



MINUTES OF THE FULL GOVERNING BODY MEETING

Monday, 4th December 2023 at 6.15pm
at the school

Participants:

Governors:

Uel Barclay
Alison Bateman
Sara Bromfield
Richard Bennett
Sophie Brunt
Rushabh Haria (Pt)
Francis Neal (Co-chair) – Chaired this meeting
Eils Osgood (Co-chair)
David Petrie
Helen Taylor
Dan Wells (Vice chair)

Other Attendees:

Lucy Ashby (Deputy Head Teacher)
Fiona Whiteside (Assistant Head)
Paula Frew (Observer – proposed new
Foundation Governor)

Jo Brogden (Clerk)

Absent (no apologies received): Chris Milsom

“This is how God showed his love among us: He sent his only Son into the world that we might live through him.” (John 4:9)

1. PRAYER

The Revd Dan Wells led the meeting in a prayer.

2. WELCOME AND APOLOGIES FOR ABSENCE

Francis Neal (Co-chair) opened the meeting and welcomed everyone attending, in particular, Sara Bromfield whose term of office was ending, and Paula Frew who was observing as a proposed new Foundation Governor. Chris Milsom was absent. The meeting was quorate.

The Co-chair presented Sara with a gift on behalf of the Board and Sara thanked the governors and said that “it had been a privilege and a pleasure to work with you all. What a very supportive and lovely group of people to work with.”

3. ACTING VICE-CHAIR ELECTION

The Clerk led the meeting for this item:

David Petrie was elected Acting Vice-Chair with no opposition during the period that Dan Wells (current Vice-Chair) will be on sabbatical from January 2024. *[Dates confirmed as 22nd January 2024 to 14th April 2024]*

4. CURRICULUM PRESENTATION

The Deputy Headteacher presented a curriculum update. *[Copy of presentation saved in FGB meeting files on GovernorHub.]*

Q. How are SIP assessments and RAG ratings co-ordinated?

This is done all the time with the school's SIP, together with three other subject lead areas.

Q. Is there a differentiation for higher achieving pupils?

Everything is pitched at the top level and scaled down. Every pupil has the opportunity to achieve the top level, rather than other options offered.

5. DECLARATIONS OF BUSINESS INTERESTS IN AGENDA ITEMS

There were no business interests declared in relation to items on the agenda.

6. MINUTES FROM PREVIOUS MEETINGS (02.10.23 and 01.11.23)

The minutes from both meetings were approved.

7. REVIEW OF ACTIONS AND MATTERS ARISING

Agenda Item 8. Chaplain's Report

It was agreed that the new Chaplain's report should be provided in the summer term. **ACTION**

Agenda Item 12. Skills Audit

It was agreed that the Skills Audit would be redone in the Summer Term. **ACTION**

It was confirmed that every governor should have completed safeguarding training and renew every three years.

All other actions had been completed.

8. HEAD TEACHER'S WRITTEN REPORT

The Headteacher's written report had been provided ahead of the meeting. At the meeting the Headteacher verbally highlighted:

- The dates for Assessment Week have been moved so the Headteacher will report on this next term.
- Current Phonics targets for EYFS are lower than previously, but still compare favourably.
- At the time of writing the Headteacher's Report, there had been 39.5 days of staff absences compared to 44 in the same period last year. However, this had increased by a further 10 days to 49.5 at the time of the meeting.
- One part time member of the teaching staff has gone on maternity leave and will be covered by a supply teacher (who is used to working in Church schools) for the Spring and Summer terms. Another part time member of staff is due to have a hip operation next half term.

Q. Why have we lost pupils to Sheen Mount, Marshgate and St. Elizabeth's?

The family move to Sheen Mount is based on location and work commitments; Marshgate – the family wanted a Turkish community and in the case of St Elizabeth's a catholic school.

It was noted that pupil attendance is very good.

Q. What do 'E' and 'K' refer to under SEN% in the School Data?

E refers to EHCP children and K to SEN Support Group children.

- OFSTED are very much looking for a culture of safeguarding. They 'expect all schools to have an open and positive culture around safeguarding that put pupils' interests first'.

