

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

1830 hours, 26 September 2018, Crosby Ravensworth School

MINUTES

PRESENT:	Ruth Painter	Local Authority Governor	(Chair)	RP
	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
	Susan Pattinson	Staff Governor		SP
	Duncan Priestley	Staff Governor, ex officio	(Headteacher)	DP
	Sarah Rogers	Foundation Governor		SR
	Alan Woodward	Foundation Governor		AW

OTHERS ATTENDING:

Neil McCall	Data Protection Officer	for part of meeting	NMcC
Chloe Randall	Clerk to the Governors		CR

APOLOGIES:

Marie-Louisa Raeburn	Parent Governor	MLR
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Also: Sarah Rogers had to leave the meeting shortly before its conclusion

1 PRAYERS

SF opened the meeting with a prayer, thanking God for bringing us together for this meeting; for the life in the school; the dedication of the staff, and for the children and their families. He asked God to grant us wisdom now as we meet. Amen.

INTRODUCTION OF NEW SCHOOL DATA PROTECTION OFFICER

RP introduced Neil McCall (husband of DMcC), thanked him for volunteering to take on the role of school Data Protection Officer, and invited him to explain how he thought his role might develop. NMcC said that he had been surprised to find on his training course for the role that his fellow students were all governors or teachers - audit really should be from a detached perspective. His own background was in internal audit with Lloyds Bank, and he had also been a Church treasurer in the past (an admission which SF noted with much interest!). NMcC was therefore accustomed to handling confidential data, and practised in identifying when it is or isn't being handled properly.

NMcC explained that General Data Privacy Regulation had come into force earlier this year. The concept is not new in itself; it is merely the updating and revision of 1998 regulations. The intention is to promote more accountability and governance, and the regulations apply equally to big multinationals and to small schools such as Crosby Ravensworth. The impact is that we must document why we hold personal data - for example, we have a legal obligation to hold certain things; some data is held in the public interest; some for the purpose of running a school. Data held must be relevant and adequate, but not excessive; it must be held only for as long as necessary. People need to know up-front why it is being held - for example, websites are now telling visitors about their cookies and why they use them.

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NMcC said it was important to look at what has changed in the school over the years, and the impact of new technology needs to be assessed. There might be a need for an information audit of files, laptops, school computers - for example, is there a problem if school laptops are taken home? The school should also be aware that it cannot misuse data, eg, giving details to companies for commercial purposes.

NMcC said that to undertake the role of school Data Protection Officer he needed to understand how education is delivered in schools; to know what data is stored and how. The school has to be aware that people can now come along and ask what information is held on them - it is possibly unlikely, but it could happen. When asked what sort of information could be requested, NMcC explained that an individual could ask for anything with their name on.

NMcC said that Kym Allan had sent out a model policy which he would use to help identify what data the school should have and check against the reality. He felt there was no cause for panic, and it was most unlikely that there could be a big data breach from a small school. He also took the opportunity to point out that the Data Protection Officer does not own the data: he does not have responsibility for keeping it properly - that remains with the school - but he does have to give the school the right advice!

All present said that they found this introduction very helpful, and DP suggested that a first step might be for NMcC to visit on a Tuesday to meet David Nattrass, the school's bursar, who is also Data Protection Officer for another school.

2 PROCEDURAL MATTERS

2.1 **APOLOGIES:** RP said that MLR had sent in her apologies as child care commitments currently made the timing of this meeting difficult for her.

2.2 **MINUTES OF THE MEETING OF 23 MAY 2018:** the minutes had been circulated and although some e-mail responses had been received, these were insufficient for the minutes to be ratified. All present confirmed that the minutes were a true record and could be published.

2.3 **DECLARATIONS OF INTEREST:** all governors present checked, updated or created their formal written declarations of interest.

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

2.5 COMMITTEE REPORTS

2.5.1 **RESOURCES COMMITTEE 19 SEPTEMBER 2018:** RP explained that she had been struggling with health and domestic issues, and LW had kindly stepped forward to chair the Resources Committee meeting. As some of her issues were on-going, LW would continue with this role for RP's year of tenure as Chair of the Board.

