

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

Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ

School telephone: 01931 715265

Version 2, Page 1 of 12

FULL GOVERNING BODY MEETING Wednesday 3 July 2024 at 4.00pm CRVH

Present:

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
Naomi Callaghan	-	(NC)	Parent Governor
Stephen Tudway	-	(ST)	Foundation Governor, ex officio
Neil Hughes	-	(NH)	Local Authority Governor

Note: TC was attending via Teams; AL arrived 4.45pm.

Others attending:

Andrew Clement	(Clerk)	(AC)
----------------	---------	------

Apologies:

Christena Pelmore	(CP)	Associate Member
-------------------	------	------------------

1. PRAYERS

1.1 Prayer

ST offered a prayer.

2. PROCEDURAL MATTERS

2.1 Apologies:

Christena Pelmore had sent her apologies as she was unable to attend.

2.2 Minutes of meetings:

Governors accepted the minutes from:

Full Governing Board 7 February 2024.

2.3 Declarations of interests:

There were none.

2.4 Matters arising (not included elsewhere on the agenda):

BW noted that the School had been visited by three external bodies in the past 3 school weeks. These were the SIAMs Inspection, Health and Safety Audit and the SATs Writing Moderation. It was impressive that the staff had taken these significant events in their strides and had dealt with each event in an exemplary manner. DP confirmed that the staff had “pulled together” to get it all done and that they were a “great team”. BW congratulated DP and the school on three very impressive outcomes.

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

Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ

School telephone: 01931 715265

Version 2, Page 2 of 12

2.5 Questions to Committees:

2.5.1 Questions to Resources, 14 June 2024:

DP answered a request from BW on the recruitment of a TA for EYFS and DP relayed the HR advice he had been given and said that due process for recruitment would be followed.

TC told those present that he had investigated an issue that had been brought to light at the Resources meeting. It had been unclear if any Parent Governors should be allowed to listen and take part in discussions relating to Staff Pay Progressions. At the time, it was considered best if NC, as a Parent Governor on the Resources Committee, should sit out this part of the meeting. TC now confirmed that this had not been necessary. Apologies were relayed to NC.

DP asked if a separate committee was required for Pay. It was agreed that a Pay Committee would only be necessary in the event of a refusal or unwillingness to accept a Pay Progression recommended by DP. If this happened, then a sub-committee could then be formed to deal with the issues.

2.5.2 Questions to Pupil Progress, 11 June 2024:

SE thanked DP for his extended explanation of the Pupil Progress information at the recent meeting. She felt it had helped clarify how the data detailed attainment and progression.

TC reported that he had looked at the Behaviour Principles document and noted that it was described as the Governor's Statement of Behaviour Principles but this did not match up with the document of the website that was titled Statement of Behaviour Principles. He questioned if this document was mentioned in the Policy Schedule.

After investigating, it appears that the documents are the same in that they contain the Behaviour Principles but are named differently. The documents put forward for acceptance differs as it has been amended. The current document states that it is due for review in 2024 and this is confirmed in the Policy Schedule.

3. MAIN BUSINESS

3.1 Questions on Headteacher's Report:

Pupil Numbers

DP showed the forecast for the pupil numbers over the next 5 years.

School number on roll forecast:

	Sep-23	Sep-24	Sep-25	Sep-26	Sep-27	Sep-28
	26 on roll + 6 to 10 preschool	25 on roll + 5 to 10 preschool	26 on roll + 11 pre school	35 on roll + 4 Pre school	32 on roll + 8 to 9 preschool	38 on roll + Pre school
Out	Y6 left (-3)	Y6 left (-9)	Y6 left (-2)	Y6 left (-2)	Y6 left (-4)	Y6 left (-2)
In	All pupils in, including in-year +7	R in +8	R in +5	R in +11	R in +2	R in +8
Number each term in EYFS & KS1 combined	13; 17; 19	19; 22; 23	29; 29; 29	25 plus preschool	18 plus preschool	17 plus preschool

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


Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ

School telephone: 01931 715265

Version 2, Page 3 of 12

DP noted that in September 2028, it was possible that there could be up to 45 on roll if the potential pre-school pupils attended as hoped. This is all very positive for future numbers.