Q. How can we enable the culture?

Fortnightly meetings are held with assistant teachers, plus SENCO cluster meetings are held. At a visit to St. Richard Reynolds Catholic College we will be checking some of the OFSTED questions.

There are three key changes in Keeping Safe in Education.

Q. *Are we confident that staff can articulate on safeguarding matters?*

A staff briefing sheet is required.

Q. *From the pupils' lens, are they informed sufficiently and able to articulate issues?*

Numerous conversations have been held and will continue to be had.

It was suggested that doing some 'Pupil Voice' on safeguarding could be triangulated.

Q. *Has the IT lockdown alert been tested?*

This has been discussed at SLT and the IT Manager will be setting it up through the new monitoring system. It then needs to be tested.

Q. *How was the staff pay increase received?*

Staff are generally happy that the pay award has been backdated and is due to be paid at a good time of year. The fact that some schools can't afford the pay increase and it hasn't therefore been awarded will start to feed through. One member of staff is happy that the industrial action paid off.

Rushabh Haria joined the meeting at 6.45pm

9. SAFEGUARDING (Standing Agenda Item)

See Headteacher's Report above.

10. FEEDBACK FROM COMMITTEE MEETINGS

The minutes of the Faith Group (06.10.23), Pupils, Parents and Community (01.11.23), Teaching and Learning (08.11.23), Pay Review Panel (17.11.23) and Resources Committee (14.11.23) meetings were noted.

The Chair of the Resources Committee reported:

- Budget figures are still on target to remain within reserves (0% - 8%) so it remains a relatively positive year.
- Pupil numbers are the main issue. The number of new Reception pupils compared to Year 6 leavers will have a knock-on effect on the budget.
- The Kingfisher Fund needs relaunching and possibly rebranding. Chloe has some ideas for a new, separate page on the website and has researched what other schools have done.

11. CHAIR'S VERBAL REPORT

- a) The suggested division of Co-chairs responsibilities was noted.

The Co-chair asked all governors to consider if they wished to remain as members of the same committees and advise if they wished to step down or move to another committee.

Safeguarding - the clerk advised the Board that AfC did not recommend that chairs should also be the governor/s with responsibility for Safeguarding. Helen Taylor volunteered to step in if required.

It was suggested that the appointment of the new Co-chairs should be communicated in the weekly newsletter [Actioned 07.12.23].

- b) It was confirmed that Paula Frew and Helen Jenner had been elected as PCC Foundation Governors at the PCC meeting held on 20th November 2023. The FGB welcomed these appointments. Paula Frew's appointment would be effective immediately and Helen Jenner would be taking up the role in January 2024.
- c) Link Governor visits to Nursery, Reception and Music were noted. Sara Bromfield wished to emphasise how wonderful the Early Years provision is. If any of the governors had a chance to go and visit the nursery they should. She found it very welcoming and communications with parents are excellent. The children are very confident.

- d) Link Governor vacancies - Sophie Brunt offered to take on the now vacant EYFS governor role. It was agreed that the vacant English link role should be a priority.
- e) Kingfisher donations update - see under Agenda Item 10 above.
- f) Staff/Governor social – to be discussed with staff as to how best to action. Consider for later in the year.
- g) Headteacher’s appraisal – it was confirmed that the Headteacher has successfully met all of her targets.
- h) Headteacher recruitment update – wording for an ad and recruitment pack have been agreed. Chloe will add the design elements. Rosemary (SIP) is confident that there are people out there looking and that we should be able to have someone in post by the Summer. The final pack will be shared with governors before it is published. Adverts will be placed in TES, e-teach, and on SDBE, DFE and school websites. Interviews are due to be held on 29th and 30th January.
Should a successful candidate (or candidates) be identified, an extraordinary meeting of the Board will need to be convened on the evening of Tuesday 30th January 2024. The next FGB is therefore rescheduled for Monday 5th February 2024.
- i) Governor Training - governors are encouraged to book onto relevant training courses and ensure their Safeguarding training is completed and refreshed every three years.
- j) Committee membership - If anyone wishes to either switch role or take on a new role they should let either of the Co-chairs know.

12. POLICY REVIEWS

The HTCE Pay Policy was approved subject to updating the reference ‘NQTs’ to ‘Early Career Teachers’.
The Teacher’s Appraisal Policy was approved subject to an amendment to reflect that staff governors can observe lessons when required.

