

Shap C of E School

Full Governing Body Meeting Minutes Wednesday 12 May 2021 at 6.30pm via Zoom

1. Opening Prayer

The meeting opened at 18.35 with a prayer led by Katie Chappell

2. Attendance

Julie Graham, (Chair), Katie Chappell, Pauline Harron, Simon Bullock, Val Sowerby, Becky Grace, Rib Williams, Vicki Capstick

3. Present

Siobhan Beck (Clerk) Helen Jackson (for item 9 only)

4. Apologies for Absence

David Salmon, Dot McColm, Steve Gee

The apologies were accepted by the Governors present

Absent

Richard Lendon

5. Declaration of Interests

None

6. Welcome to New Governors

Becky Grace and Simon Bullock were welcomed to the meeting and the Governing Board

7. Approval of the minutes of the last meeting 10/02/21

The Governors present approved the minutes which were signed.

8. Matters arising from 10/02/21

Link Governor Role Vacancies

There are still some Link Governor role vacancies, JG asked Governors to let her know if anyone is interested, currently ICT and Parental Engagement are link role vacancies. Discussed options for ICT and highlighted that parent governor appointment is on agenda tonight which may provide opportunity to fill role.

9. Human Relationship and Sex Education (HRSE) Curriculum – Helen Jackson joined the meeting at 18.50

Helen introduced herself to the Meeting, she began by explaining that Personal, Social, and Health Education (PSHE) is now mandatory curriculum, it must include Health Education and Relationships Education, following a survey of teenagers which indicated that they need help with their relationships. The Health Education curriculum aims to give them information to make good decisions, to enable them to recognise what is normal and what is an issue in themselves and others and, when issues arise, to know how to seek support as early as possible from appropriate sources, to give them an understanding the link between physical health and mental wellbeing, puberty and the changes that take place in the body. The end of Y6 goals were shared, they are Appendix Three of the policy document shared as a paper with the agenda. In 2021 the law is changing and Relationships Education will become compulsory;

the rules allow pupils of up to 15 to be removed from lessons covering sex education (beyond that already covered in science curriculum). The changes will mean teaching young children about different types of relationships. Parents will have opportunities to engage with constructively with school to understand the changes to their child's curriculum. Once the policy has been approved, a document will be produced for parents along with a report form to complete asking for approval and questions if they have them. The goals for the end of Y6 five areas were shared, they are Appendix Two of the policy document shared as a paper with the agenda. HJ has been following a road map to support the development of the PHSE, the school was already providing a lot of what is now statutory which was revealed when a review was carried out, using the SEAL scheme of work. Relationships are at the heart of the School vision, PHSE is woven though daily collective worship times, conflict resolution is already a part of the behaviour policy of the school. The curriculum has been divided into four core themes, the whole school is going to do this on a Friday afternoon, staff strengths were considered when deciding who would teach each area, Kidsafe, with Mrs Kelsall, Phunky Foods and Fitness with Mrs Idle, Mental Health with Miss Jackson, Physical Health and First Aid with Miss Gorst. The teacher in charge will teach each class to ensure progression. A typical rotation of the year was shared with the governors. Respectful Relationships will be taught outside of the four core themes using Getting on and Falling out and Relationships from the SEAL schemes of work, Valuing all Gods Children, Church of England guidance and Goodness and Mercy a resource written for Church of England Schools. Governors are asked to support by making sure pupils are making progress and achieving expected outcomes, that the education is well led, effectively managed and well planned, the quality provision is subject to regular and effective self-evaluation, teaching is delivered in ways that are accessible to all pupils with SEND, clear information is provided to parents on the subject content and the right to request their child is withdrawn, the school is meeting its legal obligations through resources, staffing and timetabling. The right to withdraw, only applies to sex education, anything on the science curriculum you are legally not able to withdraw from.

Questions/Comments: KC thanked HJ for the effort she had put into a really thorough presentation, she asked if the presentation could be shared in TEAMS, she explained that SEAL is Social and Emotional Aspects of Learning, Phunky Foods is an initiative that the school bought in to she suggested that Mrs Idle be asked to do a presentation to a future meeting, do we have a PHSE Link Governor, there isn't one at the moment, is one needed?

JG commented that that would be a good appointment to make HJ suggested that it could be an initial appointment for the next twelve months during the setting up period and could be reviewed at the end of that time to assess the continuation of the role. She also thanked HJ for taking this on and recognising as a new area of the curriculum it has been a lot of work.

RW asked how are outcomes/progress going to be tracked? HJ informed the meeting that some sections have age appropriate expectations matched to the curriculum. This will be reported, in the end of year reports, to parents, still to be decided what the product of each lesson is, each area will be quite different. It is still being decided how work will be collected and what the produce of a lesson will look like. Whole class floor books have been suggested as a whole class record, still being investigated. RW asked will they have a folder/book to follow them up the school? KC suggested it will be quite practical, collecting and collating evidence folders is more likely.

HJ left the meeting at 19.15

10. Head Teacher Report

Governors received Head Teacher report with meeting papers to read beforehand. Head presented main points/areas of development. The main development since the last meeting is that the school has reopened and has followed a period of reconnection and assessment of needs. Each class has created recovery plans, based on individual and group needs. Priorities that emerged were linked to Personal, Social and Emotional Development, speech and communication, reconnecting with the school environment, reading, physical development, stamina for writing and listening skills.

There have been some relationship difficulties out of school and within the Easter holidays, this may be a side-effect of 'lockdown', the children have needed support socialising and behaving appropriately out of school. KC has been liaising with families, and the local Police Constabulary for support with this matter. RW commented that relationship difficulties have been experienced in other schools. KC updated regarding curriculum development particularly in areas of PSHE inc HE and RE, ICT and computing and the new EYFS curriculum.

