

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

Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ

School telephone: 01931 715265

Page 1, Version 4

FULL GOVERNING BODY MEETING

1530 hours, 1 October 2019, Crosby Ravensworth School

MINUTES

PRESENT:	Linda White	Foundation Governor	(Chair)	LW
	Tom Cripps	Associate Governor		TC
	Neil Hughes	Local Authority Governor		NH
	Debbie McCall	Foundation Governor		DMcC
	Susan Pattinson	Staff Governor		SP
	Duncan Priestley	Staff Governor, ex officio	(Headteacher)	DP
	Marie-Louisa Raeburn	Parent Governor		MLR
	John Walton	Associate Governor		JW
	Alan Woodward	Foundation Governor		AW

OTHERS ATTENDING:

Chloe Randall	Clerk to the Governors	CR
David Nattrass	School Business Manager (for part of meeting)	DN

APOLOGIES:

Rev Stewart Fyfe	Foundation Governor, ex officio	SF
Liz Lindwall	Foundation Governor (Vice Chair)	LL

CONFIDENTIAL GUEST ITEM REMOVED FROM THE PUBLIC MINUTES

The Governors were then invited to walk around the school to see new facilities and class displays of curriculum learning (with particular attention paid to “whole class books” - after each topic, the class sits down in pairs to each write chapters on the topic to create a volume called “our book of....”. Totally fascinating, and a huge aid to recall of the knowledge gained).

NH had to leave the meeting at this point for other commitments.

1 PRAYERS

DMcC opened the meeting with a prayer in which she asked God for guidance at the beginning of the new school year; to help us to focus on the needs of the children, and to work with the community for the lasting benefit of the children of the parish.

2 PROCEDURAL MATTERS

2.1 **APOLOGIES** had been received from:

- Stewart Fyfe
- Liz Lindwall

both of whom had been available for the original meeting date, but had been unable to re-arrange commitments when the date had had to be changed (because DP needed to attend an important conference on the original date).

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

Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ

School telephone: 01931 715265

Page 2, Version 4

2.2 MINUTES OF THE LAST MEETING:

The minutes of the meeting on the 4 June 2019 were ratified by the board as being an accurate record of the meeting.

ACTION:	Clerk to publish the June 2019 minutes to the website	CR	<i>Done 7/10/2019</i>
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2.3 DECLARATIONS OF INTEREST:

All governors present were asked to update and sign their Declarations of Interest.

2.4 MATTERS ARISING NOT COVERED ELSEWHERE:

- .1 LW asked if the planning permission for the band stand had been obtained, DP said he had not yet heard from the Friends of the School.
- .2 LW asked if those who had been having difficulty accessing the Safeguarding on-line training had now completed their courses, and it was confirmed that they had.

2.5 COMMITTEE REPORTS

2.5.1 RESOURCES COMMITTEE, 16 September 2019:

- 2.5.1.1 **Request for unpaid leave:** the board noted that Kate Nye (Teaching Assistant) had requested four days' unpaid leave in September 2020 to take part in a charity cycling event and this was approved - together with the board's best wishes for her success in the event and their appreciation of her desire to raise money for diabetes research.

2.5.1.2 **CONFIDENTIAL ITEM REMOVED FROM THE PUBLIC MINUTES**

- 2.5.1.3 **Pay Committee:** DP reported that he had now established that a separate Pay Committee was not required, and that the Resources Committee carried the responsibility for reviewing pay and circulating details to the board. (The powers of the Resources Committee are defined in the Financial Delegation Policy.)

2.5.1.4 Policies for which the Committee is responsible:

- .1 DMcC explained that Neil McCall, the school's Data Protection Officer, had intended to be at the meeting but was unwell. He had, however, circulated his advanced draft of the Data Protection and Freedom of Information policies, and confirms that work is on-going. DMcC said that the first half of the policy is highly relevant; the second half is primarily appendices and forms. LW thanked her for the update, and hoped that NMCC would soon be feeling better.
- .2 LW confirmed that the review of the School Financial Value Standard was in progress, and that TC was becoming an expert on the subject. TC said he would send Governors a link to a Powerpoint presentation which would help them understand the role of the document and its contents.
- .3 the Financial Delegation Policy had been updated - there had only been one small change.
- .4 the Out of School Club Policies and Procedures is still under review by DP.
- .5 the Governor Allowances Policy had been delayed pending finding a method of reimbursing claimed expenses. It now transpired that Governors claiming expenses could do so by becoming registered as a supplier to Cumbria County Council, and the

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School telephone: 01931 715265

Page 3, Version 4

policy was accepted on that basis. TC pointed out that Governors registering as such would need to update their Declaration of Interest Forms.

