



# STAVELEY CE PRIMARY SCHOOL

Brow Lane, Staveley, Kendal, LA8 9PH

## Full Governing Body Meeting

Monday 10th July 2017

6.30 pm

### AGENDA

1. Apologies
2. Declaration of interest
3. Minutes of the previous meeting (15<sup>th</sup> May 2017)
4. Matters arising (not on the agenda)
5. Reports from Committees
6. Head's report
7. End of Year Assessments
8. Suggested dates for 2017-18
9. Governor monitoring and areas for development
10. Governor training
11. Finance & budget
12. School Development Plan
13. Staffing
14. Staff report
15. Safeguarding
16. Health and Safety
  - a) Pupil Safety Survey
17. Correspondence
18. Any other business
19. Date of next meeting – tba

#### Present:

Cathy Blundell  
Liz Brown  
Jonathan Burgess  
Donna Butcher  
Gill Buxton  
Daniel Craghill  
Matt Foxwell

Nicky Jones  
Guy Kenyon  
Rachel Morgan  
Annie Samman  
Lisa Strange  
Shanthi Thompson

1.	<b>Apologies</b> – Apologies were received from Susan Clough. These were accepted.	
2.	<b>Declaration of interest</b> – none	
3.	<b>Minutes of previous meeting – 15<sup>th</sup> May 2017</b> All agreed they were correct and they were signed by Guy.	
4.	<b>Matters arising not on the agenda</b> - none	
5.	<p><b>Reports from Committees</b></p> <p><b>Resources Committee</b> – the annual governor walk around (exterior) took place at the beginning of the meeting. Priorities were yellow lining on steps, removal of wire from the netball court and the cleaning and resetting of grills on the netball court. Gutters needed cleaning and vegetation cut back. The appearance of the school and signs were discussed. The carryover for the financial year 2016/17 was less than predicted, but this was due to forward invoicing by Capita. Pupil numbers are up for the next school year. The accident report was discussed, no particular area was accident prone, but concern was expressed over head injuries. The absence report was excellent apart from a slight blip during the Spring term due to illness in school. New After School Club contracts have been implemented and the financial situation will be reviewed in October, as it is not allowed to run at a loss. Frances Crackles has been appointed as School Business Manager, and Sam Tollerson as Admin Assistant (though she has since declined the post). The Year 1 Teaching post has been advertised.</p> <p><b>Curriculum Committee</b> – the meeting started with 2 pupils telling the governors about their winning manifesto in the school elections. The Online Policy was reviewed, there was a discussion about internet security and the policy was accepted. The SDP was discussed - progress has been made with writing in Year 6; work has been done on bullying and acceptable behaviour; British values have been looked at, part of the work being on the general election; governors have been active with monitoring, attending pupil progress meetings. There have been lots of educational visits including the opening of the new bridge, the children were complimented on the good behaviour. Plans are underway for the Glasgow trip in the Autumn term. Parental communication was discussed and it was decided to include a section in the head's report for anything that Matt felt should be brought to governors. Susan expressed an interested in training for the SENCO role.</p>	
6.	<p><b>Head's Report – see attached</b></p> <p>Pupil numbers for 2017/18 were discussed. More teaching support will go into class 3 and 4 as these have a larger number of pupils. It was asked if the teachers would remain teaching the same classes as they do at present? Staff would need more time to move class and it could be looked at after the next Ofsted inspection which is imminent. A change of classrooms was also suggested with the bigger classes using the larger classrooms. It was thought this was a good idea, but would be a lot of work so could be considered next year. Year 1 will be using the present shared area as a classroom</p>	

	<p>this year. This was discussed and it was felt that this was not an ideal situation and if the money was available extra accommodation should be built. The mid-year budget will be reviewed in October meanwhile the school has had to produce a temporary deficit budget. Frances Crackles has been appointed as School Business Manager, unfortunately Sam Tollerson who was appointed as Admin Assistant is unable to accept the post so it has been re-advertised. Rachel Stockley has been appointed to the Year 1 post and she will be coming into school this week. Susan has expressed an interest in taking on the SENCO role, though she has her PGCE she does not have NQT status which is a requirement of entry onto the University of Cumbria course. Matt is approaching Edge Hill College to see if they will accept Susan onto their SENCO course. Concerns were expressed about how long this had been under discussion at governor meetings and how it would reflect on the school in an Ofsted inspection. It was suggested that alternative providers should be looked at. Matt is OK in the role of SENCO for another year, but does not want to leave the appointment someone to the role to the last minute. It will be put on the School Development Plan for next year with October as a target date. There is a display in the school hall on Friendship and Falling out. One child has been flagged up with challenging behaviour which is difficult for all concerned – they are close to exclusion.</p>	
7.	<p><b>End of Year Assessments</b> – see attached ‘Whole School Tracking for 2016/17’</p> <p>These were discussed at length. At present it is only possible to compare the school results against last year’s national and Cumbria results as the ones for this year are not available until October. The progress has been positive since the last assessments. The extra resources and work put into writing have had a good impact and all years have improved. For maths the school is waiting for the results of an appeal with one child. There are 10 to 15 children receiving pupil premium across the school, and we need to look at giving them additional support to help with their development. Individual pupil assessments will be looked at. Last year we were considered a coasting school – a school not meeting national expectations, if this happens for 3 consecutive year then it would trigger an inspection. This year we have done better and so long as we remain above the national expectation average, then we will be OK. Assessments are done in Reading, Writing and Maths and it was suggested that more resources should be put into Maths next year. Matt felt that the results were positive but that any actions should wait until he had the full results in October, when the assessment results could be looked at again.</p>	<p>Look at assessment results in October</p>
8.	<p><b>Suggested meeting dates for 2017-18</b></p> <p>The suggested dates were discussed and there was just one alteration made to the Resources meeting in November. The dates were then agreed by all.</p>	
9.	<p><b>Governor monitoring and areas for development</b> – see attached</p> <p>A paper on governor monitoring for the last year was circulated and governors were asked -</p>	

