

**Meeting of the Governing Body of St Mark's CE Primary School
Monday 18th October 2020
Minutes**

Present:

Mrs M Cammack (Foundation Governor)
Mr T Ward (Chair)
Mrs S Miller (Foundation Governor)
Mr G Day (Foundation Governor)
Mrs S Matthews (Foundation Governor)
Mrs S Brooke (Vice-Chair)
Mr K Robson (Parent Governor)
Mr P Barfoot (Headteacher)
Mrs J Grant (Staff Governor)
Canon A Whittaker (Ex-officio)

In the absence of the Clerk, PB (Headteacher) took minutes.

21/22 1. Apologies for Absence

Apologies were received from Mr B Wood, Mrs S Miller and Mrs J Gregory (Clerk)

21/22 2. Declarations of Interest

Annual declaration of interest forms were distributed (and some completed and returned). There were no declarations of interest made relating to items on the agenda.

21/22 3. Welcome and Prayers

Canon AW opened the meeting in prayer.

21/22 4. Election of Chair

There being no other nominations, TW continues as Chair.

21/22 5. Election of Vice Chair

There being no other nominations, SB continues as Vice-Chair.

21/22 6. Chair's Comments

The Chair informed the GB of appointment of two Foundation Governors, Mr B Wood and Mrs S Matthews. Mrs Matthews introduced herself to the GB, explaining some of her background in Early Years education.

21/22 7. Minutes of the meeting held in July 2021

Minutes of the FGB meeting held 20.07.21 were accepted as a true record. No amendments necessary. A copy was signed by the Chair.

21/22 8. Matters Arising:

20/21 (84) Safe Recruitment Policy for St Mark's has now been completed, based on the model policy document provided by Kym Allan Health and Safety Consultancy. To be adopted by the FGB.

20/21 (85) Cumbria in Bloom. St Mark's has received a Silver Award in the School Gardening category of Cumbria in Bloom awards.

20/21 (86) Pupil Numbers. PB pointed out the relatively low numbers (18) of pupils in the new Reception intake.

Staff changes. PB explained that the staff resignations with effect from Sept 2021 were all unrelated and that most of them were retirements.

Guests from local churches in school collective worship sessions. This has been very successful in providing fresh approaches and new faces. It also helps to broaden children's understanding of the various different interpretations of Christian living represented by different denominations. The practice will continue from the Autumn term onwards.

PSHE Education: all classes were taught the units allocated in the PSHE Education curriculum adopted in September 2020, which incorporates the new national Relationships Education curriculum.

20/21 (90) School is currently running according to Plan A put in place in readiness for the new school year in September 2021.

Queen's Platinum Jubilee: it was agreed that the extra day's holiday granted to maintained schools in the academic year 2021 – 2022 will be taken on Wednesday 20th July, adding one day extra to the summer break. The summer term 2022 will now finish on Tuesday 19th July.

21/22 9. Correspondence

Messages in thank you cards from three retiring members of staff were shared.

21/22 10. Headteacher's report

The HT's report had been distributed in advance.

Question from member of the GB: of all languages, why is French taught in school ?

Answer (PB): At the time teaching a language in KS 2 became statutory, the LA offered support materials for Spanish, German and French. It was felt at the time that, of those subjects, the KS 2 teaching staff had more experience and confidence in teaching French. Since then it is the teaching of French that has been supported with resources and the work of peripatetic teachers.

PB highlighted the following points:

- PB has conducted a full round of drop-ins with each class teacher in place of full lesson observations for the autumn 2021 round of teacher appraisals. These have been to topic based sessions focusing on one of the foundation subjects. PB was keen to explore the current sequencing of the curriculum in advance of the full curriculum review taking place in the coming months.
- Teachers and support staff completed anaphylaxis training led by a local Public Health 5-19 nurse in September, which included training in the use of Auto Adrenalin Injectors as a child has joined school with a severe nut allergy. Steps have been taken in recent months to ensure that St Mark's is a nut free school.

