



Full Governing Body Meeting: Wednesday 15 March 2023 at 6.00pm in School

Present:	Mr Jim Bone	(Co-opted Governor)
	Miss Katie Brown	(Staff Governor)
	Mrs Harriet Gilding	(Parent Governor)
	Mr Chris Granger	(Parent Governor)
	Mrs Nicola Hills	(Co-opted Governor) Chair
	Mrs Helen Loney (HL)	(Co-opted Governor) Vice Chair
	Rev Rob McLellan	(Foundation Governor)
	Mr Nick Turley (NT)	(Headteacher)
	Rev Canon Angela Whittaker (AW)	(Foundation Governor)
In attendance:	Miss Charlotte Harrison	(Deputy Headteacher)
Clerk:	Sarah Williamson	(NYCC Clerking Service)

42/23 Welcome, Introductions and Chair's opening remarks

The Chair invited all governors to introduce themselves and welcomed Mrs Harriet Gilding, new Parent Governor

43/22 Apologies

Consented apologies were received in advance from Mrs Wheatley (LA Governor)

44/22 Identification of Confidential Items

None

45/22 Declarations of Interest

None

46/22 Any other urgent business

None

47/22 Approval of Minutes

The public minutes of the FGB meeting held on 30 November 2022 were circulated in advance of the meeting. **Governors unanimously agreed** they were an accurate record.

A copy of the confidential minutes of that meeting 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.

48/22 Matters arising

a) (31/23d) Update on School Meals

The HT gave an update. The school has advertised for a school cook; an interview took place on 14 March. The HT outlined the expertise and experience of the candidate and some of the ideas presented at interview.

Staff absence cover was identified as a potential risk and discussed. The successful candidate would be given a 2-week induction prior to the start date. This would include fact finding, visiting other schools carrying out safeguarding training. It is hoped an appointment can be made for the start of the summer term.



49/22 Updates from Committee Meetings held since 30 November 2022

a) Finance and Health & Safety Committee Meeting (17 January 2023)

Mr Granger gave a summary of key points from the meeting:

- The Bursar was not present. The Clerk will circulate the Bursar's response to a governor question about allowable outturn. **ACTION: Clerk**
- Governors discussed energy costs and agreed some actions around oil contracts and considered ways of improving energy efficiency.

The HT provided an update:

- The Heat Source Pump company visited in the previous week to review plans of the school. They will provide separate quotations. Firstly, removing the existing boilers and replacing with heat source pump. Or secondly, keeping the existing system as a back-up plus a new heat source pump.
- The school has a 'one pipe system' therefore removing boilers is very expensive. The second, hybrid model could be achieved with minimal disruption to the school.
- The company will also provide a quotation for installation, but the school is not obliged to use them. Installation would involve a trench being dug between school and the woodland area – this includes land belonging to the Village Hall.
- The hybrid model would fall within the £25k original estimate (excluding installation).
- The asbestos within the plant room was discussed; it is safe if undisturbed.

b) Teaching & Learning Committee (25 January 2023)

Mrs Hills provided a summary of key points of the meeting. Governors:

- Went through curriculum updates in depth and detail.
- Looked at a sample of pupil books and noted with interest how children are recording their learning.
- Considered a Phonics and a Reading monitoring visit report from Mrs Wheatley.
- Analysed data and considered outcomes and the school's response to lessons learned from the previous SATS assessments.
- Discussed assessment in detail.
- Considered the impending SIAMS inspection.
- Learned that the Reading club is very positive and there is a good uptake by pupils. 8 children currently take part from Class 4. They produce a reading scrapbook and good links with authors have been made. In the summer term this club will be offered to Class 3 with an age-appropriate text.

c) SIAMS Inspection

With a week's notice, this took place on World Book Day. The HT reported that the inspector was very fair and clear in expectations.

