

**Meeting of the Governing Body of St Mark's C of E Primary School held on Thursday 5<sup>th</sup> July 2018 at 6.00 pm at the School.**

**Present:** Mr T Ward – Chair, Mr P Barfoot, Mrs J Grant, Mrs H Atkinson, Canon A Whittaker, Ms C Watson, Mrs J Whiteley, Mrs S Brooke, Mrs E Turner

**Apologies:** Mr S Ibbs – Vice-Chair, Mr S Barber

**Declarations of Interest:** None

**Welcome and Prayers:** the Chair opened in prayer

**Chair's Comments:** the Chair offered 5 tips for newly appointed members of the Governing Body

- Do your homework. Pre-read paperwork in advance of meetings and keep up to date with general developments in education
- Find a mentor
- Look beyond senior staff in school for information; talk to pupils, parents and other members of staff
- Question experts, colleagues and other professional at training sessions to develop a deeper understanding of maintained, Church of England, primary education
- Try to attend as many school events as possible

**Minutes of the meeting held on 24<sup>th</sup> May 2018:**

- the minutes were agreed as being an accurate account of the meeting. A spelling error was corrected on page three.

**Matters Arising:**

- Mrs Outhwaite, who had been co-opted to the GB panel, would no longer be required for the planned interviews for the Year 6 class teaching post as the process of recruitment has been stopped and another plan put in place for covering the teaching 2018 – 2019. Mrs Outhwaite's help and considerable experience may be needed for any further appointments as necessary in the future.
- Governing Body vacancies: Mr Barber's term of office comes to an end at the end of July 2018. Mr Ward to liaise with Canon Whittaker as any re-appointment of a Foundation Governor would need to be made by the St Mark's PCC. Mr Ward's term is soon to end and succession to the role of Chair will need to be considered at the next FGB meeting.
- The request for admission of a Summer born child out of chronological year group has been agreed to and the parents informed. It was confirmed with Cumbria LA that the parents would need to re-apply using the full admission process in January 2019 for entry in September 2019. There is no option of a waiting list in a case such as this.
- The Health and Safety audit by a representative of the Kym Allan Health and Safety Consultancy planned for July 2018 is to be re-scheduled for the Autumn term, date TBC.
- Tenders for the heating system pipework replacement and upgrade project have been requested by Cowan and Co. It is likely that the work will be completed during term time in September and October 2018. The delay in being able to put out to tender was as a result of the late decision on LCVAP bids by the Diocese who in turn had had to wait for funding decisions by the DfE.
- Canon Whittaker and Mr Barfoot attended a briefing session on the new SIAMS schedule (due to be used from Autumn 2018)
- Natland and Oxenholme Pre-School now operates on the school site. It was noted that, once operating 5 full days each week a date should be agreed for an official opening.

**Correspondence:**

- Mr Ward read a thank you note received from Mrs Outhwaite following her final FGB meeting in May 2018.

### **Headteacher's Report (additions to May FGB report):**

- LA moderation of Year 6 writing completed by two experienced Year 6 teachers from other schools in the county. Very encouraging outcome, with 7 children assessed in school as 'working towards' being upgraded to 'expected standard'. This success due in no small part to the intervention work done in the summer term by Mrs Millington, Mrs Hardy and Mrs Sutherland.
- Pupil numbers increased to 175 with a child joining Year 6 toward the end of June, having moved from the USA.
- Staffing update:
  - Mr Fonth has resigned his full time, permanent position as from September 2018. Mrs Hardy and Mrs Millington to share responsibility for Year 6 in the academic year 2018 - 2019.
  - Following interview Mrs Ainsworth, one of the School Direct students, has been offered the part-time teaching position in Year 4. It was explained that Mrs Ainsworth would join the staff team as a Newly Qualified Teacher and as such would receive a package of support (pro rata, 0.5) and would be registered with a local approved body to monitor her development in the first year of teaching. Mrs Brooke asked that the issue of induction and monitoring of teaching be raised at the next meeting of the Teaching, Learning and Assessment Committee.
  - Interviews for the TA / STA replacements for Mrs Keech (HLTA) who is leaving at the end of the term, planned for 12<sup>th</sup> July.

