

Notes of the Meeting of the Governing Body of St Mark's C of E Primary School, Natland held on Thursday 4th May 2017 at the School

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

Also in Attendance: Mrs Dawne Whitehead, Mrs S Gillard (7.15-7.25pm).

16/17-86: Welcome and Prayers: The Chair led the prayers.

16/17-87: Apologies for Absence: Apologies were received from Lesley Rudelhoff-Scott (Clerk)

16/17-88: Declarations of Interest: None.

16/17-89: Chair's Comments: The Governing Body gave thanks to Dawne Whitehead for her contribution to the Governing Body.

With regard to the Parent Governor vacancy the parent who had originally applied had withdrawn her application. It was reported that the definition of a parent included a parent of any child under 19 years of age or a parent of an ex-pupil.

The Chair reported that the situation regarding Mr Thiedeman's governorship. This had been sorted out but confirmation was awaited from the Local Authority

Due to Mrs Whitehead and Mrs Whiteley standing down, a governor with financial expertise was needed urgently. Mrs Turner offered to compose an article on being a governor which could be placed on the website.

16/17-90: Minutes: The minutes of the meeting held on 13th March 2017 were agreed as a correct record subject to the following: A question was raised by Stuart Ibbs about the accuracy of the minute 16/17 – 76 'the GB would support the application.' It was agreed to remove this sentence as this did not express what was said and the Governing Body did not vote on the matter. The amendment was proposed by Mr Ibbs and seconded by Mrs Outhwaite and agreed by the Governing Body.

16/17-91: Matters Arising:

Min 16/17:70- Premises: Locks had now been replaced.

Min 16/17:74- School Council Visit to Westminster: Virgin trains had honoured the tickets that the school originally booked for the school council to go to London.

Min 16/17:79: SIAMs Self Evaluation: This was completed in time for the Inspection.

Minute 16/17:76: Proposed New Housing Development: The Headteacher reported that a representative from Oakmere homes had met with him to ask if he had a wish list should there be an injection of money into the School as a result of the homes being built. The Headteacher mentioned the long term plan to work with the local nursery provider and possibly adapt the building to accommodate nursery provision on site. This had however been mentioned by the Westmorland Gazette when reporting on the Oakmere Homes planning application which had led to great concern in the Village. The Headteacher agreed to attend the Annual Parish Meeting on 25th May and would speak regarding the issue. Three members of the Governing Body, each being resident within the village, expressed their concern on this issue and, despite their role as governors seeking to support the school in its work, could not agree with the building proposal that Oakmere Homes had put forward.

Min 16/17:78: Teaching School Alliance: The Headteacher had been to a validation meeting at the University of Cumbria and the school has been accepted as the Lead School for the Kendal School Direct programme in partnership with the University. The Governing Body would be employing Rachael Esposito (Primary Programme Lead) directly from September 2017. The school would then take on all aspects of responsibility for this employment including appropriate and adequate cover in case of absence.

The Headteacher has contacted the Diocesan Director of Education regarding St Mark's becoming a Lead School for the School Direct programme.

Min 16/17:83: Marketing and Social Media: Mrs Turner would meet with interested parties.
Min 16/17: Data Dashboard This had been taken to the Teaching and Learning Committee.
Min 16/17-83: Any Other Business: SAGE Education Finance System: Cost of updates included in the overall annual cost of the package.

16/17-71: Correspondence: A full time member of the support staff would soon be in her final year of her foundation degree programme and has been advised to reduce her working time to 0.8.

16/17-92: Headteacher's Report: The following matters were raised report:

