

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

Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ

School telephone: 01931 715265

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MINUTES OF FULL GOVERNING BODY MEETING MARCH 2020

This is the record of a VIRTUAL MEETING held by circulation of papers and e-mail discussions during a very disrupted period. The Spring Full Governing Body Meeting was originally scheduled for **11 February 2020** but had to be cancelled due to disruption to the school's water supply by Storm Chiara – this school (and many others) were closed by the Education Authority. The meeting was rescheduled for **26 February 2020**, but was again cancelled, this time at the request of Ofsted who inspected the school on that date. A third date was arranged for **24 March 2020**, but this had to be cancelled when the school – along with the whole country – was closed by the Government as a precaution to prevent the spread of Coronavirus. Given no immediate prospect of being able to meet, and as all the papers had already been circulated and read by Governors, it was felt it would be appropriate to record all comments and conclusions without a physical meeting taking place.

Board members – who all received copies of the agenda and papers by e-mail prior to the original meeting date:

Linda White	(Chair)	(LW)	Foundation Governor
Debbie McCall	(Vice Chair)	(DMcC)	Foundation Governor
Tom Cripps	-	(TC)	Foundation Governor
Stewart Fyfe	-	(SF)	Church Governor, ex officio
Neil Hughes	-	(NH)	Local Authority Governor
Liz Lindwall	-	(LL)	Foundation Governor
Susan Pattinson	-	(SP)	Staff Governor
Duncan Priestley	-	(DP)	Staff Governor, ex officio
Marie-Louisa Raeburn	-	(MLR)	Parent Governor
John Walton	-	(JW)	Foundation Governor
Alan Woodward	-	(AW)	Foundation Governor

Others concerned:

Chloe Randall	(Clerk)	(CR)
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1 PRAYERS (private prayers were offered by individual members)

2 PROCEDURAL MATTERS

2.1 Apologies received – not applicable

2.2 Minutes of the meeting of 1 October 2019 (Version 4 CONFIDENTIAL):

Six comments had been received by e-mail when the first draft of the minutes had been circulated and were now incorporated.

I believe Version 4 to be a true record of the meeting – LW

I agree the October Minutes, Version 4 – DMcC

The minutes are OK as they are – NH

Fine – LL

I believe the minutes are a correct record. TC

DP had already commented on minutes during preparation.

Tacit consent from all other governors who responded.

Version 4 was accepted as a true record of the meeting.

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2.3 **Declarations of interests:**

The Clerk called for any amendments to Governors' declarations of interest:

No amendment – LW

No change in interests – DMcC

No changes – NH

Nothing new – LL

No change to my declaration of interest - TC

and no others were received.

2.4 **Matters arising (not included elsewhere on the agenda):** none were received.

2.5 **Committee reports:**

2.5.1 **Resources, 20 January 2020:** the minutes, which had been circulated in advance, were noted by the board. The following items of especial interest were brought to the attention of the board:

- .1 **budget:** the outlook for the future school roll has become much more positive and the committee are accordingly heartened
- .2 **school catering:** details of the arrangements to be put in place from 1 April 2020 are set out in the Headteacher's report. This matter had to be addressed as a matter of urgency due to the timing of the contract with Orian
- .3 **school heating:** details of the improvements being put in place are set out in the Headteachers' report
- .4 **staff pay rises (November 2019):** the Committee's recommendations were noted and endorsed by the Governing Body
- .5 **School Business Manager:** the possibility of an in-house replacement is no longer an option, so preparation of a job description and recruitment are now a priority
- .6 **Policies for which Resources Committee are responsible:** the policies reviewed and recommended by the committee were ratified by the board:
 - .1 School Financial Value Standard (with particular thanks to TC for his explanatory note)
 - .2 Complaint Policy and Procedure
 - .3 Whole School Behaviour Policy (changed in line with the revised Complaint Policy)
 - .4 Asbestos Management Plan

2.5.2 **Pupil Progress, 21 January 2020:** the minutes are available on the Governors' secure website.

- .1 no updated information was brought forward
- .2 **Policies for which Pupil Progress Committee is responsible:**
 - .1 Sex and Relationships Policy – currently under review by DP

3 **MAIN BUSINESS**

A THE OFSTED VISIT was announced after the preparation of the agenda but was scheduled to be a main topic of discussion at the meeting. Although the complimentary report has been circulated and discussed by e-mail, due to disruptions the board as a whole has not had a chance to congratulate the Headteacher face to face. LW therefore asked that the Governors' appreciation of DP and his team's hard work be formally noted, and their congratulations recorded. The comments raised by

OFSTED have also been noted, and – in response to a **challenge** from NH – DP was able to confirm that remedial action had already been put in hand.

