



SHAP C of E PRIMARY SCHOOL
FULL GOVERNING BOARD MEETING

27 NOV 2019

ITEM		ACTION
1	<u>Opening Prayer</u> Prayer conducted by Richard Lendon (PCC Governor)	
2/3	<u>Attendees</u> Steve Gee (SG) (Chair) Katie Chappell (KC) (Acting HT) Jane Corrie (JC) Julie Graham (JG) (Vice Chair) Vicky Capstick (VC) (Staff Governor) Pauline Harron (PH) Val Sowerby (VS) Richard Lendon (RL) <u>Apologies received</u> Stacy Lewis-Wrobel (SLW) Dorothy McColm Alun Hurd (AH) Rebecca Williams (RW) Vanessa Yerbes-Ballesteros (VYB) Christena Pelmore (CP) (Clerk) (Minutes taken by JG in clerks' absence) <u>In attendance</u> David Salmon (DS) (General Advisor, Learning Improvement Service, Cumbria Children's Services)	
4	<u>Declaration of Interests</u> Jane Corrie: Item 10. Katie Chappell: Item 10. Annual paperwork regarding governors' business interests will be deferred until next meeting when clerk CP is back in attendance.	
5	<u>Appointment of New Governors</u> Welcome to Val Sowerby as Lonsdale Foundation governor. Val and members of her family have been pupils of the school and proud of the school. Val grew up in Shap but then moved away to the North East but returned to Shap when she had her children. Since her child started nursery Val wanted to become involved in the school. Her professional background is in Education. Welcome to Richard Lendon as Church PCC governor. Richard lives at the Swindale end of the village. Moved here 4 years ago from Lincoln and is a	

	<p>member of the PCC Bampton. Richard's professional background is as a GP and he has done lots of work with Quality Care Commission audits.</p> <p>Both governors appointed with no objections.</p>	
6	<p><u>Minutes of the Last Meeting and Matters Arising</u> Corrections to the minutes of July 2019. Declaration of interest, attendance at Diocese event and spelling of names.</p> <p>JG feedback on actions from Oct meeting. Confirmed that swimming lessons have been funded by Sports funding money but due to changes this will in the future be paid for from delegated budget. Confirmed that supply costs are recorded in the budget. It does not show in the supply costs tab due to a problem with payroll. Payroll does not separate figures of teacher overtime into supply costs. This is relevant as supply can be covered by existing staff. A future suggestion is to put a nominal amount in the supply costs tab so that it is clear costs are accrued and a note to explain this.</p> <p>July 2019 and October 2019 minutes approved by governors.</p>	
7	<p><u>Recruitment panel</u> Governors are required to form a recruitment panel for the post of permanent Headteacher. This was a discussion of the process of setting a panel and dates. It was not a discussion of recruitment requirements/job description and so no conflict of interest preventing all governors being present. The selected panel will get into the details at separate meetings.</p> <p>(Confidential Minute recorded)</p>	
8	<p><u>School Financial Value Survey (SFVS) (JG)</u> The excel document had been circulated before the meeting for governors to become familiar with. The SFVS has a new format this year. This is used to compare the spend and resources management of all schools and we are able to compare ourselves with similar schools. The document has been completed by the school office manager in regards to entering the budget figures (these are from year 2018/19) and this has produced a RAG rating that shows on a scale of Red, Amber, Green how Shap School is performing. Governors have had a chance to look at this and no issues of concern were raised. The finance committee has worked with the SFVS and the checklist questions for governors have all been completed. These address the skills and knowledge of the governors and finance committee chair, training completed and training required in the future. It also confirms that appropriate systems are in place to deal with any risk of fraud.</p> <p>Governing body agreed this document and confirmed that office manager can now submit this to the local authority.</p>	Action 1
9	<p><u>School Condition Report (JG)</u> This report was also circulated prior to the meeting with supporting photographs so that governors are familiar with it. In April 2019 the school was inspected on behalf of the local authority as to the condition of the building and premises. This report is designed to enable to distribution of capital maintenance funding to appropriate bodies. It was noted that funds are not directly available to the school for any works flagged up. The capital funding goes to academy trusts, local authorities and Dioceses and we then apply in the usual manner.</p>	

