

**Notes of the Meeting of the Full Governing Body of St Mark's C of E Primary School held on
Wednesday 6 February 2019 at 6.00pm at the School.**

Present: Mrs H Atkinson (Foundation), Mr P Barfoot (Headteacher), Mr S Barber (Foundation), Mrs S Brooke (Parent), Mrs J Grant (Staff), Mr S Ibbs (Foundation), Mr K Robson (Parent)
Mr T Ward (Chair), Canon A Whittaker (Foundation)
Also in Attendance: Mrs L Rudelhoff Scott (Clerk)

18/19-19. Apologies for Absence: Mr M Saunders

18/19-20. Declarations of Interest: There were none.

18/19-21. Welcome and Prayers: The Chair opened the meeting with a prayer

18/19-22. Chair's Comments: New parent governor Mr Robson, was welcomed to the Governing Body. Mrs Whiteley and Ms Watson, who had recently resigned from the Governing Body, were thanked for their years of work and commitment to the Governing Body which had been very much appreciated. St Mark's PCC on behalf of the Diocese are seeking replacement Foundation Governors.

School to place a request for new governor in the next newsletter. **ACTION PB.**

Members of the Governing Body to let Canon Whittaker know of anyone that might be interested in becoming a Foundation Governor.

18/19-23. Confirmation of Appointment of Local Authority Governor: Mr Barber proposed and Mrs Grant seconded that Mr Saunders be appointed to the Governing Body as a Local Authority nominated governor. Unanimously agreed by the Governing Body.

18/19-24 Minutes of the Meeting held on 4 October 2018: The minutes were agreed as a true record of the meeting. Proposed Mr Ward, seconded Mr Ibbs. Agreed and signed, subject to the following changes:
Minute 18/19-11 – add Mr Barfoot to the L&M Committee.
Minutes 18/19-10 – third bullet point should read "...an increase in Ms Esposito's hours from 0.3 to 0.4...."

ACTION - LRS

18/19-25. Matters Arising:

Min 18/19-8: The heating upgrade programme had gone very well. School staff had been very impressed with the professionalism of the contractors, Bay Building.

Min 18/19-8: It was asked that all members of the Governing Body make themselves known to the newly appointed teaching assistant Ruth Watson in the coming weeks.

Staff and Governor photo board to be displayed. **ACTION PB**

Min 18/19-10: All members of the Governing Body need the complete Keeping Children Safe in Education (2018) document, not just Part One as previously advised and had been distributed at the last meeting. **ACTION PB**

Min 18/19-10: All teaching staff appraisals were completed by the end of October 2018 (as per the school policy).

Min 18/19-12. The TLA Committee had met on 10.12.18 for the Headteacher's mid-year performance review.

Min 18/19-15: The Pre-School official opening would take place once the newly dedicated outdoor area is complete. A new façade banner jointly advertising nursery and Reception places has been designed and will be displayed in Oxenholme near the station, on the A65 near the railway bridge and outside the school building.

Min 18/19-17: The Headteacher had yet to look into possible ideas for signage outside school to address parking problems **ACTION PB**

18/19-26. Correspondence: A card had been received from the School Business Manager thanking members of the Governing Body for their kind birthday gift.

Communication had been received from the Cumbria Teaching Schools' Council representative (Jonathan Johnson, Headteacher at the West Lakes Academy offering three days of NLE (National Leader in Education) support. This is part of the Government's offer of support for schools deemed to be in need based on 2018 KS 2 results.

Three letters had been received by the Headteacher from concerned parents regarding the position of the school in the national League Tables. The Headteacher had re-assured parents and informed them about some of the background details and of the positive steps being taken in response.

It was agreed that the Headteacher would prepare a briefing paper for the Governing Body which could then be adapted as a letter or part of a newsletter to parents to explain the positive steps being taken to improve outcomes in maths. **ACTION PB.**

It was noted that changes to the way maths was being taught had been introduced over the last two years and were now becoming embedded in practice. Progress and improvement is clearly seen in the outcome data for EYFS and KS 1. Teaching staff, TAs and the maths subject leader were praised for being so willing to accept change and develop new approaches.

