



Beetham Church of England (Aided) Primary School

Governing Body

Minutes of a meeting of the Community and Welfare Committee held in Beetham Church of England (Aided) Primary School on Monday 14th May 2018 at 5pm

Present: Mr Brian Smalley (BS – Chair, LA Governor)
Mrs Sarah Easton (SE – Foundation Governor) – *from Agenda Item 13 onwards*
Mrs Hannah Gardner (HG – Parent Governor)
Ms Wendy Nicholas (WN – Headteacher)

Apologies: Mr John Lomax (JL - Chair of Governing Body, Foundation Governor)

Absent: Rachel Wray (RW – Foundation Governor)

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

1. Welcome and Apologies for Absence	
BS welcomed everyone to the meeting. Apologies for absence were received from JL.	
2. Governors' Declaration of Interest in Agenda Items	
None declared.	
3. Notification of AOB and Confidential Items	
AOB – Staff Code of Conduct.	
4. Minutes of Last Meeting – Monday 22nd January 2018	
The minutes were <u>agreed</u> as a true record of the meeting. (<i>Proposed: BS. Seconded: HG</i>)	

5. Matters Arising from the Minutes	
<p>5.7. The School Bus</p> <ul style="list-style-type: none"> • WN confirmed that HG had been registered for TheSchoolBus system <p>5.7. SIAMS – Visits to Other Churches</p> <ul style="list-style-type: none"> • Outstanding SIAMS report received and governors congratulated the school. With regard to visits to other churches, WN confirmed that she was planning to take KS2 to Carlisle Cathedral <p>5.9. School Development Plan Review - Easter</p> <ul style="list-style-type: none"> • It was noted that the Easter events had been very successful <p>5.9. School Development Plan Review - Student Numbers for September</p> <ul style="list-style-type: none"> • <u>Shed Purchase/Classroom Portacabin</u> - WN highlighted that the purchase of a shed would be on hold until a decision had been reached regarding an additional outdoor classroom portacabin. Having taken pre-planning advice, planning permission had been submitted for siting a portacabin next to the Beehive and 2 quotes had been received to date which would be discussed in further detail by the F&R committee and the full Governing Body the following week <p>10. Beetham Sports Field</p> <ul style="list-style-type: none"> • WN confirmed that she had received confirmation from the Diocese that the sale had gone through the previous week and she was now looking into public liability insurance options • Governors discussed the need to develop an interim and long term plan for the use and maintenance of the field and to arrange for signage to be erected on the gate <p>Action:- <i>WN to set up a management committee for the field (HG confirmed that she would be a member and also offered the use of her own land for Forest Schools activities – WN to contact HG to progress)</i></p> <p>11. School Development Plan Review – Links with Other Schools</p> <ul style="list-style-type: none"> • WN confirmed that pupils had recently created some delightful books that had been sent to Senegal, Birmingham and Sweden <p>12. SIAMS Self-Evaluation</p> <ul style="list-style-type: none"> • Copy sent to governors prior to the inspection <p>13. Behaviour Management Policy</p> <ul style="list-style-type: none"> • Approved by governors following the last meeting <p>14. Subject Reviews</p> <ul style="list-style-type: none"> • WN highlighted that this term’s reviews were behind schedule and this would be discussed in more detail with governors the following week. See also Agenda Item 15 <p>15. Any Other Business</p> <p><u>Home School Agreement</u> – WN highlighted that it had been updated accordingly and would be sent out in September</p>	<p>WN</p>

