



Full Governing Body Meeting: Wednesday 28 September 2022 at 6.00pm in School

Present:	Miss Katie Brown	(Staff Governor)
	Mrs Nicola Hills	(Co-opted Governor) Vice Chair
	Mrs Helen Loney (HL)	(Co-opted Governor) Vice Chair
	Mrs Jules Natlacen (JN)	(Foundation Governor) CHAIR <i>left 6.52pm</i>
	Mr Nick Turley (NT)	(Headteacher)
	Rev Angela Whittaker (AW)	(Foundation Governor)
In attendance:	Miss Charlotte Harrison	(Deputy Headteacher)
	Ms Charlotte Tudway	(Diocesan Director of Education) <i>left 6.46pm</i>
Clerk:	Sarah Williamson	(NYCC Clerking Service)

1/23 Welcome, Introductions and Chair's opening remarks

The Chair welcomed governors and the Diocesan Director of Education to the meeting. Governors noted the core functions of a governing body: setting strategic direction; holding the Headteacher to account for educational performance; and ensuring financial health, probity and value for money.

2/23 Apologies

Governors consented to apologies received in advance from Mr Granger (Parent Governor) and Mrs Wheatley (LA Governor). The meeting was quorate.

3/23 Academies Briefing

Ms Charlotte Tudway, Diocesan Director of Education (DDE) provided governors with an update regarding academisation.

The Diocese is hoping to have its strategy ready for half term, February 2023. In the intervening time, the Diocese is listening to views of stakeholders to help shape strategy and is working closely with partners in the DfE and LA; the academy strategy needs to work for all.

In 2014 The Good Shepherd Trust was set up for church schools and to support any schools undergoing an academy order. The Trust comprises 12 schools and has a good track record of school improvement. Church schools must join a church school Multi Academy Trust (MAT).

The DDE outlined plans to increase choice for the 104 church schools in Cumbria and explained some of the DfE requirements around size (numbers of schools/pupils) and the implications for rural schools. More than one MAT will be required. A strong MAT will be one that is financially viable, with strong leadership, able to retain staff and which enables pupils to flourish. A MAT of 3,000 pupils would enable economies of scale and ensure access to funding.

Any church school joining a MAT has to keep its current governance structure at academisation.

What feedback has been received from other local schools? Responses have varied across the county. Some schools are wary about academisation because of association with academy orders. The Diocese would want to retain and support a school's core values and identity. This can be achieved through the Scheme of Delegation.

The DDE suggested looking at the way The Good Shepherd Trust is set up as a model and recommended speaking to other schools who have joined the MAT about their experience.

Every school has retained its own vision. To most staff it will not feel any different other than the



extent to which it is helpful.

What happens next? The Diocese is awaiting a further national update and encouraged the GB to continue thinking about academisation and feedback any perceived barriers, strengths and opportunities to the Diocese.

Governors thanked Ms Tudway for her presentation.

[At 6.46pm Ms Tudway left the meeting]

Governors agreed Academisation should be a standing item at all future GB meetings. **ACTION: Clerk**

4/23 Identification of Confidential Items

None

5/23 Declarations of Interest

None

6/23 Any other urgent business

None

7/23 Governance

[At 6.52pm Mrs Natlacen left the meeting]

Mrs Loney, as one of the Vice-Chairs, took the Chair for the remainder of the meeting.

a) To note the resignation of Rev Craig Bentley as a Foundation Governor

Governors wished to record thanks to Rev Bentley for his contributions to the school as a governor. The Chair will write a letter on behalf of the school.

b) To note governor vacancies:

- 1 Parent governor
- 1 Foundation governor
- 2 Co-opted governors

There are no terms of office due to expire in 2022/23.

Governors noted the Parochial Church Council has discussed the vacancy for a Foundation governor. In the first instance the Diocese will invite suggestions from the PCC.

The HT has invited nominations for the role of Parent Governor via the weekly newsletter.