18/19-27. Headteacher's Report: The Headteacher highlighted items from his report which had been circulated in advance of the meeting:

Pupil Numbers: Early indications from the LA suggest 22 pupils starting in Reception in September 2019, 17 of whom (63%) currently attend the Pre-School.

Attendance: This had recently fallen below the 96% target set for the current academic year. It had been agreed at the C & W committee meeting that a letter would be sent to parents of pupils whose attendance had fallen below 90% pointing out the low figure and reiterating the importance of pupil attendance for positive outcomes from schooling. Governors asked for the number of pupils causing concern to be contained in the report in future. **ACTION PB**

Church Schools Values and Ethos event. The Headteacher informed the Governing Body about an ongoing project with three other local CE primary schools exploring the four key aspects of the CE Vision for Education: Wisdom, Community, Hope and Dignity. The Headteachers of the four schools are planning to run an event at Rydal Hall on the morning to Tuesday 11th June for staff and pupils from other CE schools in the Diocese. Mr Ibbs and Mrs Atkinson expressed an interest in attending the event. **ACTION PB**

School's Facebook Page: The newly established page is being used to celebrate school events and not as a main means of communication. Early use and feedback has been very positive and encouraging.

Views of Parents The Headteacher to explore the possibility of the school purchasing an account with Survey Monkey to enable quick surveys to be carried out with the parent body.

18/19-28. Membership of Committees: Following the recent resignations from and appointments to the Governing Body, the following committee memberships were agreed:

Community and Welfare:

Canon Whittaker (Chair of committee), Mrs Grant, Headteacher and Mrs Brooke
Co-opted: Mrs Forshaw (MOSAICS), Mrs Clarke (Pre-School Manager),
Mrs R Esposito (School Direct PPL), Mrs Illingworth (School Business Manager)

Mr Ibbs agreed to serve on the committee until such a time as a new foundation governor is appointed.

Teaching, Learning and Assessment:

Mrs Atkinson (Chair of committee), Mr Ward, Headteacher, Mrs Grant and Mr Robson
Co-opted: Mrs Hardy (SENDCO)

Leadership and Management:

Mr Ibbs (Chair), Mr Barber, Mr Ward, Mrs Brooke, Mr Saunders,
Co-opted: Mrs Illingworth (School Business Manager)

The quorum for all meetings would be three.

Due to the recent resignation of Ms Watson, Mrs Brooke agreed to serve as the SEND Governor and would liaise with Mrs Grant the school's Designated Safeguarding Lead (DSL).

As a newly appointed member of the Governing Body, Mr Robson agreed to attend all committees as and when he was able.

18/19-29. Report back from Committees: Minutes from the Leadership and Management, Teaching Learning and Assessment, Community and Welfare Committees had been circulated prior to the meeting.

Leadership and Management Committee Meeting (held on 31st January 2019):

Mr Ibbs, gave a report back from the meeting as per the minutes.

Business Manager: Thanks were expressed to the School Business Manager for her work on the School Financial Value Statement (SFVS).

Teaching, Learning and Assessment Committee Meeting (held on 17th January 2019):

The Chair of the committee reported back and the following points were noted:

- Pupil Progress meetings were held in January for each class with class teachers, Headteacher and Deputy Headteacher.
- St Mark's is now a licenced 'I Matter School'. Pupil premium funding is being used to pay for the services of Dr Cathy Betoine, teacher and clinical psychologist, founder of the I Matter programme.
- It was asked that the figure which we receive for Pupil Premium and the figure which is spent from that budget be included in all future TLA committee minutes. PB referred members of the GB to the PPG report on the school website. **ACTION PB**
- Concern was expressed by the committee at the lack of funding for high needs SEND at county and nationwide level.
- The LA has allocated £1,000 to the school as a part of the school's current enhanced support status. It was agreed that this would be used to further work on the monitoring and evaluation process.

