



# STAVELEY CE PRIMARY SCHOOL

Brow Lane, Staveley, Kendal, LA8 9PH

## Full Governing Body Meeting

Monday 28<sup>th</sup> November 2016

6.30 pm

### AGENDA

1. Apologies
2. Declaration of interest
3. Minutes of the previous meeting (17<sup>th</sup> October 2016)
4. Matters arising (not on the agenda)
5. Reports from Committees
6. Head's report
7. Governor training
8. Finance & budget
  - a) Policy for Financial Delegation
9. School Development Plan
10. Staffing
11. Staff report
12. Safeguarding
  - a) Special Educational Needs
13. Health and Safety
14. Correspondence
15. Any other business
16. Date of next meeting – 13<sup>th</sup> February 2017

#### Present:

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

1.	<b>Apologies –</b> Apologies received from Liz Brown, these were accepted.	
2.	<b>Declaration of interest - None</b>	
3.	<b>Minutes of previous meeting – 17<sup>th</sup> October 2016</b> The minutes were accepted as a true record, and signed by Guy.	

4.	<p><b>Matters arising not on the agenda</b></p> <p><b>DBS checks</b> – Jonathan has done his DBS check and Rachel has started the process.</p> <p><b>Governor vacancy</b> – a couple of people had been approached, but would like to talk to Guy or Matt before they made a decision. Matt has registered the vacancy of the governor services website.</p> <p><b>Governance Handbook</b> - Jonathan returned this after reading, Gill has now taken it.</p>	
5.	<p><b>Reports from Committees</b></p> <p><b>Curriculum Committee</b> – the Display Policy and Presentation Policy were reviewed. The SATS results were discussed in detail and it was felt that further investigation was needed as to how we were going to proceed to close the gaps. It was asked if governors were able to look at the RAISE on line results to compare how well we have done with other schools - they will need login information, Matt will sort this out. The SENCO role was looked at and options suggested, Matt is looking into these.</p> <p><b>Resources Committee</b> – the school has decided to stay with Orian as school meal provider. They have now matched the price quoted by Dolce and will offer a two choice daily menu. Meals can be booked online – this started today and worked well. There is a problem with internet connection up Kentmere, but hopefully this will be sorted when they get hi-speed broadband, but meanwhile Lynn can book meals for them. The roof over the toilets is not covered in the County’s schedule of building work. Lynn is getting quotes and it is hoped that we might be able to use formula funding. Lynn was thanked for getting the budget report to the committee before the meeting. There was a slight error, but everything was as expected at this time of the year. Lynn is still investigating the electricity costs. The After School is running at a loss, Matt was asked to come up with a new model that would be more cost efficient.</p>	<p>Matt to send governors RAISE on line login details</p>
6.	<p><b>Head’s Report – see attached</b></p> <p>There was discussion with regard to the CASL Peer Monitoring Report. Concerns were expressed about the school being in the bottom 3% and for progress at KS1, and the bottom 10% for progress at KS2 as compared with other schools nationally. Small cohorts mean that each child represents a large percentage. All schools were in the same position with the uncertainty of new assessments and the fact that our school KS1 took the test 4 weeks early would have made some difference to the results.</p> <p>The Fisher Family Trust (FFT) take the results and compare how we are doing with other schools - overall the results in Cumbria are poor. Statistically within this group, we don’t do very well and progress is low, particularly on writing</p> <p>Target setting – the gap this year has been broad as there are new standards, but as more information is received we should be more accurate in our expectations – within 20%.</p> <p>Progress of each child is tracked by discussion between the teacher and headteacher – new assessments made it difficult to know where the bar was going to be. It was suggested that Governors are</p>	

