



SHAP C of E PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BOARD MEETING

5 DECEMBER 2018

ITEM		ACTION
1	<p><u>Attendees</u> Steve Gee (SG) (Vice Chair) Anne Maud (AM) (HT) Jane Corrie (JC) Julie Graham Pauline Harron (PH) Paul Mackley (PM) Dorothy McColm Diana Nicholson Rebecca Williams (RW) Vanessa Yerbes-Ballesteros (VYB)</p> <p><u>Apologies received</u> Alun Hurd (AH) Stacy Lewis-Wrobel (SLW)</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>Governors' Code of Conduct</u> The Governors' Code of Conduct was signed by those Governors present at the meeting who were not in attendance at the meeting on 3 October 2018.</p>	
5	<p><u>Welcome New Governor</u> The new Staff Governor, PM was welcomed to the Governing Body by the Vice Chair.</p>	
6	<p><u>Correspondence</u> Chris Wood tendered his resignation, both as Chair and from the Governing Body with immediate effect on 7 November 2018.</p> <p>There has been no other correspondence since the last meeting.</p>	
7	<p><u>Election of Chair</u> An election was held to appoint a new Chair. SG was nominated by JC and the nomination was seconded by PH.</p>	

	<p>SG was elected unanimously and accepted the position on the condition that a 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 Vice Chair by SG and the nomination was seconded by DN.</p> <p>JG was elected unanimously and accepted the position of Vice Chair.</p>																					
8	<p><u>Minutes of the last meeting</u> SC noted an error in the minutes of the meeting of the Full Governing Body held on 3 October 2018.</p> <p><u>Item 4.6 Enhanced Status.</u> “Floor standard” was amended at paragraph 6 to read “coasting standard”. In addition, the spelling of David Salmon’s name was corrected.</p> <p>The minutes were then agreed as a true record and signed by the Chair.</p> <p><u>Matters Arising</u> <u>Item 6.8 Budget Control</u> <u>Governor’s Question</u> <u>Have Capita allocated another Bursar to the school?</u> <u>AM:</u> Yes. The service we are receiving from Capita is, however less than satisfactory. SC (Office Manager) is considering the possibility of transferring to a different payroll provider in future.</p> <p>There were no other matters arising not included in this agenda.</p>																					
9	<p><u>Confirmation of Link Governor Positions</u> Following the recent resignation from and appointment to the Governing Body, adjustments to Link Governors and Subject Group responsibilities 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>Anne Maud</td></tr><tr><td>Rebecca Williams</td><td>Vanessa Yerbes Ballesteros</td></tr></table> <table border="1"><tr><td>CHRISTIAN WORSHIP</td><td>SAFEGUARDING / SEND / PP</td></tr><tr><td>Pauline Harron</td><td>Jane Corrie</td></tr><tr><td>Alun Hurd</td><td></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	Anne Maud	Rebecca Williams	Vanessa Yerbes Ballesteros	CHRISTIAN WORSHIP	SAFEGUARDING / SEND / PP	Pauline Harron	Jane Corrie	Alun Hurd		
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	<table><tr><td>PREMISES, HEALTH &SAFETY</td></tr><tr><td>Paul Mackley</td></tr></table> <p>It was agreed to combine Parental Engagement and Communications into a single Subject Group.</p> <p>A Governor asked for the Link Governor Visit Record Forms to be prepopulated with the strategic objectives for each Subject Group.</p> <p><u>Governor's Question</u> <u>Do we need a second Safeguarding Governor?</u> <u>SC:</u> The recommendation is to have at least two Governors with oversight of Safeguarding, because of the breadth of the remit. <u>SG:</u> Katie Chappell is an extremely competent Safeguarding link.</p> <p>It was agreed that the option of nominating a second Governors with oversight of Safeguarding would be discussed at the next meeting of the Full Governing Body in February.</p> <p><u>Finance Committee</u> It was agreed that the Finance Committee should consist of SG, JG, AM and VYB, with the Chair being appointed at the next committee meeting, which should take place before the end of this term on a date to be decided by the Committee members.</p> <p>It was agreed further that Terms of Reference for the Finance Committee should be developed and adopted and that the Committee should meet three times a year should meet three times a year.</p>	PREMISES, HEALTH &SAFETY	Paul Mackley	Action 1
PREMISES, HEALTH &SAFETY				
Paul Mackley				
		Action 2		
		Action 3		
		Action 4		
		Action 5		
10	<p><u>Head Teacher's Report</u> AM presented her Head Teacher's Report (circulated to Governors electronically on 4 December 2018)</p> <p>There are presently 90 children on the Roll.</p> <p>AM began by clarifying that five children would be joining the Nursery in January 2019, increasing the number of pupils from 16 to 21.</p> <p><u>Staffing</u> From January 2019, two children will have EHCPs. BL will be taking maternity leave for two terms.</p> <p>In BL's absence, the two children with SEN will be assisted by SC during the mornings and PM has been issued with a temporary contract, in which the two children concerned are named, to support them during the afternoons.</p> <p>BM, who presently volunteers at the school has been appointed to a temporary TA post for two terms.</p> <p><u>Governor's' Questions</u> <u>Was the post advertised?</u> <u>AM:</u> Not externally. It was agreed that the CCC policy on recruitment should be reviewed at the next meeting of the Full Governing Body.</p>			

