



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 14th May 2019 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)
 Mr Dennis Wright (Foundation Governor – DW)
 Mrs Vivien Stirrup (Foundation Governor – VS)
 Ms Hannah Gardner (Parent Governor – HG)
 Mrs Tess Rowlands (Foundation Governor – TR)
 Mrs Sarah Easton (Foundation Governor – SE)
 Mrs Rachel Wray (Foundation Governor – RW)

Apologies: N/A

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

| 1. Welcome and Apologies for absence | ACTION |
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| JL welcomed everyone to the meeting. | |
| 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 29th January 2019 | |
| <i>The minutes were unanimously agreed as a true record of the meeting and signed by JL. (Proposed: BS. Seconded: CC)</i> | |

| 5. Matters arising from the Minutes | |
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| <ul style="list-style-type: none"> • 3. FOBS – promotion of FOBS ongoing • 6. Child Neglect and Abuse Foundation Course <ul style="list-style-type: none"> ○ Action:- <ul style="list-style-type: none"> ○ <i>RW/TR to ensure they have provided certificates to WN</i> • 6. Safeguarding Update/Site Security – WN highlighted the progress made in relation to the new porch area. Full details included in her HT report • 6. H&S Files <ul style="list-style-type: none"> ○ Action:- <i>HG/WN to meet after half term and go through the H&S files. JL/BS to undertake H&S check of building</i> • 6. Safeguarding Files <ul style="list-style-type: none"> ○ Action:- <i>BS to meet with BR to go through Safeguarding files</i> • 11. Admissions Policy – now published on the website • 15. BS Health and Safety Training with Kym Allan (6th February) - BS confirmed that he had attended the training and it had been very useful <p>All other matters included on the agenda.</p> | <p>RW TR</p> <p>HG/WN/JL</p> <p>BS</p> |
| 6. Headteacher's Report | |
| <p>WN drew governors' attention to the report circulated in advance of the meeting.</p> <p><u>Key areas discussed included:-</u></p> <ul style="list-style-type: none"> • School Nursery – governors welcomed the feedback that the extension to the nursery provision to 30 hours after the Easter holidays was working well • WN Appraisal – governors noted that this had now been completed and targets had been set for the coming year • Safeguarding Audit (Kym Allan) – WN highlighted that the safeguarding audit had taken place on the 12th February. BS had attended. Governors obtained confirmation that work was now underway to address each of the action points raised • Staff Development and Training – the list of staff training was discussed • Attendance – 96.6% for the spring term. Lower due to unauthorised holiday requests • School Field – governors welcomed the very positive news about the new goalposts | |

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| <p>7. Committee Reports and Minutes from Meetings held Monday 29th April 2019</p> | |
| <p><u>Community and Welfare</u></p> <p>BS drew governors' attention to the minutes of the meeting circulated with the agenda.</p> <p><u>Curriculum and Staffing</u></p> <p>VS drew governors' attention to the minutes of the meeting circulated with the agenda, highlighting the additional intervention being put in place in relation to phonics.</p> <p><u>Finance and Resources</u></p> <p>CC drew governors' attention to the minutes of the meeting circulated with the agenda, highlighting the decision taken in relation to the additional funding required for the porch area.</p> | |
| <p>8. Demonstration of new CPD tracking system</p> | |
| <p>KK showed governors how the new system worked and how recording of all CPD would now be significantly easier and more effective.</p> <p>Governors thanked KK.</p> | |
| <p>9. Review of Latest Pupil Progress Data</p> | |
| <p>Governors discussed the latest data in detail with WN, Questions primarily focussed on the additional 1:1 work being done in relation to phonics and the additional support being given to those who were <i>emerging</i> in relation to their age related expectations. The use of additional adults/volunteers was discussed in order to provide extra support wherever possible.</p> <p>Governors received confirmation that all support plans were up to date with all additional intervention clearly documented.</p> | |
| <p>10. Budget Review</p> | |
| <p>CC drew governors' attention to the budget summary circulated in advance of the meeting, highlighting the actual position versus the original forecast for 2018/19 and the 3 year surplus position.</p> <p>The impact of the lagged funding model was again highlighted to governors by CC.</p> | |
| <p>11. School Improvement Plan</p> | |
| <p>The progress made against each action was discussed and no areas for concern were raised.</p> | |
| <p>12. Policy Update</p> | |
| <p><u>Revised Nursery Policy</u></p> <p>Governors supported the decision taken by the F&R committee that payments should be made monthly in arrears and charges would still apply</p> | |

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| <p>in the event that a child was absent. The policy was approved. (Proposed: CC. Seconded: VS. The decision was unanimous)</p> <ul style="list-style-type: none"> <i>Action:-WN to publish the revised policy on the website and liaise with parents accordingly</i> | WN |
| 13. Subject Review Update | |
| WN drew governors' attention to the subject review schedule. | |
| 14. Safeguarding Update | |
| <ul style="list-style-type: none"> <i>Action:- WN to update governors on the action points arising from the safeguarding audit</i> | WN |
| 15. SEN Update | |
| As covered in WN's report. 10 pupils in total. All support plans up to date and shared with parents. | |
| 16. Health and Safety Update | |
| As covered in WN's report and matters arising. Governor H&S check to be undertaken this term. | |
| 17. Training Update | |
| <p>BS/DW to attend CPGF Safeguarding training at Grange on the 5th June.</p> <ul style="list-style-type: none"> <i>Action:- BS/DW to update governors following their training course</i> | BS/DW |
| 18. Appointment of New Vicar and Review of Sarah Easton's Position on the Governing Body | |
| Pending confirmation from the new Vicar regarding his role on the Governing Body, SC/JL highlighted that having liaised with Cumbria County Council Governor Services team, SE could remain as an Associate Governor and have the same level of involvement albeit with no voting rights. This news was welcomed by all present. | |
| 19. Any Other Business | |
| WN drew governors' attention to some upcoming events at the school. | |
| 20. Confidential Items | |
| Not applicable. | |

| 21. Date of Next Meeting | |
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| SIP meeting – Tuesday 25 th June 2019. | |

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| Signed: (Chair) | |
| Date: | |