DP also showed the forecast for pre-school numbers as below:

	2023/24	2024/25	2025/26	2025/26	2025/26
Sept	6	5	11	2	8
Jan	8	9	11	3	9
Apr	9	10	11	4	9

DP added that although the focus at the present was on the increase in pre-school numbers, this increase would progress through the years, like a wave, and planning for future years would involve increased numbers for KS1 and then KS2. He recognised how important these forecasts were for planning. DP noted that it was possible then the School may well have to exceed the numbers for the Pupil Admissions Number, PAN, for the School. It is possible that in one year 11 new pupils could start and this would exceed the PAN, currently set at 7, but the School could apply for permission to take in more pupils.

Attendance

DP showed the Governors present the up to date Attendance. This is summarised below:

Attendance (including non-statutory under 5s in brackets)

Spring Term: 93.99% (94.81%) Unauthorized: 0.12 (0.08%)

Year to date: 96.13% (96.54%) Unauthorized: 0.23% (0.28%)

DP noted that attendance had been much improved and recalled that not too long ago it had been a concern. Whilst there was still room for improvement, attendance is around 96% and this was acceptable.

DP had met with Vicki Stewardson, the Eden attendance officer and he was pleased to report that she has no particular concerns. He reported that the School is required to follow new national statutory guidance as directed by the local authority from August 19th onwards. The school website will be updated accordingly over the summer. There will be a consistent approach of issuing fixed penalty notices of £160 (reducing to £80 if paid within 28 days) per parent per child for 10 sessions of absence within a 10 week period. A session is half a day. DP stated that he welcomed this as it would mean the School was following National expectations and this policy would be the same in all schools.

BW asked if the LA would be writing to parents to inform them of the new rules. DP replied that the Cluster of Eden Primary Schools had discussed this new initiative and had agreed to write to parents to advise them of the new policy. He also noted that they had all agreed that, from September, there would be no deviating from these rules.

Attainment

DP then showed the attainment data up to the end of the Spring Term. Shown below:

Assessment – Spring Term

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

Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ

School telephone: 01931 715265

Version 2, Page 4 of 12

End of spring '24 assessment compared to end of summer 23											
Aspects	Pupil ID	Year	REA - Step	↑↓	KS1 outcome	WRI - Step	↑↓	KS1 outcome	MAT - Step	↑↓	KS1 outcome
SEND	8	1	0:4	-		0:4	-		0:3	-	
	9	1	0:6	-		0:4	-		1:4	-	
	15	1									
	10	2	2:4	3		2:3	4		2:4	4	
	13	2	2:1	3		1:6	2		2:3	4	
	19	3	3:3	3	EXS	3:3	3	EXS	3:3	4	WTS
	14	3	3:6	-	EXS	3:6	-	EXS	4:1	-	GDS
	16	3									
	20	3	3:3	3	EXS	3:4	4	EXS	4:1	6	GDS
	21	3	4:1	6	GDS	3:5	5	EXS	3:4	4	EXS
SEND	29	4	3:1	4	PKS	2:6	5	PKS	3:6	9	PKS
SEND	24	4	3:3	6	PKS	3:2	5	PKS	3:3	4	PKS
	1	5	5:3	5	N/A	5:2	5	N/A	5:3	4	N/A
	2	5	5:6	5	N/A	5:2	4	N/A	6:2	5	N/A
SEND	25	6	6:1	8	N/A	6:2	5	N/A	6:5	5	N/A
	3	6	7:2	6	N/A	6:6	5	N/A	7:2	6	N/A
	4	6	7:1	5	N/A	6:6	4	N/A	6:6	5	N/A
	5	6	7:2	6	N/A	6:6	4	N/A	7:2	5	N/A
	6	6	6:3	3	N/A	6:4	5	N/A	6:1	4	N/A
SEND, PP	11	6	6:4	8	N/A	6:3	7	N/A	5:4	4	N/A
	12	6	6:3	7	N/A	6:4	7	N/A	6:4	6	N/A
	7	6	6:3	7	N/A	6:4	6	N/A	7:1	6	N/A
	26	6	6:4	7	N/A	6:4	6	N/A	6:4	6	N/A
Average Progress Year to Date (4 is 'expected')			Read	5.28		Write	4.78		Maths	5.05	

