



Beetham Church of England (Aided) Primary School

Governing Body

Minutes of a Meeting of the Governing Body held in St Michael's and All Angels Parish Church on Tuesday 5th October 2021

Present: Mr John Lomax (Chair, Foundation Governor – JL)
 Mrs Abi Johnson (Headteacher - AJ)
 Mr Dennis Wright (Foundation Governor – DW)
 Mrs Vivien Stirrup (Foundation Governor – VS)
 Reverend Andrew Norman (Ex Officio Foundation Governor – AN)
 Mrs Kirsty Klijn (Staff Governor – KK)
 Mr Brian Smalley (LA Governor – BS)
 Mrs Sarah Easton (Foundation Governor – SE)
 Mrs Tess Rowlands (Foundation Governor – TR)
 Mr Chris Christou (Foundation Governor – CC)

Apologies: Mrs Dawn Shepherd (Parent Governor – DS)

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 DS.	
2. Governors' Declarations of Interest in Agenda Items	
None declared.	
3. Notification of AOB and Confidential Items	
None raised.	
4. Approval of Minutes of Previous FGB Meeting – Monday 6th September 2021	
<i>The minutes were unanimously agreed as a true record (Proposed: VS. Seconded: KK)</i>	

<p>5. Matters arising from the Minutes of the Meeting</p> <p>2. Parent Governor Vacancy – vacancy being advertised via the school bulletin the following Friday</p> <p>7. Use of School Email Addresses</p> <ul style="list-style-type: none"> Action:- <i>AJ asked governors to come into school if they were still struggling to access their accounts. Alternatively a session could be delivered via Zoom</i> <p>8. KCSIE Updates – all updates and latest guidance read by governors</p> <p>10. Annual Completion of Governor Forms – SCE chasing up accordingly</p>	<p>ALL</p>
<p>6. Headteacher’s Report</p> <p>Governors discussed the provided provided by AJ. Key points highlighted included:-</p> <ul style="list-style-type: none"> Student roll - 65 children now on roll (including 9 in nursery) Staffing Update – latest position noted SEN – 21 children on the register. Governors verified that targeted intervention was in place and well documented. Transition arrangements for 2 children in Year 6 already being discussed. Counsellor seeing 2 children Attendance – 4 children off with positive PCR tests. Overall attendance still high at 96.16% Pupil Premium/LAC – 5 PP plus one LAC Review of School Performance – current data noted, however assessment week currently underway to get a more accurate up to date picture across all year groups Safeguarding – training for all staff in relation to KCSIE changes as highlighted at the previous meeting. DSL training for AJ taking place the following month. Louise Horsman the DSL in the meantime. Up to date Level One staff training taking place Health and Safety/Buildings – all H&S checks up to date. Purchase of walkie talkies for staff and external fire alarm for the lodge to be installed Church and Community - Michaelmas held in church the previous week and Harvest to be held in church. Increased use of the church planned as well as a termly celebration assemblies for each class. AN visiting weekly and worship plan developed PE/Sport – improvements to current provision planned including the introduction of acro 	
<p>7. Governor Training - Changes to KCSIE for September 2021</p> <p>AJ facilitated a training session for governors around the changes for September. Questions raised by governors included:-</p> <p><u>Q – Had all policies and procedures been updated in view of the KCSIE changes?</u></p> <p><u>A –</u> AJ confirmed that they had been updated accordingly</p>	

