



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 20th June 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)
 Mr Julian Handy (Foundation Governor – JH)
 Mrs Jenny Marks (Foundation Governor – JM)
 Mr Brian Smalley (LA Governor – BS)
 Mr Chris Christou (Parent Governor – CC)

Apologies: Revd Linda Lonsdale (Foundation Governor – LL)

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

The meeting commenced at 7pm

1. Welcome and apologies for absence	ACTION
JL welcomed everyone to the meeting. Apologies for absence were received from LL.	
2. Notification of AOB and Confidential Items	
AOB <ul style="list-style-type: none"> • Budget Update (JL) • Access to Reading Eggs (CC) • Leave of absence in term time (WN) • Sports Day / Dallam Estate (WN/JL) • End of Term Meal, Netherwood Hotel (WN) 	
3. Minutes of last SIP Meeting – Monday 7th March 2016	
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 – see agenda item 8 • Safeguarding Checklist for Governors – BS to meet with CK, complete the safeguarding checklist and report to the full 	

<p><i>the NGA Code of Conduct, completed skills audits and checked Ofsted questions for governors. A Governing Body health check had been undertaken in March</i></p> <ul style="list-style-type: none"> <i>Governors were encouraged to make their personal/professional skills and experience available to the governing body to further enhance it and put themselves forward for leadership roles</i> 	<p>ALL</p>
<p>6. SIP Review</p>	
<p>No areas of concern raised by governors as pleasing progress made against all action points.</p> <p><u>Action:- Additional points for WN to include in next year's SIP:-</u></p> <ul style="list-style-type: none"> <i>Preparation for new SIAMS inspection in 2017-18</i> <i>A return to focussing on independent learning and problem solving skills</i> <i>Increased emphasis on healthy eating, PE and exercise</i> <i>More engagement in competitive sport in the local area</i> <i>More focus on Pupil Enterprise</i> <i>Review homework and target setting following feedback from a number of parents</i> <i>BS to conduct a safeguarding audit and meet on a regular basis with CK (monthly ideally). WN to continue to report to governors via her Headteacher's report or via a separate report. BS/WN to discuss</i> 	<p>WN</p> <p>WN/BS</p>
<p>7. Update on new SATs including sample papers</p>	
<p>Governors reviewed the recent SATs papers, expressing concern that the new tests were considerably more difficult than in previous years.</p> <p>WN confirmed that results would be made available on the 5th July and it was unclear how the information would be presented and what the pass mark would be. The fact this was an interim year and it was difficult to know what the expected standards for next year would be was also raised.</p> <p><u>Action:- The need for WN to prepare a summary for governors, parents and the website was agreed</u></p>	<p>WN</p>
<p>8. Pupil Questionnaire Update</p>	
<p>VS distributed a summary of the findings from spending 1.5 days interviewing pupils at the school and proceeded to discuss them with governors.</p> <p>Governors were pleased that the findings were overwhelmingly positive.</p> <p><u>Actions:-</u></p> <ul style="list-style-type: none"> <i>WN to follow up with Mrs Tattersall about one reception child who stated he did not like school and did not wish to attend</i> <i>WN to publish a summary of the findings (not identifying individual pupils) and look to address any concerns raised</i> 	<p>WN</p> <p>WN</p>

<p>9. Pupil Premium Update - VS</p> <p>VS updated governors on her recent Pupil Premium training. Governors reviewed Ofsted's self-review questions and proceeded to question WN in detail about the school's use of Pupil Premium funding.</p> <p>WN reminded governors that the school received £3,600 of Pupil Premium funding which related to 2 looked after pupils. Money was clearly identified in the school's budget planning and was used to facilitate the following:-</p> <ul style="list-style-type: none"> • Provide additional 1-1 and small group support not only from an academic perspective but also in relation to emotional wellbeing, confidence, self-esteem and social skills • Provide specific SATs support • Provide additional specific learning resources • Obtain external assessments to inform strategies for teaching and learning <p><u>Actions:-</u></p> <ul style="list-style-type: none"> • <i>WN was asked by governors to provide an evaluation of the impact of the school's Pupil Premium strategy. What improvements had the allocation brought about ? What measures of success were applied ? How was the progress and outcomes of each of the 2 pupils identified and analysed by the school's tracking systems ?</i> • <i>CK was asked to double check the information on the website was up to date and met the necessary requirements</i> • <i>VS was asked to liaise with BS (nominated Pupil Premium governor) and forward all training course documentation</i> 	<p>WN</p> <p>CK</p> <p>VS/BS</p>
<p>10. Review of ICT Support Tenders</p> <p>CK confirmed that 2 quotes had been received, one from the existing supplier and a third was expected the following day.</p> <p><u>Actions:-</u></p> <ul style="list-style-type: none"> • <i>Governors delegated authority to staff to move forward with selecting a preferred supplier.</i> • <i>CK to liaise with JBJ for her to check the contract before it is signed</i> • <i>JL to sign letters on behalf of the Governing Body advising suppliers of the outcomes of the tender process</i> 	<p>WN/CK/KK</p> <p>CK/JBJ</p> <p>JL</p>
<p>11. Becoming a Chequebook School</p> <p>CK outlined a series of difficulties being experienced with Capita from a HR/Payroll perspective with a number of instances of staff not being paid. Complaints had been made to Capita however no improvement had been noted.</p> <p>CK raised the possibility of becoming a Chequebook school from April 2017 and the advantages and disadvantages were discussed. Governors concurred that the current situation was unacceptable, however the main issue raised by governors was whether the school would be allowed to transfer over its current deficit and run a deficit in the future, as and when pupil numbers changed. Questions were also raised about the associated cost implications.</p>	

<p><u>Actions:-</u></p> <ul style="list-style-type: none"> • <i>Governors concurred that CK should continue logging all issues</i> • <i>A complaint letter should be compiled on behalf of the Governing Body if the school could confirm that Capita was not working within the terms of its contract</i> • <i>CK should liaise with CC and find out more information about Chequebook schools and whether this should be a route the school should go down or not</i> 	<p>CK</p> <p>CK/JL</p> <p>CK/CC</p>
<p>12. Policy Update</p>	
<p>CK confirmed that all statutory policies had been sent to relevant Chairs of Committees for amendment and would be brought to the next round of committee meetings for approval. Those then requiring approval from the full Governing Body would be forwarded to governors in advance of the following week's meeting.</p>	<p>CK</p>
<p>13. Confidential Items</p>	
<p>Budget Update – JL confirmed that further to approval of the budget on the 18th May the school had been contacted by Cumbria County Council to provide more information about its deficit budget situation and this had been actioned.</p> <p>Access to Reading Eggs – CC requested access to Reading Eggs for the new September intake. CK confirmed this could be actioned.</p> <p>Leave of Absence in Term-Time – WN brought governors' attention to a recent letter from the DfE which would be forwarded to parents.</p> <p>Sports Day / Dallam Estate – Governors took note of recent concerns raised in 2 separate letters from parents about the school's association with the Dallam Estate. Governors concurred that any withdrawal of children from school activities taking part on the Estate was regrettable and as a community school it would be important to listen to the consensus from all pupils and the whole of the parent body when planning future activities.</p> <p>End of Term Meal, Netherwood Hotel – Thursday 21st July. Please send confirmation and £22.50 payment to CK as soon as possible.</p>	<p>CK</p> <p>WN</p> <p>CK</p> <p>ALL</p>
<p>12. Date of Next SIP Meeting</p>	
<p>Monday 19th September 2016, 7pm (Full Governing Body)</p>	

The meeting finished at 9.30pm

<p>Signed: (Chair)</p>	
<p>Date:</p>	