	<p>The report rates the areas addressed in terms of level of deterioration and priority for repair. Overall the school performed well and most areas showing signs of deterioration are a priority of 3 to 5 or 5 years plus for repair. There were some issues identified that we have already addressed, such as the flat roof repair near Catbells entrance. There was one priority repair of surface to the car park. It was suggested for a timeframe of up to one year.</p> <p><u>Governors Question?</u> Do we have the money to address these issues?</p> <p>At this time the budget is very tight and we are not in a position to address all these issues. The lower level priorities with longer time frames will be monitored to ensure they do not become a hazard or deteriorate further. The Premises committee is taking responsibility for this report and will monitor each item. The higher priority items will be the first addressed when funds are available unless work is required more urgently in the meantime.</p>	
10	<p><u>Asbestos report and Water Regulations (JG)</u></p> <p><u>Asbestos Report</u> The school has received the results of its Asbestos Survey. There is one action that requires attention. This is the removal of a piece of metal gasket that is on the floor. We believe that this has been left behind by Cumbria Waste Management when they previously did some work and so Sarah Caton is going to request that they remove this item. This is in an area that cannot be accessed by the children or staff. It is in the outdoor boiler house. Caretaker does have access to this area but he has been informed of the piece of metal and safety precautions.</p> <p><u>Water Regulation Inspection</u> This is another survey that was conducted at the school earlier this year, this one by United Utilities. This was to assess the condition of the water supply/pipework/equipment within the school. The inspector informed the school that they would be visiting all schools in the area. Our report highlighted a number of items and stated that the inspector will return in January 2020 and want to see these fixed. Upon reading the report the school felt that these items were not needing to be replaced at this time as they are in working order and they were all part of having an old building. An example of this was the pipes going into a high toilet cistern. They currently go in to the side and the report recommend that they go in from the top of the cistern. Sarah Caton sought advice from the legal team at Council who agreed that the school is exempt under the regulations for old buildings. Sarah Caton has fed this back to United Utilities that we will not be addressing items that are not a hazard or in need of repair just because they are dated. We have assured United Utilities that when an item breaks or is a hazard that it will be replaced with another similar item that meets current requirements and health and safety standards.</p>	
11	<p><u>Head Teacher Report</u> KC presented the Head Teachers report. Currently 86 pupils on roll with 1 child due to start in Nursery this month, 3 children (1 family) due to start in January 2020 and 5 children due to start in Nursery in January 2020. Head report outlines the ASP data but noted that this is always historic and not</p>	

	<p>relating to current year groups. KC also discussed that Fisher Family Trust has some info that has been useful. A new pupil tracker system that would be very beneficial. There is a small cost but feels it would be money well spent. KC stated that it would be useful to go into some depth to explain and explore this. Agreed that this will be covered in the Educational Standards committee to look at how best to utilise this data and that there also may be the opportunity to put on a governors training meeting regards this.</p> <p><u>Governor Questions</u></p> <p>Is this data for individuals or year group cohorts?</p> <p>KC confirmed that this is on individual pupils and can be presented anonymised to governors.</p> <p>DS stated that the new OFSTED framework is moving away from data focus at inspections. This is now being discussed pre inspection and at phone call interview. Bigger focus on progress, what children are learning and the journey of learning throughout the school.</p> <p>Shap school does already monitor progress but this pupil tracker would enhance this.</p> <p>KC highlighted the enrichment and broader development at the school. Lots of hardworking staff and CPD training. A number of items have already been achieved on the school development plan however there are some actions relating to governors that need addressing, updating of governor bios and communication of the role of governors.</p> <p>Preparations are in place for SIAMS and the school is particularly strong on collective worship.</p>	Action 2
12	<p><u>SEND update</u></p> <p>KC presented the SEND report and explained terminology, the provision map and the SEND register for new governors.</p> <p>(Confidential item recorded)</p> <p>SG thanked KC for the reports. Governors find the information and the format it is presented in very useful.</p>	
13	<p><u>Safeguarding update</u></p> <p>KC presented safeguarding report. Sarah Watton is conducting online safety work and highlighted some issues regards online games and social media. Parents have been advised. Online safety books and activities have been going home in children book bags in KS1.</p> <p>There has been a case of measles in the school since last meeting.</p> <p>All staff have completed Safeguarding and Child Protection level 1. KC has also completed level 2. All staff have attended PREVENT training.</p> <p>(Confidential item recorded)</p>	
14	<p><u>RE and SIAMSPH</u> has 2 recent link governors reports regarding recent visits in school. Agreed to email these in and they will be discussed at Educational</p>	

