

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

Wednesday 23 October 2024 at 4pm, CRVH.

Board members attending:

Barbara Wallis	(Chair)	(BW)	Foundation Governor
George Griffiths	(Vice-Chair)	(GG)	Foundation Governor
Duncan Priestley	-	(DP)	Headteacher, ex officio
Susan Pattinson	-	(SP)	Staff Governor
Tom Cripps	-	(TC)	Foundation Governor
Sylvia Evans	-	(SE)	Foundation Governor
Anna Lea	-	(AL)	Foundation Governor
Stephen Tudway	-	(ST)	Church Governor, ex officio

In the absence of a clerk, Sylvia Evans kindly agreed to take minutes.

1. PRAYER ST began the meeting with a prayer

2. PROCEDURAL MATTERS

2.1. Apologies: Naomi Callaghan (NC; Parent Governor).

The Governors also minuted thanks to Neil Hughes and Christena Pelmore, who have resigned as governors, for their services.

2.2. Minutes of the meeting of the Full Governing Board 3 July 2024 were approved.

2.3 Declarations of interests

Papers were distributed for signature and collected for filing in school with board minutes.

2.4 Matters arising (not included elsewhere on the agenda)

David Nattrass (DN), an experienced school business manager who is working for school a couple of days a month and overseeing our budget following the resignation of our Small School Business Manager (SSBM), raised that the school has an underspend greater than first thought. There was discussion about the ways we can address the issue in the near future, however this situation could be apparent for a few years. DN will provide more detailed figures to DP and the Resources Committee may need an extraordinary meeting to discuss. A good position to be in, given our increasing roll.

A paper has been received from the LA which discusses right wing activism in Cumbria, including Appleby; paper is on the website and all governors have been invited to read it. A reminder that all Governors have had Prevent training.

2.5 Questions to Committees:

2.5.1 Questions to Resources

Minutes of 27 September 2024 are on website

No questions

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2.5.2 Questions to Pupil Progress (PP)

Minutes of meeting 8 October 2024 are on website

TC commented about the results of the recent SATs. DP explained that in each subject there were 7 out of 9 children who achieved the appropriate level to be secondary-school ready, but they were not the same pupils for each subject. One pupil was a poor attender and three had joined the school later than reception, and had a lot to catch up on.

Child Protection Policy and Attendance Policy were both ratified by PP.

3 MAIN BUSINESS

3.1 Questions on Headteacher's Report (On website)

The Governors commended DP on the workshop he recently co-led for other small schools in Cumbria, which have low pupil numbers and Heads working as teachers for part of the week. The Governors also commended the school on the most recent attendance figure of 99.3%.

There was also discussion about pupil numbers for the future: From September 2024 to September 2028:

	Sep-24	Sep-25	Sep-26	Sep-27	Sep-28	Sep-29
	Y6 left (-9)	Y6 left (-2)	Y6 left (-3)	Y6 left (-5)	Y6 left (-3)	
	R in +8	R in +4 Others =2	R in +10	R in +2	R in +8	
TOTAL	25 on roll + 3 to 9 preschool	26 on roll + 11 pre school	33 on roll + 2 to 5 Pre school	30 on roll + 8 to 11 preschool	36 on roll + 4 preschool	
	NB: Births still in year					
Preschool	3; 7; 8	10	2; 3; 5	8; 9; 11	1; 1; 2	
Recep	8	4	10	2	8	2
Y1	3	8	4	10	2	8
Y2	3	3	8	4	10	2
EYFS class	11; 15; 16	14	12; 13; 15	10; 11; 13	9; 9; 10	
Y1 Y2 class	6	11	12	14	12	10
Whole class 1	17; 21; 22	25	24, 25, 27	24, 25, 27	21; 21; 22	
Whole class 2	11	14	13	16	22	
Correct at 21st October	Yellow at present IS counted, red is confirmed as not coming but left for illustrative purposes.					

The school has room for these pupils, but needs to reorganise space, with Years 1 and 2 using, from January 2025, what is now an intervention room. In summer 2025 the dividing wall between that and the other intervention room will be taken down, as previously agreed. There will be a preference to create some extra space, possibly an annexe or temporary cabin, and this is being pursued by DP, with capital funding to be sought from the Diocese. In particular, the Emotional Literacy Support Assistant (ELSA) will need quiet, confidential space in which to work; at present they are mostly working in their EYFS TA capacity, but from January will return to ELSA work.

Concern was expressed about the lack of a Clerk to the Governors, despite a wide range of advertising. The successful candidate for the SSBM is prepared to take this on, but DP and the Governors don't want to overload the individual while they are settling into their new role, so will proceed carefully.

