



Full Governing Body Meeting Wednesday 22 September 2021 at 6.30pm in School

Present:	Rev Craig Bentley (Rev CB)	(Foundation Governor)
	Miss Katie Brown (KB)	(Staff Governor)
	Mr Chris Granger (CG)	(Parent Governor)
	Mr Brian Jones (BJ)	(Interim Executive Headteacher)
	Mrs Helen Loney (HL)	(Parent Governor)
	Mrs Jules Natlacen (JN)	(Foundation Governor) CHAIR
	Rev Angela Whittaker (Rev AW)	(Foundation Governor) Vice Chair
In attendance:	Ms Charlotte Harrison (DHT)	Deputy Headteacher
	Mrs Nicola Hills	
Clerk:	Sarah Williamson	(NYCC Clerking Service)

22/8 Welcome, Introductions and Chair's opening remarks, including welcome to Mr Brian Jones, Executive Headteacher, Miss Katie Brown (newly elected Staff Governor) and Mrs Nicola Hills, in attendance. Introductions were made.

Governors noted the core functions of a governing body: setting strategic direction; holding the Executive Headteacher to account for educational performance; and ensuring financial health, probity and value for money.

22/9 Apologies

None

22/10 Identification of Confidential Items

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

22/11 Declarations of Interest

None

22/12 Any other urgent business

None

22/13 Governance

a) To note the resignation of Mrs Rebecca Shiels as a Co-opted Governor

Governors wished to record their thanks to Mrs Shiels for all of her contributions to the school over a long period of association in many roles. The Chair will write a letter on behalf of the school.

b) Consideration of proposal to co-opt Mrs Nicola Hills as a governor

The Chair proposed and Mr Granger seconded the nomination of Mrs Hills as a Co-opted governor.

[At 6.35pm Mrs Hills left the meeting]

The Chair outlined Mrs Hills' previous experience as a school governor, including serving as a Vice-Chair. **Governors unanimously agreed** to appoint Mrs Hills.

[At 6.38pm Mrs Hills joined the meeting]



Governors welcomed Mrs Hills to the board.

c) (21/55b) Election of Co Vice-Chair

The Chair reminded governors of the discussion in June of appointing a Co-Vice Chair to facilitate delegation. Governors discussed what is involved and the time commitment required. Mrs Loney volunteered for the role. The Chair and Mrs Wheatley seconded this nomination and governors **unanimously agreed** to appoint Mrs Loney as Co Vice-Chair with immediate effect.

d) Governor vacancies

Governors noted there are 3 further vacancies for co-opted governors. Governors discussed recruitment. The Chair will draft a notice outlining the role and benefits of being a governor. This will be circulated in local magazines, in school bags and a copy sent to the Parish Council.

Governors agreed to update the skills audit carried out in June 2019. The Clerk will circulate relevant documents and a summary will be produced for the November meeting. A governor with financial skills and experience would be welcome. **ACTION: Clerk**

22/14 Annual Requirements

a) Register of Interests (governors to notify any changes)

All governors completed and signed an updated individual *Register of Interest form*. Governors in post last year countersigned last year's version. Mrs Hills confirmed she has no interests to declare. An updated copy of the overview will be published on the school website. **ACTION: Clerk and Headteacher**

b) Disqualification Declaration

A copy of the *Declaration of Eligibility* was circulated in advance. Governors signed to confirm there are no reasons why they should be disqualified from serving as governors. Copies will be filed in school. **ACTION: Clerk**

c) Review and ratification of the National Governance Association Code of Conduct

Governors noted the amended version of the *NGA Model Code of Conduct*, circulated in advance of the meeting. **Governors unanimously agreed** to continue to abide by the code; a copy was duly signed by the Chair and all governors, to be filed in school. **ACTION: Clerk**

d) Review and ratification of the Standing Orders

A copy of the Standing Orders was circulated in advance of the meeting. Subject to amendment of the frequency of meetings to 4 per annum, **governors unanimously agreed** to continue to work to these procedures.

e) Register of Gifts & Hospitality

No governor had any gifts or hospitality to declare for 2020/21. The Chair signed a copy of the *Register of Hospitality*, a copy of which is kept in school. **ACTION: Clerk**

22/15 Committees and Link responsibilities

a) Membership of committees

Governors agreed membership of the committees for 2021/22 as:

Finance Committee: Mrs Natlacen; Mr Granger; Mrs Wheatley; and the EHT with the Bursar in attendance.

