

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

Wednesday, 19 October 2022 at 4.00pm Crosby Ravensworth Village Hall.

Present:

Barbara Wallis	(Chair)	(BW)	Foundation Governor
Duncan Priestley	-	(DP)	Staff Governor, ex officio
Susan Pattinson	-	(SP)	Staff Governor
Tom Cripps	-	(TC)	Foundation Governor
Sylvia Evans	-	(SE)	Foundation Governor
Anna Lea	-	(AL)	Foundation Governor
Karen Winder	-	(KW)	Parent Governor
Neil Hughes	-	(NH)	Local Authority

Others attending:

Andrew Clement	(Clerk)	(AC)
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Apologies:

Debbie McCall	(Vice Chair)	(DMcC)	Foundation Governor
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PRAYERS

KW offered a prayer.

PROCEDURAL MATTERS

Apologies:

Apologies received from: Debbie McCall

Minutes of meetings:

Governors accepted the minutes from the Full Governing Board Meeting 8 June 2022.

Declarations of interests:

There were none.

Matters arising (not included elsewhere on the agenda):

Archiving Governors Meetings.

TC voiced his concerns that the present system was not secure. He asked whether a paperless system was appropriate at the present time to save on printing and manual filing. DP reported that he had consulted with other schools and they did keep paper copies of minutes and related documents. He had also sought advice from Jane Lees at the Local Authority. She had provided advice on several elements of the process but in response to the question of whether the documents should be kept as paper copies or electronically, her advice was clear in that it was recommended that both paper and electronic copies were kept. DP suggested it was important we followed this advice and keep copies in both formats. Governors agreed.

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Committee Reports:

Resources Committee 7 October 2022:

TC confirmed that the Resources Committee had ratified or noted the following:

- Appraisal (LA)
- Staff Grievance (LA)
- Discipline (LA)
- Teachers' Pay (LA)
- Absence and Wellbeing (LA)
- Maternity/Paternity (LA)
- Newly Qualified Teachers Induction

New Health and Safety Documents.

- Safe Recruitment Selection & Vetting Policy& Procedures
- Contractors in school Child Protection.
- Managing Contractors on School Site.
- Model Managing Covid-19, flu & other respiratory infections in Schools – Risk Assessment.
- Offsite Visits Procedures.
- Lone Working - Risk Assessment.

TC advised the meeting that the Treating Pupils with Medical Conditions Policy had not been ratified and that this would be dealt with at the next meeting. He also thanked KW for her excellent work on the Health and Safety Audit, ensuring all recommendations from this audit were implemented, and confirmed that this was now all up to date. BW relayed her thanks to KW for her efforts.

TC confirmed that the Resources Committee had discussed the 3 Year Budget and that the May Budget had been accepted but a revised Budget was due in October. The recent increases in fuel and the proposed 5% pay rise for teaching staff had presented some problems. The fuel price increases had been predicted and PC had made provisions for this in the budget. The pay increase could be funded and the finances were in good order. Concerns were raised about the funding in 2026 when the predicted numbers were possibly 6 more than the previous year. This is good for the School but, for that year, funding would be based on the lower number on roll for the previous year.

TC thanked PC for her brilliant work.

It was noted that the recent Safeguarding Audit had highlighted the need for all Staff and Governors to have Enhanced Disclosure and Barring Service, DBS, checks in place. Action: DP to check all Governors DBS status and upgrades would be arranged as required.

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Pupil Progress Committee 4 October 2022:

SE confirmed the Pupil Progress Committee had ratified the following:

- Child Protection Policy.
- Special Educational Needs and Disability Policy.

SE reported that the Pupil Progress Committee had discussed many topics and was pleased to confirm that they had been shown evidence that pupils were making progress. BW commented on the value of the "Possible OFSTED Questions" sent to all Governors. The indication was that OFSTED were likely to ask: What was the impact of COVID on the School and what was being done about it? Although OFSTED Inspection was not due imminently, it was noted that it was good practice to be prepared for an inspection at any time.

