



Full Governing Body Meeting: Tuesday 22 June 2021 at 6.30pm Venue: Virtual Meeting

Present:	Rev Craig Bentley (Rev CB)	(Foundation Governor)
	Mr Chris Granger (CG)	(Parent Governor)
	Mrs Rachel Hayes (RH)	(Staff Governor)
	Mrs Helen Loney (HL)	(Parent Governor)
	Mrs Jules Natlacen (JN)	(Foundation Governor) Vice Chair
	Mrs Rebecca Shiels (RS)	(Co-opted Governor)
	Mrs Claire Toone (CoG)	(LA Governor) Chair
	Mrs Andrea Walker (HT)	(Head teacher)
	Rev Angela Whittaker (Rev AW)	(Foundation Governor) Vice Chair
In attendance:	Mrs Fiona Hadwin (AHT)	
	Miss Charlotte Harrison (DHT elect)	
	Mr Bernard Mitchell (Bursar)	
Clerk:	Sarah Williamson (Clerk)	(NYCC Clerking Service)

21/51 Welcome, Introductions and Chair's opening remarks

The Chair welcomed everyone to the meeting, particularly Mr Bernard Mitchell (Bursar), Mrs Fiona Hadwin (Assistant Headteacher AHT) and Miss Charlotte Harrison, all of whom were in attendance.

21/52 Apologies

Governors noted the absence of Mrs Wheatley (Co-opted governor).

21/53 Identification of Confidential Items

No confidential items were identified at this stage of the meeting.

21/54 Declarations of Interest

None

21/55 Governance

a) Consideration of Item 13a Election of Chair of Governors and Succession Planning

The Chair proposed that governors appoint the new Chair at this stage of the meeting.

Governors agreed to take this agenda item at this point in the meeting.

Governors noted Mrs Natlacen's willingness to stand. There were no other nominations.

[At 6.36pm Mrs Natlacen went into the waiting room]

Mrs Natlacen, as joint Vice-Chair, has been working closely alongside Mrs Toone since March. Governors noted that Mrs Natlacen has indicated she is only available for this role for one year.

[At 6.39pm Mrs Loney joined the meeting]

Governors unanimously agreed to elect Mrs Natlacen as Chair with immediate effect.

[At 6.41pm Mrs Natlacen rejoined the meeting]

Mrs Natlacen (Chair) thanked Mrs Toone for her service to the school as a governor over the last 4 years and as Chair since 2019.



b) Succession Planning

Mrs Natlacen invited governors to consider the role of joint Vice-Chair alongside the Rev Whittaker. Election of a joint Vice-Chair to support succession planning for the role of Chair will be an agenda item at the September meeting. **ACTION: Clerk**

21/56 Financial Update and Reports from Sub-Committee Meetings held since 16 March 2021

a) Financial Summary

The Bursar shared the 2020/21 Outturn and the 3-year forecast budget in the meeting.

Governors noted:

- A larger than expected positive outturn of £53,428; a result of various cost savings due to lockdowns. This is apx 10% of budget, above the usual threshold (8%); however, the LA have agreed this sum can be carried forward to this financial year.
- The block funding grant now incorporates the Teacher Pay Grant and the Teacher Pension Grant. The Age Weighted Pupil Unit (AWPU) has increased to £3138/pupil.
- High Needs Funding remains the same; however, the LA are changing arrangements. The impact of changes will be known by the October review. This may represent a net loss of high needs funding for the school.
- Universal Free School Meals funding for each KS1 pupil remains the same (£2.30/meal)
- Pupil Premium funding is unchanged.
- 5/12ths of Covid Catch-up funding is included in the 2021/22 budget. There may be further funding, likely to be targeted at specific pupils. An announcement is awaited.
- Overall funding has increased by £27k on last year.

Governors thanked the Bursar for his explanations. **Is the impact of the loss of funding from HT consultancy work reflected in income?** Yes. In 2020/21 this was £25k, in 2021/22 it will be £5.5k but thereafter no additional income. Governors noted this will have an impact on future budget planning.

Governors agreed further discussion of this item should be recorded in a separate confidential minute.

Sports Premium (SP) funding is continuing at the double rate in 2021/22 (£16k). This is separate from the school budget. The HT has planned £8k expenditure for 2021/22. Governors noted there is no longer a requirement to spend this year's SP by 31 July; however, the school has already spent these funds.

b) Finance Committee (21 May 2021)

Minutes of this meeting were circulated in advance. Governors had no questions. Governors thanked the Bursar for his attendance and his succinct summary.