The EHT will meet with the Chair and Bursar in preparation for the next committee meeting.

Health & Safety Committee: Mrs Loney (Chair); Rev Whittaker; Mrs Hills and the EHT.

Governors agreed the Finance Committee will continue to be clerked by NYCC Clerking



Services and asked the EHT to explore the additional costs for clerking the H&S Committee.

ACTION: Executive Headteacher

b) Terms of Reference for the committees

Draft terms of reference (ToR) for each committee were circulated in advance of the meeting.

Governors agreed these would be adopted in principle and reviewed by each committee during the year to develop definitive ToR for September 2022. **ACTION: Governors and Clerk**

c) Headteacher's Performance Management Committee

Governors noted this is not applicable to the interim EHT whose performance management will be carried out by his governing body. The HT appraisal normally takes place in November for a December deadline. In January targets will be set in the context of the School Improvement Plan (SIP) which will then drive staff appraisal targets. The committee will comprise: the Chair, Mr Granger and the Diocesan Adviser.

d) Other link roles

The SEND; Safeguarding & Child Protection; Mental Health & Wellbeing Champion Governor will be Mrs Hills who will liaise with the Deputy Headteacher (DHT).

Other link roles will be agreed under item 12, School Development priorities below.

22/16 Minutes of previous meetings

a) Approval of the minutes of the GB meeting held on 22 June 2021

The public minutes were circulated in advance. Mrs Natlacen proposed and Rev Whittaker seconded they be accepted as an accurate record. **Governors unanimously agreed.**

The confidential minutes of that meeting were circulated at the meeting. All **governors agreed** they be accepted as an accurate and the Chair signed and dated copies of both sets of minutes to be filed in school. **Governors agreed** the Finance Committee should check that the separate school fund account is audited and record this at the next meeting. **ACTION: Clerk.**

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

b) Approval of the minutes of the virtual Additional GB meeting held on 21 September 2021

The public minutes of this additional meeting were tabled. **Governors unanimously agreed** they be accepted as an accurate record. A copy of these public minutes will be posted on the school's website once the appointment is confirmed. **ACTION: Executive Headteacher**

22/17 Matters arising

a) Update from the Head teacher Appointment Panel

Candidates undertook written, teaching and presentation tasks.

Do governors see any further information from the appointment panel? All documentation is given back to the LA Advisor who retains this confidential information.

b) (21/60c) Update on grant applications in support of further development of outdoor space

The new outdoor seating area has arrived. It would be a substantial cost to replace the wooden outdoor play equipment; it has been taped off but needs to be removed. A parent has volunteered to remove the equipment at half term and make good the area with bark.

Following the June meeting a governor passed the details of a local charity which supports activities of benefit to young people to the school. **ACTION: Chair**

Governors discussed further ways in which funds could be raised and how active parents in



the local community might be involved. Mr Granger will contact some local groups. **ACTION: Mr Granger**

The support of the PTA will be enlisted to raise funds for any large project.

Governors noted 2021/22 is the last year Sports Premium funding will be available; there is a deadline of 2023 to spend any remaining funds. This year's SP funds are already earmarked for existing planned provision of sports and outdoor activities.

Although the school has some school fund reserves, governors noted that no further additional funding is anticipated for the next 3 years. The EHT will ask the Bursar to review the current situation and update the Finance committee. **ACTION: Executive Headteacher**

The Executive Headteacher advised that the installation of any new outdoor equipment should be through a company who provide guarantees and would then carry out subsequent annual safety checks. If finance is available, 3 quotations (if possible) should be obtained. The EHT will bring any proposals to the October Finance Committee meeting. **ACTION: Executive Headteacher**

22/18 Executive Headteacher's Report

A copy of the Executive Headteacher's (EHT) Report was circulated in advance of the meeting.

The EHT summarised the report and invited questions:

a) School Context

Currently 98 children, slightly lower than expected intake in Reception but an increase in total numbers of previous year (96).

What is the PAN? Normally 15. **How are there 17 pupils in one year group?** The EHT explained that beyond Y3 the school has some flexibility to exceed that number. Governors noted that funding for 2022/23 is based on the NOR at the October census.

