



Full Governing Body Meeting: Wednesday 16 March 2022 at 6.30pm in school

Present:	Rev Craig Bentley (Rev CB)	(Foundation Governor)
	Mr Chris Granger (CG)	(Parent Governor)
	Mrs Nicola Hills	(Co-opted Governor)
	Mrs Helen Loney (HL)	(Co-opted Governor)
	Mrs Jules Natlacen (JN)	(Foundation Governor) CHAIR
	Mr Nick Turley (NT)	(Headteacher)
	Mrs Hilary Wheatley	(LA Governor)
	Rev Angela Whittaker (Rev AW)	(Foundation Governor) Vice Chair

Clerk: Sarah Williamson (NYCC Clerking Service)

22/46 Welcome, Introductions and Chair's opening remarks

The Chair welcomed governors to the meeting and Mr Turley to his first full governors' meeting as Headteacher .

22/47 Apologies

Consented apologies were received in advance from Miss Brown (Staff Governor) and Miss Harrison (Deputy Headteacher).

22/48 Identification of Confidential Items

No confidential items were identified at this stage of the meeting. **Governors agreed**, should such matters arise, they would be recorded in a separate confidential minute not available for public inspection.

22/49 Declarations of Interest

None

22/50 Any other urgent business

None

22/51 Approval of Minutes

The public minutes of the FGB meeting held on 24 November 2021 were circulated in advance of the meeting. The confidential minutes of 24 November and the additional meeting held on 20 December were tabled at the meeting. Subject to an amendment of a minor typographical error, Mrs Natlacen proposed, and Mrs Loney seconded they be accepted as an accurate record.

Governors unanimously agreed.

Copies were signed and will be kept in school. Copies of the public minutes will be made available for public inspection.

22/52 Matters arising

a) Update on Ofsted inspection

The report has not yet been received, as soon as it is the Headteacher will circulate it. Governors noted there will be 5 days to comment. The estimated timescale for publication is within 30 days.

Inspectors visited on World Book Day (3 March 2022) and quickly understood what the



school is trying to achieve. They were complimentary about staff and pupils and recognised the school has many outstanding features. They indicated the school will retain its current judgment.

This was a Section 8 inspection which only looks at parts of the Ofsted framework. In 12-24 months, inspectors will return to undertake a 2-day Section 5 inspection during which they will look at everything. The first day will be full day of deep dives to judge quality of education. History and Geography were recommended as subject focuses next time.

Were any areas for improvement identified? Yes. A target is ensuring children in mixed-age group classes are all accessing age-appropriate work. Challenge is achieved by deepening understanding in an age-appropriate way not by acceleration. The HT believes the target can be achieved.

Is this not already being done? It is, but consideration could be given to a Maths scheme such as *White Rose Maths* which would support teachers in planning and achieving this target consistently.

The Chair congratulated the Headteacher and thanked him and all staff for their hard work. Governors have written a personal note to all staff and would like to offer them all a small token of thanks.

What will the focus be in 12 – 24 months' time? The HT outlined the 5 parts to the framework. The focus this time was quality of education, behaviour and safeguarding; the next inspection will delve deeper.

b) Pre-school

Governors agreed further discussion of this item should be included in a separate confidential minute not available for public inspection.

22/53 Headteacher's Report

The HT's report was circulated in advance of the meeting.

a) School Data

Governors noted the timing of the meeting coincides with assessment week, which means data is not yet available to share. Moving forward, the meeting schedule and data points will be scheduled so relevant data is available.

b) Key points

The HT summarised key points:

Curriculum enrichment

Staff have fully supported plans to enhance the curriculum. A whole school trip (2 classes on 2 separate days) took place to a wildlife oasis, enriching that topic. The school has welcomed motivational and inspirational visitors (Skip2bFit) and a second workshop open to the school community is scheduled for the summer term. Additional resources have been bought so the school can build on this experience, making effective use of Sports Premium funding.

Outdoor learning

Is very important for character education, building skills of perseverance and resilience. Dates have been booked in May at the Bendrigg Trust Centre. Discussions have taken place with local outdoor activity providers for canoeing and climbing. Y5 children have visited Kendal climbing wall and there will be an opportunity for them to be assessed for a national qualification. Children are thoroughly enjoying this activity.



A parent governor commented that the return of outdoor learning experiences and visits is very encouraging. Governors discussed the possibility of future farm visits.

English curriculum

Whole class guided reading has been introduced in Class 3 and Class 4 to further develop the curriculum. Class 3 have enjoyed a writing workshop at a local museum. The children's work will be recorded and performed by actors and played at the Jetty Museum.

