



Full Governing Body Meeting: Tuesday 10 March 2020 at 6.30pm

Venue: School

**Present:** Mrs Rachel Hayes (RH) (Staff Governor)  
Ms 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  
Mrs Jules Natlacen (JN) (Foundation Governor) *arr 6.48pm*

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

**20/21 Welcome, Introductions and Chair's opening remarks**

The Chair welcomed governors to the meeting.

**20/22 Apologies**

Apologies were received from Mrs Hadwin (Assistant Head teacher), and from Mrs Natlacen for late arrival.

**20/23 Declarations of Interests**

None

**20/24 Identification of Confidential Items**

It was resolved that consideration of some aspects of the Headteacher's Report, section b) Staffing, be deemed confidential and excluded from the minutes to be made available for public inspection. No other confidential items were identified at this stage in the meeting.

**20/25 Approval of Minutes of the FGB meeting held on 20 November 2019**

The minutes of the previous meeting were circulated in advance. The minutes were accepted as an accurate record and signed by the Chair.

The confidential minute of the meeting was circulated. It was accepted as an accurate record and signed by the Chair.

A copy of the public minutes will be made available on the school's website. **ACTION: Head teacher**

**20/26 Matters arising**

**a) (20/9a) Car Parking and road issues**

There is no further news regarding a possible extension to the car park. The school awaits an update from the Parish Council.

Paint has arrived for demarcating a disabled parking space outside the Village Hall, as agreed with the Parish Council and Village Hall committee. The HT has been unable to source a company to undertake line painting work. Mrs Shiels offered to source a template with a view to volunteers undertaking the work. **ACTION: Mrs Shiels**

**b) (20/9a) Extending the bus service**

A local District Councillor has proposed a questionnaire be sent to parents canvassing opinion



about an additional bus service.

**Governors agreed** a questionnaire in principal, to be circulated before the Easter holidays, subject to the approval of the HT. **ACTION: Assistant Head teacher (AHT)**

**c) (20/10) Pupil absence**

The HT reported the following action has been taken:

- A copy of the Kendal HT's letter regarding holidays in term time, signed by the Chair and HT, has been sent to parents.
- The HT and AHT have agreed the content of a letter regarding persistent absence.
- Both the HT and AHT have meetings scheduled with the LA Attendance Advisor to seek further advice.

Ms Ireland and Rev Whittaker reported attendance at governor training on the Ofsted framework on 9 March. There is a significant focus on attendance under the new framework. Ofsted require evidence of school action taken to prevent unauthorized term time absence. The HT reassured governors that evidence can be seen to show that the school does everything it can to prevent authorized absence

**Governors asked:**

**Has there been any feedback from parents?** The HT reported the latest request from a parent for an absence was apologetic and showed an understanding and appreciation of the school's position regarding attendance.

**How many children fall into the persistent absence category?** 8 children.

**Is further support required from governors?** Further support may be helpful, depending on the advice received from the LA Attendance Officer. **ACTION: Head teacher**

*[Mrs Natlacen joined the meeting at 6.48 pm]*

**d) (20/10) EHCP funding**

The HT explained the school receives additional funding when the number of children in school with EHCPs exceeds 2% of the school roll. This is based on numbers at the October census. The school will not receive any additional funding this financial year as there were officially just 2 pupils with EHCPs on roll at census date in October. As we now have 5 pupils with EHCPs, there is another 1 joining us in R and another 1 imminent to be agreed (current Y2 pupil), there will definitely be additional funding (£3k per additional pupil over 2%) in 2021/22. This is on top of the EHCP funding agreed for each pupil. School also pays for the first 11 hours of support per pupil (c£7k per pupil 1-1 TA hours).

**e) (20/9d) Parent feedback – suggestions box**

Mrs Natlacen reported the suggestions box is empty. Governors agreed parents should be reminded of the suggestions box via text message. **ACTION: School Administrator**

Ms Ireland and Rev Whittaker reported that the recent training session explained the importance of parental involvement in inspections e.g. online parents' questionnaire; may also speak to parents in the playground. Parents are able to see the online summaries of parent feedback from questionnaires.

**20/27 Feedback from any Sub-Committees held since the last FGB meeting**

No sub-committee meetings have taken place since the last GB meeting.