Each number represents a pupil in school. Progress is tracked by awarding an aggregate point score for every step within the assessment system and following the number of points gained since the end of the previous summer. Pupils 'on track' as making expected progress will progress 1 point per checkpoint. There are 2 per term hence 4 points of progress at this stage is expected. Outcomes are colour coded as below, ranging from 'emerging' through 'developing' into 'secure'.

DP explained that each pupil is allocated a number and this does not change during their time at Crosby Ravensworth. This means the pupils are anonymous as far as possible in a small school but they can also be tracked from year to year.

He explained that the Average Progress for this period was Reading 5.28 levels, Writing 4.78 levels and Mathematics 5.05 levels. Compared to the expected progress on 4 levels, these were very positive results. He confirmed that the Governors should pick out anomalies and challenge the Headteacher for explanations. This process had been completed by the Pupil Progress Committee.

BW asked if these results would be benchmarked against the other schools in the cluster. DP confirmed that the cluster would pool all the results and use the information to target areas for improvement. For example, they might highlight deficiencies in results for Boys in maths but they would then use this information to focus future training requirements to help teacher target improvements.

ST noted that some of the SEND pupils had low baseline attainments but that they had shown good progress throughout the year.

Year 6 Writing Moderation

DP told the board that the SATs results were expected during the week commencing 8 July. GG asked if the Writing Moderation, that had recently been undertaken, had proved to be useful. This was due to be discussed under item 3.6 but it was agreed to discuss this item in the current context.

DP stated that there were no results for KS1 but that KS2 results had been moderated. He said that the class teacher had to assess the level each child had achieved in writing. The teacher had to complete a series of tick boxes against criteria to judge the appropriate level achieved. Every few years, schools are moderated.

DP reported that two teacher moderators had spent 2.5 hours looking at books and asking why certain grades had been given. At the end, they had agreed with all judgements. DP went on to explain

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

Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ

School telephone: 01931 715265

Version 2, Page 5 of 12

that 12 teachers from the cluster of primary schools had met to look at books. They had swapped books and the teachers had questioned each other's grades, or agreeing with them, to ensure all teachers had the same expectations for grading.

ST asked if Governors looked at pupils' books. DP reported that this had been discussed at the Pupil Progress meeting and that it had to be considered that some Governors were not teachers and, therefore, may not have the knowledge to judge if grading were accurate or not. BW confirmed that Governors were expected to look at books, if appropriate, during their Monitoring Visits. This was to look at work to ensure what was said to be happening, was actually happening. There was no expectation, or requirement, to have teaching expertise.

Maths Mastery

DP updated those present on the progress of the Maths mastery. He recognised that SP deserved the credit for the implementation and success of this scheme. The government set a target that 75% of schools would undertake training by 2025. DP reported that we are one of 63 out of 290 schools in Cumbria who have joined the programme. SP has completed Emerging and Developing elements of the course and is now at the 'sustaining' level. Also, TH has been participating in Maths Mastery training courses through the North West Maths Hub.

