



SHAP C of E PRIMARY SCHOOL
FULL GOVERNING BOARD MEETING

2 OCT 2019

ITEM		ACTION
2/3	<p><u>Attendees</u> Steve Gee (SG) (Chair) Katie Chappell (KC) (Acting HT) Jane Corrie (JC) Julie Graham (JG) (Vice Chair) Stacy Lewis-Wrobel (SLW) Dorothy McColm Rebecca Williams (RW) Vanessa Yerbes-Ballesteros (VYB) Vicky Capstick (VC) (Staff Governor)</p> <p><u>Apologies received</u> Pauline Harron (PH) Alun Hurd (AH) Christena Pelmore (CP) (Clerk) (Minutes taken by JG in clerks' absence) Val Sowerby (VS) (Lonsdale Foundation Governor – to be appointed at next FGB)</p> <p><u>In attendance</u> David Salmon (DS) (General Advisor, Learning Improvement Service, Cumbria Children's Services)</p>	
4	<p><u>Appointment of New Governors</u> JG gave apologies on behalf of VS. VS will be taking up the role of Lonsdale Foundation governor but due to previous work commitments is not able to attend tonight.</p> <p>KC stated that the PCC have elected their candidate for the vacant PCC governor position.</p> <p>Both will be appointed as governors when they are in attendance at the next FGB meeting in November.</p>	
5	<p><u>Declaration of Interests</u> Jane Corrie: Item 10. Katie Chappell: Item 10.</p> <p>Annual paperwork regarding governors' business interests will be deferred until next meeting when clerk CP is back in attendance.</p>	
6	<p><u>Governors code of conduct</u> JG stated that all existing governors have had the code of conduct last academic year and we continue to abide by it. JG has already provided the code of conduct and governors handbook by email to VS as a new governor.</p>	

	Paperwork regarding code of conduct will be deferred until next meeting when clerk CP is back in attendance.	
7	<p><u>Minutes of the Last Meeting and Matters Arising</u></p> <p>The minutes of the meeting of the FGB held on 03 JULY 2019 have been delayed due to clerk illness. These have been received today by Chair and Vice Chair. Due to the short timeframe it was agreed to circulate these with tonight's minutes so that governors can have time to read both. Both sets of minutes will be listed on the next FGB agenda for agreement.</p> <p>JC raised an amendment (see confidential minutes).</p>	
8	<p><u>Correspondence</u></p> <p>JG informed governors that in CP absence she is monitoring the correspondence received by clerk. Usual bank statements have been received. A thank you card from Anne Maud was received regarding her leaving gift. No other correspondence received.</p> <p>SG stated that he has not received any correspondence directly as Chair.</p>	
9	<p><u>School Budget</u></p> <p>JG provided paper copies of the proposed 3-year budget to be viewed in meeting and asked that these were returned at the end.</p> <p>KC informed the meeting that the Budget Meeting had taken place on 24 Sep 2019. Also present was JG, Sarah Caton (School Admin) and Laura Rose (CAPITA). It had entailed a lot of work to bring the budget into surplus and as a result there had been reductions made to various budgets. KC had hoped to be very positive going into this budget meeting with different ideas for what could be put in place at the school but a lot of this will have to be put on hold due to costs. The biggest issue to contend with this year had been pension contributions. This has been a very large increase for what the school is responsible for and had therefore impacted the final figures.</p> <p>Reductions have had to be made to prevent a deficit budget to following areas. CPD, class budgets, building maintenance, photocopying usage, subscriptions, licenses and business services. Whilst we are covering this shortfall governors and staff are asked to be mindful of costs and what is available in the budget. We have requested a quote for replacement of the door to the building outside Catbells class. This may have to wait depending on the quote and the money available in the budget.</p> <p>JG raised that any staffing cost changes would also impact and may necessitate a change in the budget. It was also explained that when we have further information from CAPITA about the supplementary pension fund, how to apply and our allocation we will be able to look again at the reductions that were made and where we can possibly increase funding again.</p> <p>KC stated that she had attended the recent FoSS (Friends of Shap School) meeting to discuss support for English, ICT, to top up budgets. KC was hopeful that in the future we can look to pick up some of the projects that she has hoped to implement, such as a focus on foreign languages.</p>	

