



MINUTES OF THE FULL GOVERNING BODY MEETING

Monday, 25th March 2024 at 6.15pm
at the school

Participants:

Governors:

Uel Barclay
Alison Bateman
Richard Bennett
Sophie Brunt
Paula Frew
Rushabh Haria
Helen Jenner
Chris Milsom
Francis Neal (Co-chair) – Chaired this meeting
Eils Osgood (Co-chair)
David Petrie

Other Attendees:

Lucy Ashby (Deputy Head Teacher)
Fiona Whiteside (Assistant Head)

Jo Brogden (Clerk)

Apologies: Helen Taylor

Consent for Absence: Dan Wells

“This is how we know what love is, Jesus Christ laid down his life for us. And we ought to lay down our lives for our brothers and sisters.” (1 John 3:16)

1. PRAYER

The Revd. Eils Osgood led the meeting in a prayer.

2. WELCOME AND APOLOGIES FOR ABSENCE

Francis Neal (Co-chair) chaired the meeting and welcomed new Governor Helen Jenner and everyone attending. Apologies were received from Helen Taylor. Dan Wells has consent for absence as he is on sabbatical. The meeting was quorate.

3. WRITTEN REPORT: COLLECTIVE WORSHIP

The Collective Worship Report was noted.

Q. Do we have plans for the children to be included again in Collective Worship?

The Governors discussed ways that the children could be included in Collective Worship. Given current capacity and the time involved to regularly gather a group of children together and to do this thoroughly and well, it was agreed that Dan Wells (DW) and Eils Osgood (EO) would consider including this with something they already do. Item to be added to the next Faith Group meeting agenda. **ACTION**

4. DECLARATIONS OF BUSINESS INTERESTS IN AGENDA ITEMS

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

5. MINUTES FROM PREVIOUS MEETINGS (FGB 05.02.24 and EGM 19.03.24)

The minutes from the last meetings were approved and actions from the EGM completed.

6. REVIEW OF ACTIONS AND MATTERS ARISING

- Actions from previous meeting items 7a and 8 had been completed.
- Previous agenda item 9, Safeguarding evidence documentation, is ongoing.
- Ofsted Preparation, previous agenda item 12, is to be discussed with Emily Evans, interim Executive Head, next term.
- The Headteacher had provided a list of school inspection results in the Headteacher's Report.
- The staff/governor social is scheduled for Monday 10th June.
- Helen Jenner has agreed to join the PP&C Committee

7. HEADTEACHER'S WRITTEN REPORT

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

- Staff absence generally includes a cluster of the same names. The Deputy Head has a list of staff with whom pre-Stage 1 talks will need to be had if they reach 10 days' absence. A process is followed.
- Key stage 2 SATS tests will take place between Monday 13th and Thursday 16th May.
- A really good STEM week was planned. The school celebrated World Book Day with a whole week of activities. There were four author/illustrators - Cath Howe, Smriti Halls, Ned Hartley and David Mason - who came in and led a number of reading and writing activities including poetry, story writing, reading and drama. There was also a costume parade and a live online reading from Jane Considine.

Q. How is Emily [Evans'] arrival playing out with staff?

The Staff Governor said that she had had a lot of time with Emily and that she had sent a very positive email. Whilst a huge unknown, she had spent a positive half day with staff on inset day and has also sent a very efficient flow chart. Plans seem clearly communicated and are very helpful, although staff are not sure who is making decisions. There was some disappointment expressed after the Headteacher interviews, as one of the candidates had seemed very nice, but his experience and fit had not been deemed good enough in interview by the Recruitment Panel.

Q. How should the Governors address the SDP and SIP Report?

The Chair advised that this would be picked up initially with Emily and then possibly looked at by the T&L and PP&C committees. Budget implications will also need to be considered.

The current self-evaluation is Rosemary Hafeez's judgement. Emily has reiterated that the school should err on the side of positivity. The language used with Ofsted is important and self-awareness of what needs improving. A lot depends on responding confidently. A lot of the previous gaps identified in the curriculum review have been addressed. Governors can help with the positive message. Governor Link visits can help. It was agreed that a positive message should be maintained in the documents the school is in control of. It was confirmed that Ofsted see the SDP and SEF; they don't see the SIP reports. The Headteacher confirmed that the SIP PE report came through today and that the Music report is due in the next few days.

8. SAFEGUARDING (Standing Agenda Item)

The Chair advised that following an intruder in the school the arrangements for after school and after club procedures had been revised. Staff are on high alert. The incident was reported to the police, but they can't follow up as they can't identify the intruder. It was agreed that the school should consider changing the school gate codes every term. **ACTION**

9. SCHOOL SELF-EVALUATION FORM (SEF)

The SEF (Autumn '23) was noted.