Action 6

How are the additional hours of support required by EHCPs funded?

Attendance

Attendance	96.03%
Authorised absence	2.71%
Unauthorised absence	1.01%

The attendance figures are commendable.

AM continued by saying that Maths and Reading assessments have been completed and the results are in the process of being analysed.

Governor's Question

AM: No, there are also interventions which consist of extension work for those of higher ability.

Staff appraisals have taken place, with the Head Teacher's being completed on 29 November. Appraisal targets are linked to the SDP and to the Subject Leaders' Action Plans.

A Fire Safety Audit was completed in September by Kym Allen Health and Safety Consultants; all issues raised as priorities have been addressed.

KAHSC will be returning at our request in April 2019 to conduct a Health and Safety Audit to ensure that the school remains compliant with all the relevant Health and Safety regulations.

AM continued by stating that there are issues with the flat roof over the entry to the Nursery, which continues to leak and cause, damage to the plaster on the wall beneath. A large crack has been found in the roof, so the problem is greater than originally thought.

Action 7

	<p>Temporary measures to alleviate the problem are to be undertaken now and a permanent repair, paid for mainly by the Diocese will be effected in the Spring,</p> <p>AM concluded her report by mentioning some of the pre-Christmas events at the school to which Governors are invited to attend.</p> <p><u>Fraud Report</u> No incidents of fraud presently under investigation. SG thanked AM for her report.</p>	
11	<p><u>School Strategic Improvement Meeting Feedback</u> SC provided feedback from the School Strategic Improvement Meeting.</p> <p>The LA no longer arrange routine School Strategic Improvement Meetings; the current practice is to for an advisor from the Learning Improvement Service to meet with the Head Teacher for an in depth discussion about the progress the school is making in relation to the School Improvement Plan.</p> <p>SC confirmed that he will be meeting AM during January in order to review progress before providing critical feedback concerning the prospects of a future Ofsted grading.</p> <p><u>Governors' Questions</u> <u>It is clear that through the school's enhanced status has resulted in supervision, but is there any financial support available?</u> <u>SC:</u> Yes, some financial support is being provided. SC stated that his role was not simply to monitor the school's progress. The school is in line for SLE and the Learning Improvement Service will be responsible for that cost.</p> <p>In addition, AM, together with the Head Teacher of Lowther School, has access to an Associate Head Teacher and training is being provided by the Governor Support Team at no cost to the school.</p> <p><u>Does the school have a Self-Evaluation Document?</u> <u>AM:</u> Yes. It is being updated and will be shared with Governors in due course. In addition Governors are familiar with the Post Ofsted Action Plan. <u>SC:</u> There is no requirement for the school to have a Self-Evaluation Document, but it can be a useful tool, particularly if it is a short and well-focussed document.</p> <p>SC concluded by stating that he would be in a position to provide Governors with an update on the school's progress at the next FGB meeting, following his meeting in January with AM.</p> <p>SG thanked SC for his report and for the assistance he and the Learning Improvement Service are providing for the school.</p>	Action 8
12	<p><u>SIAMS Information</u> AM reported that she had completed training in SIAMS Inspection in October. There will be a new schedule for SIAMS inspections from 2019.</p> <p>AM continued by providing further information including the new descriptors and stated that Deborah Smith, Deputy Director of Education for the Diocese of Carlisle will be providing training at the school in due course.</p>	

