

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, 9 February 2022 at 4.00pm by Teams

Present:

Barbara Wallis	(Chair)	(BW)	Foundation Governor
Debbie McCall	(Vice Chair)	(DMcC)	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

Others attending:

Andrew Clement	(Clerk)	(AC)
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Apologies:

Neil Hughes	-	(NH)	Local Authority
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PRAYERS

DMcC offered a prayer.

PROCEDURAL MATTERS

Apologies:

Apologies received from: Neil Hughes.

Welcome to new members:

BW offered a warm welcome to Sylvia and Anna.

Minutes of meetings:

Governors accepted the minutes from:

Full Governing Board 7 October 2021 and Extraordinary Full Governing Board 8 December 2021.

Declarations of interests:

SP advised that her husband has produced an estimate for electrical work in the School.

Matters arising (not included elsewhere on the agenda):

There were none.

Reminder of confidentiality:

BW reminded the Governors of the need for confidentiality. The Governors Meeting are confidential. As a small school in a close knit community, it was important to recognise that students could be identified from a small amount of information. Governors need to be mindful of this.

Committee reports:

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

Policies ratified:

- Supporting Pupils with Medical Conditions

Noted:

- Newly Qualified Teacher Induction
- Asbestos Management
- Capability of Staff (LA)
- Site Security Risk Assessment
- Complaints procedure

Pupil Progress, 18 January 2022:

BW confirmed the Pupil Progress Committee had ratified the following:

Policies ratified:

- Collective worship
- Governor Monitoring Visits

Governors were advised that a new form was included for Governor Monitoring Visits and this should be completed for all visits.

Full Board, 9 February 2022:

Policies to ratify:

- Governor Induction Policy

This policy has been amended and the main changes were that paper copies of information would no longer be required as all information would be sent to new Governors electronically.

It was ratified with all Governors in favour.

To note:

- Governing Body Vision and Aims (no change)

The Governors also noted the Governing Body Vision and Aims document, which had had no changes.

MAIN BUSINESS

Head Teacher's Report:

Introduction:

Disruption to learning in school at the end of the Autumn Term resulting in the decision to close a week early in December had been supported by Public Health Cumbria. The challenge to all teaching staff in the Spring Term has been to re-assess the needs of the pupils and put together the bespoke teaching plans that have the capacity to rapidly raise attainment.

Attendance in January has been perfect for Teachers and near-perfect for pupils. A new intervention time-table has been developed to support the most needy children with one-to-one learning. Pupil support plans (previously known as IEPs) have been re-set and parents have been consulted to ensure they understand how we're supporting their children in school.

Numbers on roll: Numbers in school are stable looking forwards. Refer to Pupil Progress Minutes for further information.

Budget:

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Notional National Funding Formula Allocations per pupil in real terms have generously affected the school budget. The School has received a 16.7% increase which compares favourably to the increases for other schools in the area. The new system benefits small schools by increasing lump sum payments. TC questioned this and DP used the Sports funding as an example and confirmed Crosby Ravensworth received a lump sum £16,000 which was the same as much larger schools in the area.

The School continues to have a balanced 3 year budget which was submitted to the county in the Autumn Term.

Attendance:

DP recognised that attendance was important to pupil progression and that the current attendance fell below the National attendance target of 95%. This was being looked at and measures taken to improve overall attendance which has been affected by poor attendance in certain areas that were now being supported.

Pupil attainment:

DP advised that good progress has been made over the past 5-6 weeks with no disruptions due to COVID. Further details of pupil attainment can be found in the Pupil Progress Minutes.

Curriculum:

SP has been attending a Maths Mastery course with the North West Hub. SP relayed that this has resulted in an overhaul of the way maths is taught in Class 1 and the changes are a great improvement. BW questioned what changes had brought about the improvement. SP told the Governors that she had been shown a picture of a ladder with the lower rungs removed. This indicated the difficulties pupils had if they had not fully understood the basics in maths. The Mastery Course ensured that students do not move on until they are confident with the basic concepts required. This allows them to access techniques at a higher level: the upper rungs of the ladder.

DMcC has kindly accepted the role of Link Governor to the Church, until such time as a new minister is in post at Crosby Ravensworth and can take on this role.

An arts exhibition of pupil work is being organised to take place in the summer term. It will incorporate a wide range of media (dance, music, sculpture, canvas and print) and has the working title of 'Created to Create'. The provisional date is **Wednesday 22 June 2022 at 5.00pm** in school. A whole-school art trip to visit a print exhibition at Rheged in February is being planned to help inspire the pupils.

Meetings have recently concluded to confirm a new sports partnership with four other local primary schools to share the costs of arranging inter-school sports competitions. Competitions for KS2 are taking place half-termly, and for KS1 termly.

A week of 5 one-hour sessions at Appleby Swimming Pool is currently taking place for all the children. Learning to swim is an essential part of the national curriculum in KS2 and the School believes that all ages should have access to swimming lessons. TC questioned if it was a national requirement. DP confirmed that the target is that all Year 6 students can swim 1 length. This target has been met in the past and is expected to be met in the future. He also confirmed that the intensive 5 hours, 1 hour per day for a week, had very good results and improved progress.

