



**Full Governing Body Meeting: Wednesday 25 September 2024 at 6.00pm in School**

- Present:**
- Mr Jim Bone (Co-opted Governor) *left at 7.45pm*
  - 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
  - Mr Nick Turley (Headteacher)
  - Mrs Hilary Wheatley (LA Governor)
  - Rev Can Angela Whittaker (Foundation Governor) *left at 7.23pm*
- Clerk:** Sarah Williamson (NYCC Clerking Service)

<b>1/25</b>	<p><b>Welcome, Introductions and Chair’s opening remarks</b></p> <p>The Chair welcomed governors 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>
<b>2/25</b>	<p><b>Apologies</b></p> <p>None</p>
<b>3/25</b>	<p><b>Identification of Confidential Items</b></p> <p>None</p>
<b>4/25</b>	<p><b>Declarations of Interest</b></p> <p>None</p>
<b>5/25</b>	<p><b>Any other urgent business</b></p> <p>None</p>
<b>6/25</b>	<p><b>Governance</b></p> <p><b>a) Terms of Office</b></p> <p>Governors noted the following terms of office will expire during the school year: Mr Granger (Parent governor) February 2025; and Mrs Wheatley (LA Governor) August 2025.</p> <p>Miss Brown’s term of office as Staff Governor is due to expire in August 2025 and a staff election will be required in the summer term. Rev Canon Whittaker’s current term of office is due to expire in July 2025; however, this is an ex-officio role.</p> <p><b>b) Governor vacancies</b></p> <p>There are vacancies for two Foundation governors. The Parochial Church Council asked Rev Whittaker to approach Mrs Hills and Mrs Loney, both current Co-opted Governors to consider becoming Foundation governors. Both have agreed and completed the necessary forms to send to the Diocese. <b>ACTION: Rev Whittaker</b></p> <p>Governors this will result in four vacancies for Co-opted governors. Information about governor vacancies remains on the website. <b>Governors agreed</b> the HT should flag this up with parents. <b>ACTION: Headteacher</b></p>



	<p><b>Governors further agreed</b> to complete a skills audit to identify any skills gaps on the governing body. <b>ACTION: Clerk</b></p> <p>It was noted that a governor with a financial or accounting background would be desirable.</p> <p>Governors noted that Rev Whittaker was leaving the parish on 20 October. Governors thanked Rev Whittaker for her outstanding service as a Foundation governor over the last 15 years. Rev Whittaker outlined the appointment process and timescales for her successor who would become, ex-officio, a governor of the school in the future. Two colleagues will support the church in the interim and may visit the school too.</p>
7/25	<p><b>Annual Requirements</b></p> <p><b>a) Chair &amp; Vice-Chair Election</b></p> <p>Governors noted the terms of office for the Chair and Vice-Chair expire on 30 November 2024. <b>Governors agreed</b> to carry out the election at this meeting.</p> <p>The Clerk asked governors how they wished to proceed. <b>Governors agreed</b> they would vote by show of hands. <b>Governors further agreed</b> that the term of office for Chair and Vice-Chair would be two years. Mrs Loney indicated she did not wish to stand for a further term as Vice-Chair. Governors expressed thanks to her for her commitment to the role.</p> <p>The Clerk invited nominations for the role of Chair. Mrs Wheatley proposed, and Mrs Gilding seconded the nomination of Mrs Hills as Chair of Governors. <b>Governors voted unanimously</b> to appoint Mrs Hills. Mrs Hills indicated her willingness to continue in the role of Chair.</p> <p>The Chair invited nominations for the role of Vice-Chair. <b>Governors agreed</b> to appoint Mrs Wheatley (LA Governor) to the post of Vice-Chair.</p> <p><b>b) Register of Interests</b></p> <p>All governors present completed and signed updated Register of Business Interests forms. There were no changes. An updated copy of the overview will be published on the school website. <b>ACTION: Clerk and Headteacher</b></p> <p><b>c) Review and ratify the updated NGA Code of Conduct</b></p> <p>Governors noted the amended version of the NGA Model Code of Conduct, circulated in advance of the meeting. <b>Governors unanimously agreed</b> to continue to abide by the code; the Chair duly signed a copy on behalf of all governors, to be filed in school. <b>ACTION: Clerk</b></p> <p><b>d) Review and ratify the updated Standing Orders</b></p> <p>A copy of the updated model Standing Orders was circulated in advance of the meeting. <b>Governors unanimously agreed</b> to work to these procedures as amended.</p> <p><b>e) Register of Gifts &amp; Hospitality</b></p> <p>No governor had any gifts or hospitality to declare for 2023/24. The Chair signed a copy of the <i>Register of Hospitality</i>, a copy of which is kept in school. <b>ACTION: Clerk</b></p>
8/25	<p><b>Committees and Link responsibilities</b></p> <p><b>a) Membership of committees</b></p> <p><b>Governors agreed</b> to operate the same committee structure and membership as 2024/5 for continuity:</p> <p><b>Finance, Health &amp; Safety Committee:</b> Mr Bone; Mr Granger (Chair); Mrs Hills; Mrs Loney;</p>



