

Shap C of E School

Full Governing Body Meeting Minutes

Wednesday 25 November 2020

via Zoom

1. Opening Prayer

The meeting opened at 18.32 with a prayer led by Alun Hurd

2. Attendance

Steve Gee, Julie Graham, Katie Chappell, Val Sowerby, Dot McColm, Alun Hurd, Vicki Capstick, Rib Williams, Richard Lendon

3. Present

Siobhan Beck (Clerk), David Salmon (General Advisor, Learning Improvement Service, Cumbria Children's Service)

4. Apologies for Absence

Pauline Harron

5. Declarations of Interest

KC declared an Interest in items 10 and 16

SG and JG declared an interest in item 7

6. Approval of the Minutes of the Last Meeting 07/10/20

Corrections from the Minutes need to be made as follows:

From Item 14 it should read the staff would like to extend their thanks *for* the gifts from the governors, at the end of last term, it was really welcome by all the staff.

From Item 7 it should read JG *and* KC went through the budget

From Item 8 it should read It was thought that parents might have a sense of who is a *governor*

From Item 9 it should read *Fischer* Family Trustee

The minutes were approved by the Governors present

7. Matters Arising from 07/10/20

Outstanding actions (including skills audit) 9.50

Circulate Governor Monitoring Forms these have been sent to staff and governors

Governor Bios – SG and JG have written theirs already Clerk to share these with the governors so they can write them

Skills audit needs to be completed and returned to the clerk to help us to identify skills shortages so that they can be used to fill the governor vacancies that the board currently has and fill the vacancies on some of the committees. If you need it in a different format let the Clerk know.

KC outlined the policies that were sent out

8. Election of Chair and Vice Chair

Steve Gee was elected as Chair and Julie Graham as Vice Chair by the Governors present for one calendar year. KC thanked SG and JG for the support they have given in the past year, for the work they have put in, for being a wonderful team to work with and for agreeing to continue in those roles for another year.

9. Community 18.4

Including Fareshare, Harvest, Remembrance Day

18.47 Fareshare PH is working hard making food parcels, she has put food aside for the the after school and early drop of clubs, she has sourced oranges for the Christingle Service, her support for the school and the community is really appreciated. She is going to give herself some time off over Christmas

A harvest festival was held by AH on 07 October, it was complicated not actually being in the church. Each class created a presentation which was

shared within the school and then with families. A collection was held for Eden Food Bank.

Boxes of Hopes for children in Romania 30 Christmas boxes were donated Remembrance Service worked with KerryAnne Wilde, Elizabeth Grose and Jean Scott Smith. Jean Scott Smith helped the children to research local people. The children's work was displayed outside so that it could be shared with everyone. VC took her class up to the war memorial. Jean Scott Smith gave an A4 page on the history of each person who had died. New family to the village, the Mum came in and played the trumpet for the two minute silence, which was really appreciated.

The school have adopted the Angels of Hope, which can be coloured in, decorated and put up in windows rather than sending cards to everyone or you could donate a selection box, in lieu of a card or a gift that can be given to local children via the food bank, The angels are symbols of hope at this difficult time.

Christmas Service is being arranged at the moment and is likely to be along the same lines as the Harvest Festival.

FOSS working hard but not getting the support they would like. They are producing a calender for 2021 and helping with the fund raising for the running track.

RW commented about the poppies outside the school and how lovely it looked, lovely presence on the main street.

JG good to see the community feeling from the school continuing despite COVID

10. Headteacher Report 19.00

Including COVID, Remote Learning, Curriculum Focus and Collective Worship, Premises Update, Fundraising, Staffing Update, Safeguarding, School Development Plan, SEND

KC went through changes that have occurred since the report was compiled. The number on roll as increased to 98 (up from 94).

