

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

**Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ**

**School telephone: 01931 715265**

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## **EXTRAORDINARY FULL GOVERNING BODY MEETING 1530 hours, 26 November 2018, Crosby Ravensworth School**

### **M I N U T E S**

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

#### **OTHERS ATTENDING:**

Chloe Randall	Clerk to the Governors	CR
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<b>APOLOGIES:</b>	Susan Pattinson	Staff Governor	(not in school)	SP
	Sarah Rogers	Foundation Governor	(at work)	SR

LW thanked everyone for coming, and explained that the meeting had been called due to the resignation of Ruth Painter as both Chair and Governor due to ill health and personal problems. LW had felt that it would be better to re-allocate RP's tasks now so that they can be completed before the January meeting as originally planned.

#### **1      PRAYERS**

SF offered thanks for Ruth Painter and her term in office, and asked God to bless and heal her. For the business of the evening, he asked God to give the governors present wisdom and discernment, and to help them to do their best for the children, their families and the staff. In Jesus' name, Amen.

#### **2      ELECTION OF CHAIR AND VICE CHAIR**

2.1 CR told the board that only one nomination had been received for the role of Chair. All Governors (including those absent, who had been canvassed by e-mail) unanimously voted LW to the post, and offered their thanks that she was prepared to take on the role. It was recognised that LW had been reluctant to put herself forward, not least because of a knee-replacement operation on the horizon, but had done so because of the scarcity of others able or willing to take on the role.

2.2 No nominations had been received for the role of Vice Chair, but LL agreed to step into the role on the basis that she would not succeed to the Chair in the next academic year (having held this role for the previous academic year). Again, the appointment was unanimously and gratefully accepted.

2.3 The Governors' Aide Memoire (formerly "Board Composition") was then discussed and the following agreed:

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- .1 a Chair for the Resources Committee was needed, as it was too much to expect the Chair of the Governing Body to undertake this as well. The current body are lacking in financial skills, and this must be a priority in the recruitment of governors
- .2 the recruitment of new Governors should be made the first priority in the Governors' Rapid Action Plan
- .3 the Governors' Skills Audit (also high in the Rapid Action Plan) must be completed as a matter of urgency both to inform the recruitment process and to enable completion of the School Financial Value Standard, shortly due for submission

<b>ACTIONS:</b>	LW to contact local accountants to see if anyone might be willing to bring (pro bono) financial experience to the Governing Body	<b>LW</b>	
	the Local Authority to be made aware of the need for financial expertise in the governing body so that they can suggest a suitable LA Governor candidate	<b>CR</b>	
	upgrade recruitment of new Governors to first priority in the Governors' Rapid Action Plan	<b>CR</b>	<i>done, 27/10/18</i>
	Skills Audit to be recirculated to Governors for immediate completion	<b>CR</b>	<i>done, 26/11/18</i>
	Governors who did not complete the Skills Audit in June to respond by return	<b>AW</b> <b>MLR</b> <b>SF</b> <b>SP</b> <b>DP</b> <b>LL</b>	<i>26/11/18</i> <i>26/11/18</i> <i>26/11/18</i> <i>28/11/18</i> <i>28/11/18</i>

**3 RE-ALLOCATION OF OUTSTANDING ACTIONS FROM THE LAST BOARD MEETING**

LW took the board briskly through the action summary from the last board meeting with the following results for outstanding actions (numbers refer to minutes of the last meeting):

- 3.1.3 DMCC reported that she had asked the community pub who had authorised their sign on Orton Scar and they were unable to help!

- 3.1.12 DP reported that the oil tank could not easily be fitted with a lock. DP further expressed his frustration with the failure of the Local Authority to give permission for schools to have autonomy for Direct Debit payments to companies such as SALIX to allow the long-awaited energy review to go ahead. It was particularly frustrating as the school was very chilly in the current cold spell notwithstanding the fact that energy costs were higher than other comparable schools - clearly, there was some serious energy inefficiency which needed to be addressed. AW undertook to contact the Local Authority to demand that they give a response.