8/23 Annual Requirements:

a) Chair & Vice-Chair (to note the current terms of office)

The Chair's term of office is scheduled to end in June 2023. Nominations will be sought in advance of that date.

The Vice-Chairs took up office in June 2022 for a period of 2 years.

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

All governors completed and signed an updated individual *Register of Interest form*. An updated copy of the overview will be published on the school website. **ACTION: Clerk and Headteacher**



c) Disqualification Declaration

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

d) Review and ratify 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; the Chair and all governors duly signed a copy, to be filed in school. **ACTION: Clerk**

e) Review and ratify the Standing Orders

A copy of the Standing Orders was circulated in advance of the meeting. **Governors unanimously agreed** to continue to work to these procedures.

f) Register of Gifts & Hospitality

No governor had any gifts or hospitality to declare for 2021/22. The Chair signed a copy of the *Register of Hospitality*, a copy of which is kept in school. **ACTION: Clerk**

9/23 Committees and Link responsibilities

a) Confirm the membership of committees and any delegation of decision-making

Membership of the Committees was agreed at the June GB meeting:

Finance, Health & Safety Committee: Mrs Natlacen (Chair); Mr Granger; Mrs Loney and the Headteacher. Mrs Hills agreed to attend the October Finance meeting.

Curriculum/Teaching & Learning Committee: Mrs Hills (Chair); Rev Whittaker; Mrs Wheatley and the Headteacher

b) To review and approve the Terms of Reference (ToR) for the Committees and any delegation of decision-making.

Governors agreed the ToR for the Finance and Health & Safety Committee should be drawn together from the two existing terms of reference. The Clerk and HT will prepare draft ToR for the Teaching & Learning Committee for discussion at its first meeting, prior to presentation at the November FGB meeting for approval. **ACTION: Clerk and Headteacher**

c) Confirm membership of the Head teacher's Performance Management Committee

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 LA Adviser. The HT will contact the LA Adviser for further information about timescales and procedures and then contact the Vice-Chairs.

d) Confirm the SEND; Safeguarding & Child Protection; Mental Health & Wellbeing Champion Governor/s

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

e) SDP link governor roles for new 2022-23 SDP priorities to be revised/agreed – following agreement of proposed SDP priorities at item 13 below

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



10/23 Approval of Minutes of the previous meeting

The public minutes of the FGB meeting held on 22 June 2022 were circulated in advance of the meeting. The confidential minutes were tabled. **Governors unanimously agreed** they be accepted as an accurate record.

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

11/23 Matters arising not covered elsewhere

None

12/23 Headteacher's Report

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

a) SATS

The report included an overview of KS2 SATS results which were not available at the June meeting. Due to the impact of the pandemic the results are not to be compared to 2018 or 2019; they are standalone and will be the new baseline.

Outcomes should be considered in the context of COVID and the particular cohort, which included a significant number of children on the SEND register. Governors noted one child was unable to sit the tests due to COVID.

b) Visits

Governors noted the number of trips and visits that have taken place. The Edinburgh residential was very successful; the HT thanked the staff who led and accompanied these trips. Other visits included an engineering workshop from BAE systems, 4 weeks of paddleboarding and sailing which has continued into the autumn term. The school is now working with Kendal Climbing Club to offer an after-school club in the second half of term.

c) Staff training

Staff training days included working with local museums to plan an art project and safeguarding. The HT thanked Rev Whittaker for visiting the school to look at the school's vision and biblical underpinning of "*Learning for life... in all its fulness*".

d) SIAMS

A SIAMS inspection is expected any time; there will be 1 week's notice.

Is there anything governors can do to support preparation for a SIAMS inspection? The HT asked Rev Whittaker to brief governors in advance, either at the November meeting or sooner.

e) Nursery

The HT reported that the classroom swap and associated building works went well. This has provided a much better location for Early Years and the transition was seamless.

There are 9 children in the Nursery cohort.

