



Full Governing Body Meeting: Wednesday 05 July 2023 at 6.00pm in School

Present:	Mr Jim Bone	(Co-opted Governor)
	Miss Katie Brown	(Staff Governor)
	Mrs Harriet Gilding	(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)
	Mrs Hilary Wheatley	(LA Governor)
In attendance:	Miss Charlotte Harrison	(Deputy Headteacher)
Clerk:	Sarah Williamson	(NYCC Clerking Service)

62/22 Welcome, Introductions and Chair's opening remarks

The Chair welcomed governors and the Deputy Headteacher to the meeting.

63/22 Apologies

Governors consented to apologies received in advance from Mr Granger (Parent Governor)

64/22 Identification of Confidential Items

Governors identified one item of confidential business, item 12e (T44/22) *School facilities and future planning*. This item will be excluded from the minutes made available for public inspection.

65/22 Declarations of Interest

None

66/22 Any other urgent business

None

67/22 Approval of Minutes

The public minutes of the FGB meeting held on 15 March 2023 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.

68/22 Matters arising

a) (52/22) Update on implementation of CPOMS

The Headteacher (HT) gave a brief presentation of the functionality of CPOMS. Governors noted data is very secure; the system has 2-factor authentication. Blank templates were shared, showing the categories for concerns and behaviours.

How are staff notified of logged concerns? The DSL & DDSL are notified immediately. Other staff can be alerted if appropriate. Communication with external agencies can be recorded.

Is this system provided by the LA? No, but it is fully supported by the LA. It is used by all



local secondary schools, so all information can be securely and appropriately shared.

How does the linked student facility work? The HT explained how this can be used if more than one child is involved in an incident; this avoids duplication of data entry and makes a child's level of involvement in an incident clear.

Governors agreed it is a very powerful tool for monitoring behaviour, welfare, and safeguarding concerns. The HT added it has greatly enhanced recording of information in school. It enables information to be transferred appropriately, discreetly, and immediately.

Is it user friendly? Yes. It is computer-based but paper documents can be uploaded to the system and then shredded. It pulls attendance data across from *Scholar Pack*. Various reports can be run and anonymised for governors to see. An anonymised data summary will be presented to governors in September. **ACTION: Headteacher & Clerk**

b) Update on Catering

Hot meals are now available 4 or 5 days per week. Best practice was taken from other local schools. Apx 60 hot meals served per day; there is a choice. In September, there will be a new ordering system and a 2/3 week rotation.

A food hygiene inspection took place last week. A report is awaited but the inspector was very complimentary about systems in place.

Has there been feedback from the children? Some children do not like everything, but the quality is good. Lunch sittings are being explored for September.

Governors noted:

- there has been an outlay for some items for the Village Hall kitchen but these are moveable and belong to the school.
- in the event of absence, there is a fall-back position via another experienced member of staff if required. Some batch cooked meals are also being frozen as a back-up.
- if staff are working, they do not have to pay for their meal.
- Universal Free School Meals grant (£2.34) will increase from September.
- Costings will be reviewed in October at the Finance Committee meeting. **ACTION: Clerk**

How do you ensure other users do not damage the school's equipment? It is written into the letting contract for the Village Hall.

The HT invited any governor to come in and try the service by contacting the HT in advance.

69/22 Updates from Committee Meetings held since 15 March 2023

Copies of the minutes of both committees were circulated in advance of the meeting.

a) Finance and Health & Safety Committee Meeting (13 June 2023), including start budget and 3-year forecast

The HT gave a summary in Mr Granger's absence:

- An audited copy of the School Fund Account was noted and approved.
- The outturn was £30k lower than anticipated primarily due to late payment of EHCP funding from another LA. Backdated funds have now been received.
- Nursery is a huge benefit academically and financially. School has received £5k more funding than anticipated as it is popular, and children are attending for full hours.
- PP funding slightly reduced to reflect number of children in receipt of PP grant.



- High level of staff illness in school this year, as with many schools, but with impact on supply teaching budget.
- SEND funding was discussed in detail. The process of applying for EHCPs is slow and funding is not backdated. The school funds the first 9 hrs of provision. The school has been invited to attend a meeting with an EHCP consultant around funding in December.
- The benefit of residential and other trips was considered. The HT noted the important contribution the PTA make towards the costs of trips and the GB noted the extremely high cost of transport for any trip, even local trips to swimming pool.
- The Age Weighted Pupil Unit will increase but is low in comparison with some LAs.
- No action is currently required for the deficit currently showing in Year 3
- A portion of formula capital funding was used for the new entrance door. All lights in school have been replaced with LED lights.