<b>ACTIONS:</b>	AW to contact the Local Authority to ask them to expedite the request for permission for payments to be made to SALIX for an energy review and remedial works (taking care to ensure that the	<b>AW</b>	<i>done, 29/11/18</i>
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	contact in the office was not blamed for the delay as she had been particularly helpful and shared DP's frustration!)		
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- 3.3 DP explained that the review of the School Values statement was now scheduled for discussion in summer 2019. He and SF had discussed and researched the subject, and had particularly liked a quote from Richard Branson: "If you can't tweet your mission statement, no-one will remember it!" Statements such as "Aim high, work hard, care for each other, no excuses" and the delightfully brief "Believe and achieve!" were good examples of values which would appeal to children as much as Ofsted and the Diocese. SF commented that it was much better to summarise core beliefs, rather than pick and choose from a range of values.

- 3.4 DMcC volunteered to undertake the Governor visit looking at Computing, which had been scheduled for RP during this term. DP said it would be good to come in when Heather Lowthian was teaching (Wednesday mornings), and also visit Class 1.

LL confirmed that she had visited Class 1 for Religious Education.

It was noted that the Spring term visits would need to be allocated at the next board meeting.

<b>ACTIONS:</b>	DMcC to complete a Governor Visit on computing this term	<b>DMcC</b>	
	LW to ensure Spring term visits are allocated at the next meeting	<b>LW</b>	

- 3.5.1 LW agreed to review the Governor Monitoring Visits policy

<b>ACTIONS:</b>	LW to review Governor Monitoring Visits Policy	<b>LW</b>	
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- 3.6 It was noted that confirmation of reading the document "Keeping Children Safe In Education, Part 1" had not been received from two Governors.

<b>ACTIONS:</b>	CR to recirculate the request to confirm reading of "Keeping Children Safe in Education" to those concerned	<b>CR</b>	<i>Done, 26/10/18</i>
	AW and MLR to confirm they have read "Keeping Children Safe in Education"	<b>AW</b> <b>MLR</b>	<i>26/10/18 26/10/18</i>

AW mentioned that he had been unable to access the online course on Child Safety from his own computer, and had become considerably frustrated in the process. DP suggested he should come into school to complete the course on a school laptop, and DMcC commented that it was one of the best safeguarding courses she has ever been on.

- 4.2 LW has started re-drafting the Governors' Rapid Action Plan and it had been circulated as part of the Governors' Aide Memoire with the meeting papers. Comments were requested from other Governors prior to next meeting.

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<b>ACTIONS:</b>	Amendments from earlier in this meeting to be made to the Governors' Aide Memoire and circulated with the draft minutes	<b>CR</b>	27/10/18
	Governors to send any comments on the Governors' Rapid Action Plan to LW prior to the next meeting	<b>All</b>	

4.3.2 DMcC said she had obtained templates for the new Accident Books for the school, but that she needed a duplicate book, as adults had to be given a copy of their accident report. DMcC said she also had to ascertain whether an accident occurring to a child visiting the school should be recorded in the school book or the visitors' book. (For the wider Health and Safety action point, see below.)

4.3.6 MLR confirmed that she was happy to take on the Link Governor role for On Line Safety and Personal Social Health, and would arrange to meet SP on Wednesday.

4.4 LW suggested that the Autumn newsletter should be a co-operative production with:

- AW contributing an update about the school age range (3-11)
- SF providing a seasonal message
- LW underlining the need for new Governors
- LL drawing the contributions together and adding seasonal decorations
- CR to circulate the newsletter to all Governors before publication

<b>ACTIONS:</b>	Autumn newsletter to be produced co-operatively	<b>AW, SF, LW, LL, CR</b>	
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5.2.1 Potential dates and times for the next meeting had been circulated and the best fit had been:

Wednesday, 30 January 2019, 1530 hours

MLR said that she would be able to attend between 1530 and 1630, which was greatly welcomed.