On World Book Day children experienced a Zoom visit from an author. Paul McKintosh from *Visitors from the Past* came to school as *The Highwayman*. This was an inspirational immersive experience which resulted in excellent writing from the children.

Lakeland Arts Partnership

A parent who works with this partnership will be working with the Art subject leader in school as it remodels the art curriculum. The school will be part of a trial beginning in September which will include working with local museums and includes free CPD for staff. The initiative involves enhancing children's experiences in Cumbria and includes artwork being lent to school.

Times Tables Rockstars

To improve fluency in maths the school has subscribed to this online learning platform; it has a significant impact on recall of times tables.

c) School Improvement Plan (SIP)

The HT noted that he is working to the current SIP, inherited mid-year. Staff are aware of all the objectives and working through them and subject action plans.

Governors commented that the points for improvement identified in the recent inspection were already present on the SIP, which was noted by OFSTED.

The recent multifaith day was successful. OFSTED were keen to speak to the children about diversity which is an important factor in Cumbria. Children responded, "we treat everyone exactly the same as everyone else".

d) Pupil achievement and progress/learning recovery and use of catch-up funding

Government covid catch-up is now being used to support a member of staff to provide an extra day/week of intervention from now until the end of the summer term.

e) SIAMS SEF

Governors noted SIAMS inspections recommenced on 1 March and the school is on the national list for this year. The HT and another member of staff is attending Diocesan training regarding SIAMS on 17 March.

A week's notice is given for a SIAMS inspection. The SIAMS framework is also new and based on school's visions and values.

f) School context

The NOR is now 98. 15 children will start in September, replacing the 15 Y6 leavers.

How many of those children are joining from the pre-school? The HT is not sure at this point.

What is the maximum number of pupils? Approximately 15 per year group, 105 in total.

The Chair commented that prospective parents have commented very positively on all the activities that are offered at school.



g) Attendance

The Covid outbreak in October/November has skewed data. On the whole attendance is improving. The school is not actively pursuing the OFSTED target of 97% at present. The attendance of a small number of pupils is below the 90% threshold for persistent absenteeism.

Governors agreed further discussion of this item should be recorded in a separate confidential minute not available for public inspection.

Previously, there has been an issue with families taking term time holidays, is this the case now? This does have an impact. Parents are trying to catch up with cancelled holidays, in such circumstances the HT sends out a strongly worded letter. 4 or 5 letters have been sent.

Governors commented this seems high. The HT will send a letter to all parents reminding them of the impact of absence and the importance of attendance. **ACTION: Headteacher**

If attendance levels are low, the HT can contact the LA attendance officers who takes matters further.

h) SEND update

The SENCO provided an SEN update which was circulated at the meeting.

Will the 3 pupils with SEND who are leaving have an impact on Teaching Assistant (TA) hours? Yes. This will be discussed under the next agenda item, *Staffing*.

The percentage of children on the SEN register is high for a school of this size. Governors observed it is credit to the school that it has a reputation for supporting children with specific learning needs.

At what stage are children assessed for an EHCP? The HT responded the LA is reluctant to give EHCPs to children in Reception unless there is significant need.

i) Staffing update

The HT outlined the reasons for staff departures. One TA is leaving at Easter. Two members of staff have been appointed to fill lost hours. A supply teacher is also a forest schools' leader and will support provision of this activity.

Which classes will the newly appointed staff support? One will support Class 3; another will work across the school 2 days each week.

j) School meals

The HT has been in discussion with a potential local provider and has a further meeting scheduled with a school catering company, who would cook meals at another school site and transport them to the school. It is hoped hot school meal provision may be in place for the summer term.

k) (22/35e) Update on School Website

Miss Brown has continued to work on the website which will be ready to go live at the end of the month. It looks good and the school will be able to access and update it themselves.

22/54 Safeguarding

a) Issues or incidents

None



22/55 Health & Safety and Premises updates

a) (22/36b) Update on installation of new outdoor equipment

New playground equipment will be installed during the Easter holidays.

b) (22/39b) Update on Fire Risk Assessment and rescheduled visit of Cumbria Fire Service (Jan 2022)

The visit has taken place and actions identified. The HT will forward the 44-page document. A number of historic matters have been identified: the wheely bins require a lock; a shed needs to be relocated; a gas canister removed; emergency lighting requires attention; and some doors need to be replaced.

A fire alarm test has taken place and will take place termly.

Has consideration been given to doors in respect to numbers and escape routes? This is likely to be included in the report.