ACTION:	TC to send all Governors a link to a presentation about the School Financial Value Standard	TC	
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2.5.2 PUPIL PROGRESS COMMITTEE, 17 September 2019:

2.5.2.1 SP started by apologising to JW, who had been made a member of the committee at the last meeting, but had accidentally not been invited to the meeting. DP said that the committee had done its work as recorded in the minutes and there were no major issues to raise. Questions were invited. The Committee was delighted with the 100% results in reading, writing and maths, and progress was really good between KS1 and KS2. The school has a lot to be proud of, and everything discussed has been included in the School Evaluation Form.

2.5.2.2 **Safeguarding Audit:** the audit had been undertaken by Kym Allen, and JW had attended as Link Governor. A number of minor issues had been identified (such as the need for a padlock on the gate at playtime, now in place) and Kym Allen had said she “has no concerns about safeguarding in this school.” JW said that Kym Allen had advised that in an Ofsted inspection Governors would be asked questions about safeguarding, and had provided a link to an on-line quiz which would be of valuable assistance in preparing for this ([powerpoint quiz](#)). JW put a few safeguarding questions to Governors during the meeting to check their understanding Of new details included in the document which had been previously circulated to all governors: ‘Keeping Children Safe in Education’ 2019.

2.5.2.2 **Policies for which the Committee is responsible:** the following two policies had been circulated prior to the meeting, and were both ratified by the full board:

- .1 **On-line Safety Policy**
- .2 **Promoting British Values**

3 **MAIN BUSINESS**

3.1,2,3 **HEADTEACHER’S REPORT, SCHOOL EVALUATION FORM and SCHOOL DEVELOPMENT PLAN:**

3.1.1 DP said that his report was shorter than usual because all the relevant information was in the recently re-written School Evaluation Form (SEF). He explained that he had inherited a good SEF when he first started at the school, and then written his own some ten months later as part of mentoring. He had then never really done any more than update the SEF until now. With new Ofsted criteria to think about, he had taken the plunge and produced an entirely new SEF, which had taken many hours over the summer break, but he was really confident that it was up to date and a really good reflection of the school’s position. All the development areas identified in the SEF linked directly to items in the School Development Plan (SDP). LW **challenged** DP to explain the highlights in Section 5. DP said they had been to draw attention to the last area he had completed, and would be removed now that the whole document was updated.

3.1.2 LW also **challenged** DP to explain the Annual School Return included as an Appendix. DP responded that it was a new document and explained the background to it. He also

explained in some detail the reasoning behind the highlighting of the school's strengths and weaknesses. LW asked who were the parents surveyed with the bullying questionnaire? DP explained that all parents had been sent a questionnaire in September 2018, but not all had returned them. LW also noted that 'parental and community engagement' had not been identified as either a strength or a weakness, and **challenged** DP to explain where he thought the school stood in this regard. DP said it depended on what yardsticks were used: the school had held a Harvest Festival the previous week; they were planning a carol concert in the local pub; they held regular community lunches. He thought as a school they worked really hard to engage with the community. LW asked MLR what she (as a parent) thought, and MLR replied that she thought everyone was very keen for the community engagement to work. Recently there had been quite a lot of gossip about happenings at the school, but the village generally was very supportive and appreciative of having a school here. She did not think there was anything further which the school could be doing. DP commented that the non-negotiable need to fund raise could be a strength to galvanise the community, and in itself would add character to the village. JW asked if he meant the parents, or everyone? DP said "Everyone."

- 3.1.3 DMCC asked about the "Artsmark" award and **challenged** DP to explain why the school had embarked upon it. DP explained it was because he and the staff genuinely believed that the concept reflected the sort of school they wanted to be - fun and creative, offering fun things to do and creative ways to learn, and helping to create 'cultural capital' for the children. He said the school is strong in Maths and English due to having very experienced teachers, and they are now looking at developing more opportunities for art in school.
- 3.1.4 LW said that she understood learning had to be "rich, deep and memorable" and **challenged** DP to explain how he was able to ensure that learning had been 'memorable' without using excessive testing. DP said that the school used good wall displays to remind pupils of what they had studied in previous terms; they were regularly asked questions to see what they remembered; and were now creating "whole class books" to summarise topics they had worked on. He pointed to "Our Big Book of Vikings" as an example, and explained that older children had paired with younger ones, and each pair had been given a chapter to produce. The whole had been bound into a book for the school to retain and refer to, and the project had culminated with a quiz.
- 3.1.5 Various governors commented upon how good the improved play area now looked. DP said the children were really enjoying it, and that it had proved very attractive to one prospective new family whose children had loved it and didn't want to leave. The development follows successful application for a £10,000 'Awards for All' grant.
- 3.1.6 AW commented that he thought the SEF and SDP were really good documents which actually worked, rather than just being bullet points. He felt they met the need very effectively.
- 3.4 MONITORING AND EVALUATION VISITS:** (prior to leaving, NH had commented that his Geography visit had been completed and a monitoring report filled out, which he had left in the staff room. DP has not been able to locate this paper to date.)

