



Full Governing Body Meeting: Wednesday 27 September 2023 at 6.00pm in School

- Present:**
- 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 (Co-opted Governor) VICE CHAIR
 - Rev Rob McLellan (Foundation Governor) *left 8.00pm*
 - Mr Nick Turley (Headteacher)
 - Mrs Hilary Wheatley (LA Governor)
 - Rev Can Angela Whittaker (Foundation Governor)
- In attendance:**
- Miss Charlotte Harrison (Deputy Headteacher)
 - Ms Charlotte Tudway (Diocesan Director of Education) *left 6.46pm*
- Clerk:**
- Sarah Williamson (NYCC Clerking Service)

1/24	<p>Welcome, Introductions and Chair’s opening remarks</p> <p>The Chair welcomed governors and the Diocesan Director of Education (DDE) 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.</p>
2/24	<p>Apologies</p> <p>Governors consented to apologies received in advance from Mrs Wheatley (LA Governor). Subsequent apologies were received Mr Bone (Co-opted Governor). The meeting was quorate.</p>
3/24	<p>Academies Briefing</p> <p>Ms Charlotte Tudway, DDE, provided governors with an update regarding academisation.</p> <p>There is now a little more certainty about academisation for Church Schools nationally. The new Memorandum of Understanding between the DfE and Church of England has been published, giving clarity.</p> <p>The Diocese has no preference whether a school wishes or does not wish to join a MAT; however, advice is to continue to consider academisation regularly by retaining it as a standing agenda item. Governors noted the 2030 deadline for academisation has gone.</p> <p>The expectation now is that any MAT with a VA school in it has majority Church governance. This does not mean the Trust would not be welcoming of community schools. The MAT would provide model policies, two sets: one for community schools and one for church schools. The possibility for a Church school to join a non-church MAT has been removed in the new articles.</p> <p>The deadline for academisation has gone, is there a new one? No. The draft Schools’ bill has been withdrawn; however, the vision for academisation has not changed. There is no time pressure in this region as outcomes are generally good.</p> <p>Governors noted an expression of interest form was circulated in May 2023. The Diocese would like there to be a second church MAT. There is a good mixed group of schools who expressed an interest, sufficient to form a working party representative of different school types.</p> <p>The DDE outlined some of the advantages, such as shared resources across a group of schools.</p> <p>What form does centralised administration back-up take? Sharing expertise e.g. one person</p>



	<p>researching for a group of schools.</p> <p>What does the funding look like for a MAT in comparison with current funding? It is pooling of resources which can be cost-effective. There is an element of shared strategic thinking. The school's budget would be shared but centralised resources would be spread across the MAT according to need.</p> <p>Who makes those decisions? Need to look at the scheme of delegation for the MAT, could look at the existing MAT's scheme as an example.</p> <p>The HT shared his experience of joining a MAT in his previous post and explained how some aspects of delegation worked in practice. The schools within a church MAT retain their own vision but curriculum could be closely aligned.</p> <p>How many schools are currently in this MAT? 12 and others about to go out to consultation. Is there a limit? It is more about pupil numbers than it is about number of schools. Both MATS are likely to have cluster models. The DfE does not have an upper limit.</p> <p>The DDE thanked governors for continuing to consider academisation carefully and invited governors to make contact and send questions direct or via the HT.</p> <p>Governors agreed to retain academisation as a standing agenda item.</p> <p>Governors asked Miss Harrison to invite a MAT leader to speak with the governing body at a future date: ACTION: Deputy Headteacher</p> <p>How do governors who are staff feel about academisation? KB responded if academisation does not detract from what makes the school special and individual, it is worth consideration. The HT added it could be an exciting prospect to join and shape a new MAT.</p>
4/24	<p>Identification of Confidential Items None</p>
5/24	<p>Declarations of Interest None</p>
6/24	<p>Any other urgent business None</p>
7/24	<p>Governance</p> <p>a) Terms of Office Governors noted there are no terms of office due to expire in 2023/24.</p> <p>b) Governor vacancies There are vacancies for: 1 Foundation governor and 2 Co-opted governors. Governors do not feel there are any specific skill gaps at present but agreed to retain information about the vacancies on the school's website.</p>
8/24	<p>Annual Requirements</p> <p>a) Chair & Vice-Chair (to note the current terms of office) Governors noted the terms of office of the Chair and Vice-Chair, who were elected on 30 November 2022 for a period of 2 years. The term of office is therefore scheduled to end in November 2024.</p> <p>b) Register of Interests and Disqualification Declaration All governors present completed and signed updated Register of Business Interests forms</p>