Governors noted 5 children have Educational Health Care plans (EHCPs); two further applications are in draft. The HT explained Ever 6 funding. The attainment and progress of groups of pupils are monitored.

Governors noted it has been a principle to provide music tuition for pupils in receipt of Pupil Premium (PP) if they choose to learn an instrument.

Attendance data is currently 95.96%, close to the school's target of 97%.

b) Staffing/Staff Development

A clear plan for staff development is in place for autumn to support staff in meeting the targets of the School Improvement Plan (SIP). Joint moderation of writing will take place with St Mary's School. Some joint training activities have taken place at St Mary's School and will also take place at Old Hutton.

c) Pupil achievement and progress (see school progress results for all pupils R-Y6 Summer 2021 included in HT report)

Governors discussed the data contained in the EHT's report prepared by the previous HT.

There will be a return to formal assessments in 2021/22: Current Y2 will do Phonics Assessment; the Early Years baseline test has already taken place; KS2 SATS will take place.

Will this be a full programme of SATS testing? In theory all pupils will do all tests, including the Y4 times table check which the school trialled last year.



Governors thanked the EHT for the useful overview of acronyms on the reverse of the report.

Governors noted there are no Early Careers Teachers (replacing the term NQT) starting at the school; there is now a 2-year commitment to training and 5 years training support. It is a national rather than local programme.

The EHT identified the LA and Diocesan Advisors linked to the school and explained the support that is available in preparation for Ofsted and SIAMS inspections.

d) Inspection

The EHT's report summarises the previous Ofsted (2016) and SIAMS (2015) recommendations.

The school has received notification that locally previously judged outstanding schools will be a priority for inspection this term.

Governors discussed ways in which they can prepare and support the school's readiness for inspection. Governors will consider the formation of an Ofsted preparation committee:

ACTION: Chair and Executive Headteacher

The LA have been in touch to offer a support package this term, which includes a meeting with governors.

The Annual School Return contains an evaluation of the school. This is approved by governors prior to submission to the LA. The school will review the current Self-Evaluation Form (SEF) for governors to consider; this will inform the return. Governors will need to give an appraisal of how they judge the school's current position against the Ofsted framework grade descriptors. This work requires rapid completion. **ACTION: SLT and governors**

Who will take the lead on this? The school takes the lead, keeping governors constantly informed so the GB knows its school well. Governors noted the framework has changed significantly since the last inspection and governors must give an appraisal against the new criteria. Any change in the self-evaluation judgment would require careful explanation to the school community.

How much notice will the school receive? One day's notice, followed by a one- or two-day inspection. The inspection will consider the school's response to Covid and wellbeing support, as well as the recovery curriculum. Governors are very proud of the school's remote learning provision which effectively sustained learning and teaching during school closure. This is an indicator of the school's ability to respond quickly; impact can be shown.

How can governors support the process? The school will look at what can be evidenced now and will present this to governors by email and ask for response. The priority will be to finalise the SEF and prepare documents for the LA in the next 2 weeks. Governors will need to be honest and provide challenge. The best support from governors will be the prompt completion of monitoring visits this term.

Are there any indicators of what the school's SEF will show? This requires a clear evidence trail. The EHT will compile a file to support governor preparation for inspection. It will contain the SIP and the SEF so governors can respond confidently in discussions. 1 – 3 governors who are available will be required to meet with an inspector. All governors would be welcome at the oral feedback.

e) Website including (21/60d) update on curriculum subject pages

The curriculum pages have been added.

The EHT explained the current situation regarding the school's website. The current provider will cease supporting the website in March 2022 and the school will no longer have access to



its content. The school does not own its own website but does own the logo and will retain the domain name. This is a pressing challenge with financial implications.

The website is also an important source of pre-inspection information, and its content will be viewed in advance.

Governors noted:

- It takes 3-4 mths to build a new website, during which time the old site must remain live.
- A new website developer must be engaged prior to the start date of the new HT.
- The LA has agreed to provide some funding (apx £2-3k) to release staff to support transfer of information, which is a significant piece of work required rapidly.
- The EHT will liaise with the new HT; it may be possible to launch the new website in January. This could be a good opportunity to re-brand.
- Ultimately all school staff need to be empowered to contribute content.

Are there any potential safeguarding issues around photographs on the old website? No, access to these photos would cease.