LW said that the Resources Committee had been very lucky to have had the benefit of John Paul Turnbull's skills and experience, and they are still hoping to find someone similarly qualified. No-one on the committee at present has a sound understanding of accounts, but the lack of knowledge is being addressed through a series of questions to David Nattrass (DN). His replies had been received yesterday, and will be circulated to the whole board -

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the questions are listed in the committee minutes. DN has said that in future he will highlight important issues and annotate the accounts, and circulate to all governors. DN is also prepared to meet with Committee members on a Tuesday to go through complex issues. One of these arising shortly is the annual Schools Financial Value Standard, and although this is a governor responsibility, DN will help with it. LW said that although there were no clear answers yet, dialogue has started and a clearer idea will emerge. It was pointed out that the Committee would need to **challenge** DN as well as learn from him, and SR commented that they had already started doing that with their list of questions. LW said that she thought all governors should be looking at the budget reports as different people know different things, but it was felt that questions should be directed to DN via e-mail, copied to LW to ensure that she - as Chair of the Committee - has full knowledge of concerns being raised and their resolution.

LW also said that the Financial Delegation Policy had been thought to be due for revision but in fact it is not until next year. It probably only needs to have names updated, and she suggested that in future roles should be used in policy documents, rather than names. This was agreed - although with the caveat that in some cases, a name had to be given for legal reasons.

LW said that matters about buildings and maintenance were fully covered in the Head Teacher's report, as well as the minutes of the Resources Committee.

The date of the next meeting has had to be changed as MLR cannot manage Wednesdays. The new meeting date and time is shown at the end of the minutes.

ACTIONS:	Clerk to circulate to whole board budget answers supplied by David Natrass	CR	<i>Done, 27/9/18</i>
	Role titles rather than names should be used in formal documents where possible in future	All	<i>To be adopted from now on</i>

- 2.5.2 **PUPIL PROGRESS COMMITTEE 18 September 2018:** AW had circulated the minutes in advance of the meeting and invited questions from all present. All governors agreed that it was a superb set of results; they were all extremely pleased and RP offered formal congratulations to DP and his staff. It was commented that percentages in very small data sets could easily be skewed by a small number of results, but SF pointed out that was more a problem where failures were concerned, rather than overall success!

A number of questions had been raised at the meeting in connection with Special Educational Needs, and responses would be received for discussion at the next committee meeting.

This committee had also had to change the date of its next meeting, now noted at the end of these minutes.

- 2.5.3 LW put in a plea to ask the writers of reports and minutes to please use less acronyms. DP said that the National Governance Association had a useful Glossary

of Acronyms on its website <https://www.nga.org.uk/Guidance/Glossary.aspx#>. (The board's thoughtful Clerk has now put a link to this invaluable page on the school website, Governor's Additional Information section.)

3 MAIN BUSINESS

3.1 HEADTEACHER'S REPORT:

3.1.1 **Attendance:** DP had previously been **challenged** about the school attendance record, and was delighted to point out that the summer term attendance had been good enough to bring the whole school year attendance up to 96%, a whole percentage point above the 95% target level.

3.1.2 **The end of the interim governor-led nursery** on 31 July 2018 was noted and it was recognised that it had fulfilled its purpose: the parents were grateful; the continuation of the nursery had attracted a family from Shap (outwith the school catchment) as a result. DP felt that his visible presence had seemed to help with the transition as it seemed to offer reassurance to parents, and although some children had been lost, others had been gained.

3.1.3 **The impact of taking three year olds into the school** was discussed in some detail. The school is now established as taking children from ages 3 to 11, and governors have already visited to chat to the staff about the impact of this change. DP felt that it would be a good thing if this continued at the start of each term during the first year of the extended age range. SP said that everything was going very well; Lin Ball (LB) was providing excellent support, and that the anticipated upheaval had not been as large as they had feared. SP said that she expected there would still be teething problems and these would be reviewed and discussed, but everything was going well so far.

LW asked if LB was happy with her changed role? SP said that she was: she was really relaxed, as if a weight had been lifted from her shoulders with the removal of responsibility for the whole nursery. SP said that she and Jane Corrie were both delighted to have an extra person in class, particularly one who is so experienced, and is doing what she loves doing!