	<p>and the Headteacher</p> <p><b>Curriculum/Teaching &amp; Learning Committee:</b> Mrs Gilding; Mrs Hills (Chair); Mrs Wheatley and the Headteacher.</p> <p><b>Governors agreed</b> there may be some alterations to committee membership following the appointment of any governors to the vacancies.</p> <p><b>b) Terms of Reference for the Committees and delegation of decision-making.</b></p> <p>A copy of the Terms of Reference for both committees were circulated in advance of the meeting. <b>Governors agreed</b> 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.</p> <p><b>ACTION: Clerk and School Administrator</b></p> <p><b>Will the School Administrator now attend Finance Committee meetings?</b> The HT confirmed this would be the case.</p> <p><b>c) Head teacher's Performance Management Committee</b></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. The School Administrator will take minutes of the meeting.</p> <p><b>d) Link Governor roles</b></p> <p><b>Governors agreed</b> the following link roles:</p> <p><b>SEND:</b> Mr Bone</p> <p><b>Safeguarding &amp; Child Protection; Mental Health &amp; Wellbeing Champion:</b> Mrs Hills</p> <p><b>e) School Development Plan link governor roles for 2024-25</b></p> <p>Link roles will be agreed under item 12, <i>School Development Plan</i> priorities.</p>
9/25	<p><b>Approval of Minutes</b></p> <p>The public minutes of the FGB meeting held on 3 July 2024 were circulated in advance of the meeting. The confidential minutes were tabled. <b>Governors unanimously agreed</b> they be 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>
10/25	<p><b>Matters arising</b></p> <p><b>Governors requested an update on a behaviour matter recorded in the confidential minutes.</b></p> <p><b>Governors agreed</b> further discussion of this item should be recorded in a separate confidential minute not available for public inspection.</p>
11/25	<p><b>Headteacher's Report</b></p> <p>A copy of the HT's report was circulated in advance of the meeting. Governors noted the report is substantial as it has been a busy start to the year. School trips have taken place to London, Blencathra, and the Westmoreland Show. The behaviour of the Y5 children on the London trip was impeccable. Visitors to school include the Anne Frank Trust, Torch making and an Islamic workshop. Forest School sessions began last week for Class 2 &amp; 3. All classes are very settled.</p>



**a) School Data, including attendance**

There are 87 children in Reception to Y6.

**Are numbers as expected?** Yes, there were 16 leavers from Year 6. There are currently 2 children in Nursery, with a third child starting in the following week. Another child is due to start in January.

Governors discussed recruitment and marketing. The HT commented the loss of the outstanding judgment may have had an impact. Governors noted that Nursery numbers are low in other schools too. Private Nurseries are also able to offer year-round provision.

**Are there any other outstanding schools in the area?** There are a small number but at a distance.

**Can we do more to market the school?** A banner is being produced to advertise the school near the local railway station. Governors observed that Before and After School provision, and the provision of hot meals were attractive. Costs for advertising in the local newspaper are prohibitive. Increasing the social media profile of the school may be helpful.

**Governors agreed** to monitor pupil numbers, especially for Class 1 carefully.

Attendance is currently 96.6 %. The LA's new Attendance and Inclusion Officer is scheduled to visit next week and will visit half termly.

**What is the purpose of the visit?** Review of attendance data and any cause for concern. The Attendance Officer will lead any attendance meetings with parents.

**b) Staffing update**

The HT summarised staff leavers and new appointments. **Are there any shortages?** No but there is a little less flexibility. An ECT has taken on the subject leadership for Geography.

The staffing structure is working well. A student teacher is working in Class 3 and occasionally Class 4 four days a week until Christmas. Miss Brown is acting as mentor.

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

**c) KS2 SATS Results**

SATS results were circulated to all governors in July. 68.8% of children achieved the expected standard in Reading, Writing and Maths in comparison with 59.4% nationally. This is a significant increase on the previous year.