13. ANY OTHER BUSINESS

The Assistant Headteacher invited governors to attend training on Attachment Awareness to be held at the school on Monday 8th January 2024 from 9am to 10.30am. The Assistant Headteacher to forward details to the clerk who will distribute to all governors. **ACTION**

14. DATE OF NEXT MEETING: Monday, 5th February 2024 at 6.15pm at the school.

15. EVALUATION OF THIS FGB MEETING

Governors were asked to complete an evaluation form about the effectiveness of the meeting. Results will be collated, shared with the Chair, and compared to previous responses.

*Supporting meeting papers are electronically-filed on the GovernorHub web portal.
The meeting closed at 19.48
Attendance was 92%*

Signed Signed

Date..... Date.....

SUMMARY OF ACTIONS

Agenda Item 7.	<u>Item 12. Chaplain’s Report</u> Chaplain’s Report to be provided in the Summer term <u>Skills Audit</u> The Skills Audit will be redone in the Summer Term.
Agenda Item 13.	Fiona Whiteside (FW) to forward details of the Attachment Awareness training (08.01.24) to the clerk who will distribute to all governors.

APPENDIX 1

EVALUATION OF GOVERNORS' DISCUSSIONS IN SUPPORT OF SDP PRIORITIES AND THE SCHOOL'S CHRISTIAN VISION

SDP OBJECTIVE	Agenda Item	Discussion Topic	Impact On School Improvement	Linked Aspect of Vision
<p><u>Leadership & Management</u></p> <p>1.1: "Subject leaders to accurately evaluate and communicate the intent, implementation and impact in their areas of responsibility..."</p>	3.	<p><u>Curriculum Presentation</u></p> <p>Governors received an update on the school's curriculum, and asked relevant questions.</p>	Governors are appraised of the work involved and areas of weakness to focus on. They challenge the school to improve via questions.	Loving Learning
	8.	<p><u>Headteacher's Written Report</u></p> <p>Importance of safeguarding. Governors asked questions concerning how staff and pupils can articulate safeguarding measures taken by the school.</p>	<p>Governors are appraised of the latest OFSTED thinking on creating a culture of safeguarding and the expectation that the school has an open and positive culture around safeguarding that puts pupils' interests first'.</p> <p>Governors are ensuring that staff and pupils can articulate what happens in terms of safeguarding practice.</p>	Loving one another
	11.	<p><u>Governor Link Visits</u></p>	Governors can monitor the progress being made in these subjects to ensure that they are on track to produce good outcomes.	Loving Learning
	11.	<p><u>Link Governor Vacancies</u></p>	<p>Feedback to subject leader/s could lead to improved practices and processes within that area at the school.</p> <p>Governors are aware of the need to fill Link Governor roles which can lead to improved practices in the school.</p>	Loving Learning
<p>1.3 "Ensuring that all school systems and structures are designed considering staff wellbeing and signposting staff to wellbeing support as necessary".</p>	8.	Governors asked about reactions to the recent national pay award and are planning a governor/staff social later in the school year.	Governors have the opportunity to hear staff feedback indirectly and directly.	Loving one another

<p><u>Leadership and Management:</u></p> <p>“To continue to develop the knowledge skills and expertise of leaders, including governors, to ensure effective leadership at all levels.</p>	<p>11.</p> <p>11.</p>	<p><u>Chair’s Verbal Report</u> Filling the two vacant foundation governor vacancies.</p> <p><u>Governor Training</u> Completing and/or refreshing training.</p>	<p>Broadening and deepening the range of governor skills and training available to help meet the SDP objective</p>	<p>Loving Learning</p>
<p><u>2. Quality of Education</u></p> <p>2.5 EYFS: Ensure that all EYFS staff understand and implement excellent early years practice.....</p>	<p>11.</p>	<p><u>Early Years Link Governor Visits (Nursery and Reception)</u></p>	<p>Governors are assured that the school is maintaining an outstanding early years provision.</p> <p>Feedback to EYFS subject leader/s could lead to improved practices and processes within that area at the school.</p>	<p>Loving Learning</p>