SIAMs

The School was inspected prior to half term and the school church report (SIAMS) has now been received and shared with the school community. DP said that the School should be extremely proud of the findings. The summary page can be seen below. DP noted that areas for development will be added to the school development plan and SEF for action. The results are detailed on the following page:

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

Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ

School telephone: 01931 715265

Version 2, Page 6 of 12

School strengths
<ul style="list-style-type: none">• Driven by their Christian vision, the school is deeply connected to its rural community. Staff work tirelessly for all members of the school community to grow and learn together.• Positive relationships are a strength of the school. A strong culture of support, including working with a range of agencies is enabling staff, pupils and families to flourish.• Spiritual development is given high priority. Planned and unplanned opportunities across the curriculum enable pupils to be inquisitive and develop their unique gifts and talents.• Collective worship is a valued part of the school day, providing meaningful opportunities to gather together. Music, story and time for stillness enhance the spiritual flourishing of pupils and adults.• Recent changes to religious education (RE) have improved provision. Experiences and resources are varied and enable pupils to respectfully express personal ideas and beliefs with confidence.
Areas for development
<ul style="list-style-type: none">• Establish robust approaches for the monitoring and evaluation of collective worship. This is to ensure a shared understanding of how the worship life of the school, distinct from RE, enables spiritual flourishing over time.• Deepen the awareness of global issues of justice and equality. This is to enable pupils to take a greater lead on social action, to affect change beyond their local community.• Embed the recently revised RE curriculum and assessment. This is so pupils retain and build on their prior learning of religions and worldviews, including the diversity within them.

ST confirmed that the two Inspectors had been very thorough in their questioning. They were particularly eager to ensure that actions could be justified and that monitoring ensured the School knew their implementations were being reviewed. No issues arose from the inspection.

NH confirmed that he had answered a good number of questions and that he was pleased with the ultimate outcome. ST and NH thanked DP. DP, in turn, thanked SP who has responsibility for RE. SP had come in to School especially for the inspections and ST was pleased that the time he has spent in School allowed him to answer specific questions with specific details.

DP said that he felt that RE had been a strength of the School when he took over and that he was very proud that it clearly remains a strength. He did point out that the inspectors had noted some areas for development and that these would be addressed. ST pointed out that these were not criticisms in anyway but a focus for further developments. BW felt the word 'global' in the area for development concerning 'global issues of justice and equality' was significant to note for a small school in rural Cumbria.

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

Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ

School telephone: 01931 715265

Version 2, Page 7 of 12

AL asked if details of the School's policy on Collective Worship was on the website. DP confirmed that it was but that it was within the RE Policy. It was questioned if this should be separate from RE. TC asked if parents could still refuse to allow their children to attend certain RSHE lessons. NH commented that this is often done by certain sections of society whose beliefs meant they felt it was unacceptable for their children to attend certain sessions on certain topics. ST noted that this was usually discussed with the Headteacher, so the School would be aware of the reasons for this. GG also commented that although pupils may miss some lessons they would still be taught the essential facts in other lessons within RSHE that they cannot be withdrawn from.

Poverty Proofing

DP explained that poverty proofing in primary schools involves identifying and removing barriers that may disadvantage students from low-income families. This initiative aims to ensure that all students have equal opportunities, regardless of their financial background. Schools assess policies, practices, and activities to minimise costs for parents and avoid stigmatising children. This can include providing free school meals, subsidising uniforms, ensuring access to extracurricular activities, and offering financial support for trips and materials. By addressing the impact of poverty, schools aim to create an inclusive environment where every child can participate fully and achieve their potential without financial constraints.

Westmorland & Furness LA encourages school leaders and governors to consider poverty proofing in its schools. On 9th July DP will attend a workshop aimed at reviewing school practice and procedures. In preparation for this, DP has considered some of the ways in which our school already follows good practice:

- *School trips – minimal, usually no cost to families over the past decade.*
- *Residentials - subsidised by Friends of Crosby and Sports Premium*
- *School uniform – re-using 2nd hand school uniform is actively encouraged and common practice - no charge is made.*
- *PE kit – as above. Branded kit is not essential and shorts/joggers are not branded.*
- *Stationery - we provide every child with all the resources they need for lessons*
- *Food technology - we provide all the food need for cooking lessons*
- *Swimming - no cost to families (we swim 2 x year)*
- *Peripatetic music lessons – a token voluntary contribution of £1 per term is requested per term for recorder tuition. Instruments are loaned without charge for afterschool club tuition.*
- *After school / preschool club – Free to parents of low income families*
- *ICT - all pupils have individual android and laptops in school. Pupil premium pupils gifted laptops.*
- *Fundraising for charity - we only have 1 or 2 events per year*
- *School lunches – parents are protected from the full cost of school lunches, which are heavily subsidised at £2.80.*
- *Homework - before setting we ensure all pupils have access to appropriate ICT at home, and if not, a laptop would be available or alternative homework set*
- *Team sports kit - provided by school*

3.2 SDP:

DP showed those present the current School Development Plan and confirmed that the SIAMs and H & S action points had been added. BW mentioned that it would be important to ensure the SDP matched up with the recently refreshed Governors' Action Plan and that she would work on this over the holidays.

Red Squirrels and native Crayfish

DP went on to relate how a recent visitor to the school from Penrith and District Red Squirrel Group had highlighted for children the serious decline in the red squirrel population in the UK and a parent had also alerted the school to the perilous situation of the native crayfish whose population has suffered a catastrophic decline since the 1970s. Both of these animals have remaining populations in this area. As a result, DP wants to make this a focus for the pupils to understand the situation and ensure that they are aware of what is required to conserve the populations in this area. ST commented that this would be an excellent project and one that would be seen favourably in the event of a SIAMs inspection.

3.3 EYFS Teacher Recruitment:

DP led a discussion about the proposed EYFS teacher recruitment next term. It was proposed that AL, who will make up part of the interview panel, would benefit from Safer Recruitment training, though this was not essential as DP and GG already have this training. BW suggested the NSPCC training and it was agreed that AL would complete this training prior to the interviews. AL agreed to contact PC to arrange the funding.

DP thanked the Crosby Ravensworth United Schools Foundation for their invaluable support in providing funds to support the School. A promise of £22,000 has been made by the trustees specifically towards the new EYFS set-up. DP mentioned that the increase in EYFS pupils would mean an increase in Class 1 pupils and then an increase in Class 2 pupils as the pupils progressed through the School. He commented that this would require new skills and support in those areas in time. It was hoped that the new EYFS teacher may have the ability to move with these pupils through their time at Crosby Ravensworth. TC commented that the increase in numbers would come and go and he recognised the importance of being flexible and doing the best that can be done.

3.4 SIAMs Inspection:

This was discussed as part of the Headteacher's Report.

3.5 OFSTED Inspection:

DP reported that he was aware that a recent inspection of Great Asby Primary School had gone very well. He reported that the teacher had been surprised at how easy it had been. He felt that this was a reflection of the new approach to inspections that worked alongside schools to be supportive and constructive. He noted that many teachers had been scarred by the previous style of inspection but the new approach was much less stressful. DP mentioned that the LA adviser had registered his confidence that the School was in a good place and that he was confident of a positive inspection when the time came.

3.6 Outcome of Year 6 SATs Writing Moderation:

This had previously been discussed as part of the Headteacher's Report.

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

Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ

School telephone: 01931 715265

Version 2, Page 9 of 12

3.7 Staff Welfare, Standards and Morale:

ST opened by stating that the difficulties experienced by staff were well known. As a small school, the staff had many responsibilities that would be shared in larger schools. This meant that the workload for staff was increased. The extra workload increased stress but, as many of the other elements of being a teacher are so well managed in this School, it allows staff to manage. Whatever could be done to help would be done but it is very difficult to resolve all issues.

DP reported that he had been looking into ways of improving the work : life balance of PC, the School Business manager, who rarely finishes on time and has to deal with many enquiries from parents and visitors to the school. PC does take time off in-lieu but the role has become increasingly demanding. DP had two proposals:

1. PC should work from home on one day each week. This would save on travel time and also prevent interruptions allowing more work to be completed in a given time. He proposed Thursdays would be a good day for this.
2. PC should be given two days off each month. These should be booked in advance to allow PC to plan for the time off.