<p>Copies of the presentation were circulated</p> <p>The need for regular Safeguarding quizzes for governors to ensure their knowledge and training was up to date was discussed.</p> <p><u>Action:- Safeguarding quizzes to be introduced within meetings</u></p>	<p>AJ/SC</p>
<p>8. Ratification of Chairs of Committees and Terms of Reference for the 2021/22 Academic Year</p>	
<p>Governors unanimously ratified each of the committees' decisions that VS, BS and CC should remain as committee chairs. One amendment to the TOR for the Finance and Resources Committee actioned in relation to declaring non pecuniary interests as well as pecuniary interests.</p>	
<p>9. Committee Reports and Minutes from Meetings held Wednesday 29th September 2021</p>	
<p><u>Curriculum and Staffing</u></p> <p>VS drew governors' attention to the minutes of the meeting. Particular points highlighted included safer recruitment training for staff and governors and confidential discussion around the retirement of one of the school staff and the associated budgetary implications.</p> <p><u>Community and Welfare</u></p> <p>BS drew governors' attention to the minutes of the meeting. Key points highlighted including discussions around SIAMS and arrangements for an additional session with Charlotte Tudway early in the Spring term.</p> <p><u>Finance and Resources</u></p> <p>CC drew governors' attention the minutes of the meeting. Overspend of just under £1K predicted as opposed to an underspend of £2K.</p> <p>CC/AJ confirmed that the budget setting meeting for next year with Andy Baker was taking place on the 21st October.</p>	
<p>10. Budget Update</p>	
<p>Governors reviewed the latest budget position and discussed specific variances.</p> <ul style="list-style-type: none"> • Budgeted surplus/deficit : +£16,727 • Predicted surplus/deficit: +£17.768 • Change to budgeted surplus: £959 overspend <p>Given the surplus position, governors supported the additional investment of circa £5K in ICT equipment for staff given the issues highlighted previously by AJ and KK. Quotes to be obtained. The need to retain the 2 x Teaching Assistants who were focussing on transition work was also supported.</p>	

<p>11. School Improvement Plan</p> <p>AJ drew out the key highlights including the focus on reading, phonics, Scholar Pack, the review of the curriculum, preparation for the next SIAMS inspection and priority work around developing the school's vision. Full discussion to take place at upcoming SIP meeting.</p>	
<p>12. Policy Update</p> <p>Governors unanimously approved the policies listed below. (Proposed: BS. Seconded: AN)</p> <ul style="list-style-type: none"> • Intimate Care and Toileting Procedures 2021 • Staff Wellbeing Policy • Beetham CE Primary School Local Offer 2021 • Behaviour Management Policy • Behaviour Principles Written Statement • Child Protection Policy and Procedures 2021 • EYFS Policy • Online Safety Policies and Procedures 2021 • RSHE Policy 2021 • SEND Policy 2021 	
<p>13. Link Governor/Subject Responsibilities</p> <p>The current list outlining governors' current roles and responsibilities was discussed. AJ highlighted the need for increased monitoring of core subjects in particular, using a consistent pro-format for reporting back to the FGB.</p> <p><i>Action:- To be discussed in further detail at the SIP meeting. Up to date role descriptions for key roles e.g. Safeguarding/SEND/H&S/subject link governors to be circulated and reviewed by governors in advance</i></p>	<p>ALL</p>
<p>14. Pupil Premium/SEND Update</p> <p>As per the update in the Headteacher's Report.</p>	
<p>15. Health and Safety Update</p> <p>As per the update in the Headteacher's Report.</p>	
<p>16. Governor Training</p> <p><i>Action:- SC reminded governors to take advance of the NGA Governor Learning Link training modules. Free membership until Spring 2022. SC to re-send details. Information regarding training via the Diocese/Cartmel Forum also to be circulated</i></p>	<p>ALL/SC</p>
<p>17. Any Other Business</p> <p>None raised.</p>	

18. Confidential Items	
Not applicable.	
19. Dates of Future Meetings	
<ul style="list-style-type: none"> • SIP – 23.11.21. at 5.30pm • Committees – 18.01.22. from 4.30pm onwards (4.30pm – Curriculum and Staffing; 5.30pm – Community and Welfare; 6.30pm – Finance and Resources) • FGB – 26.01.22. at 5pm • SIAMS Session – 01.02.22. at 3.30pm • SIP – 07.03.22. at 4.30pm in school 	

Signed: (Chair)	
Date:	