



Beetham Church of England (Aided) Primary School

Governing Body

Minutes of a SIP Meeting of the Governing Body, held in Beetham Church of England (Aided) Primary School on Monday 7th March 2016 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)
 Mr Antony Wood (Foundation Governor – AW)
 Mrs Claire Kinnear (Parent Governor – CK)

Apologies: Mr Julian Handy (Foundation Governor – JH)
 Mrs Jenny Marks (Foundation Governor – JM)
 Revd Linda Lonsdale (Foundation Governor – LL)
 Mr Brian Smalley (LA Governor – BS)

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 JH, JM, LL and BS.	
2. Notification of AOB and Confidential Items	
AOB <ul style="list-style-type: none"> • Computing subject review (AW) • Cuts to free school meal grant (JBJ) • Safeguarding update (JBJ) Confidential Items <ul style="list-style-type: none"> • See <i>Confidential Minutes</i> 	
3. Minutes of last SIP Meeting – Tuesday 17 th November 2015	
The minutes were agreed as a true record and signed by JL.	
4. Matters arising from the Minutes	
<ul style="list-style-type: none"> • Pupil Questionnaires – pending. VS/WN to run a group feedback session after Easter. CK also raised the need to encourage the completion of Ofsted Parent View questionnaires and it was 	VS/WN

<p>agreed that in the first instance all governors who were parents of pupils at the school should ensure they had actioned this</p> <ul style="list-style-type: none"> • Headteacher Appraisal – WN confirmed this had been actioned the previous week with VS/AW and a local headteacher • NGA Model Code of Conduct – now added to the website • WN Teaching Commitment – VS/AW confirmed this had been discussed at WN's recent appraisal. Suggestions for improvement had been agreed and the situation would be monitored • Safeguarding Checklist for Governors – CK confirmed that BS had now attended the Cumbria County Council safeguarding course. Governors asked for BS to compile a report for them and present it at the full governing body meeting on the 17th May. SC to include on the agenda • Work to Develop Pupils' Writing – full update provided to governors at the meeting held on the 25th January • Prevent Duty – all governors to undertake the online training as per email from SC and forward certificates to CK • Pupil Premium – VS confirmed she had recently attending a training session and full details would be circulated to governors. SC to include on the agenda for the 17th May meeting. WN highlighted that pupil premium funding related to 2 children at the school and was specifically linked to a range of support provision for them • LCVAP Funding – awaiting confirmation. WN to update governors accordingly • SIP/SEF – WN to email the latest copies to governors and focussed priorities to be included on the school website • SLRP Peer Review – actioned • British Values Statement – BS to liaise with WN • Pupil Progress – now a standing agenda item at Curriculum and Staffing meetings and student targets and the support tracker were reviewed at the last Governing Body meeting. WN highlighted that student targets had been recently reviewed and updated Early Years data was as follows:- <ul style="list-style-type: none"> ○ 13 children <ul style="list-style-type: none"> ▪ Personal Social and Emotional Development – 61% meeting/exceeding expected targets ▪ Literacy and Maths – 77% meeting/exceeding expected targets <p style="margin-left: 40px;">Interventions in place to provide support to children as necessary</p> <p>All other matters included on the agenda.</p>	<p>CK/JH/JBJ/CC/AW</p> <p>BS/SC</p> <p>ALL</p> <p>VS/SC</p> <p>WN</p> <p>WN/CK</p> <p>BS</p>
<p>5. School Development Plan</p>	
<p>Governors discussed the progress being made in relation to the focussed priorities for the current year, in particular the improvements made in writing, action being taken in relation to assessment without levels and the induction training undertaken by new teacher Beverley Tattersall.</p> <p>Governors discussed how well the school engaged with parents and the open accessible environment created by WN and staff. The parental contact form facility on the website was also highlighted.</p>	
<p>6. Ofsted Preparation</p>	
<p>Governing Body Health Check</p> <ul style="list-style-type: none"> • Governors went through the health check and were satisfied that 	

<p>the Governing Body met all the required standards</p> <p>Action:- CK volunteered to complete the form, giving specific examples where applicable, and add it to the governor section of the school website</p> <p>Purpose and Role of the Governing Body</p> <ul style="list-style-type: none"> Governors went through the document and were satisfied they were clear regarding their purpose and role <p>Ofsted Questions for Governors</p> <ul style="list-style-type: none"> Governors reviewed a series of questions, requesting further clarity from WN on a small number including:- <ul style="list-style-type: none"> <i>Pupil Voice/Democracy</i> – pupil involvement in the School Council and Pupil Parliament was discussed <i>Development of Middle/Senior Leaders</i> – KK confirmed she had received support to undertake the National College Qualification for School Leaders. Louise Marston was also the NQT teacher mentor and staff were given responsibility for overseeing specific areas of the curriculum such as Literacy <p>Action:- It was agreed that there should be a 10-15 minute session at the start of each SIP meeting focussing on self-evaluation of the Governing Body. SC to include on the agenda</p> <p>Performance Data</p> <ul style="list-style-type: none"> Latest data reviewed at the previous full Governing Body meeting 	<p>CK</p> <p>SC</p>
<p>7. Update on new SAT's including sample papers</p>	
<p>WN provided governors with details about the new SATs, in particular the increased difficulty of the tests and the fact parents would only get simple "met or not met the standards" feedback and no longer get a view of sub-level progress.</p> <p>Action:- WN to email out the SATs timetable for w/c 9th May and governors to respond if they are able to assist with the tests</p>	<p>WN/ALL</p>
<p>8. Policy Update</p>	
<p>CK confirmed all policies were up to date and had been signed off by governors as necessary.</p>	
<p>9. Schools Financial Values Statement</p>	
<p>Noted by all governors and previously signed off by the Chair.</p> <p>Action:- SC to include on the agenda for the autumn/winter Finance and Resources committee meeting for sign-off by the Governing Body the following week</p>	<p>SC</p>
<p>10. Any Other Business</p>	
<p>Computing subject review (AW)</p> <ul style="list-style-type: none"> AW read out his report to governors, highlighting the high quality of 	

<p>teaching and excellent level of pupil engagement in lessons. AW was thanked for the high quality of his report and KK confirmed some changes to lessons and timings had been made as a result of his feedback</p> <p>Cuts to free school meal grant (JBJ)</p> <ul style="list-style-type: none"> • WN confirmed the school would be losing its current £2,300 small school grant and this would be discussed at the budget setting meeting on Friday 1st April <p>Safeguarding update (JBJ)</p> <ul style="list-style-type: none"> • JBJ outlined the information she had obtained to date regarding the current process for recording and storing safeguarding information at the school <p>Action:- JBJ confirmed she would check if there was any official best practice guidance with regard to this subject</p>	JBJ
11. Confidential Items	
<i>See confidential minutes.</i>	
12. Date of Next SIP Meeting	
Monday 20 th June 2016	

The meeting finished at 8.45pm

Signed: (Chair)	
Date:	