



**Beetham Church of England (Aided) Primary School**

**Governing Body**

**Minutes of a SIP Meeting of the Governing Body held virtually via Zoom  
on Tuesday 29<sup>th</sup> June 2021 at 7pm**

Present: Mr John Lomax (Chair, Foundation Governor – JL)  
 Ms Wendy Nicholas (Headteacher - WN)  
 Mr Brian Smalley (LA Governor – BS)  
 Mrs Kirsty Klijn (Staff Governor – KK)  
 Mr Dennis Wright (Foundation Governor – DW)  
 Mrs Vivien Stirrup (Foundation Governor – VS)  
 Mrs Dawn Shepherd (Parent Governor – DS)  
 Mrs Sarah Easton (Foundation Governor – SE)  
 Mrs Rachel Wray (Foundation Governor – RW)  
 Reverend Andrew Norman (AN – Ex Officio Foundation Governor)  
 Mrs Tess Rowlands (Foundation Governor – TR)

Apologies: Mr Chris Christou (Parent Governor – CC)

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 CC.	
2. Governors' Declarations of Interest in Agenda Items	
None declared.	
3. Notification of AOB and Confidential Items	
<u>Confidential item</u> – staffing matter (WN/VS)	

<p><b>4. Approval of Minutes of SIP Meeting held 16.03.21. and Matters Arising</b></p>	
<p><i>The minutes of the meeting were unanimously approved. (Proposed: KK. Seconded: SE)</i></p> <p><b><u>4. SIAMS Framework – Staff Review of Each Strand with Report back to FGB</u></b> – pending.</p> <ul style="list-style-type: none"> <li><b><i>Action:- WN to liaise with new Headteacher Abi Johnson in relation to the school's self-evaluation against the SIAMS framework</i></b></li> </ul> <p><b><u>6. Blessing of New Porch/Running Track by Bishop</u></b> – actioned by AN</p> <p><b><u>6. Catch up Funding</u></b> – report available on the school website.WN keeping governors updated</p> <p><b><u>6. SEF/SIP</u></b> – included on the meeting agenda</p> <p><b><u>6. WN's Appraisal</u></b> – postponed due to Covid. Agreed that no formal appraisal would be necessary given WN's retirement the following month</p>	<p>WN/AJ</p>
<p><b>5. Approval of Minutes of FGB Meeting held 12.05.21. and Matters Arising</b></p>	
<p><i>The minutes of the meeting were unanimously approved. (Proposed: DW. Seconded: BS)</i></p> <p><b><u>5. Safeguarding Training for Governors</u></b></p> <ul style="list-style-type: none"> <li><b><i>Action:- Governors were reminded to complete safeguarding training via NGA Learning Link/CSCP. Details forwarded by SC</i></b></li> </ul> <p><b><u>6. Governor Parentmail Group</u></b> – actioned by WN</p> <p><b><u>6. Staffing for September 2021</u></b> – included on the agenda</p> <p><b><u>6. School Email Accounts</u></b></p> <ul style="list-style-type: none"> <li><b><i>Action:- Governors were reminded to use their school email accounts and contact WN with any issues. The need to logon via Office 365 was highlighted</i></b></li> </ul> <p><b><u>6. Mid Year Staff Appraisals</u></b></p> <ul style="list-style-type: none"> <li><b><i>Action:- WN/VS to update governors in relation to the mid year staff appraisals</i></b></li> </ul>	<p>ALL</p> <p>ALL</p> <p>WN/VS</p>