SF confirmed that he had noticed the younger children coming into assembly 'completely engaged' but **challenged** the staff to demonstrate that the younger children are not having a detrimental effect, and SP confirmed that nothing has changed for Key Stage 1. They are having the same lessons, and they may actually be getting more input because LB is there in the classroom. There have been no disruptions arising from the needs of the three year olds, as LB deals with those. Reception and Key Stage 1 are doing exactly what they did before. SR **challenged** the staff about the parents' view, and SP explained that they had met with the parents well in advance, and explained that nothing would change, but that the class would benefit from an extra pair of hands. SF also **challenged** all present as to

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whether they were satisfied that this is in the best interests of the nursery children, and not just for the school's benefit? DP and SP said in chorus that the situation was definitely benefiting the nursery children, particularly with such a skilled nursery manager. DP added that he felt it was also in the community's interests. SP said that she and Jane Corrie had also visited other schools which had taken 3 year olds to try to understand longer term implications. She felt that there was a noticeable advantage in the fact that the children had gone from simply playing to participating in proper social interaction.

LW pointed out that the sign needs changing outside the school as it still refers to the Lyvennet Nursery, and DP said that it had already been noted and was a priority - in fact, a quotation had already been requested. He also said he would like to put a sign for the school on Orton Scar where the community pub were currently advertising and asked if anyone knew whose permission was needed?

ACTION:	DMcC to ask the community pub where they obtained permission for their sign	DMcC	<i>Done, 26/11/18</i>
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- 3.1.4 **Roll:** the school roll is now 25, not 24 as predicted. In response to a query, DP explained that the funding for the current year is based on the actual number on roll, not on the prediction.
- 3.1.5 **Eden Rural Alliance:** DP explained that this alliance of twelve local primary schools had been running for two years, meeting once a term to exchange good practice and discuss issues. A Memorandum of Association has been drawn up and the board were asked to approve it. AW **challenged** as to whether there was really any need for the Memorandum, and DP explained that it had been developed following an instance of one school seeking to "poach" pupils from other catchment areas by the offer of a free school bus. DP also confirmed that the Alliance benefited from economies of scale when accessing training. The board formally approved the Memorandum.
- 3.1.6 **Other highlights** in the report included the continuation of the cleaning contract, albeit at an inflationary increase; a successful staff inset day; the continuing success of the Out of School Club, possibly at a slight increase to the previous term.
- 3.1.7 **Pupil progress:** although discussed early as part of the committee report, those present could not help but reflect that it would not have been possible for the Standard Assessments Tasks results to be any better - the school is in the very highest bracket. At RP's suggestion, SR undertook to celebrate the results in the regular Lyvennet Link article, with due care to maintain child anonymity.

ACTION:	Reference to the outstanding Standard Assessments Tasks results to be included in the Lyvennet Link, with due care not to make it possible for any child to be identified individually (article drafted by SR and approved by DP and RP to go in the November Link)	SR	<i>Complete, Nov 2018</i>
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3.1.8 Special Educational Needs Co-ordinator's report: DP confirmed that the text of this report came directly from the Co-ordinator, Heather Lowthian.

3.1.9 Pupil Premium: a future **challenge** was given that governors would want to ask very specific questions about the progress of the new children bringing in Pupil Premium (a looked after child and an adopted child). It was explained that these groups received Pupil Premium as they had been identified as being high risk groups.

3.1.10 Curriculum: DP reported that the school was more than half way towards achieving a Bronze Award in the Food for Life project, something which could generate further good publicity for the school.

The explanation of the assessment of Physical Education progress had been included in the Head Teacher's report at the request of a governor, following a monitoring and evaluation visit. DP took the opportunity to encourage other governors to ask for information they would like to see in his termly report.

3.1.11 Health, Safety and Safeguarding: discussion deferred to the Link Governor section, as the Health and Safety Link has a lot to say!

3.1.12 Buildings and Premises: DP commented that he should have added to his report that the school follows the Financial Value Policy of accepting the best quotations. A local member of the public is expected to tender for the next grass cutting season (2019). DP will be duty-bound to consider the quote and ensure best value is achieved for the school. RP **challenged** DP to demonstrate that appropriate checks would be made to ensure that the contractor had the skills and equipment necessary for the task. If this was proven to be valid, the board felt that it was most appropriate to support the bid if it reduced costs for the school.

The oil consumption situation has still not been resolved for the dual reasons that the SALIX review is still awaited, and for some continuing uncertainty over the security of the oil tank and its access points. It was also noted that membership of the village oil-buying group is something that the Resources Committee should look at once the review is complete.