	<p>and declarations confirming their eligibility to serve as a Governor. There were no changes. An updated copy of the overview will be published on the school website. ACTION: Clerk and Headteacher</p> <p>c) Review and ratify the updated NGA Code of Conduct</p> <p>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</p> <p>d) Review and ratify the Standing Orders</p> <p>A copy of the Standing Orders was circulated in advance of the meeting. Governors unanimously agreed to continue to work to these procedures.</p> <p>e) Register of Gifts & Hospitality</p> <p>No governor had any gifts or hospitality to declare for 2022/23. The Chair signed a copy of the <i>Register of Hospitality</i>, a copy of which is kept in school. ACTION: Clerk</p>
9/24	<p>Committees and Link responsibilities</p> <p>a) Confirm the membership of committees and any delegation of decision-making</p> <p>Governors agreed to operate the same committee structure and membership as 2022/23 for continuity:</p> <p>Finance, Health & Safety Committee: Mr Bone; Mr Granger (Chair); Mrs Hills; Mrs Loney; Rev McLellan; and the Headteacher</p> <p>Curriculum/Teaching & Learning Committee: Mrs Gilding; Mrs Hills (Chair); Rev Whittaker; Mrs Wheatley and the Headteacher</p> <p>b) Terms of Reference for the Committees and any delegation of decision-making</p> <p>A copy of the Terms of Reference for both committees were circulated in advance of the meeting. Governors agreed they are fit for purpose and require no change. The Chair signed a copy on behalf of all governors. These will be published on the school’s website. ACTION: Clerk and School Administrator</p> <p>c) Head teacher’s Performance Management Committee</p> <p>The HT’s appraisal normally takes place in November for a December deadline. The committee will comprise: the Chair, Vice-Chair, Mr Granger and the LA Adviser. The HT will contact the LA Adviser for further information about timescales.</p> <p>d) SEND; Safeguarding & Child Protection; Mental Health & Wellbeing Champion Link Governor/s</p> <p>Mr Bone will continue as SEND link governor</p> <p>Mrs Hills will continue as Safeguarding & Child Protection; Mental Health & Wellbeing Champion Governor.</p> <p>e) SDP link governor roles for new 2023-24</p> <p>Link roles will be agreed under item 13, <i>School Development Plan</i> priorities.</p>
10/24	<p>Approval of Minutes</p> <p>The public minutes of the FGB meeting held on 5 July 2023 were circulated in advance of the meeting. The confidential minutes were tabled. Governors unanimously agreed they be</p>



	<p>accepted as an accurate record.</p> <p>Copies were signed and will be kept in school. Copies of the public minutes will be made available for public inspection.</p>
11/24	<p>Matters arising</p> <p>None</p>
12/24	<p>Headteacher's Report</p> <p>A copy of the HT's report was circulated in advance of the meeting.</p> <p>a) School Data, including attendance</p> <p>NOR is 105 at present. This is a similar starting point to last year and will grow as Nursery has 3 intakes.</p> <p>What's the maximum capacity? 120, which was reached last year. There have been recent enquiries for a Y1 and Y2 place,</p> <p>b) Attendance</p> <p>Average attendance is 93.8% which includes Nursery and Reception. OFSTED will look at the attendance of statutory school age pupils. The national average is 96% (compared to 91% last year). The school average for 2022/23 was 93.5%.</p> <p>c) Activities</p> <p>Governors noted it has been a busy start to term. 2 external trips (London and Westmoreland Show) have taken place. There is a forthcoming author visit. Sailing, canoeing and kayaking activities will take place from the middle of October if transport is available. Further details of extra-curricular clubs are included in the HT report.</p> <p>d) Premises</p> <p>The external door to Class 1 was identified as a safeguarding risk, so the same secure system has been fitted as for the front door. More walkie talkies have been purchased for staff when they are outdoors. Work has been undertaken to the wildlife area and to the willow trees in response to the tree survey.</p> <p>e) Staffing update</p> <p>A member of staff is on maternity leave. The school advertised for a TA to provide cover and an appointment was made on a temporary fixed-term contract.</p> <p>The school is working with agencies to appoint Teaching Assistants to work 1:1 with children with high needs. This would be a temporary contract until October by which time it is hoped the EHCP application will have been processed and attract some funding. Some emergency funding has been provided as another child has come from another LA.</p> <p>f) Fire alarm Drill</p> <p>Governors noted in July a fire drill took place during lunchtime. All pupils exited rapidly, and this has been recorded in the Fire Risk Assessment file.</p> <p>g) KS2 SATS Results</p> <p>An overview of results was circulated in advance of the meeting. Draft progress measures have been released. This information will be published on GIAS.</p> <p>The HT highlighted the progress measures. This looks at data at school not pupil level. It is calculated by looking at Y6 SATS results through the lens of the KS1 results.</p> <p>If a child joined from another school would their data be included? Yes. The school also did incredibly well with this cohort when they were in Year 2.</p> <p>A progress score of zero means a child has done just as well as a child of similar scores from a school with comparable results. The standardised scores show positive attainment but</p>