	<p>AM continued that the action plan created following the last SIAMS inspection does not fit with the new inspection framework.</p> <p><u>Governors' Comments</u></p> <ul style="list-style-type: none"> • It is necessary that questions relating to R.E. are asked at Governors' meetings, so that awareness of the issues can be evidenced. • It was suggested that two strands should be identified and discussed at each meeting. • It was suggested that AM might consider adding "RE Activity" as a standing item on her HT report. 	<p>Action 9</p> <p>Action 10</p> <p>Action 11</p>
13	<p><u>SEND Report</u></p> <p>AM presented the SEND Report provided by KC, SENDCo (circulated to Governors electronically on 3 December 2018), noting that all staff have completed twilight autism training recently, specifically focussed on children with autism attending the school.</p> <p>AM noted that KC's workload is huge at present, particularly so as there are four children with EHCPs currently attending the school.</p>	
14	<p><u>Safeguarding Update</u></p> <p>AM reported that she had completed Leadership and Management of Safeguarding Refresher Training and PREVENT training.</p> <p><u>Governor's Question</u></p> <p><u>Could there be a conflict between the requirements of the GDPR and safeguarding responsibilities in respect of sharing personal information?</u></p> <p><u>SC:</u> The requirements of the GDPR would be overridden in cases of safeguarding concerns.</p> <p>SC continued by stating that Multi Agency Partnerships, which are required to liaise with schools are replacing Local Safeguarding Children's Boards. There is no longer a requirement for local authorities to have a LSCB, however Cumbria has yet to decide what route to take, so the LSCB remains in place and is continuing to function at present.</p>	
15	<p><u>Budget Position</u></p> <p>AM presented information about the current budget position. Following the death of the school's former bursar, Nya Weatherill, Capita has supplied a new bursar; even so the service being received from Capita at present is not entirely satisfactory.</p> <p>The possibility of changing to a new payroll provider is being considered, however there is not time to arrange this in time for the start of the next financial year.</p> <p>AM circulated copies of the Capita Children's Services Budget Control Report for October 2018 / 2019, which included notes about variances both to income and to the allocation of the staffing budget.</p> <ul style="list-style-type: none"> • <u>Governors' Three Year Budget Plan</u> <p>AM continued that the Governors' Three Year Budget Plan, as agreed and signed at the FGB meeting on 3 October 2019 has been accepted</p>	

	<p>The figures entered for 2020 / 2021 are necessarily a projection based on previous trends as it is impossible to estimate the future financial situation exactly.</p> <p>AM confirmed that the financial cost of recent staff absence has been met by the insurance held for this purpose. Whilst two good supply teachers, one of whom also engaged in lesson planning have been of great assistance, costs in time have been high as AM has taught additional Years 5 and 6 lessons.</p>	
16	<p><u>School Financial Value Statement</u> A draft version of the SFVS was circulated to Governors electronically on 3 December 2018.</p> <p>SG confirmed that the outstanding work on the SFVS will be completed in time for it to be submitted to the Local Authority before the deadline on 22 February 2019.</p>	Action 12
17	<p><u>Reports from Link Governor Visits</u> <u>Maths Group</u> JG provided an update on the Maths Group meetings held with AM and members of the teaching staff.</p> <p>The report of the meeting held on 30 October 2018, with amendments was circulated electronically to Governors on 3 December.</p> <p>JC circulated a detailed report of the second meeting which covered:</p> <ul style="list-style-type: none"> • The Maths Action Plan, which is a working document, updated and reviewed regularly. Copies will be available to Link Governors in due course. • Challenging the most able pupils, which is being addressed through the use of resources including booklets providing a range of SAT questions in short papers, some of which could be used to set homework tasks. • Maths Interventions, including short interventions for pupils who are under achieving. Records of progress demonstrate that pupils benefit from these short interventions. • Homework, including managing the expectations of parents some of whom consider that there is either too much or too little homework set. <p>JG concluded by stating that a further Maths Group meeting is scheduled to take place in January with an update planned for the February meeting of the FGB.</p> <p><u>Reading Group</u> JC provided an update on the Reading Group meeting held with AM on 29 November 2018; notes from the meeting were circulated electronically to Governors on 3 December.</p> <p>Topics covered included:</p> <ul style="list-style-type: none"> • Analysis of the 2018 SATs results which showed that boys performed better than girls. Pupils with SEN had tended to make poor progress, so 	

