

CROSBY RAVENSWORTH C of E (Aided) SCHOOL BOARD OF GOVERNORS

Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ

School telephone: 01931 715265

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PUBLIC MINUTES OF FULL GOVERNING BODY MEETING

Wednesday 26 March 2025 at 4pm, CRVH.

Board members:

Barbara Wallis	(Chair)	(BW)	Foundation Governor
George Griffiths	(Vice-Chair)	(GG)	Foundation Governor
Duncan Priestley	-	(DP)	Headteacher, ex officio
Susan Pattinson	-	(SP)	Staff Governor
Tom Cripps	-	(TC)	Foundation Governor
Anna Lea	-	(AL)	Foundation Governor
Naomi Callaghan	-	(NC)	Parent Governor
Stephen Tudway	-	(ST)	Foundation Governor, ex officio

LA Governor – vacant – NMCC appointed in this meeting

Parent governor – vacant – Kate Townend appointed during this meeting

Others attending:

Abi Ruehorn-Hyde, clerk

NMCC, KT, AS guests pending appointment.

Meeting commenced 1605

1. PRAYER

ST offered a prayer.

2. PROCEDURAL MATTERS

2.1. Apologies:

No apologies.

2.2. Welcome

Welcome to new clerk ARH. Welcome to prospective governors, NMCC, KT and AS.

2.3. Reminder of confidentiality

BW and DP emphasised the importance of confidentiality in the context of a small school community.

2.4. Minutes of meetings to approve:

Governors accepted the minutes from:

Full Governing Board 23 Oct 24

2.5 Declarations of interests

No new declaration of interests. Clerk had brought paperwork for new governors.

2.6 Matters arising (not included elsewhere on the agenda)

None.

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2.7 Committee reports:

2.7.1 Resources, 7 Feb 2025:

Policies/procedures ratified:

- Asbestos Management Plan (Procedure)
- Capability of Staff (LA) (Procedure)
- Charging and Remissions (Policy)
- Financial Delegation

TC highlighted ongoing budget underspend and noted possible overspend by Year 3 of the next three-year budget. BW explained carry-over rules for potential new governors. Plans to develop a new classroom and repurpose the art area are pending, waiting to hear re diocesan funding.

2.7.2 Pupil Progress, 11 Feb 25:

Policies ratified:

- Collective worship policy 2025 – 2028

- Recruitment of ex-offenders policy and procedures March 2025 (2026)

- Safe recruitment and pre-employment vetting policy and procedures 2025 (2026)

GG gave a general overview of the meeting from the papers available on the website. Pointed out that SP had added the pre school information to the SEF. DP pointed out the need for confidentiality and discretion.

3 MAIN BUSINESS

- 3.1** Potential new governors: BW introduced Neil McCall (NMCC), and Kate Townend (KT), who spoke briefly about themselves, ditto Ayshka Sene (AS) who is applying to be a Foundation governor.

NMCC and KT left the room. BW called for a vote for NMCC to become the local authority governor, unanimous vote in favour. BW called for a vote to elect KT to become parent governor, unanimous vote in favour. NMCC and KT asked to return and were congratulated on joining the board.

3.2 Questions on Head Teacher's Report

DP ran through the heads report and started with the expected pupil increase. There is a projected 87% rise in pupil numbers over 5 years. NMCC queried how the figures are generated. DP explained that it is something that is closely monitored and can be subject to change, however we are now in a situation where a lot of the numbers coming in over the next few years are second siblings to children already in the school. Chair pointed out that it was due to strategic planning like this which has allowed the school to expand to have a new EYFS class with a new teacher having an 18month contract.

The creation of the new EYFS class and a new teacher to the school has meant that there has been a significant change to the EYFS curriculum. SP feels that the teachers work well as a cohesive team and complement each other's topics and activities.

Following the closure of the Lyvennet nursery, which used part of the school premises, the school had offered pre-school hours, which had been with fairly small numbers. In 2024, with a greater number of local children becoming eligible for pre-school, parents that would be using the pre-school facilities received a questionnaire to determine what days they would prefer, and the pattern of Monday, Wednesday and Friday was continued. It was questioned as to when the last questionnaire had been sent out and are those days still suitable for the new cohort

With larger numbers coming through into EYFS could this create funding for more days? However GG pointed out that while in September 2025 there may be 10 children in the pre-school, that does not mean each of the 10 will come for 3 full days.