### **Reports from Committees**

- **Leadership and Management**
  - Committee to meet on 11<sup>th</sup> July, after the appointments have been made and the associated budgetary implications assessed
- **Teaching and Learning**
  - **Outcomes of EYFS, Year 1 Phonics Screening and End of KS 1 assessments shared**
  - Year 6 SATs results not available until 10<sup>th</sup> July
  - Mr Barfoot to enter any papers for review before the end of term if any increase in a pupil's scaled scores could cross a threshold
  - More detailed analysis to be done with the release of data from the Government in the Analysing School Performance (ASP) publications (October 2018)
- **Community and Welfare**
  - Meeting to be arranged early in Autumn term

### **Admission Policy and Procedure 2020**

- Any changes to the school's admission policy and procedures for entry to school in September 2020 would need to be agreed by the FGB and put out for consultation from October 2018, with final agreement in January 2019.
- Carlisle Diocese Board of Education sent a document and proposal related to admissions for consultation by Church School Governing Bodies. The proposal was to remove all faith based criteria from the Diocesan model admission policy from 2020. St Mark's would adopt and use the model policy in 2020 as in the past.
- Following discussion and, based on the fundamental point raised by the Diocese Board of Education the Governing Body agreed to the Diocese Board of Education proposal.  
*that, for the policy to be in line with the spirit of the current Church of England Vision for Education (whereby Church Schools are fully inclusive and not Faith Schools by definition), any reference to faith adherence in selection criteria, would be 'exclusive' and therefore contrary to that spirit and ethos*

**Action LRS: signed agreement document to be returned to the Diocesan Board of Education Office.**

### **Membership of Committees**

- Mr Ward encouraged new members for the Governing Body to find about the work of each committee, possibly attending meetings as observers, with a view to expressing a preference for membership at the first FGB meeting of the new school year.

### **Educational Visits Policy and Procedure (from last meeting)**

- This document will be sent to all members of the GB. **Action: PB**
- Mr Barfoot drew members' attention to particular sections for which the GB has particular roles and responsibilities):
  - The difference between Category 1 and Category 2 visits (page 2)
  - The role of the GB (page 3)
  - Risk / Benefit analysis and Risk Management (pages 13 and 14) and different types of risk assessment
  - Legal expectations and Duties of Care (page 15)
  - Critical Incident procedures (page 19)
- The Governing Body will be asked to finally agree the policy at the next FGB meeting.

### **Natland and Oxenholme Pre-School**

- Pre-School has now moved into the facilities provided for them on the school site.
- A number of small issues have arisen as a result of their operating in the school during the first three weeks. These can easily be resolved with regular communication between school and the Pre-School manager.
- It was agreed that Mrs Clarke (Pre-School manager) be invited to attend part of each meeting of the Community and Welfare Committee at which relevant matters will be discussed.  
**Action PB: prepare agenda to include Pre-School related issues and invite Mrs Clarke accordingly.**

### **Site Security**

- Mr Barfoot pointed out the security risk of the Pre-School access door being unsecured at the moment. It is an entry to school not requiring processing at the main school office.
- Visitors to the Pre-School have to be processed at the office: sign in, given an appropriate badge and lanyard. A call is made to the Pre-School and a member of the Pre-School staff comes to the office to accompany them round to the Pre-School door.
- Although the door is monitored by the Pre-School staff it is a potential security weak point.  
**Action: Leadership and Management Committee: to consider installation of an electrical entry system for the Pre-School door**

### **Governor Training** - To receive feedback on any recent courses and to consider future training needs.

- Mrs Atkinson to attend the LA New Governor Induction course  
**Action MI: Book a place for Mrs Atkinson**

### **Any Other Urgent Business**

- Mr Barfoot explained the impact of having the Pre-School activities on site and the need to consider carefully the location of classrooms. After discussion it was agreed that the current Year 2 and reception classrooms should swap ready for the start of the new school year, September 2018. There would be implication for this in terms of small scale building and decoration works necessary to convert the current Year 2 classroom into an appropriate Early Years teaching space.

**Date of next meeting of the Full Governing Body:** Thursday 4<sup>th</sup> October 2018 at 6.00 p.m.