



SHAP C of E PRIMARY SCHOOL
FULL GOVERNING BOARD MEETING

15 MAY 2019

ITEM		ACTION
1/2	<p><u>Attendees</u> Anne Maud (AM) (HT) Emma Bramley (EB) Katie Chappell (KC) (Asst. HT) Jane Corrie (JC) Julie Graham (JG) (Vice Chair) Pauline Harron (PH) Stacy Lewis-Wrobel (SLW) Diana Nicholson Rebecca Williams (RW) Vanessa Yerbes-Ballesteros (VYB)</p> <p><u>Apologies received</u> Steve Gee (SG) (Chair) Alun Hurd (AH) Dorothy McColm</p> <p><u>In attendance</u> Sandy Cameron (SC) (Senior Advisor, Learning Improvement Service, Cumbria Children's Services)</p> <p>Christena Pelmore (CP) (Clerk)</p>	
3	<p><u>Declaration of Interests</u> None.</p>	
4	<p><u>Minutes of the Last Meeting and Matters Arising</u> The minutes of the meeting of the FGB held on 6 February 2019 were corrected to read: <u>Item 3</u>: "The minutes of the meeting of the FGB held on <u>5 December 2018</u> ..." <u>Action 3</u>: "Helen Jackson to be asked to provide a <u>Maths</u> question sample sheet for parents". <u>Item 20</u>: "The behaviour of children outside school was seen to be excellent" was added to the observations made in this item. Following the addition and corrections, the minutes were agreed and signed by the Vice Chair.</p>	
5	<p><u>Correspondence</u> A letter of resignation from the Governing Board was received from PM on 14 March 2019. CP responded to PM's letter, thanking him for his contribution during his time as Staff Governor.</p>	

	<p>A letter of resignation dated 23 April 2019 was received from AM on 24 April, notifying the Board of her decision to leave her post of Head Teacher at the school on 31 August 2019.</p> <p>SG has responded to AM's letter.</p>	
6	<p><u>Update: Head Teacher Appointment</u> Recorded as a confidential minute.</p>	
7	<p><u>Governing Body Committee Structure</u> JG introduced proposals to restructure the Governing Body Committees according to the plan circulated to Governors on 11 May 2019, together with information concerning both existing and proposed Terms of Reference for the new or reconfigured committees.</p> <p>JG continued that the Finance and Staffing Committee has been in place since December 2018, with agreed Terms of Reference and meets termly with additional meetings as required to scrutinise the budget before it is recommended for adoption by the FGB.</p> <p>The establishment of further committees to complete the structure was discussed; it was agreed that a Buildings, Grounds and Health and Safety Committee and an Educational Standards Committee would be required, both to meet on a regular basis together with an Appeals Panel, which could be convened as and when required.</p> <p>It was suggested that an oversight of policies involving the curriculum should be added to the Terms of Reference for the Educational Standards Committee.</p> <p>In addition, a Head Teacher's Appraisal Panel would be required. JG noted that this Panel was in place but required additional members taken from the Governing Body who had undertaken Head Teacher Appraisal training.</p> <p>It was agreed that the Committee Structure should be in place by the end of this academic year with a programme of meetings scheduled for 2019-2020.</p> <p><u>Link Governors</u> JG continued that a further delegation of responsibility for particular areas needed to be implemented. The previously agreed group responsibility for example, for Maths, Reading and Parental Engagement are working well, with reports of meetings with staff being submitted regularly to Governors.</p> <p>In addition, the delegation of individual or pairs of Governors is required to provide other link roles with the school, for example in Health and Safety and with staff engaged in providing extension activities for Gifted and Talented pupils.</p> <p>It was noted that some Governors already undertake responsibility in this way, for example, JC provides the link for EYFS, SEND and Safeguarding.</p> <p>It was agreed that those Governors who wished to undertake these roles should make their interest known to JG or CP, so that a definitive list of Link Governors could be created and the Link Governors themselves could begin to familiarise themselves with their areas of responsibility.</p>	Action 1

