



Full Governing Body Meeting: Wednesday 22 June 2022 at 6.00pm in School

Present:

Rev Craig Bentley (Rev CB)	(Foundation Governor)
Miss Katie Brown	(Staff Governor)
Mr Chris Granger (CG)	(Parent Governor)
Mrs Nicola Hills	(Co-opted Governor)
Mrs Helen Loney (HL)	(Co-opted Governor) Vice Chair
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

In attendance: Miss Charlotte Harrison (Deputy Headteacher)

Clerk: Sarah Williamson (NYCC Clerking Service)

22/66 Welcome, Introductions and Chair's opening remarks

The Chair welcomed governors to the final meeting of the year. The Rev Whittaker attended the meeting virtually.

22/67 Apologies

None

22/68 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.

22/69 Declarations of Interest

None

22/70 Any other urgent business

None

22/71 Financial Update and Report from Sub-Committee Meeting

The Bursar was unable to attend the meeting. The Chair of Governors circulated the draft budget in advance of the meeting.

a) Financial Summary & Finance Committee (3 May 2022)

The HT summarised responses from the Bursar to questions raised by governors in advance of the meeting:

A 3-year balanced budget is a very good starting point. There is a negative in-year position in 2023/24 and 2024/25 but there is still a positive, if diminishing outturn.

How is the school responding? During these challenging financial times the school is effectively using retained profit to offset deficits. The Bursar explained that estimates for increase in expenditure are included but no information is available for potential rises in income.

Governors noted there is a further and final £5k income from the previous HT's advisory



work to come in; the current HT's salary does represent a saving.

- Oil prices have been projected at a similar level for all 3 years. There is a likelihood that it may increase.
- Catering costs relate to Universal Free School Meals (UFSM) and Free School Meals (FSM); these costs are balanced by the grant for UFSM.
- The new wooden playground is not included in the budget because a proportion is coming from Sports Premium (SP) funding which is separate to the school budget.
- Agency staff cover is high. This reflects a continuing need for supply cover for COVID-related absence. This should reduce in future.
- Until pre-school is a certainty the Bursar advises not including it in the budget; this can be reviewed in October.

Does Sports Premium funding have to be spent within a certain period? Yes. This is also likely to be the final year that SP funds are received. Cumbria LA requires that all funds are spent by the end of July. These funds will be used to fund the play equipment and other items. The school will ensure all funds are spent prior to the deadline.

Figures are included for rental of the Village Hall, has this been finalised? The HT responded that during his absence a request has been made for a further meeting. The HT does not foresee the rent increasing further than the amount incorporated in the draft budget.

Governors had no further questions regarding the draft budget and **agreed to approve it.**

22/72 Approval of Minutes

The public minutes of the FGB meeting held on 16 March 2021 were circulated in advance of the meeting. The confidential minutes were tabled. Subject to an amendment to clarify the name of the governor who left the meeting early, a typographical error and to clarify wording around traffic management on the proposed car park, Mrs Loney proposed, and Mrs Wheatley 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.

22/73 Matters arising

a) Breakdown of usage of the Village Hall

The timetable was submitted to the Village Hall committee. The school requires the space for 20 hrs/week; a reduction of 6/7 hrs. Apx 740 hrs pa @ £5.40/hr. Governors noted this is a significant increase on the previous £2/hr; however, it remains favourable terms.

On one day the school will only use the Village Hall for lunches, on the other 4 days it will be needed 11am to 3pm and on 2 days to 4.30pm.

Who pays for Village Hall cleaning? The MSAs clean tables and sweep floors post lunch and the school pays a cleaner to clean post dance class; this is in addition to the rent. The HT added that even though it would be better if the school had its own hall, the Village Hall is a great facility to access. The Village Hall committee have requested a further meeting. The HT will keep governors informed. **ACTION: Headteacher**

b) Update on Pre-school

A paper summarising the outcome of the consultation was shared. 21 responses were received from the local community. They were overwhelmingly positive about lowering the



age range of pupils.

The HT has spoken directly to any families who approached the school with queries.