For the first term of the new school year, the visits programme was allocated as follows:

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

Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ

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Page 5, Version 4

GOVERNOR VISITS		
Subject	Governor	
English (including Reading)		
Religious Education		
Computing	DMcC	Autumn term
Science	AW	Autumn term
Music		
Geography		
History		
Languages		
Physical education		
Maths		
Art and Design		
Design and Technology	TC	Autumn term

3.5 POLICIES PREPARED BY THE HEAD TEACHER FOR REVIEW: the following policies presented by the Headteacher had been updated to reflect changes made by “Keeping Children Safe in Education,” September 2019, and following the Safeguarding Audit and were ratified:

- Whole School Behaviour Policy
- Child Protection Policy

3.6 STAFF WELFARE: SP said she had nothing to report, but that she was about to send out a questionnaire to the staff. DMcC said that staff welfare had been an action point for SF on the Health and Safety Action List, and asked SP to liaise with him.

3.7 HEADTEACHER APPRAISAL PANEL: DMcC and AW confirmed that they had completed the appraisal training. There was a brief discussion over the Cumbria County Council recommendation that the panel should consist of three Governors and an external advisor. It was noted that this was only a recommendation; and it was also noted that the Chair should remain at a distance from the appraisal process. An external advisor (former headteacher who is a Chair of Governors in another primary school) has been appointed by the school.

4 STATUTORY RESPONSIBILITIES AND GOVERNING BODY MATTERS

4.1 STATUS OF GOVERNING BODY:

4.1.1 LW explained that LL had resigned as Vice Chair (having completed the year which she had committed to, and for which the board had been very grateful). DMcC was persuaded to nominate herself as the new Vice Chair, and was unanimously appointed.

4.1.2 Given that there were now two Foundation Governor vacancies, both Associate Governors (JW and TC) were handed nomination forms for completion and passing to SF for the Parochial Church Council to take forward. TC said that if appointed as Foundation Governor he would consider taking the Chair of the Resources Committee to relieve LW to spend time on Chair of the Governors responsibilities.

4.1.3 The need for an Equality Governor was again discussed in the light of further research, and it

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Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ

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Page 6, Version 4

was agreed that there was no need to have a designated Link Governor. Responsibility for ensuring that equality was maintained lay within the remit of both committees.

- 4.1.4 **Terms of Reference:** LW explained that the draft document circulated with the meeting papers had been adapted from one used by Shap Primary School. JW commented that as Safeguarding Governor, he would want a one-to-one meeting with DP each term, and this was agreed to be entirely appropriate. Safeguarding was also a standing item on Pupil Progress Committee. TC asked if the concept of 'a meeting' in the document meant physically in the same room, or if a Skype conversation or a telephone conference would fulfil the definition. It was agreed that it would, and the document should be amended to make this clear. With minor adjustments to clarify the above, it was agreed that the document could be adopted and uploaded to the public area of the Governors' pages on the website.

ACTION:	Clerk to amend and upload to the website	CR	
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4.1.5 CONFIDENTIAL ITEM REMOVED FROM THE PUBLIC MINUTES

- 4.2 **GOVERNORS' RAPID ACTION PLAN:** an updated version had been circulated prior to the meeting, and LW talked briefly about the document. As always, she asked Governors to look at the plan and feedback with comments and updated information. It was recognised that, as with the School Development Plan, this is a document which will never become 'final' but must continually evolve. DP asked LW to:
- add to Goal No 4 that "Governors would look at school displays and 'whole school books' prior to each board meeting" (already stated in Goal 9, but relevant to Goal 4 as well
 - add to Goal No 7 that "Governors will positively and proactively engage with Friends and Trustees of the School at every possible occasion"

ACTION:	Governors to give feedback to the Chair by e-mail ASAP	Govs	
	Chair to update and re-post the Rapid Action Plan on the secure website	LW	

4.3 LINK GOVERNOR UPDATES:

- 4.3.1 **Church:** no update in SF's absence (although SF had sent a letter concerning the future of the school which had been very useful earlier in the meeting).
- 4.3.2 **Health and Safety:** DMCC thanked all the Governors and staff for their hard work on the Health and Safety Action Plan over the past twelve months. One or two matters were still outstanding, but could soon be completed. She had already distributed the action schedules for the Autumn term, and the next two schedules were in preparation.
- 4.3.3 **Governor training and induction:** JW mentioned that he had downloaded the Governors' Training Records from the website and found them to be incomplete. CR commented that she could only update the records with the courses she was told about. JW said that Pauline Cleasby in the school office had a separate file of certificates, and that the two needed to be brought together.

