

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

Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ

School telephone: 01931 715265

Version 3, Page 1 of 11

FULL GOVERNING BODY MEETING Wednesday 5 July 2023 at 4.00pm CRVH

Present:

Barbara Wallis	(Chair)	(BW)	Foundation Governor
George Griffiths	(Vice-Chair)	(GG)	Foundation Governor
Duncan Priestley	-	(DP)	Staff Governor, ex officio
Susan Pattinson	-	(SP)	Staff Governor
Tom Cripps	-	(TC)	Foundation Governor
Sylvia Evans	-	(SE)	Foundation Governor
Stephen Tudway	-	(ST)	Foundation Governor, ex officio
Karen Winder	-	(KW)	Parent Governor
Naomi Callaghan	-	(NC)	Parent Governor

Others attending:

Andrew Clement	(Clerk)	(AC)
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Apologies:

Anna Lea	-	(AL)	Foundation Governor
Neil Hughes	-	(SE)	Local Authority Governor

1. PRAYERS

ST offered a prayer.

2. PROCEDURAL MATTERS

2.1 Apologies:

Neil Hughes and Anna Lea both sent their apologies and they were accepted.

2.2 Welcome to new members:

BW offered a warm welcome to Naomi.

2.3 Minutes of meetings:

Governors accepted the minutes from:

Full Governing Board 15 February 2023.

2.4 Declarations of interests:

AC asked if there were any new declarations on interests. KW informed those present that since the last meeting she had taken on the role of Trainee Teaching Assistant at the School.

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

2.5.1 Reappointment of NH:

All Governors present agreed to the re-appointment of NH. AC will notify the Governor Support Team of this decision

2.5.2 Sickness Insurance:

TC reported that at the recent Resources Committee Meeting it had been brought to the attention of the committee that current insurance in the event of long-term sickness of a member of the teaching staff could prove to be inadequate. The problem is that is a member of staff happened to be off ill for 12 months, the School would have to pay Supply Teachers wages to cover this absence. Although the impact of this is reduced after 6 months, when the Sick Pay is reduced to 50%, it could cause a significant expense over budget. The School has an Insurance Policy for this eventuality but if the sickness occurred near to the date of renewal, premiums would be increased to compensate for the known issue. As a result, it cannot be guaranteed that the Insurance Policy would cover the potential expense. TC confirmed that he had noted the Local Authority's response to this and he was disappointed that they could not offer more assistance. TC reported that he had received positive response from ST and CT and he would continue to look for solutions to this issue taking on-board their advice. In the meantime, it was accepted that little could be done but, fortunately, it was seen that the worst-case scenario of having more than one teacher on extended sick leave at the same time was unlikely. If this did happen, the School would have to consider the option of having an over-spend being carried over to the next Financial Year.

2.5.3 Fraud:

TC also mentioned that he recommended that Governors continued to be vigilant regarding potential fraud. He noted that, although we may all be confident in the trustworthiness of Governors, we should be watchful to prevent fraud. He recommended that Governors should look at the School's Financial Value Statement.

2.5.4 Distribution of Data:

BW opened a discussion about the level of access to financial information that was made available to Governors. Some Governing Bodies limit the access to financial information to some Governors. One of the reasons was to prevent sensitive information, like rates of pay, being made available to everyone. GG pointed out that Teacher's Salaries follow a nationally agreed pay scale and this information was available to anyone. ST noted that some Self-Regulation may be appropriate. Although information was made available, it does not mean you have to access this information. Governors who do not need to know salaries, for example, need not look for this information. It was noted that Governors have a responsibility to question and check financial information and practices and to limit access to information could hinder this. It was agreed by all that Governors would continue to be given all the Financial Information.

2.6 Committee reports:

2.6.1 Resources Committee – 16 June 2023:

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

Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ

School telephone: 01931 715265

Version 3, Page 3 of 11

TC confirmed that the minutes of the Resources Committee Meeting of 16 June 2023 had been agreed. He confirmed that Safer Recruitment, Selection and Pre-Employment Vetting Policy and Procedures and the Health and Safety Policy had been ratified.

2.6.2 Pupil Progress Committee - 31 January 2023:

SP asked about the difference between the Behaviour Principles Policy and the Behaviour Policy. DP confirmed that the Behaviour Principles were the Statutory Guidance about how behaviour should be managed in schools throughout the country but the Behaviour Policy was how Crosby Ravensworth intended to apply those principles.