The first formal TUPE meeting took place with pre-school staff 2 weeks ago. Contractual information has been requested from Pre-School which the HT will pass on to Capita, the school's HT provider. Staff on a permanent contract will be taken on. There are 3 staff on permanent contract and one on a fixed term contract who is happy to finish on 31 August.

Currently the pre-school only opens 3 days/week. School will offer pre-school 5 days/week; this will require a review of timetabling and number of days worked.

The local authority Early Year's Adviser has visited school to meet with Mrs Hayes. The capacity of Classroom 1 is 26 children, including the 15 children in Reception in September. Provision will commence in Autumn with 3-year-olds. Whilst the Nursery could be filled from September the school will not fill all 11 places immediately.

Will there be a waiting list? Possibly. Some parents may only want 2/3 days provision.

Next steps include going through the official process of lowering the school age by contacting the DfE and OFSTED in the next 4-5 weeks. Funding is £5.10 per hour/child, £153/pupil per week for a 30hr week.

Is the current Reception class for R/Y1? No all Y1 children are currently part of Class 2.

Would the school prioritise any pupils needing to stay in R over new pre-schoolers? The HT responded the school would take a R child rather than a pre-school child. The HT added all staff are excited by this development.

Is there a list of new equipment that requires funding? Pre-school have £7k in their account, these funds will transfer to the school to fund additional resources.

How will the school be funding the alterations? From the formula capital and other funds. The carry-forward position means that spending will initially come from the budget before reserves.

What needs changing? Additional toilets are required and boards within the classroom need lowering. Y5/Y6 will go into Class 1. Screens and sinks there need raising, and additional storage is required. **Is there sufficient outdoor space?** The DHT has ideas for outdoor space near the Y5/6 classroom such as lockers for pupils and a canopy outside the new Class 1.

When will the work happen? There is a busy end to term and no expectation that staff will come into school from the HT. Mrs Hayes has advertised a timetable for volunteers and the Chair asked governors if they might support.

Is the contractor booked? There have been 2 visits and quotations. Plumbing is straight forward. One contractor has already confirmed availability this summer.

c) Academy update

The HT summarised information from Charlotte Tudway, Diocesan Director of Education (DDE) relating to the government white paper. The intention is that all schools will be academies by 2030. The programme will go ahead.

A church school must join a Diocesan Multi Academy Trust (MAT). For a MAT to be financially viable it must have about 5000 pupils across the Trust. There is discussion at Diocesan level regarding the formation of an additional MAT in Cumbria. There are likely to be 2 academies split on geographical lines.

The Diocesan Director of Education will be giving a presentation on academisation for SLT



and Governors on 30 June at 7pm at Natland. This is an information gathering stage for governors. The process of academisation is a long one.

Where would any geographical divide start? This is not certain. The majority of governors on a local governing body of an academy school must be foundation governors.

Does the school want this? The HT responded that whilst there may be some negative perceptions around academisation pertaining to loss of identity, with a good scheme of delegation in place those sorts of decisions would lie with the school. It is a very different process to forced academisation.

Would the school be transitioning from a position of strength? Yes, a supporting school rather than a supported school. Governors do not want the school to lose its identity and what is unique and special. Governors noted at the point of academisation the school would lose its OFSTED judgement, in effect closing and re-opening as a 'new' school.

The HT will circulate information from the DDE to governors. **ACTION: Headteacher**

The DDE will be invited to the September FGB meeting. **ACTION: Headteacher and Clerk**

22/74 Headteacher's Report

a) School Data and Attendance

A copy of the HT's report was circulated in advance.

Assessments:

Take place each year in R, Y1, Y2, Y4 & Y6. Data if available is included in the HT's report.

- Reception: the pass mark for Phonics remains at 32 – 14 pupils passed.
- Y2 SATS results
- Y6 SATS results are not available until 6 July.
- Y4 multiplication test: Old Hutton participated in the trial but this year results will be reported to government. They are looking positive, but results are not available until week beginning 27 June. There will be no pass/fail but outcomes will be used as a benchmark for future years.
- Writing moderation took place in the previous week alongside 2 teachers from the local area. The work of 5 of 15 children was selected. Marking and judgements were reviewed. There were no questions or challenges to the school's marking. This means all teacher assessment judgments stand. 13 children achieved expected levels and two are working towards. Governors congratulated the Deputy Headteacher (DHT).

