

Shap C of E School

Full Governing Body Meeting Minutes

07 October 2020  
via Zoom

**1. Opening Prayer**

The meeting opened at 18.45 with a prayer led by KC

**2. Attendance**

Julie Graham, Katie Chappell, Alun Hurd, Vicki Capstick, Rib Williams, Richard Lendon

**Present**

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

**3. Apologies for Absence**

Steve Gee, Dot McColm, Val Sowerby, Pauline Harron

**4. Declarations of Interest**

No declarations of interest were declared by the Governors present

**5. Approval of the Minutes of the Last Meeting 01 July 2020**

Item 12 is confidential and should be treated as such. The copy of minutes for filing and publishing on the website will be changed to reflect this.

Item 13 the second paragraph should state:

Thoughts are being given to make the end of year for Y6s special for them, creating films and videos for the children and a special lunch for them. Speeches are being written by Angela Idle and KC to give them a good send off.

The governors present approved the minutes

**6. Matters Arising from the 01 July 2020**

From Item 8, the care of vulnerable children was inquired about, feedback at time of the last meeting was that everything was going well and was this still the case. KC reported that the waiting lists have got a bit longer, external agents coming into support have to be judged as to whether they are essential by each school as part of Covid risk assessments. Every effort is being made to accommodate any external agents which support the ongoing needs of the pupils, and Covid secure spaces have been created to allow this to continue. KC felt that the school was getting the support that was needed.

From Item 9, an update on the monitoring of the damp above the door in Catbells was asked for. The damp is still there and is not drying out, the door seal is now sorted and is ok, as are the roof repairs it appears that there may be rising damp which will need to be sorted.

The broken slab over the hole in the field has been repaired.

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

18.55 AH joined the meeting

## **7. Budget**

The final budget was shared via the screen to those governors at the meeting. KG went through the budget that was agreed at a meeting held via Zoom on 28 September 2020 with JG, SG, KC, Sarah Caton and Laura Rose the bursar from Entrust. JG thanked all for their hard work prior to this meeting.

The messages from the Diocese and Local Authority are that schools should not be worried about their budgets at this time, the focus should be on a safe return to school and providing support.

A 3 year forecast budget was reached in meeting but there has been a revision since then to include additional costs. The budget shared on the screen, to the governors present, was the final, up to date forecast. Previously the budget had been much tighter but due to additional funding from the High Needs Fund and managing of existing funds we have reached a healthier, surplus budget. The Year end figures were highlighted and have been recorded in the confidential minutes.

A Key point has been the retention of support staff hours that have been delivered to support pupils and teachers after home learning and the return to school with Covid measures. Overtime as well as contracted hours costs are in the budget.

£1000 swimming costs were removed as these did not go ahead in the summer of 2020 due to Coronavirus.

Other funding costs were highlighted, the running track was funded by sports funding so the fundraising done for this so far will continue and be used for other outdoor projects such as fencing, hedges, sun shelter repair and outdoor Kidsty Pike area. There are repairs needed to windows in Kidsty Pike, Devolved Formula Capital funding (where the governors would pay 10% of the costs) is being explored to pay for this.

19.05 RL joined the meeting

The Devolved Formula Capital funding was discussed with the amount that is available and when it needs to be spent by, the actual figures have been recorded in the confidential minutes. There are certain criteria for the spending of this fund and one of their approved consultants needs to be used for the process, if the governors agree what funds can be spent on they will fund 90% of costs.

JG opened up the floor for questions, RW commented that it was a good budget and praised those who had put it together and balanced the figures. JG thanked all for their hard work in putting the budget together.

A new server was discussed at the finance meeting. the existing one needs to be replaced as it is outdated and has high running costs Sarah Caton has obtained a quote from Systems IT, the details of which have been recorded in the confidential minutes. The budget position now makes it possible to buy one in this financial year (rather than spend £1,000 running costs and then cost of a new server too). The benefits of a new server would be enhancements for online learning and IT support for teachers and pupil if there are further lockdown measures and a return to home learning this could prove beneficial .