ACTION:	basic investigation of the oil tank to continue to be made, pending the SALIX review	RP DP	<i>Done,</i> <i>26/11/18</i>
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3.1.13 Head Teacher's Appraisal Panel: SR and John Paul Turnbull had formed the appraisal panel last year, with support from the Head Teacher offering peer-to-peer support to DP. It was agreed that SR and DMCC will form the panel this year, with one of them attending a Head Teacher Appraisal training course this term.

ACTION:	one of the panel to attend the next Head Teacher Appraisal training course (SR due to attend Head Teacher Appraisal Training Wednesday 17 th October (evening))	SR, DMcC	complete, 17/10/18
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- 3.2 Self Evaluation Form:** DP said that the Self Evaluation Form¹ was about half done when it was sent out, and he had worked on it since then to the point when it was nearly complete. DMcC challenged DP over the extent of the yellow highlight on the document, and he explained that that indicated the sections which had yet to be updated when he circulated the paper - much of that had been removed in his subsequent update. There was a little more work to do on the Safeguarding section, and the governors needed to provide the Governance section - although reference to the Governors' Rapid Action Plan would probably convey most of what was required. It was felt that RP and an experienced governor should make this contribution.

LW challenged DP as to whether peer-to-peer review applied to the Self Evaluation Form and asked if he received feedback and criticism? DP said that the process was robust and that the peer was acting as a 'critical friend; while looking through the data with you. LW asked if he found the process useful in gaining knowledge, and DP confirmed that it is a very useful process - as long as you have the right partner, which he fortunately does.

ACTION:	RP and SR to complete the Governance Section of the School Evaluation Form	RP, SR	<i>done,</i> 19/10/18
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- 3.3 School Development Plan:** DP explained that the action points from the Self Evaluation Form fed into the School Development Plan, which had been up-to-date when he completed and circulated it on 3 September 2018. However, events had already moved on! A comment was made that both these documents could never be "final" as they were dynamic - and should be. Ofsted would undoubtedly ask to see both documents, and would be reassured to see that they were in active use. RP said that the School Development Plan was pinned on DP's wall, was scribbled on regularly and was genuinely a "snapshot" of the current position of the school.

DP asked if governors had any questions about the School Development Plan, and Stewart Fyfe pointed out a mistake on Strategic Intention 2 relating to the descriptions of the school's achievements relating to baptisms, communion and confirmation. DP scribbled the amended wording on his copy of the Plan (thus demonstrating the dynamics of the system!).

DMcC challenged the "Values Day" action attributed to governors under the same Strategic Intention, and a robust discussion of the school's values followed. DP said the staff have concerns that children are finding it difficult to relate to the current

¹ Don't look for this one on the National Governance Association Glossary yet, as it isn't there - but I have asked for it to be included, as we don't seem to know if it is a Form or a Report....

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wording of the value statements. SF said that the values themselves are good ones, but perhaps need to be presented in simpler language - the current format had been achieved following a consultation process which had perhaps resulted in the equivalent of a "camel being a horse designed by a committee." It was noted that the values were in fact due for review next year.

SR pointed out that the school prospectus was also out of date, and DP said that this was also on his list for review. (It was noted that in a large school, this is the sort of task which might be delegated to a deputy head teacher, but one of the problems with small schools is that there is only the Head Teacher to take ownership of tasks

ACTIONS:	DP to update the school values section of the School Development Plan to indicate that the governors are now engaged with the need to update the values and the first step will be a discussion between DP, SP and SF	DP, SP, SF	<i>Scheduled for summer 2019, research begun</i>
	DP to progress the updating of the school prospectus	DP	<i>done, 27/11/18</i>

Note: at the last meeting Governors had asked for an item "Staff Welfare, Standards and Morale" to be included on a regular basis. It was missed off the agenda this time, but should be reinstated for the next meeting.

ACTION:	Clerk to ensure that "Staff Welfare, Standards and Morale" was included on the next agenda	CR	<i>See next agenda!</i>
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3.4 MONITORING AND EVALUATION VISITS: LW reported that she had completed her Physical Education monitoring visit on 29 June 2018, and the Clerk undertook to circulate her report to all governors immediately after the meeting.