A governor asked for more information about a question asked around floor space. The HT responded the school roll is already determined by the space in school.

b) Teaching & Learning Committee (24 May 2023)

Mrs Hills gave a summary:

- History and Geography are a strength of the school. Mrs Wheatley has carried out a monitoring visit of History and RE. A visit will be arranged to meet with the Geography lead. **ACTION: Mrs Wheatley**
- Field work trips, e.g. to Staveley were very successful.
- The new PE curriculum was explained and discussed.
- Parents can see, and all staff can edit, the curriculum pages on the website.
- The SDP was reviewed.
- The DHT spoke about the implementation of the Phonics scheme. Most Year 1 children passed their phonics screening test; those who did not have specific learning needs. All children who did not pass the phonics test in the previous year have now passed. Governors noted this is the first time for some time all children have passed before Y3.
- The DHT gave several examples of the success of the intervention of the accelerated reader scheme e.g. a 7 year old child now has a reading age of 11. The DHT and HT have discussed how STAR reader marries up with the SDP aim around reading for pleasure. The scheme supports analysis of reading; children can be incentivised the more they read. The phonics scheme links to the book banding system and this system links to Star Reader; it is all joined up.

Is reading done at home? It must be done at school at present. Guided reading, followed by quizzes. This helps with assessment and provides strong evidence of progress.

- The outcome of the SIAMS report under the new framework was discussed, including how the school teaches spirituality. The HT will meet with governors to discuss how to take this further and plan staff training. There are good training materials available from the Diocese. **ACTION: Headteacher and Rev McLellan and Rev Canon Whittaker**
- The school's values and rights and responsibilities will be reviewed and simplified. Governors noted the importance of ensuring the school is working to achieve the aims set out in its original trust deed.

When is the next SIAMS inspection scheduled? It will be in 5 years.

- Governors noted the invitational nature of collective worship, spirituality and assessment were important factors in the judgement. The staff governor and DHT



explained how the RE curriculum is being changed following feedback from inspection.

- The DHT reported the Class 4 residential was successful. There is good progression between residential trips for different year groups. This was particularly notable because of the number of children with high needs who participated. All children enjoyed the activities. It was a shared trip with Beetham School; a partnership that is working well as both are twinned with the same school in Senegal.

The HT and Mrs Gilding met to discuss monitoring visits. An Art monitoring visit has been scheduled for September. Governors noted Mrs Gilding and Rev Whittaker monitored during SATs week.

An EYFS monitoring visit is scheduled for 7 July and the visit report will be shared at the next Teaching & Learning committee. **ACTION: Mrs Hills and Clerk**

70/22 Headteacher's Report

A copy of the report was circulated in advance. The HT summarised some of the highlights of a very busy term. Thanks were given to Mrs Wheatley for her contribution to Africa week. Parents are encouraged to come to celebration assembly on Fridays (30 plus parents attended).

a) School Data, including attendance

Attendance has improved since the previous GB meeting, now 93.7%. Nationally attendance is low. Some children's attendance is being monitored and is improving.

b) Staff training

The Princes Teaching Institute is arranging subject leader meetings. Feedback from the Penrith cluster was excellent. Cost is £300/year for 3 meetings and will start next year. The school will join the South Lakes Cluster with 20 schools led by the previous interim EHT.

c) 1 page data summaries, including (T35/22a) Spring data summary for Class 2

End of Year statutory assessment overview was circulated. There are gaps as KS2 results are not released until 11 July. The HT will share as soon as they are available, and governors will discuss them at the September GB meeting. **ACTION: Headteacher and Clerk**

KS1 writing outcomes have been submitted. The HT will share data. **ACTION: Headteacher**

The HT explained the statistics: 36% at expected; 55% above expected (91%) 9% did not meet expected levels of progress. Outcomes for Reading and Writing are very similar to 2019 and 2022.

Do you have any idea what the KS2 SATS results will be for 2023? They are hard to predict; the Reading test was the hardest seen. The DHT explained the Maths paper was equally hard. Writing results are known and very good: 88% at or above expected.

The average score for the Year 4 multiplication test is 22/25. Children only have 6 seconds to answer. There is no pass mark, but this outcome is good as it reflects that one child did not sit the test. It provides useful information for the teacher the following year.

An LA monitoring visit took place to check administration of SATs. All was fine, reflecting good practice.

Governors noted the excellent EYFS results: 93% achieved a Good Level of Development (GLD). Attainment & progress across school is really strong.

d) SEND

The SENCO gave a summary:



1 child with English as an Additional language (EAL) has joined school. A quick and supportive response was received from the LA's EAL specialist.

