



SHAP C of E PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BOARD MEETING

3 OCTOBER 2018

ITEM		ACTION
1	<p><u>Attendees</u> Chris Wood (CW) (Chair) Anne Maud (AM) (HT) Jane Corrie (JC) Julie Graham Stacy Lewis-Wrobel (SLW) Dorothy McColm Diana Nicholson Rebecca Williams (RW) – left the meeting at 8.30pm. Vanessa Yerbes-Ballesteros (VYB)</p> <p><u>Apologies received</u> Steve Gee (SG) (Vice Chair) Pauline Harron (PH) Alun Hurd (AH)</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>	
2	<p><u>Prayer</u> AM opened the meeting with a prayer.</p>	
3	<p><u>Declaration of Interests</u> None.</p>	
4	<p><u>Minutes of the last meeting</u> The minutes of the meeting of the Full Governing Board held on 4 July 2018 were agreed as a true record.</p> <p><u>Matters Arising and Actions</u> <u>Public Right of Way</u> AM reported that since it would cost in the region of £5,000 to amend the Ordinance Survey map to reflect the locking of the gate, the right of way remains in place and the potential risk is being managed through risk assessment, as before.</p> <p><u>Update Register of Pecuniary Interests</u> The Register of Pecuniary Interests is up to date and ready to be posted on the school website.</p>	Action 1

	<p><u>Governors' Profiles</u> Proformas distributed to Governors prior to the meeting.</p> <p><u>Governors' Code of Conduct</u> Signed by those Governors present at the meeting</p> <p><u>Retirement of Lonsdale Foundation Trust Governor</u> CW confirmed that Adele Bindloss, who retired as a Lonsdale Foundation Trust Governor in July 2018, has been presented with a plaque to commemorate her 40 years of service to the school.</p> <p><u>Appointment of New Lonsdale Foundation Trust Governor</u> Julie Graham was welcomed to the Board as a new Lonsdale Foundation Trust Governor. She was appointed by the Lonsdale Trust as successor to Adele Bindloss.</p> <p><u>Re Appointment of PCC Governor</u> DMcC confirmed that she had been reappointed for a further term of office by the PCC.</p> <p><u>Governor Vacancies</u> There remain vacancies on the Governing Board for a Staff Governor and a Co-opted Governor. The election of a Staff Governor will take place shortly.</p> <p><u>Enhanced School Status</u> Addressed as a separate agenda item.</p> <p>There were no other matters arising not included in this agenda.</p>	<p>Action 2</p> <p>Action 3</p> <p>Action 4</p>
4.6	<p><u>Enhanced School Status</u> SC explained that the LA has a duty to monitor the standard of all maintained schools.</p> <p>Maintained schools are "graded" in terms of the support they need from the Learning Improvement Service; those graded "Universal Support" are deemed to be in less need than those graded "Enhanced Support".</p> <p>Schools graded "Comprehensive Support" are usually those which demonstrate serious weaknesses.</p> <p>The year before last AM asked for assistance from the Learning Improvement Service and support was provided by David Salmon.</p> <p>Following the most recent Ofsted Inspection Shap School's rating remained unchanged at "good". As it was an inspection under s.8, the rating could not have been changed, but the next one will be under s.5, meaning that the rating could be changed, depending on the outcome of the inspection.</p> <p>The Government sets a series of thresholds for schools; Shap School's results have fallen below the floor standard for three years, which means that it is now rated as a "coasting" school and is in line for support to make improvements.</p>	