Action: DP & ARH to start on September applications and questionnaires.

Attendance is currently outstanding.

Curriculum – DP suggested that all governors should follow the school's Facebook page so they can see what the pupils have been doing.

Staffing – Three new appointments, ST, SH & ARH. All settling in well. KW is doing some extra training as an EYFS TA, mentored by SH, this is also going very well.

Safeguarding – All training up to date.

Health & Safety – All up to date, no issues.

Fire Safety - All up to date, no issues. ARH reported that children had reacted exceptionally well when a fire alarm was recently set off accidentally. Children left the building speedily and quietly which was impressive.

Hall floor/flood situation – General overview of the incident and that due to the complexity of having a new floor installed it is very unlikely to happen in the Easter holidays as previously hoped. The smell in the hall is due to the PVA sprayed to

encapsulate the asbestos. The bitumen is flaking and is likely to require more work before a new floor can be laid.

3.3 Subject Monitoring Visits update (verbal); note new policy

BW signposted all governors to the new policy and visit form. Encouraged to complete the visits asap. DP put a date of the 4th of April.

3.4 Policies reviewed by Headteacher for Governing Body to ratify/procedures to note: DP

- Admission arrangements 2026-7
- Time off work guidance (W&F)
- Governor Induction policy

DP shared that the IT consultant has visited, and governors will soon have access to SharePoint, where they will be able to update the school development document.

All three approved by FGB.

Action: Clerk to send admissions policy to LA.

3.5 Policy Review Schedule Update (verbal); and to vote on proposal that any policies introduced by the LA in the school year will be deemed to have been adopted by the school, updating any previous version

DP - All policies are currently up to date. The school is moving to a new website and there is a function on the new site that organises policies. Migration will happen in the next 4-6 weeks.

TC is uneasy about the loss of autonomy if we adopt the LA policy, without examining it. DP said that we don't make many amendments to the LA policies other than change the front page. ST expressed that if we have the option to make our own policies then we should do. DP countered that with three meetings a year then it would be a lot of policies to be reviewed in those meetings and in the mean time there could be a new policy issued by the LA in between meetings.

AL questioned when the LA create new policies. DP explained that it appears to be random when the LA review the policies and there is no update system in place. Often we will only find the new policy when reviewing the policies as per the policy schedule. TC added that it is the clerk's job to find the new policies not the head's.

Action: Clerk to identify all LA's policies and research whether an email prompt can be requested from the LA.

Vote at next FGB if we will adopt LA policies automatically.

3.6 SFVS – vote on latest version for submission to LA end March

BW called for a vote on this years SFVS prepared by TC. Vote passed.

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Action: Clerk to submit

3.7 Teaching staff pay (SP to leave meeting for this and next item)

SP asked to leave.

A discussion about teachers pay took place.

3.8 Headteacher's appraisal (December 2024) (verbal) and Head's pay

DP was asked to leave the room.

A verbal report regards the Heads appraisal and pay took place.

SP and DP invited to return to the meeting.

3.9 EYFS TA progress

Covered in 3.2.

3.10 SDP and allocated governors, relating to link governor roles and monitoring visits

The SDP is continuously updated by DP and has had a major review. Governors are asked to read it and especially check items against their initials, to talk to DP or staff about progress on these items as appropriate and to add short comments to this effect (see note above about using shared live document; subsequent to the meeting DP sent a link for governors to access this). Roles were discussed, especially in light of new governors and the following were agreed:

<u>Subject</u>	<u>Governor</u>
Church, collective worship	ST
EYFS. Safeguarding. Phonics	GG (chair of PP)
Health & Safety. Science	NC
Reading & Literacy. SEND. Equality. Induction of new governors	BW (chair of board)
Numeracy	TC (chair of Resources)
Art. DT. PE	KT
IT. French	NMcC (who is also school's Data Protection Officer)
Emotional resilience. PHSE	AL
History. Geography. Music	New governor 3

Action: Chair to update initials on the SDP

3.11 SIAMS (standing item) – proposal to cease this as a standing item, following school's inspection in 2024; progress on recommended actions can be tracked on the SDP

Agreed by all that SIAMS will no longer be a standing item.

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AL did want to share her experience of going ice skating with the school. She felt the school really stood up to the words, Courage, Compassion & Community, all of which values were demonstrated within this school trip. Thought it was really good that these opportunities are provided for the children.