What is the eligibility for pre-school? The HT explained there may be places, perhaps part-time, from January. The Class 1 page on the school website has links through which parents can apply for a place via the LA.



f) School Development Plan (SDP)

The SDP is a 2-year plan. **Does this fit with the curriculum?** Yes; the curriculum is taught on a two-year cycle.

Staff are in the process of writing action plans that will feed into SDP. The full plan and SEF will be shared at the Teaching & Learning Committee meeting and then shared at the full FGB in November.

g) School data and attendance

There are 110 children on roll including Nursery. **What is the maximum capacity?** The fire risk assessment gives a maximum capacity of 120.

Attendance is 93%; this reflects the number of illnesses during the first weeks of term.

h) Staffing update

A copy of the staffing list was circulated to governors prior to the meeting. 4 staff were transferred from the Nursery under the TUPE process and have settled well. 1 new member of staff has been appointed to teach PE for 1 day per week.

i) Health & Safety and Premises updates

An asbestos survey is scheduled for the 29 September. Pentagon Play are coming to fit a new canopy to facilitate outdoor provision.

j) SEND

Governors noted there are 6 children with EHCPs, 5 of whom are in Key Stage 2. The DHT explained the stages of the application process for an EHCP for a further 2 children. The HT thanked the SENCO for all the work in preparing these applications.

13/23 School Development Plan (SDP) 2022-23

The HT outlined the revised priorities for the SDP and explained which staff members were leading on these projects. Governors were assigned to monitor each of these priorities:

- a) **Priority 1:** To embed an enquiry approach to the teaching and learning in History, Geography and RE (Quality of Education, Leadership and Management) **Mrs Wheatley**
- b) **Priority 2:** To further develop our approach to teaching fluency in Maths (Quality of Education, Leadership and Management) **Mr Granger**
- c) **Priority 3:** To focus on maintaining and developing the quality of personal growth, wellbeing, mental and spiritual health of the whole school community (Behaviour and Attitudes, Personal Development, Christian Distinctiveness, Leadership and Management) **Rev Canon Whittaker**
- d) **Priority 4:** To embed a reading culture across school. Focusing on reading for pleasure and reading across the curriculum (Quality of Education, Personal Development, Leadership and Management) **Mrs Loney**
- e) **Priority 5:** To work in partnership with Lakeland Arts to further develop the art provision across all classes (Quality of Education, Leadership and Management) **Mrs Hills**

14/23 Finance Update

a) Budget Control Report Summary July/August and Budget Control Report (detail)

A copy of the July/August budget control report was circulated with papers for the meeting. Governors noted the budget was submitted and passed without any details of Nursery



provision. The budget review in October will therefore include significant changes. This will be discussed at the October finance meeting, with updates at the next FGB meeting.

15/23 Governor Monitoring Visits

a) Schedule for monitoring visits

Governors have previously been assigned a teacher with whom to keep in touch. To take this forward the HT suggested governors should contact the teachers in charge of the areas in the School Improvement Plan to which they have been assigned.

b) Reading Survey (July 2022) Mrs Wheatley

Governors noted the report of Mrs Wheatley's visit which was circulated with papers for the meeting. Governors had no further questions at this time.

16/23 Policies to review

a) Policy Review Schedule

The HT tabled a policy review schedule and explained the colour coding. The current priorities for review were highlighted. Governors discussed ways in which they could most effectively review policies, perhaps using the Governor area of Google Classroom. Some policies may be delegated for review to the Committees; others must be approved at a full Governing Body meeting.

The Clerk will send a link to the [DfE guidance on their website](#) to the HT. **ACTION: Clerk**

b) Policies for Review

The following policies were circulated in advance of the meeting:

- Attendance policy
- Behaviour policy
- Child protection policy
- Code of Conduct for School Staff
- Data Protection policy
- Safeguarding Statement

Governors noted:

The Safeguarding policy has been updated to reflect KCSIE 2022.

Are there any amendments specific to this school? The Behaviour policy reflects school systems. The Attendance policy outlines the school's pro-active approach.