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

Governors thanked the SENCO and staff for all their hard work in meeting the needs of children in school.

The SENCO recently completed training on 'measuring the unmeasurable'. An anonymised case study will be presented to governors at the autumn Teaching & Learning Committee.

ACTION: SENCO and Clerk

e) Staffing

A cook has been appointed (see 68/22b). A maternity cover post is currently being advertised. Governors were invited to be a part of the recruitment process on 11 July. Mrs Hills indicated she may be available.

f) Pupil & Staff Well-being

The HT reported staff have worked incredibly hard to ensure the children were well prepared for end of year assessments. Children with additional needs are fully supported.

g) SEF

The HT reported Performing Arts, a strength of the school, has not yet been added but will be as soon as possible. **ACTION: Headteacher**

Governors noted the OFSTED inspection must be within 2 years, which must be before March 2024. Governors noted the judgement of 'good' against quality of education reflects SATS results in previous years. The HT is optimistic results will be good this year and that next year, as the school works towards the end of its 2-year development plan, there will be a further increase in evidence of impact.

71/22 School Development Plan 2022-23

a) Review of Progress

Monitoring of the 2-year plan has been updated. Some priorities will carry forward to next year. Priority 4 Reading was split in two: reading for pleasure this year and reading across the curriculum and linking quality texts to the curriculum, next year.

Governors noted SDP priorities drive the school each day and will drive INSET in September.

72/22 Safeguarding

a) Issues or incidents to report

Governors noted there is nothing to report but there are robust systems in place. Staff training is up to date and CPOMS has been implemented.

Are all governors up to date with safeguarding training? Staff use *National Online Safety* (NOS) training. In September, the HT will issue log in details and ask governors to complete refresher training. **ACTION: Headteacher**

All governors will be required to read the 2023 iteration of *Keeping Children Safe in Education* and confirm their understanding in the Autumn term.



73/22 Health & Safety and Premises updates

a) Issues or incidents

There were no issues or incidents to report but robust systems are in place.

b) Update on Car Parking project

Progress has been on hold due to local authority reorganisation. The project involves speed reduction from 30 to 20 mph. The HT met with representatives of Highways, the Parish and Local councils at school leaving time so they could see the impact of traffic first hand. The speed reduction scheme will be in place within the next 12 months. The priority for traffic calming and signage will be the area around school. This would be the first phase. The Parish Council have made progress with funding towards the pull-in zone.

Is moving the hedging an opportunity for a learning experience for the school? Possibly but the hedging may transplant successfully.

c) Update on energy

The quotation for an Air Source Heat Pump was discussed at the Finance, Health & Safety Committee. Costs are substantial. Other possible ideas e.g. solar panels will be explored.

Have boiler improvements happened? Yes, and an annual maintenance contract is in place.

d) Governor Health & Safety Monitoring Visit

The HT & Mrs Loney had an initial meeting and walk round. A list will be generated, and items identified that can be delegated to the caretaker. A walk round will take place half termly. Rev McLellan volunteered to assist.

Items identified included signage and a need to replace the hallway floor. Governors are aware of the asbestos underneath. Mrs Loney will provide details of a company to provide a quotation for removal which is likely to be expensive. The closing mechanisms of school gates will be addressed by the caretaker over the summer. Governors recorded thanks to the caretaker for all that he does to look after the school.

e) (T44/22) School facilities and future planning

This item is recorded in a separate confidential minute.

f) Tree report

A tree survey is carried out annually commissioned by the LA. It identifies required works. Two quotations have been obtained and work will be carried out over the summer holidays.

How is worked paid for? The LA pays for the report but the school is responsible for the costs of any works. The work required this time is apx £2k.

Why does the school have to do this? Trees are the largest natural risk in the grounds. Staff are aware of the risks in different weather conditions.

74/22 Academisation

a) Letter from Charlotte Tudway, Diocesan Director of Education (DDE)

A copy of the letter from the DDE providing an update on the government white paper was circulated in advance. It is likely academisation will happen, but timescales have changed.

The letter outlines Diocesan plans for a new academy trust in the county. Expressions of interest are being sought.

Governors agreed this item will be carried forward to the September meeting for a decision



and response. **ACTION: Clerk**

Governors asked the Headteacher to invite the DDE to attend a GB meeting. **ACTION: Headteacher**

75/22 Governor Monitoring Visits

Mrs Hills is visiting EYFS on Friday 7 July.