	<p>SC continued that as the school is now in line for Enhanced Support, he had visited the school following the inspection with a view to supporting improvements before the next Ofsted visit.</p> <p>The plan is for the Learning Improvement Service to assist the school to reach the level required to achieve a “Good” rating at the next Ofsted inspection and then to withdraw.</p> <p><u>Governors’ Questions</u> <u>What areas in particular are you looking at to improve?</u> <u>SC:</u> The School Development Plan identifies areas of improvement which tie in with the Governing Body having a greater grasp on the strategic direction of the school. This has been discussed with the Chair who pointed out that Governor training has been identified as being a priority. There are several options for extending Governor training which include participation in Cluster events, engaging in training provided by the Governor Support Team and training provided by SC himself.</p> <p>We should be concentrating on improving outcomes in Maths too, by looking at teaching, engaging in Book Scrutinies and identifying where outside assistance would be of benefit.</p> <p><u>Would you consider it to be a negative or a positive for the school to be in receipt of Enhanced Support?</u> <u>SC:</u> It would be hoped that it is seen as a positive move, but it does not need to be viewed as either negative or positive. Unlike Ofsted judgments, there is no onus on the school to make the enhanced support known publically. The Learning Improvement Service is involved simply to provide the support needed by the school to raise it to the level where it will be rated as “good” in all areas.</p> <p><u>Will the school be in receipt of any additional funding to make the necessary improvements as a result of the “Enhanced Support”?</u> <u>SC:</u> The support envisaged is support in kind, rather than financial support, although if anything is identified where some additional funding would be of clear benefit, it may be that a small amount might possibly be found.</p> <p><u>Will you be here when the next Ofsted inspection takes place?</u> <u>SC:</u> Someone from the Learning Improvement Service will be in attendance, depending on who is available when the inspection takes place.</p> <p><u>Is there an assumption that a school’s performance should improve year on year?</u> <u>SC:</u> There used to be that assumption; now however a sustained record of good results is what is looked for.</p> <p><u>At what point will the Regional Schools Commissioner take an interest in the school’s performance?</u> <u>SC:</u> The Regional Schools Commissioner’s office may be in contact to ascertain what actions are being taken in the target areas identified for improvement. Other former “coasting” school in the area have not encountered any difficulties with the Regional Schools Commissioner.</p>	
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	<p><u>Governors' Comments</u></p> <ul style="list-style-type: none"> • A member of the Learning Improvement Service at the next Ofsted inspection will be much appreciated as at least some of the Governors found the last inspection stressful. • It is clear that we need to be trained and educated in order to be fully prepared for the next inspection. • What the school is doing now is making a positive impact on our progress. • We need to concentrate on interpreting data in order to assess progress. <p>CW thanked SC for his contribution to the meeting.</p>	
5	<p><u>Correspondence to 3 October 2018.</u> A message of thanks has been received from Adele Bindloss for the gifts received on her departure from the Governing Body.</p> <p>There has been no other correspondence since the last meeting.</p>	
6	<p><u>Standing Reports</u> <u>Head Teacher's Report</u> AM presented her Head Teacher's Report (previously circulated to Governors electronically)</p> <p><u>6.2: Fraud Report</u> No incidents of fraud presently under investigation.</p> <p><u>6.3: Safeguarding Report</u> Confidential Item</p> <p><u>Premises.</u> AM concluded he report by noting that the boiler work had been completed during the summer holidays; the few minor outstanding issues will be addressed in the near future. 90% of the cost of the work had been met by the diocese, leaving the school to fund the remaining 10%.</p> <p>There were no further issues to report.</p> <p><u>6.4: SEND Report</u> An update on current SEND provision was provided by JC, SEND Link Governor.</p> <p>There were no questions from Governors concerning the SEND Report.</p> <p><u>6.5: Pupil Premium</u> AM stated that most of this year's cohort of Pupil Premium children are very able. In common with many other schools, some difficulty has been encountered in encouraging parents with eligible children to apply for Pupil Premium.</p>	

	<p>Until quite recently parents were able to identify the personal financial benefit accruing to Pupil Premium, that is, free school meals. Since the advent of free school meals for all children in Reception and Years 1 and 2 however, the benefit of Pupil Premium funding is less obvious.</p> <p><u>6.6: Number on Roll</u> There are presently 90 children on the Roll.</p> <p><u>6.7: Risk Register</u> CW encouraged Governors to familiarise themselves with the Risk Register, a copy of which is kept in the School Office. The Risk Register is intended to highlight the areas of risk, or potential risk that are likely to be faced by the school.</p> <p>AM noted one significant risk to the maintenance of a balanced budget was the reduction in funding provided to support children with EHCPs, as a proportion of each EHCP has to be funded from the main school budget.</p> <p>In order to manage this risk, it is vital that there is a clear focus on the number of EHCPs that the school is called on to support and that accurate predictions are made about the costs that are likely to accrue as a result.</p> <p><u>6.8: Budget Control</u> CW reported that difficulties had been experienced in attempting to obtain the current budget information from Capita.</p> <p>In the absence of the school's regular Bursar, Nya Weatherill* the meeting of the Finance Committee held on 20 September 2018 was attended by another Capita employee who was unfamiliar with the school and unable to access any relevant information.</p> <p>It was, therefore an unsatisfactory meeting and contact is to be made with Capita to discuss what steps they intend to take in order to improve the situation in future.</p> <p>No minutes of this meeting were available to circulate.</p> <p><i>* Since this meeting we have been saddened to hear that Nya Weatherill has died.</i></p>	
6.9	<p><u>School Improvement / Ofsted Plan Progress</u> CW presented his overview and analysis of the summer 2018 KS2 results.</p> <p>AM pointed out that as yet the KS2 results were unvalidated, so no major decisions should be based on them and in addition, not all the national data has been made available yet, so no comparisons can be drawn at present.</p> <p>Some actions however have been taken already; Angela Idle and Katie Chappell have identified each child in KS2 who is in need of intervention. These interventions are being provided, in the form of a 10 minute extra session at break times.</p>	

