



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 Tuesday 17th November 2015 at 7pm

Present: Mr Julian Handy (Foundation Governor – JH)
 Ms Wendy Nicholas (Headteacher - WN)
 Revd Linda Lonsdale (Foundation Governor – LL)
 Mr Brian Smalley (LA Governor – BS)
 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)
 Mrs Jenny Marks (Foundation Governor – JM)

Apologies: Mr John Lomax (Chair, Foundation Governor – JL)
 Mr Chris Christou (Parent Governor – CC)

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

1. Welcome and apologies for absence	ACTION
<p>In the absence of JL, the meeting was chaired by JH (Vice Chair). Apologies were also noted from CC.</p> <p>JH highlighted that governors would be split into groups to cover agenda items 6-9.</p>	
<p>2. Notification of AOB and Confidential Items</p>	
<p>None.</p>	
<p>3. Minutes of last SIP Meeting – Monday 22nd June 2015</p>	
<p>The minutes were agreed as a true record and signed by JH. <i>Proposed: BS. Seconded: KK. The decision was unanimous</i></p>	
<p>4. Matters arising from the Minutes</p>	
<ul style="list-style-type: none"> • Governor Photo – actioned • Pupil Questionnaires – pending. LL/VS/WN to action • Headteacher Appraisal – WN was asked by governors to liaise with the Diocese and secure the services of an independent advisor • NGA Model Code of Conduct – pending. CK to add to the website • RAISEonline/School Data Dashboard – now included on the school website • Subject Reviews – actioned 	<p>LL/VS/WN WN CK</p>

<ul style="list-style-type: none"> • Pupil Progress – detailed information about progress against targets for different cohorts documented in the SEF • WN Teaching Commitment – WN reported that supply cover had been arranged prior to half term on Thursday mornings to allow her to progress work on SIP/SEF and policies. Lesson observations had also been carried out. Governors highlighted the need for this to be arranged again wherever possible • Safeguarding Checklist for Governors – postponed until the next meeting once BS has completed CCC training (<i>recent course cancelled</i>). BS to update governors accordingly. Safeguarding details included in the SIP • Reading/Writing – 2 link governors now appointed for each subjects • Work to Develop Pupils’ Writing – VS to be involved with the work scrutiny process led by an external consultant. Training for Beetham and other local schools being facilitated as part of this initiative • Parent Questionnaires – actioned • End of Year Report to Parents – actioned • Website – new site now launched and well received by governors and parents • End of Year Meal – Thursday 17th December at the Wheatsheaf Inn. Please confirm to CK before the 8th December if you are attending <p>All other matters included on the agenda.</p>	<p>WN</p> <p>BS</p> <p>VS</p> <p>ALL</p>
<p>5. School Development Plan</p>	
<p>WN reported that she had received some additions to the Governing Body Year Planner from JL. These included reviewing formula capital funding opportunities and an update on SIAMS.</p> <p>WN/VS highlighted there was a new dedicated page on safeguarding and information was also included on the Prevent Duty and keeping safe online. VS had also noted a few further additions to the SIP/SEF and would be liaising with WN.</p> <p>WN reported that she had met with a consultant working for the Diocese with regard to LCVAP (Locally Co-ordinated Voluntary Aided Programme) capital premises funding passed down to the Diocese from the government. At no charge to the school he would be putting in a bid to the fund for the toilets and the roof. WN to update governors accordingly.</p> <p>WN to update the School Development Plan and email to governors. Governors also asked WN to publish the focussed priorities on the website so that parents were kept informed.</p>	<p>VS/WN</p> <p>WN</p> <p>WN/CK</p>
<p>Agenda Items 6-9.</p>	
<p>Governors were split into groups to discuss the following key areas and answer a series of questions put forward by WN:-</p> <ul style="list-style-type: none"> • Pupil Premium / Sports Funding / The Prevent Duty / Assessment without Levels • SEF • Ofsted Inspections • Policies • Pupil Performance and Performance Data 	

<p>A plenary session then followed where governors shared the key points from their discussions.</p> <p>Pupil Premium / Sports Funding / The Prevent Duty / Assessment without Levels – governors felt confident they were adequately knowledgeable on the action being taken by the school on all of the above</p> <p>SEF – some additions put forward by governors. WN to update and email to governors</p> <p>Ofsted Inspections – governors discussed the difference between Section 5 and Section 8 inspections and the advantages of the local SLRP peer review process. VS circulated the handout from a recent CASL conference on Ofsted. WN to email out the latest SLRP peer review report for Beetham.</p> <p>Policies – statutory policies previously circulated to governors and amendments now actioned. Governors formally approved the policies and they were signed by JH. Some queries for CK to address with WN. CK to then compile a new policy tracker with responsibility for policies now split by committee (with the exception of those policies e.g. SEN and Pay which have to approved at Governing Body level). BS to review the British Values statement</p> <p>Pupil Performance and Performance Data – AW gave a summary of the questions he had raised with WN with regard to the data summary circulated in advance of the meeting. Issues previously highlighted with regard to data being skewed by small cohort sizes were also discussed. Governors then proceeded to question WN further.</p> <ul style="list-style-type: none"> ○ How quickly did WN and staff put in place intervention strategies for pupils who were underperforming ? <i>WN/KK outlined how issues were identified at a very early stage with baseline screening tests and intervention strategies were immediately put in place</i> ○ Were files of evidence regarding the progress of intervention strategies readily available as discussed at the last Governing Body meeting ? <i>WN/KK confirmed they were</i> ○ Could WN provide further anonymised data for each child so that each child’s progress could be tracked by governors ? <i>WN confirmed this would be made available</i> <p>Action: All present agreed that in addition to addressing this at full Governing Body level, the Curriculum and Staffing committee should also have Pupil Progress as a standing agenda item at each of their meetings. VS to note and SC to add to each agenda from now on</p>	<p>WN</p> <p>WN</p> <p>CK/WN BS</p> <p>WN</p> <p>VS/SC</p>
<p>10. Budget Update</p>	
<p>Governors reviewed the 3 year budget circulated in advance of the meeting and confirmed they were in agreement with the Finance and Resources Chair (CC) that the budget could be approved.</p> <p><i>Proposed: VS. Seconded: AW. The decision was unanimous</i></p> <p>It was noted that, as previously discussed, the deficit budget would be cleared</p>	

by 2017-18 as detailed below. Outline Plan 2015-16 – <i>14, 570</i> Outline Plan 2016-17 – <i>11,492</i> Outline Plan 2017-18 – 2,791	
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11. Any Other Business	
None raised.	
12. Confidential Items	
Not applicable.	
13. Date of Next SIP Meeting	
8 th March 2016. NB. Governors agreed that an additional unminuted Ofsted preparation meeting should be arranged to go through performance data and sample Ofsted questions in more detail. <i>Date and time agreed – Tuesday 8th December, 7pm.</i>	

Signed: (Chair)	
Date:	