Full Board, 9 February 2022:

Policies to ratify:

- Christian Values and Mission Statement
- Work life balance (LA)
- Online Safety Policy
- Out of School Club
- Flu Plan

Governors present all agreed to ratify these policies.

- Home School Agreement

DP had asked Governors to read an article from January 2016. This article from [schoolsweek.co.uk](https://www.schoolsweek.co.uk) detailed the Government's intention to scrap Home School Agreements as they were considered to be "superfluous red tape". All Governors present agreed to remove the Home School Agreement.

Action: Clerk to remove this document from School Website.

MAIN BUSINESS

Head Teacher's Report:

Introduction:

DP reported that he and Jane Corrie (JC), had met with Governor AL and a prospective parent this week to discuss future numbers in the Nursery and how the School could try to meet the varying needs of those parents. As only a few of the potential new starters have siblings in the school, it was felt nothing could be taken for granted. It was thought that the school would have to find ways to offer considerably more nursery hours and provide wrap-around care for very young children (currently the school offers two full days and one half day to nursery children). This is likely to be an enormous logistical, as well a financial, challenge. If the school is able to successfully meet the challenge, year groups of 7 (2024 cohort) and 9 (2026) pupils might attend. Conversely, missing out on the opportunity could be very harmful to the future of the School. DP confirmed that an online questionnaire has been drafted and will be sent to the parents of potential new starters shortly. It was agreed that it was best to await the result of the questionnaire before planning further actions. AL, EYFS Link Governor, agreed with the need to open lines of communication with prospective parents to allow questions to be asked but also to guide the School to understand their needs and expectations. JC will run a monthly session for village toddler group, rather than once a term. DP confirmed that all pupils would be made welcome but he warned that we should not be "poaching" pupils from other schools: this would be unacceptable.

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Action: link to the questionnaire would be forwarded to all Governors.

Curriculum:

PE

The DfE announced in July that Sports Funding will continue for the academic year ahead. That means £16000 plus £10 per pupil. Three PE training opportunities are being taken up with Active Cumbria this term: Curriculum Design (JC); Gymnastics (DP); PE in the Early Years (SP). The sports budget covers the cost of attendance and supply cover.

Computing

New physical computing resources arrived in the Summer Term totalling around £4000, purchased with DFC (Devolved Formula Capital) grant money. This followed staff attendance on training programmes. Performance Management targets have been made for the KS2 computing lead teacher to incorporate the use of these in her long-term plans and to be observed using them in class. DP confirmed that all pupils have their own designated laptop. The Class 1 laptops, newly purchased, are light and have touch-screen facilities. These were purchased following advice from Les, the IT Technician, and Les had also built a cabinet to store the laptops whilst being recharged.

RE

DP relayed that Stephen Tudway (ST) has been appointed as Vicar for Crosby Ravensworth. Stewart Fyfe, the previous Church Governor for CRPS, had brought ST to the School and ST would have responsibilities in Crosby Ravensworth, Morland and Shap (plus other parishes, BW will check). BW will contact ST, and invite him to take up the position of the ex officio School Governor for the Church.

Staff

There are no changes to staffing in school since the last governor meeting.

Out of School Club

DP reported that the Out of School Club numbers have dwindled steadily over the past year. Average number of places per club this week is 4.8. Sports clubs are supported with money from the sports budget which helps support the general costs. DP felt that his philosophy remains that the school needs to be able to offer and promote wrap around care in order to remain attractive to new parents, however it may be prudent to offer skeleton care only on certain evenings solely to support any families who might rely upon it. One of the reasons for the reduction of numbers was that a number of Class 2 pupils attended their own clubs outside of school. This was recognised as being a positive situation, as they were actively involved in their interests, but it did reduce the numbers for the Out of School Club.