3.2 The School Development Plan and SEF had been read and were accepted.

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3.3 DP had met with the LA Attendance Officer who complimented the School for excellent attendance and action had been taken to alert parents about statutory documents

3.4 SSBM recruitment: Five applications were received, three candidates were invited to interview, one withdrew, two were interviewed with one successful outcome. The successful applicant will start in post after half-term and will shadow the SSBM at Asby.

3.5 EYFS Teacher Recruitment. There was a strong field of applicants and three candidates were shortlisted. Interviews included meeting with pupils, a written task and observed teaching, followed by a formal interview in the afternoon. An outstanding candidate was appointed who is available to come into School after half term to meet parents and children at the next Pop in 'n Play. DP felt that he and all the staff would learn a lot from this experienced EYFS teacher. There was discussion about which activities will be available where, especially water based activities and Year 1 and 2's access to these.

3.6 Clerk recruitment was already covered under 3.1

3.7 Ofsted Inspection. We remain in the Ofsted 'window'. All Governors have received updated guidance on the inspection process.

3.8 SEND Report (on governors' section of website) On behalf of the governors BW thanked HL for this helpful report on SEND activity in 2023-24, which was discussed in some detail.

3.9 Staff Welfare, Standards and Morale (verbal, standing item)

There was discussion about the effect that staff shortages have had on all the staff this half term, especially for DP. SP said that staff had been pulling together and that staff knew that governors cared for their welfare. ST proposed that the staff wellbeing survey be next held in Autumn 2025, which was agreed.

3.10 Possible moving of Resources business into FGB, disbanding the Committee. TC proposed that the Resources business could be moved to be included into the FGB agenda. However, TC felt the current staffing situation would make this difficult and suggested revisiting the idea once the SSBM is settled and Clerk duties being undertaken.

4 LINK GOVERNOR REPORTS

4.1 Link Governor updates. Very brief updates were given to include

- Church – a Harvest service was held and a Remembrance one will be held
- Reading and Literacy
- Numeracy
- Filtering and Monitoring – new process in place, some teething problems, GG to visit school to see how it works
- EYFS – already covered elsewhere
- Health and Safety – see Resources minutes re follow-up to H&S audit
- Governor Training and new Governor Induction – AL and GG had done new and refresher Safer Recruitment training, respectively, to be on the EYFS teacher panel.
- Special Educational Needs and Disability – already discussed elsewhere
- Safeguarding – DP clarified that the SCR is backed up the computer consultant, Les .
- Online Safety/Personal Social Health Education - all governors had attended the excellent recent Online Safety training, either live or via the recording.
- Single Equality Link Governor – policy is for approval
- Emotional Resilience – governors had been updated under 3.1

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5 STATUTORY RESPONSIBILITIES AND GOVERNING BODY MATTERS

Reported by BW

5.1 Status of Governing Body; there are vacancies for a Parent and LA Governor; BW will advertise for a Parent governor after half-term. Neil McCall has agreed to put himself forward as LA governor and BW will fill in the paperwork for the LA, who make the appointment

5.2 Governors Action Plan – BW has refreshed this and DP was approving

5.3 A new Governors Code of Conduct was approved

5.4 Governor LA Training - Jane Lees of the Governor Support Team delivered this virtually on 30/9/24. It included both going back to first principles of governance and new expectations eg that every three years the governing body would ask an external source to review their effectiveness. Meantime boards should conduct a self-review and GG volunteered to lead on this.

5.5 Governors' newsletter – BW will write a Christmas one

5.6 Monitoring Visits – BW will circulate a table for governors to volunteer for subject visits for the rest of the academic year, having first checked against the SDP which subjects are undergoing particular change (later identified as history, geography, music and PE).

6 POLICIES TO BE RATIFIED/PROCEDURES TO BE ADOPTED

6.1 Policies which were ratified:

- Governors' Monitoring Visits
- Single Equality Scheme
- Data Protection
- Freedom of Information
- Out of School Club Policies and Procedures
- Early Career Teacher Induction

The SEND policy has been reviewed by the SENCo but had not been circulated to governors; BW will do this and invited comments by Wednesday 30 Oct (On circulating the policy BW revised this to Tue 5 November, to make allowance for half-term).

There was discussion about the Teachers' Pay Policy, which now removes the compulsion to link appraisal to pay.

6.2. Procedures reviewed by Headteacher for Governing Body to adopt; none

7 Items for agenda for next meeting

There was brief discussion about the start times for the Pupil Progress and FGB meetings. (Subsequent to the meeting, Pupil Progress committee members agreed to shift start time to 4.30pm.)

SPRING TERM 2025 - Proposed dates:

Resources Committee: Friday 24 January 2025, 10am

Pupil Progress Committee: Tuesday 11 February 2025, 4.30pm

Full Governing Board: Wednesday 5 March 2025, 4pm VH

The meeting closed at 6.15pm.

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