The focus of a SIAMS inspection is: *'How effective is the school's distinctive Christian vision, established and promoted by leadership at all levels, in enabling pupils and adults to flourish?'*



Copies of the SEF and SDP were sent. The inspector identified 5 lines of enquiry:

- i. How systems to monitor and evaluate the impact of the Christian vision inform improvement and lead to all pupils flourishing, with reference to those assessed to have special educational needs and/or disabilities and the most vulnerable.
- ii. The impact of curriculum planning and the school environment on pupils' spiritual development as informed by a shared approach to spirituality.
- iii. How effectively the Christian vision contributes to the flourishing of pupils and adults by promoting good relationships, ensuring that all are treated with dignity and respect.
- iv. How far this small, rural school's inclusive collective worship is inspiring the lives of pupils and adults, so all can flourish.
- v. The effectiveness of curriculum planning and assessment in religious education (RE) and how this enables pupils to flourish.

The HT outlined the inspection day and the 16 different activities that took place for gathering evidence. This included an opportunity to see leadership and Collective Worship in the church; a meeting with governors; a meeting with the pastoral team including the SEND; meetings with the RE subject leader, pupils, other staff and a small group of parents.

The criteria for judgement has changed since the last inspection and the bar raised. The inspector found this a very good school and outlined what is required to become excellent.

There were 5 key findings:

- The school's vision is understood by everyone and woven into everything.
- There are high quality links with the church.
- There is a well-sequenced RE curriculum.
- Pastoral support of children with additional needs and the disadvantaged is sensitively tailored.
- Staff have a deep level of care for the children

In the verbal feedback areas for development were identified:

- Everyone has a good understanding of spirituality but this is not always consistently understood
- Revise and simplify the assessment system in RE to identify what we want children to know.
- Build on the idea that collective worship is invitational.

When will the school next be inspected? In 5 years' time. **Governors agreed** the school's aim is to be a Church school for all not a faith school for some.

50/22 Headteacher's Report

The HT's report was circulated in advance of the meeting. The HT summarised key points and invited questions. Governors noted the term was brought to life with visitors and activities. These included:

- A STEM theme which involved parents talking about their careers and visitors from BAE systems and a local hospital.



- The Climbing Club will start after Easter for Class 4. Children have taken part in orienteering.
- In November children took part in a pupil parliament.
- A practising Muslim visited and talked about their faith.
- Children worked with a parent around the publication of a book.
- In December Classes 1 & 2 took part in the Nativity and older children performed in Alice in Wonderland. Several Y6 children took part in the county-wide ski trip to Italy.
- 20 students went to the *Young Voices* event at Manchester arena.
- Class 3 took part in a residential and progression can be seen between this trip and the subsequent residential outward-bound course in Class 4. This event also supported the future transition of children between class teachers.

a) School Data, including attendance

2 children have left school, moving to another local school for family reasons.

3 pupils have joined the school since December. There will be an increase in numbers as more children are due to start Nursery after Easter. Governors noted admissions is strong: 10 children due to start Reception in September, this includes all children currently in Nursery.

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

Governors noted the breakdown of attendance and associated action plan. Overall attendance is currently 93.5%. In December attendance did not get above 80% - a combination of a sickness bug and Strep A. At one point 24/34 children were absent in Class 4; this has had a significant impact on the overall attendance rate.

b) SIAMS SEF

This has been superseded by the SIAMS inspection (see above).

c) SEND Update

One child with an EHCP has left.

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

The SENCO has submitted access arrangements to the DfE for SATs.

d) Staffing

The appointment of a school cook is imminent. A member of support staff will be taking maternity leave.

e) Health & Safety

The HT outlined the outcome of the boiler service. They were not running efficiently. The engineer advised adjusting controls. The pipes were cleaned last weekend. Filters had to be replaced too. Hopefully this remedial work will result in a saving through increased efficiency. An annual servicing contract is now in place.

PE equipment has been inspected and some corrections made.

