

Notes of the meeting of the Full Governing Body of St Mark's C of E Primary School held on Thursday 24th May 2018 at 6.00 p.m. at the School.

Present: Mrs H Atkinson (Foundation), Mr P Barfoot (Headteacher), Mr S Barber (Foundation) Mrs J Grant (Staff), Mr S Ibbs (Foundation)-Chair for the meeting, Mrs D Outhwaite (Foundation), Canon A Whittaker (Foundation)

Also in Attendance: L Rudelhoff Scott (Clerk), Mrs J Whiteley (Prospective Governor)

Mrs F Renkin (Trustee of Pre-School) Mrs C Whiteley (Chair of Trustees), Mrs K Clarke (Manager of the Pre-School) for Item 11 only.

17/18-58. Apologies for Absence: Apologies were received and accepted from Mrs S Brooke, Mr A Thiedeman, Mrs E Turner and Mr T Ward (Chair)

17/18-59. Declarations of Interest: None.

17/18-60. Welcome and Prayers: The Vice-Chair led the prayer.

17/18-61 Chair's Comments: The acting Chair re-iterated the Chair's previous comments that this was an exciting time for the school, taking on School Direct and the hosting of Pre-School provision. Filling the Governing Body vacancies will strengthen the committee membership. It was also a sad time as Mrs Outhwaite's term of office was coming to an end on 17 June 2018. Mr Ibbs thanked her for all her years of commitment and service to the school whilst upholding the school's Christian values. Mrs Outhwaite said that she had enjoyed her time as a Governor immensely and would still be coming in to school to help with Year 6 Maths. It was agreed that it would be a loss of expertise if the school were to be unable to use her services on the up and coming job interviews. It was unanimously agreed to co-opt Mrs Outhwaite back onto the Governing Body for this purpose.

17/18-62. Governor Vacancies- Parent, Foundation and Local Authority: Mrs Atkinson was welcomed to her first meeting as a Foundation Governor. It was also noted that Mrs Brooke had been elected as the new parent governor but was not able to attend the meeting. A vacancy would arise due to Mrs Outhwaite's term of office ending on 17 June and it was hoped that Mrs Whiteley would fill that vacancy. It was also noted that Mr Thiedeman intended to resign at the end of the Summer term 2018 and the Clerk had started the process of appointing a replacement with the Local Authority. Mrs Atkinson was invited to attend each of the committees in the coming months to observe before expressing a preference as to which she would prefer to join.

17/18-63 Minutes of the Meeting held on 1st February 2018: The minutes were agreed as a correct record of the meeting and were signed by the Vice-Chair.

17/18-64. Matters Arising:

Mid-day Supervisor: Julie Mackereth had been appointed since the last meeting.
Y5 'Final Straw' Project: This had been a very successful project with the pupils writing to businesses around the county, visiting restaurants and talking to business people to persuade them to stop the use of single use plastic straws. Pupil Global ambassadors for the project had been invited to the CDEC Global Learning Conference at Rheged in April. Tim Farron, MP, had offered to take the petition (to stop the use of single use

plastic straws by businesses in Kendal) to Parliament. The action of presenting the petition to the Speaker of the House of Commons would be filmed by Parliamentary TV and recorded in Hansard.

Playground Development: Plans for this are ongoing. Storage has been purchased for outside PE equipment.

Self-Evaluation and School Improvement: The Headteacher will be presenting a draft SEF / SIP to staff and members of the Governing Body at the annual joint meeting on Wednesday 27th June 2018.

Admissions September 2018: A parent had made a request to the Governing Body that the admission of her child (born in July) possible in September 2018 be deferred until September 2019. The Headteacher had offered the option of the child starting in January 2019 instead but the parent was keen that it should be September 2019. It was understood following advice sought from the LA, that the parent would have to re-apply for a place in the next round of applications (January 2019) as a place cannot automatically be left open. The Governing Body agreed that they had no objection to this but would send a letter to the parent pointing out the concerns that they had.

ACTION: PB

Admissions Policy: The item should be placed on the agenda for the next FGB Meeting.

17/18-66. Headteacher's Report: The Headteacher highlighted items from his report as follows:

Absence Rates: There had been concerns over the increasing and higher rate of absences. A stronger line to be taken with parents. General letter to all parents and individual letters to families of those pupils with attendance rates below 90% to be sent.

ACTION: PB

Teaching Assistant: School would be advertising for a temporary Teaching Assistant or Senior Teaching Assistant to work to support for a named child from September 2018.

Volunteers: In response to Governors' questions, it was reported that DBS checks are carried out on all volunteers who work unsupervised with pupils. Those volunteers without DBS checks were never left with pupils unsupervised.

Schools Direct Current recruitment: 11 with 4 due to be interviewed in the coming weeks.