<p>6. Marketing Update</p> <p>Beetham Sports Field</p> <ul style="list-style-type: none"> Governors discussed the need to send details/photos to the Westmorland Gazette once signage had been erected and a management committee had been established. The possibility of tying this in to some kind of local event was mentioned Action:- WN to contact the Westmorland Gazette with a view to obtaining publicity for the field <p>Open Day</p> <ul style="list-style-type: none"> Governors concurred that student numbers for the coming years were looking positive and there would be no requirement for an Open Day in September 	<p>WN</p>
<p>7. School Development Plan Review</p>	
<p>It was noted that all areas were on track and no areas of concern were raised.</p>	
<p>8. School / Church Liaison</p>	
<p>BS/WN highlighted that the broad range of joint school/church activities continued to work extremely well.</p> <p><i>Priest Appointment</i> - BS highlighted that the Archdeacon had received all relevant documentation and an advertisement was expected to be placed this month with a view to having interviews in June and a Priest appointed for September.</p>	
<p>9. Safeguarding Booklet</p>	
<p>Action:- SC to add the new Safeguarding booklet to the agenda for the following week's meeting. WN to email to governors in advance</p> <p>BS also highlighted that he had attended an Early Help Assessment training course the previous week and was satisfied that the school adhered to all the latest requirements.</p> <p>WN highlighted that she and Louise Horsman had recently attended a safeguarding training session and would be updating the Safeguarding policy accordingly</p> <p>Action:- WN to forward the updated Safeguarding policy to governors for approval</p>	<p>SC/WN</p> <p>WN</p>
<p>10. Attendance</p>	
<p>WN highlighted that a number of children's attendance had fallen below 90%. Governors supported WN's proposal to write to / meet with parents/carers to address this.</p> <p>Action:- WN to take the necessary action to address specific issues of poor attendance and report back to governors accordingly</p>	<p>WN</p>

<p>11. Twinning Project</p> <p>WN highlighted how well the twinning project was going.</p> <p>Action:- WN/governors discussed the need to ask pupils for ideas about what they would like to do to help their partner school in Senegal</p>	<p>WN</p>
<p>12. Edinburgh Residential and Swan Lake Visit</p> <p>Edinburgh Residential – WN highlighted that the programme had been finalised and risk assessments were being compiled. Governors supported WN's proposal for there to be a staff member sleeping with pupils in each of the ensuite rooms in the YHA to prevent them needing to go out into corridors during the night to locate staff. WN confirmed that she would be liaising with parents/carers accordingly. Governors queried the staff-pupil ratio on the trip and received confirmation that there were 32 children and 6 staff (5 female, one male)</p> <p>Swan Lake – WN confirmed that 25 children and 10 staff/governors were participating in the trip to London and a risk assessment was being compiled. Thanks were given to JBJ for securing grant funding for the trip</p> <p>Educational Visits Governor – the committee concurred that signing off trips and risk assessments sat best with the C&W committee and it was agreed that BS would take over the role from CC</p> <p>Action:- WN to send through all relevant documentation to BS for approval</p>	<p>WN/BS</p>
<p>13. Staff Wellbeing Questionnaire</p> <p>WN highlighted that the results of the staff wellbeing questionnaire were being reviewed and discussed with staff.</p> <p>One area of concern related to the feedback received from some staff about them feeling easily able to highlight issues with work-related stress at an early stage. Due to the very small size of the school, the need to have someone outside school for staff to talk to if necessary was discussed and BS/SE confirmed that they would be happy for their contact details to be forwarded to all members of staff.</p> <p>Action:- WN to forward contact details for BS/SE to all staff</p>	<p>BS/SE</p>
<p>14. Policy Update</p> <p><u>Supporting Students with Medical Conditions</u></p> <ul style="list-style-type: none"> Action:- WN to send to C&W committee for approval and then pass to the full Governing Body <p><u>Admissions (inc. Nursery)</u></p> <ul style="list-style-type: none"> Action:- WN to send to all governors for approval 	<p>WN</p> <p>WN</p>

15. Subject Reviews	
<u>Action:-</u> BS/SE to complete the EYFS review on Monday 21st May	BS/SE
16. GDPR	
<p>WN highlighted that she had written the GDPR privacy notice and had met with staff to discuss necessary changes including locking away information and installing a key pad on the school office door.</p> <p>The need to appoint a Data Protection Officer (DPO) as soon as possible and get relevant forms sent out to parents/carers/staff was discussed.</p> <p>WN confirmed that this would be an agenda item for the following week's meeting and would be discussed with the 2 other committees.</p>	
17. Any Other Business	
<p><u>Staff Code of Conduct</u></p> <ul style="list-style-type: none"> <i>Action:- WN highlighted that staff were currently reviewed the contents and a copy would be sent to governors and discussed the following week</i> 	WN
18. Confidential Items	
Not applicable.	
19. Date of Next Meeting	
Committee Meetings TBC. (Governing Body – Tuesday 22 nd May 2018)	

Signed: (Chair)	
Date:	