



SHAP C of E PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BOARD MEETING

6 FEBRUARY 2019

ITEM		ACTION
1	<p><u>Attendees</u> Steve Gee (SG) (Vice Chair) Anne Maud (AM) (HT) Jane Corrie (JC) Julie Graham Pauline Harron (PH) Alun Hurd (AH) Stacy Lewis-Wrobel (SLW) Dorothy McColm Diana Nicholson Vanessa Yerbes-Ballesteros (VYB)</p> <p><u>Apologies received</u> Paul Mackley (PM) Rebecca Williams (RW)</p> <p><u>In attendance</u> Sandy Cameron (SC) (Senior Advisor, Learning Improvement Service, Cumbria Children's Services) Emma Bramley (Prospective Lonsdale Foundation Trustee) Katie Chappell (Prospective Co-opted Governor)</p> <p>Christena Pelmore (CP) (Clerk)</p>	
3	<p><u>Declaration of Interests</u> None.</p>	
4	<p><u>New Governors: Appointment and Welcome to (SG)</u> SG welcomed Emma Bramley as the new Trustee nominated by the Lonsdale Foundation. EB introduced herself to the Board as a former pupil of Shap Primary School and gave a resume of her career as a lawyer and garden centre owner.</p> <p><u>Co-opted Governor</u> JC proposed that Katie Chappell should be co-opted onto the Governing Board. The proposal was seconded by PH and agreed unanimously. SG welcomed KC, a former Staff Governor back to the Board.</p>	
5	<p><u>Correspondence</u> There has been no correspondence since the last meeting.</p>	