SP suggested that it may be worth considering increasing PC's hours. This would give her more time to complete the work. It was agreed that PC should be asked to see if she was happy to consider this and if she felt it would help. This matter would then be discussed further depending on the response.

4. LINK GOVERNOR REPORTS:

4.1 Link Governor Updates:

Church:

ST reported that the usual Church to School dates had been scheduled well in advance. He also noted that a new appointee in the Diocese, Ruth Hutchings, a Youth Minister, had joined him and would be visiting the school regularly. Ruth has a theology degree and has had experience in secondary education but it was felt these skills could be transferred to the primary education setting. Ruth had also been appointed as a governor at Lowther School.

Reading and Literacy:

GG confirmed that she had been in School recently and had observed lessons but had no specific feedback for Reading and Literacy.

Numeracy:

As above.

Filtering and Monitoring:

GG reported that she was to arrange a date to meet DP in School to discuss Filtering and Monitoring. DP noted that changes had been made to improve the School's filtering software. This would be completed soon and ready to go in September.

Health and Safety

As NC had already left the meeting, BW reported that NC and CP were sharing this role and that there was no requirement for a review at present as the audit had just been completed. NC and CP would be working through the audit to confirm action points were addressed in the coming year. A governors' H&S review will be needed a year on from the audit, ie Summer term 2025.

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

Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ

School telephone: 01931 715265

Version 2, Page 10 of 12

Governor Training and New Governor Induction:

SE confirmed that she had met with NC, the most recently appointed governor, and that all was going well.

Special Educational Needs and Disability:

BW has spoken with HL and a report would be prepared for the September meeting. SP confirmed that the BEWO, Behaviour and Emotional Wellbeing Officer, who had attended School continued to support pupils. This continues to go well; the Ed Psych was also due to visit.

Safeguarding:

SE reported that she had met with DP two weeks prior to this meeting. They had discussed all aspects of safeguarding. DP reported that he had been in contact with the Heads of Year 7 of both Ullswater Community College and Appleby Grammar School. He had passed on important information to assist in the transition of pupils to these secondary schools.

SE reported that she had seen the Single Central Record and that there had been one Safeguarding Incident reported since the last meeting.

Online Safety/Personal and Social Health Education:

It was reported that Online Safety would be discussed in length at the next meeting as the annual policy review would be required.

Single Equality:

BW reported that she had been unable to open the pdf version of the Single Equality Policy on the website. AC agreed to investigate this and to check the review date for the policy in the Governors' Secure area.

Emotional Resilience:

(Note: this was reported to governors present earlier in the meeting as NC had to leave early)

NC reported that the ELSA support in School was a success. TH, who has completed the training, has been taking small groups of pupils for support. There has been a good deal of positive feedback from pupils and parents. Pupils are referred for support by a teacher. A questionnaire is completed to assess the needs and again to see if support has been successful. TH meets with other ELSA trained teachers every half-term to see how things are going. NC confirmed that she felt that this was going well. BW pointed out that the then MP Neil Hudson, when visiting recently, had been complimentary about TH's wall display and options for children to express how they were feeling, to staff.

5. STATUORY RESPONSIBILITIES AND GOVERNING BODY MATTERS:

5.1 Status of Governing Body:

BW reported that there were places available for 1 Foundation Governor and 1 Parent Governor. BW also commented that she had been approached by a parent who showed some interest in becoming a governor. With a new intake of 8 Reception children due in September, BW suggested a small campaign to recruit a parent governor at that point.

DP reported that there had been no applications for the role of Clerk to the Governors. He said that he would put a further advertisement for the post on Facebook. AL, who works with the Carlisle Di-

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

Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ

School telephone: 01931 715265

Version 2, Page 11 of 12

ocesan Board of Education volunteered to add an advertisement for this post in the next Weekly Communication, due out the following Thursday.

