

ST. MICHAEL'S C.E. PRIMARY SCHOOL, DALSTON

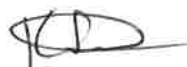
**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
HELD ON TUESDAY 4 APRIL 2017 AT 6PM**

MINUTE NO. 40

Present: Mr C Marsh (Head), Mr S Withers, Mrs K Somerville, Miss A Byers, Mr P Walker, Mrs A Bedford, Mr B Richards, Mr B McArdle, Mrs S Bickley

Mrs McDonald (Clerk)

	AGENDA ITEM	ACTION
1	<p>WELCOME / APOLOGIES Rev S. Carter – attending another meeting Mr C Scales (Associate Member) – sick. Both apologies accepted. Mr Withers welcomed everyone and, for the benefit of Mrs Bickley, asked that everyone introduce themselves</p>	
2	<p>GOVERNING BODY MEMBERSHIP AND ADMINISTRATION Mr Withers introduced Mrs Bickley as a prospective new Co-opted Governor. She has experience in HR and would therefore fill a skills gap in our Governing Body. Mr Withers proposed that Mrs Bickley join the GB, Miss Byers seconded the motion and it was unanimously agreed. Mr Chris Scales, who had been invited temporarily as an Associate Member, will hopefully receive the backing of the Diocese to become our 12th Governor – he would take the role of Foundation Governor. Unfortunately he is currently sick and so could not attend. All posts are now filled and committees are up to strength.</p>	
3	<p>DECLARATION OF BUSINESS INTERESTS IN AGENDA ITEMS Mrs Somerville declared that she works for WYG who have been contracted to work with school.</p>	
4	<p>MINUTES These were agreed to be a true record and signed by the Chair.</p>	
5	<p>MATTERS ARISING All will be considered in sections below. Mr Withers has not yet written regarding the £5k that schools should contribute to the cost of academisation – this is for the future if school decides to pursue that option.</p>	
6	<p>CORRESPONDENCE 1. LA written – school has been selected for EYFS moderation. External people will come to check that EYFS is working well – school has been chosen because Mrs Miller is an NQT, but there are no concerns and an initial meeting produced positive feedback. 2. Forty one families chose St. Michael's as their first choice for their Reception aged child. School can take 30. 23 and 24 families chose St Michael's as their 2nd and 3rd choice respectively. Three of those first preferences have SEN and of those school has offered places to two. They are both out of catchment. Their level of needs raises concerns over funding and care as the school has to fund the first eleven hours of any package. The third family has the right to</p>	



	<p>appeal.</p> <p>3. Letter from school nurses saying that they will be covering heights, weights, hearing and sight but any other services will have to be 'bought back' because of their re-structuring.</p>	
7	<p>HEAD TEACHER'S REPORT</p> <p>Steph Ward (General Advisor), Deborah Smith (Deputy Director of Education, Diocese) and Sue Lingard (peer to peer partner) met with Chris Marsh and Julie Paisley last week to review the school. They looked at data, toured the school and challenged/ questioned procedures. Overall the feedback was positive, and they gave clear direction. Mr Marsh will report their observations /recommendations back to staff</p> <p>Holocaust Memorial Day- a very positive and impressive event which was well attended and thought-provoking. Some St. Michael's children contributed by reading poems and prayers and the school choir sang.</p> <p>Progress of Children - Very important to be able to evidence the progress that children are making – and to identify and support those that are not achieving as well as they should. Mrs Paisley has detailed knowledge of the Pupil Premium children and their data.</p> <p>Some discussion about the different types of challenges that affect performance – and that the outward look of St Michael's as a comfortably middle-class, smart school belies several stories of real struggle for some children.</p> <p>Teaching and Learning – Mr Marsh has been involved in an assessment research project and continually trying to give the children opportunities to display deep knowledge – something that can be difficult in large classes</p> <p>Opportunities – school has been looking at different ways to use the Sports Funding for maximum effect. Mr Marsh is to re-consider asking Caldew to teach Reception class children for example – as the HLTA in school could maybe do that and allow Caldew to offer further opportunities for older children. Some discussion of setting up a Gym Club at Caldew (– that parents would pay for) followed.</p> <p>Some Sports Funding could be used for remodelling the infant playground to include a netball court etc.</p> <p>Leadership and Management</p> <p>Vicki Jackson has arranged a meeting for cluster schools, Caldew and the DfE to discuss a multi-academy trust on 4 May.</p> <p>HR & Payroll Provider</p> <p>School now using Strictly Education for their HR & Payroll. No issues as yet but still early days.</p> <p>Premises</p> <p>CCTV, fencing and Inventory system all completed or nearly completed.</p> <p>School Improvement Plan</p> <p>Staff well-being has been a focus this term. Several events have been arranged – Bingo Night, Keep Fit classes and Book Club.</p> <p>Miss Byers asked whether school entered the Carlisle Music Festival – but it didn't this year. The Big Dance event went very well but was very long.</p> <p>Some discussion of the Governors' preparation for an Ofsted visit followed. Mr Marsh will invite Chairs of Committees to meet him and discuss their areas.</p>	
8	<p>REPORTS FROM THE COMMITTEES</p> <p>Many items within committees already discussed</p> <p>Staffing- PW</p> <p>Staff Well-being questionnaire has been analysed. Mostly positive feedback.</p> <p>HR & Payroll provider had been discussed (now resolved)</p> <p>All performance Management appraisals and target setting has been completed.</p>	