6	<p><u>Minutes of the last meeting</u> The minutes of the meeting held on 6 February 2019 were corrected:</p> <p><u>Item 7: Election of Chair and Vice Chair</u> It was noted that this item should read:</p> <p>An election was held to appoint an Acting Chair. SG was nominated by JC and the nomination was seconded by PH. SG was elected unanimously and accepted the position on the condition that an Acting Vice Chair was elected who has some experience in education and who would be able to act as Chair in the event of him being away on business.</p> <p>JG was nominated for the position of Acting Vice Chair by SG and the nomination was seconded by DN. JG was elected unanimously and accepted the position of Acting Vice Chair.</p> <p>In addition, the following statement should have been recorded: “It is the intention to hold elections for the Chair and Vice Chair at the meeting of the FGB on 6 February 2019, in order to allow for further nominations to be received”.</p> <p><u>Item 10: Head Teacher’s Report</u> <u>Staffing</u> It is proposed that, when she returns from maternity leave in September 2019, Beth Leckie, will work with the child with an EHCP. Shannon Crisp will be working with the child with an EHCP.</p> <p>The spelling of Becky Mephams name was corrected.</p> <p>Further staffing issues recorded as a confidential minute.</p> <p><u>Item 13: SEND Report</u> It was noted that there are three (not four) children with EHCPs currently attending the school.</p> <p>The minutes were then agreed as a true record and signed by the Acting Chair.</p> <p><u>Action Points</u> <u>Action 3: Appointment of a second Safeguarding Governor</u> It was agreed that JC and KC should consider the appointment of a second Safeguarding Governor in view of the amount of work involved for only one person.</p> <p><u>Action 7</u> Date for meeting to be agreed by AM and VYB.</p> <p><u>Matters Arising</u> <u>Item 7: Election of Chair and Vice Chair</u> No further nominations have been received for the positions of Chair and Vice Chair since the last meeting, therefore an election was held to appoint the Chair and Vice Chair.</p> <p>SG was nominated by JC and the nomination was seconded by PH.</p>	Action 1
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	<p>SG was elected unanimously and accepted the position, for a term of office to be agreed.</p> <p>JG was nominated for the position of Vice Chair by SG and the nomination was seconded by DN.</p> <p>JG was elected unanimously and accepted the position of Vice Chair. Their terms office remain to be agreed.</p> <p><u>Item 8: Budget Control</u></p> <p>AM stated that Sarah Caton had written to Capita to inform them that the Bursar service they are providing currently is unsatisfactory.</p> <p>There were no other matters arising not included in this agenda.</p>	Action 2						
7	<p><u>Head Teacher's Report</u> (including Fraud Report)</p> <p>AM circulated her Head Teacher's Report, noting that there are presently 95 children on the roll and two more will be joining the nursery after Easter, increasing the number of pupils to 23.</p> <p><u>Attendance (4/9/18 – 30/1/19)</u></p> <p>AM stated that attendance remains good.</p> <table border="1"><tr><td>Attendance</td><td>95.75%</td></tr><tr><td>Authorised absence</td><td>3.01%</td></tr><tr><td>Unauthorised absence</td><td>0.97%</td></tr></table> <p><u>Staff Training</u> <u>Cluster meetings</u></p> <p>AM attended a Head teacher cluster meeting, KC a SEND cluster planning meeting, VK an EYFS cluster meeting and there had been a cluster INSET involving all staff.</p> <p>10 staff members have been registered for mental health eLearning, involving three modules, which has received positive feedback from staff so far.</p> <p><u>School and Pupil Progress</u></p> <p>AM reported that there had been no more PUMA or PIRA reports since the last meeting of the FGB; these are scheduled for after the half term break.</p> <p>KC stated that there had been a discussion about using the "Tapestry" online resource, but it had been agreed to continue using "Learning Stories" as it possible to model it to the EYFS curriculum and goals in an age appropriate way for each child. In addition, different EY practitioners can contribute to it as can parents.</p> <p>KC continued that is used to track individual personal progress, noting that there is a considerable difference between the skills and abilities of children between 30 and 50 months.</p> <p>At present six out of the seven Reception class pupils are on target to reach their early learning goals.</p> <p><u>Phonics</u></p>	Attendance	95.75%	Authorised absence	3.01%	Unauthorised absence	0.97%	
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	<p>AM reported that phonics progress has been reassessed recently; the children who retok the assessment (who are now in Year 2) are making good progress. She continued that it is clear to see which children receive support at home to learn and which do not.</p> <p><u>Governor's Comment</u> It would be useful if a sample of the type of question being asked could be sent to parents in order to help them to help their children. KC noted that the difficulty in sending the actual books home was the risk, in some cases of not having them returned.</p> <p>AM agreed to ask Helen Jackson to provide a sample sheet for parents.</p> <p><u>Writing moderation</u> AM noted that it is possible to record very small increments of progress in writing.</p> <p><u>Reading and comprehension</u> AM stated that in KS1 67% of children were making progress but there had been a small dip in progress in KS2. AM and JC agreed with SG that the Governors' Reading Group should focus on this aspect of pupil progress.</p> <p><u>Maths</u> There has been a big improvement in KS1 Maths, but that there remains room for improvement.</p> <p>KC continued that many children with SEND had continued to maintain their progress in Maths, but that there had been a dip in their progress with reading.</p> <p><u>Governor's Questions</u> <u>From what points do you measure progress?</u> <u>AM:</u> Progress is measured from term to term.</p> <p><u>Is progress measured between KS1 and KS2?</u> <u>AM:</u> It is, but it is broken down into steps from term to term.</p> <p>SC noted that it was the responsibility of Governors to present the challenge, but up to the school to make sure that progress is maintained.</p> <p><u>Premises</u> AM stated that there have been no further issues since a temporary repair was been made to the flat roof over the entry to the Nursery.</p> <p>AM concluded her report by noting that there had been many varied opportunities for children to enjoy at school both before and after Christmas, including the Mini Police launch of new road signs and mentioning some future events at the school and in the church to which Governors are invited.</p> <p><u>Fraud Report</u> No incidents of fraud presently under investigation. SG thanked AM for her report.</p>	Action 3
8	<p><u>SEF Update</u> AM provided an update on the progress of the SEF.</p>	

	Governors were invited to email any questions to AM concerning the SEF.	
9	<p><u>SIAMS Update</u> AM provided an update on preparations for the next SIAMS inspection. AM stated that the school is required to have a concise statement which encapsulates its vision and aims. The school's vision statement is "A safe branch from which to soar".</p> <p>In preparation for the anticipated SIAMS inspection, the diocese will provide guidance on ensuring that this vision statement is relevant and reflects the aims and ethos of the school. Staff, Governors and the School Council will be invited to become involved in this exercise.</p>	Action 4 Action 5
10	<p><u>SEND Report</u> KC presented her SEND Report, (circulated to Governors electronically on 3 February 2019).</p> <p>KC reported that staff had completed a significant amount of CPD on SEND related matters and spend a great deal of time liaising with parents and relevant outside agencies.</p> <p>The Local Offer (circulated to Governors electronically on 3 February 2019) is reviewed annually in January had been updated and is available on the school's website.</p> <p><u>Governors' Questions</u> <u>Many of the school policies state that staff must receive appropriate training which must be updated as and when necessary. How do you ensure that the training provided is relevant to the service we provide?</u> <u>KC:</u> Needs based training is provided for support staff. We keep in mind the particular needs of each child and seek out appropriate training for the staff involved with their care. AM and KC noted that they discuss the needs of each child to assess any staff training requirements and then seek to address any gaps, adding that training is provided in house, in the Cluster or on courses provided by CCC or outside specialists and teachers.</p> <p><u>How do you keep track of whether essential training such as paediatric first aid is updated appropriately?</u> <u>AM:</u> Training records are kept up to date and mandatory updates are flagged as they fall due.</p> <p>SG thanked KC for her report and for the enormous amount of work she undertakes as SENDCo.</p>	
11	<p><u>Safeguarding Update</u> JC provided a review of her meeting with AM on 15 January 2019, the record of which was circulated electronically to Governors on 3 February 2019.</p> <p>AM confirmed that there had been no new safeguarding alerts since the January meeting.</p> <p><u>Safeguarding Policies</u></p>	

