

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

Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ

School telephone: 01931 715265

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**FULL GOVERNING BODY MEETING
1830 hours, 23 May 2018, Crosby Ravensworth School**

M I N U T E S

PRESENT:	Liz Lindwall	Foundation Governor	(Chair)	LL
	Rev Stewart Fyfe	Foundation Governor, ex officio	(Vice Chair)	SF
	Duncan Priestley	Staff Governor, ex officio	(Headteacher)	DP
	John Paul Turnbull	Parent Governor		JPT
	Marie-Louisa Raeburn	Parent Governor		MLR
	Sarah Rogers	Foundation Governor		SR
	Alan Woodward	Foundation Governor		AW
	Debbie McCall	Foundation Governor		DMcC
	Linda White	Foundation Governor		LW

OTHERS ATTENDING:

Ruth Painter	Observer – potential future Governor	
Chloe Randall	Clerk to the Governors	CR

APOLOGIES:

Becky Day	Foundation Governor	BD
Susan Pattinson	Staff Governor	SP

Also: Sarah Rogers had to leave the meeting before its conclusion

1 PRAYERS

SF opened the meeting with a prayer, thanking the Heavenly Father for this particularly beautiful day; for this school with its dedicated teachers and staff; for the privilege to serve as Governors; for the young lives of the children we are educating here. He prayed for wisdom and insight, and for help to give the best possible support to the children. Amen.

2 PROCEDURAL MATTERS

2.1 **APOLOGIES:** LL explained that apologies had been received as follows:

- Susan Pattinson was unable to be present as she was with her daughter at her Holy Communion practice at church
- Becky Day was also unable to attend due to work commitments and had sent her apologies earlier
- SR explained that she would have to leave at 1945 hours for child care reasons

2.2 **MINUTES OF THE MEETING OF 31 JANUARY 2018:** the minutes had been circulated very late (for which the Clerk apologised), but were ratified by the board as a true record.

2.3 **DECLARATIONS OF INTEREST:** all governors were asked if they had any further declarations of interest to make, and all confirmed they had not.

2.4 **MATTERS ARISING NOT COVERED ELSEWHERE:** none.

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2.5 COMMITTEE REPORTS

2.5.1 RESOURCES COMMITTEE 16 MAY 2018:

The minutes had been circulated, and JPT highlighted that:

- the financial year had ended broadly in line with the budget
- the three year rolling budget looks the healthiest it has done for some time, with the Nursery costs now included
- pupil numbers remain a concern
- a successful Health and Safety audit had been done

JPT commented that it had been a good, positive meeting. The Chair thanked the committee for their hard work and the meeting endorsed the decisions and recommendations of the Committee.

2.5.2 PUPIL PROGRESS COMMITTEE 9 MAY 2018:

The minutes for this meeting were still awaited, but it was noted that the matters discussed were referenced in detail in the Headteacher's Report.

- 2.5.3 It was identified that there was a need to ensure that the role of the Chair of each Committee is totally clear, and that paperwork is circulated to all members of each committee (and indeed, the Full Governing Body) in good time for each meeting. With two new Chairs to be appointed, it was felt that this was an item which should be addressed via the Governors' Rapid Action Plan.

ACTION:	Current and future Chairs to ensure that this matter is added to the Rapid Action Plan and addressed	LL/RP
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3 MAIN BUSINESS

3.1 HEADTEACHER'S REPORT:

- 3.1.1 DP asked if anyone present needed to have any particular item explained? LW asked when the Student Teacher, Sophie, is due to leave, and DP said after another five weeks. He said that she would be a great loss: he is able to get through so much work when he is not class-based. DP said that although he really missed being with the children, it was good for both sides to have a break from the continuous contact with one teacher. It also enabled extra activities to take place: Sophie had suggested a topic which had culminated in a visit to St Bees' and had also suggested ideas for Art next term. The school had been going to focus on Andy Warhol (as everyone does!) but Sophie had persuaded them that (modified...) access to Banksy might be very interesting. She had brought enthusiasm and a fresh face to the school, and as an additional bonus, the school was paid £500 for the mentoring she received. LW **challenged** DP as to whether most or all Student Teachers brought such benefit, and DP confirmed that in his experience to date they did.

3.1.2 Next Ofsted inspection:

3.1.2.1 DP said that he had heard at the Heads' Conference that Ofsted was changing its policy: Crosby Ravensworth had been anticipating an inspection in the window commencing October 2018, but he now believed that "good" schools would be inspected on a four year cycle, meaning that this would not now take place until October 2019. He had already checked this with a reliable source, and was awaiting further confirmation.