The Fire Alarm was serviced and is satisfactory. Some remedial work has been completed on emergency lighting.



f) (T25/22) Results of the Reading Survey

The survey has been put together and will be turned into a questionnaire for circulation to the children.

g) (F19/22e) Report of the visit of the Deputy Diocesan Director of Education (DDDE)

During the visit a random check of 3 staff on the Single Central Record of Appointments was carried out. All records were in order.

The DDDE talked to the DSL and DDSL about training, asking OFSTED-style safeguarding questions. The website was checked, and the Safeguarding and Behaviour policies were in good order.

A spot check on First Aid provision, handling of medication and allergens was satisfactory.

Risk Assessments for the Tennis Courts and Playground are up to date; the school uses Kim Allen, H&S consultants. The EVOLVE system is being used for health & safety on school trips. The school has a subscription to *National Online Safety*. This could help keep parents up to date. Some parents are subscribing.

Were there any actions? The school has been directed to an RE resource for consideration.

h) (T23/22a) Maths Subject Leader monitoring report

This fed into Mr Granger's Maths governor monitoring as he met with the subject leader.

i) Geography monitoring report

The geography subject leader works 1 day/week. The internal monitoring report was shared via PowerPoint with all staff. It provides a good example of the level of monitoring.

The DHT stated the report showed the significant impact of enquiry-based learning in humanities. Governors noted more pro-active learning is helping all children learn and retain knowledge more readily.

j) English monitoring

This report was circulated in draft note form. The HT will re-draft and re-circulate. **ACTION: Headteacher**

Governors had no further questions.

51/22 School Development Plan (SDP) 2022-23

a) Review of Progress

The SDP is a 2-year programme. The HT has updated the evidence from monitoring.

A governor observed the 5 priorities are clear but that drama, music, and creative activities, a strength of the school, does not appear to be reflected in the school development plan.

Governors discussed whether a 6th priority around the Performing Arts was necessary to give a full picture or whether it could be encompassed in the fifth priority around developing the arts curriculum. **Governors agreed** this priority showcases the arts curriculum and makes a link to well-being; art is the greater priority now.

How would performing arts dovetail into a conversation with an inspector? It is evident in classroom displays and reflects the school's vision of living life in all its fullness.

How is the benefit/impact of the performing arts monitored? A governor proposed, and **governors agreed** achievement in the performing arts is best placed in the School Self-evaluation Form (SEF). **ACTION: Headteacher**



52/22 Safeguarding

a) Issues or incidents

None

b) Recording safeguarding

The HT reported consideration is being given to a new, widely-used system for recording safeguarding concerns (*CPOMS: Child Protection Online Monitoring System*), replacing *Scholar Pack*.

What is the difference between the two systems? CPOMS is easier to use and can be tailored to the setting. It provides a clearer recording mechanism and provides notifications and alerts for follow-up. The level of data analysis is higher. It is more intuitive and there is the ability to easily produce reports for external agencies. Ultimately, it is easier to transfer safeguarding records for a child to a future school.

What are the costs involved? It would involve an additional cost. The HT has visited another local school using CPOMS and hopes it would be possible, subject to governor approval, to purchase this system for implementation in September 2023. Governors asked for detailed costings to be presented as a proposal to the next Finance and Health & Safety Committee meeting. **ACTION: Headteacher**

53/22 Health & Safety and Premises updates

a) Issues or incidents

No incident to report

b) (31/23b) Update on Car Parking project

The new leader of Westmoreland and Furness Council has met with the Parish Council and has offered support to try to move matters forward with the Highways department regarding the Traffic Regulation Order (TRO) to reduce the speed limit to 20mph. This would then enable the school to make progress with the proposed parking/drop off area.

The TRO is the first step. Once in place discussions with the DfE and the Diocese can be resurrected. Governors noted the Parish Council is willing to pay for the TRO, which could be £7-9k. This is to provide the infrastructure on the road to implement a 20mph limit.