	<p>Finance - KS Started financial year with expectation of a £7k surplus. In actual fact this rose to £14k by year end which will be useful going forward. (see below) The Finance committee have continued to question expenditure – school has used Formula Capital for the CCTV and Nestles kindly paid for the new fencing. Still trying to secure some money from the S106 money that Story Building gave to the PCC for building 121 new homes in the village. Miss Byers explained that the LA representative is very adamant that the school will not receive money as the school teaches children from out of catchment but the S106 money goes to benefit Dalston's children. Finance and Buildings are also discussing a possibility of moving ASC to the school house and converting the current ASC to a kitchen. The new budget for the coming year was also discussed – with very real concerns about future years if the proposed funding formula is accepted. Staffing is always the key expenditure but it is difficult to be precise in planning. School meals will be increased by 10p to help cover increased costs imposed by Orian.</p> <p>Curriculum and Pastoral – AB Pupils' progress is being tracked and monitored by the 'Depth of Learning' Scheme. Phonics teaching and assessment is being reviewed. The marking policy has been reviewed and Mr Marsh is monitoring work to ensure that it is being implemented.</p> <p>Buildings and Grounds - PW Many issues already covered above. Discussion of what to do with the School House now that the Police have vacated is ongoing. The infant playground, and how to fund its re-modelling, have also been extensively discussed.</p>	
	<p>NEW BUDGET Most of this was covered in the Finance Report above. The Finance Committee will meet in early May, after Alison Evans has visited, to discuss and approve the budget for 2017 : 2018 and the next two years going forward. The budget will then be presented to Full Governors on 16 May and submitted by 31 May.</p>	
	<p>MEETING CLOSED AT 6.55pm</p>	

GOVERNOR APPROVED THREE YEAR BUDGET PLAN - 2017-20

School/PRU Name:

DfE No:

Contact Name for queries:

Email Address:

Budget (May/Oct):

Refer to worksheet named "Notes - Read First" before completing.

YEAR 2016-17 Outturn	OUTLINE PLAN 2017-18	OUTLINE PLAN 2018-19 <small>(at 2018/19 prices)</small>	OUTLINE PLAN 2019-20 <small>(at 2018/19 prices)</small>
£	£	£	£

EXPENDITURE AND INCOME PLANS					
1	EMPLOYEES	780,271	759,201	769,208	781,400
2	PREMISES	54,022	46,221	47,180	48,175
3	SUPPLIES AND SERVICES	126,948	130,901	134,370	136,538
4	PROFESSIONAL SERVICES	15,390	15,028	15,404	15,789
5	LESS INCOME	- 62,628	- 55,209	- 56,230	- 56,230
6	NET EXPENDITURE (sum of lines 1 to 5)	914,004	896,143	909,931	925,672