	<p>Review meetings are held about each child following four weeks of intervention, all of which represents a huge commitment on the part of the staff involved.</p> <p>In addition a dip in progress has been identified in some children as they move from KS1 to KS2. In some cases this can be attributed to children who join the school at KS1 with over inflated progress indicators from their previous schools or nurseries, thus appearing not to achieve their potential when reassessed by our KS1 teachers.</p> <p><u>Governors' Questions</u></p> <p><u>Why was there a drop in Maths performance last year?</u> <u>AM:</u> We noticed a dip in levels whilst using "Big Maths" when it became clear that not everything was becoming embedded although when a child reaches the required level we stop and broaden that particular topic.</p> <p><u>Why did the school take up "Big Maths"?</u> <u>AM:</u> It was an initiative taken up by the Cluster; it is in fact a good tool which we incorporate with other Maths lessons.</p> <p><u>How long will you be giving "Big Maths" to bed in?</u> <u>AM:</u> We are committed to it now, although we have removed it from the curriculum.</p> <p><u>How would we, as a Governing Body, know that interventions in Maths are being effective?</u> <u>AM:</u> AI keeps weekly records tracking each child's progress.</p> <p><u>How do SATs results show progress in Maths?</u> <u>AM:</u> By analysing the papers, that is which questions have been answered correctly, incorrectly or not attempted, we can tell what has, or hasn't been taught effectively.</p> <p><u>What progress is being made in Reading?</u> <u>AM:</u> During the inspection, the focus of the HMI was on reading outside the classroom. We are providing guided reading in school, focussing on improving comprehension, but reading at home is very important.</p> <p>We have reading records to be completed at home. We have been able to identify which children are receiving a lot of support at home, which are receiving enough and those who are actually receiving very little help.</p> <p>We invite the parents of children who receive very little or no help with reading at home into school to offer them some support but not all the parents we wish to include cooperate with our efforts.</p> <p>If a child has no reading record and appears to have no support at home with their reading, we attempt to compensate for this at school, but this is not always simple as the resources required are not always available.</p>	
6.13	<p><u>Governance Improvement Plan</u></p> <p><u>Governor Training</u></p>	

	<p>CP confirmed that the Governor Support Team schedule of training events had been recirculated to Governors on 29 September 2018.</p> <p>SC pointed out that as the school is now in receipt of enhanced support, the GST do not charge for attendance at their training events. In addition, they are able to offer some training modules to Governors in their own schools.</p> <p>Governors were reminded to, that the school subscribes to “Modern Governor” which provides a large range of easily accessible online training modules.</p>	Action 5																								
7	<p>7.1: Link Governors’ Reports There were no Link Governor reports.</p> <p><u>7.2: Appointment of Link Governors / Subject Group Governors.</u> The following Link Governor Appointments were agreed:</p> <table border="1"> <tr> <td>MATHS GROUP</td> <td>READING GROUP</td> </tr> <tr> <td>Julie Graham</td> <td>Jane Corrie</td> </tr> <tr> <td>Diana Nicholson</td> <td>Dorothy McColm</td> </tr> <tr> <td>Vanessa Yerbes Ballesteros</td> <td>Rebecca Williams</td> </tr> </table> <table border="1"> <tr> <td>PARENTAL ENGAGEMENT</td> <td>SCHOOL DATA / PUPIL PROGRESS and ATTAINMENT</td> </tr> <tr> <td>Stacy Lewis-Wrobel</td> <td>Vanessa Yerbes Ballesteros</td> </tr> <tr> <td>Chris Wood</td> <td>Chris Wood</td> </tr> </table> <table border="1"> <tr> <td>CHRISTIAN WORSHIP</td> <td>COMMUNICATION</td> </tr> <tr> <td>Pauline Harron</td> <td>Steve Gee</td> </tr> <tr> <td>Alun Hurd</td> <td>Stacy Lewis-Wrobel</td> </tr> </table> <table border="1"> <tr> <td>SAFEGUARDING / SEND / PP</td> <td>PREMISES, HEALTH & SAFETY</td> </tr> <tr> <td>Jane Corrie</td> <td>Steve Gee</td> </tr> </table>	MATHS GROUP	READING GROUP	Julie Graham	Jane Corrie	Diana Nicholson	Dorothy McColm	Vanessa Yerbes Ballesteros	Rebecca Williams	PARENTAL ENGAGEMENT	SCHOOL DATA / PUPIL PROGRESS and ATTAINMENT	Stacy Lewis-Wrobel	Vanessa Yerbes Ballesteros	Chris Wood	Chris Wood	CHRISTIAN WORSHIP	COMMUNICATION	Pauline Harron	Steve Gee	Alun Hurd	Stacy Lewis-Wrobel	SAFEGUARDING / SEND / PP	PREMISES, HEALTH & SAFETY	Jane Corrie	Steve Gee	
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8.6	<p><u>Approval of Governor Approved Three Year Budget Plan 2018-2021</u> CW provided an overview of the Governor Approved Three Year Budget Plan 2018-2021 which is due for submission to the Local Authority.</p> <p>The number of children in Reception this year was questioned; the budget paper listed seven, whereas there are in fact 14, which indicates that income might be slightly higher than the figure quoted.</p> <p>AM stated that the figures would be rechecked by the Office Manager before the budget was submitted.</p>	Action 6																								
9	<p><u>Policy Review</u> The following CCC Policies are due to be reviewed:</p>																									

