

## **Notes of the Meeting of the Full Governing Body of St Mark's C of E Primary School held on Thursday 4 October 2018 at 6.30pm 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) Canon A Whittaker (Foundation), Mr T Ward (Chair), Ms C Watson (Foundation) Mrs J Whiteley (Foundation)

Also in Attendance: L Rudelhoff Scott (Clerk)

- 18/19-1. Apologies for Absence:** Apologies were received and accepted from Mr Saunders. It was noted that Mrs Turner had resigned as a parent governor. The Chair reminded members of the Governing Body of the need to consider succession to the role of chair as his term of office would shortly be coming to an end (on 8 December). The Vice-Chair did not wish to take over the role. As he had not received any interest in the role and in the event that there were no volunteers at this meeting, he agreed to seek a further term of office with the Diocese and asked that members of the Governing Body give thought to who would take over the role in the future.
- 18/19-2. Declarations of Interest:** There were none.
- 18/19-3. Election of Chair:** Mr Ward was nominated, seconded and elected Chair for the current academic year.
- 18/19-4. Election of Vice Chair:** Mr Ibbs was nominated, seconded and elected Vice-Chair for the current academic year.
- 18/19-5. Welcome and Prayers:** The Chair led the prayer.
- 18/19-6. Chair's Comments:** The Chair re-iterated his five tips for newly appointed members of the Governing Body that he offered at the last meeting. He asked that members of the Governing Body get involved with and visit the school to talk to pupils, staff and other parents. Lanyards for members of the Governing Body to wear whilst in school are available from reception.
- 18/19-7. Minutes of the Meeting held on 5 July 2018:** The minutes were agreed as a correct record of the meeting and were signed by the Chair. It was noted that the minutes had been taken by Ms Watson, for which she was thanked.
- 18/19-8. Matters Arising:**
- Mr Barber had been re-appointed by the Diocese for a further 4 year term.
  - There would be a Health and Safety Audit on 23 November 2018 which would be attended by the Vice-Chair as a representative of the Governing Body
  - The heating upgrade project was progressing well
  - There was no date as yet for the Pre-School official opening.
  - Interviews had taken place for a Teaching Assistant and a Senior Teaching Assistant in July and two new members of staff had been appointed. The Head asked if members of the Governing Body could make themselves known to the new members of staff.
  - 4 Year 6 SATs papers had been sent for marking reviews with no changes made to final marks. There was a cost of £9.00 per paper.
  - The response of the Governing Body to the consultation on proposed changes to the Admission Policy for 2020 made by the Diocese as agreed at the last meeting had been signed and sent to the Diocese.
  - The Pre-School Manager, Mrs Clark, would be invited to attend each meeting of the Community and Welfare Committee.

- The swapping of the Year 2 and Reception Classrooms for practical reasons, although costing the school money beyond what was budgeted, had been a good decision.

**18/19-9. Correspondence:** There was no correspondence to share.

**18/19-10. Headteacher's Report:** The Headteacher highlighted items from his report as follows:

- The work being carried out to update the heating system had created a lot of pressure on the school staff with some classes having to move out of classrooms for one or two days. Staff were thanked for their patience and for persevering with the situation.
- Reception Open Day is planned for Wednesday 14 November. Posters and flyers will be sent to local nurseries and placed in strategic local locations to encourage parents to visit the school. If admission fell a significant amount of funding would be lost which would be detrimental to the current structure and staffing levels of the school.
- The Headteacher recommended that an increase be made to Mrs Esposito's hours to reflect the increase in numbers of students on the School Direct PGCE course (14 this year from 12 last). Members of the Governing Body agreed to a temporary increase for a year. **ACTION PB**
- Ms Ferguson (student at Kendal College on placement each Thursday) would be joining the mid-day assistant team for one day per week.
- The school is fortunate to have a lot of volunteers helping in classes but this creates further pressure on the School Business Manager with the new GDPR and safeguarding regulations for all of them.
- The new Whole School Behaviour Strategy was working well. It was clear and consistent across the School and the children respond well to it.
- The lease agreement for the Pre-School was not the Governing Body's responsibility but is legally between of the Diocese Board of Finance and I the Pre-School trustees.
- Thanks were given to Ms Paxton and Ms Whittaker for putting together a Facebook page for reports of sporting activities at the School and lets parents know about school events. This was a requirement of achieving the Gold School Games Award.
- Presentations had been given by the Diocese and Deanery urging schools to think about widening the net into the community for new members of the Governing Body.
- The Headteacher had met with Joanne Thornhill, Local Authority General Adviser to discuss the provisional KS 2 SATs results. The TLA Committee would need to convene extra meetings in order to carry out work to support the staff in this area. **ACTION CW**
- All members of the Governing Body were given the document 'Keeping Children Safe in Education-Part One' and asked to read the document and sign and send back the acknowledgment slip to the School Business Manager. **ACTION: ALL**
- Confidential Item- see Confidential Minute.