DELEGATED BUDGET FUNDS - S251 and OTHER LA FUNDS					
7	SCHOOL FUNDING	810,872	814,862	816,258	809,769
8	EARLY YEARS FUNDING	-	-	-	-
9	HIGH NEEDS FUNDING	15,746	10,406	14,278	14,278
OTHER ALLOCATIONS					
10	PUPIL PREMIUM GRANT	20,120	18,160.00	16,260.00	14,360.00
11	UNIVERSAL INFANT FREE SCHOOL MEALS GRANT	39,131	38,456	38,456	38,456
12	ADDITIONAL HIGH NEEDS FUNDING	309		-	-
13	OTHER (PLEASE SPECIFY)			-	-
14	TOTAL FUNDING (sum of lines 7 to 13)	886,179	881,884	885,252	876,863

15	IN-YEAR BALANCE (line 6 less line 14)	- 27,825	- 14,259	- 24,679	- 48,809
16	LESS DEFICIT/ADD SURPLUS FROM PREVIOUS YEAR	+ 42,250	+ 14,425	+ 166	+ 24,513
17	FINAL YEAR-END BALANCE (line 15 plus line 16)	+ 14,425	+ 166	- 24,513	- 73,322

Note: all surplus figures are +ve, all deficit figures are -ve

Pupil and FTE Teaching staff numbers assumed in arriving at the above Budget Plans				
Pupil Numbers as at September in budget year		220	218	
FTE Teaching staff as at September in budget year				

Details of Pupil Numbers used in S251 calculation	Oct-15	Oct-16	Oct-17	Oct-18
Nursery				
Reception			31	30
KS1			61	62
KS2			128	126
KS3				
KS4				
KS5				
Total	0.0	0.0	220.0	218.0

Headteacher Signature: Name:

Chair of Governors Signature: Name:

Date Approved by Govs:

Notes:

St Michael's C.E. Primary School

Headteacher's Report to Governors April 2017

Steph Ward (L.A. advisor), Deborah Smith (Deputy Director, Carlisle Education Diocese), Sue Lingard (Headteacher , Hayton C.E. Primary School and peer to peer partner) recently visited to the school to meet with myself, Julie Paisley (Deputy Head) and Steve Withers (Chair of Governors) to review progress against targets and in anticipation of a future visit by OFSTED. We will receive her report in due course.

During the Spring Term we have hosted two students to enable them to develop their practice whilst working towards their teaching degrees. Alexandra Graham (Year 1 placement) and Amy Ion (Year 3 final placement) from Edge Hill University were both a delight to work with; they performed admirably when measured against their professional standards. We have also welcomed a range of volunteers and work experience trainees to support / gain experience in our school. John Hiscox (School Direct Trainee) starts his final placement in Year 3 in the Summer term.

Our pupils and parents have supported 3 charities during this term:

Great North Air Ambulance – Clothing collection + Bright Stars project;

Red Nose Day – purchase of merchandise and donations;

NSPCC – Fitness challenge sponsorship.

Our assembly programme has been slightly adjusted this year to enable key stage specific assemblies to be held each week. We have also been pleased to welcome NISCU in to school for the occasional assembly each term. Rev. Carter regularly leads assembly and even performed a mock Baptism for our Year 1 children as part of their R.E. programme.

Our Year 5 and 6 pupils, together with the choir, participated in the Holocaust Memorial Service at St Michael's Church on Holocaust Memorial Day. This well attended service was addressed by the Cumbrian Police and Crime Commissioner and involved performances by both Caldew School and St Michael's pupils.

Extra Curricular activities this term have included: Football, Dance, Netball, Cricket, Hockey, Gymnastics, Running and Mission Clubs, together with our Choir.

Progress towards School Improvement Targets

Area	Actions	Progress
Progress	Assessment embed Depth of Learning processes + NFER Whole school writing progress –year group criteria clarity Year 3 group 2016 Progress of more able pupils in maths	Through our local teaching school alliance we continue to be involved with an assessment research project. This links to our Depth of Learning formative assessment scheme. This has been the focus of our school INSET programme. Staff are