progress scores in some areas are negative.

Is this because the KS1 results were exceptional? Yes, they were far and above the national average. It could also reflect that the teacher assessments given at KS1.

Maths attainment was just below national average. The DHT commented results are skewed and gave context around individual pupils. Governors noted a single child going from Greater Depth (GD) at KS1 to Working Towards at KS2 result in a -8.1-progress score. The HT outlined the changes to progress measures going forwards because of the changes to assessment.

Reading results were exceptional: 83% achieved expected levels of progress and 33% achieved at GD but this still only gave a progress score of -1.9. The HT observed that the school must consider the validity of the KS1 results, and whether they were a true reflection of the pupils at that stage.

Governors noted this progress data will go live in November.

Will parents look at this data and ask questions? Parents are more likely to look at attainment. OFSTED will look at progress. Progress scores normally range from +5 to -5, therefore OFSTED will look closely at the -5.2 in Maths. Governors noted the school's response to these outcomes has been addressed by specific actions incorporated in the updated SDP.

h) SEND

Governors asked for an update regarding a SEND matter recorded in the confidential minutes of the previous meeting. **Governors agreed** discussion of this matter should be recorded in a separate confidential minute not available for public inspection.

The DHT shared an anonymised case study of how progress is measured for an SEN child, outlining:

- Where the child's learning journey began?
- What the barriers are to learning?
- What steps have been put in place to help the child.
- Where the child is now

Samples of the reading books the child was able to read at the beginning and can read now were shared with governors. An internal version of the phonics check will be given, and it is believed the child will now meet the requirements of the check.

The SENCO also shared an anonymised sample of written work showing the significant progress made.

Governors applauded the case study and could see the significant progress made in 12 months. The successful early application for an EHCP by the SENCO enabled the provision of high quality 1:1 Support within the classroom.

Governors thanked the SENCO for sharing the case study and commented that SEN provision is a strength of the school.

i) (69/22b) Update on developing spirituality

The Rev Can Whittaker has kindly agreed to lead an INSET day for staff in April 2024.

The HT asked that the outcome of the parent survey on reducing the school's 10 values to 6 be an agenda item in November. **ACTION: Clerk**

The school rules have been simplified. There are now 5 school rules. All staff and children have contributed to their formulation: We try our best. We learn and achieve together. We are kind. We share. We believe in ourselves.