**20/28 Reports from Governor Monitoring Visits**

**a) (20/13) Governor monitoring visit reports (Autumn term)**

Governors discussed Autumn visit reports and dates of future visits. The following action was agreed:

- The autumn Priority 4 report from Mrs Loney and the Rev Whittaker has been sent to the HT and will be circulated. **ACTION: Head teacher**
- **Priority 1 (Wellbeing):** Mrs Shiels and Mrs Toone will observe Y5/6 forest school/yoga (& other wellbeing activities/spaces around school), talking to staff & pupils on Wednesday 25 March from 1pm. **ACTION: Mrs Toone and Mrs Shiels**
- **Priority 2 (Greater Depth):** Mrs Natlacen and Mrs Toone will visit. Mrs Toone will advise availability. **ACTION: Mrs Toone**
- **Priority 3 (Vulnerable pupils):** Ms Ireland and Mrs Natlacen will meet with the AHT and SENCo, and observe some identified SEND, pupil premium & monitoring group pupils in classes and intervention activities on Tuesday 17 March 9am to 12 noon. **ACTION: Ms Ireland and Mrs Natlacen**
- **Priority 4 (Church School):** Mrs Loney will visit the Multi-Faith day 1.30 - 3.15pm on Monday 16 March.

As evidence has been gathered of the impact of the school's multi-faith approach the Rev Whittaker would like to observe RE class teaching at the next visit. The following dates were agreed: Tuesday 24 March, 9 – 10 am (Class 1) and Friday 24 April, 9 – 10 am (Class 3). **ACTION: Rev Whittaker**

- **Priority 5 (Curriculum):** The HT and AHT will meet with Mrs Loney and Mrs Shiels and talk to staff about subject leadership on Thursday 16 April, 9 – 11 am. **ACTION: Head teacher**

**b) School Website**

As part of monitoring Priority 4 (Church School ethos) Rev Whittaker commented the website requires updating to reflect the school's Christian vision. Contact details for the Rev Whittaker are incorrect.

The HT reported the school's website designer has agreed to continue working with the school for a further 12 months. **Governors agreed** the importance of updating all areas and policies on the website, as needed. The HT responded this would be a priority for the HT and AHT in the summer term. **ACTION: Head teacher and Assistant Head teacher**

**20/29 Headteacher's Report**

The Headteacher's Report was circulated in advance of the meeting. The Chair recorded the thanks to the HT for producing an extremely detailed and thorough report.

The HT summarised key points:

**a) School Data**

Forecast numbers for Reception in September 2020, based on initial applications, are likely to



be 10 - 15pupils, to be confirmed at the start of the summer term.

**Governors agreed** further discussion of this item should be recorded in a confidential minute.

Governors noted a new pupil joined Year 5 in January.

**b) School Support Work (NSS/NLE/advisor work)**

The HT will continue a 3-day per week role with the Advisory Service to the end of the Spring term. In the summer term, this will initially revert to 1 or 2 days as an Associate General Advisor Role. There is an ongoing permanent expectation of 1 day/week; in addition, a further 5 days is owed to the advisory service; plus there are several days of NLE commitments.

Governors noted the school has received an additional £41,350 funding in 2019/20 as a result of this advisory work, which has funded staffing and contributed towards additional provision, visits and resources. The positive impact of the role for the HT, other staff and schools is summarised in the HT's report.

**How is the information the HT is learning about the new Ofsted framework being shared with school staff so they are prepared to speak with inspectors?** The HT responded this is documented on pg 10 of the HT's Report: Priority 5. The afternoon training session of the January staff meeting focussed on this aspect. The HT has been running courses for subject leaders across the county and staff are regularly updated in staff meetings using this work and knowledge. Planning and assessment work are brought back to school and cascaded.

Governors discussed the potential pressure during inspection on members of staff, particularly if they are leader for more than one subject focus. Governors noted reading will be a focus. Maths at greater depth is a focus for the school. Schools can try to guide inspectors towards their choice of curriculum areas for the 'Deep Dive' focus of inspection, but this depends on the inspector. Governors noted there are high expectations across the whole curriculum. Evidence will be scrutinised in books and pupils will need to be able to talk explicitly about what they have been learning.

**Is the HT more aware of the new framework than most?** The HT responded that her NLE and advisory work has included much training and experience to keep her up-to-date with the latest Ofsted information. For example, her work with schools inspected under the new framework is enabling the formulation of a bank of questions that inspectors may ask which is being shared with teachers.

**Governors agreed** the need to understand the new framework and to inform parents about the changes in order to put outstanding/good judgments in context. Inspection reports are parent-friendly but very short. The feedback session is very important, although targets given in oral feedback can change as the result of quality assurance processes; governors are encouraged to attend.

**c) Staffing update**

Governors noted the following changes:

The new job share for Class 2 is working well.

The positive impact of an additional 0.1 fte teacher as Computing subject lead, who is leading on Computing lessons in each class, which in turn creates additional capacity for all staff to carry out their own subject leader roles. Excellent training has been given to all staff. A parent internet safety evening is proposed.