21/ 22 11. Committee related items

Leadership and Management (Premises & Business)

- Minutes of the meeting held 20.09.21 had been distributed in advance.
- Following actions agreed:
 - **Action PB: reviewed Security Policy to be sent to all members of staff**
 - **Action PB: update St Mark's School details in Gov.UK website: Get Information About Schools (GIAS) to new status 'Has Nursery Class' with effect from 01.11.21**

Leadership and Management (Finance & Staffing)

- Minutes of the meeting held 11.10.21 had been distributed in advance.
- Safe Recruitment Policy adopted by agreement of the committee via email.

Teaching, Learning and Assessment

- Minutes of meeting held 04.10.19 had been distributed in advance.
- Committee recommended current Grievance Procedure for re-adoption
- Proposed: AW, Seconded: JGrant Vote: unanimous in favour of re-adoption.
- Following action agreed:
 - **Action PB: distribute copies of Grievance Procedure to all members of staff.**
- Point reiterated that a Chair is required for this committee from the GB members

Community and Welfare

- Minutes of the meeting held 27.09.21 had been distributed in advance.
- Committee recommended Whistleblowing Policy for adoption (with one amendment to current policy: reference to be made to new HR provider)
- Proposed: AW, Seconded: JGrant Vote: unanimous in favour of adoption.
- Following actions agreed:
 - **Action PB: distribute copies of Whistleblowing Policy to all members of staff.**

- **Action PB: convene Parents' Forum for discussion of issues related to protected characteristics and development of the Single Equality Scheme**

21/22 12. Committee Structure and Membership

With the appointment of two new foundation governors with specific interests and experience the committees are now better balanced. SM will join the T, L & A committee and BW the L & M committee.

Action FGB: agree appointment of a Chair for the Teaching, Learning and Assessment committee.

21/22 13. Admissions Policy and Procedures 2023

Draft Admissions Policy and Procedures for 2023 were recommended for adoption by the Community and Welfare committee.

Proposed: AW; seconded: JGrant. Vote: unanimous in favour of adoption.

21.22 14. Statutory GB Policies and Website Compliance

PB explained that the process of reviewing and updating the suite of policy documents relating to safeguarding and the new version Keeping Children Safe in Education (September 2021) was almost complete. PDF versions will be published on the school website (to ensure compliance) and the full set sent to all members of staff who would then be asked to return an email declaring that the policies and procedures have been read and each individual's responsibilities in relation to the content understood.

Action PB: complete actions detailed above.

21/22 15. Safeguarding

J Grant explained that there had been an exchange of roles. From September 2021 PB is the Designated Safeguarding Lead (DSL) and J Grant the Deputy Designated Safeguarding Lead.

21/22 16. Staff Wellbeing and DfE Education Staff Wellbeing Charter

Following discussion of the merits of different approaches to supporting staff wellbeing it was agreed that the Community and Welfare committee would develop a plan for gathering staff views.

Attention was drawn to the newly published DfE Education Staff Wellbeing Charter, copies of which had been distributed to all members of the GB in July 2021. It was explained that this could be adopted by GBs at any point in the coming year. Community and Welfare committee to consider the content of the charter in next meeting (Jan 2022).

21/22 17. Governor Training

Action JG: liaise with newly appointed School Business manager to establish system for booking training courses for members of the GB.

Action PB: set up accounts for the National College for the two new GB members, SM and BW.

21/22 18. Time and Date of Next Meeting: 29th November, 6.00pm (Joanne Tattersall, LA General Adviser, to lead Ofsted preparation training via Zoom)

21/22 19. AOB

Local Government Reforms PB updated the GB on the proposed division of Cumbria County Council into two unitary authorities with effect from April 2023. As there are likely to be significant changes to the way education is led and provided in the new authorities the GB should follow developments carefully and consider involvement in any consultation on future plans.

Multi-Academy Trusts Carlisle Diocesan Board of Education recently sought opinion of GBs and church school HTs on the likelihood or otherwise of schools joining a MT in the future. In the published responses to the survey one of the main issues of most schools was the strong desire to maintain identity as part of the local community. PB suggested that possible Academy status should be an item on the agenda of all future FGB meetings.

Times of Committee meetings In light of the fact that the majority of committee meetings that have taken place in the autumn term have started at 4.00 p.m., which is earlier than the scheduled time of 6.00 p.m., a request was made that all committee meetings in the spring term of 2022 should start at 4.00 p.m. All present were in agreement.