	<p>AM confirmed that she had made adjustments to the Peer on Peer Abuse Policy and Procedure and the Acceptable Use* Policy to ensure that they are suitable and sufficient for the school's use.</p> <p>* The Acceptable Use Policy refers to the use of online services.</p> <p><u>Safeguarding Training.</u> AM confirmed that the provision of Channel and PREVENT training for all staff is in hand. It was noted that the Governors too need to undertake this training and it was agreed that 30 minutes should be set aside at the next meeting of the FGB to allow time for this to take place.</p> <p>The matter of appointing a second Safeguarding Governor was discussed give the extent and breadth of the remit. JC agreed to consider the matter and feed back her thoughts at a future meeting of the FGB.</p>	<p>Action 6</p> <p>Action 7</p>
12	<p><u>Feedback from Finance Committee Meeting (20/12/18)</u> JG provided a summary of issues raised and discussed at the first meeting of the reconvened Finance Committee held on 20 December 2018.</p> <p><u>Election of Chair / Vice Chair</u> JG was elected Chair and VYB Vice Chair.</p> <p><u>Terms of Reference</u> As this was the first robust meeting of the Finance Committee to be held for some time, Terms of Reference were discuss, agreed and signed. In the absence of a Premises committee, a Health and Safety remit was added to the Finance Committee as many Health and Safety issues result in cost implications.</p> <p><u>School Financial Value Statement</u> It was noted that the SFVS was due for submission by 24 February 2019; whilst it had been largely completed by Sarah Caton, with input from SG, a Finance Committee member skills audit was required to support the statement. This audit was completed at the meeting.</p> <p><u>Asset Register and Single Central Record</u> It was noted that both of these records should be checked annually by a Governor and the outcome of the checks reported to the FGB. JG stated that both these records are maintained by Sarah Caton and both were complete and in order. Reports on checks of the Asset Register and Single Central Record were circulated electronically to Governors on 3/2/19.</p> <p><u>School Bank Accounts</u> JG stated that there continues to be a lack of clarity concerning the signatories to the School Building Fund account (held at Barclays) and more particularly the Lonsdale Foundation accounts (held at the NatWest).</p> <p>Arrangements are in hand to amend the signatories to all the accounts in order to improve their management.</p>	

	<p>JG concluded by noting that two further Finance Committee meetings have been scheduled for this academic year and a Budget Planning meeting with Sarah Caton and the new Bursar provided by Capita will be arranged before the end of May.</p> <p>SG thanked JG for her report.</p> <p>It was agreed that VYB should stand down from the Finance Committee in anticipation of joining a Teaching / Learning / Curriculum Committee when one is convened.</p> <p>KC agreed to replace VYB on the Finance Committee.</p>	
13	<p><u>Budget Position</u> AM presented information about the current budget position.</p> <p><u>Premises Budget.</u> <u>Grounds Maintenance</u> No payments have yet been made for grounds maintenance. The invoice for this year's work is expected before the end of the financial year.</p> <p><u>Cleaning</u> Invoices for cleaning services have been paid up to November 2018.</p> <p><u>Electricity</u> Invoices, based on actual meter readings have been paid up to November 2018.</p> <p>AM continued that the current budget prediction indicates a surplus of 7.22% of the total available funding, because staffing costs are lower and income higher than had been expected. It is, however anticipated that this surplus will be spent by the end of the financial year.</p> <p><u>Diocesan Funding</u> AM stated that an additional £8,000 has been received from the Diocese so that the necessary repairs to the roof can be made. AM noted, however that the school has to find 10% of the cost of the roof repairs.</p> <p><u>Governor's Question</u> <u>Has an estimate of the total cost of the roof repairs been received yet?</u> AM: Not yet.</p>	
14	<p><u>School Financial Value Statement</u> SG reported that since the last meeting of the FGB, a considerable amount of effort had been devoted to the preparation of the SFVS. There is now sufficient confidence in the content for it to be submitted to the Local Authority before the due date, being 24 February 2019.</p> <p>The updated SFVS was approved unanimously and signed by the Chair.</p>	
15	<p><u>Safer Recruitment (Recruitment Policy)</u> AM reported that both she and KC would be undertaking the CCC Safer Recruitment training on 8 May 2019.</p> <p>It was agreed that it would be necessary for at least one (non-staff) Governor to undertake this training too.</p>	Action 8

