



Beetham Church of England (Aided) Primary School

Governing Body

**Minutes of a Meeting of the Governing Body held
on Wednesday 12th May 2021 (via Zoom)**

Present: Mr John Lomax (Chair, Foundation Governor – JL)
 Ms Wendy Nicholas (Headteacher - WN)
 Mr Chris Christou (Parent Governor – CC)
 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 Dawn Shepherd (Parent Governor – DS)
 Mrs Sarah Easton (Foundation Governor – SE)

Apologies: Mrs Tess Rowlands (Foundation Governor – TR)

In attendance: Mrs Sally Coyle (Clerk to the Governing Body – SC)
 Mrs Abi Johnson (newly appointed Headteacher – AJ)

1. Welcome and Apologies for absence	ACTION
JL welcomed everyone to the meeting. Newly appointed Headteacher Abi Johnson was introduced to those who had not met her previously.	
2. Governors' Declarations of Interest in Agenda Items	
None declared.	
3. Notification of AOB and Confidential Items	
None raised.	
4. Approval of Minutes of the Previous Meetings	
<ul style="list-style-type: none"> • FGB - Tuesday 19th January 2021 • Extraordinary Meeting - Wednesday 24th February 2021 • Extraordinary Meeting - Thursday 29th April 2021 	

The minutes of all 3 previous meetings were approved as a true record. (Proposed: BS. Seconded: AN)

5. Matters arising from the Minutes of the Meeting

FGB – 19.01.21.

5.6. Safeguarding Training for Governors – some governors highlighted their difficulties accessing the Cumbria CSCP training. SCE confirmed that the NGA was offering free access to their Learning Link programme and a safeguarding module was included in the programme

- **Action:- SCE to send details of free training via NGA Learning Link. All governors to complete either CSCP or NGA Learning Link training**

SCE/ALL

5.11. Nursery Fees Policy – WN/CC confirmed that the policy had been updated and was on the school website

6. Forest School Canopy – now replaced

Extraordinary Meetings – 24.02.21 and 29.04.21. – matters arising related to the retirement of WN and appointment of AJ. Action taken in all cases

6. Headteacher’s Report

WN referred to the report and accompanying documents circulated in advance of the meeting. Key areas discussed included:-

Nursery – excellent numbers for September. 15 with 12 at the most on any one day. Additional TA employed, Gemma Moore, plus Phil Rodgers on a work experience placement in EYFS/KS1

Tea Club/Lunch Club –excellent take up and staffing being increased accordingly

Curriculum – now returned to the pre-lockdown timetable. In relation to the new RSHE curriculum, governors noted the information circulated to parents pre-Easter. WN highlighted that no feedback had been received to date

SEND/Catch Up Programmes – following previous discussions around catch up funding. governors discussed the latest position with WN. Funding of £33 per pupil received alongside pupil premium funding. 8 children in EYFS/KS1 and 12 children in KS2 on personalised catch-up programmes with a clear timetable and accompanying checklists. Governors welcomed the very thorough approach being adopted at the school. SEND register updated and visits from the Educational Psychologist awaited in response to 3 Early Help forms which had been submitted. The school counsellor also continued to come to school on a weekly basis to provide support

Pupil Premium – WN highlighted the use of pupil premium funding for 8 pupils - a total of £11,760 received

Review of School Performance – governors discussed with WN the programme of internal assessments taking place after half term following

the announcement of the cancellation of KS1/2 SATs and year one phonic screening tests. The virtual moderation meetings with the local authority and other schools were welcomed. The updating of assessments for Nursery and Reception pupils was also highlighted

Attendance – the excellent attendance figure was noted – 98.9%

Safeguarding and Child Protection – the ongoing communication between staff and the benefits of the CPOMS system were highlighted

Church and Community – the broad range of joint activities was highlighted

Buildings/H&S Update – governors noted the latest information and the fact that all H&S checks were up to date

Development of the School Field – WN highlighted the issues in relation to planning permission and the objection from Sport England. The need for a tree survey albeit the school was in a conservation area was raised and WN confirmed that she would liaise with Antony Wood. FOBS to fund the track and fundraising to take place for the other planned developments

Parentmail – governors confirmed their agreement to sign up to Parentmail and have a governor group

