to know the detail behind the data. 6-7 days of unauthorized absence equates to 12/14 absences, plus some sickness absence will quickly amount to attendance data that falls into the persistent absence category. Parents receive a letter regarding unauthorized absence but still choose to go on holiday.

Should the school take a tougher stance on unauthorized absence? Governors agreed the need to raise parental awareness and decided to send a letter to parents from the GB explaining the importance of attendance and its potential impact on educational outcomes and inspection judgments. **ACTION: Chair and Headteacher**

Has there been any feedback from parents regarding the HT's Advisory role? There has been no direct feedback from parents, only expressions of interest in the work the HT is undertaking. The AHT added it has been well-received by prospective parents touring the school.

Is there anything the GB can do to support the HT during this secondment? The HT responded the 2 days in school are very busy and involve working late. This is essential to catch up with the school community, work with the AHT and undertake administrative tasks. The AHT added working alongside the HT for 1 ½-2 hrs each Monday is important for effective delegation and the opportunity to be office-based on Thursday works well.

Can the GB support the wellbeing of the SLT? Governors recognise the significant commitment of the HT and AHT. The HT responded governors have agreed the funding arrangements for the current staffing arrangements will remain in place to the end of the Spring term, after the time when the HT's temporary Advisory role ceases. This will provide additional capacity for the HT and AHT to continue to work alongside each other and enable time to be spent on curriculum development for example.

Is snagging still ongoing in the refurbished toilets; has the invoice been paid? The HT reported the new taps will not turn off. Invoices will not be paid until all matters are resolved. The contractor has taken some measures to try to ameliorate the situation; however, the school has requested units are replaced with lever taps, as initially requested, as these will work better for the children.

Are changes to staffing working? The HT responded all changes seem to be working. Interviews for a job share post will take place on 4 December. There has been a lot of interest in the post.

Governors noted there were no safeguarding matters to report.

Is there a maximum limit to the number of children with EHCPs in a school? Once the number of children in school with EHCPs exceeds 5% the school receives an additional £3k per additional EHCP pupil. The HT reported there are several applications for EHCPs in the pipeline for children already in school for whom the need for additional support has been



identified. The school must fund the first 11 hours of support for a child from its budget. The school is proud of its reputation for being inclusive, but this does have a significant impact on budget and staffing.

b) The HT reported the **School Development Plan** (SDP) has been reviewed. The 4 current priorities have been evaluated and a 5th priority has been identified. **Governors discussed and agreed** each new priority for 2019-20 and identified link governors (in brackets):

1. Wellbeing

Governors agreed this remains an important priority. A Mental Health curriculum is being introduced. (Mrs Toone and Mrs Shiels)

2. Achieve more at Greater Depth

Governors discussed detailed data in the HT report and noted outcomes, particularly at KS2, indicate children achieved excellent results at Greater Depth in comparison to previous years and national averages. Outcomes in Maths are high but slightly lower (last year's priority was Reading). Areas for focus are raising progress in Maths at end of KS2 and Writing in lower KS2, particularly looking at higher prior attainers and ensuring they make progress, and achieving higher numbers of pupils achieving at exceeding GLD in EYFS. (Mrs Natlacen and Mrs Toone)

3. Vulnerable pupils

Governors agreed the focus on maintaining further improvement and progress for pupils with SEND, in receipt of PP and in the monitoring group (those needing additional support). (Mrs Ireland and Mrs Natlacen)

4. Church School

The HT reported the next SIAMS inspection is due in 2020/21. The focus will continue on diversity, different faiths and improvement in RE. (Rev'd Whittaker and Mrs Loney)

5. Revising and refining the curriculum and strengthening distributed leadership

Governors noted there is greater focus on subject leadership and a broad curriculum in the new Ofsted EIF. (Mrs Loney and Mrs Shiels)

Governors agreed these are strong priorities firmly based on outcomes for pupils and a review of the SDP. Governors discussed whether 5 key priorities can be effectively managed rather than the usual 4 but supported the HT's recommendation that including all 5 in the SDP gives them appropriate recognition and reflects the school's current priorities.

20/11 Church School SEF (Self-evaluation form) & SIAMS (Statutory Inspection of Anglican & Methodist Schools)

The SIAMS framework was circulated in advance of the meeting, with a view to governors discussing and agreeing the school's self-evaluation judgements on Vision & Leadership.

Governors noted:

- The next scheduled inspection will be in 2020/21.
- Developing the link with The Olive School in Blackburn will be very important in promoting diversity.
- The Rev'd Whitaker was the only governor who was available to attend the annual SIAMS SEF meeting for all staff/governors in September.

