



Beetham Church of England (Aided) Primary School

Governing Body

Minutes of a Meeting of the Governing Body, held in Beetham Church of England (Aided) Primary School on Monday 25th January 2016 at 7pm

Present: Mr John Lomax (Chair, Foundation Governor - JL)
 Mr Antony Wood (Foundation Governor - AW)
 Mr Brian Smalley (LA Governor – BS)
 Ms Wendy Nicholas (Headteacher - WN)
 Mrs Kirsty Klijn (Staff Governor – KK)
 Mr Chris Christou (Parent Governor – CC)
 Mrs Vivien Stirrup (Foundation Governor – VS)
 Mrs Jenny Marks (Foundation Governor – JM)
 Mr Julian Handy (Foundation Governor – JH)
 Mrs Claire Kinnear (Parent Governor – CK)
 Mrs Jenny Beresford-Jones (Foundation Governor – JBJ)

Apologies: Revd Linda Lonsdale (Foundation Governor – LL)

In attendance: Mrs Sally Coyle (Clerk to the Governing Body - SC)

1. Welcome and apologies for absence	ACTION
JL welcomed everyone to the meeting. Apologies for absence were received from LL.	
2. Declaration of Interest in Agenda Items	
None.	
3. Notification of AOB and Confidential Items	
AOB – Carlisle Trip and End of Term Celebration (WN), Meeting Dates and Term Dates (JL).	
4. Minutes of Previous Meeting – Monday 5th October 2015	
The minutes were agreed as a true record and signed by JL.	
5. Matters arising from the Minutes	
<ul style="list-style-type: none"> Safeguarding – BS training pending due to course cancellation and will update governors once completed 	BS/VS

<p>Action:- VS undertaking Safer Recruitment training and will update governors at the next meeting. CK reminded governors of the need to forward to her details/certificates for any safeguarding training, or any other relevant governor training, so that the central record could be kept up to date</p> <ul style="list-style-type: none"> • Disqualification by Association – forms completed and no issues raised • SIAMS – full update for governors postponed until later in the year as previously agreed. WN will ensure it is a key priority on the SIP • Parent Questionnaires – responses collated and feedback now included on the website with suggested action to be taken where applicable • Prevent Duty <p>Action:- all governors to complete training as per email from SC</p> <ul style="list-style-type: none"> • SATs – information now on the website • RAISEonline – latest information now been reviewed by governors • Budget Training – CK has now received training on the school's budget codes • Subject Reviews – dates now agreed for this term • Changes to Ofsted Inspections – governors updated at the SIP meeting • Governors' Report to Parents – copy reviewed by JM and issued to parents • Policy Update - CK drew governors' attention to the policy tracker highlighting that all policies were now up to date. <p>Action:- It was agreed that CK should allocate policies to each of the committees to review in accordance with DfE statutory policy guidelines. This excluded a small number of statutory policies e.g. SEN which require full Governing Body approval. Non-statutory policies also to be split per committee. CK to update governors accordingly</p> <p>All other matters covered in the agenda.</p>	<p>ALL</p> <p>ALL</p> <p>CK</p>
<p>6. Headteacher's Report</p>	
<p>WN's report was noted by governors and WN drew out specific highlights including staff targets, excellent fundraising support and the positive potential intake of 10 reception pupils for September 2016. Governors questioned WN on a number of areas including:-</p> <p>Q – What was additional “access” funding for Pupil Premium and how was this used by the school ?</p> <p>A – WN reported that this was additional funding to support pupils who were not expected to meet their age related learning targets and would be used for initiatives such as providing readers during test periods</p> <p>Q – How was the school's work as a training “hub” developing ?</p> <p>A – WN reported that this was working extremely well and gaining not only a good reputation for the school but also a pleasing income</p> <p>Governors thanked WN for her report and passed their thanks to all staff for supporting the school's broad range of trips and extra-curricular activities.</p>	