Do you know where it would start and finish? From the top of the hill to the climb out of the village. Measures may include speed bumps, warning lights, and chicanes.

c) Update on energy

See discussion at 49/22a

d) (F19/22d) Governor Health & Safety Monitoring Visit

A date has been agreed for a termly walk round by the Vice-Chair and Headteacher.

54/22 Academisation

There are no specific updates currently. The Diocese is still putting together a plan to discuss with all schools, which is likely to be available before September.

Governors noted the change to the county council structure means that all staff are subject to TUPE arrangements from 1 April.

Has this created a lot of work for the School Administrator? The HT responded the preparatory work took place 6 weeks ago. The school was required to send information to payroll, who



populated the necessary paperwork for a small fee. The school checked the draft and returned it. Pay and conditions stay the same.

Are email addresses changing? These will change eventually but not for at least a year.

Will online training change? This is not certain. The LA has confirmed that free access to online training from the National Governance Association remains in place.

55/22 Finance

a) Schools Financial Value Standard (SFVS)

The SFVS was circulated in advance of the meeting. Last year's version has been amended by the Headteacher.

What are voluntary funds? Funds audited by the Bursar. There were no further questions.

Governors unanimously agreed the draft, which the HT will submit on 16 March 2023.

b) (F17/22) Latest 3-year financial forecast

Is there any money available to spend? No. A new science scheme has recently been purchased that will take the school to just below the sum the LA allows the school to carry forward.

Is a PE storage shed still required? More space has been gained as the chairs in storage are now required in school, so this freed space has been re-purposed for sports equipment

56/22 Governor Monitoring Visits

a) RE monitoring visit

Mrs Wheatley has undertaken some monitoring. A report will follow. **ACTION: Mrs Wheatley**

b) Maths monitoring visit

Mr Granger reported this was a positive meeting in which teaching and learning across the school was discussed. The subject leader would welcome further clarity regarding the HT's views about working 'off scheme' to support creativity.

Do teachers have licence to do that? The HT responded it is a question of teacher workload and well-being; and, in terms of sequence, it must be right. OFSTED want to know how the curriculum is sequenced; with a scheme, the sequence and progression is clear. The scheme provides a basis but the HT trusts staff to be flexible and creative if appropriate. The HT does not support formal Lesson Observations. Learning Walks provide a more realistic view of the quality of teaching and learning.

The HT stated when OFSTED return the school has a basis, a skeleton but this can be adapted and tailored to the setting.

The Staff Governor stated schemes are used as resources not a script; it is possible to cherry pick units of work. The DHT added the shared ethos across the school means it is like following a recipe: you adapt it. Teachers are very good at adapting/modifying for classes.

What schemes of work does the school currently use? *Connected Geography and History; SCARF for Relationships and Health Education; Understanding Christianity for RE; Purple Mash (Computing); Snap for Science; Real PE; and the Phonics scheme is Little Wandle.*

Is this usual? It is clear for the very important sequences and progression. Teachers are given some flexibility but should not stray too far from the scheme. The HT will clarify matters with staff. **ACTION: Headteacher**



c) **Art monitoring**

This visit needs to be rescheduled. **ACTION: Mrs Hills**

Governors observed they are finding the new monitoring template very useful.

57/22 **Policies to review and approve**

a) **Intimate care policy**

Governors discussed the policy which is very thorough. A governor reported that during a visit implementation of the policy was seen and it keeps children and staff safe.

During the SIAMS inspection governors were asked how the school's vision weaves its way through its policies: this policy is all about integrity and dignity.