Discussion about the visits programme for the coming year ensued, and it was agreed that all governors should complete at least one visit during the academic year, but distributed equally throughout the three terms to ease the pressure on both staff and children. The initial framework was agreed as follows:

GOVERNOR VISITS		
Subject	Governor	
English (including Reading)	Sarah Rogers	AUTUMN 2018
Religious Education	Liz Lindwall	AUTUMN 2018
Computing	Ruth Painter	AUTUMN 2018
Science	Alan Woodward	
Music	Alan Woodward	
Geography	Ruth Painter	
History	Stewart Fyfe	
Languages	Marie-Louise Raeburn	

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Physical education	Linda White	SUMMER 2019
Maths	Debbie McCall	SUMMER 2019
Art and Design	To be allocated	
Design and Technology	To be allocated	

ACTIONS	Autumn visits to be achieved before the end of term	SR, LL, RP DMcC	<i>carried forward</i>
	Clerk to circulate LW's report on her visit to the board as a retrospective part of the meeting file	CR	<i>done, 27/9/18</i>

3.5 POLICY REVIEWS:

3.5.1 RP pointed out that there is a long list of overdue reviews which need to be addressed. It was agreed that a good deal could be achieved by e-mail discussions and by updating those where no substantial changes were needed:

- SP said that she would commence work on Social Networking and On Line Safety
- SR said she would update the Governor Induction Policy
- RP undertook to look at the Governor Monitoring Visits Policy

There is also a need to update the hard copy policy file in the school; the policies displayed on the website, and the master set of policies held electronically on Drop Box - which tasks lie within the Clerk's remit.

It was agreed that the Committees should identify the policies which needed review at every meeting, identify forthcoming policies in need of revision at each meeting PRIOR TO THEIR EXPIRY, and confirm the individual(s) who will undertake their review before the next meeting. At that next meeting, the revised policy could then be on the agenda for ratification.

ACTIONS:	Review of Social Networking and On Line Safety Policies	SP	
	Review of Governor Induction Policy	SR	
	Review of Governor Monitoring Visits Policy	RP LW	
	Updating/amending of policy schedule, policy file, website and master store of e-copies	CR	<i>on-going!</i>
	Financial Delegation Policy - to be annually reviewed	CR	<i>policy schedule amended, 19 Oct</i>

3.5.2 The Early Years Foundation Policy had been reviewed by SP and had been circulated for ratification by the Governors - which was given. DMcC **challenged** a reference to a "nappy and pull-up policy" and asked if the school actually had one? SP said that

there were a number of new policies to be added to cater for the addition of three year olds to the school, and these were in the process of being addressed.

ACTION:	To ensure that additional policies for three year olds are identified and added to the policy framework	SP	
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3.6 KEEPING CHILDREN SAFE IN EDUCATION

DP said that this document had been circulated by e-mail on 18 September 2018 and it was essential that it **MUST** be read by all governors (and members of staff and regular volunteers). The following had confirmed that they had done this by e-mail:

- LW on 20 September
- SF on 24 September
- LL on 24 September
- DMcC on 25 September
- SP on 25 September
- MLR on 26 November
- AW on 26 November

In addition:

- SR said she still had to finish, as she had to read all sections as Safeguarding governor
- CR confirmed that she had read the appropriate section

ACTION:	Governors to confirm that they have read this document	AW, MLR, RP	<i>26/10/18</i> <i>26/10/18</i>
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(Staff also responded as follows:

- Kate Nye on 24 September
- Heather Lowthian on 25 September
- David Natrass on 25 September
- Lin Ball on 25 September
- Pauline Cleasby on 1 October

Cat Glendinning, Sabrina Ferguson, Jane Corrie yet to confirm.)

4 STATUTORY RESPONSIBILITIES AND GOVERNING BODY MATTERS

4.1 STATUS OF GOVERNING BODY

4.1.1 RP's formal appointment as Local Authority Governor on 12 July 2018 was noted and formally ratified by the governing body.

4.1.2 CR reported that there had been no response to the invitation to parents to nominate themselves for the Parent Governor vacancy which had been sent out with the first school

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bulletin of the term. No interest had been expressed in the Foundation Governor vacancy either, and all were asked to consider potential candidates.

- 4.1.3 CR also advised the governors that SP's period of office as Staff Governor ends next month, and a letter would need to be sent to all staff inviting nominations for this role - the procedure is almost identical to that for the election of Parent Governor, with all staff members eligible, not just the teachers. When asked, SP confirmed that she would be prepared to stand again if no other nominations were received.