SATS week was challenging. A child injured a finger immediately before a test and the school enquired about access arrangements. Another child was absent through COVID and therefore disapplied. This will have an impact on the results. The HT felt this was the most appropriate course of action to prevent the child from immediately having to take 5 tests on return. Governors noted the context and supported the course of action.

Why does this affect the school's result? If it did not, it may encourage others to disapply.

Trips and activities

Primary education is about giving children opportunities. It has been a busy half term. Residential visits have taken place to York and Edinburgh. Y5/6 have been kayaking/paddleboarding this week. Y5 have visited Kendal Climbing Wall. Climbing will be an after school club from September.



b) Admissions:

NOR: 99 pupils = a new pupil has joined Reception.

The HT reported that at a recent HT meeting, admissions information was shared indicating that at Old Hutton 39 school age children live within the school's catchment area, showing that most pupils choose to travel to Old Hutton, which is very positive.

Is this a potential risk? The HT responded it could be, but parents have free choice, so catchment is less relevant now. Old Hutton is full in terms of children for Reception in September even though there has been a drop of 200,000 in the birth rate for this cohort.

Could Old Hutton be a role model school? One of the new criteria for Ofsted is around promoting best practice e.g. a local school runs subject curriculum groups. The HT is aware of the previous HT's role as an NLE. On the advice of a school advisor staff from a North Yorkshire school are visiting Old Hutton to see best practice regarding Phonics. The HT added that there are opportunities for HT's to become part-time advisors; schools are paid as back fill for the HT's absence. Governors noted the HT's absence can have an impact. The DHT commented there has been an improvement in staff well-being having a full-time HT in school. The Staff Governors added the HT's presence will be important with the introduction of pre-school; it is very positive to have a teaching HT. The HT stated advisory work may be something to reconsider post the further OFSTED inspection that will take place in the next 12-24 months.

c) SDP - Review of progress against 2021/22 priorities:

Staff are already discussing the outline for the next School Development Plan (SDP) which will be on a 2-year cycle.

An area of focus will be Reading, across the curriculum and for pleasure.

Priority 1: Development of the curriculum through strengthened leadership

The OFSTED outcome shows that arrangements for subject leadership are working. English and History are good example of enquiry-based learning.

Miss Brown gave a summary of the History scheme which the school is using, which is all about discussion and hypothesis. The scheme extends to EYFS and is adapted to the school's context. The children are very excited by it.

Priority 2: Maintain outstanding effectiveness as a Church School – understanding of diversity and spiritual development

Governors noted the SIAMS framework has changed and the grading has also changed, The criteria for 'good' is closer to the former 'outstanding.' The HT described recent assemblies on communion and women in the bible. The school is looking forward to SIAMS inspectors visiting as the pupils can speak passionately about the school's Christian values.

Priority 3: Well-being

The HT explained that in response to the time staff have given up accompanying residentials, they have been offered time off in lieu, which some staff have taken. There are no costs associated with this gesture. **Is staff well-being high?** The DHT and Staff Governor responded that the HT has made a difference in a short space of time, introducing new things and being a presence. There is a strong sense of a supportive team.

Priority 4: High Achievement responding to gaps in learning due to the pandemic

Catch-up funding has been used for additional intervention in Class 4 and Class 2. In Class 3 support staff have led interventions which are working well.



Effective use has been made of catch-up funding for intervention with small groups, this is evident in writing outcomes for Y6 pupils and the SATS outcomes.

d) SEF and SIAMS SEF

Because of the OFSTED visit the HT has not had time to finish the SIAMS SEF but will do so over the summer in readiness for September.

The school will receive a week's notice about SIAMS. Both SEFs will be circulated in advance of the September GB meeting. Should the call come earlier the HT will circulate it immediately. **ACTION: Headteacher**

e) SEND

The DHT, as SENCO, tabled a summary at the meeting.