SE expressed some concerns regarding the School's Self-Evaluation Form, SEF, as she felt it had not been updated recently. DP reported that although the SEF was not a statutory document, it would be unthinkable for the School to not maintain a self-evaluation form. He had asked other Headteachers in the area and they had agreed updating the SEF was not a priority term to term because of other issues and teaching requirements. DP considered that refreshing the SEF over the Summer Break sufficient. GG confirmed that, unless a major event occurred, the SEF "ticked along" in the background.

TC noted that SE had arranged to look at the School's Single Central Register, SCR, as part of the Safeguarding role. TC was pleased that this responsibility had now passed from the Resources Committee's to that of the Pupil Progress Committee. DP reported that the SCR was updated and maintained by PC. He noted that the spreadsheet, which contained this information, had a final tab with a list of appropriate questions for Governors to ask when scrutinising this register.

SE confirmed that during the Pupil Progress Committee meeting no policies were required to be ratified but the following had been checked and no changes were required:

- Relationships and Sex Education
- Behaviour Principles
- Exclusions Policy (and addendum)
- Whole School Behaviour
- Religious Education

2.7 Full Board:

Policies to ratify:

There were none.

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

Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ

School telephone: 01931 715265

Version 3, Page 4 of 11

3. MAIN BUSINESS

3.1 Questions arising from Head Teacher's Report:

DP reported that he had attended the Diocese of Carlisle RE leaders' conference this month, along with SP and BW. The theme, 'you can't pour from an empty cup,' encouraged leaders to consider the wellbeing of the staff in our schools on an equal footing to that of the children. In view of this, he asked Governors to approve a minor change to the mission statement:

Instead of:

We nurture a love of learning in our safe and happy school where children flourish, ready to live life in all its fullness. Our Christian vision underpins everything we do. I have come in order that you might have life; life in all its fullness.

John 10.10

Replace with:

We nurture a love of learning in our safe and happy school where our children and adults can flourish, living life in all its fullness. Our Christian vision underpins everything we do. I have come in order that you might have life; life in all its fullness.

John 10.10

All Governors agreed to this amendment. AC agreed to use this Mission Statement for all Policies in future but any existing versions would keep the previous statement.

Numbers on Roll:

Crosby Ravensworth CE Primary School forecast:

Sep-22	Sep-23	Sep-24	Sep-25	Sep-26
22 on roll	23 on roll	22 on roll	24 on roll	31 on roll
+ 1 to 7 pre-school	+ 7 to 9 preschool	+ 4 to 7 preschool	+ 7 pre school	+ ? Pre school
Y6 left (-3)	Y6 left (-3)	Y6 left (-9)	Y6 left (-2)	Y6 left (-2)
R in +1	R in +4	R in +8	R in +4	R in +9

Crosby Pre-school forecast:

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

Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ

School telephone: 01931 715265

Version 3, Page 5 of 11

	2022/23	2023/24	2024/25	2025/26
Sept	1	5/8	4/5	9
Jan	3	6/9	6/7	9
Apr	7	8/11	7/8	9

DP showed those present the above information to show the forecast for numbers on roll for the next three years. 5/8 means that 5 are expected but 8 is a possibility. DP warned that these figures could change either way.

It was noted that there were 9 pupils in Year 6 in Class 2 from September 2023. There were also 5 Year 3s and 4's joining this class. BW expressed a wish to alert the Governors to this and suggested support may be required. DP confirmed he recognised this may prove difficult but that he felt capable of dealing with this range of abilities in the same class and relished the challenge it posed.

School Meals:

DP reported that he had communicated with parents about the challenge of producing hot meals and notified them of a proposed increase to £2.80 per meal. He confirmed that this was not an uncommon amount to charge. The communication also included a survey of alternative meal preferences as the School was planning to reduce the variety of alternatives for children who do not choose the first meal option each day, in order to lessen further burdens on the School Kitchen. It was confirmed that when the contract for School Meals had been taken "in house", the fact that further planning had been required for the School Cook, FS, had not been considered. It was agreed by all Governors present that FS would be paid for an extra 2 hours each week to allow time for planning and this would be backdated to April 2023. DP confirmed he would relay this information to PC to arrange the payments. The budget already incorporated this likelihood.