- B THE CORONAVIRUS PANDEMIC:** in response to an enquiry, DP explained that although the school has a small number of key-worker parents, none are asking to access childcare. Childcare is available for our pupils in the ‘hub’ school – Appleby Grammar School – which is being staffed by a rota of teachers from the cluster.

The children are technically ‘back’ to school on 14 April 2020 and will be given new daily on-line learning materials by the teachers and DP. DP invited Governors to attend an online Zoom meeting at 1100 hours on Friday, 17 April for an update and question and answer session on the on-going operation of the school.

- 3.1 Head Teacher’s Report:** DP’s comprehensive and detailed report had been read by all Governors, and the following questions have been raised:

- .1 **SF challenge:** with a falling roll and a squeezed budget, how do you ensure we are providing a good balanced education for our pupils compared with larger schools?

DP’s reply: “I have never known a situation since joining the school in January 2014 when we have not been operating on a squeezed budget due to falling roll. I have highlighted some factors that have come to mind:

- low staff turnover: our experienced teaching staff are talented, hard-working and passionate about the school. They go above and beyond job specifications to meet the needs of the pupils
- the focused curriculum section of the school development plan ensures that investment in staff training is not cut-back where it is essential to meeting our identified needs
- good communication structures exist and with fewer personnel, there is less red-tape involved with decision making around the curriculum. Class and whole-school activities can happen at a moment’s notice – parents can be quickly mobilised to provide support
- creative thinking amongst all staff, constantly asking ourselves how we can maximise our slender means. Regular free-thinking, brain-storming sessions are scheduled (each Wednesday lunchtime) to discuss diary dates and identify new opportunities to augment the curriculum through class visits, themed days, school visitors, new resources, etc.”

- .2 **DMcC challenges** with regard to **Pupil Progress:**

DMcC: Is Pupil Premium paid to help children with SEND, and is it specifically paid to support that child?

DP’s reply: “Pupil Premium money is given to those who meet financial deprivation criteria as laid down by the Government. SEND in itself is not part of the criteria.”

DMcC: Where does the money used to support the diabetic children come from?

DP's reply: *"The two pupils have part-funded Educational Healthcare Plans (EHCPs) which were agreed with the Local Authority. It amounts to around twenty hours per week per child when averaged across a year (including extra periods such as the 24-hour care required during the 3-day residential trip and staff training /preparation time). The Local Authority provides a proportion of the money, I believe this is 45% and the school pays the remainder."*

Is this putting all our special needs resources into just 2 children?

DP's reply: *"No. The school presently supports 11 other pupils with intervention delivered by the teaching assistant. See attached time-table for intervention."*

DMcC: How are we supporting those struggling, especially maths? Do we need more resources/help?

DP's reply: *"Support is best delivered by the experienced class teachers in class. To augment this, the teaching assistant does deliver targeted intervention to a number of pupils as per the attached time-table. Resources are sufficient."*

DMcC: Lesson co-ordination files: review of these files should be added to the Governor Subject Visit Form?

DP's reply: *"Yes, I agree completely – it could be added to the pro-forma sheet."*

ACTION:	Governor Subject Visit Form to be amended to include review of lesson co-ordination files	LW	
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.3 DMcC challenges with regard to **Health and Safety:**

DMcC: SF has huge pressures on his time and cannot commit to taking responsibility for staff welfare. DP has undertaken a staff welfare questionnaire. If he finds specific issues he will take them up with SF as it would not be appropriate for anyone else on the Governing Body to be privy to these details. SF will also remain the liaison between the Diocese and the school. He will also be the contact for appeal if there is a complaint which isn't settled to the satisfaction of all parties.

DP's additional comment: *"Please note that staff welfare has been added to the Headteacher performance review targets."*

DMcC: This term's Accident Report is generally within the usual standards, but could we have more clarification regarding the burn injury? And is the Risk Assessment up to date?

DP's reply: *"Risk Assessments are up to date. I'd need to see the accident book [currently in school] to give further details on the burn injury as I cannot immediately recall the details. Neither can SP, Jane Corrie or Pauline Cleasby, so I can only imagine it was a very slight incident, possibly occurring in a Cookery class."*

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ACTION:	DP to advise Governors of the details of the 'burns' incident when he can access the Accident Book	DP	
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DMcC: Where policies and updates have been adopted into your plan, please read through them and make sure that they are fit for purpose and not just imported from KA site.