ACTION:	Clerk to write to staff seeking nominations for the role of Staff Governor	CR	
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- 4.2 **GOVERNORS' RAPID ACTION PLAN:** RP said that she was still getting to grips with the Rapid Action Plan (having only just taken on the role of chair), but following this meeting some of the on-going actions will feed into an update of the plan. LW commented that this document should be short and sharp, rather than long.

ACTION:	RP to present an update of the Rapid Action Plan at the next meeting	RP LW	26/10/18
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4.3 LINK GOVERNOR UPDATES:

- 4.3.1 **Church:** SF reported that some children had now been admitted to communion and been part of baptism services, and he would like to arrange a whole school communion this term. In assemblies, he was using the story of Moses to illustrate developmental stages - small beginnings, and why small people matter, which he felt was appropriate with the school age range now commencing at three. This also provided the opportunity to discuss how to deal with anger at injustice (which coincidentally fitted well with an incident in the playground on the day of the discussion...)

4.3.2 Health and Safety:

- 4.3.2.1 **Accident report for the summer term:** DMcC said that the accident report had not revealed anything of major import and reflected only normal school issues. She had identified a need to review the school Accident Book, following receipt of a template from Kym Allen which showed the need for separate books for the children and adults, including visitors.

- 4.3.2.2 **Health and Safety Audit:** DMcC said that she and RP had now worked through the April Health and Safety Audit. There are many action points, which fall naturally into subject areas. DMcC said that she was going to share these subjects out amongst the governors to deal with, and it was not simply a matter of rubber-stamping the report. Governors as a whole need to take responsibility for overseeing the health and safety of the school, and Ofsted would be looking to see evidence that this was being done. The core requirements have been identified in the audit, and although the school achieved 74% (an increase from 60% on the last audit), she was ambitious for the school to action these rapidly and perform even better in future audits.

The sections of the report are largely to do with governance - record keeping, policies, evidence that systems are in place. Each section needs to be owned by a governor, but governors can delegate the work. The governor's role is to make sure that the action is

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achieved, not necessarily to do it themselves. DMcC gave as an example the need for an asbestos survey: the governor's role would be to ensure this was done and the results acted upon, not to undertake the survey themselves.

DMcC explained that she and RP had allocated the areas to governors based upon their existing skill sets as follows:

- DMcC was taking on the largest section, **Governance**, with back up from RP
- AW was asked to take on the section relating to the **fabric of the buildings**, with MLR as his assistant (as this was the second largest section). A lot of the actions are tiny - for example, the football table was discovered to be partially blocking the fire escape at the audit (in response to a **challenge**, DP confirmed that not only had this been rectified, but the table had been removed to another room so that this could not occur again). Some of the actions are urgent, some less so
- LW was asked to take on actions relating to **moving and handling** and **personal protective equipment**
- SR would be taking on **safeguarding** actions
- SP would specialise in **IT and technology**, **cooking**, **PE** and **stage performance**
- SF would deal with **well-being** and **spiritual care** (which he commented was his responsibility anyway)
- LL would take responsibility for **training** actions

DMcC's final comment was "if you have a problem, say so, but we do have to get on with this."

DP said this sounded terrific, well done indeed. DMcC reiterated that this was part of the role of governors, which needs to be done, and the governors need to have evidence to show that it is being done. She wanted to see the time-critical things done by the next governors' meeting, and everything else done by the end of the academic year.

ACTIONS:	DMcC to review school Accident Book	DMcC	<i>carried forward</i>
	Governors to embrace their allocated sections and report back on time-critical actions by the next meeting, and all actions at the following meeting	All	<i>carried forward</i>

- 4.3.3 **Governor training and induction:** SR (before her early departure) reported that the governor vacancies had been advertised in the Lyvennet Link, but no responses had yet been received.
- 4.3.4 **Special Educational Needs and Disability:** LL said that she was satisfied that these subjects had been fully reported by the Pupil Progress Committee and in the Head Teacher's report. As LL is usually in school on a Wednesday, she is able to meet with Heather Lowthian and is thus able to confirm that all matters were as reported.
- 4.3.5 **Safeguarding:** SR (again, before her early departure) said that there had been one incident reported, and she was happy that it had been dealt with appropriately.