JG check with the clerk that we were quorate. Clerk confirmed. All the governors present approved the budget.

## **8. School Development Plan**

KC thanked all the staff and governors who have contributed towards the plan, the feedback has been put into the document. Five priorities have been decided upon.

Priority Five was focused on, in the meeting, which relates to the Governors, raising the profile of governors and what they do. It was thought that parents might have a sense of who is a governors but don't know specific governors or what their role is. The re-establishment of governor link roles with staff subject leads. RW suggested utilising the fact that we are having to work virtually now to share what governors do and are doing in a way that parents could read/listen to at their leisure. The recruitment of a Parent governor could be done in this way, with a video or something online of what governors do as part of the recruitment to find a new Parent governor. This priority can be worked on this term.

RW suggested sharing with the School council, meeting with the Council, suggested a couple of governors could join the school council meeting, VC thought that was a really good idea.

JG thanked all for the hard work to put the plan together.

Governors were reminded that individual staff have their own action plans for each subject/ areas of responsibilities.

***Action: All governors to give a bio for the website to the Clerk, examples are on the website, by the end of October. All Governors***

## **9. Headteachers Report including Safeguarding, SEND, Policy Updates and State of Readiness for Plan B**

The school is fully reopened. It all went relatively smoothly as a result of the hard work and planning put into place before reopening. Staggered starts and finishes seems to have reduced any congestion, and families with siblings have got into the routine of dropping at different exits. There have been no complaints from families at all. DS commented that that is unique, there has been lots of complaints in other schools. RL commented that it should be taken as a massive compliment and that communication must have been really good.

Bubble system in school is working well, we have become experts at maximising use of our space – our outdoor classroom is being utilised by classes, and by The Outward Bound Staff, KC offered a huge thank you to Sg and Richard Morris for creating that space. Intervention spaces have popped up in corridors. Kidsty Pike has transformed their garden area with 'the tent' from Church in the barn' fully carpeted by Kim and Susan Lightburn, and we have changed the entrance corridor into a new cloakroom! The new running track is amazing and has really boosted the children and the staff, it is good for our wellbeing – staff and children alike!

The first week (or 2) involved assessments on children's wellbeing, and making a baseline assessments from which to continue forward from. There is an even broader ability range than usual, planning has been adapted and are catering for needs as they are. Staff utilisation includes Outward Bound Trust 2 days per week, student teachers, and work placement teens, increased hours of support staff. Becky Mepham is now doing music and movement sessions, using the sports funding, with each class each month to allow the teaching staff an afternoon of 'leadership time'. Dinner staff are working an extra half an hour daily each to support the staggered lunchtimes, currently four sittings.

KC has been able to do observations in the classrooms, allowing her to see and understand where the children are at, appraisals with all of the teaching staff have been carried out, allowing KC to assess how the teachers all are 'really', and for planning ahead to the next academic year.

The well being of the staff was recorded as a confidential item.

Guidance has been issued for good practice and preparation for remote learning. KC felt that the schools remote learning provision before summer worked well for our families and staff. The staff have received training with SystemsIT at Carlisle on using Microsoft TEAMS, and it is currently being introduced to the children in the classes with a view to teaching the children how to use it, hoping that they will in turn be able to direct their families. It was noted that it is really hard to introduce a new teaching method when the staff are already at capacity, so it will take time. Many families needed a lot of support to access learning via email, so it is predicted that they will find TEAMS tricky too, so support needs to be considered for them too. JG commented that it needs to be achievable for the families and what is the best fit for the school.

Early drop off and after school club has a much lower take up than usual, this may need to be subsidised. The low take up of school lunches has meant that it has been necessary to furlough a member of the catering staff, RW suggested taking a photo of the packed lunch and putting it in the newsletter.