Mrs Shiels has given notice as a Teaching Assistant. Governors wished to record their gratitude to Mrs Shiels for everything she has done in the last 8 years and particularly thanked her for agreeing to remain in her role as a Co-opted Governor until the end of her current term of office in June 2022.

## d) Attendance

Governors discussed the attendance data included in the HT's Report and noted the impact of ongoing reduced attendance of a child with an EHCP.

**Governors agreed** further discussion of this item should be recorded in a confidential minute.

## e) Safeguarding, Health & Safety and Premises – including updates on boiler, coronavirus and parking/traffic issues

### Parking/traffic

Year 6 pupils visited the Houses of Parliament in January and met with Tim Farron MP. Unprompted, the children lobbied him about parking and traffic. He was very impressed and responded in a letter, reporting he has spoken with the Chief Executive of Cumbria County Council. Mr Farron will visit the school before the Easter holidays to spend a morning with pupils in Y5/Y6 looking at democracy and British values.

### Boiler update

The boiler is now fixed. Water comes in through the floor, which has occurred 3 times in the previous 7 years and is likely to happen again. It is not possible to raise the height of the boiler in the cellar any further. It may be possible to install a more powerful sump pump, but relocation may be required and therefore a new boiler. Replacement parts had to come from Italy.

**Can a waterproof membrane be installed in the cellar, which may be more cost-effective? Are costs covered by the LA or insurance?** The HT responded an insurance claim will be submitted. The LA has been supportive and is considering solutions. Governors noted the additional work in difficult, cold circumstances undertaken by the School Administrator to manage the situation. **Governors agreed** the Chair would write on behalf of the GB to express thanks. **ACTION: Mrs Toone**

**Did parents express any concern about the temporary closure?** The HT reported there were no concerns raised other than some thought the volume of remote learning for older pupils put on the learning platform for completion was too large. Parents were given reassurance that teachers were available on the virtual site to provide support.

### Coronavirus

**Can Google Classroom be used to support ongoing virtual learning should the school have to close as a result of coronavirus?** The HT stated yes, we are very lucky to have this already set up for Y5/6 and the Computing Subject Lead is currently working as a priority to set up all pupils in Years 2 to 4 on the system and provide additional training for staff. Possibly to include R/Y1 but also they have Tapestry system available. **Governors agreed** the HT's proposal to fund an additional day to facilitate prompt set up. A governor suggested a free application to enable virtual meetings. The HT will discuss this with the Computing lead. **ACTION: Head teacher**

Daily updates are being received from the Department for Education (DfE). The HT is communicating these onwards to parents. School closures are not currently proposed; people with symptoms are advised to stay away from school. The DfE has removed the



limitation of pupil numbers for a class (i.e. max 30 pupils in EYs class) in case classes need to be combined if there are staff shortages.

Governors noted the duty on GBs to explore contingency planning.

**If there are significant pupil absences, will it impact on attendance figures?** The HT will discuss this in the planned meeting with the LA Attendance Officer, but governors noted it would be unlikely given the context.

**Is it appropriate to amalgamate classes if pupil or staff numbers reduce?** This will be a HT operational decision. There is a DfE helpline for advice. Schools will only close when Public Health England instruct them to close. The HT would want to discuss closure with governors. Governors discussed the potential impact of staff absence and ways in which this may be covered.

**Governors agreed:**

- An Emergency Committee should be formed of any 3 governors available at the time, plus the Headteacher. The committee may meet in person or on the telephone.
- The HT should determine the thresholds for staff/pupil absence with regard to closure.
- The financial sustainability of supply teaching costs to cover Coronavirus-related absence should be discussed with the Bursar.
- The staff absence policy should be reviewed to determine whether absence in these circumstances is covered.

**f) SEND**

Additional EHCPs are now in place; there are 5 pupils with EHCPs in school. This is over the national average (2%); 1 or 2 further assessments are pending. Governors noted there may be 7 children on roll in September with EHCPs. There is a financial impact on the school budget which pays for the first 11 hrs of support for each of those children. Governors noted there is a significant range of needs across the EHCPs and also of other SEND pupils across school.

**Is the LA meeting statutory timescales for EHCP assessments?** The HT responded timescales are met once professionals have assessed pupils in school. The school is now working with a particular Educational Psychologist and assessment timings are improving. The 2 most recent EHCP applications were granted at least the support recommended by school/professionals. Another application is pending.

**Can the school draw on expertise during the 9 months wait post-EHCP application submission?** The school can meet needs during this time. Governors acknowledged the significant amount of work carried out by staff around these applications.