Have the children with SEN come from other schools or come up through the school? A mixture, most have started at school but as they develop needs can become more apparent.

Governors noted several children with EHCPs will be leaving school this year, but there will be an additional child with an EHCP. Two further EHCP applications are likely to be made.

Does the financial report reflect the reduction in EHCPs? There is funding available to keep some of the TA support. There will be three children with EHCPs in Class 4 next year. TA support will be redistributed.

How long does it take to process an EHCP application? 6 – 18 months. Once the process has begun and needs established the plan needs to be implemented for 2 full terms before the EHCP process is completed.

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

The end of year data is not available yet to share.

g) Little Wandle Phonics Report

A report was circulated in advance of the meeting. Next week reading monitoring will take place to inform the SDP. The HT invited any governor to visit and see phonics in action, for example listen to readers and talk to children about their reading. Reading books have been matched to the phonics scheme and should be 90% accessible to the children. Mrs Wheatley volunteered to visit. **ACTION: Deputy headteacher and Mrs Wheatley**

h) Staffing update

A member of staff has been absent. Staff have volunteered to help cover, including for After School Club. Fridays are being covered by the HT and DHT. Some supply cover has been required for 1:1 support for a Y6 child,

In Class 2 there has been a very successful student teacher placement.

22/75 Safeguarding

a) Issues or incidents to report

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



22/76 Health & Safety and Premises updates

a) (22/55b) Cumbria Fire Risk Assessment (FRA) Report Service (January 2022)

The HT and caretaker have drawn up a list of jobs related to actions identified in the FRA.

The report includes an assumption the school does not need lightning protection as the Church has it. The status of the church will be checked. **ACTION: Rev Whittaker and Rev Bentley**

b) (22/58b) Update on use of the Village Hall

See above 22/73a

c) (22/55a) Update on installation of new outdoor equipment

This has been installed, children are enjoying playing on it.

d) (22/55c) Update on Car Parking

Mr Granger reported Cumbria CC has given tentative support. There is support for a proposal to reduce the speed limit in the village to 20 mph. There is some concern re sight lines and visibility.

Discussion has transferred to the highways department who could action a reduction in speed limit. Highways quickly instigated a third speed test over 2 weeks. Results are due at the end of June.

Reducing the speed limit is the starting point to move ahead with the car park. A traffic regulation order can take 8 – 12 mths from the end of June. The cost is £6 – 10k, which the LA will not cover. It will be taken to the Parish Council and grant funded options are being researched.

Mr Granger has a further phone call scheduled for 23 June and will feedback on the likely impact of the traffic reduction order. **ACTION: Mr Granger**

Governors discussed the mitigating factors of losing play area that should be put forward with the application to facilitate the building of the car park.

Do we know who owns tennis court? A meeting has taken place with 2 trustees. They are happy to work with school to improve the facility and allow the school access.

Does it require resurfacing? Could sports premium (SP) funding be used? SP cannot be used for new build but can be used for refurbishment. The HT has spoken to some suppliers who may also help with grant funding and be interested in the project. **Governors agreed** this is an excellent opportunity to ameliorate the tennis courts that will not arise again.

22/77 Well-being

See 22/74c above. The arrangements in place during SATS, such as the SATS breakfast and end of week party were greatly appreciated and contributed to pupil well-being. This is a challenging time for Y6 following the first transition day at Senior School. There has been plenty of outdoor learning and visitors, both of which are positive for wellbeing.

Governors noted children have access to a counsellor who visits one morning per week. The first six sessions are subsidised through parents' contributions. The school identifies need and then approaches parents for consent.

The children can also access a range of clubs: gardening, dungeons and dragons etc and all these opportunities contribute to well-being.