3.1.2.2 DP commented that he felt the school was now in a very good position with good results; happy children and satisfied parents. He had, however, also heard that Ofsted was now shifting its emphasis from Reading, Writing and Maths to looking for a good, broad curriculum, and that providing the evidence of this posed challenges for the staff.

3.1.2.3 SF commented that this posed a particular **challenge** for smaller schools to demonstrate that they had the ability to present a "broad and balanced" curriculum. DP responded that Crosby Ravensworth is "broad and balanced" already, but will have to provide evidence to demonstrate that it is. As an example, he described the range of visits and activities involved in the Food for Life project, and explained how the extra year before an inspection would give more time to ensure that the appropriate evidence is produced to demonstrate that this is firmly in place.

3.1.2.4 DP explained that he had been at a Heads' Conference that day and that there had been much talk about the need to ensure that the curriculum is appropriate and applicable to the children in your school – it is not sufficient to simply "buy off the shelf." He also confirmed that having the very best teachers was vital to success in the small school context. He said that his job was only do-able because he had some of the very best teachers in Cumbria. DP said he did not have a weak link in the chain (if he did, he would be doing something about it), and the staff must never be taken for granted.

3.1.3 **Attendance:** SF **challenged** DP as to whether the low cohort was the real reason behind the relatively low attendance figures for the Spring term (93.4%). DP responded that he had looked for, but not spotted, any trends in the data. MLR mentioned a school which had improved attendance by taking a week from the summer holiday and adding it to half term, thus giving parents a better window for holidays. AW said that if everyone followed suit, the benefit would be lost. DP said that if he saw a trend develop, he might need to look at ideas such as that. DMcC asked if enquiries were made into absences, and DP confirmed that they were and where sickness was given as the reason, the absence was 'authorised.' Term time holidays accounted for the 5.61% unauthorised absences. It was, of course, not always possible to determine if 'sickness' was genuine.

3.1.4 Nursery situation:

3.1.4.1 DP asked if every Governor was aware of his desire to extend the school age range to 3-11 in September 2018, and if there were any views against the idea. SR

commented that she felt the school had to do this or lose potential intake, and all those present concurred. DP then explained that Susan Pattinson and Jane Corrie were going to visit Temple Sowerby and Patterdale schools, both of which have recently extended their age range. They are not necessarily looking to copy what those schools have done, but to learn from their experiences and brainstorm the right way forward for Crosby Ravensworth.

A FURTHER ITEM WAS DISCUSSED AT THIS POINT, AND IS INCLUDED IN THE CONFIDENTIAL MINUTES.

3.1.4.3 The Governors also took the opportunity to ratify the note of the emergency meeting held on 7 March 2018 to discuss Nursery Provision (and the opportunity was taken to add the names of those attending the meeting to the notes).

3.1.5 **General Data Protection Regulations:** DP drew attention to the new Privacy Notices for both pupils and staff, and said that he was delighted to be able to announce that DMCC's husband, Neil McCall, had agreed to act as Data Protection Officer for the school. The notices could now be issued with his name included. DMCC was asked to thank Neil on behalf of the board for volunteering for this important role.

A FURTHER ITEM WAS DISCUSSED AT THIS POINT, AND IS INCLUDED IN THE CONFIDENTIAL MINUTES.

3.1.7 **Staff welfare, standards and morale** (*the Governors had asked for this item to be a regular feature of the agenda – this may be the best place for it*): DP reiterated his delight and satisfaction with the quality of his staff. His observations of their teaching confirmed that it was of the highest quality, and he had utter faith in them. They were not robots; they all brought individual and complementary qualities and enthusiasms to their work, and were good, caring people. SR reported that she was unaware of any concerns amongst the staff at present, and that SP had not asked her to raise any items at tonight's meeting.

3.1.8 **Out of School Club:** the continued provision of the Out of School Club is highly successful, and in fact, was material in bringing the newest pupil to the school. It is also still delivering a small financial surplus.

3.1.9 **Pupil Progress:** DP said he was delighted with the Reading, Writing and Maths results, which are strengths for the school, which had been discussed in depth at the Pupil Progress Committee meeting (minutes awaited).

3.1.10 **Special Educational Needs:** DP said that since writing his report, a letter had been sent to the Area Service Manager for Inclusion appealing against the County's decision not to offer any funding for the school's second diabetic pupil (copies of the letter were circulated). AW **challenged** DP as to whether he was aware of the parents' response to this decision and how he intended to use it to secure funding. DP confirmed that the parents intended to challenge the decision in their own right.