DP's reply: *"The Health and Safety audit is due in June."*

DMcC: I sent a list of issues relating specifically to the issue of replacing the oil tank. This was about asbestos and special precautions that need to be taken into account. They were forwarded to David Nattrass and he was asked to address them. Is there any update, please?

ACTION:	DP to chase the replacement of the oil tank with David Nattrass	DP	
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- .4 **LW and DMcC** jointly **challenged** DP about the new lesson observation form for use by staff?

DP's reply: *"I created this document from scratch – it helped me identify areas for improvement which pre-empted some OFSTED findings, allowing us to demonstrate we understood our own development needs in areas such as KS1 Maths. See attached."*

- .5 **LW challenge:** following the welcome arrival of over £1,000 of new books funded by the Friends, will tablets still be used by pupils for reading? I have not seen any in use recently when helping with reading in school.

DP's reply: *"Yes, although we welcome the breadth of material and the use may be less common. They're used (more frequently in class 1) for guided reading sessions led by the teacher. Pupils are also encouraged to choose to read EITHER from the tablet or from a book during independent reading time. Pupils can also still access on-line reading at home. The on-line reading scheme is also used to down-load reading assessments related to colour-bands."*

- .6 **LW challenge:** Have the new ITC resources arrived and are they working successfully to improve learning?

DP's reply: *"New screens are being used in class 1 and the hall – working well. Sound bars yet to be installed. No glitches in the running, helping teachers and pupils every day."*

- .7 **LW challenge:** following a potential significant cut in her hours from September, has the teaching assistant been approached to understand how she feels, and also how will this impact the school?

DP's reply: *"Yes. Mrs Nye has indicated she would continue to work on fewer hours if required. However, following the most recent budget forecast, the new*

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funding formula for schools is proving to be much more generous to small schools than previously thought. It now appears we may have the scope to minimise the cut to the teaching assistant's hours. I will be working to confirm this over the coming weeks."

- .8 **LW challenge**: how will the change in catering arrangements at school impact on the Soil Association's Food for Life award?

DP's reply: "I am working with the Soil Association to attempt to demonstrate completion of the criteria so we can achieve and celebrate the award."

- 3.2 **Self Evaluation Report**: read by all and the contents noted.

- 3.3 **School Development Plan**: read by all and the contents noted.

- .1 **DMcC** raised a query: have we had a quote from Martin Gill re kitchen floor?

DP's reply: "No. I'll get on to this."

ACTION:	DP to pursue quote from Martin Gill re kitchen floor	DP	
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- 3.4 **Monitoring and Evaluation Visits**: the reports on the following visits were noted, various questions having already been raised directly with DP:

- .1 Design and Technology, 2 October 2019
 .2 English, 6 November 2019
 .3 PE, 15 November 2019 and 10 February 2020
 .4 Computing, 8 January 2020
 .5 Allocation of further visits for 2020: to be decided when the school re-opens.

ACTION:	Allocation of further Governor visits for 2020 to be decided when school re-opens	LW	
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GOVERNOR VISITS 2019-2020		
Subject	Governor	
Languages		
Religious Education		
Computing	DMcC	2020, January 8
Maths	DMcC	
History		
English (including Reading)	JW	2019, November 6
Geography		
Physical education	LW	2019, November 15 and 2020, February 10
Design and Technology/Art and Design	TC	2019, October 2
Science		

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3.5 **Policies reviewed by Headteacher for Governing Body:** the following policies were ratified by the board as there were no significant updates:

- .1 Special Educational Needs Policy
- .2 Well Being Management Policy
- .3 Child Protection Policy
- .4 Charging and Remissions Policy

Subsequent to the preparation of the agenda, two further policies were rapidly updated and amended in response to national events and were ratified by e-mail:

- .5 Emergency Plan
- .6 Covid-19 Policy

3.6 **Staff Welfare, Standards and Morale:** DP reported that a staff questionnaire circulated prior to and during the OFSTED inspection indicated that staff morale was high. All members responded that they enjoy working in school and are proud to make up the team.

During the present close-down of school, staff are in regular contact via a WhatsApp group. This has been used for conference calling as well as messaging. The school website is being used as the medium by which home-schooling updates are shared with parents each (term time) weekday.