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

Risk Assessments have been revised. Staff believe the staggered start/finish times can now end. There is a desire to revert to a normal school day to reduce the negative impact these arrangements have on events such as assemblies.

A governor observed staggered start/finish times has alleviated some of the pressures on car parking. The EHT responded other solutions to this can be found with in liaison with parents and school neighbours. The priority must be to normalise school routine with collective activities and provision of hot school lunches by half term. There is a clear plan in place for this to happen through another local school. Initially hot meals will be offered to all children receiving Free School Meals (FSM) and provision will then be extended to KS2 children.

How quickly can the school revert back to a single start time? It is proposed to begin on Monday 4 October. The detail will be finalised and a letter sent to parents. Separate entrances will be retained as it assists with movement around school.

The Covid risk-assessment references national guidance around school attendance. Does that present any conflict for the school's implementation? The government has said a child has the right to come to school. The EHT outlined the discussions with parents that take place should a family member be required to isolate. Remote learning can be offered. Governors discussed the risk assessment in the light of changing guidance. Children can come into school but the reality is that most stay at home until the result of a PCR test is received. Routine lateral flow device is not suitable for primary school children.

22/19 School Development Plan 2021-22

The SDP was drafted following a handover with the previous HT and in consultation with staff. It builds on the successes of last year and further develops them. The vision values and drivers have been drawn together graphically.

Governors noted this is an initial SDP as the new HT may wish to effect changes; however, this plan will be a driver into the transition. It will be rag-rated to show progress. Staff are now being asked to draw up action plans for their subject areas.

Governors noted wellbeing remains a key priority, as does raising achievement through subject and curriculum development and identifying and responding to any learning gaps. It is a very focussed plan. The following link roles were identified for each priority:

- a) Priority 1: Development of the curriculum through strengthened leadership: JN/HW



- b) Priority 2: Maintain outstanding effectiveness as a Church School – understanding of diversity and spiritual development: HL/CB
- c) Priority 3: Well Being: NH/CG
- d) Priority 4: High Achievement responding to gaps in learning due to the pandemic: AW/HW

What has happened to the previous priority regarding developing middle leadership? This is now integrated into Priority 1 as it is leadership that will be driving curriculum development.

Governors discussed and agreed these priorities. The monitoring section will now be completed and a full copy will be circulated to all governors. **ACTION: Executive Headteacher**

22/20 Senior Leadership Team & Staff Wellbeing

Governors discussed staff and SLT wellbeing in the context of the current accelerated workload. The EHT explained SLT are guiding staff in a supportive manner but governors checking in is appreciated.

The Chair has made contact details available to all staff in the staff room.

A parent governor observed the daily meditation is good for all pupils, and staff. The EHT added reverting to a normal timetable will allow collective worship and enable the school community to come together; this will add to a collective understanding of wellbeing and awe. Staff are excited about recommencing whole school collective worship.

Does meditation occur at the same time for the whole school? After breaktime, it is a quietening, calming moment that creates a helpful atmosphere. Silence is a powerful thing.

22/21 Governor Monitoring Visits

Governors noted the following:

The following visits (21/62) took place in the summer term:

- a) Priority 3 Vulnerable pupils and SEN: Mrs Natlacen and Rev Whittaker: a monitoring visit took place and a report is in draft.
- b) Priority 5 Delegated Leadership: Mrs Shiels and Mrs Loney: took place via Google classroom and will be written up. **ACTION: Mrs Loney**

The following postponed visit will take place this term. The DHT will arrange to meet with Mrs Loney and Rev Bentley to focus on the SIAMS schedule. **ACTION: Deputy Headteacher**

- c) Priority 4 Church School: Mrs Loney, Rev Bentley and Rev Whittaker. This will now take place via Google Classroom.