	<p>Pupil Premium pupil progress in maths Year 2 (2016/17) Progress from starting points. Year 3 Progress of 3 pupils who have not achieved phonics standard Progress meetings + SEN</p>	<p>becoming more familiar using, planning for, recording and using data provided to ensure progress of all pupils. Staff have been provided tracking data for their class in the core subjects identifying progress made and linking back to end of Foundation stage. This has enabled staff to target groups of pupils who may not be making expected progress.</p> <p>Year 2 pupils- A small group are causing concern regarding progress from their starting points. This is currently being addressed.</p> <p>Year 3 phonics – all pupils now at the required level. Julie Paisley has pupil profile progress data for pupils on our SEN register and pupil premium children.</p>
Teaching and Learning	<p>Extending the more able Guided reading Mastery and Investigation</p>	<p>Our assessment research project requires teachers to plan for learning opportunities that enable pupils to demonstrate their “depth of understanding”. Currently, across the school there are numerous examples of differentiated work extending the more able. We are working towards a balance of teaching /learning and investigations / challenges that give pupils opportunities to demonstrate their embedded knowledge. Guided reading continues to develop. Accelerated reader assessments show great improvement for the vast majority of pupils across the school. Mrs McArdle is leading further development of guided reading. Mrs Pledge is still involved in the North West Hub Maths Mastery project.</p>
Opportunities	<p>P.E. and sport –budget link and impact Budget for resources and equipment Outdoor and adventurous activities Music and performance Summer performance Leavers’ Concert Summer Fair Fundraising ideas for new playground surface / Bright Stars enterprise project</p>	<p>Our sports premium funding will allow us continued access to the expertise and facilities at Caldew School. In addition, it will be used to fund HLTA hours to teach and coordinate sporting activities across the school. It is also planned that a portion of this funding will be used to remodel our front playground. Mrs Pledge is investigating a short residential for Year 5 next year Our Key Stage 2 annual performance will be in the Summer Term this year. Timings for the Summer Fair and Leavers’ Concert will be agreed at the beginning of the Summer Term Our Bright Stars project has been completed. Unfortunately,</p>

<p>we did not win a prize this year, however our school council events committee had a lot of fun involving our wider school community in a range of activities (film night, healthy heart day, quiz night) raising funds for the Great North Air Ambulance.</p>		
<p>A group of local primary schools + Caldew School are scheduled to discuss ideas in early May 2017.</p> <p>Our new H.R. and payroll provider – Strictly Education have been appointed and started on 1.4.17.</p> <p>Our English subject leader started in January 2017. She has produced an action plan detailing key areas to focus on for the remainder of this school year.</p>	<p>Academies investigation and systems Personnel / H.R. and pay roll – review Subject leader – Appoint English leader - Maths S.L. time</p>	<p>Leadership and Management</p>
<p>Accelerated Reader continues to be a success. This scheme now includes the majority of Year 2 children. One Year 1 child is currently accessing the online system. Data shows the vast majority of pupils making significant progress.</p>	<p>Library books - Accelerated Reader.</p>	<p>Resources</p>
<p>This is ongoing and continues to be a focus across the school. This links with our whole school focus on assessment / developing in context learning opportunities.</p> <p>Claire Armstrong continues to lead R.E. and collective worship. She has led staff training on philosophy for children and revised our collective worship plans. It is anticipated that we will access support from the Diocese in the coming year in preparation for our SIMS inspection 2017/18?</p> <p>Other INSET sessions have focused on year group expectations, linking these to our Depth of Learning assessment system. Recent moderation materials have been purchased for use across the school. Staff members have attended training on the use of interim assessment frameworks for K.S. 1 and K.S. 2 assessment this year. Further training is planned for Summer Term 2017.</p>	<p>Cross curricular links to curriculum drivers in planning. R.E. and collective worship Writing – clear identification of expectations in each year group.</p>	<p>Curriculum</p>
<p>The car park fencing project has been completed – this was kindly funded by Nestles. The CCTV systems has been updated, cabling to attach the 4th camera is being installed over Easter. External gates are now locked during school hours. All visitors are directed to enter the school via the main entrance. Our newly installed inventory system records staff, visitors, late arrivals and early leavers.</p>	<p>Infant Playground resurfacing Quiet area / reflection space Security CCTV Car park fencing Junior areas rewiring project</p>	<p>Premises</p>

		<p>WYG have been into school to finalise the specification for the junior area rewiring project. It is not known whether this has gone to tender yet.</p> <p>Our fire alarm and sensor system has been fully serviced.</p>
Staffing.	<p>Team work and cooperation</p> <p>Staff well being</p>	<p>Our focus in January was linked to all aspects of staff well being. Julie Paisley has organised a range of staff team building social events and we now even have a staff fitness session run in school each week.</p>