**g) Pupil Progress Data – Autumn 2019**

The September – December progress data for Reception to Year 6 was circulated in advance of the meeting. Progress across almost all year groups at this stage of the academic year is good. Specific action is identified on pg 2 of the data summary; pupils below the expected measures are being closely monitored and given targeted provision to ensure accelerated progress.

**What measures have been put in place in response to the Year 4 progress data?** The HT explained the context of a very robust baseline assessment for this cohort in September. The class teacher is pleased by the most recent assessment results in grammar and maths, where progress has been particularly good since baseline. Y4 is taught as a separate class this year



with a significant amount of TA support. Funding of this smaller class is having a good impact on behaviour and wellbeing.

**When will governors be able to see the latest results?** These will be available at the next meeting.

**h) Progress towards SDP 2019-20 & priorities**

**i. Priority 1: Wellbeing**

The HT reported the school's response to a parental concern about the preparation of school lunches by the current provider, following the breakdown of equipment at company premises. The contract had been resigned from the start of the summer term but has now ended with immediate effect.

A new provider had been sourced but cannot commence provision of hot food prior to the summer term; however, the provision of packed lunches for pupils in receipt of free school meals (FSM) can commence from Friday 13 March.

Parents have been informed and a more detailed letter will be sent on 11 March. KS2 children will be asked to provide packed lunches until the end of term.

**Have any children been put at risk?** The HT reported no illness has been reported.

**How many KS1 children have Universal Free School Meals (UFSM)?** A significant proportion.

**Can the cost of packed lunches for KS2 children in receipt of FSM be reimbursed?** The HT responded this affects one child. There is contingency food in school. Governors agreed parents should be told prompt action has been taken from a healthy and safety perspective and that the school will ensure children will not go hungry. A copy of the letter from the AHT will be circulated to governors. **ACTION: School Administrator**

**Will parents receive a refund?** The HT will discuss this with the School Administrator. **ACTION: Head teacher**

**ii. Priority 2: Maintain achievement at Greater Depth (Writing/Maths/RWM focus)**

Governors have received and discussed the data report.

**iii. Priority 3: Vulnerable pupils/SEND**

Governors discussed the provision for pupils with EHCPs (see 20/29f above). Governors had no further questions to ask about the detail within the HT's report.

**iv. Priority 4: Church school (diversity/RE)**

All governors received a copy of the school's SIAMS SEF, which is a key document. The HT will re-circulate this to governors to ensure it is readily accessible. **ACTION: Head teacher**

The Chair wrote to thank the parent who helped to establish a link with a Moslem school in Blackburn.

The school is expecting a SIAMS inspection, prior to an Ofsted inspection, in October 2020.

Governors discussed the current status of the link with a Senegal school. Funds raised two years ago to support provision of solar panels there will be returned as this project will not now work for them. It has not been possible to establish contact with their new Head teacher.



The HT proposed supporting another link with a French-speaking school and will discuss possibilities with the UK-based project co-ordinator on their return from Senegal. **Governors agreed** the funds should remain ring-fenced in the school fund, and to postpone any decision-making until the HT is able to provide more information.

v. **Priority 5: Curriculum and distributed leadership**

This priority was discussed under 20/29 b.

**Governors agreed** further discussion of this item should be recorded in a separate confidential minute.

**20/30 Governance**

a) **Skills Audit Summary and implications**

The Chair thanked governors for completing the skills audit and the Clerk for compiling a summary, which was circulated with papers for the meeting.

The Chair proposed governors' skills should be reviewed annually and when new appointments are made.

The audit should be considered in terms of the health of governance at the school and to review the structure outlined in the current Instrument of Government.

The written summary indicates:

- Some governors may have understated their experience.
- Possible focus for future training needs.

**Governors agreed** the current allocation of responsibilities and committee structure is working well.

Governors noted funds are allocated in the current budget specifically for governor training.

b) **Review of the Instrument of Government and future membership**

Governors noted the following vacancies on the GB:

1 Foundation governor

4 Co-opted governors

Governors discussed whether to pro-actively recruit to fill these vacancies, or to consider proposing a reduction in the overall size of the GB to the LA and Diocese.

**Governors agreed** for healthy succession additional governors are needed.

Governors noted it is possible to appoint parents as co-opted governors but that the proportion of parents on the GB can be problematic for committee membership.

c) **Succession planning**

**Governors agreed** the importance of succession planning and noted the Chair's willingness to remain in post for a further 4 school terms, when her current term of office expires.