The following visits (21/62) are scheduled to take place in the first half of the autumn term:

- d) Priority 1 Wellbeing: Mrs Hills and Mr Granger will liaise with the DHT and the incumbent HT. A learning walk will include daily meditation. **ACTION: Deputy Headteacher**
- e) Priority 2 Achievement at Greater Depth: Mrs Natlacen and Mrs Wheatley. This is now Priority 4. Mrs Wheatley and Rev Whittaker will liaise with the EHT. Each class has an intervention timetable; governors will monitor impact before the autumn half term break. **ACTION: Executive Headteacher**

22/22 Policies to review

- a) **Policy Review Schedule**

The EHT will provide a draft policy schedule and links to relevant policy documents on the



server.

b) Policies for review

i. RHE Policy

Governors agreed to ratify the Relationships and Health Education policy and noted that staff will be briefed and consultation with parents will begin.

ii. Cumbria HR Policies

Governors noted these are standard Cumbria local authority policies which would be accepted as an LA school. Some are still awaiting LA approval following union consultation. **Governors agreed** to ratify these in principle.

iii. (21/61d) RE and Collective Worship policies

Consideration of these two policies will be carried forward. Copies will be made available in the governor room on the learning platform.

iv. Fire Risk Assessment

This was produced in response to a request for an update from the school by the Cumbrian Fire Brigade.

A governor raised questions about the fire risk assessment as it pertained to the maximum capacity of a classroom which is determined by door width. The governor has made written comments. In view of the queries raised the EHT will consult with the school's external H&S advisor to provide independent professional advice. **ACTION: Executive Headteacher.**

Governors agreed to pause further consideration of this policy subject to further checks and reassurance of external advice. The Village Hall may be a viable alternative for assemblies as an interim measure.

The EHT reported the Child Protection policy has also been reviewed and will be circulated to governors for approval. **ACTION: Executive Headteacher**

The EHT stated as a result of the fire risk assessment the school was currently working to produce and in/out board to indicate which staff are present on site. In addition, ID badges have been introduced and a photo board will be produced for the entrance.

22/23 Governor Training

a) Keeping Children Safe in Education (2021)

Governors signed to confirm they have read and understood the updated guidance.

b) Other training

The clerk circulated links to current training opportunities from Cumbria Governor Support and the Carlisle Diocese. The school buys into the enhanced Service Level Agreement with the Diocese.

The EHT reported that Ruth Houston, Diocesan Consultant, will visit the school this term to support the school in preparation for SIAMS inspection. **Will the consultant be present at the scheduled staff meeting focussing on SIAMS?** This will be a briefing by the EHT before half term; however, the consultant will be invited, and governors will be welcome.

Governors noted that they continue to be able to access the NGA Learning Link to e-learning modules free of charge until 18 April 2022.



c) Overview of governor training

The Clerk keeps an overview of completed training. This will be circulated to all governors for them to check and update details. **ACTION: Clerk and all governors**

22/24 Correspondence

a) Use of the Village Hall

The Village Hall committee is seeking clarification about the school's use of its facilities as it is devising a new booking website. The DHT outlined regular use for PE and school dinners, Monday to Friday (11.00 to 16.30). Mr Granger will forward the email received to the EHT who will telephone. **ACTION: Executive Headteacher**

22/25 Consideration of the Impact of the meeting on the welfare and progress of pupils at the school

Governors:

- Have appointed a new Headteacher
- Reviewed and agreed the priorities for the School Improvement Plan
- Delegated responsibilities and assigned governor link roles and planned monitoring visits
- Supported the school's decision to return to unified start/finish times to have a positive impact on wellbeing and opportunities for face-to-face collective worship
- Reviewed the RHE policy.
- Discussed Health & Safety aspects of the school's revised risk assessment and are seeking additional professional advice regarding fire risk assessment
- Are moving forward with grant applications to enhance outdoor provision
- Are considering succession planning and recruiting new governors
- Acknowledged the benefits of meditation on staff and pupils
- Know the plans to return to reinstate provision of hot lunches
- Reviewed finance to benefit the children.
- Agreed the process for developing a new website.

22/26 Dates of future Governor Meetings:

Governors confirmed the following meeting dates for 2021/22:

- Wednesday 20 October (Finance Committee) 1pm
- Wednesday 24 November FGB 6.30pm
- Wednesday 16 March FGB 6.30pm
- Wednesday 27 April (Finance Committee) tbc
- Wednesday 22 June FGB 6.30pm

Mrs Loney will liaise with the EHT regarding proposed dates for a Health & Safety committee meeting. In the autumn term a governor audit of H&S will take place using an audit tool available from The Key as a starting point.

Close The meeting closed at 21.22pm and the Chair thanked all governors for their contribution.

Signed

(Chair)

Date:

Clerk Sarah Williamson