NH announced that he may well resign as a governor in the not too distant future. He stated that he had a great deal of work at present. NH had, however, spoken to Neil McCall, a local Councillor, and the school's Data Protection Officer, who had shown an interest in taking on the role as Local Authority Governor. BW to progress.

TC asked if he could be sent a copy of the Job Specifications for the Clerk to the Governors post. DP agreed to send him the key information for him to read.

5.1.1 Succession Planning:

BW said that she had recently undertaken some Governor Leadership training with Jane Lees of the Local Authority. During this training, it had been noted how important Succession Planning was to ensure continuity of governance should members leave. BW confirmed that she would have completed her 4 year tenure in August 2025 and she will have been Chair for 4 years in December 2025. BW said that she would like to give notice that she intended to step down at this point. This was providing OFSTED had visited in the meantime. If they had not visited by then, she agreed to stay on to be available for an OFSTED inspection to be completed.

5.2 Governor Action Plan:

BW confirmed that she would refresh the Governor Action Plan to tie in with the updated School Development Plan.

5.3 Skills Audit:

AC confirmed that the Skills Audit was available on the School website and that it was due to be updated in September 2024.

5.3.1 Governor Training Opportunity:

BW stated that Jane Lees from the LA had offered some Governor Training to the whole board, which, as it would include an opportunity for general discussion, would meet the good practice requirement for the board to review its operations and challenges. This would be online training in September 2024. Governors could all be in the same room or could join from their homes. The proposed dates were:

Tuesday 24 September 2024

Wednesday 25 September 2024

Monday 30 September 2024

BW would prepare a Doodle Poll to establish which date would allow most Governors to attend. BW proposed that the Village Hall could be used for Governors and the training could be recorded for those who may have missed the opportunity.

BW confirmed that preparation for Ofsted would be a useful topic. Also, she felt that she would benefit from some clarification on the differences between Operational and Strategic decisions, which in a small school can sometimes be hard to separate.

5.4 Governors' Newsletter:

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

Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ

School telephone: 01931 715265

Version 2, Page 12 of 12

BW agreed to write and circulate a Newsletter for parents for the end of term. There were lots of positives to report.

5.5 Monitoring Visits:

BW commenced by reminding Governors present that monitoring visits should be seen as an opportunity for teachers to share information with Governors. They were not inspection but intended to allow Governors to observe lessons but also to talk to teachers and find out what challenges they faced and what they may need to help. DP confirmed that they were intended to allow Governors to get a "flavour" of what happens in classes. GG reminded everyone to look at the Curriculum Area on the website prior to their visits.

BW has prepared a list of subjects that require visits but felt that it was probably best to wait until the meeting with JL. Any queries over the current procedures could be discussed with JL at the forthcoming meeting and then the monitoring procedure could be reviewed more effectively.

6. POLICIES TO BE RATIFIED:

DP confirmed that there was no statutory requirement for the School to have a Flu Policy and that the current policy was no longer required. NH enquired if was wise not to have a flu policy in light of what happened with the Covid epidemic. DP confirmed that the general guidance for illnesses was within the Emergency Plan and that if a more specific problem arose, then a new policy would be prepared in light of the specific issues.

Governors agreed to accept all policies for renewal.

7. Any Other Business/Items for the Agenda for next meeting:

BW took the opportunity to thank AC for his work at Clerk over the past few years, as this was his last meeting before leaving the post. The Governors present thanked AC and presented him with a small token of thanks for all he has done in the role.

Dates for the next meetings:

Summer Term 2023-2024

The following dates were agreed:

Resources Committee	Friday 27 September 2024 – 10am - Crosby Ravensworth School
Pupil Progress Committee	Tuesday 8 October 2024 – 3.45pm - Crosby Ravensworth School
Full Governing Board	Wednesday 23 October – 4.00pm - Crosby Ravensworth Village Hall

The meeting closed at 6.11pm.