Community and Welfare Committee Meeting (held on 24th January 2019)

The Chair of the committee reported the following:

- The Governing Body Behaviour Principle Statement: It was agreed to add a paragraph to the generic model policy currently being used to reference the school's 15 Christian values and their relationship with the school's approach to behaviour. **ACTION PB**
- Staff Well-being Policy: Work needs to be done on finding a model policy on which to base future discussions with staff and GB and development of a policy. **ACTION PB.**

18/19-30. Authorisation of Absence: It was reported that there were perceived inconsistencies in application by Headteachers across the county. Individual requests are decided by the Headteacher for pupil absence in term time which should only be granted *in exceptional circumstances*. Suggestions were put forward of how to try and combat parents taking children out of school in term time even when their requests are denied. It was agreed that the Senior Leadership Team would look at the matter and produce a guidance leaflet and diary/reading list to give to parents to use with pupils in these circumstances. **ACTION PB & SLT**

18/18-31. School Financial Value Statement (SFVS): The document had been seen by the Leadership and Management Committee which in turn recommended it to the FGB. Mr Ibbs proposed and Mrs Atkinson seconded that the document be accepted. It was unanimously approved and signed by the Chair.

18/19-32. Safeguarding Update: The Designated Safeguarding Lead said that the School was extending the Kidsafe training to include the Reception class. Level One safeguarding training had been completed with all staff. Updated Prevent training had been attended by the Head and Deputy and would be cascaded to all staff. DC Woods is new in post and heads up training on radicalisation and the prevent duty for Cumbria Constabulary. Notes from the training would be given to Mrs Brooke the new SEND Governor **ACTION JG**. It was agreed it would be useful for all members of the Governing Body to attend the Prevent training session feedback to staff early in the summer term. **ACTION PB**.

18/19-33. Admission Arrangements and Policy 2020: The policy brought to the last meeting had now been out for consultation for six weeks concluding at the end of January 2019. No comments had been received. Final adoption of the policy and arrangements was proposed by Canon Whittaker and seconded by Mrs Grant and unanimously agreed.

18/19-34. Governor Training: Mr Ibbs would be attending an RE and Collective Worship training session on 10th April and would report back to the next meeting.

Mrs Atkinson attended an RE and Collective Worship course run by the Diocese and one on preparing for SIAMS Inspection. It was agreed the Clerk would circulate to all members of the Governing Body the questions for governors recommended as preparation for inspection received from the Kendal Governors' Partnership meeting she attended. **ACTION HA & LRS**. Mrs Atkinson will attend a new governors' course in the summer term. Mrs Brooke had attended this course.

It was agreed that the proposed new OFSTED Framework for Inspection (currently available for consultation) would be on the next FGB agenda. **ACTION LRS**

18/19-35. Any Other Urgent Business:

Special Needs Funding: KCP Headteachers had invited officers of the Local Authority and local politicians to a meeting to express deep concern about the levels of SEND funding in the county. Although a national problem it was more of a problem in Cumbria given the level of deficit in the High Needs element of the budget. The Headteacher explained that there were problems with timescales in order to get professional help for pupils. PB had attended along with the SENDCo, Mrs Atkinson and Mr Ibbs.

The Headteacher of Sandgate School has proposed a project to be funded by the LA, offering outreach support for specific pupils with SEND in KCP schools. The idea being to identify pupils whose trajectory through the school years might end with them being sent out of county for this support at great cost. It was felt that the provision by Sandgate would be a huge benefit to schools.

Extra Allocation: An extra allocation of £9,700 of Devolved Formula Capital is now available to the school to be accessed via the Diocese. Clarification on how this money can be used will depend on the outcome of the current LCVAP bid. It will need to capital or maintenance work. Priorities for the money will need to be drawn up. **ACTION: L & M Committee.**

18/19-36. Time and date of next meeting: The Chair gave his apologies in advance for the FGB meeting planned for 23rd May. This meeting will be chaired by the Vice-Chair.

The meeting ended at 8.50 p.m.