



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 22nd May 2018 at 7pm

Present: Mr John Lomax (Chair, Foundation Governor – JL)
 Ms Wendy Nicholas (Headteacher - WN)
 Mr Brian Smalley (LA Governor – BS)
 Mr Chris Christou (Parent Governor – CC)
 Mrs Jenny Marks (Foundation Governor – JM)
 Mrs Kirsty Klijn (Staff Governor – KK)
 Mrs Rachel Wray (Foundation Governor – RW)
 Mr Dennis Wright (Foundation Governor – DW)
 Mrs Vivien Stirrup (Foundation Governor – VS)
 Ms Hannah Gardner (Parent Governor – HG)
 Mrs Sarah Easton (Foundation Governor – SE)

Apologies: Mrs Jenny Beresford-Jones (Foundation Governor – JBJ)

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 JBJ.	
2. Governors' Declarations of Interest in Agenda Items	
None declared.	
3. Notification of AOB and Confidential Items	
None raised.	
4. Minutes of Previous Meeting – Tuesday 30 th January 2018	
<i>The minutes were unanimously agreed as a true record of the meeting and signed by JL.</i>	

<p><u>Action:-</u></p> <ul style="list-style-type: none"> ○ WN to send the final version of the letter to JL to review prior to issuing to parents/carers. WN to follow up with parents/carers accordingly and keep governors updated ○ JL to include a reminder about attendance in the end of year report to parents/carers 	<p>WN/JL</p> <p>JL</p>
<p>7. Committee Reports and Minutes from Meetings held Monday 14th May 2018</p>	
<p>Community and Welfare BS drew governors' attention to the minutes of the meeting circulated with the agenda.</p> <p>WN highlighted that the school had once again performed excellently in the Big Pedal Challenge, winning the Small Primary School 5 Day Challenge in Cumbria, coming 2nd in the North West and 11th nationally.</p> <p>Curriculum and Staffing VS drew governors' attention to the minutes of the meeting circulated with the agenda. VS/WN also highlighted that since the meeting a new School Administrator had been appointed and an induction process with CK was now being organised.</p> <p>Finance and Resources 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 bid to the Diocese for a new play trail ○ The review of the 3 year budget plan 	
<p>8. Review of Pupil Progress Data and Update from CPGF ASP Training Course</p>	
<p>Governors noted the recent discussions regarding student progress at the Curriculum and Staffing meeting and proceeded to review the latest progress data. Governors questioned WN in detail about the additional support put in place for those children who were not meeting their targets and the impact this was having. Governors also verified that there was not a link between poor attendance and those who were underperforming.</p> <p>The extra work being done on Phonics on a daily basis was discussed and governors verified that all support was being logged.</p> <p>The recent SATs exams were discussed and governors thanked the school for preparing pupils so well and ensuring they were not stressed or anxious.</p> <p><u>ASP</u></p> <p>BS provided details of the recent ASP training session attended by JM, VS and himself. All attendees concurred that although the session had been useful to some extent, it has not been well delivered by the presenter and a number of questions had not been answered.</p>	

<p>9. 3 Year Budget Plan</p> <p>CC presented the latest budget update showing that for the first time in many years the school would be publishing a 3 year forward forecast in surplus.</p> <p>Governors congratulated WN and the school and unanimously approved the budget.</p>	
<p>10. Review of Garden Classroom Quotes</p> <p>Governors discussed the quotes received and unanimously agreed that the quote provided by Lune Valley Pods should be progressed at a cost of circa £26,000 including electricity, data provision and toilet facilities.</p> <p><u>Action:-</u></p> <ul style="list-style-type: none"> • WN to explore the facility for an interest free loan from the Diocese and request confirmation of the funding commitment from the LA • WN to ensure that the final quote was a <u>fixed price</u> quote • WN to request more detailed plans from Lune Valley Pods 	<p>WN</p> <p>WN</p> <p>WN</p>
<p>11. GDPR</p> <p>WN confirmed that the privacy notice had been finalised and RW had kindly agreed to take on the DPO role. Relevant forms were now being sent out to parents/carers and the locking away of records etc would now commence.</p>	
<p>12. Policy Update</p> <p><u>Admissions Policy 2019/2020</u></p> <p>Governors unanimously approved the policy.</p>	
<p>13. Staff Code of Conduct</p> <p>Governors noted the work being done by staff to agree a code of conduct and WN highlighted that it had almost been completed.</p>	
<p>14. Safeguarding Update including new Safeguarding Booklet</p> <p>In addition to the safeguarding update in the Headteacher's Report, governors also reviewed and approved a new safeguarding leaflet which would be in the reception area and given to visitors to the school.</p>	
<p>15. SEN Update</p> <p>As highlighted in the Headteacher's Report.</p>	
<p>16. Health and Safety Update</p> <p>WN highlighted that although Kym Allan consultants had been appointed there was still a wish from the school to also have a governor appointed to</p>	

go through the Health and Safety files and accompanying checks and certificates. Action:- HG agreed to review the school's H&S files	HG/WN
17. Sports Field Management Committee	
<p>Governors discussed the need to establish a committee as soon as possible, highlighting that this would be an advisory body that would make recommendations to the school.</p> <p>The covenants on the field were discussed along with possible short, medium and long term uses for the field. The need to explore grant opportunities was also raised.</p> <p>The need for the school to maintain complete control over the field was stressed and for it to remain closed to the public for the timebeing.</p> <p>Action:-</p> <ul style="list-style-type: none"> <i>It was agreed that WN, HG, JM and David Shaw should form a committee. Additional members to be invited to join/be co-opted as applicable. Erecting signage, arranging public liability insurance and cutting the grass were agreed as being the most pressing priorities</i> <i>CC to forward the covenants to WN</i> 	<p>WN/HG/JM plus DW to contact David Shaw</p> <p>CC</p>
18. End of Year Report to Parents	
<p>Governors agreed that an end of year report would be compiled and distributed to parents in September. JM agreed to assist in compiling it. A drop-in session where parents could meet and talk to governors was also agreed to be a good idea.</p> <p>Action:- JL to contact governors in the first instance with a reminder of their end of year report responsibilities and deadlines</p>	JL
19. Any Other Business	
None raised.	
20. Confidential Items	
Not applicable.	
21. Date of Next Meeting	
SIP – Tuesday 26 th June at 7pm	

Signed: (Chair)	
Date:	