



STAVELEY CE PRIMARY SCHOOL

Brow Lane, Staveley, Kendal, LA8 9PH

Full Governing Body Meeting

Monday 15th May 2017

6.30 pm

AGENDA

1. Apologies
2. Declaration of interest
3. Minutes of the previous meeting (13/02/17)
4. Matters arising (not on the agenda)
5. Reports from Committees
6. Head's report
7. Governor training
8. Finance & budget
9. School Development Plan – Governor monitoring
10. Staffing - vacancies
11. Term dates for next 2 years
12. Staff report
13. Safeguarding
14. Health and Safety
15. Correspondence
16. Any other business
17. Date of next meeting – 10th July 2017

Present:

Cathy Blundell
Liz Brown
Donna Butcher
Gill Buxton
Susan Clough
Daniel Craghill (prospective governor)

Matt Foxwell
Rachel Morgan
Annie Samman (prospective governor)
Lisa Strange
Shanthi Thompson

Welcome of Prospective Governors

Rachel stood in as chair in Guy's absence. She welcomed Daniel Craghill and Annie Samman to the meeting as prospective governors. Daniel has a child in the reception class, and is an accountant. Annie is a retired teacher whose specialism is children with special needs and she is also a magistrate.

1.	Apologies – Apologies were received from Nicky Jones and Guy Kenyon as they were attending a governor training. These were accepted.	
2.	Declaration of interest – none	
3.	Minutes of previous meeting – 13th February 2017 These were discussed and a slight amendment was made to item 13. HT Pay Review Committee – Mark is the retired headteacher for Ghyllside. All agreed they were correct and they were signed by Rachel.	
4.	Matters arising not on the agenda Item 3 – Guy needs to sign minutes of 17 th October and file in school office. Item 13 – Matt's pay increase will start on 1 st September 2017.	
5.	<p>Reports from Committees</p> <p>Curriculum Committee – It was decided not to review the Special Educational Needs policy as the concerns raised were to do with communication with parents about school trips. An addition was made to the appendix for the School Trips policy and brought to the full governors – '<i>Offer to meet with parents of children with additional needs to discuss provision</i>'. The amended appendix was agreed by all. The Sex and Relations Policy was approved with the only change being replacing 'school nurse' with 'external provider'. Pupil Premium provision was discussed as the local authority is asking for better accounting of expenditure. Gill has been appointed Pupil Premium governor. The Spring term Cohort Assessments were looked at, though these are already historical as they were based on February 2017, and show improvement since the results in October. 78% of children are on track. Governors looked at progress that had been made since the last Ofsted inspection - most of the actions are being done or are ongoing. Attendance was discussed, and the school is doing OK compared to the national average, though holidays in term time are an issue. Class 5 were given a persuasive writing task, this was successful with good work being produced, but concerns were expressed that as not everyone had received the email about it. A parent questionnaire had been sent out, only 18 out of 85 families had returned them, the feedback was discussed. A safeguarding audit has been done by Kym Allen and staff have updated their safeguarding training. Rachel has attended a Coping with Transition training.</p> <p>Resources Committee – The CCTV upgrade has been put on hold as the toilet areas in KS1 are being upgraded. The roof over the KS2 toilet block has been repaired. The committee looked at the budget for 2017-18, the first draft left a deficit of nearly £6,000 which would not have been accepted by the County. A few amendments were made and the deficit reduced to £2,250 which would be acceptable, this budget is to be taken to full governors. After School Club has been running at a loss and rather than having redundancy the staff have voluntarily altered their hours and reduced the leader role to assistant leader. It no longer runs on a Friday and the breakfast club has had some</p>	

	<p>interest. The ASC will be monitored. The 'Policy for Charging and Remissions' and 'Complaints Policy' were discussed and amendments made, these will be signed off at the next Resources meeting. Recruitment of the a School Administrator/Business manager and Clerk to Governors was discussed.</p>	
6.	<p>Head's Report – see attached Pupil numbers are going up. The SAT's last week went well, the tests broke the children in gently, getting progressively harder. Matt updated the committee on the post of SENCO. He is meeting a SENCO who works for another school to see if she is able to take on the role at Staveley School and how it would work. Ideally it would be better to have a SENCO in situ, but the downside is the cost and the training. Accessibility could be a big thing as she might not be available when problems arise and a clear division of tasks would need to be worked out. This needs to be discussed in detail. It was suggested that she work 4 days for her first week to get to know staff and children. Matt will feedback to the next curriculum meeting. Class arrangements for next year have been sorted using the criteria drawn up last year. The infant class size has a limit of 30 children. YR 6 is sustainable on its own for the next few years. None of the children who were split this year, will be split again in the coming year. Years 5 and 6 have a school trip to Glasgow in the Autumn. There will be a formal parents evening at the end of the school year.</p>	<p>Matt will feedback about SENCO to Curriculum Committee</p>
7.	<p>Governor Training How to be a more Effective Governor – Alison Ingall is running this course on Monday 18th September at 6.30pm for governors. Governors from the Windermere cluster will be invited to attend. Distinctive Christian Character training – Shanthi attended this course on 10th May.</p>	
8.	<p>Finance and Budget The financial year 2016/17 had a carry forward figure of £29,888. A refund of £3,689 was received for electricity and 2 Capita invoices totalling £6,140 for Business Services for 17/18 were included in this year. The financial year 2017/18 – total funding £527,565. Lynn has worked with Kim from Capita Schools Finance to set a budget for 2017/18. This was discussed at the Resources meeting - keeping things on an almost like for like track meant that there would be a deficit of £5,981 at the end of the year. This would be unacceptable to County even though 18/19 and 19/20 would have a healthy carry forward. Several amendments were made including a lower pay grade for the new School Business Manager. This would mean a deficit of £2,250 at the end of the year which would be acceptable to County. The budget is based on 21 children in reception and has not taken into account the 2 extra children who have come in since. The school is at present subsidising SEN children and as they leave more money will become available in the budget. The SENCO post has not been budgeted for, but if Matt not doing it he be available for teaching. As the budget improves it is hoped to increase teaching assistant hours from September 2018 to enable more targeting of children's needs. A slight error was</p>	