	<p>Standards committee.</p> <p>SIAMS is a priority 1 on the school development plan. Governors are invited to a meeting on 23/01/2020 about the SEF and SIAMS process.</p> <p>KC feels we are on target to meet the different strands. Lots of events planned and inset day will focus on understanding Christian resources.</p>	
15	<p><u>Health and Safety</u></p> <p>PH, SLW and KC gave an overview of the Kym Allen Health and Safety Audit. This has been completed and there are a number of recommendations. This is being managed within the Premises committee. This was a large piece of work and is ongoing how we can address some issues. A number of items have been addressed already relating to policies and procedures. Training is planned for all staff on uploading risks assessments and we also have access to one more free session of Kym Allen training but not yet decided what the focus of this will be.. Work continues on this and will tie in where appropriate with the school condition report.</p>	
16	<p><u>Gardening/Boon Day</u></p> <p>This was also discussed in the Premises committee. There are a number of areas around the grounds that could benefit from some tidying up. School has worked with Shap gardeners who are open to coming back for gardening projects. Also need to address the old picnic benches in the playground and there is a very overgrown area at back of Kidsty Pike class. It was suggested that in the Spring time when weather improves we organise a boon day and invite parents and the community in to the school to help out with some gardening tasks and we provide refreshments.</p> <p>There is also work needed on the fence around the stream area in the playground. This is currently fenced off but feel that this could be made more secure but still allow access to be able to unblock the drain as required. SLW has inspected the fence posts and feels that majority are still fit for purpose and with just a few replaced there could be scope to attach pallets to the posts and then treat to make weather proof. SLW and PH are exploring options for pallet donations from local companies.</p>	
17	<p><u>Governor Peer Support Network</u></p> <p>Carlisle Diocese are working to set up a network of governors to work in partnership with them to deepen their understanding of the role of governor in a Christian school. Support and resources will be provided for governors and these will link in with the SIAMS framework. It will look at how Christian vision impacts on governance, school policies, strategic plans and the running of the school. They are proposing 4 twilight sessions located in range of schools which will include learning walks around their buildings.</p> <p>KC has completed the expression of interest form for our school and we are awaiting further information.</p>	
18	<p><u>Correspondence</u></p> <p>In our clerk's absence JG continues to check the post received for any documents requiring attention. At the moment we are only in receipt of usual bank statements.</p> <p>(Confidential item recorded)</p>	
19	<u>Governors code of conduct</u>	

	<p>Discussed the most recent 2019 Governors code of contact. JG believed this had been circulated with agenda but was left off in error. Will be circulated with the minutes.</p> <p>Discussed that this is the document that we have adopted as a guide to governor behaviour, expectations and confidentiality.</p> <p>Signature form went around to governors present to confirm that they acknowledge this as best practise and for supporting us in our role. Will bring to next FGB meeting for any governors not present tonight to sign.</p>	Action 3
20	<p><u>Succession Planning</u> SG discussed with the governors that his term as chair is up in Feb 2020 but he is happy to put himself forward for another year. There are a number of projects ongoing (SIAMS, recruitment) that would benefit from consistency. Other governors are able to consider if they would like to stand as Chair at this time too.</p> <p>DS highlighted that usually the 1st meeting of governors in the Autumn term is when positions on the governing body are voted on annually. Agreed that we would move to normalise this from Autumn 2020 and set up system of annual appointment.</p> <p>Next year (2020) SG would like to have a focus on succession planning and chairing . There are different systems that could be considered such as shared chair, shared vice chair, joint chairing. DS stated that some governing bodies are introducing the idea of “the past chair” as a role to offer support and deputise for new chairs.</p>	
21	<p><u>Forthcoming School Events</u> JG asked that governors please confirm to Sarah Caton if they will be attending the school Christmas lunch with pupils on December 17th as school will need to order the meals.</p> <p>There are upcoming dress rehearsal and performances of the KS1 and KS2 nativity/productions which governors are welcome to attend. There will be an end of term carols around the tree service in school. All events and dates are on the weekly newsletter that is sent out to governors.</p>	
18	<p><u>Any Other Business</u> There was no other business.</p>	
	<p>SG closed the meeting at 8.20pm</p> <p><u>Date of the next meeting: 5 Feb 2020 at 6pm.</u></p>	

SUMMARY OF ACTIONS

NO	ACTION	RESPONSIBILITY	DATE FOR COMPLETION
1	Send the agreed SFVS to Sarah Caton so that she can submit to local authority	JG	By 28/11/2019
2	Coordinate the update of governor information/bios on school website	JG and KC	By 05/02/2020
3	Governor code of conduct signature form to be completed by remaining governors	JG	At the meeting 05/02/2020