Maths 75% achieved expected progress (55% in 2023)

Reading 68.8% achieved expected progress (83.3% in 2023)

**To what do you attribute these results?** Reading outcomes were not expected to match the previous year because of the level of learning need within the cohort.

Writing 75% achieved expected progress (88% in 2023). Governors noted the difference again reflected the learning needs of this group.

Outcomes for Y6 were above national average in all SATS. The significant improvement in Maths reflects the impact of the strategies put in place by the school.

**d) SEND**

The HT is now acting SENCO. Two new EHCPs have come into effect since July following applications made by the DHT. The EHCP applications were made in advance of transfer to secondary school to support the children.



	<p>2 more applications are underway for younger pupils. Needs are lower level so the provision already made by the school will not change but would be funded.</p> <p><b>Does the HT have sufficient capacity at this time given the additional SENCO workload and the annual performance review schedule?</b> Workload is manageable in the short term; in the longer term the HT would need to review teaching load.</p>
12/25	<p><b>School Development Plan 2024-26</b></p> <p><b>a) Approval of the priorities contained in the new SDP</b></p> <p>A copy of the new 2-year plan, was circulated in advance of the meeting. <b>Governors approved</b> the new priorities contained in the development plan. <b>Governors agreed</b> there should be no change to the governors linked to each priority.</p> <p><b>b) SDP link governor roles for new 2024-26 SDP</b></p> <p>Governors agreed the following link roles for monitoring:</p> <p>Priority 1: Refining Guided Reading &amp; Phonics: Mrs Gilding and Mrs Wheatley</p> <p>Priority 2: Maths problem solving and reasoning: Mr Granger and Mrs Loney</p> <p>Priority 3: Outdoor activities and adventure curriculum: Mr Bone</p> <p>Priority 4: Intervention: Mr Bone</p> <p>Priority 5: Simplifying assessment across the school: Mrs Hills and Mrs Wheatley</p> <p>Early Years will be monitored by Mrs Gilding and Mrs Hills</p> <p><b>Governors agreed</b> the priority for monitoring in the first half of term will be Maths and Reading. An initial meeting with relevant subject leaders should take place before the November FGB meeting. <b>ACTION: Governors and HT</b></p> <p><b>Priority 1:</b> Governors noted the impact of changes can already be seen. The most significant change is the way phonics and early reading is being taught in Class 2. The school timetable has changed to flood Class 2 with staffing in the morning, using the expertise of TAs from Class 4 in Class 2. The HT reported monitoring last week provided evidence of impact. A parent governor reported the impact can be seen in children’s reading at home.</p> <p>Governors noted reading groups are reliant on support staff attendance. <b>Has there been any impact of staff absence?</b> 8-10hrs of tuition has been lost due to staff absence this term. Groups had to be combined. A governor added that this was raised as an issue during a monitoring visit.</p> <p><b>What is the nature of absence?</b> Sickness absence and absence for caring for dependents. The HT is seeking a suitable policy relating to absence for consideration.</p> <p><i>[At 7.23pm Rev Canon Whittaker left the meeting].</i></p>
13/25	<p><b>Safeguarding</b></p> <p><b>a) Issues or incidents</b></p> <p>There have been no incidents to report but robust procedures are in place.</p> <p>An anonymised report of the data of incidents was shared with governors during the meeting. Governors noted the cause for concerns were not significant.</p> <p><b>b) Verbal update on filtering and monitoring</b></p> <p>Miss Brown reported children are very aware of the systems in place. The filtering system is regularly monitored and updated in the light of emerging trends. All staff will be updated</p>