NC asked about the costs of meals for Infants, who receive free meals. DP confirmed the School was paid £2.44 towards the cost of each meal. It was noted that parents felt these meals were free and they may not be aware that they were being subsidised by the School. NC suggested that parents may well be willing to make a voluntary contribution to make up the shortfall between the £2.44 received by the School and the £2.80 current price per meal. DP confirmed that he had already considered this and would be happy to try it and see. It was questioned if this contribution could be paid via Parent Pay. This would be investigated.

DP went on to relate how important the School Meals were as part of the School's ethos. BW noted that there was a high uptake because of the high quality of the meals provided. KW commented that there had been 15 main course and 20 clean pudding plates that day.

Curriculum:

DP reported that School is investigating purchasing a new scheme of work to support the teaching of our long term units in Geography and History across the school. He said he felt the purchase of a

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

Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ

School telephone: 01931 715265

Version 3, Page 6 of 11

commercial scheme may provide a more joined-up approach to progression of pupil skills. This would ensure evidence of pupil progression data was available to meet Ofsted's requirements.

DP also reported that the school has signed to the diocese support package for the next year. A new RE scheme of work (Questful RE) is currently being trialled.

A new software package to act as a platform to share pupil progression information with prents was being considered. Tapestry, SeeSaw and Dojo are examples of online journals to record learning and fun of children's education. SP agreed to discuss these with GG in a forthcoming visit and GG would offer some advice on the SeeSaw Online Journal. They would report back to Governors for the October 2023 meeting.

DP reported that after successful campaigns to promote nutrition and art in previous years, he intended to lead an initiative to develop oracy among the children and link this with courageous advocacy. A courageous advocate is someone who champions a cause that is special and meaningful to them. More information about this initiative can be found on the School Website.

[Courageous advocacy | Crosby Ravensworth CE School](#)

3.2 School Development Plan:

The updated School Development Plan was presented to governors for discussion and salient details noted. DP said he would be revising the format slightly over the summer holidays, ready to share at the FGB in October.

3.3 Safeguarding Training:

After the visit of Calum Campbell, from the Local Authority, to offer advice in preparation for an Ofsted Inspection, SE confirmed that all Governors would be expected to have Level 1 Safeguarding Awareness Training. This could be completed through Cumbria Safeguarding Children Partnership, CSCP, and should take less than 1 hour. GG agreed to forward AC the link to distribute amongst Governors. All Governors must have this training and must provide a certificate for evidence. This information will be added to the Kym Allan Hub. GG offered to assist NC, should this be required.

3.4 Focus on finance

BW said that the 2025-26 could be a difficult year financially as the numbers on roll had been expected to dip the previous year (Note post-meeting: in fact the predictions are now healthier – see above, BW). It had been noted that the budget for Year 3 had no provision for Property Expenses and it would be beneficial to make the reasons for this clear. DP confirmed that this was the case and stated that, if required, the School could apply to the Crosby Ravensworth United Schools Foundation for support in this area. It was therefore beneficial to reduce the expenditure in this area rather than for Staffing as the Foundation could not assist with Staffing costs.

It was noted that there were several areas of expenditure that financial assistance could be offered by the Foundation. These include training, subscriptions, including new ICT online resources, Kym

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

Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ

School telephone: 01931 715265

Version 3, Page 7 of 11

Allan, website maintenance and Diocese support. DP made it clear that the School appreciated the support offered by the Foundation. AC agreed to pass on a request for BW to arrange a meeting with the Trustees to establish possible parameters for possible future funding.

BW highlighted that the NGA Financial Training indicates that schools should aim never to exceed 75% of their expenditure on staffing. Crosby Ravensworth Primary School currently spend 86% of their budget on staffing. It was agreed that, as the school has a relatively small number on roll, it was especially difficult to achieve this target; BW was keen that governors understood our position.

3.5 Kitchen staff; school meal provision and price:

This was discussed earlier as part of the Resources Committee Report.

3.6 SEND Report:

The SEND report confirmed that the Educational Psychologist attended school last week to advise staff on how to support pupils with special needs. The report has not been received yet but the School will implement any suggestions. Quality First Teaching in the classroom was a verbal recommendation. DP reported that one pupil, who had been supported for the past 12 months, had made excellent progress and progressed beyond the age-related expectations. This shows the support works.