	<p>KC noted that this approach to undertaking the duties of the Governing Body was similar to the model used some years ago, when it had proved to be both effective as well as popular with staff, who appreciated the positive links with Governors it allowed.</p> <p><u>Governors' Comments</u></p> <ul style="list-style-type: none"> • This approach is welcome because until this year there had been more emphasis on what Governors should not be doing rather than what they needed to do. • There has been a significant improvement in Governors' understanding of their role and responsibilities recently and these measures will continue to assist in that development. 	
8	<p><u>Election of Staff Governor</u> Following the resignation of PM, the necessity to appoint a Staff Governor was noted.</p>	Action 2
9	<p><u>Head Teacher Report (including Fraud Report)</u> AM presented her Head Teacher's Report</p> <p><u>Number on roll:</u> 96. <u>Expected number on roll for September 2019:</u> 97. <u>Attendance:</u> 95.89% <u>Authorised absence:</u> 3.07% <u>Unauthorised absence:</u> 0.78%</p> <p>AM stated that attendance is very good in comparison to the national average.</p> <p>AM continued that Shaun Monaghan, Director of the Western Lakes Teaching School Alliance in Whitehaven had visited the school and had been impressed, both with the children's behaviour and the school environment.</p> <p>He will be returning in due course in order to review and offer advice concerning development of the SEF.</p> <p><u>2018 SATs</u> AM stated that the SATs had been completed and the results are due to be published on 9 July. Whilst every effort had been made to reduce the impact on the children of taking these papers, it had inevitably been stressful for them. All of the Year 6 pupils, however had been able to complete the reading test, which was not the case last year.</p> <p><u>Governors' Questions</u> <u>How will the SAT results be used to track and measure children's progress?</u> <u>KC:</u> Ongoing records are kept matching PUMA, PIRA and SATs results across the school.</p> <p><u>Are records made for year groups or for individual children?</u> <u>AM:</u> For individual children. KC maintains the records for SEND, AI for Maths and AM for Reading.</p> <p><u>Are there any clear trends or patterns emerging when results are entered on PIRA?</u> <u>AM:</u> No, but that is to be expected, given the small numbers in each cohort.</p>	

	<p>JG asked AM to convey the Governors' thanks to the staff for the effort that they put into ensuring that all the children at the school benefit from the education they are offered.</p> <p><u>Fraud Report</u> There have been no incidents of fraud reported.</p>	
10	<p><u>Health and Safety Update</u> AM reported that Kym Allen had conducted a rigorous, full day Health and Safety audit. The audit resulted in a score of 82%, a very good outcome.</p> <p>AM continued that two main action points were identified during the audit:</p> <p>1. <u>Appointment of a Link Governor for Health and Safety</u> Kym Allen recommended that a Link Governor, ideally not the Staff Governor, with responsibility for the oversight of Health and Safety matters should be appointed without undue delay.</p> <p>2. <u>Provision of a waiting area outside the school.</u> A covered porch or lobby should be provided where visitors could wait before being admitted to the school premises.</p> <p>AM stated that, as a Voluntary Aided school, it would be possible to apply for a capital grant to fund any major building work required to develop such a waiting area. AM added that Sarah Caton is giving some thought to how such a plan might be executed.</p> <p><u>Governor's Comment</u></p> <ul style="list-style-type: none"> It will be necessary to keep parents and visitors informed if there are to be changes to the procedure for gaining entrance to the school building. <p>AM concluded by stating that the absence of a notice near the school entrance, stating that abuse on the premises would not be tolerated, has been rectified.</p>	Action 3
11	<p><u>SEF Update</u> AM asked Governors to consider the SEF, circulated electronically on 14 May 2019 and direct any comments or questions to her by email.</p> <p>AM added that the SEF will be reviewed by Shaun Monaghan (as noted in Item 9) and by the Head Teacher from Houghton School, presently working with the Learning Improvement Team.</p> <p><u>Governor's Question</u> <u>The new Ofsted framework for inspections has been published recently. In what ways will that influence the SEF?</u> <u>AM:</u> It will not have an impact at present as the new framework does not come into force until September and we have reason to expect to be inspected before then. It will have an effect on the content of the SEF from September onwards.</p>	Action 4
12	<u>SEND Update</u>	