	<p>regarding filtering and monitoring at next week's staff meeting. Mrs Loney will arrange to meet with Miss Brown to look at the systems in place. <b>ACTION: Mrs Loney and Miss Brown</b></p>
14/25	<p><b>Health &amp; Safety and Premises updates</b></p> <p><b>a) Issues or incidents</b></p> <p>The 5-year electrical check was completed in the summer term. PAT testing was completed last week.</p> <p>The annual food hygiene inspection is expected to take place shortly.</p> <p>The school has a service level agreement with Enviroguard who have visited.</p> <p><b>Were there issues with the septic tank?</b> Yes, the drains from Class 1 were blocked. Paper towels had been put down the toilet. The School Administrator rods the drains regularly, but a specialist was required.</p> <p><b>Do the children have hand dryers?</b> Yes, there are towels and dryers. The school may remove the hand towels altogether.</p> <p><b>b) Date for H&amp;S walk round</b></p> <p>A date this term will be agreed. <b>ACTION: Mrs Loney and HT</b></p> <p><b>c) Update on Car Parking project</b></p> <p>Mr Granger tabled drawings. Alligator teeth may be installed at one end to prevent cars exiting from both ends of the car park. Governors commented it may be worth considering split pick up and drop off times.</p> <p>Landscaping work would be required. Mrs Hills volunteered to assist Mr Granger with plans. The Parish Council has funded all surveys, plans and the application. They are really on board. Letters of support from HT and PC to support the application.</p> <p>If planning permission is obtained, then permission from the DfE will be required. The project has Diocesan support. Cost cannot be determined until planning application process is complete. There may be grants and local people who would be willing to support the initial works. <b>Governors agreed</b> it would be good to use local contractors where feasible.</p> <p><b>d) (88/24e) Update on Solar Energy</b></p> <p>8 solar panels have been fitted. The HT will be given an App and the School Administrator will monitor the impact.</p> <p>[At 7.45pm Mr Bone left the meeting].</p>
15/25	<p><b>Finance Update</b></p> <p><b>a) Budget Control Report Summary July/August</b></p> <p>Budget papers were not available as the end of year figures (to April 2024) were only received from the LA last week; the HT and School Administrator can now determine a clearer picture of the school's financial position.</p> <p><b>Has the school exceeded the amount which it is allowed to carry forward?</b> No.</p> <p>A handover took place with the previous Bursar. The HT and School Administrator have since visited another school to investigate other systems for recording financial transactions with a view to holding live information. The School Administrator is meeting another school's Business Manager to discuss what they have put in place and share ideas for a simpler system.</p>



	<p><b>Do you want to be a cheque book school?</b> Not if there is a simpler system. Governors noted at the end of the financial year the HT transferred £40k from the school bank account to the budget in respect of monies to support EHCPs from other local authorities.</p> <p><b>What are the reasons for not becoming a cheque book school? Would this avoid school income going to the LA before being re-credited, thus enabling the school to have a clear financial picture?</b> <b>Governors agreed</b> a clear picture of the budget position is essential this year. A cheque book scheme would give that picture. There is an application process and reporting is different, quarterly reports are sent to the LA. The HT will speak to other HTs at a local network meeting and seek feedback. <b>ACTION: Headteacher</b></p> <p>The budget position will be reported at the Finance, Health &amp; Safety Committee meeting.</p>
16/25	<p><b>Academisation</b></p> <p>a) <b>Update</b></p> <p>There are no further updates currently.</p>
17/25	<p><b>Governor Monitoring Visits</b></p> <p>a) <b>Schedule for monitoring visits</b></p> <p>See discussion at 12/25.</p> <p>b) <b>(84/24a) Whole class reading of fiction and non-fiction visit</b></p> <p>This will form part of the monitoring for Priority 1 in the first half term.</p> <p>c) <b>(90/24a) Online safety &amp; Safeguarding monitoring visits</b></p> <p>This will be scheduled. <b>ACTION: Mrs Hills and HT</b></p> <p>d) <b>(90/24b) French monitoring Report</b></p> <p>Governors noted the copy of the report which had been circulated and discussed at an earlier meeting.</p>
18/25	<p><b>Policies to review and approve</b></p> <p>a) The following policies were circulated in advance of the meeting:</p> <ul style="list-style-type: none"><li>• Attendance policy</li><li>• Child protection policy and procedures</li><li>• Code of Conduct for Staff and Other Adults</li><li>• Overarching Safeguarding Statement</li><li>• Online Safety policy and procedures</li><li>• Complaints policy &amp; procedure</li><li>• Charging policy</li></ul> <p>Governors confirmed they had read these policies, which are all adapted from templates from the LA; there were no questions. <b>Governors approved</b> all the policies.</p> <p>b) <b>Smart phones and devices</b></p> <p>Mr Granger forwarded information about smart phones to all governors in advance of the meeting. Governors noted emerging advice from a mobile provider that children under 11 should not have access to smartphones and that a nationwide academy chain has</p>