Governors agreed an update from the actions of this report will be an agenda item at the summer term FGB meeting. **ACTION: Clerk and Headteacher**

c) (22/42) Update on Car Parking

Mr Granger provide an update on progress by the working group. Positive responses have been received following dialogue with the Parish Council and District Councillor.

Consideration has been given to how to mitigate any loss of playground space and how this might be linked with the local tennis courts. **Who owns the tennis courts?** This is a village facility overseen by a board of trustees. The trustees are supportive of a potential tie up.

All is subject to design considerations and grant funding applications.

Mr Granger has met with Cumbria County Council property services who have commented the drop off area is a good idea and have verbally stated they would be willing to support this. There would be no reversing issues onto the main road as there would be a one-way system with cars reversing onto the private road and parking in a herring bone pattern.

Property services recommended plans be forwarded to Highways for early consultation and that an application should be made to the DfE for change of use of playground land. The school should complete this application and provide a supporting letter from the landowner (CCC). **Governors agreed** an additional supporting letter should be requested from the Diocese to help the school state its case. **ACTION: Headteacher**

How would this be funded? Sport England could be approached regarding the tennis courts, other potential sources include community funding, lottery funding, local energy companies and small grant funding applications. Governors noted there are organisations who raise funds, one of which the HT has worked with in the past. If successful they are paid on a 'no win - no fee' basis through the grant funding.

Is there sufficient space around the tennis courts without needing to encroach on farmland? The tennis courts already have a 3m buffer, so there would be no need to make it bigger.

Is loss of hedgerow a consideration? Visibility will be important, but it would be reinstated. There would also be an ecology report.

Governors thanked the committee for its work so far and **agreed** the application to the DfE should be made to move closer to a planning application in the next couple of months.



22/56 Well-being

The HT reported that staff understand the HT is there to support them. Staff have taken the HT up on the offer of extra time out of class for subject leadership.

Mrs Hills is scheduled to complete a training course on *Well-being for Staff*.

22/57 Governor Monitoring Visits

Governors discussed reports from the following monitoring visits:

- (22/38b) Report from autumn term's Priority 2 Maintain outstanding effectiveness as a Church School visit
- (22/38c) Report from autumn term's Priority 3: Well Being visit
- (22/38d) Report from autumn term's Priority 4: High Achievement responding to gaps in learning due to the pandemic visit

The HT thanked all governors for the monitoring visits they have undertaken and for circulating the reports. Governors commented visits have been very positive and enable them to get to know staff and monitor well-being as relationships build.

Governors agreed to undertake a monitoring visit per subject per term; meetings with subject leaders should be 20 minutes and could be a phone call or visit. This would ensure that governors check-in with every staff member once per term. A monitoring visit should be 2 hours maximum in duration. Governors asked the HT for direction regarding good opportunities to visit. The HT will speak to staff and ask them to contact the relevant governor. **ACTION: Headteacher**

Information about upcoming events governors may wish to attend are included in the school's weekly newsletter that all governors receive.

Would monitoring visit reports be considered by OFSTED? They would be good evidence to show inspectors.

Is there a proforma to follow? Governors discussed that it would be useful to have a template with different questions for each subject, which could then be followed up at subsequent visits. Subject leaders may be able to offer guidance about relevant questions.

Is the school up to date with progress against actions on the SIP? In September there will be a new School Development Plan. The HT believes a 2-year plan works more effectively, especially as the school follows a 2-year rolling curriculum programme. A draft plan will be discussed with staff. The OFSTED report will be used as a basis for some actions.

22/58 Finance

a) Schools Financial Value Standards (SFVS)

The HT explained the SFVS is a benchmarking activity for the GB to review its financial expertise and provides useful information for the LA. The SFVS has not yet been submitted. Historically this document has been completed by the previous Headteacher without the support of the Bursar. The HT believes the Bursar's input is very important. The SFVS should be submitted by the end of May and this year will need to be circulated to governors for their comments and approval by email. **ACTION: Headteacher and Governors**

b) Latest Budget Monitoring Reports

A copy of the January monitoring report was circulated in advance of the meeting and a copy of the updated February reported circulated at the meeting.

Governors noted the fee for rent of the Village Hall has been recalculated. In future rent will



be £5k per annum for use of the Hall for Lunch, PE and Sport. **Governors agreed this rate seems reasonable but asked to see a breakdown of the usage so they could better understand the total figures.** **ACTION: Headteacher and School Administrator**

Governors noted overall funding is higher than expectations.

Are we managing any projected carry forward to ensure there will be no penalty? There is currently £88k projected surplus. It is important to carry a surplus but also to use funds for the benefit of children currently in school. Governors discussed the possibility of changes to funding following the restructuring of the county council.

