



# STAVELEY CE PRIMARY SCHOOL

Brow Lane, Staveley, Kendal, LA8 9PH

## Full Governing Body Meeting

Monday 27<sup>th</sup> June 2016

6.30 pm

### AGENDA

1. Apologies
2. Declaration of interest
3. Minutes of the previous meeting (9<sup>th</sup> May 2016)
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 - Update
10. Governor Self Review
11. Classes for 2016/17
12. Staffing
13. Staff report
14. Safeguarding
15. Correspondence
16. Any other business
17. Date of next meeting – tba

#### Present:

Hazel Agnew  
Cathy Blundell  
Liz Brown  
Donna Butcher  
Gill Buxton  
Susan Clough

Karen Cowgill  
Matt Foxwell  
Rachel Morgan  
Lisa Strange  
Shanthi Thompson

1.	<b>Apologies</b> Were received from Jonathan Burgess, Nicky Jones and Guy Kenyon. These were accepted.	
2.	<b>Declaration of interest</b> Gill and Rachel as parents.	
3.	<b>Minutes of previous meeting – 9<sup>th</sup> May 2016</b> The minutes were accepted as a true record, and signed by Rachel	

	Morgan who was standing in as chair in Guy's absence. Proposed by Karen and seconded by Shanthi.	
4.	<b>Matters arising not on the agenda - none</b>	
5.	<p><b>Reports from Committees</b></p> <p><b>Resources Committee</b></p> <p><b>Maintenance</b> – the building and grounds walk around was done before the meeting. No action is being taken with the drain other than flushing and running water before the school returns after a break - this seems to solve the problem.</p> <p><b>Music Lessons</b> – the cost of lessons are to be increased to £9.00 in attempt to reduce the cost to the school budget. There was a discussion about the music teachers making a donation to school for using the facilities. Children need to be encouraged to sign up for music lessons, it was suggested that this could be done with assemblies and concerts. The school is committed to providing music lessons for the next year.</p> <p><b>School Meals</b> – Dolce will be taking over the providing of school meals from Orian. Helen will be given the option to be transferred over (TUPE). This will take time due to the legal process and it could be December before this happens.</p> <p><b>After School Club</b> – this is at present running at a loss as there is a downturn in uptake. It needs to be revamped to encourage more children to attend. A letter has gone out to the new starters about it. It will be reviewed at the October budget, as the situation will be clearer.</p> <p><b>New School Website</b> – a company has been found to develop a new website, at a cost of £2,700 with a cost for subsequent years of £120.00. It was suggested that this could come out of the Formula Capital fund as it is a new project.</p> <p><b>Lettings Charges</b> have been reviewed - £10.00 per hour for adult groups, with children's groups giving a donation for use of the premises.</p> <p><b>Curriculum Committee</b></p> <p><b>Monitoring of SDP</b> – this is progressing well. Hazel has talked to a group of children and produced a report on their understanding of growth mindsets. Lisa attended CPD on Mastery in Mathematics and reported back to the meeting. A self review has been produced looking at 'What is the impact of collective worship on the school community', this was discussed. A questionnaire has gone out to governors to review strengths and areas for development. Hazel will be attending a meeting with staff to complete her monitoring of marking and feedback. See report attached.</p> <p><b>Self-Evaluation evidence trail</b> – this has been produced to aid governors in finding documents. A discussion took place and it was suggested that a section of each meeting should be used to look at where documents are kept.</p> <p><b>Educational Visits</b> – the infants have been caving, year 4 ghyll scrambling and also involved in the Rowan Tree art project.</p> <p><b>Pupil Premium</b> – this has been reviewed. There is an emphasis that the money should be spent appropriately on the child.</p> <p><b>Sports Funding</b> – this was discussed. It is used to provide</p>	