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- 4.3.6 **Online Safety and Personal Social Health Education:** this new role had been identified by SP at an earlier meeting, and MLR's name had been suggested. SP and MLR need to liaise about what is involved in the role before MLR can decide if she wishes to take it on!

ACTION:	SP to discuss with MLR (MLR confirmed she was happy to take on the role and would arrange to meet SP)	SP, MLR	26/11/18
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- 4.4 **GOVERNORS' NEWSLETTER:** LW confirmed that she had circulated the Summer 2018 newsletter, and would supply the clerk with an e-copy for the website. RP volunteered to produce the Autumn 2018 newsletter, with it being reviewed by AW prior to publication.

ACTIONS:	LW to send the Summer 2018 newsletter to the clerk for publication on the website	LW	done, 27/9/18
	RP to produce the Autumn 2018 newsletter, with AW reviewing it prior to circulation	RP AW, SF, LW, LL, CR	carried forward

5 **REVIEW OF MEETING**

- 5.1 **MEETING REVIEW:** RP thanked everybody for their support, which was really appreciated - particularly LW for coming to the rescue when RP was out of action due to illness and domestic problems. RP said she had felt the meeting had gone fairly well, and there was general agreement. There was some discussion about the need to restrict discussion to questions and answers, rather than a complete review of papers presented - but this of course depended on papers being received in adequate time.

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

- 5.2.1 **Dates and times of meetings:** LW emphasised the point that more time was needed to read through documents before the meeting, and would it be a good idea to create a larger gap between the committee meetings and the full board? DMcC asked if there was really a need to go through documents such as the Head Teacher's report in detail, and DP commented that he had always thought that the Head Teacher's report is a pivotal document. DMcC wondered if it would be practical to only raise issues which had changed since the reports were circulated? DP acknowledged that the meeting had become side-tracked by the discussion about Values, and SP said that she had observed over the past years that the duration of the meetings became shorter as the governors became accustomed to working together.

A discussion about the best time for the board meeting to be held ensued, with everyone concerned to ensure that all governors had equal opportunities to attend meetings whatever their domestic constraints might be. RP undertook to canvass governors and the clerk as to their availability at various time slots, and DP mentioned that if the date was going to be changed, could it be done sooner rather than later as his diary was already filling up around the next meetings.

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

Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ

School telephone: 01931 715265

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ACTION:	RP to canvass governors to establish the optimum time/date for the next meeting	RP CR	<i>done,</i> <i>Nov 18</i>
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5.2.2 **Christmas get-together:** RP asked if there were any plans for the governors to have a Christmas get-together. SP explained that the original plans for the school staff party (which governors traditionally attend) had had to be changed, and circulated details of the alternative arrangements. She asked anyone wishing to attend to get in touch with her by Monday, 1 October.

5.3 **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
Wednesday, 30 January 2019	FULL GOVERNING BODY	1530 hours

Summer term 2019:

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

Comments received from:

- DP** 1 October - several amendments made, and Version 2 sent to the Chair
- CR** 8 October: addition of new paragraph 4.1 to formalise the board's acceptance of the Local Authority nomination of RP as a governor
- LL** 10 October: Hi, I have read the draft minutes. Is the alternative date for the governors meeting Wednesday 6th February or Thursday 7th February 2019? (Oops, Wednesday, 6 February!)
- RP** 10 October: Thank you very much Chloe, this was a mammoth piece of work!
- DMcC** 10 October: Whew! Did we really get through all that! I confirm that I'm happy with the minutes presented.
- DP** 11 October: Thanks Chloe, I agree with the record of the meeting. As I recall, the date & time of the next full meeting was TBC.
- AW** 11 October: Many thanks. That's a good job done
- LW** 11 October: I have been advised by David Nattrass that the Financial Delegation Policy should be reviewed annually. Should that be recorded or amended in the Minutes and the Policy Schedule also amended? **(Added to actions to ensure it is**

addressed.) The Resources Committee is currently updating the Policy via email and it will be on our next meeting agenda. Apart from this one concern, I believe the minutes to be a true record of the meeting. Thank you for your hard work.

- SR** 16 October: Minutes read and agreed (as far as I was there until!). Good job as always.
- SF** 18 October: Thank you Chloe. Yes, I approve the minutes. Excellent job!