13/24	<p>School Development Plan 2023-24 and SEF</p> <p>a) The Development Plan</p> <p>This is a 2-year plan, so priorities remain the same. The SDP, circulated in advance of the meeting, has been updated to show progress and where actions have been completed. Governors agreed there should be no change to the governors linked to each priority.</p> <p>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</p> <p>Priority 2: To further develop our approach to teaching fluency and key learning in Maths (Quality of Education, Leadership and Management) Mr Granger</p> <p>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 and Rev McLellan</p> <p>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</p> <p>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 Gilding</p> <p>b) (70/22g) Confirmation Performing Arts has been added to the SEF as a strength</p> <p>Art was included but performing arts has now been added. The HT shared the updated SEF on screen during the meeting.</p>
14/24	<p>Safeguarding</p> <p>a) Issues or incidents</p> <p>There have been no incidents to report but robust procedures are in place.</p> <p>b) Anonymised CPOMS Data</p> <p>An anonymised report of the data of incidents was shared with governors during the meeting. Governors were able to see and discuss the range of categories used for recording.</p> <p>c) Governor responsibilities for web filtering and monitoring</p> <p>Governors noted filtering and monitoring for the school is provided by the LA. They use SOPHOS. The firewall can be updated instantaneously by the Computing Lead. Miss Brown stated the LA system is working well and is backed up by the filtering available via Google classroom.</p> <p>The Computing Lead knows all devices to which children have access are safe. Some school devices have been removed from use as the old Chromebooks cannot be updated. Approximately 20 Chromebooks are now redundant.</p> <p>Is there a plan to replace these? Miss Brown is currently re-negotiating leases for devices which will support online safety. There is no longer a Chromebook per child but there are sufficient devices for pupils in Years 5 & 6 to be able to access them daily if required.</p> <p>The Online Safety policy has been reviewed with regard to monitoring and filtering. Online safety is monitored by the LA but also within house. The Computer Lead undertakes spot checks to ensure filtering is working and provided governors with an example of how this works in practice.</p> <p>Governors noted the school has asked the Village Hall to password protect their Wi-Fi as it</p>



	<p>was accessible from within the school buildings.</p> <p>The HT and governors thanked Miss Brown for her pro-active work on online safety. Governors agreed Miss Brown should provide an Online Safety report as a standing agenda item under <i>Safeguarding</i> at each GB meeting. ACTION: Miss Brown</p> <p>Governors agreed Mrs Loney would take on the role of online safety governor.</p> <p>d) Online safety</p> <p>Governors noted they must all undertake online safety training. The HT shared details of the National Online Safety (NOS) platform. All governors will be added tomorrow. This is where safeguarding training, online safety and prevent training will be done. ACTION: Headteacher</p> <p>Are they like previous courses? Yes, but more accessible. This will enable the school to monitor essential annual governor training more easily. The HT asked that all governors complete the Safeguarding update training and Online Safety by the 31 October. ACTION: All Governors</p> <p>Governors agreed further discussion of this item should be recorded as a separate confidential item not available for public inspection.</p>
15/24	<p>Health & Safety and Premises updates</p> <p>a) Issues or incidents None</p> <p>b) Update on Car Parking project</p> <p>Mr Granger reported an email was received on 27 September from the Traffic Management Team Leader at Westmoreland & Furness Council. Reassurance was given that Old Hutton’s request for a reduction to a 20mph limit is in the system. Mr Granger has forwarded this to the Parish Council.</p> <p>Should this be relayed to parents via the newsletter? Governors agreed this would be helpful, so parents know governors are taking this matter seriously and working to move it forward. ACTION: Headteacher</p> <p>c) School facilities and future planning</p> <p>It was agreed at the previous meeting this would be a standing item; however, there are no updates.</p> <p>Governors noted there is no update regarding the Tennis Courts. The external fundraising agency, with whom the school put them in touch, has not heard from the Trustees.</p> <p>The courts continue to deteriorate. The HT stated it may reach a point where the school can no longer use the courts.</p>
16/24	<p>Finance Update</p> <p>a) Budget Control Reports</p> <p>Governors noted no summary reports have yet been made available by the LA.</p> <p>b) (73/22e) Rental of the Village Hall</p> <p>The budget meeting for the Village Hall has not yet taken place. The HT will attend.</p>
17/24	<p>Academisation</p> <p>a) Update – see item 3</p>