Several policies have been passed by Kym Allan (H&S Consultant) and SG agreed them. These were all pertinent to re-opening. These were Admissions 2020-21, Appraisals Policy, Whole School Behaviour and Addendum, Staff Code of Conduct, Fire Safety Management, Health and Safety Policy and Addendum. These will all be sent out after this meeting for governors to read before the November meeting for approval at that meeting. KC is working with Matthew Jessop NLE to develop a schedule for policies – we have 100's on our system, so we are going to organise / restart as required, and then develop a schedule of review. JG highlighted that in lockdown that procedures were different, that the Chair was given the approval to make decisions on behalf of the governing body as a whole when decisions needed to be made quickly as the situation was evolving and changing

RW asked what time frame the data in the graphs for reading and writing was from and if based on assessment. KC explained that they are from Fisher Family Trust who the school will now be using to analyse the data. Training can be given to governors to help them understand the data. The small cohorts that the school has means it is best to look at data for a three years, these results that are why Maths in KS2 are a priority in the school development plan. The 2020 data is teacher assessments based on what they would have achieved if they had taken the SATs, the other years are actual SATs results.

DS commented that we should be looking at progress not attainment, OFSTED is moving away from relying on data as a benchmark for schools, data can be skewed by tests. As governors when doing monitoring it is really important to talk about progress and to ask about teachers professional judgement on where their pupils are now and where do they want them to be by the end of July 2021 and discuss how they are going to progress to that point.

KC highlighted that the new tracking will enable and help teaching staff to look more closely at progress.

## **10. Governors Committees, Roles and Responsibilities**

Governors are needed on some of the committees, Finance Committee is short of two governors, two on Premises, Health and Safety, Educational Standards is fully staffed but governors are welcome to join. Science, Early Years, Parent Engagement, IT, School Council need a named person(s) to link in with. A skills audit is needed for the current governors to work out where there are shortfalls which could be filled by some of the vacancies that currently exist.

Link Governors are not questioning teaching staff they are looking at where they are with their action plans, but most importantly supporting and gaining an understanding,

where they are at with their subject and how the children are doing. It is not about putting another demand on teaching staff, it is about them letting the Link Governor know what is going on. If a visit is done this term and then another in late spring/early summer the Link Governor can ask how things have gone, has the impact of Covid lasted all year, or has the progress been accelerated and everyone is back where they were expected to be. Governors must check with KC before approaching a member of staff to arrange a visit.

RW offered to join the Premises Committee.

**Actions:**

**Share monitoring forms for link governors - JG**

**Link governor meeting and report and feedback to Governors for November meeting JG and RW**

**Skills audit to be sent out to all governors - SB**

**Contact all governors individually to fill vacancies on Committees and Appoint Link Governors by November meeting - JG**

**11. Election of Chair and Vice Chair**

Deferred to next meeting as not quorate for a vote.

**12. Governor Questions**

AH acknowledged the pressure on staff, thinking of the wellbeing of the school in exceptional circumstances, and asked if the governors can support the staff in any way. It is hard to be supportive when you are not able to be in the school in any way. Any time you spend in the school needs to be approached sensitively and carefully. AH went on to say was there anything that Governors could do to support KC in anyway. KC mentioned that the reduction in her teaching time has made a huge difference, the Diocese and the local authority have been really supportive.

RW asked a question which has been recorded in the confidential minutes.

**13. Correspondence**

None received

**14. Any other Business**

School Financial Value Survey will be coming to the the next governing body meeting in November, Sarah Caton is working on the figures and will be sending it to JG to add descriptions, it will be circulated to all governors.

DS mentioned that one day OFSTEDs not just happening for schools due an inspection, it could be any school and seems to be random sampling to see what schools are like post covid. It is a very different inspection and nothing to panic about, they are looking at safeguarding only, how safe is the whole school community. It was recommended that KC did not field the entire conversation on her own and shared the load with another member of staff. Health and Safety Executive have started doing some Covid visits to schools, DS has a list of questions that they might ask. JG offered support even if they cannot be present for any inspection that might take place.

The meeting closed at 20.25