	<p>SC noted that the Governing Board would be advised to establish a Staffing Sub Committee.</p> <p>SG agreed that a complete Sub Committee structure would be discussed at the next meeting of the FGB.</p>	Action 9
16	<p><u>Health and Safety Update</u></p> <p>In the absence of PM, AM presented an update on Health and Safety.</p> <p>A satisfactory Fire Safety check was carried out by Westmorland Fire on 1 February 2019.</p> <p>Kym Allen (Health and Safety Consultants) will be conducting a Health and Safety check in preparation for the forthcoming CCC audit.</p> <p>KC reported that there is presently a child with severe coeliac disease. The kitchen staff have been briefed and arrangements are in hand.</p> <p>There are, however other matters to be taken into consideration, such as ensuring that the child is not exposed to any allergens in the classroom or other areas of the school.</p>	
17	<p><u>Reports from Link Governor Visits</u></p> <p><u>Maths Group</u></p> <p>JG stated that the Maths Group meeting previous arranged for a day when the weather had interrupted the school day, had been rescheduled for 12 February 2019. The minutes of this meeting will be circulated after the meeting.</p> <p>JG continued that she had attended the school's Maths Morning and had received verbal updates on progress from Angela Idle who had also been able to confirm that "SATs Buster" books are in use and that practice SATs have taken place.</p> <p>JG said that she had observed a KS2 Maths lesson and noted that the children were actually helping each other with their work, not just sharing the answers, which was taken to be very good practice.</p> <p><u>Parental Engagement</u></p> <p>The Parental Engagement report was circulated electronically to Governors in advance of the meeting.</p> <p>SLW she too had attended the very successful Maths Morning. A total of 21 parents attended and she had taken the opportunity to talk to the majority of them about them becoming even more engaged with their children's Maths learning and had received favourable responses.</p> <p><u>Governor's Comment</u></p> <p>It is necessary to work out a way to help parents to help their children.</p> <p>AM stated that there is an opportunity for parents of KS1 children to undertake an adult learning Maths course at the CDC which would involve a two and a half hour session each week for five weeks, with parents being joined by their child for the final 20 minutes of each session.</p> <p>AM continued that a flyer has been produced to publicise the course and personal invitations have been given to some parents. SLW noted that this</p>	Action 10

	<p>might be a more effective way of approaching parents rather than on relying on information placed in book bags actually being read.</p> <p>AM concluded by saying that for it to be viable, it is necessary for at least eight parents to sign up for the course; two parents have expressed great interest already.</p> <p>SG stated that it was apparent that there had been a lot of hard work undertaken by Governors and staff in order to engage further with parents and he thanked all of those involved.</p>	
18	<p><u>Governor Training</u></p> <ul style="list-style-type: none"> • The Governor Support Team will be providing two further two hour training sessions at the school on 28 February and 26 March to which all Governors are encouraged to attend. • SC offered to provide Governors with training on Governors' responsibilities for safeguarding. • Level 1 Safeguarding training is available online. • AM stated that Diocesan training modules are available online and are open to all Governors; details are provided in the Diocesan Newsletters which are circulated quarterly. • PH stated that the diocese also provides four face to face training modules based on SIAMS. 	<p>Action 11</p> <p>Action 12</p>
19	<p><u>Policy Review</u></p> <p>The following policies (circulated to Governors electronically on 26/1/19) were reviewed and agreed before being signed by the Chair.</p> <p><u>Admissions Policy 2020-2021</u></p> <p>SG queried whether the reference to "tie breaks" (page 3) could be made clearer. AM stated that this was the standard CCC wording. SC noted that the link should be updated as the existing one does not work.</p> <p>SC continued that being Voluntary Aided, the school may have its own policy on admissions.</p> <p><u>Governors' Comments</u></p> <ul style="list-style-type: none"> • The document begins reading like a policy but ends as advice to parents. • The content appears to be satisfactory, but the presentation could be improved. • The document appears to serve its purpose as a general policy, but as a procedure it could be construed as contractual. <p>KC agreed that the presentation of the document should be reviewed for future updates.</p> <p><u>Peer on Peer Abuse Policy and Procedure</u></p> <p>AM stated that the policy on Peer on Peer Abuse is new and has been written using a KAHSC template.</p> <p>It was agreed that the policy was comprehensive but that it would be necessary to ensure that all the training cited was completed.</p>	