COVID update 9 children have been tested or been absent, 35 children, absent due to needing to isolate. On the 12/11 a child and parent tested positive for COVID Blencathra a further 24 children and 7 members of staff needed to isolate for 14 days. It was reported that the child is well now. Remote Learning has been utilised, VC co-ordinated the staff. SG asked about the difference between an outbreaks and an incidence, more than two cases is an outbreak. 45 schools in Cumbria with incidents and outbreaks. Once an incident or outbreak occurs the operation that has to be put into place means that KC and the staff have a lot of work to do. SG praised all the staff who were involved in putting everything in place. KC praised the work of VC and her team to get everything in place for remote learning to be possible. VC added that making it as easy for the parents

as possible, every child has been involved with the remote learning. The bubble is back in on Friday 27 November. JG praised the support for parents when difficulties have arisen, the children haven't felt alone. VS took her children out and isolated, Miss Jackson was so supportive with the work that her children needed to do whilst isolating. KC has sent out a survey asking for feedback from the parents from this bubble closure, to learn from it and ensure that any mistakes/issues can be sorted if it happens again. .

The 5 members of staff left in school, as a result of the closure of a bubble, to cover the remaining three classes have had a harder job. DM asked if temporary support can be bought in for such situations. Emergency recruitment for a Teaching Assistant to cover in Catbells, a contract was arranged for a short term to cover staff shortages.

Anne Twiddy retired after 30 years recently sadly a big formal send off was not possible. She has been replaced by Teresa Martin wants to make links with the school council about the menu, wants to look at recycling at lunch time. Packed lunches have been delivered to the children isolating who are entitled to free school meals.

AH asked about the Mental Health First Aid that one of the staff has recently completed, if that was advised by the LA, or a personal choice. The information is to be passed onto the rest of the staff via a meeting on Monday 30 November. It has also enabled links with others in the county who also completed the course.

RW extended her praise for all the amazing work that the school are doing.

11. Appraisals update (Staff and Headteacher)

19.16 KC left the meeting

JG gave the meeting an update on the Headteacher Appraisal process DS was the external advisor to JG and PH who made up the panel. JG gave an overview and that part of the appraisal is a pay recommendation. This involves looking at their performance, against their job role, the appraisal panel decided whether this is appropriate, the Full Governing Body have to approve. The governors commented that it is thoroughly deserved, she is doing great job to keep all the staff going with such professionalism. It has been an extraordinary year. All Governors present approved the pay rise and agreed to back date to September 2020.

Teaching staff appraisals were carried out in Sept and October. KC talked it through with the NLE, and received some appraisal training. Support staff appraisals were/will be carried out in November and December. Teaching staff appraisals are linked to SDP, for other staff are linked to their roles. RSE and ICT needs to be an agenda item for the next meeting. All will be complete by the end of the year. DS mentioned incremental pay rises, no one has applied for one.

12. Policies, including: 19.26

Remote Learning Policy, Complaints Procedure, Procedure for managing serial and unreasonable communication

SG outlined what is happening with policies right now. A rapid response has sometimes been necessary in relation to COVID, for the school to be compliant this needs to be reflected in policies. SG and KC have got the policies in place so that the school can operate, so many have been shared prior to this meeting to bring the governors up to date. RW asked if the policies were from LA and KYM Allen, that it is good to have this support. SG outlined that model policies are used and are rewritten and amended to be applicable to the school.

Termly Policy Cycle

This has been shared so that the governors can see how many there are that need to be updated. A priority for KC is policy management, there are so many now and several were out of date, this year they need to be bought into order. Matthew Jessop continues to work with KC to get these up to date.

Governing Body Terms of Reference

Agreed by the Governors present

Governor Code of Conduct

It was outlined that this needs to be agreed annually by the whole governing body, this year the NGA have updated, the existing one is very similar, we are more detailed, JG has looked at the updated one, we are in line with current recommendations. Send out revisions. It was agreed by the governors present.

13. Use of Microsoft Teams 19.50

This is being used as the learning platform and staff are increasing their skill knowledge in using this. The Governor Leadership Team have been using for some meetings and file sharing. It would be good to get the full governing body using TEAMS, with teams set up for the Full Governing body and each committee. Governor emails were discussed, Rib's needs sorting. Edtech can provide training on TEAMS.

14. Committee and Governor Link Updates 19.35

Terms of Reference for the committees needs to be bought to the next committee meetings for updating and approval.