Governors asked:

Is there any feedback from the SIAMS SEF meeting? Staff groups reviewed the school against the framework taking different strands and feeding back. The HT will draw all feedback



together. Priorities from the previous SIAMS inspection and SEF were reviewed. Governors noted these included identifying a link with an inner-city school and developing pupils' understanding of diversity. The Rev'd Whittaker had suggested all governors should look at the vision and leadership section and contribute any evidence that supports a leadership judgment of excellent, including how the school has developed that vision and how it lives out that vision.

Do governors still confidently believe the school meets the criteria for outstanding? The HT replied, 'outstanding' has been replaced by 'excellent'. To achieve this grade all the criteria for good must be met alongside a significant number of excellent factors. Staff and the HT believe the school still meets the criteria for the top grade and will make the case for this judgement. The Diocesan Advisor indicated the school is well on the way to achieving 'excellent' in her recent visit.

How much notice will the school receive of a SIAMS inspection? The school will receive a week's notice for the 1-day inspection.

Governors discussed the grade descriptors in detail and suggested the following examples of evidence:

- The school's vision has been re-visioned and aligned to the Church of England's vision.
- The vision statement 'Learning for life in all its fullness' has a biblical underpinning (John 10:10) plus a statement from 2 Corinthians 4:18
- All governors have seen a copy of the Church of England's Vision for Education (2016)
- The school community can articulate the biblical underpinning of the vision e.g. looking beyond what we can see, as reflected in the focus on wellbeing, and the appointment of a wellbeing champion.
- Collective worship is a strength of the school, as reflected in the recent governor monitoring visit report.
- Another focus is working to develop RE teaching and learning.
- School leaders are working in partnership with others: the HT is working with many church schools and the Diocesan Advisor is using the school as an exemplar for collective worship.
- Staff members and governors are extending their understanding of the school as a church school through diocesan training activities.
- The school has moved forward since the last inspection e.g. developing multi-faith links.
- The introduction of meditation and yoga are examples of innovative and imaginative practice.
- There is a collective worship committee, identified as an exemplary model of practice at the previous SIAMS.

Governors agreed the school can make a case for an excellent judgement. The HT will send a copy of the full SIAMS SEF to all governors. The SEF will be re-considered again in a separate meeting in the summer term. **ACTION: Headteacher**

20/12 Revision of Curriculum Drivers, Curriculum Statement & Guarantee to Learners

All 3 documents were circulated in advance of the meeting and the HT explained their purpose. The *Curriculum Statement* and *Guarantee for Learners* have been in place since 2015. These have been discussed and reviewed with staff.

A governor suggested an additional guarantee should be added: feeling safe and secure in their learning environment. The HT noted this is included in *Our School Charter of Rights* which comes from the children and to which they sign up before it is displayed in each classroom. **Governors agreed** this statement should be added to the guarantee. **ACTION: Headteacher**



Governors agreed all 3 documents, once amended, should be published on the school's website. **ACTION: Headteacher**

20/13 Reports from Governor Monitoring Visits

Governors noted all Monitoring Visit Reports must be sent to the HT and AHT prior to circulation. The HT will forward them to the Clerk. It is essential that individual pupils cannot be identified, they should be referred to only by their year group e.g. a Y2 pupil.

- a) Priority 1 – Wellbeing (November 19): the HT has sent a blank form to complete which should be returned to the HT following the visit. **ACTION: Mrs Toone and Mrs Shiels**
- b) Priority 2 – Greater depth achievement (24.9.19): the report has been sent to Mrs Natlacen for additional comments. This was a very productive visit in which data was discussed in detail with the AHT.
- c) Priority 3 – Vulnerable pupils/SEND (30.10.19 & 6.11.19): Mrs Natlacen has passed the draft report to Mrs Shiels for additional comment. The visit provided important insight into the significant support the school provides.
- d) Priority 4 – Church school (14.10.19 & 28.10.19): Mrs Loney has passed on this report to Rev'd Whittaker for additional comments following a day-long visit.

Completed reports will be re-visited at the March FGB meeting. **ACTION: Governors, Headteacher and Clerk**

20/14 Policies

Governors discussed the following revised policies, circulated in advance of the meeting:

- Health & Safety policy
- Child Protection & Safeguarding policy (both reviewed by the AHT and HT)
- Charging policy (reviewed by the HT)

Governors thanked the SLT for the work on updating these policies.

In addition to the H&S policy there is a H&S Statement, a shortened 2-sided version published in the staff room and on the website. Part 3 of the appendices also needs updating with names of all contractors who undertake checks. H&S was audited externally last year, with updates from the Kim Allen H&S team and model policies. The AHT attended a 2-day IOSHH training course in 2018/19. Mrs Loney has sent additional comments on this policy to the HT and AHT.

Governors confirmed they have read all 3 policies. The Child Protection & Safeguarding policy, with all related policies will be incorporated in a single accessible file in the office.

A governor asked how often policies have to be reviewed and renewed. The AHT responded the Safeguarding policy is reviewed at least annually.