Is there anything further that needs to be added in light of Nursery provision? Yes. The Intimate Care policy, which was already in place, is particularly relevant and will be reviewed in accordance with the schedule.

Governors commented the way the ethos in the Behaviour policy links with the school's vision and values is very effective in showing how the school brings its values to life. The DHT added pupils do not see the behaviour policy as rules but refer to rights and responsibilities.

The Weekly Newsletter also reflects the school's ethos.

Governors had no further questions and **unanimously approved** all these policies. Governors thanked the HT for all the work to review them.



17/23 Governor Training

a) Confirmation governors have read *Keeping Children Safe in Education (2022)*

All governors received a copy of the updated guidance and those present signed to say they had read it.

The HT will email all governors with a link to Safeguarding training that needs to be completed. **ACTION: Headteacher**

b) Diocesan training

A link to Diocesan training was circulated. The school is subscribed to the enhance SLA with the Diocese: [Events schedule 2022-2023.pdf \(contentfiles.net\)](#)

c) NGA Learning Link

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

d) Governor training completed since the last meeting

Rev Whittaker had completed training over the summer and sent copies of the certificates to the Clerk. The Clerk will update the governor training log for review at the November FGB meeting. **ACTION: Clerk**

18/23 Any Other Urgent Business

a) School Meals

The HT gave an update. The commercial provider, with whom a contract was signed, withdrew due to staffing limitations. The HT is now exploring an in-house solution in liaison with the Village Hall. A preliminary local authority food hygiene inspection has taken place, which was positive but identified some areas for improvement, including provision of a new freezer. The school would appoint a cook to plan and prepare meals. Financial implications need further consideration; any provision would have to be cost effective for the school. **Governors agreed** a hot meal for children would be very beneficial.

19/23 Correspondence

The HT shared an email from Mr Granger providing an update regarding the Parking Project.

Cumbria Highways completed the third speeding test; however, they have stated that any Traffic Reduction Order (TRO) cannot be actioned until 2023/24 post Local Government Reforms. Governors thanked Mr Granger for taking the project this far.

Work to move forward discussions regarding refurbishment of the tennis court provision continues. There have been positive responses and a meeting is to be arranged with the Trustees. Governors requested this be an agenda item for the November meeting. **ACTION: Clerk**

Who will initiate the contact with trustees? The HT will make contact. **ACTION: Headteacher**

20/23 Consideration of the Impact of the meeting on the welfare and progress of pupils at the school

Governors:

- Considered school data and the new baseline that has been established
- Are looking forward strategically and beginning to consider the implications of the government white paper on academisation
- Are aware of the positive impact of outdoor activities and visits on children
- Recognised the positive impact of the pre-school provision within school and that the



transfer of staff and internal alterations have gone well.

- Approved a number of school policies, many of which relate to pupil wellbeing

21/23 Dates of future Governor Meetings:

Meeting dates in 2022/23

- Tuesday 11 October 2022 (Finance Committee) at 3.45pm
- Wednesday 16 November 2022 (Teaching & Learning Committee) at 6.00pm
- **Wednesday 30 November 2022 at 6.00pm FGB**

- Tuesday 17 January 2023 (Finance Committee) at 3.45pm
- Wednesday 1 February 2023 (Teaching & Learning Committee) at 6.00pm
- **Wednesday 15 March 2023 at 6.00pm FGB**

- Tuesday 25 April 2023 (Finance Committee) at 3.45pm
- Wednesday 24 May 2023 (Teaching & Learning Committee) at 6.00pm

Governors noted that the date previously agreed for the June 2023 FGB meeting would need to be altered because of a conflict with a school residential trip. The 5 July was proposed as a possible alternative. The Clerk and HT will discuss further and a decision will be made at the November GB meeting. **ACTION: Clerk and Headteacher.**

Close Mrs Loney, Vice-Chair, thanked all governors for their contribution. The meeting closed at 8.28pm.

Signed

(Chair)

Date:

Clerk Sarah Williamson