Premises and RE link governor reports went out with the agenda

Maths link governor meeting has been held

SEND report has been completed and will be circulated with these minutes.

KC mentioned that RW populated the report form before hand with questions she wanted to ask KC who was then able to think about it in advance. It was requested that this be done by all Link governors to give the staff a chance to focus and think before the meeting. Staff are looking forward to their link governor meetings. 19.49 Skills audit will hopefully highlight areas that governors might be able to focus on.

15. SFVS 19.57

Schools Financial Values Statement, it is a requirement to complete this annually. It is a report on how the school is spending money and where. It includes a rating of the schools' performance against other schools for each criteria, the school is performing quite well against other schools in the LA, the costs that are higher are to be expected. There is a checklist that is relevant to the governing body it has been completed on behalf of the governing body and then has to be agreed by the governing body. It was agreed by all the governors present.

16. Training 20.05

Governor Space

JG been looking into online training for Governor, trying to find out about accessing the Modern Governor account.. Governor Space is a new supplier, more expensive, we are entitled to two free places by March 2021. Any governor interested in that training, a commitment of time, please email Clerk with expressions of interest for a place on the course. It would be useful to know what the training is like to feedback to the rest of the governors. RW asked if there was any feedback available from other schools about Modern Governor. It was noted that Governor Space is more expensive.

Updated DfE governance documents

Role and Responsibilities of Governors and Maintained Schools Document, useful to read and what is expected of you.

GST Governor Training Opportunities

Let the Clerk know if you want to book on any of the courses. DS reminded all the governors that the school still has enhanced status which means that GST will provide bespoke remote training if there is any that is needed. All their training is now available remotely and has been adapted to do in two hour time slots. It was suggested that the results of the skills audit could be used to identify what training is needed.

It was agreed that the Skills Audit to be completed in by Friday 4 December to be collated by Friday 11 December

17. Recruitment Update

20.19 KC left meeting

Headteacher

RW updated the meeting. Two weeks ago a virtual meeting was held with David, Cleo and Steve to check where the recruitment of a Headteacher is at. David and Cleo shared information on recruiting Headteachers into other schools, which was really useful. Some new dates have been chosen to start the application process off again. The panel was originally, VS, RW, AH and SG. RW checked whether the panel was available for interviews during the day on Thursday 11 March and Friday 12 March, VA and AH are available SG is not it was proposed that SG come off the panel and JG to join the panel she has completed safer recruitment training. A meeting is going to be held on Thursday 14 January at 6pm to share the job specifications, the personal specification and advert. DS added it would be decided nearer the time how much of the interview process would be virtual and how much would be face to face. Face to face is better but completely virtual has been undertaken. Observing the candidates relating to staff, governors and children is much easier face to face but will have to see nearer the time what is actually possible. The actual interviews are likely to be held in the a very large room where social distancing is much easier Shap Wells Hotel or the Village Hall could be suitable venues.

Governors

20.27 KC returned to the meeting

There are currently four vacancies. The skills audit will be useful, once completed, to enable further conversations on who to approach to join the governing body.

18. SDP Priority 5

KC shared these on the screen. There are a few gallery photos outstanding and most governors need to write their bios. Pen portraits/bios to Clerk by end of the next week. SG happy to chat if anyone wants help compiling their, Clerk to send out samples.

Governor Responsibilities, there is still a few outstanding, nearly all sorted.

Governor of the Week, one per week, either KC to allocate or volunteer, SG going to go first on 27/11 SG and JG 04/12 invite to a worship time on Zoom and face to face come into school for lunch. KC to sort out a rota.

Letter from Chair on the governor section of the website to be done termly.

19. Correspondence

None received

20. Any other Business

Christmas Lunch is not happening this year, it was hoped that something could be arranged mid year instead. An end of year picnic on the field was suggested.

SG praised the Governors for adapting and working well with all the changes that have been necessary to continue their work. JG thanked you all for their time and for all the reading that was needed before this meeting.

Meeting closed at 20.37

Next Meeting 10 February 2021