

## **Notes of the Meeting of the Governing Body of St Mark's C of E Primary School, Natland held on Thursday 6 July 2017 at the School**

**Present:** Mr P Barfoot (Headteacher), Mr S Barber (Foundation) Mrs J Grant (Staff), Mr S Ibbs (Foundation), Mr A Thiedeman (Associate), Mrs E Turner (Parent), Mr T Ward (Foundation-**Chair**), Ms C Watson (Foundation) Canon A Whittaker (Foundation)

**Also in Attendance:** Lesley Rudelhoff Scott – Clerk

**16/17-101: Welcome and Prayers:** The Chair led the prayers.

**16/17-102: Apologies for Absence:** Apologies were received from Mrs D Outhwaite (Foundation)

**16/17-103: Declarations of Interest:** None.

**16/17-104: Chair's Comments:**

- The Chair and Headteacher gave their thanks to Canon Whittaker for taking the minutes of the last meeting.
- There were still two governor vacancies to be filled. This would be discussed in Any Other Business later.
- The school had seen the opening of its new class room and both a SIAMS and OFSTED inspection had been carried out with very good outcomes so it had been a great year for the school.

**16/17-105: Minutes:** The minutes of the meeting held on 4<sup>th</sup> May 2017 were agreed as a correct Record. Mr Ibbs Proposed and Mrs Grant seconded.

**16/17-106: Matters Arising:**

**Min 16/17-90: Oakmere Homes:** It was noted that the Governing Body was unable to provide a joint response to Oakmere Homes' proposal to build new houses on Longmeadow Lane. (Ms Watson joined the meeting).

**Min 16/17-78: School Direct:** Twelve places had been confirmed and there was a chance there could be more as applications could be accepted until September 2017.

**Min 16/17-71: Correspondence:** Support would be given of £200 towards the final year of a member of the Support Team's degree course. The support would come from the Governors' Fund as had previously been the case for other members of staff engaged in long term academic studies.

**Min 16/17-92: Sports Day:** This had been postponed twice due to bad weather but had finally taken place on 6<sup>th</sup> July 2017.

**Min 16/17-92: Health and Safety Policy:** This item would go to the next meeting of the Leadership and Management Committee for approval.

**Min 16/17-92: MOSAICS Manager:** Mrs Gillard had resigned her post and the Headteacher and Mrs Outhwaite would be interviewing three candidates for the post next week.

**Min 6/17-94 Finance Committee Report -Laptops** – The one off cost to transfer ownership of the current set of leased laptops was £150. A set of 16 new laptops with a new charging trolley will be leased from September at a very similar cost to the initial set. This has been arranged through System IT.

**16/17-107: Correspondence:** A letter had been received by the Headteacher from a parent regarding the perceived pressure for all children to bring in a gift into school on Mufti Day. The Headteacher thanked the parent for raising the issue and explained that there was no pressure for every child to do this it was up to the individual. He would seek to make this clearer in communication to parents on the next occasion.

**Supervision Levels:** Follow queries on the level of supervision in the playground. It was explained that one member of staff was always on duty from 8.45am-9am in the playground with the Headteacher covering the area at the front of the school and near to

the path and gate used to access the playground. Two members of staff were on duty at break times and three mid-day supervisors at lunch times. There was no statutory requirement for particular staffing levels at these times and it was down to each school to manage the situation as they saw safe and fit for purpose. The Headteacher and Deputy Head would review the situation again if it was felt necessary.

**16/17-108: Headteacher's Report:** The following points were updated and noted from the report discussed at the previous meeting:

- A joint training day with other Kendal Collaborative Partnership Schools (KCP) was planned to receive feedback from staff from the Mint Maths initiative.
- Two pupils had recently joined the School and one had left. A further child had come back to the school after leaving three years previously. The total pupils now on roll was 171.
- Attendance had increased to 95.9% which was better than before.
- Two mid-day supervisors had resigned one replacement had been appointed.
- James Douglas, retired Headteacher, had carried out the Headteacher's Annual Performance Review and met with representatives of the Review Committee.
- Pentecost- All classes had visited the church to celebrate Pentecost through the activities of Experience Pentecost run by members of the church. Canon Whittaker was thanked for organising this and incorporating such interesting activities which all the children enjoyed.
- Members of the community were keen to see defibrillators placed within the village and had met with the Headteacher and the First Responders Team in Endmoor. It was decided that the school would house one defibrillator which would be provided by and maintained by the First Responders Team. Some staff at the School were already trained in the use of the equipment but others would be able to undertake training provided by the Team. It was hoped that this would be an opportunity to get the Heart Start Team to come in to School to teach the children how to use it. It was hoped to hold an event to raise money for a second machine to be housed at the Post Office or Village Hall.
- The benefits of the 100 mile challenge to the pupils was apparent at sports day and the children really enjoyed taking the challenge.

**16/17-109: Safeguarding:** The Deputy Headteacher had updated the Safeguarding documents and the new member of the mid-day supervisor team had received Safeguarding training as part of her induction.

**16/17-110: Committee Updates:**

**SEND Committee:** Canon Whittaker had met with the SEND Co-ordinator today and the following points were noted:

- The SEND Co-ordinator would be speaking to staff next week regarding special educational needs.
- There would be five support staff employed at the school in September and their timetables would be finalised next week.
- The Local Authority (LA) SEND allocations now only fund the school for the hourly rate of a TA. The School has higher qualified staff (STA and HLTA) carrying out the support for SEND.