	<ul style="list-style-type: none"> Teachers' Pay Policy. Appraisal Policy. Behaviour Policy: AM is reviewing the Behaviour Policy with RW. <p><u>Kym Allen Health and Safety Consultants Policy for review</u></p> <ul style="list-style-type: none"> Health and Safety Policy: SG is reviewing the Health and Safety Policy. <p>SC pointed out that it is advisable to check all generic CCC policies and any policies originating from KAHSC before adopting them to ensure that they are suited to the requirements of the school.</p> <p>AM agreed to clarify which policies need to be ratified and adopted by the Governing Body and which do not.</p>	<p>Action 7</p> <p>Action 8</p> <p>Action 9</p>
11	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> <u>Keeping Children Safe in Education (2018)</u> Those Governors who had read the document Keeping Children Safe in Education (2018) (previously circulated electronically) signed to confirm that they had done so. CP will recirculate the document for the remaining Governors to read. <u>Ofsted Data</u> AM to contact VYB about accessing Ofsted data information. <u>Photocopying costs</u> In view of the costs associated with photocopying, Governors were asked to inform CP if they are able to access documents electronically at meetings, so that the number of paper copies of minutes and associated papers can be reduced to the minimum needed. <u>Staff Survey</u> CW asked if AM was happy to have a Staff Survey conducted by the Governing Body. AM replied that she would have no objection. She agreed to discuss the matter with SG, Health and Safety Link Governor. <u>Children's Behaviour</u> DN stated that whilst rightly the focus of the meeting had been on the importance of school improvement, it was worthy of note that the behaviour of the pupils during her visits was always excellent and there could be no doubt that it was a happy school, with happy children. <p>There was no further business</p> <p>CW closed the meeting at 9.10pm.</p>	<p>Action 10</p> <p>Action 11</p> <p>Action 12</p> <p>Action 13</p>
11	Date of next meeting: <u>Wednesday 5 December 2018 at 7pm</u>	

SUMMARY OF ACTIONS

NO	ACTION	RESPONSIBILITY	DATE FOR COMPLETION
1	The Register of Pecuniary Interests to be posted on the school website	CP.	As soon as possible.
2	Governors to complete proforma for inclusion on the school website.	Governors CP to arrange inclusion of the website	As soon as reasonably possible.
3	All Governors to sign the Governors' Code of Conduct. Completed document to be included on the School website.	Governors CP to arrange inclusion of the website	As soon as reasonably possible.
4	Election of new Staff Governor	CP.	Completed 20/10/18
5	Contact GST to arrange bespoke Governor training.	CP.	Response received from GST 15/10/18. First training session delivered by GST on 14/11/18
6	Budget figures to be rechecked by the Office Manager before submission.	AM / SCa	Prior to submission deadline.
7	Review of Behaviour Policy	AM / RW	As soon as reasonably possible.
8	Review of KAHSC Health and Safety Policy.	SG	As soon as reasonably possible.
9	AM to clarify which policies need to be ratified and adopted by the Governing Body.	AM.	As soon as reasonably possible.
10	Keeping Children Safe in Education (2018) to be recirculated.	CP	Prior to next meeting
NO	ACTION	RESPONSIBILITY	DATE FOR COMPLETION
11	AM to contact VYB about accessing Ofsted data information.	AM	When convenient.
12	Governors to inform CP if they are able to access documents electronically at meetings	Governors	As soon as reasonably possible.
13	AM to discuss potential Staff Survey with SG.	AM / SG	As soon as reasonably possible.