Pupil Progress

Whole School Overview – Reading, Writing, Maths

DP reported that the data suggests progress in reading has been particularly strong in school. In each subject area, the 'expected' average progress score has been exceeded. He thought that drawing too much from any perceived patterns in each class can be hazardous, given the low sample sizes. Children with lower attainment have been identified with PSPs (Pupil Support Plans). All children are closely tracked.

He then noted that outcomes and analysis of national testing data has been made in the SEF and was discussed at Pupil Progress Committee.

Pupil Premium Children in school

DP told those present that the School supported a new family in receipt of benefits to apply successfully for pupil premium support in July. Consequently, free school meals were accessed over the summer holidays.

Health & Safety

DP confirmed that H&S responsible Governor KW has completed her review of the action points identified in the last H&S inspection and reported her satisfaction to the Resources Committee. DP suggested holding the next H&S audit in October 2024. The intention was to have a four year cycle alternating with the Safeguarding Audit in-between, ie. every two years.

Safeguarding

DP advised the meeting that a full safeguarding audit was undertaken in School in the previous week by our H&S consultants. SE (governor responsible for Safeguarding) attended throughout, gaining a full oversight of the School's strengths and areas for development. A report, with recommended actions, is currently being drafted and will be shared with SE in due course. DP confirmed that the Audit had shown that the School was a Safe School. The Single Central Register, which records everyone who comes into School, was fit for purpose. The Audit had highlighted a need to improve the Staff Skill Training Records, to ensure all this information was available when required and stored in a single place, and this included Governor Training. AC was to be given access to the Kym Allan Site and could, therefore, ensure Governor Training Certificates were stored and available when required.

Action: DP to contact Kym Allan for Clerk assess to area where training records. Are stored electronically.

Note: An online quiz was run by DP for all present on Safeguarding at the beginning of the meeting.

BW commented that the audit indicated that it was now required that the School had evidence of a system in place for pupils to report abuse. She also noted that it was now required that schools assumed sexual harassment may be taking place, without evidence. These were areas for further investigation when the audit results were available. BW also asked how safeguarding was managed on Residential Trips, and what the school's position is on mobile phones. . DP and SP confirmed that pupils were not allowed to have mobile phones at school (or on trips?)

BW asked if there was a need for further Governors to have Safer Recruitment Training. DP confirmed that he was currently the only person qualified in this area. He noted that he would normally be on any recurring panel but BW pointed out that if he were to leave, there would be nobody available with Safe Recruiting training. BW agreed to undertake training and, as future recruitment was more likely to be for teaching staff, SE as Safeguarding link governor and Chair of Pupil Progress, agreed to also undertake this training. BW will also attend Safeguarding for SEND Pupils training, as SEND link governor.

Action: BW to arrange NSPCC training via PC as there is a cost involved (£35 per head/£25 for SEND).

Staff, Governors and regular volunteers have been sent renewed 'Keeping Children Safe in Education' guidance and Prevent training material links. This is part of an annual cycle.

Buildings & Premises

Lighting

LED strip-lighting was installed throughout the school in the summer holidays. It was completed on time, on budget and funded by the Trustees of the United Charities.

Painting

Chris Sissons Ltd undertook extensive work to paint the interior and exterior of the school in the summer holidays. The remaining area (school hall) will be completed during the Christmas break.

Canopy outside class 1

DP reported that Ross Tyson completed refurbishment of the outdoor learning area, exterior to class 1. Extensive storage shelving was also added to a storage room. Work was completed on time, on budget and funded by the Trustees of the United Charities.

Self-Evaluation Report:

The SEF had been available for Governors to read before the meeting but, as there were mostly items that have already, or were about to be, discussed, it was agreed not to discuss the SEF at present.

School Development Plan:

BW felt that the Blue Sky Thinking session, 16 November, was an excellent opportunity to discuss the SDP.

Policies reviewed by Headteacher for Governing Body to adopt:

- Whistle-Blowing (LA)
- Freedom of Information
- Data Protection
- Well-Being Management
- Intimate Care
- Attending to soiled/wet garments
- First Day Calling
- Emergency Plan

The Governors agreed to ratify the policies listed.