	<p><u>DS question</u> Is the figure carried forward amount from 2018/2019 within the acceptable figures? SG and KC both confirmed that it was. SG stated that he believes that we were very near to the threshold but within limits. KC explained that school admin work hard to keep an eye on the figures and we will look to spend money if we are approaching limit. For example, last year we had paid for a number of services in advance in order to utilise some funds.</p> <p><u>VYB question</u> Can a volunteer come in to teach foreign languages? She speaks Spanish to a level that she could cover some basics. KC stated that this would be possible with some planning and was very enthusiastic and welcoming of any support from volunteers. KC and VYB agreed to get together outside of this meeting to discuss this more. SLW also highlighted that there were other people within the community that spoke different language who may be able to help. She knows of a Grandmother who is a German speaker.</p> <p><u>DS question</u> Are all governors DBS checked? JG confirmed that they are.</p> <p><u>RW question</u> How are swimming lessons paid for? Cannot see these listed under swimming on the budget and these are a real bonus to Shap School and its pupils. KC and JG believe that this was included within sports funding. Agreed that this would be confirmed with SC.</p> <p><u>VYB question</u> How are supply costs being recorded? It was suggested that these had been recorded under other costs but agreed that this would be confirmed with SC.</p>	<p>Action 1</p> <p>Action 2</p> <p>Action 3</p>
10	<p><u>Confidential Item</u> (see confidential minutes) JC and KC left the room 6.10pm</p>	
	<p>JC and KC returned to the room 7.15pm RW left meeting 7.15pm</p>	
11	<p><u>Committees</u> JG gave information that the Educational Standards Committee has met for the first time on 24 September 2019. The meeting outlined the role of the committee and how it will monitor the reports of individual governors' areas and an overview of the data that governors are receiving. Governors will still get information at the FGB meetings, such as in the Head Teachers report and updates from the committee. The link governor report form is one suggested way to record the involvement and contacts with the school. Hard copies were given out to governors in the meeting and it was agreed that these would also be forwarded on electronically with the minutes. JG stated that governors are free to use this form and the guidance for completing it as they see fit and welcomed suggestions or alternatives that may work better. RW has previously recorded meetings with staff in word document form (all previously circulated to governors) which worked well too. Whatever the format it is important that contact is recorded and should be done so with the staff member. Designed to set priorities together and strengthen relationships.</p>	<p>Action 4</p>

	<p><u>SG question</u> Are all the individual areas/subjects allocated a link governor? Are any positions empty?</p> <p>JG explained that IT and more able pupils were currently vacant. VS who will be the Lonsdale Foundation governor has expressed an interest in taking over the role for more able pupils. JG asked that if anyone who would like to take on the role of IT link they liaise with the Educational Standards committee. We can also explore this option with our new PCC governors if their skills fit the role.</p>	Action 5
12	<p><u>Head Teacher Report</u></p> <p>KC gave out hard copies of the School Development Plan. This is now finalised and no longer in draft format. It has been completed with contribution from staff meeting/appraisals, governors meeting, pupils and parent questionnaire. Governors attended the School Development Plan meeting on 11 Sep 2019 and were able to contribute ideas and feedback.</p> <p>KC presented the Head Teachers report. She has changed the style of the report and it follows the Ofsted framework which will be good for everyone to get used to the new format. KC gave out hard copies of County Council document "Introducing the new inspection framework".</p> <p>Since the report was produced there have already been some changes. There are an additional 4 pupils on roll now. 2 new EYFS pupils for this academic year and 2 pupils transferring into school.</p> <p>KC presented the data in the report. It shows how pupils are making progress. KC highlighted that in areas with decreased progress it has already been identified where actions can be put in place whether this is to bring up to an expected level of progress or (if pupil already at expected but not progressing) to see if pupils can be academically stretched more.</p> <p>VYB commented that if progress is good then published results at end of year should reflect that. JG stated that there can sometimes be a focus on attainment only and that this can be the first thing that some people look for. KC reiterated that progress is being monitored, intervention will continue to be in place and all pupils will be supported regards their needs.</p> <p>The Head Teachers report lists no issues regards behaviour but since it was completed there have been 3 incidents. None described as major incidents. These have are being investigated through school policies and all parents are engaging with the process.</p> <p>New School absence procedure has been sent out to parents/carers. KC has seen an increase in parents informally approaching for time off. The new procedure requires completion of a written request and the information circulated reiterates the importance of good attendance. Outlines the number of days that a pupil will have missed to achieve 98% attendance, 95% attendance etc. Stickers are also being used in pupils learning records to highlight absences and what work will have been missed.</p> <p>KC outlined the staff training that has been happening. 8 staff are doing level 2 training in areas such as mental health, learning difficulties, nutrition. Staff undertaken eLearning on child protectionlevel1, KC has also completed level 2. Fire safety training has been done and staff also booked on PREVENT training.</p>	