Does income and expenditure for the Before and After School provision balance? Yes, staff costs are covered and there is currently a small profit.

[At 20.18 Mrs Loney left the meeting]

22/59 Policies to review

The HT reported the new website provider ran a compliance check on the school's website and noted that 30% of the required policies were out of date or not published. The HT has worked to address this. At the recent inspection, OFSTED raised no concerns about school policies.

a) (22/39c) Update on Staff Behaviour/Code of Conduct

At the HT's recent level 3 safeguarding training meeting the importance of having a Staff Code of Conduct was stressed. The code of conduct is now in place and was referenced by inspectors who asked questions to staff about it during the inspection.

Governors confirmed agreement with this policy, which includes low-level concerns.

b) (22/39) RE and Collective Worship Policy (carried forward agenda item)

Governors discussed whether this item could be carried forward to the summer term meeting as a relevant training session had not yet taken place. **Governors noted a SIAMS inspection could take place before the summer FGB meeting.** **Governors agreed** the policy should be circulated to governors as soon as it is available. **ACTION: Headteacher**

c) Child on Child Abuse Policy and Equalities Scheme

Copies of these two policies were circulated in advance of the meeting. **Governors agreed** to approve both policies.

d) Policy review

The HT confirmed all statutory policies are now in place and on the website. A policy review schedule will be put in place and shared with governors at the summer FGB meeting. **ACTION: Headteacher**

22/60 Governor Training

a) Governor training overview

The school has bought into the National Online Safety learning platform to help deliver safeguarding and other training. Training information is all recorded and stored on the system. There are hundreds of courses that can be accessed.

Details of the platform will be shared with staff at the April INSET session and courses accessible in the summer term. The platform flags up relevant courses when you log in. This will be used for September renewal of safeguarding training.



b) Links to other training

The links to the Cumbria Governor Support training pages and Diocesan training pages were circulated on the agenda.

The Rev Whittaker recommended the online SIAMS preparation training that the HT and a member of staff will be attending on 17 March.

Governors noted that on Thursday 21 April (4.00 – 5.30pm) the Diocese is offering training: *Vision and Leadership for School Leaders and Governors*.

All governors were reminded that the link to access the **NGA Learning Link** e-learning modules **free of charge** expires on 18 April 2022.

The chair asked that a quick summary of any important information be shared with other governors following any training attended. **ACTION: Governors**

22/61 Governance

a) Governor Skills Audit

A summary overview of the skills audit was circulated in advance. Governors noted that there is a good spread of skills across the board. The areas where some gaps in experience exist are in Finance and Chairing. Governors noted that OFSTED commented governors were very knowledgeable.

b) Succession planning: role of Vice-Chair

The Chair reminded governors that it is her intention to step down when her term of office expires in summer 2023.

Governors agreed that the election of Vice-Chair(s) for 2022-23 should take place at the summer FGB meeting with a view to a Vice-Chair closely shadowing the current Chair to support future succession planning. Governors may wish to consider nominations in advance of that meeting. **ACTION: Governors**

c) (22/27b) Update on parent governor election

The vacancy for a parent governor will be advertised in the next available newsletter. **ACTION: Headteacher**

d) Update on other governor vacancies: 2 co-opted governor vacancies

Governors agreed these vacancies would be considered further when the skill set of any parent governor was known.

e) (22/41c) Update on arrangements for Finance and H&S Committee meetings, including clerking

Governors discussed and agreed to review the structure and membership of committees for September. A number of committees were suggested which the HT and Chair will discuss further: Teaching & Learning; School Improvement; Finance & Property; Community and Welfare (to include SEN and Safeguarding). Proposals will be presented at the Summer FGB meeting. **ACTION: Chair and Headteacher**

22/62 Any Other Urgent Business

None



22/63 Correspondence

None

22/64 Consideration of the Impact of the meeting on the welfare and progress of pupils at the school

Governors:

- Noted the feedback from the OFSTED inspection
- Considered potential developments regarding the provision of school lunches
- Discussed the positive impact of activities, courses and visits on the children
- Are exploring a proposal to support the school's long-term sustainability
- Are making rapid progress on car parking proposals that would have a positive impact on health & safety

22/65 Dates of future Governor Meetings:

Governors discussed the start time of full governors' meetings. The following dates and times were agreed:

- Wednesday 27 April (Finance Committee) – NB: to be moved to 3 May 2022 at 3pm
- Wednesday 22 June FGB at 6.00pm

Close The Chair thanked all governors for their contribution. The meeting closed at 9.02pm.

Signed

(Chair)

Date:

Clerk Sarah Williamson