It was also agreed that there should be an early poll for the date of the summer meeting, and that it might be possible for the poll be improved to allow people to indicate whether a date was "preferred" or "acceptable" or "totally impossible."

<b>ACTIONS:</b>	CR to circulate a poll for the date of the summer meeting	<b>CR</b>	
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#### **4 HEALTH AND SAFETY**

4.1 DMcC asked Governors to confirm that they had received their allocated responsibilities for Health and Safety actions, circulated shortly before the meeting. Receipts were confirmed, and DMcC again reiterated that it was Governors' responsibility to ensure that actions were

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being taken, not necessarily to undertake them themselves. DP endorsed this by saying that he was ready and waiting to respond to queries and enquiries from Governors.

- 4.2 DP asked what the time frame was for completing the audit, as he recalled that the last one had dragged on for two or three years. DMcC said it was important to deal with Priorities 1 and 2 as soon as possible, ideally before the next board meeting in January. Priorities 3 and above should be completed by the end of the summer term.

<b>ACTIONS:</b>	Governors to address their allocated Priority 1 and 2 actions and report back to the January board meeting	<b>All</b>	
	Governors to address their allocated Priority 3 and above actions and report back to the summer board meeting	<b>All</b>	

### **5 ADMISSIONS ARRANGEMENTS**

DP had circulated this document to Governors as it needed Governors' approval before being put out for consultation. LW queried whether the heading "Nursery" was still appropriate and - after consultation with Jane Corrie who made a fleeting appearance in the staff room - it was agreed that the section should read "If you have a child in our pre-school nursery..." Other than that, it was agreed that the 2020/2021 document should be sent out for consultation after the amendment has been made (and the version number changed!).

<b>ACTIONS:</b>	DP to arrange for Admissions Arrangements 2020/2021 to go out for consultation	<b>DP</b>	
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### **6 UPDATED POLICY SCHEDULE**

It was noted that a number of policies were now ready for review and that the policy schedule had been updated,, now highlighted in yellow on the policy schedule. It was also agreed that policies would be read by Governors and comments forwarded to the Chair of the appropriate Committees prior to their next meetings. This should mean that it is possible for Committees to swiftly endorse the policies at their meetings without further discussion, and then present them to the governing body for ratification.

CR put in a plea for all 'finalised' policies to be passed to her in Word format for the central record. It was also proposed that a governor-access-only page should be created on the website so that e-copies of the policies could be both safely stored and accessible to all governors.

It was also agreed that Committee Minutes and the Headteachers Report should also be circulated to all Governors at the same time they are passed to the Clerk for the agenda. This should help to save a considerable amount of time in the board meeting, as Governors will have had an opportunity to read the documents in advance. The meeting can then be used for the author of the document to answer questions raised.

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<b>ACTIONS:</b>	Chairs of Committees/Headteacher to pass policies in Word format to the Clerk once they are ready for ratification at the next full board	<b>LW AW DP</b>	
	Chairs of Committees/Headteacher to circulate minutes and Headteacher's report to all Governors at the same time as passing to the clerk for the agenda	<b>LW AW DP</b>	
	DP to arrange for the website to include a Governor-only page	<b>DP</b>	

**CONCLUSION**

LW thanked all those present for coming; there was general consensus that it had been a good, positive meeting and had kept to the timetable! LW was also thanked for the contribution of cake which had helped spur discussion and progress!

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

**Spring term 2019:**

Monday, 21 January 2019	Resources	1530 hours
Tuesday, 22 January 2019	Pupil Progress	1600 hours
<b>Wednesday, 30 January 2019</b>	<b>FULL GOVERNING BODY</b>	<b>1530 hours</b>

**Summer term 2019:**

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

(but a poll will be circulated to try to find a wholly acceptable date and time)