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

Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ

School telephone: 01931 715265

Page 7, Version 4

JW offered to supply a printed copy of the training programme for Governors and Staff to go on the staff room wall, but it was agreed that it would be better to save a tree and for a link to be circulated by e-mail.

LW said she would like to attend a Chair's course, the one she was originally booked for having been first postponed and then cancelled.

ACTION:	Clerk to liaise with Pauline Cleasby over Governor training records.	CR	
	JW to circulate a link to the latest training programme to all Governors and staff	JW	

- 4.3.4 **Special Educational Needs and Disability:** nothing to report from LL not already covered in discussions at Pupil Progress Committee and contained in head's report (which included an end of year report by the SENDCO, Heather Lowthian).
- 4.3.5 **Safeguarding:** JW said that he was very pleased to report that Kym Allen was happy that the school was in a very good position regarding safeguarding. DMcC said she thought that was a testimony to the hard work done by Governors on the Health and Safety Audit last year.
- 4.3.6 **Online Safety and Personal Social Health Education:** MLR said that she had no concerns to report.
- 4.3.7 **Trustees of the School:** NH had nothing further to report.
- 4.4 **GOVERNORS' NEWSLETTER:** LW said that she thought the collaborative approach to newsletter production had worked well, and offered the following suggestions for the Autumn newsletter:
- .1 LW thought that some families might feel uncomfortable e-mailing the school governors and that a general "chair of the governors" e-mail address might help. CR and DP said that one already existed, and DP undertook to pass the details to LW
 - .2 JW could write a small piece about the Safeguarding Audit
 - .3 MLR could produce a 'parent's-eye view' on recent activities, eg, the playground developments, the Spanish Club and the Football Club
 - .4 SP could provide an article from the teachers' perspective

These suggestions were well-received, and contributions should be sent to LW before half term, with a view to the newsletter being circulated to parents in the week after the school re-opens.

ACTION:	Governors to send contributions to LW before half term	JW, MLR, SP	
	LW to collate and pass newsletter to school office for circulation after half term, and to the Clerk to be uploaded to the website	LW	
	DP to re-activate the "chair of the governors" e-mail for LW	DP	

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

Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ

School telephone: 01931 715265

Page 8, Version 4

5 REVIEW OF MEETING

5.1 **MEETING REVIEW:** LW apologised for the length of the meeting, but said that she felt it had been necessary for the confidential items to be discussed in depth. All present agreed that it had been extremely worthwhile, particularly given the fact that the majority of those present were relatively recent members of the board.

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

- .1 NH had expressed concern over the security of the website, commenting that he had on several occasions been cut out of the website, and had been concerned to find that he could re-enter without going through security again. It was thought that this was probably because he was closing documents he had opened, rather than using the "back" button on the browser, and that re-entry without logging on would only be possible from the computer he was currently using. Nonetheless, DP undertook to raise the issue with the website provider.

ACTION:	DP to clarify this potential security issue with the website provider	DP	
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5.3 **DATES OF NEXT MEETINGS:** the dates of the next full Governors meeting is to be canvassed by online poll, focusing on the first and second weeks of February 2020.

Spring term 2020:

Monday, 20 January 2020, 1300 hours

Resources

Tuesday, 21 January 2020, 1530 hours

Pupil Progress

to be canvassed by poll

FULL GOVERNING BODY

Summer term 2020:

Pupil Progress

Resources

FULL GOVERNING BODY

ACTIONS:	Clerk to circulate polls for a range of dates and times for next year's meetings	CR	
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Comments received from:

DP: "Phew - there was a lot said at that meeting! Well done with those minutes. I've made my suggested alterations in highlighted yellow." 9 October 2019, 1341 hours

DMcC: "I've read the minutes but don't have any corrections, though things might change in view of recent events. But as far as the minutes go, I agree that they're a true record of the meeting." 9 October 2019, 1605 hours

CROSBY RAVENSWORTH C of E (Aided) SCHOOL BOARD OF GOVERNORS
Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ
School telephone: 01931 715265

Page 9, Version 4

- LW:** "Really good record of a long and important meeting. Well done!" Some amendments to paragraphs 2 and 3 under the confidential section 4.1.5 for greater accuracy and clarity have been made. 20 October 2019, 1854 hours
- AW:** "Fine, thanks" 22 October, 1939 hours
- NH:** "Thanks Chloe; very comprehensive." 23 October, 0853 hours
- SF:** "Thank you Chloe, yes I did. I even read them!" 28 October, 1836