	KC provided a brief update on her most recent SENDCo report (circulated electronically on 11 May 2019) and asked Governors to direct any comments or questions to her by email.	Action 5
13	<p><u>SIAMS Update</u></p> <p>AM and PH provided a brief update on the progress being made towards finalising the school's Vision Statement following the staff and Governors' meeting with Penny Hollander on 1 May 2019.</p> <p>Plans include placing a large wall display near the front door to provide visitors to the school with information and to invite thoughts and inspiration.</p> <p>Governors' suggestions for obtaining as wide a range of ideas and opinions as possible included:</p> <ul style="list-style-type: none"> • Placing a note in "Shap Today". • Placing a note on the school's Facebook page. <p>All the suggestions and ideas from the Vision Meeting, together with ideas gleaned from parents, children and the wider Shap community will be considered closely by AM, PH and AH before a draft statement is prepared for further discussion and ultimately for agreement and adoption.</p> <p>AM and PH concluded by stating that they would be attending the "Distinctive Christian" training on 22 May 2010, which may prompt some additional thoughts on the Vision Statement.</p>	
14	<p><u>Safeguarding Update</u></p> <p>AM provided an update on safeguarding.</p> <p>There have been no referrals to the Safeguarding hub since the last FGB meeting.</p> <p>JC reported that the termly Governors' Safeguarding meeting was held with AM on 13 May 2019.</p> <p>Subjects for discussion at this meeting included provision of "holding area" for visitors inside the building but which does not allow direct access to the school (as noted at Item 10, above).</p> <p><u>Governor training.</u></p> <p>It was noted that all Governors need to be aware of the content of the <u>Child Protection Policy</u> (which is available on the school website).</p> <p>In addition, all Governors need to read the document "<u>Keeping Children Safe in Education 2018</u>" Part 2, with a record of compliance to be maintained by CP / SC. (See Item 15 and Action 6)</p> <p>SC requires evidence that Governors are familiar with the content of KCSIE Part 2 in order to be able to sign off this requirement in Scholar Pack.</p> <p>AM has completed the <u>PREVENT and Channel</u> "Train the trainer" training and will be delivering an update for Shap and Lowther staff, at Lowther School on 19 June 2019; Governors are invited to attend this event.</p> <p>It was noted that KC attended the CCC "Safer Recruitment" training on 8 May 2019.</p>	

15	<p><u>KCSIE Part 2 – A Reminder</u></p> <p>Governors were reminded of their responsibility to read KCSIE Part 2 and were asked to inform CP when they had done so in order that up to date records can be maintained.</p>	Action 6
16	<p><u>Feedback form Budget Meeting and Approval of Governors' Three Year Budget Plan</u></p> <p>It was noted that the meeting of the Finance Committee, previously arranged for 18 April 2019 had been deferred until 4 June 2019, in order to allow for the content of the Budget Meeting held on 9 May 2019 to be reviewed by the Finance Committee.</p> <p>JG provided an overview of the Budget Meeting, attended by herself, SG, AM, KC (the Finance Committee) as well as SC and Laura Rose, representing the Capita Bursar Service, who had been instrumental in preparing and later amending the proposed budget plan.</p> <p>The draft confidential minutes of the Budget Meeting held on 9 May 2019 together with the final version of the confidential Governors' Three Year Budget Plan were circulated to Governors for the duration of the meeting only.</p> <p>JG continued that the Governors' Three Year Budget Plan was discussed at length during the meeting and adjusted before being recommended by the Finance Committee for adoption by the Full Governing Body.</p> <p>KC noted that the most conservative figures possible were used to complete the budget plan in order to provide room for some future readjustment should it become necessary.</p> <p><u>Governors' Questions</u></p> <p><u>Why do the forecast figures for the Pupil Premium Grant differ significantly over the three years covered by the budget plan?</u></p> <p><u>KC:</u> The figures are based on the best estimate that can be made of the number of parents applying for Pupil Premium in those years.</p> <p>It is highly likely that there are more children at the school who are eligible for Pupil Premium, but it is for their parents to make the application.</p> <p><u>AM:</u> The availability of Pupil Premium has been made known to parents, but to date there have been just three applications made by those parents who were approached individually.</p> <p><u>What is the Pupil Premium Grant used for?</u></p> <p><u>AM / KC:</u> Support with the costs of school visits, music lessons and so on for PP children. In addition, it is used to fund portions of some Support Staff salaries and occasionally to provide additional educational support for any PP children who need it.</p> <p><u>Governor's Comment</u></p> <ul style="list-style-type: none"> The main "visible" component of Pupil Premium to parents used to be access to free school meals before the introduction of the Universal Infant Free School Meals Grant; perhaps it would be worth publicising to parents more widely the other benefits for eligible children to be derived from applying for and obtaining PP. 	