Action: Clerk to amend Data Protection Policy to version 20 and add SE and AL's contact details to Emergency Plan.

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Note: The following item was not on the agenda.

Strike Action:

Coming out of the Emergency Plan, BW raised the question who decides on actions required in the event of strike action. DP said that a ballot of Union Members had been held for a proposed 12% Pay Increase. If the pay increase was not forthcoming, a request for Strike Action may well become a possibility. This opened up the question as to: Would the School have to close? It was agreed that if insufficient numbers of staff were available to meet the minimum staffing requirements, there would be no choice but to close the School. Registered Child Minders and Supply Teachers could be brought in but it would be a difficult situation. BW agreed that advice should be sought from the Governor Support Team. DP confirmed that every effort should be made to keep the School open but it was imperative to ensure the safety of the pupils and if staff numbers were not sufficient for this, closure would be inevitable. He also agreed to speak to other Headteachers to see if they had any ideas to help with this possible situation.

Action: BW to seek advice from local Governance Support team re decision-making in the event of proposed strike action.

Policy Review Schedule Update:

BW thanked DP and AC for their work on the Policy Schedule and asked if she should take more of a part in producing and maintaining this document. DP confirmed that he and the Clerk would continue to work on this, so no further help was required, but that he valued BW's contribution is asking pertinent questions to ensure this was being done effectively.

Academisation:

DP reported that he and BW would be meeting on 2 December with Charlotte Tudway of Diocese and the Good Shepherd Trust to look at how the Trust works and if Crosby Ravensworth Primary School may benefit from being part of this organisation. DP also noted that a meeting to relay information about academisation was being held at Ullswater Community College on 10 November and that he and BW planned to attend. It was a meeting to explain academisation to those with limited knowledge and it was being facilitated by independent agencies. DP also noted that recent news had indicated that it was possible that the recent White Paper, detailing how all schools would need to become part of an academy, may well be scrapped. Although this had not been confirmed, it was an indicator that it was not a forgone conclusion and that everyone should all keep an open mind as to the possibility, or not, of academisation.

Blue Sky Meeting 16 November 2022 at CRVH:

BW was pleased to confirm that everyone was planning to attend the Blue Sky Thinking. Any item could be put forward for discussion that related to the future of the School including potential challenges, opportunities and the prospect of the next Ofsted Inspection.

Staff Welfare, Standards and Morale:

DP stated that Staff Welfare was excellent but suggested SP was a better person to ask. SP confirmed that she felt Staff Welfare was good and everyone was busy but content. DP commented

that assessing Staff Welfare could be a good opportunity for the new Vicar to get involved. The Staff had completed a questionnaire about Health and Welfare at the Inset Session in the Autumn of 2021. It was thought that the results of such a questionnaire would be a useful source of information for the Governors in ensuring Staff were happy. It was recognised that having Teaching Staff creating and receiving back responses from a questionnaire could prove difficult as the staff could be part of a problem. It was felt that Governors should take some part in the process and KW agreed the new Vicar may be an ideal person for this role.

STATUTORY RESPONSIBILITIES AND GOVERNING BODY MATTERS

Status of Governing Body:

BW suggested that some thought into succession planning was required, in particular what would happen if key Staff or Governors were to leave, and this may be a good topic for discussion at the Blue Sky Thinking Session. We are still short of a Foundation governor and Parent governor.

Governors' Action Plan:

BW advised that the Governors' Action Plan had been updated and available for Governors to read on the School website. It was proposed that elements of this Action Plan would form part of the Blue Sky Thinking Session.

The consideration of the School's position in supporting a campaign for more affordable homes in the area was discussed, as it has appeared for a while in the Governors' Action Plan. It was accepted that more homes for families would help the School for the future but it was not clear what action was appropriate for the school to take. NH suggested checking the Eden District Council Housing Needs Survey and establishing if this is still their current position. He suggested writing to Judith Derbyshire in the New Year when the pending changes in local Government will be nearer (effective 1 April 2023). BW agreed to do this and to consult with DMCC, in her role as a Parish Councillor, to establish the best way forward.