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Staffing:

A member of staff will be taking bereavement leave.

The School benefitted from the presence of a trainee teacher in the Autumn Term. BW asked if there was a plan to accept another student teacher. DP confirmed that he was looking to accept a placement for another student teacher in the Summer Term. The funding of £500 is useful and the extra support allows time for SATs practice for Year 6 students.

Buildings and Premises:

DP reported that he had received a quote for painting and decorating within the School and was awaiting a second quote. Budget constraints regarding carrying money over to the next Financial Year have been relaxed and this means the work can be delayed until the Summer Holidays to reduce disruption to teaching.

Flexi-Schooling:

BW asked DP to open a discussion about flexi-schooling. DP confirmed that he had experience of flexi-schooling but, until recently, it had been made clear by the LA that flexi-schooling was not to be offered. Flexi-schooling allows parents to home-school their children for 1 or 2 days each week and the children attend school on the remaining days. Agreements for responsibility for subject teaching needs to be agreed and the School will not be held to account for deficiencies in knowledge on subjects taught outside of school.

DP said that the LA had now confirmed that schools can accept flexi-schooling and it was up to the Headteacher and Governors to decide if this was appropriate.

The School would still be given 100% of the funding and the attendance figures would not be affected by any flexi-schooling absences. AL confirmed that she had experienced students in her classes who had been home schooled in this way. Although it needed some recapping to fill in gaps that the student may have missed by being out of the class, it was manageable and the benefits of good, thoughtful educating by parents could not be ignored. However, it was also recognised that in a small school, such absences could have a magnified impact on the education of others and if several families proposed to take up this option, it could have detrimental effects on the teaching and learning in classes.

DP pointed out that flexi-learning, as its name implies, needs to be flexible. In view of this, each case needs to be considered individually and a decision made on the specific requirements.

TC asked if this would impact on the School Prospectus, which would require changing if flexi-schooling was accepted. It was agreed that the School would not advertise flexi-schooling in the prospectus but agree to consider any application thoughtfully and ensure that all Governors were made aware should any application be made.

Monitoring and Evaluation:

Visit made:

BW French

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KW Music.

Proposed Visits:

DMcC Maths: In the next half-term.

SE English: The first half of the Summer Term.

TC RE: In the next half-term.

AL History: The Autumn Term.

SE Geography: The Autumn Term.

(SE kindly volunteered to monitor Geography.)

TC Computing: The Autumn Term.

Policies reviewed by Headteacher for Governing Body to adopt:

Policies to ratify:

- Time Off Work: LA document issued Oct 2020 with 2 year review, no update available
- Work Life Balance: LA document issued Oct 2020 with 2 year review, no update available.

Governors accepted that these policies would remain until updates were available.

Policy Review Schedule Update

DP showed the Review Schedule and explained how he added comments on the right of this document to advise Governors of any updated information. It was noted that “white” type indicated that the document was for information, whilst “black” type indicated that a vote would be required to ratify any changes.

Staff Welfare, Standards and Morale

BW asked DP what was being done to monitor and support staff welfare. DP thought that Staff morale was good and that the School environment encouraged open conversations to ensure staff were comfortable to highlight any issues. Staff were aware of where information showing the procedures to make complaints was to be found. A Staff Welfare Inset Day at the beginning of the school year had been useful and would be considered again in the future. SP supported DP’s assertion that morale was good and the Governors were satisfied this was the case.

Headteacher’s Appraisal

DMcC confirmed two Governors had gone through the Headteacher’s objectives and were happy that all element that could be achieved had been completed. COVID had prevented some items being possible. They were supported in the appraisal by David Evans as an External Advisor. New targets had been agreed with DP. There was no financial implication to this appraisal and DMcC passed on her thanks to DP for an excellent job.

Feedback from parent:

BW had received some feedback from a parent of a child who had left the School. This had brought to light some issues that were discussed by DP, BW and SE. It was noted that Governors were not necessarily all made aware of the content of feedback from parents, as it might be necessary to convene a panel of Governors if a parent lodged a formal complaint. It is important, in this instance, that Governors can honestly say they have no previous knowledge of the problems and make any decision based on the new information put to them.

BW had received advice from the Diocese that one complaint in an area was considered Operational and could be dealt with by the Headteacher, whilst a pattern of complaints was considered to be a Strategic issue and should be addressed by the Governors.

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Governors were reminded that if they were approached with a complaint, they should politely refuse to comment, should encourage the person to put their concerns in writing to the headteacher, and also direct them to the School Complaints Procedure.

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STATUTORY RESPONSIBILITIES AND GOVERNING BODY MATTERS

Status of Governing Body:

Recruitment and retention of Governors:

BW confirmed that the Board had vacancies for 1 Parent Governor, 1 Foundation Governor and the Ex Officio Church Governor. BW has produced some FAQs for new Governors to help with induction. Governors were encouraged to make use of the training from NGA, which is free up until 18 April. BW had looked at Governor training from the Diocese and advised the Board that some elements were free but to access all training, the School would need to pay an annual subscription of £220. BW will attend an online peer network group session and report back. Prevent Training is available through the Home Office Website and all Governors were encouraged to complete this. BW to circulate via the clerk the links for the Diocese and Prevent training. DP reminded the board that Cumbria is an area of far-right recruitment.