[At 19.06 the Bursar left the meeting]

21/57 Approval of Minutes

The public minutes of the GB meeting held on 16 March 2021 were circulated in advance. **Governors agreed** they be accepted as an accurate record.

The confidential minutes of that meeting, and of the additional meeting held on 11 May 2021 were also circulated. **All governors agreed** they were an accurate record. The Chair will sign and date copies of both sets of minutes to be filed in school at the first available opportunity.

ACTION: Clerk

A copy of the public minutes will be posted on the school's website. **ACTION: Head teacher**



21/58 Any Other Urgent Business

a) Request for exceptional leave

A member of staff has submitted a request for one day's exceptional leave to attend a significant family event. **Governors agreed** this matter should be delegated to the HT. The HT explained there is precedence for agreeing to such a request. As part of the school's wellbeing approach and Christian values it is important to acknowledge significant family occasions. Governors supported the HT's decision to grant the request.

21/59 Matters arising

None

21/60 Headteacher's Report

The report was circulated in advance of the meeting. Governors noted the detailed report provides information to support the monitoring of progress against the development plan. Governors were invited to ask challenging questions to hold the HT to account.

The HT reminded Governors that neither the National curriculum nor the Ofsted framework should be referred to as new any longer. The school's own curriculum has been well established over the last 7 years and continues to be refined and improved as part of regular, ongoing review.

a) School Data

An additional pupil is joining the school on 5 July. A further 4 prospective families are considering the school for September.

Have any prospective parents been concerned about the change in leadership? No. This has been explained at the end of initial visits and children have continued to attend taster days.

Unauthorized attendance is down to 0.02%; to what does the HT attribute this success? It is likely to be partly a result of Covid. Requests for holidays in term time have significantly reduced. The LA has also written to all parents stressing the importance of school attendance and re-stating that fines for unauthorized absence such as term time holidays, will be implemented and chased. The school responds quickly to any requests from parents regarding absence.

Is the national target for outstanding attendance of 98% realistic for the school? It has been achieved previously and the school will continue to aim for an outstanding attendance rate.

b) Staffing update

An updated staffing list and timetable was circulated in advance of the meeting.

A very strong teaching appointment has been made. The teacher has commenced work to cover leadership training time for Miss Harrison with the HT in preparation for the role of Deputy Head in September. This is funded by the LA.

A new TA, previously employed in school through a supply agency, will be appointed directly by the school to support Class 4 in September.

Are there any plans to accommodate students in the Autumn term? The AHT has had responsibility for liaising over teacher training for the last two years. The proforma has already been completed and there should be students on placement throughout the year. **Will students be from Cumbria University or School Direct?** Both. Miss Harrison will take over responsibility for students in September. The quality of students has been good; they have been an asset to the school. A current student teacher has made a very positive impact on an



initial placement.

Governors congratulated Miss Harrison on her appointment and asked if she feels supported in terms of induction for her new role. Miss Harrison responded the HT is very supportive and the training time that has been allocated is carefully mapped out. She has joined the Kendal Collaborative Partnership (KCP) Deputy Heads' network meetings and is receiving additional support from the Chair of that group. Is there anything governors can do to support you in this role? It will be helpful to know the outcome of the EHT appointment.

c) Safeguarding, Health & Safety and Premises, including Risk Assessment review

Governors congratulated the HT and staff on the implementation of the robust risk assessments that are in place which have ensured the school has stayed fully open. The HT responded measures continue to be robust; any child with symptoms is required to test.

Is there an update on outdoor equipment? The rotten wooden coliseum seating area has been professionally removed; the area now needs redevelopment. The contractors carried out a further check of all other outdoor equipment (last checked February); this has not been used during Covid. The bases of all adventure playground equipment are unsafe and rotten. They have been securely taped off but need removing and replacing. The quotation for removal is £3k. The School Administrator has contacted a local contractor who may be able to remove the equipment and level the area more cost effectively.

Governors discussed ideas for replacing the lost outdoor seating and the possibility of seeking support to apply for grant funding. Governors noted Miss Harrison has applied for grant funding to develop an area (the Spiritual/Reflection Garden) with the Gardening Club. Can local families use the school's play equipment in the holidays? Could they be asked to support fund raising? The school grounds are not open access (apart from where a footpath does run across them) and are the property of the Local Authority. A governor will send details of a local educational trust to the School Administrator to apply for further grant funding. **ACTION: Rev Whittaker**

Is the trim trail in good condition? Mostly but the first piece of equipment on the trail requires repair/replacement parts (£1.4k), not in budget. A colourful heavy duty recycled plastic bench has been purchased for the reflection garden and portable fencing to prevent children from being able to access a section of low wall at the front of the school. This is the most cost-effective mitigating measure, identified through risk assessment and the advice of the school's H&S advisor.