CONFIDENTIAL: paragraph 3.7 has been removed to the confidential minutes

4 STATUTORY RESPONSIBILITIES AND GOVERNING BODY MATTERS

4.1 Status of Governing Body:

- .1 **new appointments:** the Chair noted with satisfaction that the appointment of the two Associate Governors to Foundation Governors had been formally achieved on the 17 February 2020, and she welcomed John Walton and Tom Cripps to their new roles

CONFIDENTIAL: paragraph 4.1.2 has been removed to the confidential minutes

4.2 **Governors' Action Plan:** although this plan is on the secure section of the Governors' website, no comments have yet been received. Governors were asked to look at and comment before the next meeting.

4.3 **Link Governor updates:** none received due to the exigencies of the current situation.

- .1 Church SF
- .2 Health and Safety (accident report noted – see comments in Section 3) DMcC
- .3 Governor Training and New Governor Induction JW
- .4 Special Educational Needs and Disability LL
- .5 Safeguarding JW
- .6 Online Safety/Personal Social Health Education MLR

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4.4 **Governors' newsletter – volunteers for Summer 2020**

The Spring newsletter has been shelved due to the exigencies of the Coronavirus situation, and the issue of a Summer newsletter will be decided at a later date, depending on when the school re-opens.

ACTION:	Allocation of Summer Newsletter when school re-opens.	LW	
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5 **REVIEW OF MEETING**

5.1 **Meeting Review:** not applicable for this meeting.

5.2 **Any Other Business / Items for agenda for next meeting:**

- .1 **Potential new Parent Governor:** LW reported that a new parent, Tom Hollis, had expressed interest in becoming a parent governor. He has relevant previous experience and had been invited to attend the next meeting. However, this is now on hold due to school closure.

ACTION:	Contact with Tom Hollis to be maintained.	LW	
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- .2 **Items for the next meeting:** various items were suggested for inclusion in the next committee meetings (or the Full Governing Body if, due to the pandemic measures, there are no committee meetings):

- *Coronavirus and school closure* LW
- *Ofsted report and actions* LW
- *Staffing:*
 - *Recruitment of School Business Manager* LW
 - *Confirmation of Teaching Assistant hours next year* DP
- *SIAMS audit* DP
- *Building and Maintenance – Oil tank; renovation to boiler* DP
- *Curriculum – Relationship and Sex Education* DP

- .3 **Year end accounts:** LW added that as there will be no Resource Committee meeting followed by a Full Governors meeting any time soon, the reconciled end of year financial figures have been circulated to all governors and comment invited. Governors were asked to note, however, that it will be difficult to respond to complex queries without access to information held in school.

5.3 **Dates of Next Meetings**

Summer term 2020 – to be confirmed subject to Coronavirus:

Pupil Progress **Tuesday, 28 April 2020, 1530** – to be confirmed subject to Coronavirus

Resources: **Tuesday, 12 May 2020, 1530** – to be confirmed subject to Coronavirus

FULL GOVERNING BODY Whilst the school is closed a remote Zoom meeting is being trialled on Friday, 17 April at 1100 hours

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Responses:

- LW:** Comments included in Versions 1 to 7, from 26 March 2020 onwards; further comments on Version 7 relating to 3.b and 5.3; 16 April 2020, 1329 hours; additional item at 5.2.3 (**year end accounts**) added on 18 April 2020, 1548 hours
- DP:** Comments included in Versions 1 to 7, from 8 April 2020 onwards. And then: "For the record, I approve the minutes [Version 8] without change." 27 April 2020, 0902
- DMcC:** confirmed agreement of minutes and interests; added new action at 3.1.1 regarding replacement of the oil tank; all other comments already submitted. 15 April 2020, 0729
- NH:** Mins OK with me; confirmed agreement of minutes and interests. 15 April 2020, 0919 and 24 April 2020, 1651
- LL:** Excellent Chloe. Looks fine to me. 15 April 2020, 1406
- MLR:** Fine with me, thanks, Chloe. 24 April 2020, 1532
- AW:** Pleased to agree with the elements I was available for, Thanks Alan. 24 April 2020, 1602 hours
- JW:** Hi Chloe. I have nothing to raise and give my approval of the virtual Board Meeting. Regards . John. 24 April 2020, 1755 hours
- SP:** I have read and I am happy with the minutes Chloe. Thank you so much. Susan. 25 April 2020, 0719 hours
- TC:** Thank you for your clarification. I can confirm that;
- I believe the minutes of the October 2019 meeting are a correct record.
- there is no change to my declaration of interest
- that such parts of the matters discussed with which I am acquainted are an accurate reflection
I have no other points or matters which I wish to raise at this time. With many thanks.
Tom. 25 April 2020, 2240 hours
- SF:** My apologies for taking so long to respond, but I do approve the minutes. Thank you for your patience! 4 May 2020, 1304 hours