3.1.11 Statutory Assessment Tests week: DP said that he felt the SATs week went really well for the two pupils in question, with their parents reporting that they were happy and motivated. It is also reassuring to hear that the well-being of the children is now considered to be really important by Ofsted, with inspections looking for evidence to penalise schools who are over-pressurising their children.

3.1.12 Oil consumption: DP explained that the school was seeking to participate in a full energy efficiency review with two other schools in the area, the only delay was because of difficulties with the Council over paying for the process by direct debit. The review is intended to address – amongst other matters – the heavy heating oil consumption of the school. As a side issue, DP was **challenged** as to whether there was a lock on the oil tank, as one explanation might be that oil was being stolen. DP said that he was not even sure if the tank was lockable, and a volunteer to investigate the position was sought.

ACTION:	To investigate the provision of appropriate security for the oil tank	RP
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3.2 SCHOOL DEVELOPMENT PLAN: DP circulated the updated School Development Plan for Governors to take away to read and raise any questions with him directly. He commented that the only addition he would like to add is “undertake a brand new School Evaluation Form” – which is due to be updated in July after test results. Otherwise he felt that the plan was continuing to work well as an interactive spur to genuine development.

3.3 MONITORING AND EVALUATION VISITS: the only monitoring visit which had been achieved since the last board was DMcC’s visit to the Maths class. Changes in Governors led to some re-allocation of visits, and LL reminded Governors that these needed to be completed within the academic year. It was noted that a strong programme of Governor visits would help to confirm the broad and balanced curriculum of the school.

GOVERNOR VISITS	
Subject	Governor
Maths	Debbie McCall - COMPLETED
English (including Reading)	Sarah Rogers
Religious Education	Liz Lindwall
Science	Alan Woodward
Art and Design	} John Paul Turnbull
Design and Technology	
Music	Alan Woodward
Physical education	Linda White
Computing	} Ruth Painter
Geography	
History	Stewart Fyfe
Languages	Marie-Louise Raeburn

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ACTION:	Governors to complete their allocated monitoring and evaluation visit within the Summer term	SR, LL, AW, JPT, AW, LW, RP, SF, MLR
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3.4 POLICY REVIEWS:

3.4.1 **Admissions Policy 2019/2020:** was approved by the board, noting that it would need to be amended to address the Nursery situation in due course.

3.4.2 **Whole School Behaviour Policy:** the amendments arising from gender/sexual equality issues following advice in the paper "Valuing All God's Children" were noted.

3.4.3 Further policy reviews needed:

It was also noted that the following policies were due or overdue for review and committees would need to address these as soon as possible:

Early Years Foundation Stage Policy (Pupil Progress) – February 2018

Social Networking Policy (Pupil Progress) – June 2018

Accessibility Plan (Resources) – January 2018

Charging and Remissions (Resources) – January 2018

Security Policy (Resources) – February 2018

School Financial Value Standard (Resources) – March 2018 (? date)

Out of School Club Policies and Procedures (Resources) – March 2018

Managing Intimate Care and Toileting Procedures (Resources) – May 2018

Procedure for attending to soiled garments (Resources) – June 2018

Governor Induction Policy (Governors) – February 2018

Governor Monitoring Visits Policy (Governors) – February 2018

ACTIONS:	Committee chairs/link Governor to arrange for policy reviews	RP, AW, SR
	Clerk to see that the Policy Schedule is updated and circulated in good time for committee agenda	CR

4 STATUTORY RESPONSIBILITIES AND GOVERNING BODY MATTERS

4.1 STATUS OF GOVERNING BODY

New Governor nominations: Ruth Painter was enthusiastically welcomed as the nomination for the long-vacant post of Local Authority Governor. It was also noted that JPT would be resigning at the end of this term, and that BD was in hourly expectation of leaving the area and would also be resigning. It was felt that as a matter of urgency, a Governors' Skills Audit should take place so that the new vacancies (one Parent Governor; one Foundation Governor) could be advertised with details of any particular skills we are lacking.

ACTION:	Clerk to circulate skills audit forms	CR
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4.1.2 Election of Chair and Vice Chair:

4.1.2.1 Following the discussion about the role of Chair and Vice Chair at the last meeting, nominations were sought from the eligible Governors. LL explained that she had had a really good year; that it had not been a hard task, and that the available training had been a real help. SF said that the board was a team, and generally a good team, and he considered that it was currently the best board he had ever been part of.