Are there other priorities for Premises expenditure? Outdoor seating in long lasting recycled plastic has been identified (£1.5k) which would provide seating in 2 semi-circles with space for a teacher. This would be an excellent resource and enable a whole class to sit down and learn outdoors and make a good replacement for the coliseum. The choice of materials would help future-proof outdoor equipment.

Replacement of the security alarm and door entry system is essential. The system is now obsolete and should be replaced by a new door entry system with key fob. This would normally be decided at a Finance Committee meeting but requires attention now. Would costs come from the H&S budget? It has not been included but could come from the school fund.

Governors approved expenditure on:

- Replacement of the alarm and entry system from the main school budget (£900).
- Remedial work to the trim trail equipment from the additional SP funding (£1.4k)
- Additional whole class outdoor seating from the main school budget and any funds available through successful grant applications (£1.4k)

New playground markings are in place which provide games for the children and geography



resources (maps of the UK and world). Governors expressed thanks to Mrs Hopkins, School Council Leader, for her work on this project with school council funding.

d) Pupil achievement and progress (see school progress results for all pupils R-Y6 Spring/Early Summer 2021)

Data and a commentary were circulated in advance of the meeting.

Is the summer term assessment external or internal? Internal, there are no external assessments this summer. All schools must assess progress. The school has 3 assessment points: early Autumn term (baseline assessments for Early Years) and at the end of term for other children as well as EYFS again; end of the Spring term (this year postponed to the 2nd week of the summer term); and the end of the Summer term. The data presented is from the 2nd assessment point.

Data will not be nationally reported this year, other than EYFS data to the LA. Data is used for the school's tracking and for reporting to parents. Y6 pupils have used previous SATs papers. The HT thanked governors who acted as readers during these tests. It was important to give this cohort an experience of examinations prior to transition to senior school.

Governors noted Y6 met targets and achieved very good results in Reading and Grammar: 100% of pupils achieved expected and 58% greater depth (GD), with different children achieving GD in each test. Early Years children made above national levels of progress from a low baseline. Governors commended teachers on these outcomes, particularly in the pandemic context.

A significant number of children were identified on the school's monitoring list, what do interventions for them look like? The HT explained the school's monitoring list identifies children about whom there are different concerns. This enables all teachers to track them closely. Most are receiving funded, targeted catch-up support, including additional TA, HLTA and teacher support, such as Reading and Writing interventions. An HLTA is working on targeted interventions with Class 3 and another TA with Years 1 & 2. Teachers work closely with TAs focussing on the specific needs of each child. Wellbeing activities are taking place to support additional social and emotional needs. Staff are tracking progress to measure impact and make adjustments. Greater depth is being targeted as well, pushing children to achieve. Results from Y6 and EYFS tests, as well as teacher assessments across school, show the positive impact of intervention.

Those children on the monitoring list not making progress will be added to the SEN register for more individualised support. **Are children not making progress because of Covid?** National research data indicates that learning gaps of vulnerable children or some of those in receipt of PP have been magnified by the impact of the pandemic.

The HT outlined the challenges to get all children back on track next year. **Will progress be under scrutiny by Ofsted?** Yes, any inspector will want to know that governors understand what intervention is taking place. The HT stated all children, including those on the SEN register, have made progress.

Governors noted the subject pages on the school website will be updated before August. Intent statements and progression documents are complete but need uploading. **ACTION: Head teacher**

A grant towards phonics resources has been received. **Will a new scheme be ready to implement for September?** The school is awaiting announcement of DfE approval of schemes and liaising with the English Hub to see if the preferred programme receives accreditation.



21/61 School Development Plan Progress 2020-21

a) Priority 1: Wellbeing

See discussions below.

b) Priority 2: Achievement at Greater Depth (Writing/Maths/RWM focus)

See discussions on data (21/60e).

c) Priority 3: Vulnerable Pupils/SEND

See discussions on data (21/60e).

d) Priority 4: Church School (diversity/RE)

Governors met and revised the Church School SEF in preparation for an imminent SIAMS inspection. The updated document is available to governors on the learning platform.

How is the school's multi-cultural link with a school in Blackburn progressing? Children in Class 3 have been corresponding with pupils in Y3/4 from the Olive School. Easter and Eid cards have been exchanged. Each child has a named pen pal and letters have been exchanged. A virtual meeting has taken place. The two schools are now planning a visit or a faith-based event when this is possible. A shared project to share learning across both schools is also planned. Governors noted this link is improving children's multi-faith understanding and is a unique link worth celebrating.