Governor Skills Audit:

No updates have been made to the Skills Audit. BW confirmed that NGA Training continued to be free. DP said that changes to the way monitoring training, such as Prevent which everyone has a responsibility to undertake, would be changed in response to advice from the recent Safeguarding Audit.

Action: Clerk and DP to liaise to put in place an appropriate system.

Link Governor updates:

Church:

DMCC was not present but the appointment of a new Vicar has been discussed earlier in the meeting.

Health and Safety:

KW reported that she had nothing further to add to what had been discussed earlier.

Governor Training and New Governor Induction:

BW had met with AL, who had recently gone through the Governor Induction process, and AL had confirmed she was happy with how this had been carried out. DP suggested that, as part of the new

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role of EYFS Link Governor, AL should visit to see pupils using the outdoor area. DP had arranged for staff to have a Performance management Target specifically to cover this area.

Special Educational Needs and Disability:

BW referred to the new review process for SEND (as outlined at Pupil Progress) and confirmed that the SENCO would report to Governors at the next FGB meeting

Safeguarding:

SE confirmed that she would inform Governors of the results from the Safeguarding Audit. It was recognised that Safeguarding should be reported to Governors on an annual basis.

Action: AC/DP/SE to liaise to produce an effective cycle of reporting to Governors that ensured H & S and Safeguarding were not at the same time..

Online Safety/Personal Social Health Education:

SE confirmed that this had been discussed at the Pupil Progress Meeting. SP was to look into whether a User Agreement was required for Governors. SP had also explained how parents were kept informed about Online Safety on a termly basis. It was noted that PSHE was referenced in the SDP.

Governors' newsletter:

BW asked for volunteers to write the Christmas Newsletter; TC commented that the Blue Sky session would likely provide some content for this.

Any other business/ Items for agenda for next meeting:

KW asked if her position as Parent Governor would cease after her daughter left School next year. Her term as a Governor finishes in May of 2024. DP stated that she could apply for a further four-year term as a Parent Governor whilst her child was still a pupil in School. However, it was recognised that having a Parent Governor with a child in School was a good idea. It was suggested that KW continued as a Foundation Governor after summer 2023 and the position of Parent Governor should be filled by a parent with children in School.

Governor CR email addresses:

It was agreed all Governors should use a Crosby Ravensworth email address for official School business.

Action: Clerk to arrange email addresses for KW and SE.

Monitoring Visits

The following Monitoring Visits were agreed:

2022 -23	1st half-term	2nd half-term
Autumn		Geography – SE EYFS - AL
Spring	Computing - TC	History - AL
Summer	Art & Design – BW	DT - KW

Governors should complete the Monitoring Visit form and return an electronic copy to the Clerk for filing.

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School Photographs:

DP said it was hoped that a gallery of photos of the Governors could be added to a notice board in School to ensure the pupils and parents were aware of who were Governors. SP told those present that the School Photographer would be in School on Tuesday 8 November from 8.00 to 9.30 am. The photographer would be setting up until 8.30am but would be available to take a photograph of each Governor, if they could please attend.

Christmas Reading:

DP asked for volunteers for Governors to read to pupils, sat around the Christmas tree, in School at the end of the Autumn Term. It was expected that 15 minutes would be a good length of time to read, first thing in the morning, and Governors could choose their own book extract/poem to read. Action: BW to check required dates and circulate to Governors.

Dates for next meetings:

Spring Term 2022-2023

Resources Committee	Friday 3 February 2023 at 1.15pm
Pupil Progress Committee	Tuesday 31 January 2023 at 3.45pm
Full Governing Board	Wednesday 15 February 2023 at 4.00pm

The proposed dates were agreed by those present. It was also agreed that BW, DP and AC would meet on 8 February 2023 to discuss requirements for the FGB and to ensure all documents were available for Governors.

The meeting closed at 6.04 pm.