11. Impact of COVID

This was covered under Item 10. The school is continuing to work to Covid safety procedures including class bubbles, staggered arrivals and lunchtimes, handwashing/sanitising.

12. ICT Update

KC has been in discussion with Alan Taggart the Manager of System IT who provide our IT support, we have explained where we are at and where we want to get to, different aged laptops in teaching groups is having an impact on teaching. CDC computers were purchased in 2012 still working out who is responsible as they need updating. Equipping classrooms with charging trolleys with laptops devices for capturing learning, updating smartboards, being GDPR compliant, Cyber Essentials, Funding for this was explained. Devolved Formula Capital of £7500 is available and can be used for ICT (this would require the Governors to pay 10% of the costs), delegated budget can be used which had been prioritised for the next three years, the budget is looking healthy some of this spending could be bought forward. Systems IT are compiling a report on all the options available to the school, then a decision will need to be made. JG commented that it is a good investment for the school but really important to get it right. A link governor is needed to help with the oversight of this future spending, there is not a need to be IT expert. SB asked if there would be tenders once it has been decided what was going to be bought, KC replied that we can tender but we might use Systems IT although expensive they will install and give really good continued support as well, if the hardware is bought elsewhere then Systems IT would install and support but it would cost extra to do that. It is necessary to get quotes for spending Devolved Formula Capital on large projects such as the previous Kidsty Pike outdoor developments. This is done through an appointed contracts manager using approved provider. JG commented that there are different requirements for equipment/asset purchasing. School administrator SC has knowledge of this process and we have link with funder to easily check requirements each time. RW asked for clarification that if the school doesn't buy the hardware from Systems IT that they won't support us, KC replied that if we bought elsewhere then we have to cost them setting up each laptop whereas if we bought from them all set up and support costs would be included. Options to buy everything now on Finance or leasing could be considered too. School will always look to secure best value and support for the money spent.

13. Policies - Lettings, GDPR and Data Protection, PSHE including Relationships Education and Health Education, Religious Education, Collective Worship

JG explained that it was expected that Governors would read Policy Documents that were provided as Papers with Agendas, prior to the meeting, the purpose of the meeting is to raise points for clarification or comment and to agree to each Policy.

Lettings – updated for COVID requirements, cost of lettings and contact details. SB asked about the reference in the Health & Safety section, whether reserving the right for risk assessments tallies with the insurance policy.

Action: KC to change the wording in the policy: that school will “require agencies completed risk assessments” rather than “reserves right to ask for risk assessments”. Governors approved policy with this change

GDPR and Data Protection, use a model Kym Allen policy (Health & Safety consultant) - Agreed

PHSE – updated to reflect new curriculum requirements – Agreed

Religious Education – written as a collaboration between the staff, PH, Cleo Cunningham Diocese consultant – Agreed

Collective Worship – RW mentioned that there were private email addresses and phone numbers as long we have consent to share it, PH confirmed that consent has been given. Other partners have already agreed to sharing of contact info on website. - Agreed

FOI – Written from scratch with Sarah Caton, what should be available, what is made available and where – Agreed

14. Committee and Link Governor updates

Finance – Budget

JG informed the meeting that there has been an update on the figures provided in the papers that were included with the agenda. A Plan F is the latest update that includes further staff updates, Angela Idle will be moving classes and reducing her hours. It has been agreed that Angela Idle will move to Blencathra Y3/4 and job share with Vicki Capstick. Abbie Gorst has been asked to stay on as a full-time supply teacher in Y5/6 and she has agreed. It has been discussed with HR. Those figures are in Plan F. More support hours have been allocated to Y5/6. The new figures were shared with the Governors at the meeting. This will be reviewed on an annual basis. RW asked if Abbie Gorst was going to

enable KC to spend more time in the office, KC informed that that still needs to be worked on, PPE time still needs to be worked out who is covering whom and how that will all work. The SDP meeting in June will confirm this. The budget was agreed by the governors presents. JG thanked KC for all the funding bids and asked for thanks to Jill Bawden for her help in applying for those.

Premises and Health and Safety - *Report update on Kidsty Pike*

PCC Link Governor Report - *Worship Time during lockdown*

Committees and TEAMS

Skills Audits – once an audit has been completed, letters will be sent to governors asking them to join committees. You will then be added to the TEAM channel for communication etc.

15. Recruitment and Staffing

Governors

JG informed the meeting about a Parent Governor who has completed a nomination form which was read out at the meeting. It was agreed to approve to join the Full Governing Body. **Action: Clerk to write to parent governor to inform of appointment and provide supporting info for joining governing body.**

Staff

Following our Appraisal Cycle and recent midterm review, we have revised our staffing structure to accommodate staff requests regarding working hours, and teaching strengths. We have allocated support staff to children's needs and Key Stage expertise. We have planned opportunities for staff who are changing roles to observe best practice in our school and other schools.

16. School Development Plan Meeting

Clerk to ask who is available from 3.45-5.15pm if majority are available then keep that time otherwise consider moving to later. KC stated she could explore a later start time with staff if necessary. **Action: Clerk to email all governors regards meeting availability for 3.45pm.**

17. SDP Priority 5

Terms of Reference for sub committees still to be completed, Clerk to circulate to committee chairs. **Action: Clerk to circulate documents.**

18. Correspondence

None

19. AOB

A proposal was made at the meeting to cancel the July FGB Meeting. The governing body holds more than the statutory number of meetings in a year. It was felt July was a busy time of year. It was agreed by all the Governors present. Committee meetings and the School Development Plan meeting will be held during this half term instead.

Action: KC to draft dates for meetings in next half term and next year.

Meeting closed at 20.35