	No safeguarding issues to report. KC and JC are due to meet regarding safeguarding and will arrange a date outside of this meeting.	Action 6
13	<p><u>SEND update</u></p> <p>Hard copies of the SENDCo summary were sent out electronically before meeting and hard copies available to view in meeting. KC summarised the report and highlighted the training that staff have been undertaking. As well as the training mentioned in Head Teacher report summary, there has also been Diabetes training, EYFS Developmental Journal training regards children with SEND, Speech language and communication needs training and training has been arranged for support staff regards phonics, physical development and mental health.</p> <p>Work continues to identify and support children with SEND.</p> <p>KC highlighted that there are 19 children on the SEND register but 43 children with needs in total. 24 children have needs deemed not significant enough to go on the SEND register.</p> <p>KC gave overview of the PUMA (maths) and PIRA (reading) data for children on SEND data. Great results in PIRA with all children making steady or good progress. PUMA results how majority of pupils making steady or good progress but there are some results showing less than expected progress. KC explained that these percentages equate to 2 children making less than expected progress but there is still high attainment. Interventions have been put in place amongst staff to focus on progress.</p>	
14	<p><u>SIAMS update</u></p> <p>KC stated that collective worship has been a big focus this year. Work has been done on the worship timetable and the worship board in the hall details activities and events in place. Lots of visitors, different Reverends, coming into the school and leading assemblies, opening the book and class worship is still happening. Friday assembly that was a celebration assembly now has more of a worship focus and introduced a new assembly prayer that was developed with Ruth Evans. The school has invested in Big Start Assembly resource and are doing more pupil led worship activities. There is also a focus on bringing more music into worship time. Governors are invited to attend worship time and events at the school.</p> <p>KC provided a handout on 10 things you need to know about the new SIAMS schedule. KC and PH (Pauline Harron) have attended SIAMS training and feel that it will be really useful to feed this training back to staff and governors in a meeting as found it really useful.</p> <p>KC provided a finalised school vision card to governors. This reflects our vision and values and will be used in shaping ethos and policies such as behaviour, admissions, conduct etc. Our school vision reads: "With Children and the church at the heart of our school, we are living in harmony (Romans 12:16) within our community; nurturing one another to create and environment from which we all can soar"</p>	Action 7
15	<u>Safeguarding update</u>	

	Safeguarding was discussed in Head Teachers report. No safeguarding issues to report.	
16	<p><u>Keeping Children Safe in Education 2019</u> This document comes in two parts. Last academic year, governors read and signed regarding the first part. It has now been clarified that both parts are required. CP will distribute the relevant document and at next FGB meeting governors will be asked to sign that they have read this document.</p>	Action 8
17	<p><u>Forthcoming School Events</u> All upcoming events can regularly be seen on the school newsletter that is sent out by email.</p> <p>Governors are invited to attend a Key Stage 2 trip to Alston. The Kings Arms pub will be holding a Race Night to raise funds for Shap School. Tri Cast bets (predicting winners/placements) are being taken on the notice board by the school. FoSS have lots of events planned. There is Bingo, Halloween disco, cake Friday and PJ party all coming up.</p>	
18	<p><u>Any Other Business</u> SLW highlighted that Health and Safety should be a standing item on the agenda. SLW and PH held first Health and Safety meeting with KC and she has recorded on link governor report form. JG asked that this is forwarded on to the Educational Standards committee and it will go on the committees next agenda.</p> <p>JG apologised that this had been omitted from the agenda in error when she did this in place of the clerk and that it would be added back in.</p> <p>There was no other business.</p>	<p>Action 9</p> <p>Action 10</p>
	<p>SG closed the meeting at 8.15pm.</p> <p><u>Date of the next meeting: 27 November 2019 at 6pm.</u></p>	

SUMMARY OF ACTIONS

NO	ACTION	RESPONSIBILITY	DATE FOR COMPLETION
1	Governor and Acting Head to discuss options for volunteer foreign language teaching	KC / VYB	By 27/11/2019
2	Confirm with SC how swimming lessons are recorded within the budget	JG	As soon as reasonably possible.
3	Confirm with SC how supply costs are recorded within the budget.	JG	As soon as reasonably possible.
4	Circulate the link governors report template when minutes are sent out	JG	By 09/10/2019

5	Any candidate for role of ICT link governor to liaise with Educational Standards committee.	Non staff governors	By 27/11/2019
6	Meeting to be arranged regarding safeguarding	KC / JC	By 27/11/2019
7	Meeting to be arranged with governors and staff to feedback on SIAMS training	KC	By 27/11/2019
8	Governors to read the Keeping Children Safe in Education document that will be circulated by clerk	All governors	By 27/11/2019
9	Health and Safety link report to be forwarded to JG to put on agenda for Educational Standards Committee	SLW	By 27/11/2019 <i>Complete 04/10/22019</i>
10	Health and Safety to be reinstated as standing item on agenda after removed in error	JG / CP	By 27/11/2019