

Notes of the Meeting of the Governing Body of St Mark's C of E Primary School, Natland held on Monday 13 March 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, Mr T Ward (Foundation), Canon A Whittaker (Foundation)

Also in Attendance: Mrs L Rudelhoff Scott (Clerk), Laura Whittaker (Year 5 teacher and Maths Co-ordinator), Pippa Leslie (School Direct University Programme Lead), Rachel Esposito (School Direct Primary Programme Lead)

16/17-64: Welcome and Prayers: The Chair led the prayers.

16/17-65: Apologies for Absence: Apologies were received from Ms C Watson (Foundation), Mrs D Whitehead (Foundation) and Mrs J Whiteley (Parent).

16/17-66: Declarations of Interest: None.

16/17-67: Chair's Comments: It was noted that Mrs Whitehead's term of office would be coming to an end on 14 March 2017 and due to work commitments would not be able to stand again for the position of Foundation Governor after eight years of service. The Governing Body would be sorry to see her go and thanked her for all her input and expertise in her time as a Governor. It was agreed that any new governor would need to have expertise in the area of finance and sit on the Management and Leadership Committee. Canon Whittaker would endeavour to find a replacement for Mrs Whitehead qualified in this area and report back to the next meeting. **Action: AW**

It was explained that in future the second termly meeting of the Governing Body would have a more flexible agenda in order to cover different topics, therefore there was no new Headteacher's report on this agenda but the Headteacher would be verbally reporting any updates since the last meeting.

16/17-68: School Financial Value Statement (SFVS): The Chair had signed the document which had been sent to the Local Authority. The School Business Manager was thanked for all the hard work she had put in to preparing the document.

16/17-69: Minutes: The minutes of the meeting held on 25 January 2017 were agreed as a correct record and signed by the Chair.

16/17-70: Matters Arising:

- **Premises Committee:** The Diocesan Committee had met and agreed the school's application for LCVAP funding for capital works. David Whiteside for Cowan and Co had submitted a bid to replace the drainage system to the front of the site. The soft play surface in the EYFS outside area would also need to be replaced as a result. It is suggested that the area be re-surfaced with tarmac. The works would be carried out over five weeks in the summer holidays. This would mean that there would be no running water in school for staff who came in to school over that period. Canon Whittaker offered the use of the toilet facilities in the Church for staff over this period. The project would cost £41,000 with a commitment from the Governing Body of approximately £4,000 (10% contribution to capital works and maintenance). It was asked that neighbouring properties be considered during the period of the works. The Headteacher would be letting local residents about the works in advance when more details are known.
- Northern Inter Schools Christian Union (NISCU) Encouragement Evening: members of the Governing Body were invited to attend the evening 28.03.17
- Mrs Ibbs and Mrs Turner were thanked for attending the School assembly on Friday 3 March.
- The SAGE Financial Management System purchased would be installed next week,
- Snagging issues in the new classroom had been addressed although a window blind had been broken in the summer. The cost of repair would be passed on to South Cumbria Construction via Cowan and Co.
- Ceiling tiles had been replaced following a recent leak to the roof of the new classroom build. This to be monitored over coming months

- A security issue had arisen with the two new doors to the rear of the school as they could only be locked from the outside. Locks to be replaced.
- The Asbestos Management Plan to be reviewed and updated by the Premises Committee with support from Kym Allan H& S consultant.
- CDEC had given sufficient funding to cover HC's visit to Italy with the Global Schools Programme
- All the SFVS GB self-evaluation forms had been returned to the School Business Manager.
- The previously postponed EHCP review meeting had now taken place.

16/17-71: Correspondence: letter from the Corporate Director of Education for Cumbria Children's Services was read to the GB, congratulating the staff and governors on the 'Good' inspection judgement

16/17-73: Post-Inspection Action Plan: LW attended the meeting to brief the Governing Body on measures taken in response to the recent Ofsted Inspection and tabled a paper on the KCP 'Mint Maths' project which now puts more emphasis on 'Mastery'. This means that there would be one set of mathematical ideas and concepts for all, with the mind-set that all children can achieve. All children work on the same topic at the same time and do not move on until everyone has mastered it.