- Under 'Music Teachers', change 'Naggs' to Knaggs.
- Due to an ongoing absence issue, attendance figures to had decreased.
- There is a growing financial burden on the school as a result of the way in which individual and group instrumental lessons are heavily subsidised. Lots of schools did not now use the LA music teachers. There is a need to review music tuition in school.
- In response to a question by a governor asking if there was anything that could have been done to prevent a Year 6 child leaving the School, the Headteacher replied that he had been in communication with the parents but that they had made a clear decision to home educate until the child transfers to secondary school in September 2017.
- KC had now left the School to start her own business. A presentation was made to KC at the school's Easter Celebration in church.
- HS did travel to Italy on the exchange scheme which in the end had been part funded by CDEC. Some great contrasts were observed between education here and in Italy and these were outlined in the feedback she gave to staff.
- The school could encounter some admission appeals in the future as 27 children had applied to come into the Reception Class this year and there is expectation of growth in the coming years. The Headteacher and School Business Manager had been on training regarding this. For a service level agreement with the LA regarding admission appeals it would cost the School £700. It was felt that this may be money well spent in future years.
- JG did not attend the Key Stage 1 SATs training as planned due to HT absence.
- For a variety of reasons 'Experience Easter' did not go ahead and it was decided to plan for 'Experience Pentecost' instead.
- Appletree School had two pupils going to London with the school as part of the School Council visit to Westminster later in May
- Northern Inter Schools Christian Union (NISCU) termly Encouragement Evenings: All governors are welcome to attend.
- The recent AGM for Chestnut Events was this year hosted by St Mark's School.
- Mrs Grant fed back to the Teaching and Learning Committee regarding Literacy development through the new topic based working.
- Sports Day would be held on 21 June and all governors were invited to attend.
- The school had been asked to hold a lunchtime Nunchaku Club. Governors asked questions regarding health and safety, insurance and the age group concerned. It was decided not to host the club but the School would be willing to distribute literature to promote the club elsewhere.
- Mr Jim Gordon no longer employed by the Kendal Collaborative Partnership (KCP). KCP was now looking for someone to fulfil a clerical post rather than an Executive Officer.
- The Health and Safety Policy has been reviewed and will be brought to the next Full Governing Body meeting.
- Mrs Grant will be lead teacher on the Hawse End residential with Tim Ward a volunteer male member of the team.

Mrs Gillard (MOSAICS Manager) joined the meeting to answer questions and give information on how she saw the MOSAICs Club developing. She said that there would be more links to topics in school. Linda Richards had left after 13 years' service. Remaining staff were currently managing these hours between them but in the new academic year there may be a need to increase staffing.

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16/17-94. Committee Updates:

Finance and Staffing Committee – Meeting held on 20 March 2017:

The following information was noted:

- The LA confirmed a carry forward of £12653.91
- There would be seven classes as usual in the year 2017-18. The school was not fully funded for seven but it made practical sense for the school to be organised in this way.
- Contingency had been made for 1% pay increase
- The school would be going forward with the same number of teaching assistant hours and no redundancies were needed
- Supply insurance- £4K saved this year for the same level of cover.
- No major maintenance works were expected.
- An invoice for 10% towards the alteration works (Summer 2016) had just been received totalling £6K. This will leave about £2K. This is a big demand on the Governors' Fund.
- School Direct – funding has been budgeted for the project.
- Laptops – leased by the school with a donation from the PTA. A new lease term of three years has been agreed for 16 new laptops and charging . We will also buy the old laptops and trolley for a small one off cost. All the laptops will be included in the maintenance agreement.
- PEBBLE –PTA and MOSAICS asked to contribute to costs to help with advice on bidding for funds towards development of the playground.
- Photocopier - all machines upgraded at no increase to current contract.

Teaching and Learning Committee 24 April 2017: The following was noted:

- Mrs Grant fed back on a recent review of cross-curricular working and the use of topic books and also on the Inspection Dashboard.
- The Committee started to look at some of the issues raised by the new structure of committees. Mrs Grant and the Headteacher will do some of this work to add more detail.
- Moderation Visit from Anne Breeze – This was not to moderate assessments but to assess the moderation process. Very successful outcome.
- Governor's walks (e.g. SIAMS) still needed to be arranged.

Community & Welfare meeting: This was postponed.

16/17-95: Website and Marketing: It was asked if there was a strategy in place. It was agreed that Mr Thiedeman, Mr Barber and the Headteacher would meet to discuss

16/17-96: Academy Status: There was nothing to report.

16/17-97: Governor Training: Mr Ibbs attending Health and Safety Training next week. Mrs Turner may be attending some training. The CASL Training Course at Crooklands on 15 May was highlighted to governors.

16/17-98. Any Other Business: None

Time and Date of Next Meetings:

- Staff & Governor Meeting 26 June 4-6pm
- FGB 6 July 2017 at 6pm. (It was suggested that one training session next year should be on safeguarding.)

Committees:

- Community & Welfare Mon 19 June 2.30pm
- Teaching Learning & Assessment Tue 18 July at 4pm (after SATS results in)
- Finance & Staffing (The Business Manager would set a date)
- Premises Meeting (wait for Cowan & Co site meeting)
- Marketing Meeting Tue 6 June at 5pm