The AHT explained the RE and Collective Worship policies have been reviewed and will be added to the governor space on the learning platform for governors to read before the end of term. **ACTION: Assistant Head teacher**

The AHT attended the SACRE Conference which contained useful sessions on RE and the Ofsted framework. Training of all staff is ongoing, including a renewed focus on talking about Christian values in lesson plenaries.

e) Priority 5: Delegated leadership

The Computing subject leader has taken the first steps to becoming a Google Educator. As a teacher becomes accredited the school is accredited; not many primary schools will have such accreditation. The subject leader may be able to support and share best practice with other schools. **Governors agreed** such outreach should be encouraged.

Teachers have many responsibilities in school, including subject leadership. An HLTA is the French subject leader, do any other TAs have the skills or capacity to take or assist with subject leadership in their specialisms? The HLTA is very excited about the subject leadership role and has non-contact time to carry out the role. A subject leader must be able to talk about progression across the whole school. The possibility of developing another member of staff towards subject leadership is being explored. The staff team are very good at sharing the burden of subject leadership. The Kendal Collaborative Partnership (KCP) will be running subject sessions for leaders; this is a useful support network.

Is Forest School classed as a subject? It could come under outdoor education but at Old Hutton is an element of Adventure, one of the school's 5 special curriculum drivers. There is a progression ladder of knowledge and skills taught from EYFS to Y6 for Forest School.

21/62 Governor Monitoring Visits

No monitoring visit reports were available.

The Chair proposed arrangements should be made for some monitoring to take place before the end of term. Due to the commitment to the HT recruitment process, Mrs Toone is not



available to conduct a monitoring visit before the end of term.

Governors agreed the allocation of 2 governors to each priority should be sufficient.

The following schedule was agreed:

Before the end of Summer term

Priority 4 Church School: Mrs Loney, Rev Bentley and Rev Whittaker: The AHT suggested attendance at, or reflection upon, the multi-faith day scheduled in July. **Governors agreed** it is important for Mrs Loney to be a part of the monitoring to provide a non-clergy perspective.

ACTION: Mrs Hadwin, Rev Bentley, Mrs Loney and Rev Whittaker

Priority 3 Vulnerable pupils and SEN: Mrs Natlacen and Rev Whittaker (SEND governor): Miss Harrison will make arrangements for a one hour virtual meeting to discuss SEND progress with governors. **ACTION: Miss Harrison, Chair and Rev Whittaker**

Priority 5 Delegated leadership: Mrs Shiels and Mrs Loney: The Head teacher will arrange a virtual meet for this priority, also including the Chair and staff, to take place before the Head teacher leaves at the end of this term in order to share completed work on the curriculum, website and subject leadership.

First half of Autumn Term

Priority 1 Wellbeing: Mrs Shiels and Rev Bentley and Mr Granger

Priority 2 Achievement at Greater Depth: Mrs Natlacen and Mrs Wheatley

Governors agreed a future Priority 4 monitoring visit should include monitoring of RE, in addition to the multi-faith monitoring and RE that has taken place previously.

Governors asked the HT for monitoring forms to report the visits undertaken by Mrs Shiels, Rev Bentley and Mrs Natlacen so they may feed back on the support they gave to Year 6 testing. The HT will pre-populate monitoring forms for Priority 1 (RS, Rev B) and Priority 3 (JN).

ACTION: Head teacher

21/63 Head teacher & staff wellbeing

a) Update on Head teacher recruitment

Mrs Toone reported the process was going well; there was a good response to the advertisement. Candidates have been shortlisted by the HT Recruitment Panel and arrangements are being made for the interviews to take place on 5/6 July.

Governors asked to be kept fully informed of the process. The panel is acting on the advice of the external advisors and is working hard to conduct the process in a Covid-secure way.

The LA Adviser is working with the HT to create a timetable which will be circulated so staff can be made aware.

Will there be an opportunity for governors not on the recruitment panel to meet the candidates informally as agreed at the GB meeting on 11 May? An outdoor Q&A session has been planned for staff at 3.45pm on 5 July. The panel will review the timetable to incorporate an opportunity for these governors to meet the candidates informally as part of this session on Monday 5 July. **ACTION: Mrs Toone**

b) Interim Executive Head teacher (EHT)

The EHT role will now be 0.5 fte, with a commensurate change in the DHT role to 0.5 fte; this alteration was made to facilitate recruitment to the role. It is hoped an announcement can be made soon.