	<p>prohibited their use in its schools.</p> <p>The HT responded smart devices are not allowed in school. Children are educated about online safety. Miss Brown, Computing Subject Leader will invite the local PCSO to talk to parents. <b>ACTION: Miss Brown</b></p> <p>The HT will draft a letter to send to all parents on behalf of governors regarding smart devices. <b>ACTION: Headteacher</b></p> <p><b>Governors agreed</b> this will be an agenda item at the November meeting. <b>ACTION: Clerk</b></p>
19/25	<p><b>Governor Training</b></p> <p><b>a) Confirmation governors have read Keeping Children Safe in Education (2024)</b></p> <p>All governors signed to confirm they had read and understood the latest guidance.</p> <p><b>b) Diocesan training</b></p> <p>The new training schedule is not yet available. The Clerk will circulate the latest events schedule as soon as it is available. <b>ACTION: Clerk</b></p> <p><b>c) NGA learning link</b></p> <p>Governors were reminded that they are able to access the <a href="#">NGA Learning Link</a> e-learning modules <b>free of charge</b>.</p> <p><b>d) Training record</b></p> <p>The Clerk reminded governors to send copies of certificates of training to be added to the overview,</p> <p>Governors noted the recent spirituality training they received in school. This will be followed up in November by Diocesan training. Mrs Hills has completed recent training, including Autism awareness.</p>
20/25	<p><b>Correspondence</b></p> <p>None</p>
21/25	<p><b>Any Other Urgent Business</b></p> <p>None</p>
22/25	<p><b>Consideration of the Impact of the meeting on the welfare and progress of pupils at the school</b></p> <p>Governors:</p> <ul style="list-style-type: none"><li>• Discussed the developments in the project to improve drop-off facilities with an impact on road safety.</li><li>• Are aware of the positive impact of all the trips and activities in which children have participated since the start of term.</li><li>• Considered the school’s approach to smart devices and their impact on children.</li><li>• Agreed the priorities of the school development plan and assigned priorities and monitoring roles.</li><li>• Confirmed they have read and understood the latest KCSIE guidance.</li><li>• Have replaced two foundation governors and initiated a skills audit to inform recruitment</li></ul>





	<p>of new governors to the co-opted vacancies</p> <ul style="list-style-type: none"> <li>• Considered the welfare of staff and contingency planning and policy regarding absence.</li> <li>• Discussed ways of ensuring the school and governors have a clear and up to date financial picture</li> </ul>
<b>23/25</b>	<p><b>Dates of future Governor Meetings</b></p> <p><u>Full Governing Body meetings</u>  Weds 27 November 2024 at 3.45pm (Mr Wheatley gave her apologies in advance)  Weds 19 March 2025 at 6.00pm  Weds 2 July 2025 at 6.00pm</p> <p><u>Committee meetings</u>  Teaching &amp; Learning: Weds 20 November 2024 at 3.45pm  Finance and H&amp;S: rescheduled for Weds 4 December 2024 at 3.45pm  Teaching &amp; Learning: Tues 28 January 2025 at 3.45pm  Finance and H&amp;S: Tues 11 February 2025 at 3.45pm  Finance and H&amp;S: Tues 29 April 2025 at 3.45pm  Teaching &amp; Learning: Weds 14 May 2025 at 3.45pm</p>
<b>Close</b>	The Chair thanked all governors for their contribution. The meeting closed at 8.17pm.
	<p><b>Signed</b> <span style="margin-left: 150px;"><b>(Chair)</b></span> <span style="margin-left: 150px;"><b>Date:</b></span></p>
<b>Clerk</b>	Sarah Williamson

Item	Action	Person	Date
6/25b	Mrs Loney and Mrs Hills to complete the application to become foundation governors.	HL, NH & AW	ASAP
6/25b	Information about 4 co-opted governor vacancies remains on the website and will be flagged up to parents.	Headteacher	ASAP
6/25b	A skills audit will be carried out to identify any skills gaps on the governing body	Clerk & Governors	November
7/25b	Updated Record of Business Interests to be on the school's website.	Clerk and HT	ASAP
8/25b	Copy of the Terms of Reference for Committees to be posted on the school's website.	Clerk and HT	ASAP
12/25b	An initial governor monitoring meeting with relevant subject leaders for Maths and Reading should take place.	Governors & HT	November
13/25b	Governor monitoring visit of filtering and monitoring to take place.	HL and KN	ASAP
14/25b	A date for termly H&S walk round to be agreed.	HL and HT	December
15/25a	HT will speak to other HTs at a local network meeting and seek feedback about financial systems.	HT	December
18/25b	The Computing Subject Leader will invite the local PCSO to talk to parents about online safety.	KB	ASAP
18/25b	HT to draft a letter to send to all parents on behalf of governors regarding smart devices.	HT	November
18/25b	Smart devices to be an agenda item at the November meeting.	Clerk	November
19/25b	The new Diocesan training schedule to be circulated.	Clerk	When available