



## 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 29<sup>th</sup> January 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)

Apologies: Mrs Rachel Wray (Foundation Governor – RW)

In attendance: Mrs Sally Coyle (Clerk to the Governing Body – SC)  
 Mrs Claire Kinnear – FOBS – Agenda Items 1-3 only  
 Mrs Lucy Hunn – FOBS – Agenda Items 1-3 only  
 Mrs Jackie Jenner – FOBS – Agenda Item 1-3 only

1. Welcome and Apologies for absence	ACTION
<p>JL welcomed everyone to the meeting. Apologies for absence were received from RW.</p>	
2. Governors' Declarations of Interest in Agenda Items	
<p>None declared.</p>	
3. Presentation by FOBS	
<p>Representatives from FOBS updated governors on the consultation undertaken with parents and the membership and objectives of FOBS. Potential funding options for some of the ideas put forward by parents were then reviewed and the need to plan ahead to meet grant deadlines was discussed.</p> <p>Governors thanked FOBS for all the work they had done, highlighting how impressed they were with the dedication and commitment shown. It was</p>	

<p>agreed that a staff member from the school would sit on the FOBS committee going forward and that FOBS should be invited to the next meeting of the Field Committee.</p> <p><b><u>Action:-</u></b></p> <ul style="list-style-type: none"> <li>• <b><i>Details about FOBS to be sent out to all existing and new parents</i></b></li> <li>• <b><i>FOBS information to be available in school and promoted via the newsletter etc</i></b></li> <li>• <b><i>FOBS information to be included in Gateway</i></b></li> <li>• <b><i>WN/CK to liaise with regard to future meeting dates of the FOBS Committee and the Field Committee</i></b></li> </ul>	<p>WN</p> <p>WN JM</p> <p>WN/CK</p>
<p><b>4. Notification of AOB and Confidential Items</b></p>	
<p>None raised.</p>	
<p><b>5. Minutes of Previous Meeting – Tuesday 16<sup>th</sup> October 2018</b></p>	
<p><b><i>The minutes were unanimously agreed as a true record of the meeting and signed by JL. (Proposed: BS. Seconded: CC)</i></b></p>	
<p><b>6. Matters arising from the Minutes</b></p>	
<p><b><u>5</u></b></p> <ul style="list-style-type: none"> <li>• <b>6.11 – Crisis Management Plan</b> – updated by WN</li> <li>• <b>6.16. Governor E-Learning – Child Neglect and Abuse Foundation Course</b> <ul style="list-style-type: none"> <li>○ <b><u>Action:-</u></b> <ul style="list-style-type: none"> <li>○ <b><i>RW to check and send her certificate to WN</i></b></li> <li>○ <b><i>TR to complete the training and send her certificate to WN</i></b></li> </ul> </li> </ul> </li> <li>• <b>6.14. Safeguarding Update/Site Security</b> <ul style="list-style-type: none"> <li>○ <b><u>Action:-</u> WN to keep governors updated regarding the possible development of a front porch area</b></li> </ul> </li> <li>• <b>16. H&amp;S Files</b> <ul style="list-style-type: none"> <li>○ <b><u>Action:-</u> HG/WN to meet after half term and go through the H&amp;S files. JL/BS to undertake H&amp;S check of building</b></li> </ul> </li> </ul> <p><b><u>6.</u></b></p> <ul style="list-style-type: none"> <li>• <b>Pupil Premium Statement</b> – now on the website</li> <li>• <b>Safeguarding</b> <ul style="list-style-type: none"> <li>○ KCSIE 2018 – actioned. Latest version read by governors</li> <li>○ <b><u>Action:-</u> BS to meet with BR to go through Safeguarding files</b></li> </ul> </li> </ul>	<p>RW TR</p> <p>WN</p> <p>HG/WN/JL</p> <p>BS/BR</p>