There were some concerns about some pupils who were not close to the threshold of age-related expectation. DP reiterated his belief that Quality First Teaching was the best way to support pupils. The ed psych had confirmed that two children were not close to the threshold that would enable the school to claim funding for their support

The SEND report told that Staff have received Precision Teaching training which was positively influencing outcomes for the children on the SEND register. This training was not overly time-consuming meaning that the curriculum offered by school is not being significantly narrowed by pupils receiving the support. A lot of children have received support via Precision Teaching. A few children have other additional support out of the classroom when required.

A need has been identified for someone to be trained as an E.L.S.A. (Emotional Literacy Support Assistant). E.L.S.A.s support the emotional well-being of pupils. Several children have been identified by the Educational Psychologist as likely to benefit from this type of support. DP confirmed that one of our TAs will attend this training next term.

The report noted that the results from the KS1 SATS would be available soon, as would the phonics screening test, KS2 SATs and Year 4 times tables test. HL will then complete the SEND in a nutshell document and meet with the triad to complete a SEND review for the second year.

3.7 Policies reviewed by the Headteacher for Governing Body to adopt:

- Emergency Plan. This was passed by all present, BW having emailed some updates on contact details to DP and AC prior to the meeting.

3.8 Staff Welfare, Standards and Morale:

ST confirmed that he would prepare an Ofsted recommended Staff Questionnaire. This would be conducted just prior to the October half-term break. This was to allow Staff to settle in to school

and have time to recognise potential issues. The questionnaire could be made anonymous but options to add names would also be an option. It was believed that adding a name could allow for conversations to help deal with any highlighted concerns.

3.9 Celebrating the School's 60th Anniversary in current building.

ST confirmed that he would be holding a Church Service on Sunday 24 September 2023. This would be a normal service but there would be a focus of the School's 60th Anniversary. DP asked that it should be recognised that this was a celebration of the past 60 years and not just of 2023. It was agreed that Governors, Church Representatives, Teachers and Pupils, past and present, should be involved. BW suggested that short video clips could be invited from people associated with the School, relaying memories of their experiences over this period. She suggested a stall at the Crosby Ravensworth Show would be a possible platform to record some video clips. It was hoped that video clips of memories spanning each of the 6 decades could be obtained. GG suggested a Private YouTube Channel may be useful to allow access to these video clips. The channel would still be accessible by all, albeit difficult to find, but links could be distributed to those who wished to look at the clips to ensure some level of privacy. It was noted that permissions would need to be obtained from contributors. (Note post-meeting: BW has had a conversation with Les Cooper our IT adviser on practicalities).

4. STATUTORY RESPONSIBILITIES AND GOVERNING BODY MATTERS:

4.1 Governor Vacancies:

BW reported that she had been in contact with a prospective Associate Member for the Resources Committee. Christena Pelmore had experience in managing Care Homes and also was experienced in the role of Clerk to the Governors in several local schools. CP was happy to commit to 3 meetings per year. It was felt that CP's experience would be invaluable for the Resources Committee.

The matter was discussed and all Governors present agreed to co-opt CP as an Associate Member for the Resources Committee.

4.2 Governor Action Plan

BW said she had put a proposed new version of the action plan on the website for governors to review. She indicated her plan to meet with parents in the Autumn Parents Evening. BW plans to be available to talk to parents and give them an opportunity to ask questions, suggest improvements or raise any concerns they may have. The long-term impact of the pandemic was a particular question she was interested in. GG volunteered to attend this Parents Evening also.

It was suggested that a further Blue Sky Meeting may take place in November. The meeting last year was deemed to be very successful and the format of having 1 hour without the teaching staff present and then a second hour with them was thought to be particularly useful. The topic of if, or how, Governors could have an impact on plans for housing in the catchment area was raised.

Improved local networking: BW reported that she had initiated an idea to help improved local networking with other Eden Rural Alliance cluster school board chairs. It was hoped to open lines of communication with other boards resulting in creation of a safe and confidential mutual support system. BW has arranged an initial meeting on 14 July 2023 for cluster school Chairs of Governors in

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

Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ

School telephone: 01931 715265

Version 3, Page 9 of 11

Crosby Ravensworth Village Hall. Seven of the twelve Chairs of Governors are expected to attend. It will be an aim to have a termly meeting, with rotation of venue and chair.