	<p>If it had been a useful process?          Had they any ideas for future monitoring?          Had it been informative?          It was felt that to monitor pupil premium, the governor would have to come in regularly to monitor the provision and see how parents were involved in discussions. Rachel had enjoyed coming into talk to the children about their work on bullying and friendship, and British values – see monitoring report attached. It was asked whether enough work was done on life skills. Shanthi and Nicky had been in to meet with Caroline Smith.</p>	
10.	<p><b>Governor Training</b>  <b>How to be a more Effective Governor</b> – Alison Ingall is running this course on Monday 18<sup>th</sup> September at 6.30pm for governors.</p>	
11.	<p><b>Finance and Budget</b>  <b>The financial year 2016/17</b> –The total budget allocation was £548,792 (including a carryover of £29,888 from 2015/16), and expenditure for the year was £544,748. This left a carryover of £4,044 which was much lower than expected. The significant overspends are in Agency Staff – this was overspent by £7,500. There was also an overspend for business services – 2 large invoices from Capita (totalling £6,140) which were for 2017/18 have been paid out of the 2016/17 budget  <b>The financial year 2017/18</b> – the budget was approved at the last meeting with a small deficit based on low numbers of children starting school in September, though this is looking like being higher. The appointment of a Year 1 teaching post will give the scope to take additional children. We will have a better idea of how the budget is doing when it is reviewed in October meanwhile a Deficit Recovery Plan has been signed by Guy and sent into Cumbria.</p>	
12.	<p><b>School Development Plan – see attached</b>          Progress on the SDP has been good and most of the actions completed.  <b>Priority 3: To further embed British Values within school</b> – just needs the loose ends tidying up. The school also needs to look at what support is available to the children in the wake of the Manchester bombing and the fire at Grenfell Tower.  <b>Priority 4: Further improve how governor’s monitor and evaluate the impact of actions against the School Development Plan</b> – governors need to raise their profile with parents.</p>	
13.	<p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>• Frances Crackles has been appointed as the new School Business Manager and she will work alongside Lynn, until her retirement at the end of September.</li> <li>• Sam Tollerson was appointed to be the Administration Assistant / clerk. However she was unable to accept the post, due to her other commitments. The post has been re-advertised on the Cumbria education jobs website and there have been some new enquiries. If needed, Cathy will stay on as clerk to the governors until the end of September, to give more time to make this appointment or re-advertise more</li> </ul>	

	<p>widely.</p> <ul style="list-style-type: none"> <li>• Rachel Stockley has been appointed to the Year 1 post and she will be visiting school for the transition morning next week to meet children and parents, as well as sit in on Mrs Greenup's pupil progress meeting, so she can find out about her new class.</li> </ul>	
14.	<p><b>Staff Report</b> – see attached</p> <p>A lot has been going on this term. The children attending the Fantasia Dance show gave a great performance. Donna attended the UK Space Conference over half-term and as a result has got access to resources from STEM (Science, Technology, Engineering and Maths).</p>	
15.	<p><b>Safeguarding</b> – Liz and Matt have updated their qualifications.</p>	
16.	<p><b>Health and Safety</b></p> <p>a) <b>Pupil Safety Survey</b> – a questionnaire was completed by KS2 pupils. On whole the children felt that the school was a safe place to be. Concerns were expressed about the junior cloakroom door which could be pulled open – this has been rectified. Pupils are safe online at school, but this might not be so at home as parental controls might not be in place. The survey was discussed and it was felt that there should be more verification between 'usually and always'. An extra question might be useful as to when a child hasn't felt safe?</p>	
17.	<p><b>Correspondence</b> – none</p>	
18.	<p><b>Any other business</b> –</p> <p><b>Kentmere Sheep Dog Show</b> – it was asked if it would be possible to set up something to go out to parents in August to encourage families to attend the event. Matt will look into this.</p>	<p>Matt to look into letting parents know about the Kentmere Dog Show.</p>
19.	<p><b>Date of next meeting:</b></p> <p><b>Full Governors</b> – Monday 11<sup>th</sup> September at 6.30pm</p> <p><b>Governor Training Session</b> – Monday 18<sup>th</sup> September at 6.30pm</p> <p><b>Curriculum Committee</b> – Monday 25<sup>th</sup> September at 6.30pm</p> <p><b>Resources Committee</b> – Monday 2<sup>nd</sup> October at 6.30pm</p>	
	<p><b>Signed:</b></p>	<p><b>Date:</b></p>
	<p><b>Attachments:</b></p> <p>Head's Report to FGB 10.07.17</p> <p>Whole School Tracking for 2016/17</p> <p>Meeting Dates 2017-18</p> <p>Governor Monitoring 2016-17</p> <p>Gov Monitoring Visit June 2017</p> <p>School Development Plan – Summer term</p> <p>Staff Report</p> <p>Safeguarding Questionnaire</p>	