Health and Safety Audit: to be carried out on 11 July 2018. Mrs Atkinson may be able to attend and Canon Whittaker and Mr Barber could possibly attend at 10.15am. **Action HA/AW/SB**

Parents' Views: Governors asked for figures showing how many parents completed the comments slips on annual reports and how many had no comment to make. The Headteacher agreed he would provide these figures in the HT report in future.

17/18-67. Report back from Committees:

Minutes from the Leadership and Management Finance Committee held on 17 May were tabled.

Leadership and Management: Premises Committee: It was hoped that the heating replacement work would be carried out over the summer holiday. The job would go out to tender soon. With regard to site security, some work had been carried out: new gate and fencing across the boundary to the north of the building by the car park. Extra height had been added to the two main gates each side of the playground. A decision needed to be made as to what was best to do to add security to the boundary wall at the top end of the field, to prevent the stone wall being used as climbing footholds by pupils.

Minutes of the Community and Welfare Committee meeting held on 27th March 2018 had been circulated prior to the meeting.

Minutes of the Teaching and Learning Committee meeting held on 15th March 2018 had been circulated prior to the meeting.

17/18-68. Natland and Oxenholme Pre-School use of the Nest: The Headteacher explained what had happened since the last meeting with regard to the school hosting the Natland and Oxenholme Pre-School. He tabled the minutes of a meeting he and the Vice-Chair had held with the Manager, Chair of Trustees and one other trustee of Natland and Oxenholme Pre-School.

The following points were noted:

- A ramp had been built to the new entrance to the Nest to provide safe and adequate access.
- A stud wall had been put in between the Nest and Year 2 classroom to provide more adequate sound proofing.
- A lease agreement is being drawn up by solicitors Beatty and Co. between the Governing Body and the trustees of the Natland and Oxenholme Pre-School as advised by the Diocesan Board of Education.
- The Pre-School would remain a PVI, separately registered with Ofsted.
- The length of the initial lease of the school premises to the Pre-School trustees would be two years.
- Various outdoor spaces could be used by the Pre-School by negotiation with the school and is not to be specified in the lease.
- Toilet and cloakroom facilities will be shared with the class next to the Nest.
- It was agreed that the Governing Body would charge the Pre-School for occupancy and cleaning costs only, under the conditions of the initial lease and there would be no additional income sought at this stage
- The cleaning hours would increase to cover the extra cleaning
- The demised area of the building to be used by the Pre-School will be included in the planned Health & Safety Audit planned for Wednesday 11th July 2018.

The Governing Body agreed that it was happy about the situation and the hosting of the Pre-School would be a future standing agenda item for FGB meetings. The Community and Welfare Committee would deal with details and report back to the FGB.

The Chair of Trustees, the Manager and another trustee of the Natland and Oxenholme Pre-School attended the meeting to make themselves known to the Governing Body and to answer any questions that the Governing Body may have regarding the move of the Pre-school provision to the school site.

Mrs Renkin explained that currently the Pre-School could not offer the 30 hours in the form required by many parents so all concerned were pleased to be moving into the school's site where 30 hours of childcare, in the form of full days, could be offered. To be based at the School would give the Pre-School a higher profile in the community. The move should therefore be sustainable.

The first round of sustainability funding had been secured and the trustees were working hard to secure the second round as trustees did not want a gap in the provision. There were currently 25 children on roll at Pre-School but it was projected that numbers would rise.

The large shed used as storage on site at the village hall would need to be removed and sited on the school grounds by 21 July 2018.

Mrs Renkin said that she would be grateful to receive any feedback in coming weeks on the provision and thoughts on how things could be improved.

The Headteacher thanked Mrs Renkin for all of her hard work on the project.

The Governing Body unanimously endorsed the movement of the Pre-School to the school site as soon as possible. This had been proposed and agreed by email by the Governing Body on 20th April 2018.

- 17/18-69. Educational Visits Policy and Procedure:** This would be on the agenda for the meeting on 5th July 2018.
- 17/18-70. GDPR Information for Governing Body:** The Headteacher explained the new regulations that came into force on 25 May 2018 and what it would mean to the School. The Headteacher along with the Business Manager would produce new privacy notices for parents to be made available via the school website. Further work would need to be completed including a data map detailing all the data relating to pupils, parents, staff and members of the Governing Bdy collected, held and passed on by the school. An written introduction to GDPR was tabled to members of the Governing Body.
- 17/18-71. Governor Training:** The Headteacher and Canon Whittaker would be attending a new SIAMS schedule briefing on 13th June 2018.
- 17/18-72. Any Other Urgent Business:**
- Promotion of the School:** It was asked if the school could promote itself more visibly in the Westmorland Gazette.
- Pre-School Opening:** It was noted that Tim Farron, MP had offered to try to make himself available to officially open the Pre-School once a date had been agreed.
- 17/18-73. Time and Date of Next Meeting:** Thursday 5th July 2018.

The meeting ended at 8.20pm