	swimming lessons for the children whose needs were identified and graded to challenge the child.	
6.	<b>Head's Report – see attached</b> Pupil progress was discussed. Due to 'the raising of the bar' several pupils who would previously have met the national expectation standard, will not do so this year. Parents have been warned and reactions will be fed back to governors.	
7.	<b>Governor Training</b> <b>Shanthi</b> attended the Collective Worship course on 25 <sup>th</sup> May, which she found interesting and fed back to the Curriculum Committee. <b>Susan</b> has attended a Senior Leadership meeting.	
8.	<b>Finance and Budget</b> This was discussed. Projected expenditure for the year is £543,052. Current expenditure to the end of May is £63,548, which is less than predicted. This will be reviewed in October.	
9.	<b>School Development Plan - Update</b> This had been circulated before the meeting. Monitoring will roll forward into the next school year and the completed version will be reviewed next term. Governors liked the format of the SDP and it was great to see how much had been crossed off as completed.	
10.	<b>Governor Self Review</b> Matt had produced a report from questionnaires returned by governors which showed strengths in their knowledge and what areas needed to be developed. This was discussed and it was suggested that each committee has a focus area at meetings. Revision notes for Ofsted would also be useful. Ofsted usually inspect every 4 years, but an inspection can be triggered by bad results. Governors were thanked for feedback.	
11.	<b>Classes for 2016/17</b> This was discussed and it was agreed that the criteria for splitting year groups should be as discussed earlier this year – by age and special educational needs in the first instance, then by gender balance of the class; current attainment and progress; aptitude; confidence and maturity; friendship and relationships (in particular order of preference). A letter will be going out in a sealed envelope, with the children on Friday 1 <sup>st</sup> July. The process is not one of negotiation, but if parents wish to seek clarification of the decision then they should contact Matt by 7 <sup>th</sup> July. Children will be taught to their ability in class and there will be opportunities to come together as a year group. The decision has been made for the good of the child, though there is the perception that going up is better than staying down, but this is not always the case. No child will be isolated. Governors should remain independent and not be drawn into debate over the decision. All questions should be referred to class teachers or Matt. It was felt that communication with parents was much improved on the previous year.	
12.	<b>Staffing</b> The infants will be having French lessons next year – Laurence	

	Luckham who is French has been appointed.	
13.	<p><b>Staff Report – see attached</b></p> <ul style="list-style-type: none"> <li>• The school has had a visit by Tim Farron our MP.</li> <li>• The sports day was a success, along with the school's celebration of the Queen's birthday.</li> <li>• Nursery children have visited the school.</li> <li>• The Summer Fair is being held on Friday 8<sup>th</sup> July 2016.</li> <li>• The whole school walk through Craggy is on Thursday 14<sup>th</sup> July – set off 9.30am, back about 11.30am.</li> <li>• The Leaver's service is on Wednesday 20<sup>th</sup> July.</li> </ul>	
12.	<p><b>Safeguarding</b>  <b>School's Safeguarding Audit 2016</b> has been produced. This was discussed. No significant area needs work, it just needs continued monitoring. The designated person of a 'looked after child' (a child who is more vulnerable and at risk) is the child's class teacher. If there is a problem with allegations with other children then a policy will need to be looked for, there is none at present.</p>	
13.	<b>Correspondence</b> - none	
14.	<p><b>Any other business</b>  <b>Matt's appraisal</b> has been completed by Rachel and Shanthi. They felt he has had a successful first year with a sensible and sensitive approach, and not rocked the boat.  <b>School Minibus</b> – Langdale School have leased a minibus which they are using for trips etc. It was asked if Staveley School would be able to do the same. Matt will contact the head at Langdale and ask for details. People under 41years are unable to drive a minibus without an extra test to add it to their licence.  <b>Deborah Wilson</b> is leaving at the end of term – Susan will get a card for the governors to sign.  <b>Hazel</b> has resigned from the governors and this was her last meeting. She was thanked for work on behalf of the governors and presented with a card and small gift.</p>	Matt to contact Langdale School head re minibus
15.	<p><b>Date of next meeting:</b>  <b>Full Governors</b> – Monday 12<sup>th</sup> September at 6.30pm  <b>Curriculum Committee</b> – tba  <b>Resources Committee</b> – tba</p>	
	<b>Signed:</b>	<b>Date:</b>
	<p><b>Attachments:</b>  Heads Report  Summer Term SDP 21.06.16  Governor Monitoring – marking and feedback 28.06.16  Evaluation Tool: How well do governors know our school?  Staff Report  School's Safeguarding Audit 2006</p>	