Governors agreed the following priorities for monitoring visits in September:

- Art monitoring visit (Mrs Gilding)
- Geography/History monitoring visit (Mrs Wheatley)
- Safeguarding and Well-being
- Spirituality (Rev Whittaker and Rev McLellan)

76/22 Policies for review and approval

None

77/22 Governance and Governor Training

- a) Diocesan training: [Events schedule 2022-2023.pdf \(contentfiles.net\)](#)
- b) Reminder that governors are able to access the [NGA Learning Link](#) e-learning modules **free of charge** until April 2024.
- c) Safeguarding: see earlier discussion at 72/22a.
- d) Governors asked the Clerk to send updated training links over the summer. **ACTION: Clerk**

78/22 Any Other Urgent Business

a) Link School in Senegal

The DHT explained there has been a fire at the Senegal link school, a link shared with Beetham School. **Governors agreed** a proposal to fundraise and expressed a hope that this might be a good opportunity to build links and share fundraising activities with Beetham.

Some pre-existing fund-raising monies are already earmarked to support the Senegal school's library development.

b) Social event

The Chair proposed a social event for staff and governors to meet in September. The Chair will circulate information to the HT. **ACTION: Mrs Hills**

79/22 Consideration of the impact of the meeting on the welfare and progress of pupils at the school

Governors:

- Know that good quality school meals provision is now in place
- Are exploring ways of developing facilities and increasing space within school
- Know that progress is being made to improve road safety around the school through the car parking project
- Know the positive impact of the phonics and associated reading schemes on pupil progress
- Have received updates on curriculum and identified monitoring priorities to look at children's learning and progress in September



- Are aware of the positive impact on pupil personal development of Arts week, visitors to school and residential visits
- Understand the benefits of CPOMS and recording safeguarding and welfare concerns
- Have re-established health & safety walk rounds to enable priorities to be identified and an action plan put in place

80/22 Dates of future Governor Meetings

Governors agreed the following dates for 2023-24:

Full Governing Body meetings

Weds 27 September 2023 at 6.00pm

Weds 29 November 2023 at 6.00pm in the Village Hall

Weds 20 March 2024 at 6.00pm

Weds 3 July 2024 at 6.00pm

Committee meetings

Finance and H&S: Tues 10 October 2023 at 3.45pm

Teaching & Learning: Weds 8 November 2023 at 6.00pm

Finance and H&S: Tues 16 January 2024 at 3.45pm

Teaching & Learning: Weds 31 January 2024 at 6.00pm (Virtual)

Finance and H&S: Tues 23 April 2023 at 3.45pm

Teaching & Learning: Weds 15 May 2024 at 6.00pm

Close The Chair thanked all governors for their contributions this year. Governors wished to record thanks to the whole staff team. The meeting closed at 8.45pm

Signed

(Chair)

Date:

Clerk Sarah Williamson



Item	Action	Person	Date
68/22a	CPOMS: an anonymised data summary will be presented to governors in September.	HT & Clerk	September
68/22b	Catering costings will be reviewed in October at the Finance Committee meeting.	Clerk	October
69/22b	A Geography monitoring visit will be arranged.	Mrs Wheatley	ASAP
69/22b	HT and governors to discuss how to develop spirituality further and plan staff training.	Headteacher, Rev McLellan & Rev Whittaker	ASAP
69/22b	Visit report of EYFS monitoring (7 July) to be shared at next T&L meeting.	Mrs Hills & Clerk	Nov 2023
70/22c	KS2 SATS results (due 11 July) to be circulated for discussion at next FGB meeting. HT to share KS1 writing outcomes.	Headteacher, Clerk	ASAP & Sept FGB
70/22d	SENCO to present an anonymised case study of progress measures to the autumn Teaching & Learning Committee.	DHT & Clerk	Nov 2023
70/22g	HT to add Performing Arts to the SEF.	Headteacher	ASAP
72/22a	NOS training links to be circulated to all governors to complete refresher training.	Headteacher	September
73/22e	HT to explore possibility of longer-term fixed rate rental price for the Village Hall with its management committee. Committee members to be invited to visit school.	Headteacher	30 August
73/22e	School facilities to be an agenda item at the next GB meeting	Clerk	Sept FGB
74/22a	Academisation to be an agenda item at the September FGB meeting. The DDE to be invited to attend a future GB Meeting.	Headteacher & Clerk	Sept FGB
77/22d	Clerk to send updated training links to governors over the summer.	Clerk	Summer
78/22b	Chair to circulate information regarding a staff/governor social event to the HT.	Mrs Hills	ASAP