

**Full Governors Summer Term Meeting**

**Friday 12th July 2018**

**9:30am**

Present: Chair Madonna Adams, acting clerk Gill Hart, Elizabeth Stellmacher, Abbie Woodhead, Paul Fletcher, Adam Gregson, Jackie Oakes, Salli Pilcher

1. Apologies were received from Lisa Borrowdale & Francesca Hoggarth (Clerk)

M.A. reported that Clare Postlethwaite and Ian Kirby would be invited as guests to the September meeting to help them consider whether to stand as future governors.

1. There were no Declarations of Interest reported.
2. Minutes of the Summer Term Budget meeting were reported on:

A three-year balanced budget had been achieved and the minutes were accepted.

1. Matters Arising:

Question: A. G. asked if the £3.5K allocated for education equipment for a sensory area was new money?

Answer: No, it has been released from underspend in other areas.

The discussion which followed about pupil premium focused on how this spending could be more visibly recorded in the accounts.

1. Teaching and Learning Sub-Committee Meeting:

JO reported that the meeting had spent some time preparing for the visit of the Good Shepherd Team which has already been reported. It also reviewed how activities are resourced and confirmed that ES will be undertaking her SENCO training in the autumn.

1. Premises Sub-Committee:

There had been a review of the accident book which showed an increase in incidents, which on exploration was due to staff capturing more information. A decision not to create a ‘near-miss register’ was taken as it would create a burden for staff and not increase there already adequate knowledge base of the risk areas. From her experience in management in the NHS SP commended the staff for their diligence in the recording of accidents.

AG and ES to meet to review the Health and Safety Policy.

AG reported that the recent Asbestos survey was very low appearing only in the boiler house and labels had been attached.

It was noted that a number of regular H&S checks had been missed this spring. These are usually undertaken by the School secretary and it was felt that the burden of pre-event planning and administration which fell to her in preparation for the Art Show had diverted time and attention from these tasks. A discussion of the Art Show followed: this year just short of £5K profit was raised which is used to enrich the children’s experiences and is vital to our ability to fulfil our ethos as a small, rural and isolated church school which believes in giving the children opportunities to encounter a diverse range activities. However, as Governors we recognised that whilst the weekend itself is well supported by both parents and community members in recent years an increasing burden of preparation has fallen on staff. This is particularly stressful coming as it does just prior to SATS.

ACTION: Start planning sooner, first FOES meeting in January, proactively seek someone (not staff) to take a lead on planning, preparation and administration. If necessary, use some of the profit to pay for someone to do the work.

ES reported that she had received a quote of £2,100 for new blinds and curtains for the hall and classrooms and had therefore placed an order. Other schools in the locality are disposing of tables and chairs and ES is actively looking to see if we can obtain some.

Question: JO asked what progress had been made with creating a staff room, which is an aspiration from earlier in the year relating to our concern for staff well-being.

Answer: AG had consulted Shepherd Consultants to ask about grants and breaking through the partition wall between the old computer room and the corridor but had had no response. AG said he would ask Waberthwaite School who had recently had work done if they could recommend a building firm. It was decided that those Governors who could would meet at 3.30pm on Wednesday 17th July to help staff begin to make the computer room into a usable space for staff.

1. Finances Sub Committee: This was the subject of the Full governors meeting in May as set out above where the three- year Budget was passed.
2. Head Teachers Report:

ES reported that she had produced job description for the Designated Safeguarding Lead and Deputy.

Staffing: AW is planning to start her maternity leave at the autumn half-term. Lucy Sutton, (LS), has been appointed to provide cover and will have two weeks transition with Abbie.

Attendance is good and there are presently 36 children on roll. On and off roll are the same.

There was a discussion around this year’s SATS results, ELS informed us that she had questioned the marking of 2 papers but that we would not hear until September if that had made any difference. The SATS results were reviewed. They may trigger a conversation with the ‘County’ but LS has evidence to explain the results.

A report on the teaching of core areas will be sent out to Governors showing predicted progress to Year 6.

Question: It was asked what the Head felt should be the focus for the SIP next year.

Answer: Increase greater depth in writing across the school, bringing SEND spelling in line with expected standards, along with pupil premium Maths.

Staff development: Over the summer term staff had taken part in training for Lego Therapy which was being used with pupil premium and SEND pupils and Headspace – a strategy for building resilience and well-being.

Examples of curriculum enrichment were given; Holy Week activities had been blended into an Act of Worship for friends and family in Irton Church. GH reported that the cross the children had created and carried was then transferred for the Easter Weekend to Muncaster where it received many favourable comments from Church and community members. The visit of the Imran to explore the concept of pilgrimage in the Islamic faith, the Big Sing at Gateshead, and the Circus Skills Workshop were also mentioned.