21/64 Governor membership

a) Election of Chair of Governors and Succession Planning

See 21/55 a & b.

b) Update on Staff governor election (appointment from Sept 2021)

One nomination was received. Miss Katie Brown (Class teacher for Y3 & 4) will be the Staff Governor from 1 September 2021.

c) LA governor appointment

Governors unanimously agreed to accept the nomination of Mrs Hilary Wheatley as LA Governor.

d) Membership of the Finance and Health & Safety Committees (2021/22)

Mrs Natlacen and Mr Granger will join the Finance Committee from September. Mrs Loney will Chair the Health & Safety Committee.

e) Governor terms of office and vacancies

There are currently vacancies for 3 Co-opted Governors. Governors discussed ways of recruiting new governors, including promotion in the school's newsletter. **ACTION: Chair and Head teacher**

Governors agreed a priority is to recruit new governors with leadership experience and capacity with a view to securing succession planning for the board. Other skills and experience required include Wellbeing and SEND.

21/65 Governor Training

a) Governor training completed since the last meeting:

Mrs Natlacen: *Do we need RE now more than ever?* (Cumbria CC) 15 Jun 2021

Mrs Natlacen & Mr Granger: *Governance - Developing leadership* (NGA) 18 May 2021

Rev Whittaker & Mr Granger: *Every Governor a Governor of SEN* (Cumbria CC) 22 Apr 2021

b) Governor training overview and training plan

Information regarding free online training available from the NGA via the LA was circulated in advance of the meeting. The Clerk circulated the record of governor training and requested that all governors respond with any updates so an accurate log can be used to inform a future training plan to be discussed at the September meeting. **ACTION: All governors and Clerk**

c) Future training

Mrs Natlacen advised she was scheduled to complete Safer Recruitment training. **ACTION: Mrs Natlacen**

21/66 Policies to review

The following updated policies were uploaded to the governor room on the learning platform in advance of the meeting. The AHT thanked those governors who had read them and posted comments. Governors thanked the AHT and the HT for their work on these policies which are clear and concise.

The AHT advised the priority for review are those policies required to be published on the website. Each revised policy has a standardised coversheet which includes the review date.



- Child Protection & Safeguarding 2020/2021 (updated March)
- New Online Safety Policies 2020/2021 (reviewed in March)
- SEND policy (reviewed June 2021)
- Accessibility plan (reviewed June 2021)
- Behaviour Principles Statement & Policy (reviewed June 2021)
- Privacy notice (reviewed June 2021)
- Charging Policy (reviewed June 2021)

Governors agreed to approve all of these policies, subject to the amendments already suggested.

Rev Whittaker raised a query regarding the wording of the Privacy Notice. The AHT will cross check this with the wording of the model policy on which it was based. **ACTION: Assistant Head teacher**

Governors noted the following policies will be uploaded to the governor room on the learning platform and statutory policies will be scheduled for review in the Autumn term:

- Health and Safety policies: following the announcement of new part 1 and part 2 guidance later this term.
- Equality policy
- RHE policy: including relationships and sex education
- RE policy
- Collective Worship policy
- Maths Calculation Policy: is being reviewed by the Maths subject leader following CPD.
- Fire policy

21/67 Correspondence

The latest Diocesan newsletter, containing training opportunities, was circulated by the Clerk in advance of the meeting.

21/68 Consideration of the Impact of the meeting on the welfare and progress of pupils at the school

Governors:

- Are aware of the current budget position and agreed priorities for additional spending on equipment to enhance outdoor provision and in response to health & safety assessments.
- Considered the matters included in the extensive and detailed HT report.
- Discussed the latest data and considered the impact of current interventions
- Planned immediate priorities for Covid-safe monitoring activities
- Discussed Governor succession planning, considered skills required and ways in which vacancies can be promoted.



21/69 Dates of future Governor Meetings:

Subject to availability of the EHT/HT, **governors agreed** the following proposed dates for 2021/22. The start time is proposed as 6.30pm.

Wednesday 22 September Full Governing Body meeting (FGB), which will include annual governance requirements; review of the SDP priorities and consideration of the Summer attainment and progress data.

Wednesday 20 October (Finance Committee)

Wednesday 24 November FGB

Wednesday 16 March FGB

Wednesday 27 April (Finance Committee)

Wednesday 22 June FGB

Dates for the Health & Safety Committee meetings will be agreed at the September FGB meeting.

Close The Head teacher thanked the governing body for their support over the last 7 years. Governors formally thanked Mrs Walker for all she has blessed the school with and given to it during her time as Head teacher.

The meeting closed at 9.52pm and the Chair thanked all governors for their contribution.

Signed

(Chair)

Date:

Clerk Sarah Williamson