Governors agreed to ratify all three policies.

The Clerk referred governors to a new government website providing governance updates <https://www.gov.uk/government/publications/school-governance-update>, including updated guidance on statutory policies for schools:

<https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts>



20/15 Governor Training

a) Confirmation governors have read Keeping Children Safe in Education (2019)

The Headteacher emailed Part 1 to all governors and a link to [online Prevent training](#). Governors are asked to confirm they have read and understood KCSiE (Part 1) and to send evidence of successful completion of Prevent training to the school. **ACTION: All Governors.**

b) NGA Skills Audit Summary

Governors agreed this will be carried forward to the next meeting. **ACTION: Clerk**

c) (10/19d) Safer Recruitment training

Mrs Toone confirmed she is registered to undertake this online training. Governors agreed it would be useful for the AHT to undertake this training. Other governors were encouraged to consider it: <https://learning.nspcc.org.uk/training/schools/safer-recruitment-in-education-training/>

d) Church School – Peer Support Networks

The HT has signed up to the Diocesan peer support network. There is a similar network for governors, which includes two places for governors at termly peer support meetings. The first meeting is in the Spring term at Grange primary school. Mrs Toone and Mrs Shiels volunteered to attend the first meeting if they are available. Different governors could attend each term. **ACTION: Mrs Toone and Mrs Shiels**

Governor training through the Diocese is advertised in the Diocesan newsletter. There are free E-learning modules for all governors, not just Foundation governors. Courses support governors understanding of what it means to be a church school. Information on courses can be obtained by contacting Morven Anson at education@carlisle-diocese.org

e) Dates for future training – SEND

An LA course: *Excellence in SEND and Inclusion – the role of governance* is being held in Penrith on 29 January 2020, or at the Netherwood Hotel, Grange on 17 March 2020. The School Administrator is able to make course bookings. Mrs Ireland and Mrs Natlacen agreed to check their availability. **ACTION: Mrs Ireland and Mrs Natlacen**

20/16 Governor membership

a) Review the Instrument of Government

It was agreed this matter would be revisited at the March meeting. **ACTION: Clerk**

20/17 Head teacher & staff well being

Governors are aware of the impact of all that is being done to maintain high standards. Governors noted they will be asked during an inspection what the GB has done to support the wellbeing of staff and reduce their workload. Governors discussed ways in which the GB can support staff wellbeing in the school.

Governors have agreed that Wellbeing is a key priority in the SDP, have appointed a Wellbeing champion, and Wellbeing is now a standing agenda item at GB meetings. The HT asked all governors to give supportive feedback to staff on monitoring visits. Also see 20/10.

Governors asked:

Can staff approach the governor wellbeing champion and is supervision sufficient? The AHT responded the staff team is very good at sharing wellbeing and mental health concerns. The Staff Governor added teaching staff are very mindful of looking after support staff. Staff



are very supportive of one another; workload is not going to change but there is understanding.

Does wellbeing feature as part of annual appraisal? The HT replied it does.

Are there any external sources of support provided to the teaching profession? The AHT replied there are wellbeing surveys and leaflets from mental health training to provide advice. The HT agreed to display numbers/sources of advice up in staff room. Teaching unions also offer mental health support. Mrs Toone suggested the Chair's contact details be displayed so staff are able to make direct contact if they wish. **ACTION: Assistant Headteacher**

20/18 Correspondence

Governors noted a letter received from a member of staff requesting a reduction in hours, which has been agreed.

20/19 Consideration of the Impact of the meeting on the welfare and progress of pupils at the school

Governors:

- Reflected a significant number of matters were considered and decisions taken at the meeting.
- Reviewed and agreed SDP Priorities
- Re-established a health & safety committee
- Revisited and agreed the school's development priorities
- Appointed a Wellbeing Champion
- Refreshed and re-aligned the school's vision
- Completed necessary administration to support governance
- Analysed results
- Studied financial information and considered 2/3 year forecasts.
- Reflected on the SIAMS SEF and the ways in which the education and welfare of children reflect the school's vision

20/20 Dates of future GB Meetings:

- Tuesday 10 March 2020 at 6.30pm: Full Governing Body meeting
- Thursday 19 March at 6.30pm: SEF meeting and update on new framework
- Thursday 30 April 2020 at 9am: Finance Committee meeting
- Tuesday 9 June 2020 at 6.30pm: Full Governing Body meeting
- Monday 22nd June at 3:30pm so staff can also attend or Wednesday 24 June at 6.30pm: SIAMS SEF review (Rev'd Whittaker is required, plus as many governors as possible so date tbc at March FGB meeting).
- H&S meeting date to be confirmed

Close The meeting closed at 9.55 pm and the Chair thanked all governors for their contribution.

Signed

(Chair)

Date: