

# 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

1530 hours, 30 January 2019, Crosby Ravensworth School

### MINUTES

<b>PRESENT:</b>	Linda White	Foundation Governor	(Chair)	LW
	Liz Lindwall	Foundation Governor	(Vice Chair)	LL
	Debbie McCall	Foundation Governor		DMcC
	Susan Pattinson	Staff Governor		SP
	Duncan Priestley	Staff Governor, ex officio	(Headteacher)	DP
	Marie-Louisa Raeburn	Parent Governor		MLR
	Alan Woodward	Foundation Governor		AW

#### OTHERS ATTENDING:

Neil Hughes	Local Authority Governor (appointment pending)	NH
Tom Cripps	observer - potential Governor	TC
John Walton	observer - potential Governor	JW
Chloe Randall	Clerk to the Governors	CR

#### APOLOGIES:

Rev Stewart Fyfe	Foundation Governor, ex officio	SF
Sarah Rogers	Foundation Governor	SR

Also: Marie-Louisa Raeburn had to leave the meeting at 1650 hours (meeting concluded at 1740 hours)

For the benefit of the observers, the meeting started with a general round of introductions, with the newcomers presenting themselves as follows:

**Neil Hughes** (who is already known to most as he is our County Councillor for Eden Lakes Division) was previously a (primary) school governor 1994-96 in Islington, North London, and is genuinely interested in improving local education and giving children the best possible start in life. Having an 'in-house' Nursery at Crosby Ravensworth seems to fit the bill here!

**Tom Cripps** is a 64 year old married man with two daughters in their thirties. He was brought up in the Church of England, and maintained the ethos, if not the attendance. He read Geology for a year at Oxford University, then changing to Medicine and Physiological Sciences, graduating in Medicine at Edinburgh in 1979. He was a full-time Consultant Anaesthetist at the Borders General Hospital, Melrose for almost thirty years (from 1987 - 2014) and continues to work there part time. He was a Clinical Director with budgetary responsibility (within the constraints of the National Health Service), and latterly the Hospital and Health Board Associate Medical Director for Clinical Governance. Having carried responsibilities as Lead Consultant for Paediatric Anaesthesia and for Special Needs Dentistry, he feels that he always fought for a good deal for the children in his care.

**John Walton** moved to Appleby in November 2017 in search of a rural environment. His primary working experience for 13 to 14 years was in management roles in the Hotel and Catering industry, with 10 years spent in Africa. On returning to the UK, he

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started a sales career with the Canon Company, in the early days of office equipment, moving into the computer world as the industry developed. In 2002, he went to Spain to become a 'wealthy landowner and house builder' and when this didn't really work, turned to Teaching English to Speakers of Other Languages, with vocational qualifications in both Training and Development and Teaching English, returning to the UK in 2012.

## 1 **PRAYERS**

In the absence of SF, LW read a prayer he had written for the meeting:

"Dear Lord, we thank you for the life of this school. We ask your blessing on every child and family, on every member of staff and on this trustee body. We offer you the business before us this evening and pray that in all our doings we may demonstrate our Christian values, love our neighbours as ourselves and serve the best interests of the school in your name. Amen."

## 2 **PROCEDURAL MATTERS**

### 2.1 **APOLOGIES** had been received from:

- Stewart Fyfe (away from home on Diocesan business)
- Sarah Rogers (work commitments)

and were accepted as unavoidable absences.

### 2.2 **MINUTES OF THE LAST TWO MEETINGS:**

.1 26 September 2018 - the regularly termly meeting

.2 26 November 2018 - extraordinary meeting following resignation of Chair

Both sets of minutes had been previously circulated and were accepted as correct with one minor amendment from NH, who queried the use of inverted commas at paragraph 3.1.9 of the September minutes. The Clerk said it had been merely an expediency to mask a grammar-checker issue, and agreed to remove them.

<b>ACTION:</b>	Clerk to amend September minutes and publish both sets to website	<b>CR</b>	<i>Done, 31/1/2019</i>
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### 2.3 **DECLARATIONS OF INTEREST:**

- .1 All governors present verbally confirmed that they had no amendments to make to the Declarations of Interested signed in September 2018. NH mentioned that he may still have a seat on the Diocesan Board, and would confirm.
- .2 TC suggested that observers should be asked to make a confidentiality statement to the effect that all matters discussed would 'stay in this room.' LW invited the observers to confirm this, and all did.

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

## 2.5 **COMMITTEE REPORTS**

### 2.5.1 **RESOURCES COMMITTEE, 21 January 2019** (paragraph numbers changed from the agenda for clarity): the minutes had been circulated in advance, and LW reported the following highlights;

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- .1 **Finance:** budget approval had been received from the County for October 2018; the December reconciliation had been discussed, questions asked, and agreed with no particular concerns
- .2 **Health and Safety:** LW said that thanks were due to DMcC for all her work following the Health and Safety audit last April. The action plan was moving forward rapidly, and DMcC explained that she hoped it would be completed by the end of next term.

<b>ACTIONS:</b>	All Governors with Health and Safety actions to please ensure they are completed by the end of next term	<b>All</b>	
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- .3 **Policies reviewed and ratified by Resources Committee** which had all been circulated in advance of the meeting were all noted by the Full Governing Body. LW explained that there were no massive changes - some changes of named person, and some amendments because some practices had ceased (eg, there is no longer any petty cash in the school). DP commented that many of the reviews had been triggered by the Health and Safety Action Plan, in addition to the normal scheduled reviews. The policies reviewed AND ratified by the Resources Committee comprise:

Accessibility Plan  
Charging and Remissions Policy  
Complaints Procedure  
Financial Delegation Policy  
Health and Safety Policy  
Missing Child Procedure  
Site Security Risk Assessment

<b>ACTIONS:</b>	Clerk to ensure that Accessibility Plan, Charging and Remissions Policy and Complaints Policy are uploaded to the public website	<b>CR</b>	<i>done, 31/1/19</i>
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- .4 **Policies reviewed by Resources Committee and presented to the Full Board for ratification** which had all been circulated in advance of the meeting were also all confirmed as ratified. These comprise:

Child Protection Policy and Procedures  
Governor Monitoring Visits Policy  
Induction Policy  
Intimate Care and Toileting Procedures  
Out of School Club Policies and Procedures  
Supporting Children with Medical Needs

<b>ACTIONS:</b>	Clerk to ensure that the Child Protection Policy and Procedures are uploaded to the public website	<b>CR</b>	<i>done, 31/1/19</i>
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- .5 **Statement of Behavioural Principles:** DMcC said that a model policy had been provided by Kym Allen and there were a couple of issues which she wanted to discuss with Governors. For example, the model policy suggested that "Governors have consulted with parents" and this has not been done. After a brief discussion, it was agreed that parents should be consulted via the Friday Bulletin, perhaps also including the Home School Contract at the same time. AW suggested that the final discussion about the Principles should be a closed discussion as there were likely to

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be some items that the school would wish to insist upon, and not all parental suggestions could necessarily be met.

<b>ACTIONS:</b>	DMcC to put words together to consult with parents, with a view to bringing the reviewed Statement of Behavioural Principles back to the next board meeting	<b>DMcC</b>	
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- .6 **School Financial Value Standard:** LW explained that she had changed items 1 and 2 in this document. As she was new to chairing the Resources Committee and that the accountant had resigned at the end of the last school year, she had felt it was appropriate to reflect the lack of technical knowledge, whilst including the mitigating circumstances. This was endorsed by the board as the only proper way to use this document.

<b>ACTIONS:</b>	LW signed the document in the meeting, and the Clerk was asked to ensure that it was sent to the School Business Manager for submission.	<b>CR</b>	<i>done, 31/1/19</i>
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- .7 **Well Being:** SF had been tasked with Health and Safety actions relating to Well Being of the staff and although absent, had submitted a report and suggestions. These included:

- adopting the Kym Allen Model Policy on Well-Being Management, with a strict review date of 12 months to enable SF and DP to work through the document to ensure it fits the circumstances of the school
- circulating the Well Person Questionnaire to staff in the interim to gain greater understanding of the current situation

There was a brief discussion over the destination for the questionnaires (eg, they will only be sent to employed staff, not contractors) and whether the results should be sent to Kym Allen for analysis, or if it should be conducted as an in-house exercise. LW **challenged** DP as to whether there were budget implications in undertaking the former route. DP responded that SF had already raised this question but had apparently not yet received a response. It was agreed that - subject to identifying if there were any cost implications - that both recommendations should be adopted.

<b>ACTIONS:</b>	Model Well-Being Management Policy to be adopted with a review date of January 2020	<b>CR</b>	<i>done, 31/1/19</i>
	DP and SF to review the Well-Being Management Policy	<b>DP, SF</b>	
	If cost implications are within budget, Well Person Questionnaire to be deployed	<b>DP, SF</b>	

- .8 **SALIX review:** AW explained that he had been tasked to move this forward, as DP had found it impossible to make progress with the Local Authority. SALIX provides interest-free Government funding to the public sector to improve their energy efficiency, reduce carbon emissions and lower energy bills. SALIX provides a survey to identify areas for improvement; if improvement works are then undertaken (arranged by SALIX) the survey becomes part of the costs of that work, and the school pays back the interest-free loan. AW said the issue was that the Local Authority was not available to facilitate payment by Direct Debit, and that after

some forceful representations, the survey was now going to happen! LW thanked him very much for achieving the desired effect.

JW **challenged** DP as to how the school energy consumption compared to other schools, and DP explained that benchmarking showed that Crosby Ravensworth was costing up to four times as much as other schools. In particular, DP is aware of a local school which has four times the roll number of Crosby Ravensworth, yet we pay around double their annual oil costs. JW asked whether the school had to comply with maximum and minimum temperatures, and DP confirmed that there was only a minimum temperature which had to be maintained.

NH **challenged** DP to confirm that any improvement works identified could go ahead. DP confirmed that the Diocese (owners of the building) were content for this to happen. If improvement actions follow the survey, SALIX will loan the funds, source the contractors, and in the long run, the improvements should cost £0.

**2.5.2 PUPIL PROGRESS COMMITTEE, 22 January 2019:** the minutes had been circulated in advance, and AW raised three points specifically:

- .1 **Pupil Progress:** AW applauded the excellent results, with many pupils beyond expected progress. There are some reading issues, but the Committee is confident these are being addressed. In response to a **challenge** from TC, DP explained that some of the apparent fall-back may be due to his having previously over-assessed some pupil's ability. One child had also recently joined the school from another country and had some catching up to do.
- .2 **Special Educational Needs:** the committee had previously **challenged** DP to ensure that intervention was taking place and at this meeting he had satisfactorily explained his system for doing this.
- .3 **On-line safety:** the committee had agreed to make this a standing item on the committee agenda. (See also discussion under 3.5.1).

### **3 MAIN BUSINESS**

#### **3.1 HEADTEACHER'S REPORT:**

- .1 **Ofsted:** DP again drew Governors' attention to the comments made by Ofsted at the last inspection. JW queried what the outcome of the last inspection had been, and DP said the school had been rated 'good.' JW **challenged** DP if his aim was to achieve 'outstanding' at the next inspection? DP said it was, but his first priority is always the children. We (staff and Governors) know that there are many things which must be in place for a successful Ofsted inspection but the children must always come first. LW said her foremost priority was to see a happy school: happy children receiving a first-class education, and good staff with a high morale and a culture of supporting each other. DP further commented that he felt that the last few months have been amongst the most positive he had experienced in terms of governance and that real progress was being made.

- .2 **Attendance:** TC **challenged** DP to explain the comments under Attendance which he did not understand. On inspection it was revealed that the confusing term was in fact a child's name, which had been inadvertently left in the document from the first draft! DP thanked TC for bringing this to attention, and asked the Clerk to remedy the problem. He further explained that the child with the unauthorised absence had subsequently left the school. He did, however, anticipate further absences as there is a Year 6 pupil with anxiety problems who may not always attend, and in such a small cohort this would skew the data. DP explained that a drop in attendance below 95% can trigger an Ofsted inspection, but should that happen, he would have evidence to mitigate the apparent decline in standards.

<b>ACTIONS:</b>	Clerk to ensure Headteacher's report is amended to protect child anonymity before being placed in the hard copy folder, and to update the version on the Governors' secure website page	<b>CR</b>	<i>done, 31/1/19</i>
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- .3 **Pre-School Nursery:** LW asked DP how many questionnaires to parents were still awaited, and he said two. With the results so far, it appeared that there was definite interest in extending Pre-School Nursery hours from the current offering of 0900 to 1400 to 0900 to 1530 hours. There might be limited immediate uptake, but there was evidence to suggest that it would gain momentum in the same way as the Out Of School Clubs have done. A careful balance would need to be struck between the need to speculate to accumulate, and the management of the budget. LW **challenged** DP as to the views of the staff on this extension. DP invited SP to respond and she confirmed that the staff had been involved in the discussion and are happy about the proposal as it would increase the play/learn opportunities for children in the Reception Class. DMCC asked if staffing the extra hours would be an issue, and DP confirmed that it would not as the existing staff were both willing and flexible. NH asked who now owned the Pre-School Nursery, and DP explained that it was now part of the school and that the Governing Body was fully responsible for its operation.
- .4 **Number on roll:** DP was delighted to update the meeting that he had confirmation on the day of the board meeting that the roll was back to 30, plus 5 in the Pre School Nursery. He had also received an e-mail requesting information from the parent of another prospective pupil. DP explained that for the past one and a half years there had only been two teachers in school for four and a half days. On Friday afternoons he had been the only teacher for the whole school (albeit with a Teaching Assistant). DP said he had made the arrangement work, and was proud of the fact that he had done so, but it would not have been possible to reduce the two-teacher presence any further. Now that the roll was rising with the consequent budgetary increase, it appears likely that the school will soon be in a position to return to five two-teacher days. This situation should be monitored.

- .5 Staffing:** DP was **challenged** as to whether he had made efforts to secure a Student Teacher this year, and he replied that he had actually secured two. One had already started and was very good, bringing in new ideas and a fresh face for the children. LW asked if he felt this was a good interim measure, and he responded that it definitely was, and also brought in a modest contribution to the budget (£500).
- .6 Out of School Club:** DP was **challenged** about the impact of the very successful clubs on the staff. He explained that the biggest pressure was on staff time with the need to find people to lead sessions. The possibility of using volunteers was briefly discussed, but it was felt that it was not just a question of finding people to keep the children amused, but to find professionals to lead interesting and challenging sessions.
- .7 Pupil Premium:** DP once again emphasised to Governors how important it was for Pupil Premium to be claimed, and for it to be spent effectively with the rest of the budget. Measuring the impact on pupil outcomes was of vital importance to demonstrate that it had made a real impact to the child it was intended to benefit. When **challenged** as to how he determined how to spend Pupil Premium, DP explained that the staff had conversations regularly as it was their responsibility to identify what will help. Problems often lay with self-esteem, interaction with others in class, and some social issues, and Circle Time with a Teaching Assistant could help to develop these issues.
- JW asked for clarification, and DP explained that if for example, they had a child gifted in art, it would be appropriate to bring in a professional artist to provide coaching. Pupil Premium could amount to £1,320 per child per year, with lower amounts for different categories of eligibility (eg, a child from an HM Armed Services family could qualify for £320 per year).
- NH **asked** how pupils eligible for Pupil Premium were identified, and commented that in urban areas it used to be from lists of those eligible for free school meals - although the practice of keeping these lists was now declining. DP said he used every opportunity to ask parents to come forward if their children were eligible, often using the School Bulletin for the purpose.
- AW mentioned that Pupil Premium could be a downfall if not administered properly, and DP reassured him that he was well aware of this and able to meet the **challenge**.
- .8 Curriculum:** LW **asked** DP if lesson observations were stressful for staff, ie, was it done on a formal basis or in a friendly, collaborative way. SP responded that it was formal, but that she did not feel terrorised! DP explained that it was an important part of school development and had to be robust. He said that Ofsted would sit alongside him when he was observing a

lesson to see if he was competent in observing. Done well, it was a supportive and encouraging practice.

**.9 Health and Safety:** NH **challenged** DP to explain what a PLA child was and DP explained it meant Previously Looked After and that the school currently had two. It meant a child who had formerly been in care but had subsequently either returned to parents or had been adopted. DP also explained that an SG concern was a Safeguarding concern.

**.10 Premises:** LW **asked** if the new broadband was an improvement? DP confirmed that they were now getting speeds up to eight times faster than before.

NH asked what LCVAP stood for? It was confirmed that it stood for Locally Co-ordinated Voluntary Aided Programme, and provided funding for capital projects associated with school premises.

The DFC capital grant is the Devolved Formula Capital grant, and has a wider application as it includes IT. DP demonstrated the school's "Ask Google" facility acquired via this grant and explained how he used it to support teaching and for tables practice - the children loved it if they could beat Google's response to a question!

(At this point MLR had to leave the meeting for child care commitments.)

**3.2&3 Self Evaluation Form and School Development Plan:** LW noted that DP would be producing these shortly and asked him to send an e-mail when he posted them to the website. LW asked Governors to send any questions directly to DP, but also copying her in on the correspondence.

<b>ACTIONS:</b>	Clerk to create sub-pages in Governors' Secure Area of the website for Self Evaluation Form and School Development Plan	<b>CR</b>	<i>Done, 31/1/19</i>
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**3.4 MONITORING AND EVALUATION VISITS:** LW drew attention to a minor modification to the report form (which is part of the newly-reviewed Governor Monitoring Visits Policy, now uploaded to the secure area on the website. DMCC's visit to IT was noted and had been read with interest.

LW explained for the benefit of the observers that the board was trying to distribute the visits over the three terms to avoid overloading either the teachers or the children with a rash of visits all taking place at the same time. Due to the recent workload on Governors there had been some slippage and some visits as yet unallocated.

LL said she would try to achieve her Religions Education visit in the next two weeks, as it had been delayed through illness and absence.



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JW asked about Design and Technology, and SP explained that it was about the practical construction of things rather than the use of Information Technology.

NH volunteered to take on Geography, if he could make an appointment in his time (which is the way it happens, subject to the timing of lessons, of course).

SF to be asked to undertake his History visit this term, as the class are currently in the middle of a very good topic. AW also undertook to do his Science visit this term.

GOVERNOR VISITS		
Subject	Governor	
English (including Reading)	Sarah Rogers	AUTUMN 2018 - deferred due to work commitments and school fund-raising
Religious Education	Liz Lindwall	AUTUMN 2018 - deferred due to health issues
Computing	Debbie McCall	Completed Autumn 2018
Science	Alan Woodward	SPRING 2019
Music	Alan Woodward	
Geography	Neil Hughes	
History	Stewart Fyfe	SPRING 2019
Languages	Marie-Louise Raeburn	AUTUMN 2018 - report to follow
Physical education	Linda White	SUMMER 2019
Maths	Debbie McCall	SUMMER 2019
Art and Design	To be allocated	
Design and Technology	To be allocated	

<b>ACTIONS</b>	Clerk to e-mail Monitoring Visits Report Form to MLR so that she could complete one for the Languages visit she had undertaken	<b>CR</b>	<i>done, 31/1/19</i>
	Clerk to ask SR for a copy of her report on her visit on English	<b>CR</b>	<i>done, 31/1/19</i>

**3.5 POLICIES PREPARED BY THE HEAD TEACHER FOR REVIEW:**

3.5.1 The following policies had been prepared by the Headteacher and presented for noting and/or approval of the Governing Body:

- .1 **Education of Children Looked After and Previously Looked After Policy** - ratified by the Governing Body.
- .2 **Admissions Arrangements 2020/2021:** DP reported that the consultation was progressing, and that significant and helpful input had been received from the Local Authority. The six-week minimum consultation period will end shortly.

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- 3 **Equality Objectives and Information:** this document is the responsibility of the Headteacher and had been circulated for comment and input. The precise nature of and need for the role of Link Governor for Equality was raised, as was the question of training. It was also commented that equality issues did not relate solely to the children, but could apply to staff and others applying to or connected with the school. LW offered to contact other Chairs to see how the role functioned in their schools.

SP mentioned that the On-line Safety Policy had been massively amended last October, and was only waiting for one tiny little section to be finalised. It was agreed that the Policy Schedule should be endorsed accordingly.

SP also mentioned that On-Line Safety had been discussed at Pupil Progress Meeting and it was to become a regular item on the agenda. As MLR - the designated Link Governor - was not on Pupil Progress Committee, it was thought that AW should take on that role, subject to discussion with MLR.

<b>ACTIONS:</b>	LW to contact Chairs of other School Boards to see how they handle the Equality Link Governor role	<b>LW</b>	
	Clerk to update Policy Schedule with progress made on On-line Safety Policy	<b>CR</b>	<i>done, 31/1/19</i>
	AW to take on the role of On-Line Safety Governor after this has been discussed with MLR - discussed by e-mail with MLR who recognises that this is a practical solution	<b>AW</b>	<i>done, 1/2/19</i>

- 3.6 **STAFF WELFARE:** this new standing item had been added to the agenda to ensure that any pressures on staff following the inclusion of the Pre-School Nursery were properly monitored. LW asked DP if he thought that the Well Person Questionnaire would help with this monitoring, and he confirmed that it would. He did not feel there were any problems at present, but was glad to have the chance to say so.

- 3.7 **HEADTEACHER'S APPRAISAL:** DP left the room for this item. DMCC reported that she and SR had conducted DP's appraisal in the presence of the Headteacher from Patterdale Primary School. Their report had been circulated and they had felt that all DP's objectives had been satisfactorily achieved. New objectives had been set for the coming year, and the Appraisal Panel had recommended he should progress to the next pay scale. David Nattrass had advised the Resources Committee that the increase could be accommodated within the budget.

AW asked whether Headteachers' Pay Scales had a bar, or whether progress continued without limit? It was later confirmed by David Nattrass that the Crosby Ravensworth Headteacher post spanned seven points on the scale (L6 to L12), and that DP was currently on the fourth of those (L9 from 1 September 2017), so that this review would progress him to the fifth (L10 from 1 September 2018). Only in exceptional circumstances could a Headteacher move beyond the top point for any particular post.

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DP was invited back into the meeting, was congratulated on his performance and advised that he would be progressed to the next pay scale point (L10, with effect from 1 September 2018).

The Board asked AW to form part of the Appraisal Panel next year, and the need for the appraisal panel to attend appropriate training was identified (SR and John Paul Turnbull, the previous panel, had both attended Head Teacher Appraisal training).

<b>ACTIONS:</b>	The Board to congratulate DP on his performance and arrange his progression to the next point	<b>LW</b>	<i>done, 30/1/19</i>
	Clerk to clarify the extent of DP's pay scale with David Natrass (results now included in the minutes, Version 5)	<b>CR</b>	<i>done, 1/2/19</i>
	AW to form part of the appraisal panel next year to be noted on the Board Aide Memoire by the Clerk	<b>CR</b>	<i>done, 30/1/19</i>
	AW and DMCC to attend Head Teacher Appraisal training before December 2019, SR to arrange	<b>SR</b>	

#### 4 **STATUTORY RESPONSIBILITIES AND GOVERNING BODY MATTERS**

##### 4.1 **STATUS OF GOVERNING BODY:**

###### .1 **Vacancies:** LW explained that:

- there is currently one Foundation Governor vacancy, with possibly another coming shortly
- there is one Parent Governor vacancy, but no candidates had put themselves forward the last twice it had been advertised
- NH had been nominated for the Local Authority Governor vacancy, and NH confirmed that this had been approved at the Eden Local Committee on the 28 January 2019 - the paperwork has not yet reached the Governor Support Team at Carlisle
- SP's term of office as Staff Governor came to an end in 2018; the Clerk had circulated a letter to all staff inviting them to nominate themselves, but no responses were received. As SP has indicated she is willing to continue to fill the role, she is accordingly re-elected unopposed.

###### .2 **Governor roles:** given that there are two potential candidates for the one Foundation vacancy and that the recent Skills Audit and discussions at the Resources Committee had identified a need for accountancy skills, LW had asked the Clerk to explore other ways of strengthening the Governing Body. It seems it is possible for the Board to appoint additional people in the following ways:

as **Co-opted Governors:** without voting rights or forming part of the quorum, but in all other respects performing as full Governors with an expectation of a long association with the board (note there are some restrictions if staff are appoint in this role)

as **Associate Members:** again without voting rights, and more usually used to bring in specific expertise for a specific project, therefore usually a more

short term option

It was noted that as a board appointment either of these routes became instantly effective, and could be followed by a more leisurely appointment to one of the roles set out in the Instrument of Government.

JW indicated his immediate willingness to become a Co-opted Governor, and an action was given to SR to commence the induction progress forthwith.

TC felt that he needed to discuss the matter with his wife, and would be in touch with the board in due course.

LW thanked all the prospective new Governors for their time and interest in the role of the Board.

- .3 **Committee roles:** LW explained that she had concerns about the strength of the Resources Committee. There are currently only four members; one of whom is DP, who cannot vote on matters such as his own salary; as Chair of the Board LW is already very busy, and has no specific accountancy knowledge. Both JW and TC immediately offered to join the committee (the latter obviously subject to his final decision about governorship). Both offers were gratefully received.

LW asked AW if he was happy with the composition of the Pupil Progress Committee, and he confirmed he was, subject to membership remaining static.

- .4 **Link Governors:** two link roles (On-Line Safety and Equality) had been discussed earlier and actions allocated.

<b>ACTIONS:</b>	Clerk to circulate a letter to staff confirming the outcome of the election	<b>CR</b>	
	SR to induct JW into the role of Co-opted Governor	<b>SR</b>	
	Clerk to amend board and committee details as soon as matters are formalised	<b>CR</b>	

- 4.2 **GOVERNORS' RAPID ACTION PLAN:** this had been circulated prior to the meeting, but was not actively discussed as no issues had been raised and there were time and weather constraints.

4.3 **LINK GOVERNOR UPDATES:**

- 4.3.1 **Church:** no update in SF's absence

- 4.3.2 **Health and Safety:** DMcC reiterated her enormous thanks to everyone for their massively hard work on the action list. She felt the project was very much on target, and made a serious plea for everyone to keep the momentum going and follow up on their actions this term. DP asked DMcC if she was collating all the data, and she confirmed that she was. LW thanked DMcC for the huge time commitment she had given to this very important matter.

- 4.3.2.1 **Accident report for the Autumn term:** had been included in the file. DMcC explained that the new accident book would request more information on individual reports and would

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ensure that trends were more easily identifiable.

- 4.3.3 **Governor training and induction:** message received from SR prior to the meeting:  
*"I have completed a training document listing the courses which have been attended by ourselves which should be checked by the individual governors. This information has been collected from the emails which I received to book places on the training events. In addition we will need to add Safeguarding Level 1 which we should have done on line and the PREVENT training. These will have been completed at different times and hopefully Duncan will have this info as I am certain he was the one who sent round the link and asked for a response once completed.*

*Marie Louisa I note has not yet been on an Introduction to Governance course (day course) which ideally she needs to. I have attached details in a previous email with two upcoming dates at local venues and Linda has emailed her on Monday night (28<sup>th</sup>). Should the two new potential governors decide to join us they too will need ideally to attend this course (I can email details to them etc)."*

<b>ACTIONS:</b>	Clerk to try to follow this up to achieve a full training record, also to go on the website	<b>CR</b>	
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- 4.3.4 **Special Educational Needs and Disability:** LL said this had been fully reported under the Pupil Progress meeting and that she no outstanding concerns.
- 4.3.5 **Safeguarding:** message from SR received prior to the meeting:  
*"Only one incident raised but when looked in to, found to be malicious and unfounded."*
- 4.3.6 **Online Safety and Personal Social Health Education:** discussed earlier in the meeting under Pupil Progress Committee.
- 4.4 **GOVERNORS' NEWSLETTER:** LL undertook to send a copy of the Autumn 2018 newsletter to the Clerk for the website, and it was agreed that MLR should be asked to prepare one for Spring 2019.

<b>ACTIONS:</b>	LL to send Autumn 2018 newsletter to the Clerk for the website	<b>LL, CR</b>	
	LW to invite MLR to prepare a Spring 2019 newsletter MLR has agreed!	<b>LW, MLR</b>	31/1/19

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

Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ

School telephone: 01931 715265

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## 5 REVIEW OF MEETING

5.1 **MEETING REVIEW:** LW thanked everyone for volunteering and undertaking such a huge amount of work last term and this month. She congratulated DP on the great improvement which the big screen was bringing to governor meetings. There was a general feeling that many things were improving all round, and that progress was actively being made.

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

.1 DP mentioned that the new Governors' Secure Area on the website was already making things considerably easier - for example, the meeting papers were all visible there, and the latest version of editable policies were readily accessible. After a brief discussion, the clerk said that she felt this area should be used as follows:

- all Governors to access any documents they needed
- anything to be added to these pages should please be passed to the Clerk for uploading to ensure that related actions (eg, updating the policy schedule, removing old versions, creating links on the rest of the website, updating the hard copy policy file) are addressed

Any other information which Governors would like to see there can also be added.

5.3 **DATES OF NEXT MEETINGS:** the dates of the next meetings currently stand as follows:

#### **Summer term 2019:**

Wednesday, 8 May 2019	Pupil Progress	1730 hours
Wednesday, 15 May 2019	Resources	1730 hours
<b>Tuesday, 4 June 2019</b>	<b>FULL GOVERNING BODY</b>	<b>1530 hours</b>

<b>ACTIONS:</b>	Clerk to circulate a poll for a range of dates and times for the May meeting	<b>CR</b>	<i>done, 1/2/19</i>
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### **Comments received from:**

**LW:** (LW has only seen the minutes to the end of Section 3 at this point - speedy production due to LW's imminent non-availability!)  
"Excellent job, thank you" - some typographical amendments identified by LW have upgraded the document to Version 2, plus some error correction in the table of Governor visits. 2213 hours, 31 January 2019

"Have checked final sections and am happy your draft is a true reflection of the meeting." 1405 hours, 1 February 2019. Upgraded to Version 3 due to tidying up wording in paragraph 4.1.1

**CR:** Version 4 created to include the new paragraph 5.2.1 which had been raised by DP at the meeting. 3 February 2019

**DP:** Version 5 created to include additional/reworded/clarifying comments from DP for paragraphs 2.5.1.8, 3.1.3, 3.1.7, 3.5.1.2; 1736 hours, 4 February 2019

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- TC:** Para 7: I wonder if “downfall” is the intended word? Otherwise I have no specific comments. 1826 hours, 5 February 2019
- NH:** Thanks, Chloe. 0800, 6 February 2019
- AW:** Nice job! I really like the action boxes with dates, clarifies the mind! 0945, 6 February 2019
- DMcC:** I’ve reviewed the minutes version 5. I agree that they reflect the meeting. Thank you Chloe for bringing order from these busy meetings. I like the format with the actions clearly shown in boxes. 0650, 9 February 2019
- CR:** Amendment of date of next meeting to 1530 hours on Tuesday, 4 June 2019 (from 22 May 2019, 1830 hours) following a poll of all governors. New date circulated by e-mail on 10 February 2019