The Rev Whittaker, Vice-Chair, confirmed she does not wish to become Chair and would be willing to step aside to allow the appointment of a new Vice-Chair.

**Governors agreed** it is possible to appoint 2 Vice-Chairs to enable another governor to develop experience.

Governors discussed potential sources of additional governors: advertising via the Parish





Magazine; or making personal approaches to appropriately qualified colleagues.

A potential candidate for a Foundation governor was discussed. The Rev Whittaker recognises the Church has a responsibility to source a Foundation governor to fill the vacancy and will consider the matter further and report to the next GB meeting. **ACTION: Rev Whittaker**

Governors discussed the possibility of appointing an Associate member to the GB to support a specific governance priority.

## 11 Governor Training

### a) Peer Network meeting

Mrs Natlacen reported attendance at a Diocesan Peer Network meeting at Grange CE Primary School. The focus was RE and governors looked at examples of pupil's work. Photographs and a report have been sent to the HT; it was a very useful meeting.

The HT encouraged other governors to attend these regular meetings. Each GB can send 2 governors. Mrs Natlacen will circulate the date of the next meeting as soon as it is available.

**ACTION: Mrs Natlacen**

### b) Governor Training Overview

**Governors agreed** a central record of training undertaken by governors should be kept. The Clerk will canvas all governors to ascertain training and obtain relevant certificates for any relevant training over the last 3 years. The Chair confirmed completion of online Safer Recruitment training. **ACTION: Clerk and all governors**

### c) Future training opportunities/needs, including Diocese/SIAMS/Ofsted

On behalf of the HT the Clerk circulated details of Diocesan training to all governors in advance of the meeting. Online training is also available via the circulated link.

A key opportunity is a SIAMS framework session on 17 June 6.30 – 8.30pm at Church House in Penrith. There is an earlier opportunity at Eaglesfield. The HT stated SIAMS inspection is guaranteed not to take place before September. **ACTION: All governors**

The Diocesan Education Training Consultant is working with the HT and will visit in June/July to speak at a staff meeting in preparation for SIAMS.

## 12 Head teacher & staff wellbeing

This is an aspect of Priority 1 in the SDP. Governors recognise their collective responsibility to support the HT and staff team. A wellbeing governor is in place and known to staff. The HT has posted the contact details for the Chair on the staff room noticeboard.

Mrs Shiels agreed that following her resignation as a staff member she will publicise a number of dates when she will visit the school as wellbeing governor and be available to all staff.

The HT and Staff Governor commented the staff are a good team and very supportive of one another.

The Chair and HT meet regularly. The HT thanked Mrs Natlacen and Mrs Toone for their support in the HT Performance Management Review process.

Governors agreed they wished to acknowledge the support of the AHT and School Administrator at this time.



**13 Correspondence**

Governors agreed further discussion of this item should be recorded in a confidential minute not available for public inspection.

**14 Consideration of the Impact of the meeting on the welfare and progress of pupils at the school**

Governors:

- Reflected that the HT report sets out very clearly progress against all objectives in the SDP
- Analysed the progress data for all pupils from September to December and considered action taken by the school
- Await a decision from the LA regarding a solution for the school boiler
- Established some structure for contingency planning re coronavirus
- Agreed future governor visits, observations and meetings, focussed on the 5 school development plans
- Reviewed the structure of governance and the skill set of current governors.
- Agreed a potential foundation governor will be discussed at the next GB meeting and that all governors will explore possible candidates as co-opted governors in their local areas to support succession planning.

**15 Dates of future GB Meetings:**

- **Friday 20 March at 3pm:** Meeting of Chair and Head teacher
- **Thursday 30 April at 9.30am:** Finance Committee – Mrs Toone (Chair), Mrs Shiels, the HT, AHT, Bursar and Clerk
- **Monday 18 May at 2pm:** Health & Safety Committee: Mrs Loney (Chair), Ms Ireland, the HT, AHT and Clerk
- **Tuesday 9 June 2020:** FGB at 6.30pm
- **Monday 22 June 2020 at 3.30 – 5.30pm:** Church School Self-evaluation/SIAMS. Attended by all staff, Teaching Assistants and any governors available. Rev Whittaker, Mrs Natlacen and Mrs Toone confirmed they will attend.
- Governors discussed the possibility of a day-time meeting to agree the SEF against the new Ofsted framework. The majority of governors confirmed their availability for Tuesday 30 June 1 – 3 pm The date and time will be confirmed. **ACTION: Head teacher**

**Close** The meeting closed at 9.26pm and the Chair thanked all governors for their contribution.

**Signed**

**(Chair)**

**Date:**

**Clerk** Sarah Williamson