**18/19-11. Membership of Committees were agreed:**

**Community and Welfare** Canon Whittaker (Chair), Mr Ward, Mrs Grant, Mr Barfoot (Headteacher) and Mrs Brooke

**Co-opted:** Mrs Forshaw (MOSAICS), Mrs Clarke (Pre-School Manager)

**Teaching, Learning and Assessment:** Ms Watson (Chair), Mr Ward, Mr Barfoot (Headteacher), Mrs Atkinson and Mrs Grant

**Co-opted:** Ms Hardy (SENDSCO)

**Leadership and Management:** Mr P Barfoot, Mr Ibbs (Chair), Mr Barber, Mr Ward and Mrs Whiteley

**Co-opted:** Mrs Illingworth (School Business Manager)

The quorum for all meetings will be three.

It was hoped to invite Mr Saunders to join the Leadership and Management Committee on his appointment as an LA Governor.

It was asked that when the parent governor vacancy is advertised that an expertise in one or more of the areas covered by the community and welfare committee be requested. **ACTION PB**

**18/19-12. Report back from Committees:** Minutes from the Leadership and Management, Teaching Learning and Assessment, Community and Welfare Committees were tabled.

**Leadership and Management Meeting held on 13 September 2018:** The Chair Mr Ibbs gave a report back from the meeting as per the minutes.

**Leadership and Management (Building and Premises) Meeting held on 27 September:** The following was noted

- A finance competency matrix will need to be completed by each member of the L&M Committee in preparation for submission of the School Financial Value Statement in February 2019
- The School Business Manager was thanked for sorting out the staff insurance matter so swiftly.

**Appraisal Policy:** The appraisal process for Teaching Staff had commenced. The Headteacher will make recommendations on pay, according to the teachers' Pay Policy, to the Governing Body in due course. **ACTION PB / TW**

It was requested that members of the Governing Body look towards developing a Well-being policy for school staff to work in tandem with the Appraisal and Pay Policies. It was trusted that senior leaders would handle this issue appropriately. **ACTION PB / AW**

**Pay Policy:** The Policy was agreed.

**Teacher's Pay Grant:** This was noted.

**Teaching, Learning and Assessment Committee Meeting held on 14 September-**

The Chair of the Committee, Ms Watson, reported back and the following points were noted:

- The school had been offered enhanced support this year from the LA.
- The Headteacher's Pay Review Committee met at the end of July. The Committee would next meet on 10 December 2018 for a mid-year review.
- An SEND report was tabled, compiled by the SENDCo.

**Community and Welfare Committee Meeting held on 13 September 2018-** The Chair Canon Whittaker reported the following:

- The Pre-School would dispose of the storage shed and would look to purchasing a new timber structure which was fit for purpose, this would be placed on the site of the old pond once planning permission had been granted. The structure was needed for storage and office space.
- Mrs Grant had updated the SRE Policy in light of new advice on gender and LGBT issues and would update the policy again in the near future once further advice and regulations had been received from the Government who have just released new guidelines.
- As the Safeguarding Governor, Ms Watson would meet soon with Mrs Grant to discuss new legislation etc. **Action CW / JG**

- 18/19-13. Admission Policy 2020:** Members of the Governing Body received the draft policy including changes made in the light of last term's consultation on admission criteria. The policy was in draft form as it had not been sent to the LA as yet. It was agreed to have an extra meeting of the appropriate committee (C & W) to discuss at the appropriate time. The Headteacher agreed to convene the meeting. **ACTION PB**
- 18/19-14. Educational Visits Policy and Procedures:** The policy was given to members of the Governing Body at the last meeting on 5 July and to staff. There had been no negative feedback from staff and members of the Governing Body had no amendments. The Governing Body agreed to adopt the Policy.
- 18/19-15. Natland and Oxenholme Pre-School:** The Pre-School Manager would be looking at marketing, putting out prospectuses to homes in new housing developments in the area. Members of the Governing Body asked if the Headteacher could place an advert in the Westmorland Gazette. The Headteacher agreed to explore the cost for this. **ACTION PB.**
- 18/19-16. Governor Training:** It was noted that the School Business Manager would be the link for governor training. The School would circulate the LA training brochure, if any governor wishes to attend a course they should liaise with the School Business Manager.
- 18/19-17. Any Other Urgent Business:**
- Budget Statement:** A budget statement was circulated by the Headteacher.
- Parking Outside the School:** The Police had recently been monitoring parking outside the school and have placed no parking cones on one of the pinch points. Members of the Governing Body asked if the school was able to finance some signage to place outside the School. **ACTION PB.**
- Parent / Teacher Conferences:** Members of the Governing Body were encouraged to come into School and visit the staff and parents more regularly. The following members of the Governing Body agreed to attend the next round of Parent / teacher conferences:  
5 November- Canon Whittaker, Mr Barber and Mr Ibbs  
8 November- Stuart Ibbs, Mrs Atkinson and Mr S Barber
- 18/19-18. Time and Date of Next Meeting:** Wednesday 6 February 2019. The Chair gave his apologies in advance of the meeting on 25 May, this meeting would be chaired by the Vice-Chair.

**The meeting ended at 8.10pm**