22/78 Governor Monitoring Visits

a) Subject leadership meetings

The HT has spoken with Rev Whittaker about PE and Science

The Chair encouraged all governors to meet with their allocated subject leaders before the end of term. Meetings can be in-person or virtual. **ACTION: All governors**

22/79 Policies to review

a) (22/59b) RE & Collective Worship policy

The RE and Collective worship policies are very important for SIAMS and have been updated. They will be circulated at the notice point of a SIAMS inspection or in September. **ACTION: Headteacher and Clerk**

b) (22/59d) Policy review schedule

Most policies were updated for the new website and in advance of OFSTED. The schedule will be brought to the September FGB meeting. **ACTION: Headteacher and Clerk**

Governors asked that the statutory policies which require governor approval are identified. The HT will make this very clear in the review schedule. **ACTION: Headteacher**

22/80 Governor Training

a) NGA Learning Link

Governors are now able to access the [NGA Learning Link](#) e-learning modules free of charge **until April 2023**.

Mrs Hills will undertake the *Well-being for Staff* course.

Mrs Loney attended a course on *Governance - Chair role, developing leadership* led by the governance unit and will summarise and circulate the PPT slides to other governors.

ACTION: Mrs Loney

Mrs Natlacen and Mrs Hills are scheduled to attend the same course on 5 July.

22/81 Governance

a) Election of Vice-Chair

Governors agreed it would be beneficial to continue to have two Vice-Chairs to enable delegation such as the chairing of committees.

After many years as Vice-Chair, Rev Whittaker offered to stand down to enable succession planning. Mrs Loney offered to stand again. Mrs Hills who has previous experience in the role at another school also offered to stand.

The HT proposed and Mrs Wheatley seconded their nomination. **Governors unanimously agreed** by show of hands to their appointment.

Governors wished to formally thank Rev Whittaker for her service to the school in the role of Vice-Chair over a considerable number of years.



b) (22/61c) Update on parent governor election

The HT reported there have been no expressions of interest. **Governors agreed** the role would be advertised again in September. A Parent Governor can be a parent, former parent or grandparent.

c) Update on other governor vacancies

There are currently vacancies for 2 co-opted governors

Governors discussed whether these vacancies could be advertised through *Aspiring Governance*. The board is looking for governors with a financial skill set.

d) (22/61e) Update on Committee structures

Governors agreed there should be two committees from 2022/23 who will meet termly in addition to 4 FGB meeting. Membership will be:

- **Finance/Health Safety:** Mrs Natlacen, Mr Granger, Mrs Loney and the Headteacher
- **Curriculum/Teaching and Learning:** Mrs Hills (Chair), Rev Bentley, Mrs Wheatley, Rev Whittaker and the Headteacher

22/82 Any Other Urgent Business

None

22/83 Correspondence

None

22/84 Consideration of the impact of the meeting on welfare and progress of pupils at the school

Governors:

- Reflected on well-being of pupils and are encouraged that well-being is very good
- Invested in new play equipment which has been received very positively
- Noted the effectiveness of catch-up intervention that has been in place to address gaps in learning
- Recognise the positive impact of residential trips and after school clubs on pupil well-being
- Are taking plans forward to develop a car park to protect children and keep them safe
- Are working with the local community to reduce the speed limit outside the school to 20mph
- Know the progress of children with reading and the implementation of the new systematic synthetic phonics scheme, *Little Wandle*, which will continue to be a focus for next year
- Received an update on the history curriculum, how it takes account of the school's context and its enquiry-based learning approach
- Commend the counselling provision for pupils.



22/85 Dates of future Governor Meetings:

The following dates were agreed for 2022/23:

Wednesday 28 September at 6.00pm FGB meeting

Tuesday 11 October 2022 at 3.45pm Finance and H&S committee meeting

Wednesday 16 November at 6.00pm Curriculum, Teaching & Learning committee

Wednesday 30 November at 6.00pm FGB meeting

Tuesday 17 January at 3.45pm Finance and H&S committee meeting

Wednesday 1 February at 6.00pm Curriculum, Teaching & Learning committee

Wednesday 15 March at 6.00pm FGB meeting

Tuesday 25 April at 3.45pm Finance and H&S committee meeting

Wednesday 24 May at 6.00pm Curriculum, Teaching & Learning committee

Wednesday 21 June at 6.00pm FGB meeting

Close The Chair thanked all governors for their contribution. The meeting closed at 8.28pm.

Signed

(Chair)

Date:

Clerk Sarah Williamson