The new approach had a strong emphasis on key non negotiables such as memorisation of times table facts and procedures for problem solving. There should be no need to revisit topics as they should be learnt thoroughly before the children move onto another topic. Each child should be able to reason and explain processes.

In order to implement this approach in Kendal schools and raise maths attainment the Kendal Collaborative Partnership (KCP) sent two teachers to the school in London for training so that they could bring back their findings and share them with the maths co-ordinators in all schools in the KCP. So far, one training session out of four had taken place which LW attended and then delivered to staff at the School. Many issues had been discussed by the staff as a result and there was a concern that all KCP schools had raised, that funding and support were the main reasons for schools not adopting the full approach as seen at the Fox School in London. It was agreed at the training session that schools would take on board and implement what they could.

The following points were made in response to questions from the Governing Body:

- introduction of this new approach is a long term project
- it was the educator's job to ensure that learners understood. It is about a 'can do' attitude and all children must be given a chance.
- the approach involves a lot of practical work so schools will need to commit to providing adequate appropriate resources
- the school introduce some of the aspects and monitor the progress to see the results and feedback to the GB

The Governing Body thanked LW for her presentation.

16/17-74: Headteacher's Report: The following updates were given in respect of the report discussed at the last meeting:

- Bright Stars Enterprise Project – The project funded by Coulson Associates and involving children in Year 6 had resulted in a booklet being put together to sell for £2.50. The booklet had been printed at cost by Queen Katherine School and profits had already been made which would go to the Macmillan Cancer Charity.
- Attendance rates were falling slightly (currently 95.2%)
- Kidsafe training would commence in a couple of weeks with the Year 3 cohort.
- Appletree School had recently been inspected. The positive report highlighted the partnership with St Marks
- The 'Young Voices' event was a great success with 48 pupils attending

- The School Council would be visiting Parliament next week taking two Appletree pupils and staff with them.
- The self-evaluation document for SIAMS is close to completion
- The Headteacher had attended the first HT Reference Group meetings with the Diocese.
- A Worship Group had been formed led by Canon Whittaker and the HT
- The KCP Peer Review follow-up meeting had been postponed given that the school had recently been inspected
- The Staff Code of Conduct did not currently cover the use of mobile phones in school Kim Allan HSC had supplied an updated policy which included this point so it was hoped to update the school's policy as soon as possible.

In response to questions regarding the use of social media in schools by children the Headteacher stated that no child of primary school age should be using or have access to social media but the school had no control over what children were allowed to access at home.

It was agreed that it would be a good idea to be able to provide training for parents in school about how to put parental controls on computers in the home, The Chair agreed to look into whether the police could provide this training and let the Headteacher know. **Action:TW**

16/17-75: Secondary Transfer: The following destinations for the current Y6 cohort were noted

- Dallam School (2); Kirkby Stephen School (1); Queen Elizabeth School, KL (1)
Queen Katherine School (0); Kirkbie Kendal School (20)

16/17-76: Proposed New Housing Development: It was reported that Oakmere Homes would be submitting a housing application to the County Council for 55 new homes to be built on land between the bungalows on Long Meadow Lane and the railway line. A play area and woodland area may possibly be provided. Following recent building works the school has capacity to accommodate up to 30 extra children. The Headteacher to invite a representative of Oakmere Homes to speak to the GB in the coming months.

16/17-78: Queen Katherine Teaching School Alliance: It was reported that the Queen Katherine School (QKS) had been the lead school in partnership with the University of Cumbria (UoC) providing the local Schools Direct programme. The School Direct programme provides school based PGCE initial teacher education and has been running very successfully in Kendal for three years. The programme had a good track record and there was a rigorous interview process that last year saw 100% of students last year gain posts. QKS is due to be de-designated as a teaching school due to its recent 'Inadequate' inspection judgement. The UoC and the QKTSa have requested that St Mark's become the lead school in partnership with the UoC.