<ul style="list-style-type: none"> <li>• <b>Overpayment to Diocese</b> – still unresolved at present</li> <li>• <b>Policy Update</b> <ul style="list-style-type: none"> <li>○ <b>Safeguarding policy</b> - updated</li> <li>○ <b>Supporting Students with Medical Conditions</b> – updated</li> <li>○ <b>Charging Policy</b> – updated</li> </ul> </li> </ul> <p>All other matters included on the agenda.</p>	
<b>7. Headteacher’s Report</b>	
<p>WN drew governors’ attention to the report circulated in advance of the meeting.</p> <p>Key areas discussed included:-</p> <ul style="list-style-type: none"> <li>• <b><u>School Nursery</u></b> – governors supported the proposal to extend the nursery provision to 30 hours after the Easter holidays</li> <li>• <b><u>Attendance</u></b> – latest figures well above the national average</li> <li>• <b><u>Safeguarding Audit (Kym Allan)</u></b> – scheduled for early February</li> <li>• <b><u>Review of School Performance</u></b> – the latest data was reviewed <ul style="list-style-type: none"> <li>○ <b><u>Reception</u></b> – data very positive – 86%-100% at good level of development</li> <li>○ <b><u>Phonics Screening</u></b> – 75% of Year 1 children expected to achieve pass mark. 100% of Year 2 children who did not pass in Year 1</li> <li>○ <b><u>KS1</u></b> – 57% of the group meeting the expected standard. 3 children on the SEN register</li> <li>○ <b><u>KS2</u></b> – all children meeting the expected standard with the exception of Maths where one was not</li> <li>○ <b><u>Year 4</u></b> – high achieving group all predicted to meet the expected standard</li> <li>○ <b><u>Year 5</u></b> – 89% on track to meet the expected standard</li> </ul> </li> </ul>	
<b>8. Committee Reports and Minutes from Meetings held Monday 21<sup>st</sup> January 2019</b>	
<p><b><u>Community and Welfare</u></b></p> <p>BS drew governors’ attention to the minutes of the meeting circulated with the agenda.</p> <p><b><u>Curriculum and Staffing</u></b></p> <p>VS drew governors’ attention to the minutes of the meeting circulated with the agenda, highlighting the excellent report from the peer review process.</p>	

<p><b><u>Finance and Resources</u></b></p> <p>CC drew governors' attention to the minutes of the meeting circulated with the agenda and the latest budget report, highlighting that the financial position was better than originally envisaged and a surplus of circa £20,000 for 2018/19 was projected as opposed to £12,730. A 3 year forward forecast surplus was being posted.</p> <p>Governors discussed the impact of the lagged funding model and the nursery provision.</p>	
<b>9. Budget Review</b>	
See above.	
<b>10. School Improvement Plan</b>	
The progress made against each action was discussed. Work ongoing and no concerns raised.	
<b>11. Policy Update</b>	
<p><b><u>Admissions Policy</u></b> – approved</p> <ul style="list-style-type: none"> <li>• <b><u>Action:-</u>WN to publish this policy on the website</b></li> </ul>	<b>WN</b>
<b>12. Subject Review Update – Music (JM)</b>	
JM presented her report on Music, highlighting how impressed she had been.	
<b>13. Safeguarding Update</b>	
<p><b><u>New Porch</u></b> – WN informed governors that a bid for a new front porch area with intercom system was being submitted to the Diocese. Total cost in the region of £40,000.</p>	
<b>14. SEN Update</b>	
As covered in WN's report. 8 in total. All records up to date.	
<b>15. Health and Safety Update</b>	
<p>As detailed in WN's report.</p> <p><b><u>Action:-</u> JM to attend H&amp;S training on 6<sup>th</sup> February with Kym Allan and update other governors accordingly</b></p>	<b>JM</b>
<b>16. Training Update</b>	
As highlighted above.	

<b>17. Any Other Business</b>	
None raised.	
<b>18. Confidential Items</b>	
Not applicable.	
<b>19. Date of Next Meeting</b>	
SIP meeting – SIAMS Training – 12 <sup>th</sup> March.	

Signed: (Chair)	
Date:	