Part of Governor Induction is a visit to School. This has not been possible recently but would be arranged for SE and AL soon and BW suggested all Governors be invited to join if they wished, as it has been so long since Governors were in school. DP agreed..

BW relayed her plans to produce a calendar of 'what Governors need to know' eg annual deadlines for the School and planned school visits by term.

BW was hopeful of arranging a Social Event at the local pub to allow Governors to meet informally. This was well-received and BW will look for suitable dates.

BW confirmed that SE was taking over as Chair of the Pupil Progress Committee. NB: Subsequent to the meeting it was confirmed that this election must be by the Full Governing Body and the clerk will organise this via email.

It is intended that work on streamlining of PP and Resources Committee agendas with a rolling annual programme would take place soon. TC, DMCC and AC will meet to start this process for the Resources Committee.

Governors' Action Plan:

BW proposed a 2 hour "get together" for Governors to discuss a major topic and focus on how to best help strategic actions of the School, to take place in the Autumn Term. Governors agreed in principle and BW agreed to look at possible topics and dates.

DP questioned if plans for his absence could be discussed. It would be a difficult situation to deal with, without a plan, and contingency planning for this, and similar events, could be worthwhile.

Governor Skills Audit:

An updated version has been added to the School Website and it shows the Governor Skill are broad and new Governors with experience in governing other school or with a background in finance, would be preferred, if available.

Link Governor updates:

Church:

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DMcC confirmed that she has been in discussion with Alex Barbour. DMcC confirmed that she would have more information on specific events and dates in due course. The PCC is hopeful that Governors will be able to show their support in important Festivals, such as Harvest Festival, by attending services etc. BW added that she had been told by the Diocese that the SIAMS inspection may not be until 2023, and that she believed the appointment of a minister for the parish may be delayed until this autumn.

Health and Safety:

KW confirmed that she is working through the actions required from the Safety Audit and planned meetings with PC and AC. More details are available in the Resource Committee minutes.

Governor Training and New Governor Induction:

DMcC met with new Governors for coffee and a mentoring chat.

Special Educational Needs and Disability:

BW advised the Governors that the Local Authority is asking for 'SEND in a Nutshell' data to compare against national stats. The LA is also asking for schools to undertake a SEND Review. This involves working with two other local schools to organise visits to each others' schools to evaluate SEND provision, and preparation for this is underway by DP and the SENCO. The SENCO recently met with the Educational Psychologist and provided BW with a list of all SEND children and the approaches being taken to support them. The Governors were satisfied that the SEND pupils were looked after and their needs attended to by the School.

Safeguarding:

SE confirmed that she has completed the Level 1 Safeguarding course. Plans to complete the Level 2 Training are in progress but require Zoom meetings. AC was asked to investigate Level 2 Training and report back to Governors.

Online Safety/Personal Social Health Education:

It was noted that SE had several responsibilities with Safeguarding, Online Safety and Personal Social Health Education. It was recognised that there is some overlap and SE agreed to continue in the roles for the time being.

Governors' newsletter:

BW stated that she felt the Newsletter needed to have interesting Governor News to relay to parents or it would lose its value. It was recognised that there was very little considered to be exciting at present and no Newsletter would be produced.

School visits/school trips:

BW had already covered this item earlier. SP asked for volunteers to join a "walking bus" to Maulds Meaburn to observe a Planetarium at the Village Institute on 2 March. BW and SE volunteered to help.

REVIEW OF MEETING

Any Other Business / Items for agenda for next meeting:

DP highlighted a new addition to the School Development Plan, that the computing facilities for Class1 are outdated and require upgrading. The IT technician has confirmed that with new software requirements, the computers will be redundant in 2 to 3 years and new computers was the best

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option. DP confirmed he would be looking for funding for 8 new laptops at a cost of around £200 each. This was important to ensure Curriculum needs in several subjects were met. It was hoped that approaches to The Friends of the School, Trustees and the Diocese Finance Committee may assist in funding.

BW asked that the Governors read the SDP from time to time as it is regularly updated by DP.

Review sequencing of Jan/Feb 2022 meetings:

BW asked the Governors if they were happy with the new sequencing of meetings. All agreed it was a success and the proposed dates for the Summer meeting were agreed.

Dates for next meetings:

Summer Term 2021-2022

Resources Committee	Friday, 20 May 2022 at 1300 hours
Pupil Progress Committee	Tuesday, 24 May 2022 at 1545 hours
Full Governing Board	Wednesday, 8 June 2022 at 1600 hours

Autumn Term 2022-2023

Resources Committee	Friday, 7 October 2022 at 1300 hours
Pupil Progress Committee	Tuesday, 27 September 2022 at 1545 hours
Full Governing Board	Wednesday, 19 October 2022 at 1600 hours

The meeting closed at 5.45pm.

Accepted as a true record at Full Governing Board Meeting 8 June 2022.

Signed:

Date:

Barbara Wallis – Chair of Governors