3.12 Oftsed Inspection (standing item); update on staff meeting on curriculum I/ship; proposal to cease this as a standing item

Action: Oftsed no longer a standing item.

3.13 Mental health of staff and pupils; TH role as Mental Health Lead for staff and pupils; TH action plan and action group; vote on proposal to allocate pupil welfare to Pupil Progress committee as a standing item and keep staff welfare, standards and morale on FGB agenda

Agreed that the mental health topic would be discussed at the pupil progress meeting. Staff morale and wellbeing will remain with the FGB.

The first well being action group meeting is booked in. AL to be the emotional resilience link governor.

4 STATUTORY RESPONSIBILITIES AND GOVERNING BODY MATTERS

4.1 Status of Governing Body

Pending AS appointment by the diocese, if her appointment goes through, we will be almost at full compliment with 11 out of 12 governors.

4.2 LG Updates:

Church

ST

Very pleased with the collective worships and JAM sessions. ST and Ruth Hutchings, youth minister, are in school quite often for RE. There is a new curate starting in the parish, Chris Smith. SP added that Andrew Sterling has just done his last collective worship for the Methodist church, before he moves to a new post. DP & SP expressed that they feel very lucky to have such support from the church and pass their thanks on to both ST & Ruth.

EYFS

AL/GG

GG will be taking this over solely. Have met with teachers and felt that they have effective links between them. SH has written a detailed and impressive EYFA curriculum, see website. In general a good positive meeting. SH will also devise a new pre school phonics curriculum. DP passed thanks to GG.

Health and Safety

NC

NC has met with DP and they have been steadily working through the health and safety audit action points. Training is all up to date and no issues to report.

Governor Training and New Governor Induction

Chair

BW is happy to do the induction with the new governors and there is a new policy for this.

Special Educational Needs and Disability

Chair

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BW met with the SENCo as a monitoring visit. Very helpful meeting. Annual SEN report will be done for the summer FGB.

Action: add SENCo report to the summer FGB agenda as standing item. BW to request report a couple of weeks in advance.

Safeguarding

GG

GG met with DP in January re safeguarding. Good meeting and the report is on the website. GG has recently done the NSPCC training for the safeguarding governor and was very impressed by it, recommended it generally. BW added that there might be some in person training for governors coming for safeguarding, via the ERA cluster chairs meeting.

Online Safety/Personal Social Health Education)

GG

All well, recent incident proved that the internet filtering systems work and DP will get an alert.

Single Equality Scheme

Chair

Moved to next FGB.

Reading and Literacy

GG

BW now link governor

Numeracy

GG

TC now link governor

Emotional Resilience

NC, though relinquishing

AL now link governor

4.4 Link Governor roles in light of new governors

See above

4.5 Governors' Action Plan and Ofsted aide-memoire

BW putting finishing touches to aide memoire and will circulate when complete (circulated subsequent to meeting 2/4/25). DP asked all governors to read SEF.

4.6 Governor Skills Audit (on website)

Can all governors please do the skills audit, download from website, complete and return to clerk.

GG has the governors health check questionnaire ready and will circulate.

Action: Governors to please complete audit by the end of the Easter holidays. DP to set up new emails and website access for new governors.

4.7 Governors' newsletter (verbal)

Action: BW will write with news of new governors and clerk, for distribution to parents by the end of term.

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4.8 School visits/school trips

DP, Y5's & 6's had a wonderful time in Liverpool. It was a good opportunity for the pupils to see other communities. Amongst visiting multiple tourist attractions the pupils also visited a Synagogue, a Mosque, The Catholic Cathedral and The Anglican Cathedral. Other trips coming up are, a farm visit. Transport trip and Eden Camp in Malton.

5 REVIEW OF MEETING

5.1 Any Other Business / Items for agenda for next meeting

Chair

TC asked for someone to join the Resources committee. BW will discuss during induction.

Summer Term 2025

To mirror 2024 meetings, the following dates are a suggestion for discussion:

Resources Committee	Friday 13 June 2025, 10am in school
Pupil Progress Committee	Wednesday 11 June 2025, 4pm in school
Full Governing Board	Wednesday 9 July, 4pm in CRVH

Meeting concluded 1830.

Approved by Chair:

Barbara Wallis