Note: Since the meeting it has been noted that the Parents' Meeting is likely to be a Wed in mid November. It would make sense to organise the Blue Sky meeting for after this, to be able to discuss parents' feedback. A date will be arranged at the start of the autumn term.

TC asked if there were any lessons to be learnt from the recent Ofsted Inspection at Kirkby Thore Primary School where they received an unsatisfactory report. DP told the Board that he believed there have been long standing challenges at the school. He had a high regard for the professionalism of the head teacher and was sorry to read the report. Governors should recognise the importance of continuing to support and challenge in equal measure. DP stated that he welcomes and encourages challenge, so we can continue to provide effective leadership in our own school.

4.3 Governor Skills Audit

An updated version of the Governors Skills Audit was now available on the School's Website.

4.4 Link Governor Updates:

Safeguarding:

SE referred to the Annual Safeguarding Report that had been available for Governors to read on the School Website. SE agreed to take on responsibility for the induction of new governors. This includes encouraging training which is required for all governors, notably Level 1 Safeguarding and Prevent training. As the governor with responsibility for Safeguarding, SE has completed Levels 1 and 2 Safeguarding, Prevent training and has read in detail the Keeping Children Safe in Education 2022.

SE confirmed that there were four families supported by early help activity: three with the Education Psychologist and one by family support (a team around the family).

The points raised by Laura Simm, who completed the Kym Allan Safeguarding Audit, were being actioned and the report was currently available, pinned up, in DP's Office.

DP confirmed that he had undergone Level 3 Safeguarding Training and he would be attending a Kym Allan Safeguarding Conference 6 July 2023. He noted that the School was looking into a new Digital Filtering and Monitoring Software to meet statutory requirements for safeguarding. Les, the IT Adviser, was looking into possible options. The filtering and monitoring software is designed to raise alarms in pupils are searching for sensitive information on the internet. An example of this is; methods of suicide. The costs for this provision would be seen as a necessity.

DP showed those present a diagram detailing the Continuum of Need. This shows a scale of 1 to 10 of perceived dangers relating to safeguarding. This can be seen at Cumbria Threshold Guidance May 2022. Please follow the following link for more information; the Continuum of Need diagram is on page 4.

[Cumbria Threshold Guidance \(May 2022\)](#)

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

Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ

School telephone: 01931 715265

Version 3, Page 10 of 11

Online Safety/Personal Social Health Education:

SE arranged with DP that she could visit a PSHE lesson when an appropriate topic was being taught.

4.5 Governors' newsletter:

BW confirmed that she would prepare an End of the Summer Newsletter and pass it round to Governors to check before sending to parents.

5.1 AOB:

Rocket Phonics Training:

GG asked about Rocket Phonics Training. SP confirmed that she enjoyed the phonics lessons and that she thought they were successful. Although, occasionally, the training indicated a requirement for her to move on before she felt the knowledge was fully embedded by the pupils. SP recognised the importance of following the training and moved the pupils on.

Lesson Observations:

Several lessons had been observed and reports were available on the School's Website. There were some to complete but a discussion at the October meeting was agreed to ensure all subject areas have been observed, for the next academic year. GG has worked on suggested questions to ask the children about the subject being monitored, as suggested by Calum Campbell our LA special adviser. These will be added to the lesson observation form.

Committee Terms of Reference, rules and responsibilities:

ST confirmed that he had looked at the current Terms of Reference for the Governors and he found that they were not suitable for the purpose for which they had been intended. It was agreed that BW would look at the Terms of Reference for other similar schools in the area and seek advice from the Governor Support Team and report back in October

Dates for next meetings:

The following dates were agreed:

Autumn Term 2023-2024

Resource Committee:

Friday 29 September 2023

Pupil Progress Committee:

Tuesday 3 October 2023

Full Governing Board:

Wednesday 18 October 2023

(Times to be confirmed)

The meeting closed at 6.35pm.

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

Crosby Ravensworth, Penrith, Cumbria, CA10 3JJ

School telephone: 01931 715265

Version 3, Page 11 of 11