



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 Tuesday 31st January 2017 at 7pm

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

Apologies: Mrs Jenny Marks (Foundation Governor – JM)

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

1. Welcome and Apologies for absence	ACTION
JL welcomed everyone to the meeting and commenced by thanking everyone for their involvement in the recent Ofsted inspection. Apologies for absence were received from JM.	
2. Governors' Declarations of Interest in Agenda Items	
None declared.	
3. Notification of AOB and Confidential Items	
AOB <ul style="list-style-type: none"> • Beetham Bright Stars (WN) • SLDC Local Development Plan (CC) 	
4. Minutes of Previous Meetings – Tuesday 4 th October 2016 and Wednesday 4 th January 2017	
Tuesday 4th October 2016 – the minutes were agreed as a true record of the meeting and signed by JL. (<i>Proposed: BS. Seconded: JBJ</i>)	

Wednesday 4th January 2017 (Extraordinary Meeting to discuss pre-school provision) – the minutes were agreed as a true record of the meeting and signed by JL. (Proposed: BS. Seconded: CK)

5. Matters arising from the Minutes

Tuesday 4th October 2016

- **5. Skills Audits** – reviewed by SC and feedback forwarded to JL/WN
- **6. School Performance** – latest data discussed under Agenda Item 7
- **8. Clerk to Governors Vacancy** – WN highlighted that SC had confirmed her willingness to remain in post and her salary/contract was now being renegotiated to reflect the role and hours worked. Governors thanked SC
- **8. Open Day 18th October** – WN confirmed 5 families had attended
- **12. School Development Plan** – see Agenda Item 13
- **14 – Parent Questionnaire Results** – WN/CK to update website to include school’s response to parental feedback
- **15. Policy Update** – JL discussed the need for increased governor/committee involvement in updating policies, highlighting issues with having access to the most up to date information (*Croners/The Key being investigated*)
- **16. Safeguarding Update** – BS highlighted that the course scheduled to take place on the 17th November had been cancelled. The Ofsted Inspector had however been thoroughly satisfied with safeguarding procedures at the school
- **19. Training for Governors**
 - **British Values 09.03.17.** – JL/BS/WN confirmed they would attend
 - **CCC Finance for Governors 14.03.17.** – CC confirmed he would attend. CK to book him on
- **19. NGA Membership** – governors agreed that the school would become members from April 1st. CK to action accordingly
- **20. Governing Body Meeting Attendance Record** – now included on the school website
- **21. Governor Information on the School Website** – SC/CK to liaise with regard to uploading governor profiles
- **22. Beetham Sports Field** – latest update included under Agenda Item 19

WN/CK

JL/BS/WN

CC/CK

CK

SC/CK

Wednesday 4th January 2017

- **Pre-School Provision** – latest updated included under Agenda Item 11

<p>6. Ofsted Inspection Report</p> <p>Governors discussed the Ofsted inspection and the final report.</p> <p>Governors concurred that in light of the revision of Ofsted gradings and the significant “raising of the bar” the overall outcome was pleasing overall and was a credit to all concerned – staff, pupils, governors and parents.</p> <p>Disappointment was however raised that parental comments were not incorporated, albeit they were excellent. It was also highlighted that a considerable amount of very positive verbal feedback received from the inspector during the inspection was not included, nor was there any constructive advice regarding next steps/recommendations for the school.</p> <p>Governors discussed the need at national level for progress data to be prioritised as opposed to attainment data, especially with cohorts such as Beetham’s, and for the school to prepare a strong case for an “Outstanding” judgement at the next inspection.</p>	
<p>7. Headteacher’s Update</p> <p>WN drew governors’ attention to the report circulated in advance of the meeting.</p> <p>Key points discussed:-</p> <ul style="list-style-type: none"> • Writing Development – governors welcomed the fact that the scrutiny of work held on the January INSET day had demonstrated that progress across the school was excellent and had been commended by the Ofsted inspector • Pupil Premium – governors noted that 5 pupils were now in receipt of PP funding and thanked CK for her work in promoting this to parents/carers • Toilet/Drainage Issues <ul style="list-style-type: none"> ○ Action:- It was agreed that quotes should be sought for an external assessment of the problem • Accident Analysis – governors noted that only minor injuries had occurred <p><u>Age Related Expectations</u></p> <p>Governors reviewed the document produced for all year groups showing the % of children who were on track to make expected progress, or better, by the end of the year.</p> <p>Key points discussed:-</p> <p>Year 5 – concerns about the Maths score (29%) were raised and the difficulties some children were now facing with the demands of the new curriculum were discussed. WN/KK gave details of the intensive 6 week programme of support being provided following half term and the follow-up support that would then be put in place</p> <p>Year 1 – WN highlighted that 5 or 6 children were not expected to pass the phonics screening test in May and governors sought further clarification on the additional support being provided over the coming months</p>	<p>CK/WN</p>

