



SHAP C of E PRIMARY SCHOOL  
FULL GOVERNING BOARD MEETING

3 JULY 2019

ITEM		ACTION
2/3	<p><u>Attendees</u>            Steve Gee (SG) (Chair)            Anne Maud (AM) (HT)            Emma Bramley (EB) (until 6.45pm)            Katie Chappell (KC) (Asst. HT)            Jane Corrie (JC)            Julie Graham (JG) (Vice Chair)            Pauline Harron (PH)            Alun Hurd (AH)            Stacy Lewis-Wrobel (SLW)            Dorothy McColm            Diana Nicholson            Rebecca Williams (RW)            Vanessa Yerbes-Ballesteros (VYB)</p> <p><u>Apologies received</u>            None</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>	
4	<p><u>Declaration of Interests</u>            Katie Chappell and Jane Corrie: Item 10.</p>	
5	<p><u>Minutes of the Last Meeting and Matters Arising</u>            The minutes of the meeting of the FGB held on 15 May 2019 were agreed and signed by the Chair.</p> <p><u>Action 2: Election of Staff Governor.</u>            It was noted that there had been no applications for the Staff Governor vacancy. AM and KC undertook to instil interest in the position.</p> <p>There were no other matters arising.</p>	Action 1
6	<p><u>Correspondence</u>            There has been no correspondence since the last meeting.</p>	
7	<p><u>Complaint Update</u>            Recorded as a confidential minute.</p>	

8	<p><u>Ofsted Update.</u></p> <p>It was agreed that the inspection had been thorough and JG thanked those Governors who were able to attend.</p> <p>AM confirmed that the draft report had been received on 2 July; it contained one factual error which she had corrected before returning the draft to Ofsted to undergo their quality control procedures before the final version is issued.</p> <p>AM stated that it was hoped that the final report would be received before the end of term so that the content could be shared with staff and parents before the summer holiday.</p>	
9	<p><u>Governing Body Issues / Developments</u></p> <p>A discussion was held about improving ways of communicating and working together as a Governing Body.</p> <p>Suggestions included:</p> <ul style="list-style-type: none"> <li>• Meeting at the start of the next academic year in order to set some timeframes for the sharing of information. KC and JG noted that Governors having a very open approach to their role and the future direction of the Governing Body had been advocated at a recent Succession Training session and that some time spent working together away from formal meetings had been suggested.</li> <li>• The possibility of having a rotation for the office of Chair. (It was noted that both SG and JG's terms of office will be up for renewal in February 2020).</li> <li>• Repeating last September's exercise when the Governors and teaching staff met to discuss the development of the SDP.</li> </ul> <p><u>Governors' Comments.</u></p> <ul style="list-style-type: none"> <li>• The Governing Body has very little "power", beside the power to appoint or dismiss the Head Teacher, the role of the Governing Body is rather to demonstrate and exert good influence.</li> <li>• We hold ourselves and everyone involved in the school accountable.</li> <li>• If we feel that our knowledge is lacking, there is training available to increase our understanding.</li> <li>• The Ofsted Report will certainly indicate whether or not the Governing Body is "fit for purpose".</li> <li>• This year the Governors have worked much more closely with the school which has been very helpful.</li> <li>• As a school we have moved mountains this year.</li> <li>• The atmosphere in meetings has improved beyond measure this year.</li> </ul> <p>JG and SG noted that it had been a challenging year and that the necessary improvements to the Governing Body were still a "work in progress" but with everyone involved progress was being made.</p>	