4.1.2.2 After discussion and deliberation, the board were delighted to approve the elections as follows:

Chair Ruth Painter

Vice Chair Linda White

The fact that both candidates were relatively new to Crosby Ravensworth was noted but felt to be entirely acceptable, given the experience and skills both were bringing to the board and the time they had available to offer the school. The outgoing Chair and Vice Chair, LL and SF, continue as Governors so are available to support extended handovers if need be.

ACTION:	Chair and Vice Chair to arrange handover timetable to suit	LL, SF
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4.1.2.3 SF led a chorus of thanks to LL for her good work during the year, and particularly thanked her for leading the way when volunteers were in short supply. It was felt that this new pattern of one year tenure could become really valuable to the board.

4.1.3 **Roles of Governors:** with new appointments and two resignations in sight (JPT and BD), the adjustment of Governors' roles was discussed with the following results:

THE COMMITTEES			
RESOURCES		PUPIL PROGRESS	
Ruth Painter	CHAIR	Alan Woodward	CHAIR
Duncan Priestley		Susan Pattinson	
Debbie McCall		Sarah Rogers	
Linda White		Duncan Priestley	
Marie-Louise Raeburn		Liz Lindwall	

LINK GOVERNORS	
Church	Stewart Fyfe
New Governors and Governor Training	Sarah Rogers
Safeguarding	Sarah Rogers
Special Educational Needs Directive (SEND)	Liz Lindwall
Health and Safety	Debbie McCall
On-line Safety	Marie-Louisa Raeburn (to discuss with Susan)

4.2 **GOVERNORS' RAPID ACTION PLAN:** LL had circulated the Rapid Action Plan earlier, and said that two further items were now to be added from the discussions at this meeting:

- the need for clarity over the roles of the Chairs of the two Committees, and the need for papers to be circulated in advance
- the need for an updating of the Governors' Skills audit

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ACTION:	LL to update and hand to the new Chair	LL
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4.3 LINK GOVERNOR UPDATES:

- 4.3.1 **Church:** SF reported that he would be blessing the school's new outdoor chapel on the 12 June; that he was hoping to launch the confirmation initiative in the second half of term (if there was still time to send information out to the parents with the Friday bulletin). He had also agreed dates with DP for the school's involvement with the Church at Harvest and Christmas – the School Development Plan had prompted this, following the success of the children's artwork at Easter: the detail from the children had been really good with some very clear depictions and creative perspectives.

ACTION:	SF to send information about the confirmation initiative for the school bulletin	SF
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- 4.3.2 **Governor training and induction:** SR asked if anyone was available to attend the Schools Leadership Conference on 14 June, and RP said that she thought it would be good timing for her to take this on

ACTION:	SR to arrange for RP to be booked into the conference and forward details to her	SR
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- 4.3.3 **Special Educational Needs and Disability:** LL said that the biggest current issue for the school related to the second diabetic pupil, discussed earlier; and it was noted that the provision mapping of Teaching Assistant time allocated to pupils had been re-done.

- 4.3.4 **Health and Safety:** DMcC reported that the Health and Safety audit had been very successful with the school scoring 74% (it had been 66% at the last audit). The audit covered a number of subjects which fell under the remit of other Governors, and she would appreciate it if Governors would take responsibility for some of the actions the audit had identified as necessary. These related mainly to matters such as record keeping – eg, where are papers kept? are visitor passes being used? – and required no special knowledge of Health and Safety to complete. Scope for improving the Accident Book and the termly-Accident Report had also been identified and were being actioned.

ACTION:	DMcC to circulate Health and Safety audit actions to designated Governors as appropriate	DMcC
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- 4.3.5 **Safeguarding:** SR said that the audit had been completed and no issues identified.

- 4.3.6 **Online Safety and Personal Social Health Education:** this new role had been identified by SP at the last meeting, and MLR's name had been suggested. SP and MLR need to liaise about what is involved in the role before MLR can decide if she wishes to take it on!

ACTION:	SP to discuss with MLR	SP, MLR
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- 4.4 **GOVERNORS' NEWSLETTER:** RP and LW agreed that the Summer 2018 newsletter would be a good vehicle for them to introduce themselves in their new roles.

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ACTION:	RP and LW to prepare and circulate a Governor's newsletter for Summer 2018	RP, LW
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5 REVIEW OF MEETING

5.1 **MEETING REVIEW:** LL thanked everyone very much for their participation in the meeting, and in particular their enthusiasm for volunteering for the various roles needing to be filled. She felt that it had been a very successful meeting all round.