Pippa Leslie (University Programme Lead) and Rachael Esposito (Primary Programme Lead) who run the School Direct programme in Kendal gave a very thorough presentation to the Governing Body outlining the advantages of the local model:

The Headteacher proposed the St Mark's take over the Lead School responsibility for the period of a year. PB to attend a programme validation meeting on 28 March 2017 at the UoC.

In response to a request by the Governing Body the Headteacher agreed to compile a brief report outlining the pros and cons of the undertaking prior to the validation meeting on 28 March. The paper would be emailed to all governors this week and a response from each governor should be sent back before the 28 March and this would form the decision of the Governing Body. If all were in agreement the matter should be a regular item on GB agendas during the year 2017 – 2018. **Action: PB**

16/17-79: SIAMS Self Evaluation: Completed document would be sent to the Governing Body this week.

16/17-80. Committee Updates:

Finance and Staffing Committee – Meeting held on 13 February 2017: Minutes from the meeting were circulated with the agenda.

Special Educational Needs: A verbal report was given and the following points were noted:

- changes in funding for SEND. Local IPSEA reps had been working with a number of parents to help them secure funding for their children
- w/c 27 March 2017 is Autism Awareness Week
- positive feedback had been received from parents with children who had Individual Pupil Plans and had had the opportunity to meet with the SENDCo as well as class teachers in recent rounds of parent teacher conferences
- a lot of good work is going on in school which is making a difference to a lot of pupils

Teaching and Learning Committee: The Committee had met on 27 February 2017. The Headteacher tabled a list of predicted outcomes for 2016-2017 showing a good level of development.

The new Inspection Data Dashboard had just been compiled and made available to schools
Copies to be sent to all members of the GB **Action: PB**

16/17-81. Proposed New Committee Structure: A paper outlining proposals for the future committee structure and membership was sent out with the agenda. The Chair made the following points:

- There would be six FGB meetings per year.
- There would be three committees: Leadership and Management, Teaching and Learning and Community and Welfare
- Each Committee would meet in the same week every year twice a term.
- The Chair of each committee would decide whether or not the meeting would require a clerk or whether it could be minuted by one of the committee members.
- At the first meeting each committee would review its Terms of Reference.
- The new system would commence in September 2017
- As the Teaching and Learning Committee had fewer members there was a need to identify a potential new governor that had the skills to be co-opted on to that committee.

Members of the GB were asked to email any suggested changes to the Chair.

16/17-82: Governor Training: Mr Ibbs had attended two courses on Finance and one on SIAMS. Notes made from the SIAMS training were made available. Mr Ibbs asked that a SIAMS learning walk be scheduled as soon as possible. **Action: PB**

16/17-83. Any Other Business:

- **SIAMS:** The School's SIAMS inspection would take place on Friday 17 March 2017. Governors volunteered to attend at various times in the day to meet with the inspector and to receive feedback on the findings at a meeting at 5 p.m.
- **SAGE Education Finance System:** It was asked system updates were included in the package as they were costly if not. The Headteacher would make enquiries. **Action: PB**
- **Marketing and Social Media:** It was agreed that the school needed a presence on social media. Mrs Turner agreed to help take the matter forward for the school as she has experience of setting up closed Facebook communities for organisations which could be monitored appropriately. This would be looked at the next meeting.

16/17-85. Time and Date of Next Meetings:

Full Governing Body Meetings: 4 May 2017 and 6 July 2017 at 6pm for which Mrs Outhwaite sends her apologies in advance.

Finance Committee Meeting: 20 March 2017 5.15pm

Teaching and Learning Committee: 4 April 2017 at 5pm

Community and Welfare: 6 April 2017 at 5.15pm

The meeting ended at 9.40pm