- **Action:-** WN to set up a governor Parentmail group

WN

Additional point highlighted by WN:-

Staffing for September 2021 – governors discussed some changes to teaching arrangements for September and a new job share arrangement between 2 staff members. The need to recruit an additional teacher in KS1 for 4 x afternoons a week (0.3FTE) was highlighted. Timescale to be finalised however interviews expected to take place on the 24th June

- **Action:-** WN to forward details about the interviews once available

WN

Additional point highlighted by the Clerk:-

School Email Addresses – the need for governors to use their school email addresses was discussed and some difficulties being experienced by governors were highlighted

- **Action:-** Governors to logon to their email accounts via Office 365 not Office and advise Wendy/Becky if they experience any technical issues

ALL

Additional point highlighted by the Chair/VS:-

Appraisal

- **Action:-** It was agreed that staff would have an interim mid year appraisal meeting before the end of term to review their targets and look at some provisional targets for next year

WN

<p>7. Budget Update</p> <p>The latest termly budget report from Andy Baker was noted.</p> <p>Governors proceeded to discuss the new 3 year budget presented by WN/CC following the budget planning meeting for the new financial year held on the 22nd April. The huge success of the nursery and the fact that this was providing a solid feeder into the school was discussed.</p> <p>Governors welcomed the surplus of £17K at the end of the year and congratulations were given to WN.</p> <p><i>Governors unanimously approved the 3 year budget (Proposed: BS. Seconded: VS)</i></p>	
<p>8. School Improvement Plan Update</p> <p>WN went through the SIP with governors highlighting, as previously mentioned, the fact that a number of areas had been severely disrupted as a result of the additional pressures resulting from the pandemic.</p> <p>Each area was discussed and the positive progress made despite the challenges faced by staff was noted. The work in relation to the new website curriculum information, the school field and the SCARF programme were 3 of the key areas highlighted.</p> <p>WN highlighted that the SEF was almost complete and she had also drafted the new SIP for 2021/2, both of which would be reviewed at the June SIP meeting together with the latest position in relation to SIAMS (<i>staff to document evidence for each strand as discussed at the last SIP meeting</i>)</p> <p><u>Action</u>:- SEF, SIP and SIAMS to be on the June SIP agenda</p>	<p>WN/SCE</p>
<p>9. Subject Review Update</p> <p>No reviews held during lockdown due to the additional workload and pressure already faced by staff due to the pandemic.</p> <p><u>Action</u>:- WN to update the subject review schedule for the autumn term</p>	<p>WN</p>
<p>10. Safeguarding Update</p> <p>As highlighted in WN's Headteacher's report.</p>	
<p>11. SEN Update</p> <p>As highlighted in WN's Headteacher's report.</p> <p>BS also highlighted that he had attended a recent CCC training course "<u>Every Governor a Governor in SEND</u>". BS provided full details of the course and the key responsibilities of all governors. BS confirmed that he was working with WN in relation to updating the annual SEND report on the website and the annual review of SEND provision at the school.</p>	

Action:- SEND training document from BS to be circulated to all governors to review. BS to work with WN in relation to providing/updating the required SEND reports. Copies to be provided to all governors	BS/WN
12. Health and Safety Update	
As highlighted in WN's Headteacher's report. DW also confirmed that he/WN were liaising about some minor points from the action plan which were being actioned.	
13. Policy Update	
WN confirmed that all statutory policies were on the website. Work was underway in relation to updating the SEND local offer and the Accessibility policy, otherwise all others were up to date. Action:- WN to update the outstanding policies and forward for approval	WN
14. Induction of New Headteacher, Mrs Abi Johnson	
VS highlighted the importance of a comprehensive induction programme for AJ and the full support she would receive from both staff and governors.	
15. Any Other Business	
Action:- WN to update governors in relation to the dates for Sports Day and the Leavers' Service	WN
16. Confidential Items	
Staffing position for September. Confidential until the vacancy is advertised. <i>WN's Leaving Event</i> – WN left the meeting and governors proceeded to discuss arrangements.	
17. Date of Next Meeting	
29.06.21. – SIP Meeting at 7pm	

Signed: (Chair)	
Date:	