5.2 **ANY OTHER BUSINESS / ITEMS FOR AGENDA FOR NEXT MEETING:**

5.3 **DATES OF NEXT MEETINGS:** following the pattern established this year, the meeting dates for the next academic year were agreed as follows:

Autumn term 2018:

Wednesday, 12 September 2018	Pupil Progress	1730 hours
Wednesday, 19 September 2018	Resources	1730 hours
Wednesday, 26 September 2018	FULL GOVERNING BODY	1830 hours

Spring term 2019:

Wednesday, 16 January 2019	Pupil Progress	1730 hours
Wednesday, 23 January 2019	Resources	1730 hours
Wednesday, 30 January 2019	FULL GOVERNING BODY	1830 hours

Summer term 2019:

Wednesday, 8 May 2019	Pupil Progress	1730 hours
Wednesday, 15 May 2019	Resources	1730 hours
Wednesday, 22 May 2019	FULL GOVERNING BODY	1830 hours

Comments received from:

JPT: "OK, best regards," 25 May 2018

LW: "Congratulations on the very speedy circulation of draft minutes, especially in this lovely weather; much appreciated. I believe them to be a true account of the meeting." 28 May 2018

SR: "I have read through the minutes from a not so sunny Gloucestershire and they are an accurate record of what was discussed, I do not need to make any comments." 28 May 2018

DP: "Wow - that's a really good record of a meeting that obviously went very well! You've done a fab job with that Chloe. One suggested alteration at 3.1.11 to use the word "penalise." 5 June 2018

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ADDITIONAL ITEM APPENDED AFTER THE MEETING TO FORMALLY RECORD THE RANGE OF DISCUSSIONS, CONSULTATIONS AND COMMUNICATIONS ABOUT THE NURSERY SITUATION (3.1.4). The text in italics was circulated to all Governors with their acknowledgements recorded below:

Stake-holders and community members have been thoroughly corresponded with throughout the process to date. In April, a parent meeting was advertised in the Friday bulletin for all parents in school and of nursery age children. It took place on 25th April and was well attended. Plans for our expansion of age range were discussed and questions regarding the impact of this were invited. No concerns were raised.

The wider community were first formally notified of our intentions to extend the age range via the May issue of the Lyvennet Link - a parish magazine that is delivered to every house in the catchment. No concerns have subsequently been expressed by any members of the community.

Our intention is also now posted on the noticeboard outside the school - it invites correspondence and feedback from any members of the public who would like to voice an opinion.

As per the discussions at governor meetings, since the recent closure of the Lyvennet Nursery, there are NO PRE-SCHOOL CHILDCARE SETTINGS within our catchment area. This is to the detriment of the village and threatens the future of our small school, which has shrunk by 40% in the past five years owing to demographic circumstances. By seeking to widen the age range, the school is providing a public facility that is needed and lacking in the catchment, and acting in its best long-term interests.

11 June 2018:

Read the enclosed thread and agree with the summary.

Debbie McCall

11 June 2018:

Hi all, I've read the enclosed thread and totally agree. With the closure of the nursery it was imperative that we change the age of entry to accommodate those nursery children. This benefits both the community and the school. As a governing body we had discussions with nursery, parents and the whole community. It is essential for our school to keep functioning that we open the school year 2018/2019 with this proposal settled.

Liz Lindwall

11 June 2018:

Thank you all. I agree with what's already been said. Worth saying that our discussion at the meeting comes on the back of a lot of other discussions previously. We've looked long and hard at this over successive meetings when considering a falling roll, the predicted number of school-aged children in the catchment area and the lack of affordable housing within the parish. We've looked also at the financial viability, down to the effect of each additional child attending and the likely financial climate for small schools in the near future. Extending the school range is absolutely imperative to allow the school to face these challenges and safeguard our future.

Stewart Fyfe

11 June 2018:

The GB of Crosby Ravensworth CP have had extensive discussions and consultation re the extension of the age range from 3-11.

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Indeed since the closure of the Nursery this change is imperative for the long term future of the school and for the benefit of the local community.

This proposal needs to be fully agreed and functioning ready for school year 18/19.

Alan Woodward

12 June 2018:

I agree with Alan's comments below.

Best regards

John Paul Turnbull

12 June 2018:

I concur wholeheartedly with the previous email chain and believe that following due diligence and consultation, the GB arrived at the decision to propose extending the pupil age range to 3-11 years. This is key to serving the local community and giving our school a sustainable future. It is therefore vital this issue is resolved as quickly as possible prior to the commencement of the new academic year.

Linda White

12 June 2018:

Apologies for the late response. I agree wholeheartedly with the comments submitted so far. Without a provision for younger children we lose the 'feeder' into school and so it is vital that we widen the age range from 3-11.

Sarah Rogers