	<p><u>Overarching Safeguarding Statement</u> AM stated that the statement had been updated in line with KCSIE 2018.</p>	
20	<p><u>Children's Behaviour</u> PH stated that she was extremely proud to be a Governor of Shap School. She visits the school regularly and frequently and sees pupils working hard, both individually and collaboratively; the level of confidence displayed by the children is exceptional, as is their behaviour.</p> <p>PM continued by congratulating AM and KC and stating that the school is a credit to them and the other staff and the children themselves.</p> <p>AM thanked PH and said that she would pass on her comments to the staff and to the children.</p>	
21	<p><u>Additional Agenda Item</u> <u>Learning Improvement Service Progress Meeting</u> SC provided an update about his meeting with AM on 14 January 2019 (report received and circulated to Governors electronically on 5 February 2019 together with an extract from the Ofsted Handbook giving the grade descriptors for outcomes for pupils at school rated "good").</p> <p>SC began by noting that the focus of his intervention is to ensure that the school receives a "good" rating following the next Ofsted inspection.</p> <p>Areas for improvement discussed at the meeting were:</p> <ul style="list-style-type: none"> • Leadership and management including governance. • Teaching, learning and assessment. • Outcomes for pupils. <p>SC continued that he had made the judgments given in his report based on detailed discussions with AM, together with facts on progress and aspects of current leadership and management.</p> <p>AM has been offered and accepted the assistance of a National Leader in Education (Sean Monaghan from the West Coast Academy) who will work with her on the school's self-evaluation practice during the spring and summer terms.</p> <p><u>Governor's Question</u> <u>What in particular do you want to flag up to us as Governors?</u> <u>SC:</u> It is necessary to focus on outcomes for pupils, to continue to request and assess specific information about pupil progress.</p> <p>The Governing Board needs to review its structure and practices to ensure that their responsibilities in respect of holding the Head teacher to account are managed effectively.</p> <p>There should be a structure of committees, including a Staffing committee in order to avoid the necessity of involving the whole board in those decisions which may be delegated.</p> <p>SC concluded by stating that at present, the Governing Board requires improvement; it would be unfortunate if there was no improvement as this</p>	

	would adversely affect a future Ofsted judgment which might otherwise be good.	
22	<u>Any Other Business</u> There was no further business. SG closed the meeting at 9.20pm.	
	Date of next meeting: <u>Wednesday 15 May 2019 at 7pm</u>	

SUMMARY OF ACTIONS

NO	ACTION	RESPONSIBILITY	DATE FOR COMPLETION
1	AM and VYB to meet to discuss PUMA and PIRA data.	AM / VYB	When convenient.
2	Chair and Vice Chair's terms office to be agreed.	SG / JG	Before next FGB Meeting <i>(15/5/19)</i>
3	Helen Jackson to be asked to provide a phonics question sample sheet for parents.	AM	As soon as reasonably possible
4	Date to be arranged for staff and Governors to meet diocesan advisor to be arranged.	AM / AH / PN	As soon as convenient <i>(Meeting arranged for 1/5/19)</i>
5	Current Mission Statement to be circulated to Governors	AM	As soon as reasonably possible.
6	Channel and PREVENT training to be undertaken by all Governors.	CP.	Agenda item for 15/5/19 <i>(amended 9/5/19: training arranged for 19/6/19)</i>
NO	ACTION	RESPONSIBILITY	DATE FOR COMPLETION
7	The appointment of a second Safeguarding Governor to be considered.	JC	As soon as reasonably possible
8	At least on (non-staff) Governor to undertake the CCC Safer Recruitment training.	Governors	As soon as reasonably possible
9	Minutes of the Maths Group Meeting (12/2/19) be circulated.	JG / CP	Following the meeting. <i>(Circulated to all Governors 11/5/19)</i>

10	Sub Committee structure to be agenda item for FGB meeting on 15/5/19.	SG / CP	For FGB meeting 15/5/19.
11	SC to provide available dates for delivery of training in Governors' responsibilities for safeguarding.	SC / CP / Governors	When convenient. <i>(Training arranged for 24/4/19)</i>
12	Governors to contact PH if interested in undertaking a diocesan training module.	Governors / PH	When convenient.