<p><u>Volunteers</u></p> <ul style="list-style-type: none"> • <i>Action: WN highlighted the need for more volunteers to help children with reading and Maths, even just for short 10-15 minute slots. Governors to consider further and promote accordingly</i> 	<p>ALL</p>
<p>8. Committee Reports and Minutes from Meetings held Monday 23rd January 2017</p>	
<p>Curriculum and Staffing</p> <p>VS drew governors' attention to the minutes of the meeting circulated with the agenda. Among the matters highlighted were:-</p> <ul style="list-style-type: none"> ○ Review of the Home-School agreement ○ Ongoing improvements to CPD monitoring ○ The need to monitor WN's workload, particularly in light of the new nursery proposals <p>Community and Welfare</p> <p>BS drew governors' attention to the minutes of the meeting circulated with the agenda.</p> <p>Finance and Resources</p> <p>CC drew governors' attention to the minutes of the meeting circulated with the agenda. Among the matters highlighted were:-</p> <ul style="list-style-type: none"> ○ The need for an Asset Register and Maintenance Schedule to be compiled ○ Discussions regarding the budgetary implications of the proposed nursery provision ○ The Schools Financial Values Standard – <i>now completed and signed by JL</i> 	
<p>9. Review of Pupil Progress Data</p>	
<p>Discussed under Agenda Item 7.</p>	
<p>10. Budget Review</p>	
<p>CC highlighted that £20,000 of income was not yet showing as received so the budget figures looked skewed. However, taking this into account, the school had predicted a surplus of £3,633 for the year but was now forecasting a deficit of between £1,000 and £2,000.</p> <p>Staffing costs were commented on and it was noted that although full-time teaching staff costs had decreased this was offset by the increase in part-time teaching staff costs.</p>	
<p>11. Update on Nursery Proposals</p>	
<p>Further to the meeting on the 4th January, WN confirmed that she had now commenced work on the Business Plan and was liaising with Andy Baker with regard to the associated budgetary implications.</p> <p>It was envisaged that the nursery would operate for 15 hours a week over 5 mornings in conjunction with the Reception Class. At least 2-3 children were</p>	

<p>expected to attend from September onwards with a further 2 in January. It was anticipated that if the proposal went ahead the nursery would be actively promoted and more children would join.</p> <p>Governors discussed the fact that there was an intake of just 2 Reception pupils for September 2017 but concurred that the benefits of this for the children concerned significantly outweighed any perceived disadvantages.</p> <p><i>Action:- WN to complete the Business Plan and forward to all governors for comments. Finance and Resources committee to assess impact on the budget going forward and call an additional meeting of the Governing Body if required</i></p>	WN/ALL
12. School Financial Value Standard	
Discussed under Agenda Item 8.	
13. School Development Plan Review	
<ul style="list-style-type: none"> • <u>SIAMS Inspection</u> – due at some point during the next academic year <ul style="list-style-type: none"> ○ <i>Action:- SC to add to the agenda for the next SIP meeting</i> • <u>End of Year Report to Parents</u> <ul style="list-style-type: none"> ○ <i>Action:- SC to add to the agenda for the next SIP meeting (under AOB) so that work on this can commence</i> 	SC
	SC
14. Policy Update	
Discussed under Agenda Item 5.	
15. Safeguarding Update	
Discussed under Agenda Item 5.	
16. SEN Update	
Governors noted the detailed update included in WN's Headteacher's Report and were pleased that the EHCP assessments had resulted in additional funding from the Local Authority.	
17. Health and Safety Update	
Governors noted the detailed update included in WN's Headteacher's Report. H&S action plan updated following the Local Authority audit in November.	

18. Subject Reviews	
<p>Science – JL presented the report from his recent Science Review and congratulated staff on their excellent teaching of the subject</p> <p>PSHE/SEAL (JM/LL) and RE (LL/BS)</p> <p>Action:- JM/LL/BS to liaise with WN to agree dates</p>	JM/LL/BS
19. Update on Beetham Sports Field	
<p>CC/WN highlighted that they were still awaiting further news from the Diocese and no progress had therefore been made.</p> <p>Action:- It was agreed that JL would email the Diocese on behalf of the Governing Body to request further clarification</p>	JL
20. Any Other Business	
<p>Beetham Bright Stars – WN highlighted that the school was participating in a Cumbria-wide project involving local businesses sponsoring schools with a donation of £50 for enterprise initiatives. Billerud had offered to sponsor the school and pupils had been on a visit to the factory and were now making and selling a range of handmade products. Governors welcomed this initiative and LL confirmed products could also be offered for sale in the Church</p> <p>SLDC Local Development Plan – CC brought to governors' attention the proposed affordable housing development adjacent to the school. It was agreed that the Governing Body should write to the Local Authority to ensure the school's interests were taken into account with regard to pathways, parking drop-off points, boundaries etc.</p> <p>Action:- JL to compile a letter and forward to SLDC</p>	JL
21. Confidential Items	
None.	
22. Dates of Spring/Summer Term Meetings	
<p>SIP – Tuesday 14th March, 7pm Committees – Tuesday 9th May, 5.30pm-8.30pm Governing Body – Tuesday 16th May, 7pm SIP – Tuesday 13th June, 7pm</p>	

The meeting finished at 9.10pm

Signed: (Chair)	
Date:	