	<p>Further information and questions concerning the Governors' Three Year Budget Plan recorded in a confidential minute.</p> <p>Approval of the Governors' Three Year Budget Plan was proposed by JG, seconded by SLW and agreed unanimously by the Governors present.</p> <p>JG asked that the Governors' recognition and appreciation of SC's considerable efforts to balance the budget should be recorded.</p>	
17	<p><u>Reports from Link Governor / School Visits</u></p> <p><u>Maths</u></p> <p>JG reported that she and DN had met Angela Idle to discuss progress in Maths. It was a very fruitful meeting and that they had been given the opportunity both to talk about and witness the delivery of Maths interventions.</p> <p>AI had provided (anonymised) data which showed clearly the improvements made by those children who had not been making the expected level of progress previously following these interventions.</p> <p>JG stated that they had been shown the Maths policies for addition, subtraction, multiplication and division which had been useful in demonstrating how these functions were taught and interesting too, from a parent's point of view as they gave a clear guide to the level that each year group should attain.</p> <p><u>Governor's Question</u></p> <p><u>What evidence of the progress being made in Maths will we be able to present to Ofsted?</u></p> <p>KC: We have all the necessary data, which includes the information presented on PUMA, as well as the results of trial SAT papers, it is just necessary to fit it together. Big Maths was just being introduced at the time of the last Ofsted inspection. Big Maths is now embedded and it will be possible to demonstrate its success at the next inspection.</p> <p><u>Governor's Comment</u></p> <ul style="list-style-type: none"> It would be useful if the Maths policies for addition, subtraction, multiplication and division policies could be published on the school website and thus available for parents to access. <p>JG concluded that AI is blossoming as the Maths Co-ordinator and has plans in hand to update the school website to include information for parents about the Maths curriculum following her attendance at the next cluster meeting; her work is very much appreciated.</p> <p><u>Safeguarding</u></p> <p>JC referred to the termly Governors' Safeguarding meeting was held with AM on 13 May 2019 as reported in Item 14, noting that SC is rigorous in the maintenance of all records.</p> <p><u>SEND / Reading</u></p> <p>JC stated that SEND and Reading meetings have been arranged with AM for the week commencing 20 May 2019 and that the meeting reports would be available as soon as possible thereafter.</p> <p><u>School Visits</u></p>	Action 7

	<p>PC reported that she had attended the school regularly to talk to the children and had accompanied children and staff on various outings and visits, including:</p> <ul style="list-style-type: none"> • A St. Valentine's Day lunch on 14 February. • The Easter Church Service on 16 February. • The end of term assembly on 29 April. • A visit to the Reception class to look at the bible on 2 May. • A meeting to look at prayer with Ruth Evans from the NISCU on 10 May. <p>Reports of the St. Valentine's Day lunch and the end of term assembly were provided for Governors.</p> <p>Reports of the other three meetings and visits will be circulated to Governors in due course.</p> <p>KC noted that PH's visits to the school and participation in events with the children (many of whom refer to her as "the Bible Lady") were very much appreciated as well as being effective in raising the profile of Governors in the school.</p> <p>In addition, DN's visits to the school for "Open the Book" sessions were hugely valued too.</p>	Action 8
18	<p><u>Parents' Survey 2019</u> 27 responses to the Parents' Survey were received compared to the 36 responses returned last year.</p> <p>KC suggested that there might be a better response rate if the survey was conducted on a different occasion, as parents are concentrating on meeting their children's teacher at Parents' Evenings.</p> <p>In addition it was noted that the survey format was rather unwieldy and difficult to manage. It was agreed that the format of the survey should be reviewed with the intention of making it more "fit for purpose" before next year's survey is conducted.</p> <p>With regard to the content of the responses, it was noted that many of the comments made did not reflect the percentage of approval awarded to majority of the questions asked.</p> <p>Two points from responses to the survey were highlighted, that of the school's communication with parents and of parents' perceptions the purpose of the Governing Body and of the role of Governors.</p> <p>KC stated that there will be a renewed focus on improving communications with parents.</p> <p>JG offered to attend the Reception intake and speak to parents about the functions of the Governing Body and of the role of Governors.</p>	<p>Action 9</p> <p>Action 10</p>
19	<p><u>Governor Training</u> Following the Vision Meeting held with Penny Hollander at the school on 1 May, JG drew Governors' attention to the range of e-learning opportunities advertised in the quarterly Diocesan Quarterly Newsletter, pointing out that</p>	