	SG concluded by stating that the Governing Body included a wealth of experience and thanked Governors for their enthusiastic involvement in the process of change and development.	
10	<u>Update: Head Teacher Appointment</u> Recorded as a confidential minute.	
11	<p><u>Governing Body Committee Membership.</u> JG drew attention to the lists of committee membership which were circulated electronically on 1 July 2019, Governors had been asked to volunteer for committee membership and the circulated lists were the most recent drafts.</p> <p>It was noted that there remained some vacancies and volunteers were sought to complete these committees.</p> <p><u>Governors' Comments.</u></p> <ul style="list-style-type: none"> <li>• It would be useful to have a meeting of the Educational Standards Committee as soon as possible.</li> <li>• It is necessary to establish agenda standing items for each of the new committees.</li> </ul> <p>It was noted that dates for meetings of the new committees were included on the schedule of meeting dates on the timetable for 2019 / 2020.</p>	Action 2
12	<p><u>Advanced Capital Funding (ACF) Bid Update.</u> <u>Electrical work.</u> AM stated that two tenders have been received for the outstanding electrical work. Sarah Caton has submitted an ACF bid to the diocese, but it is understood that to protect their assets, the diocese require a consultant's report before granting funding. Consultancy fees will increase the overall cost of the work so Sarah Caton has asked for clarification from the diocese that the consultancy fees will be met by the diocese.</p> <p><u>IT equipment.</u> Sarah Caton has clarified that whilst ACF funding can be used to purchase IT hardware, the cost of software and licences must be met from delegated funds.</p>	
13	<p><u>Head Teacher Report</u> (including Fraud Report) AM presented her Head Teacher's Report</p> <p><u>Number on roll:</u> 95. <u>Expected number on roll for September 2019:</u> 85. <u>Attendance:</u> 96.10% <u>Authorised absence:</u> 2.82% <u>Unauthorised absence:</u> 0.78%</p> <p>AM noted that the school is working with the family of one persistent absentee. The percentage of unauthorised absence has increased which is felt to have been occasioned by attendance at a recent local wedding.</p>	

	<p><u>Progress and attainment.</u></p> <p><u>Year 6 SATs.</u> AM stated that the Year 6 SAT results would be available on 9 July 2019. 11 pupils took the test; one child with an EHCP did not sit the Maths or Reading tests, but will have a writing assessment.</p> <p>Following the Writing external moderation, 10 children (90%) reached the expected standard with one child (10%) achieving greater depth.</p> <p>Further information on the Year 6 SAT results will be provided at the next meeting of the FGB in October 2019.</p> <p><u>Year 1 Phonics.</u> 14 children in Year 1 took the phonics test; 11 children passed the test (79%).</p> <p><u>Year 2 Phonics Re-tests.</u> Both Year 2 children who retook the phonics tests this year achieved good passes.</p> <p><u>Year 2 SATs.</u> 10 children took the Year 2 SATs. <u>Reading:</u> 6 passed (60%). <u>Writing:</u> 6 passed (60%). <u>Maths:</u> 9 passed (90%). AM noted that the results underlined the success of the recent focus on Maths.</p> <p><u>KS1 Moderation.</u> KS1 moderation had to be deferred because of the Ofsted inspection.</p> <p><u>EYFS Moderation.</u> The EYFS moderation has been completed.</p> <p><u>Staff Appointments.</u> AM noted that Sarah Watton has been appointed HLTA; she will provide PPA cover as well as coordinating IT teaching throughout the school. In addition, Michelle Deighton has been appointed to the 15 hour TA post. Both new employees will take up their posts in September 2019.</p> <p><u>Year 6 Residential.</u> AM concluded by providing details of the Year 6 residential trip to Liverpool, noting that it had been enjoyed by pupils and staff alike and that she had received many compliments on the excellent behaviour of the children throughout their stay.</p> <p><u>Fraud Report.</u> There have been no incidents of fraud reported.</p> <p>SG thanked AM for her report.</p>	Action 3
14	<p><u>Health and Safety Update.</u> <u>Health and Safety Audit.</u> AM reported that she was completing a review of the findings recorded following the Health and Safety audit and that she would be discussing the content of Kym Allen's report with PH and SLW, Health and Safety Link Governors in due course.</p>	Action 4