<p>7. Committee Reports and Minutes from Meetings held Monday 18th January 2016</p>	
<p>Curriculum and Staffing</p> <ul style="list-style-type: none"> • VS updated governors on discussions regarding staff appraisals and CPD • WN's appraisal was raised Action:- <i>WN reported that she would update governors once a suitable external advisor had been confirmed</i> • The committee's review of school target data was highlighted along with their monitoring of the support tracker and the school development plan <p>Community and Welfare</p> <ul style="list-style-type: none"> • BS drew governors' attention to the minutes of the meeting. Action:- <i>WN/governors to continue to forward contributions for the Westmorland Gazette column to him</i> <p>Finance and Resources</p> <ul style="list-style-type: none"> • CC drew governors' attention to the minutes of the meeting, highlighting the discussions around maintenance issues and the latest budget update • JH highlighted that since the meeting quotes of £1100 for wooden frames and secondary glazing in the Rainbow room had been obtained, also £300 for a number of maintenance issues including investigating drain damage outside the rainbow room, checking the roof and sorting out new drainpipe fittings • Governors agreed to defer any decision on expenditure until the outcome of the bid for replacing the girls' toilets was confirmed • WN highlighted that an update regarding the Fundraising account income/expenditure had been sent to parents on the 8th October 2015 • Budget Review <ul style="list-style-type: none"> ○ As requested following the Finance and Resources committee meeting, CK presented an itemised account of monies currently in the Fundraising Account and awaiting transferral over to the main budget ○ Governors noted the total amount of £37,555 owed to the budget and supported the decision of the Finance and Resources committee that a separate Parent Payment account should be set up to simplify current accounting processes ○ It was noted that the school was still on track to come back into a surplus position next year ○ On behalf of the Governing Body JL signed the budgetary control report and accompanying itemised record of monies owed to budget 	<p>WN</p> <p>ALL</p>
<p>8. Safeguarding/Prevent Update</p>	
<p>See Agenda item 5 above.</p> <p>WN raised the need to check the data protection status with regard to notes from weekly safeguarding discussions with staff. Governors recommended the use of a confidential anonymised numbering system for pupils to avoid any potential issues</p> <p>Action: <i>JBJ to check the legal stance with regard to the above</i></p>	<p>JBJ</p>

<p>Q – At Key Stage 2 how much time was allocated each day to writing ? A – KK informed governors that there was a one hour literary lesson each day but this included reading and SPaG. Other additional opportunities for writing were however being introduced into other subjects</p> <p>Q – Was there consistency in the way staff taught pupils and marked books ? A – WN/KK confirmed staff were extremely consistent and there continued to be internal and external moderation of books</p>	
15. Headteacher Appraisal	
As discussed under Agenda Item 7 (Curriculum and Staffing Report).	
16. Policy Update	
As discussed under Agenda Item 5.	
17. Loft Clearance	
<p>Date agreed – Saturday 23rd July, 9.30am.</p> <p>Date also agreed for garden tidy – Saturday 16th April, 9.30am.</p> <p>Action: <i>Governors to note the above dates</i></p>	ALL
18. Any Other Business	
<ul style="list-style-type: none"> • Carlisle Trip – 8th March Action:- <i>Volunteers needed. Please contact WN if you can assist</i> • SIP Meeting Date changed to Monday 7th March in the Heron Theatre foyer Action:- <i>Governors to note the above change (apologies received from JH)</i> • Term Dates JL outlined details of the current Cumbria County Council consultation into term dates, noting the proposal to fix the 2 week Spring break at the beginning of April and for it not to be influenced by Easter. Easter bank holidays to be observed separately • End of Term Celebration – 24th March Action:- <i>Governors to note the date. Further information to follow</i> 	<p>ALL</p> <p>ALL</p> <p>WN</p>
19. Confidential Items	
None.	
20. Date of Next Meeting	
Tuesday 17 th May, 7pm. (SIP – Monday 7 th March)	

Signed: (Chair)	
Date:	