58/22 **Governance and Governor Training**

a) **Committee membership**

Governors discussed the allocation of new governors to the committees. **It was agreed** that governors would join the following committees:

Finance and Health & Safety: Mr Bone and Rev McLellan

Teaching & Learning: Mrs Gilding

b) **Link governor roles for both EYFS and Phonics**

The following changes to link roles were **agreed**:

Art: Mrs Gilding

EYFS: Mrs Hills

Phonics: Mrs Wheatley will be asked to assume this responsibility.

c) **Diocesan training: [Events schedule 2022-2023.pdf \(contentfiles.net\)](#)**

Governors noted the latest Diocesan courses that are available. The Rev Canon Whitaker is scheduled to attend *Spiritual Development: Digging deeper including how to evidence impact* on 22 March. Rev McLellan may also attend.

Rev Canon Whittaker also attended *Inclusive practice: how to ensure LGBT members of your school family feel cherished in an age-appropriate way which is consistent with being a Church of England School* on 15 March

d) **Governor access to the [NGA Learning Link](#) e-learning modules**

This is free of charge until April 2023 [*Subsequently this has been extended to April 2024*].

e) **(38/23d) Confirmation all governors have completed Part 2 of the Safeguarding training circulated by the Headteacher.**

Governors asked the HT to resend the link to all governors and new governors. **ACTION: Headteacher**

f) **Training Log and feedback on governor training since the last meeting**

Governors noted the link to an Ofsted webinar for governors:

<https://www.youtube.com/watch?v=YgsCriLISSY> circulated with the agenda. **ACTION: All governors**



59/22 Any Other Urgent Business

a) Headteacher appraisal

The HT Performance Committee (Mrs Hills, Mrs Loney and Mr Granger) met with the Headteacher and an Advisor from the local authority. 3 targets were agreed. A record of the decisions of that meeting has been sent to the HT. Governors wished to formally record thanks to the Headteacher for all his hard work.

60/22 Consideration of the Impact of the meeting on the welfare and progress of pupils at the school

Governors:

- Approved the Intimate Care policy
- Welcomed the report of the external SIAMS inspection which gave an accurate picture of the school, and which is a positive endorsement for the whole school community.
- Considered reports from advisers which give external scrutiny
- Received an update on the progress to recruit a school cook which will support the welfare of all children.
- Know the progress being made towards improving road safety.
- Considered monitoring reports which show significant progress being made with the curriculum.
- Established link governors for all roles which will help with progress monitoring.
- Are aware of the significant impact on progress and welfare through team building during the recent residential trip for Class 3.

61/22 Dates of future Governor Meetings 2022/23:

- Finance Committee: Tuesday 25 April 2023 at 3.45pm
- Teaching & Learning Committee: governors noted the meeting originally scheduled for Wednesday 24 May 2023 at 6.00pm has been **rescheduled to Tuesday 9 May at 3.45pm** to avoid a clash with school trips. The Rev Canon Whittaker gave apologies in advance of the rescheduled meeting.
- FGB Meeting: Wednesday 5 July 2023 at 6.00pm

Close The Chair thanked all governors for their contribution. The meeting closed at 8.08pm.

Signed

(Chair)

Date:

Clerk Sarah Williamson



Item	Action	Person	Date
49/22a	Bursar's response to governor question about allowable outturn to be circulated	Clerk	ASAP
50/22k	English monitoring report to be redrafted and circulated to all governors.	Headteacher	ASAP
51/22	Achievements in the performing arts to be incorporated fully into the school's SEF.	Headteacher	ASAP
52/22	Detailed costings for CPOMS to be presented to the next Finance and H&S Committee meeting for consideration.	Headteacher	25 Apr 2023
56/22a	Governor RE monitoring report to be circulated	Mrs Wheatley	ASAP
56/22b	Clarity regarding the HT's views about working 'off scheme' to support creativity to be provided to staff.	Headteacher	
56/22c	Governor Art monitoring visit to be rescheduled	Mrs Hills	Summer
58/22e	Link to school's safeguarding training to be re-circulated to all governors	Headteacher	ASAP
58/22f	Governors to watch OFSTED webinar video	All governors	ASAP