	<u>Repairs to roof outside Nursery classroom.</u> A quotation for the necessary work has been received from M. Whittaker. In addition to the roof a new door is also required.	
15	<u>SEF Update</u> There was no update provided on the SEF, which will be redeveloped to reflect the new inspection framework from September 2019.	
16	<u>SEND Update</u> KC provided a brief update on her most recent SENDCo report (circulated electronically on 1 July 2019), mentioning in particular: <ul style="list-style-type: none"> <li>• <u>Swimming</u>: staff are working with parents of children with medical needs which have implications for swimming lessons.</li> <li>• “<u>Natterjacks</u>”: a lot of children are involved with these speech and language interventions for younger pupils.</li> <li>• Kitchen arrangements: plans are in place to provide school meals for a child with significant allergies. The catering staff have undergone training, menus have been planned and a separate refrigerator and freezer provided in order to reduce the risk of contaminating the child’s food with allergens.</li> </ul> <p>KC noted that a 23 hour EHCP has been confirmed for a Reception Class pupil from September 2019.</p> <p>KC concluded by stating that a significant amount of training concerning SEND issues had been undertaken recently.</p>	
17	<u>SIAMS Update</u> KC and JG stated that they would be attending a diocesan training event on 4 July 2019, which was scheduled to include further information concerning changes to the SIAMS inspection framework.	Action 5
18	<u>Safeguarding Update</u> AM provided an update on safeguarding. There have been no referrals to the Safeguarding hub since the last FGB meeting. <p>It was noted that the PREVENT and Channel training previously arranged for 19 June 2019 at Lowther School had been postponed because of the Ofsted inspection.</p> <p>The training is to be rearranged as soon as possible and all Governors are invited to attend.</p>	Action 6
19	<u>Reports from Link Governor / School Visits</u> Reports of the Summer term SEND Link Governor meeting, the May Governor / Staff Meeting and the June Governor / Teacher Partnership Meeting were circulated to Governors before the meeting. <p>JG noted that the Maths Link meeting had been postponed because of the Ofsted inspection, but that she remained in contact with AI.</p>	

	KC mentioned that the Inspector had been impressed with the Link Governor Meeting reports which she had seen during the inspection.	
20	<p><u>Forthcoming School Events</u></p> <p>AM mentioned the following events to which Governors are invited to attend:</p> <ul style="list-style-type: none"> <li>• 5 July 2019: <u>School Swimming Gala</u> at 10am.</li> </ul> <p>AM noted that very good progress had been made in swimming this year and that the swimming gala events would be organised on the basis of children's ability rather than their ages.</p> <ul style="list-style-type: none"> <li>• 8 July 2019: <u>Inter Schools Swimming Gala</u> at 1.30pm.</li> <li>• 8 July 2019: <u>Orienteering Event</u> from 3.30 -5.30pm.</li> <li>• 10 July 2019: <u>Sports Day</u> at 1.30pm. (Reserve Sports Day 17 July).</li> <li>• 19 July 2019: <u>Leavers' Service</u> (in church) at 2pm.</li> </ul> <p>RW asked for the Governors' appreciation to be recorded about the large amount of work done by the school staff in providing extra-curricular activities for the children.</p> <p>It was agreed that this contributed greatly to the broad and balanced education provided by the school, as had been acknowledged during the Ofsted inspection.</p>	
21	<p><u>Any Other Business</u></p> <p>One item was recorded as a confidential minute.</p> <p><u>Learning Improvement Service.</u></p> <p>It was noted that SC would be retiring from the Learning Improvement Service at the end of August.</p> <p>Fay Kabarra has been appointed as his successor.</p> <p>SC confirmed that Shap School would continue to receive support but he did not yet know if this support would be provided by the Governor Support Team.</p> <p>SG thanked SC for his input into the school for the past year.</p> <p><u>Retirements.</u></p> <p>Diana Nicholson retired from the Governing Body at the end of the meeting. She was presented with flowers and thanked for her service, with particular reference to her work on the Maths Group.</p> <p>Anne Maud will be resigning from the post of Head Teacher on 31 August 2019. She was presented with flowers and thanked not only for her years of service to the school, but also for her contribution to the Governing Body, both of which had been much appreciated.</p> <p>KC added an invitation to Governors to attend a special afternoon event on 18 July in honour of AM.</p> <p>There was no other business.</p>	
	<p>SG closed the meeting at 8.10pm.</p> <p><u>Date of the next meeting: 2 October 2019 at 6pm.</u></p>	

## SUMMARY OF ACTIONS

NO	ACTION	RESPONSIBILITY	DATE FOR COMPLETION
1	Election of Staff Governor.	AM / KC	As soon as reasonably possible.  <i>(Completed 24/7/19)</i>
2	Governors prepared to serve on Committees to inform JG.	Governors	As soon as reasonably possible.
3	Information on the Year 6 SAT results to be provided.	KC (Acting HT)	At FGB meeting 2/10/19
4	AM to discuss the content of the Health and Safety report with PH and SLW, Health and Safety Link Governors in due course.	AM	Before the end of the Summer term.
5	Following diocesan training in July 2019, further information concerning changes to the SIAMS inspection framework to be shared with the Governing Body.	KC / JG	At FGB meeting 2/10/19
6	PREVENT and Channel training to be rearranged; Governors are invited to attend.	CP – to circulate details of date / location when available.  Interested Governors to undertake training.	When available