It was recognised that we need to redesign the monitoring form to prompt Governors to observe a wider range of activities when we come into school.

1. St Bega’s Vision and Mission.

The work conducted on vision at the last meeting was reviewed for members who were not present then and it was agreed that we were happy to continue using the format that JO had introduced. JO had brought the format from the Improving Church School Governance Course with Liverpool Hope University that she had undertaken. This expects that the whole school will consider our inspiration, intent in setting our vision and the impact that vision practically has on our experience as a learning community. Next term Governors and Staff will work on ways of involving the children in developing our vision in this way. It is thought that something visual to have up in school would be helpful.

1. SATS Results

 – See Head’s Report above and attachments

1. Headteachers Account Financial Report 2018/2019 Summary.

With the School Secretaries absence following her riding accident this was not available but will be included on the next agenda.

1. Safeguarding:

MA and ES have no safeguarding issues to report to Governors. Pip Lester who has kindly been standing in as School Secretary in Fran’s absence has her DBS.

Changes in the Keeping Children Safe in Education Policy will be sent out to Governors. ES told Governors about the Virtual School that provides training that the ‘County’ has made available and offered Governors assistance in accessing it.

Question: MA asked if we have any children receiving Early Help in School?

Answer: ES reported that the school had been working with Early Help for some time. Some children are escalated on from this and other de-escalated, some spend a brief period with Early Help and others over 6 months. The intention is to provide support quickly to prevent problems becoming established, and they work with a wide range of issues for children and their families. If they stay with Early Help for more than a year their case should be reviewed. ES reported that this was the school’s practice and when a case could be closed it was.

ES and MA are due to meet to look at the Safeguarding Compliance Tracker and make sure that everything is in place that needs to be.

1. Data Protection:

The policy and practice of the school is meeting its objectives and the Compliance Tracker which has been downloaded from the key has been completed. The only outstanding Data Protection work to be done is reviewing the archives.

1. Skills Audit and pen portraits on the website.

The Chair announced that this would be Salli Pilcher last meeting. SP was thanked for her invaluable support of the school over the years and MA commented that we need to replace Salli’s medical expertise.

There was a discussion about buying in the skills to maintain the website.

1. Policy Meeting update:

 The Summer Policy Review meeting did not happen this term, we need to get back on track next term.

1. SDP review and new SDP:

ES will be working on this over the summer ready to share in the Autumn. The focus of the SIP has been set out above.

1. Staffing Review:

– See Head’s Report above and attachments

1. Governors Monitoring Reports and timetable:

This term we have received three monitoring reports from JO, one from LB and two from GH.

Highlights from reports: LB SEND pupils all taught in appropriate ways for each individual child. School has a variety of tracking and information gathering processes which ensure that purposeful data is collated, and the results are analysed and shared to move learning on.

Music: JO observed composing, transcribing and performing skills being developed by Mr Lee within a drumming lesson. The children were able to construct lines of music using symbols. This was then performed at Rosehill as part of an exploration of the emotions portrayed in Beauty and the Beast. LS noted that no present pupils receive private tuition in music, so it is even more important that the school provides a good experience of music. The Head wants to see the staff’s musical skills upgraded to help them feel more confident in teaching music. Governors commented that music happens frequently in school, children sing most days, listen to music and play recorders.

Science: PF reported seeing mind-maps being used, clear targets and expectations being set and that problem solving was linked to real life.

Maths: the number of pupils working at greater depth is increasing.

English: there have been three monitoring visits this year and each area has been analysed and there is proof of improvement in them all.

ACTION: Write a new monitoring timetable for next year which will ensure a focus on the SIP whilst maintain a wider oversight.

Explore ways of supplementing the School’s musical expertise.

Continue monitoring writing for development of more in depth learning.

Question: GH what will happen to the areas of school life that AW takes a lead on during her maternity leave?

Answer: They will all be picked up by L? who has the experience and skills to do so.

1. Governor Training:

PF is unable to attend some Finance training in the autumn, but ES and MA will go.

1. AOB: JO reminded us that the Head’s Performance Review had not taken place this year. The Chair will arrange for an outside expert to help us with this asp. The suggestion that the appraisal should incorporate some element of reflection upon the school’s vision and ethos was enthusiastically agreed by Head and Governors.

The wording of the question about vision and ethos for the Parents questionnaire was agreed.

**Minutes agreed & signed as accurate­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Madonna Adams (MA), Jackie Oakes (JO), Liz Stellmacher (ES), Abbie Woodhead (AW), Adam Gregson (AG), Rev Gill Hart (GH),) Paul Fletcher (PF), Lisa Borrowdale (LB)