	<p>these modules were designed for all Governors, not just those appointed by the PCC.</p> <p>It was noted that undertaking these online courses would be beneficial for Governors in preparation for the SIAMS inspection which is expected to take place this year.</p>	Action 11
20	<p><u>Draft Meeting Dates 2019 – 2020</u> The Draft Meeting dates for 2019 – 2020, including those for the Educational Standards, Health and Safety and Premises Committees yet to be initiated were discussed.</p> <p>A start time of 6pm for FGB meetings as suggested and agreed.</p>	Action 12
21	<p><u>Any Other Business</u> <u>Pupil Visit</u> EB invited pupils to visit the Garden Centre in order to enhance their understanding and knowledge of nature, plants and plant growing.</p> <p><u>FOSS Activity</u> VYB noted that the FOSS Bingo evening on 28 June 2019 and to which Governors are invited, will begin at 6.30pm.</p> <p>There was no other business.</p>	
	<p>JG closed the meeting at 9.05pm.</p> <p><u>Date of the next meeting: 3 July 2019 at 6pm.</u></p>	

SUMMARY OF ACTIONS

NO	ACTION	RESPONSIBILITY	DATE FOR COMPLETION
1	Governors interested in joining the Head Teacher Appraisal Panel to undertake Head Teacher Appraisal training.	CP – to circulate details of training availability. Interested Governors to undertake training.	When available (circulated 2/7/19) Depending on courses available.
2	Election of Staff Governor.	CP	As soon as reasonably possible. (Information given to staff 24/5/19. Closing date for nominations 30/6/19)
3	Link Governor with responsibility for the oversight of Health and Safety matters to be appointed.	Governors	As soon as possible.
4	Governors to review the SEF and direct their comments or questions to AM.	Governors	As soon as reasonably possible.

5	Governors to consider the SENDCo report (dated 23/1/19 to 1/5/19) and asked and direct any comments or questions to KC.	Governors	As soon as reasonably possible.
6	Governors to read KCSIE Part 2 and inform CP when they had done so.	Governors	As soon as reasonably possible. <i>(9 out of 13 Governors confirmed that they had read KCSIE Part 2 by 19/6/19)</i>
	Record of compliance to be maintained.	CP	Ongoing.
NO	ACTION	RESPONSIBILITY	DATE FOR COMPLETION
7	Reports of SEND and Reading Group meetings to be provided following meetings arranged for the week commencing 20 May 2019.	JC (CP to circulate to Governors).	When reports available. <i>(SEND meeting report dated 21/5/19 received 8/6/19 and circulated to Governors 1/7/19)</i>
8	Reports of three meetings with children and school visits to be circulated to Governors.	CP	When reports available. <i><u>Easter Church Service</u> report received 13/5/19. <u>Reception class bible visit</u> report received 13/5/19. <u>Prayer visit with Ruth Evans</u> report received 23/5/19) All three reports circulated on 3/7/19)</i>
9	Consideration to be given to the most suitable occasion to conduct the 2020 parents' survey.	Governors	Before April 2020
10	It was agreed that the format of parents' survey to be reviewed before next year's survey is conducted	Governors	Before April 2020
11	Diocesan e-learning to be accessed by Governors	Governors (JG / CP to assist with login information if necessary)	As soon as reasonably possible
12	2019 – 2020 timetable of Governors' Meetings to be amended to reflect change of start time for FGB Meetings before circulation.	CP	As soon as reasonably possible. <i>(Completed 16/5/19)</i>