	<p>interventions had not been sufficiently effective for some children who struggle with the meaning of words and using them appropriately.</p> <ul style="list-style-type: none"> • No specific trends were identified for gaps in understanding. • Year 1 phonics results were good, but Year 2 SATs were not, demonstrating that comprehension requires strengthening. The “Cracking Comprehension” scheme has been introduced in KS2. • PIRA assessments are being made each term by teachers, which allow for the tracking of year groups and individual pupils. • .Family engagement with children’s reading. A set of laminated cards have been devised which are sent to parents thanking them for hearing their children read at home, or encouraging them to read more with their children. These cards are not sent to parents who appear not to hear their children read; a more direct and individual approach is necessary in these cases, although even that it is not always successful. For those children additional opportunities are made for them to read at school. • There are plans in place to produce cards with comprehension pointers to encourage parents to help their child to understand what they are reading. • Reading attainment and progress is monitored during meetings held with staff and when necessary, interventions are put in place for individual pupils. <p>A further Reading Group meeting will take place in the Spring term.</p>	
18	<p><u>Governor Training</u> The Governor Support Team provided a two hour training session at the school on 14 November 2018 which was attended by ten Governors.</p> <p>It was agreed to have been very beneficial, and two more sessions are to be arranged for the Spring term.</p> <p>It was noted that a range of online training modules are available on Modern Governor and JG offered to assist Governors to access the website.</p> <p>Governors were reminded to notify CP when they had completed any modules in order for the training records to be maintained accurately.</p>	Action 13
19	<p><u>Policy Review</u> The Lettings Policy (circulated to Governors electronically on 3/12/19) was agreed before being signed by the Chair.</p>	
20	<p><u>Any Other Business</u> <u>Fischer Family Trust</u> AM agreed to provide VYB with the log in details to access FFT data.</p> <p>There was no further business</p> <p>SG closed the meeting at 9.10pm.</p>	Action 14

	Date of next meeting: <u>Wednesday 6 February 2019 at 7pm</u>	
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SUMMARY OF ACTIONS

NO	ACTION	RESPONSIBILITY	DATE FOR COMPLETION
1	PM to be provided with the KAHSM model Health and Safety Inspection documents.	CP.	Completed 16/12/18
2	Link Governor Visit Record Forms to be prepopulated with the strategic objectives for each Subject Group.	CP.	Completed 16/12/18 (Reading) and 31/12/18 (Parental Involvement)
3	The option of nominating a second Governors with oversight of Safeguarding to be discussed.	Governors	6/12/19
4	Date to be arranged for next Finance Committee Meeting.	CP / Finance Committee members	Before 21/12/18 <i>(Meeting held 20/12/18)</i>
5	Terms of Reference for the Finance Committee should be developed and adopted	CP / Governors	For first meeting of the Finance Committee
6	CCC Recruitment Policy to be agenda item for next FGB meeting.	CP	For 6/2/19
7	AM and VYB to meet to discuss PUMA and PIRA data	AM / VYB	When convenient.
8	SC to provide Governors with an update on the school's progress.	SC	For 6/2/19
9	Consideration to be given about questions relating to R.E.to be asked at Governors' meetings.	Governors	Ongoing
10	Consideration to be given to two strands being identified for discussion at each meeting.	AM / PH	Ongoing
11	Consideration to be given to including "RE Activity" as a standing item on her HT report	AM	When convenient.
12	SFVS to be completed ready for submission.	SG / CP	Before 22/2/19
13	Governors to notify CP when training modules are completed.	Governors	Ongoing
14	FFT log in information for VYB	AM	When convenient.