



STAVELEY CE PRIMARY SCHOOL

Brow Lane, Staveley, Kendal, LA8 9PH

Full Governing Body Meeting

Monday 13th February 2017

6.30 pm

AGENDA

1. Apologies
2. Declaration of interest
3. Minutes of the previous meeting (28/11/16)
4. Matters arising (not on the agenda)
5. Reports from Committees
6. Head's report
7. Governor training
8. Changes to the Governance Handbook
9. Finance & budget
10. Schools Financial Value Standard
11. School Development Plan
12. Staffing
13. HT Pay Review Committee
14. Staff report
15. Safeguarding
16. Health and Safety
17. Correspondence
18. Any other business
19. Date of next meeting – 15th May 2017

Present:

Cathy Blundell	Matt Foxwell
Liz Brown	Nicky Jones
Jonathan Burgess	Guy Kenyon
Donna Butcher	Rachel Morgan
Gill Buxton	Lisa Strange
Susan Clough	Shanthi Thompson

1.	Apologies – no apologies as all were present	
2.	Declaration of interest – Matt – item 13. HT Pay Review Committee	

3.	Minutes of previous meeting – 17th October 2016 These were discussed and everyone agreed that item 6 should be amended to clarify the CASL Peer Monitoring Report. Guy will sign the amended minutes and file them in the school office.	Minutes to be amended then signed by Guy
4.	Matters arising not on the agenda DBS checks – Rachel's DBS check has come through. RAISE on line login details – these have been sent to governors and Matt is going to arrange a training session. Dates & times of pupil progress meetings were emailed to governors and some are able to attend.	
5.	Reports from Committees Curriculum Committee – Updates to the Child Protection Policy and Educational Trips Policy were discussed and all were in agreement to them being adopted. It was suggested that Rachel be asked to be SEN governor at the next meeting - this was queried at the governors meeting as to whether this would create a conflict of interests with her work involving SEN children at the school. The role of SEN governor was to overview and observe and it was felt that her expertise an asset. The SEN policy was discussed but postponed to the next meeting as Rachel was unable to attend. Liz gave a report on the Literacy Coordinators Day she went on and the ideas being implemented. Children have been provided with 'Spell it Yourself' books. They have also been involved in Manga High, a fun maths programme and Bananagrams a word game. The role of SENCO was discussed. Matt is enquiring within SLRP, Kendal cluster and Lakes School whether they have any qualified SENCOs who would like more work. If this is not successful then the cost of the training course and staff cover will need to be included in the budget. If no-one at school is interested then there would be a need to recruit externally. Resources Committee – The financial situation is looking positive. Four extra children started school in January and the school has been informed that there will be 18/19 children starting in September not 15 as predicted in the budget. SEN funding is going to be £6,000 this year, not the anticipated £3,000. Unfortunately the After School Club continues to run at a loss. There have been more problems with the roof over KS2 toilet block and this will be replaced as soon as possible. CCC are not liable for the repairs, so this will need to come out of the school's delegated budget. The School's Fund account has been audited. The Policy for Charging and Remissions and updates to The Health and Safety Monitoring document are to be taken to the next meeting to allow governors time to read them. The school website has now gone live, it is a work in progress with items in the pipeline to improve it. Lisa was thanked for her work on it.	
6.	Head's Report – see attached Pupil numbers are 118, with 123 children expected in September. The school is keeping strong links with Blossom Trees and they were invited to lunch at Christmas. The last OFSTED Inspection was in November 2014. The school is	

	<p>not classed as a coasting school and is OK for the moment, but it will be able to predict more accurately in July when the next inspection will be after the SATs results are published.</p> <p><i>Jonathan left at 7.25pm.</i></p>	
7.	<p>Governor Training RAISE on Line training for governors – Matt is to arrange this. CCC Finance for Governors – this is to be held on Tuesday 14th March, 6-8pm at Lane Farm, Crooklands. It was suggested that Jonathan might be interested, and details would be posted through his door. SIAMS Training – Susan attended a course and reported back. SIAMS inspections take place every 3 years if the school is satisfactory, or every 4/5 years if the school is rated as good at the last inspection. As our last inspection was November 2014, we should expect an inspection in the next 2 years. There are ways we can prepare for this – Susan will share her information at a staff meeting so that staff will know what evidence to keep. Issues should be included on the SDP for monitoring and evaluating.</p>	<p>Susan to share information at staff meeting.</p>
8.	<p>Changes to the Governance Handbook These had been circulated before the meeting and the changes were discussed.</p>	
9.	<p>Finance and Budget Ron Kirkley has retired and has been replaced by Kimberley Brown. Lynn has spoken with Kim and is arranging for her to visit the school. After School Club - There have been concerns for some time that the After School Club is running at a loss. The Budget Report to December 2016 shows that there is huge difference (just under £5,000) between the income and expenditure. The AFC is a useful service to parents and it is important to keep it running. It has now been closed on a Friday (the quietest day) but will still run on Mondays, Tuesdays, Wednesdays and Thursdays. It could be run with one person most evenings with a second person in the building. As the staff are on contract for the AFC this would mean starting the redundancy process – this would be a shorter process for non-teaching staff and could be completed by the end of the school year. All avenues to keep it going with 2 staff have been explored and this is not going to be a surprise to the AFC staff. This was discussed at length as there were concerns over who the second person in the building would be, as staff couldn't guarantee to be there every evening – Matt would look into this. As there didn't appear to be an alternative, all were in agreement about starting the redundancy process.</p>	
10.	<p>Schools Financial Value Standard This has been amended to remove Karen's qualification as she is no longer a governor. All were in agreement and the document was signed by Guy.</p>	
11.	<p>School Development Plan – see attached Pupil progress meetings – these are going to be attended by a governor to monitor the process.</p>	

	<p>Pupil Premium – Matt is looking for a suitable course for governors as the last one was fully booked.</p> <p>Statistics – Matt will be arranging a course on this.</p> <p>Governor monitoring and evaluation – monitoring sheets are to be circulated as these should be completed when a governor comes into school e.g. Good Work Assembly.</p>	Matt to circulate monitoring forms
12.	Staffing – Nothing to report.	
13.	<p>HT Pay Review Committee – Matt left the room</p> <p>Matt's appraisal was carried out Rachel, Shanthi and Mark, headteacher at Ghyllside School. It was useful having the guidance of another headteacher, who was able to help differentiate between school and personal targets. The feedback from staff was also very helpful. Matt has reached all the targets set the previous year and was set new targets for the coming year. As it was a positive appraisal the governors were all in agreement that Matt should go up an increment on the pay scale. The committee will check with Lynn when this will be from.</p>	Check when Matt's pay increase will start from
14.	<p>Staff Report – see attached</p> <p>This was discussed. The school nurse does the sex education and all Year 6 attended the lesson.</p>	
15.	Safeguarding – nothing to report	
16.	<p>Health and Safety –</p> <p>A Manual Handling course is coming up in March for staff.</p>	
17.	Correspondence – none	
18.	<p>Any other business –</p> <p>Governance Handbook - Gill returned this after reading, Susan has now taken it.</p>	
19.	<p>Date of next meeting:</p> <p>Full Governors – Monday 15th May at 6.30pm</p> <p>Curriculum Committee – Monday 24th April at 6.30pm</p> <p>Resources Committee – Monday 8th May at 6.30pm</p>	
	Signed:	Date:
	<p>Attachments:</p> <p>Head's Report</p> <p>Changes to the Governance Handbook</p> <p>Governance Handbook January 2017</p> <p>Staff Report</p> <p>School Development Plan – Spring term</p>	