18/24	<p>Governor Monitoring Visits</p> <p>a) Schedule for monitoring visits</p> <p>The HT shared the schedule for monitoring visits for the year at the meeting. The HT will send a copy to the Clerk for circulation to all governors. ACTION: HT & Clerk</p> <p>An Early Years visit has taken place, report to follow. ACTION: Mrs Hills</p> <p>A Geography visit by Mrs Wheatley will take place on 15 October.</p> <p>Other visits this term will include Art (Mrs Gilding); Behaviour (Mrs Hills) and Health & Safety (Mrs Loney).</p> <p>The Chair asked for list of link governors to be re-circulated. ACTION: HT & Clerk</p>
19/24	<p>Policies</p> <p>The following statutory policies that require annual review were circulated in advance of the meeting. Governors noted these are based on LA templates but have been personalised to the context of the school. Much of the content is prescribed and must be included.</p> <ul style="list-style-type: none">• Child protection policy and procedures• Code of Conduct for Staff and Other Adults• Overarching Safeguarding Statement• Behaviour policy and procedures• Statement of Behaviour Principles• Online Safety policy and procedures <p>Governors noted The Code of Conduct is central to outlining the professional boundaries for staff. The Behaviour policy has been amended to reflect the new school rules.</p> <p>Mrs Hills proposed, and Mr Granger seconded that governors should approve all these policies. Governors unanimously agreed.</p> <p>The RSE policy will be reviewed and be an agenda item for the next meeting. ACTION: Clerk</p> <p>The policy review schedule is not yet complete. ACTION: Headteacher</p>
20/24	<p>Governor Training</p> <p>a) Confirmation governors have read Keeping Children Safe in Education (2023)</p> <p>All governors present confirmed they had read and understood the latest guidance. The Clerk will ask all governors to confirm this by email. ACTION: Clerk and Governors</p> <p>b) Diocesan training</p> <p>The Clerk will circulate the latest events schedule as soon as it is available. ACTION: Clerk</p> <p>c) NGA Learning Link</p> <p>Governors noted they are able to access the NGA Learning Link e-learning modules free of charge until April 2024.</p> <p>d) (72/22a) NOS training (Online Safety) for governors</p> <p>See 14/24d Safeguarding</p>
21/24	<p>Correspondence</p> <p>Governors noted the correspondence the school has received from Governor Support regarding information on the school's website. The HT, School Administrator and Clerk will work to ensure it is updated. ACTION: Headteacher & Clerk</p>



22/24	Any Other Urgent Business None <i>[The Rev McLellan left the meeting at 8pm]</i>
23/24	Consideration of the impact of the meeting on the welfare and progress of pupils at the school Governors: <ul style="list-style-type: none">• Discussed in detail the SEN Case Study and know how progress is monitored.• Know how the school monitors online safety and have appointed a governor to support monitoring of this key aspect.• Discussed updates to the academisation agenda• Considered the detail of the HT’s reports, including outcomes & progress and know what next steps have been included in the school development plan• Agreed the monitoring schedule• Approved amendments to key statutory policies• Understood the reasons for a child starting out of year group for their welfare• Know the revised school rules are affirmative and the pupils already articulate them• Know doors and walkie talkies have been put in place to improve safety and that remedial work has been completed to the trees in the school grounds
24/24	Dates of future Governor Meetings 2023/24 <u>Full Governing Body meetings</u> Weds 29 November 2023 at 6.00pm in the Village Hall or in school Weds 20 March 2024 at 6.00pm Weds 3 July 2024 at 6.00pm <u>Committee meetings</u> 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 contribution. The meeting closed at 8.37pm.
	Signed (Chair) Date:
Clerk	Sarah Williamson



Item	Action	Person	Date
3/24	DHT to invite a MAT leader to speak with the governing body at a future date.	DHT	Tbc
8/24b	Updated Register of Business Interests to be published on school website	Clerk & HT	ASAP
9/24b	Terms of Reference of the Committees to be published on the school's website.	Clerk and Sch Administrator	ASAP
12/24f	Outcome of parent survey on school's values to be an agenda item.	Clerk	Nov FGB
14/24c	Online Safety report to be a standing agenda item under <i>Safeguarding</i> at each GB meeting.	Miss Brown & Clerk	Nov FGB
14/24d	Log on details to be circulated to all governors for NOS platform	HT	ASAP
14/24d	All governors to complete updated Safeguarding and Online Safety training	Governors	31 Oct 2023
15/24b	Parents to be given an update on progress re car parking and speed limit reduction in the newsletter	HT	ASAP
18/24a	Schedule for governor monitoring visits for the year to be circulated to all governors with a list of link governors.	HT & Clerk	ASAP
18/24a	Monitoring Visit report for EYFS to be sent to the HT	Chair	ASAP
19/24	RSE policy to be reviewed and be November agenda item.	HT & Clerk	Nov FGB
19/24	Policy review schedule to be completed.	HT	Nov FGB
20/24a	Governors to confirm by return email they have read KCSIE 2023.	Clerk & Governors	ASAP
20/24b	List of Diocesan training to be circulated as soon as it is available.	Clerk	Tbc