	<p>spotted under building maintenance, but as this referred to 2019-20, it was felt it would not impact on the current budget and could be amended in October. All were in agreement to approve the budget and it was signed by Rachel.</p>	
9.	<p>School Development Plan – see attached</p> <p>Priority 1: To further develop progress and attainment in writing. Writing is self explanatory.</p> <p>Priority 2: To Support pupils when they fall out, so they understand what is poor behaviour and bullying, and the actions taken to resolve them. This needs a refresher.</p> <p>Priority 3: To further embed British Values within school. This will be teaching the children to be kind, considerate, and to have mutual tolerance and respect. Subjects to be covered include the Magna Carta, democracy and the general election.</p> <p>Priority 4: Further Improve how governor's monitor and evaluate the impact of actions against the School Development Plan. The governors will be invited into school to observe pupil progress meetings, and have a presence at parent meetings - this is to raise the profile of the governors and get parent feedback. The parent meetings are being held on Tuesday 11th and Wednesday 12th July.</p>	<p>Governors will be asked to attend Parent Evenings</p>
12.	<p>Staffing – vacancies</p> <p>a) Recruitment of School Administrator / Business Manager</p> <p>b) Clerk to Governors</p> <p>Due to Lynn retiring at the end of September and Cathy finishing as clerk to governors at the end of July, it has been decided to appoint a School Business Manager as a part-time post (24hrs per week) at BS6 £18,070 pro rata and an admin assistant (11hrs per week), originally this was going to be at BS3 £15,087 pro rata, but due to the minimum living wage has been increased to £16,303. The admin assistant's role will also include clerk to the governor duties. The benefit of having 2 people working part-time in the office is that it promotes good practise, there will always be cover in the office and each can cover the other should they be absent. The adverts on the school website. The closing date is the 26th May with interviews taking place on 15th and 16th June. Lynn would like to be involved in the short-listing and be introduced to the candidates. Both posts will start at the beginning of the new school year and the new staff will work alongside Lynn for September who will be leaving on the last Friday in September. It was suggested that the Resources meeting in September be held before she leaves.</p>	<p>Resources meeting in September to be held before Lynn leaves.</p>
11.	<p>Term Dates for next 2 years</p> <p>The suggested dates from the Local Authority for 2017/2018 had the children breaking up for Christmas on Friday 15th December which the school felt was too early. It was suggested that the school break up on Wednesday 20th December and the school start a day later in September, a day later in April and finish a day earlier in July. The holiday dates for 2018/2019 break up for Christmas on the 21st December so there is no need for any amendment.</p>	

12.	<p>Staff Report – see attached</p> <ul style="list-style-type: none"> • CPD is taking place as twilight sessions. • Six year 5 girls attended a Girls in Computing Day at Lancaster University and had brilliant day. • The school had a runner-up in the London finals of Bananagrams. • Class 1 and 2 are going scrambling. • Sport's Day will be held on Wednesday 14th June 2017. • Harvest Festival will be held on Friday 22nd September 2017. <p>Website update – The minutes of the Curriculum , Resources and Governor minutes are now on the website. Governors were asked to check the website and feedback any problems to Lisa. It was suggested that more could be put on the twitter feed, and asked if it would be possible to put the weekly roundup on the website as it brought the school to life. It was asked if all parents had access to the internet? Parents are welcome to come into school and use an ipad to view it. Governors received a list of 'Statutory and non-statutory information requirements for the School Website'. Lisa mentioned that she had done a report on feedback about the weekly round-up. <i>(this was circulated after the meeting)</i></p>	
13.	Safeguarding – nothing to report	
14.	Health and Safety – Jonathan will be doing governor monitoring.	
15.	Correspondence – none	
16.	<p>Any other business –</p> <p>Governance Handbook - Susan will bring the handbook into the school office for passing onto the next governor.</p>	
17.	<p>Date of next meeting:</p> <p>Full Governors – Monday 10th July at 6.30pm</p> <p>Curriculum Committee – Monday 12th June at 6.30pm</p> <p>Resources Committee – Monday 19th June at 6.30pm</p>	
	Signed:	Date:
	<p>Attachments:</p> <p>Head's Report</p> <p>School Development Plan – Summer term</p> <p>Term dates</p> <p>Staff Report</p>	