	<p>invited to monitor these sessions – Matt will email round dates and times. Each child makes individual progress but Ofsted compare like to like statistically and it can show areas for concern. Assessment was based on the new curriculum and statistics do not give the full picture.</p> <p>The school needs to look forward to see what we can do better. Why are we not attaining results? Do we need to be concerned? We need to look at practice, reflect and challenge rigour in the classroom for all children and enable support for the less able children. This needs to be included in the SDP. The focus should be on how we improve - discuss progress and understand data – new data will be available in February and in the summer term, so the governors will be able to monitor if there has been any improvement. Gill Curry is teaching on a Friday to release Matt to support the children in year 6.</p> <p>Three years of poor results will trigger an Ofsted Inspection, so we cannot afford the year 6 results to be down this year.</p> <p>Roger Laycock, an advisor from Cumbria Learning Improvement Service is coming in to discuss results.</p>	<p>Matt to email dates &amp; times of pupil progress meetings.</p>
7.	<p><b>Governor Training</b></p> <p>Nicky and Susan had been unable to get on the course about Pupil Premium and are on a waiting list for the next course. It was suggested that in future if a suitable course comes up, Matt should book 3 places and then see who would like to go, that way we won't miss out.</p> <p>Karen suggested that she had been on a useful course about understanding data, and if it came up again governors would find it useful. It is not being offered at present.</p>	
8.	<p><b>Finance and Budget</b></p> <p>Ron Kirkley of Capita Schools Finance will be retiring at Christmas and will be replaced with someone else to prepare the school's budget. The contract with Capita runs until the end of March so this gives 3 months to see how we get on with the new person. The figures need to be reliable as they are used to make decisions, but recently there have been errors in the budget every month. It was suggested that a letter be sent to Capita pointing this out, so that in the future they might be prepared with a bit more care.</p> <p><b>Policy for Financial Delegation</b> – the committee has read the terms and conditions for use of the school Payment Card and have agreed to adopt the policy which was signed by Guy.</p>	<p>Letter to be sent to Capita re errors in budget</p>
9.	<p><b>School Development Plan – see attached</b></p> <p>Most actions have been completed and those that haven't will be carried over to the Spring term SDP.</p> <p><b>Website</b> – this is nearly completed and it is hoped to have it running in January.</p>	
10.	<p><b>Staffing</b> – Gill Curry is teaching class 4 on a Friday to release Matt so he can support Mrs Roberts with booster classes.</p>	
11.	<p><b>Staff Report</b> – see attached</p>	
12.	<p><b>Safeguarding</b></p>	

	<p><b>a)Special Educational Needs</b> – it was brought to the attention of the governors that the school policies are not always being followed with regard to children who have special educational needs. Some parents were not happy with communication for residential trips. It was suggested that for consistency a flow chart should be drawn up with times for parental liaison before a visit. Also parents should always be informed if outside agencies were contacted about their child. The postholder of Headteacher / SENCO needs further consideration, this was discussed at the Curriculum Committee and Matt has emailed someone who works as a mobile SENCO to see if she could work with our school. It was decided to review the Child Protection Policy and Special Educational Needs Policy at the next meeting of the Curriculum Committee.</p>	<p>Review of Child Protection Policy and SEN Policy at CC meeting</p>
13.	<p><b>Health and Safety</b> – Karen has been in to do the Autumn Term Health and Safety check. She did an action plan which she passed to Lynn – mainly paperwork. Jonathan will do the Spring term check and Guy the Summer term check.</p>	
14.	<p><b>Correspondence</b> – The chair of governors has received a letter of complaint. Guy and Karen have met with the complainant for an initial meeting.</p>	
15.	<p><b>Any other business</b> – Karen will be finishing as LEA governor in January after 8years. She was thanked for all her hard work on behalf of the governing body and the school.</p>	
15.	<p><b>Date of next meeting:</b>  <b>Full Governors</b> – Monday 13<sup>th</sup> February at 6.30pm  <b>Curriculum Committee</b> – Monday 23<sup>rd</sup> January at 6.30pm  <b>Resources Committee</b> – Monday 30<sup>th</sup> January at 6.30pm</p>	
	<p><b>Signed:</b></p>	<p><b>Date:</b></p>
	<p><b>Attachments:</b>  Head's Report  Staff Report  School Development Plan – Autumn term</p>	