<p><b>8. SEF/SIP/SIAMS</b> – included on the next meeting agenda for detailed discussion</p> <p><b>9. Subject Review Update</b></p> <ul style="list-style-type: none"> <li><b>Action:-</b> WN to liaise with AJ and update the schedule for the autumn term</li> </ul> <p><b>11. SEND Training</b></p> <ul style="list-style-type: none"> <li><b>Action:-</b> BS to forward course details from recent training with the LA to all governors and liaise with WN regarding required information for the website</li> </ul> <p><b>13. Updating of School Policies</b></p> <ul style="list-style-type: none"> <li><b>Action:-</b> WN/AJ to liaise re. policies and compile a policy tracker. Sample tracker forwarded by SC</li> <li></li> </ul> <p><b>15. Sports Day/Leavers' Service</b> – WN updated governors re. the arrangements</p>	<p>WN/AJ</p> <p>BS/WN</p> <p>WN/AJ</p>
<p><b>6. School Improvement Plan 2020-21 and Priorities for 2021-22</b></p>	
<p>Governors discussed the 2020-21 SIP and SIP priorities for 2021-22 with WN/AJ, taking each of the areas in turn and raising a number of questions around the following:-</p> <ul style="list-style-type: none"> <li><b>The impact of the pandemic on children's learning and assessment of learning gaps?</b> – WN/KK highlighted the assessments undertaken and the high quality of home learning and support for students which had meant the impact had not been significant in the large majority of cases. VS highlighted her recent visit to Reception and the impressive progress being made by all pupils. The move to Scholarpack was also welcomed</li> <li><b>The range of work in relation to the curriculum to ensure it was well planned, sequenced and consistently delivered across the school?</b> - The significant work undertaken in school in relation to this was welcomed. Website now updated and work underway to embed the new initiatives</li> <li><b>The plans and revised timeframe for the next SIAMS inspection?</b> – the priority work to be undertaken in 2021-22 was discussed</li> </ul> <p><b>Action:-</b> AN to check with the Diocese regarding the revised SIAMS inspection timetable</p> <ul style="list-style-type: none"> <li><b>The latest feedback in relation to the new SCARF programme around personal development and RSE? Had its introduction been a success?</b> – WN/KK highlighted that the programme was excellent and both teachers and staff very much enjoyed it</li> </ul>	<p>AN</p>

<b>7. School Self Evaluation (SEF) 2020-21</b>	
Governors discussed the latest SEF updated by WN. To be further developed by AJ.  <b><i>Action:- AJ to update the SEF</i></b>	AJ
<b>8. Staffing for September/New Appointment</b>	
The recent new teacher appointment process was discussed. AJ, WN and governors involved. 4 people interviewed in total.	
<b>9. Assessment and Reporting to Parents</b>	
WN confirmed that reports were due to go out to parents/carers and would include the results of internal assessments.	
<b>10. School Field Update</b>	
Included in the SIP for 2021-22. Planning permission had gone through but with certain conditions. A tree report was necessary and some re-positioning of where the track would go.	
<b>11. Health and Safety/Building Maintenance</b>	
DW confirmed that he had met with WN and all paperwork and checks were up to date. AJ had been updated accordingly. A replacement site and maintenance person had also been appointed following the retirement of Bill Haddow.	
<b>12. End of Term Arrangements</b>	
WN updated governors on the end of term arrangements and discussions around social distancing, hand sanitising etc in view of Covid.  2 separate Sports Days would be held to avoid mixing school 'bubbles'.  Thanks were given to AN and other governors for supporting recent/planned school end of term visits and activities.  Staff meal at the Netherwood not taking place – alternative options being explored.	
<b>13. Term of Office Update</b>	
JL highlighted that DW/JL/RW's term of office was due to expire. DW/JL seeking re-nomination by the PCC.  <b><i>Action:- RW to confirm if she wished to put herself forward for re-nomination as a Foundation Governor</i></b>	RW

<b>14. Any Other Business</b>	
<p>None raised.</p> <p>Governors again reiterated their thanks to WN for her superb work in leading Beetham CE School and wished her every happiness and success for the future.</p>	
<b>15. Confidential Items</b>	
<b><u>Staffing Matter</u></b> – <i>CONFIDENTIAL MINUTES</i>	
<b>16. Date of Next Meeting</b>	
Inaugural meeting – 06.09.21. at 7pm via Zoom	

Signed: (Chair)	
Date:	