**Finance and Staffing Committee**

Notes of the meeting were tabled and the following was noted:

- The agreed budget already had to deal with some unexpected costs.
- Extra costs are being coded against School Direct activities. This will be separately budgeted and accounted for in the coming year. Funds are expected to be received from the QKTSa after the end of the current year's activities.
- Music tuition was heavily subsidised by the school so the Business Manager would meet with the Headteacher to decide what should happen in the future.

- The contract with Scottish Power will be coming to an end in August. The Governing Body should make the decision so Mr Ibbs and Mr Thiedeman agreed to meet with the Business Manager on Tuesday 11<sup>th</sup> July at 10.00am to discuss the matter.
- If more teaching assistant hours were required by the school in the coming term the committee agreed to employ TAs from an agency to keep costs down.
- The core hours contracts of the current classroom support staff had been made permanent .

It was agreed that the Headteacher would organise a leaving gift for the MOSAICS Manager who would be leaving at the end of term. **ACTION PB**

**Premises Committee:**

The following points were made from the meeting of the Premises Committee:

- South Cumbria Construction had been awarded the tender for the drainage work and would start on 21<sup>st</sup> July.
- Given the proposed schedule of works there would not be a running water supply at the school at all times whilst the drainage work was carried out.
- The Headteacher would inform residents within the immediate vicinity of the works being carried out as there would be four vans parked in front of the School for sometime. **ACTION PB**

**Teaching and Learning Committee-** The Committee had not yet met. The date for the meeting was 18 July 2017.

The Headteacher tabled a list of predicted outcomes for 2016-17 against the actual outcomes. It was noted that there was a lot more emphasis on maths with the introduction of 'Mastery' and other aspects of Mint Maths. The Governing Body thanked the staff for the hard work they had put in to attain an improvement in results, particularly in Maths at KS1. The Chair agreed to send a card to the staff to thank the teaching team.

Membership of committees was briefly discussed noting that as there were two vacancies on the Teaching, Learning and Assessment Committee. The Chair would stand in on this committee until there were new members of the Governing Body.

A calendar of meetings would need to be drawn up so committee work could feed into the FGB meetings. The Headteacher, Chair and Clerk would put together a list of meeting dates for the FGB and committees for the next year and circulate them. **ACTION PB/TW/LRS**

**16/17-111: Social Media:** A paper was circulated with the Agenda from Mrs Turner setting out a draft proposal for a social media presence for the School. The following points were clarified:

- The site would be an 'open site' and comments can be allowed or blocked on a post by post basis,
- 'Tagging' would need to be carefully considered.
- Users to be made aware that they must abide by the standards or they will be blocked. Individuals can be blocked from the site.
- Current expectations, Home School Agreement and Codes of Conduct would need to be amended to incorporate the use of the site.

The Governing Body was satisfied with the proposal which was proposed and seconded so the Working Group of Sarah Collin, Kirsty Keech and Emma Turner would now meet with the Headteacher to discuss the way forward. The proposal would be trialled for a year and reviewed annually. This would appear as an agenda item each term. Mrs Turner was thanked for all of her hard work.

**16/17-112: Website and Marketing:** The previous item would obviously play an important part in the marketing of the school. The school currently has a self-published prospectus. It was felt the school's profile could be built further on the website. The new social media site would also be a good place to put any emails that go home to parents as another means of making sure they are seen. Mr Thiedeman, Mr Barber and the Headteacher would meet to discuss this further.

**16/17-113: MOSAICS:** The appointment of a MOSAICS Manager would take place on 13<sup>th</sup> July.

**16/17-114: School Term Dates:** It was agreed that the School' Easter Break in 2019 would commence on 5<sup>th</sup> April with children coming back into School on 23<sup>rd</sup> April 2019, this would move St Mark's in line with the other schools in the KCP.

**16/17-115: Governor Training:** Mr Ibbs had been on a Health and Safety training course run by the County Council. He would forward a copy of his certificate to the Deputy Headteacher for her files. He had also attended a Governance course and circulated copies of salient points from both courses to the Governing Body.

**16/17-116. Any Other Business:**

**Governor Vacancies:** The parent governor vacancy would be advertised in September. There was no news on the replacement of a Foundation Governor or as to whether Mr Thiedeman had been re-appointed as a Local Authority Governor. The Clerk would chase the LA once again. – **Action AW/LRS**

**After School Clubs/Wraparound Care:** It was stated that parents of nursery aged children had been asking about provision of 30 hours of care jointly between the school and Natland and Oxenholme Pre-School. The Headteacher said that the new Manager for MOSAICS would have to be appointed before this could be decided, as they would be responsible for liaising with the pre-school. The MOSAICS Manager would be a co-opted member of the Governing Body's Community and Welfare Committee when appointed, so the Governing Body would be able to work with them to provide the care that was needed.

**Dementia Friend:** Mrs Turner attended training on what life is like for people suffering from Dementia. The courses were run to make the community dementia aware. She asked if courses could be run at the school for the community. The Chair agreed to run an session at the School.

**16/17-118: Time and Date of Next Meetings:** The next FGB Meeting would take place on 27<sup>th</sup> September 2017. The Clerk was unable to attend the meeting. Ms Watson kindly agreed to take the minutes for the meeting.