10. BUDGET

The Resources Committee Chair reported that the fundamental change affecting the budget is pupil numbers, which will severely restrict the budget in the Autumn term; however, there is a good liquidity to carry over. The first run through of the draft 2024-25 budget needs to be signed off today and there will be no further action at present. The general election and pay awards will impact. It was proposed that the draft budget be approved, following which the main review would be in the Autumn term when pupil numbers are confirmed.

The Governors voted in favour of approving the budget.

If there is no increase in pupil numbers in the next two years, some difficult decisions will need to be made. HT is in a good position compared to some other schools; the Resources Committee aims to keep it that way. The Resources Committee Chair also expressed grateful thanks to April Owens and Steve Llewellyn for their help in managing the school's expenditure and budget. "We are lucky to have them".

11. FEEDBACK FROM COMMITTEE MEETINGS

The Pupil, Parents & Community, Admissions, Resources and Teaching & Learning Committee Meeting Minutes were noted.

With respect to the Admissions Committee meeting, one Governor asked for further clarification on Year 6 secondary placements, noting that 3 pupils had been accepted at Tiffin Boys School. It was also noted that Reception Foundation place applications were lower than usual, and that Roman Catholics often choose HT as a second option.

12. CHAIR'S VERBAL REPORT

a) Headteacher Recruitment

Following the decision not to appoint either interviewee as neither candidate sufficiently met the selection criteria, and, as agreed at the EGM held on 19th March, a third Headteacher recruitment advertisement was posted on Friday 22nd March. One potential applicant visited the school today. Staff felt confident in the Governors' decision not to appoint.

Q. What are the dates to resign?

In the summer term, for staff, no later than 31st May, for senior teachers and Headteachers, no later than 30th April.

It was suggested that more staff meetings should be held to update staff before the staff/governor social and after half term.

b) Ofsted Preparation Update

David Petrie had been asked to consider the 'Questions for Governors' paper and whilst at present didn't feel able to answer each question comfortably, felt that all Governors should be able to answer the questions without having to think about it. He therefore suggested that sections of the questions should be divided up amongst the various committees and it was agreed to do so as follows:

Quality of Education – Teaching and Learning Committee

Behaviour and Attitudes – Pupil, Parents & Community Committee

Safeguarding – Emily and Pupils, Parents & Community Committee

Leadership and Management 1 – Resources Committee

Leadership and Management 2 – Co-Chairs

It was agreed that it would also be worth speaking to Emily. There will also be an external Safeguarding review.

The Staff Governor agreed to add the document to Google Drive so that Governors could add to it, initialling any additions in the first iteration. It was agreed that the document should be populated by the next scheduled FGB Meeting on 13th May.

c) Link Governor Visits to School

The Wellbeing, DT, PE and Maths Link Governor visits/reports were noted.

With regards to PE, it was agreed that PPG needs looking into and that the current PPG strategy needs reviewing. Clubs paid for with PPG funds could be considered to allow more inclusivity. It was noted that one place each in the school's orchestra and rock band are free at present. Uel Barclay (UB) to follow up. **ACTION**

d) Marketing Update

UB reported that there had been a burst of energy:

- Clare Jobbins has agreed to take over the school Instagram account. Chloe Newman has provided guidelines of how to update it, including photos.
- A letter has been drafted to say thank you to those who have donated to the Kingfisher Fund. The Fund will be relaunched from mid-summer term to the end of the school year and again in the new school year.
- A lot of time is being spent with Nursery parents – ideas include conducting a survey to ascertain intentions for Reception applications and arranging a sports display outside in the main school.
- Seeking a local Estate Agency for a funding approach.
- UB to meet with the Deputy Head to discuss ways of engaging the Community group, eg. more coffee mornings in school.

It was also suggested:

- that HT could liaise with Christ's School to try and introduce their new families to HT.
- HT's good school results should be promoted
- Planning needs to be done through to September

e) Link Governor Responsibilities Update

The Chair thanked those Governors who had already made Link visits this year and asked those who haven't, to please arrange them for next term **ACTION**

Paula Frew (PF) confirmed she had completed a DT Link visit on Friday and her report would follow. She was very impressed.

The Chair asked Governors to let him know if there were any issues regarding Link Governor roles.

f) PTA Update

The Chair invited Governors to sponsor the PTA Bike Ride to Paris. Big ticket fundraising items are all going ahead.

13. POLICY REVIEWS

The Behaviour Policy had been tabled for review. C Milsom (CM) advised that the legal elements need to be updated to recognise latest legislation and inclusion of all protected interests under the Equality Act. It was suggested that the Key would have an update. The Headteacher agreed to look into this. **ACTION**

The PE and Sports Premium Strategy and Governor Visits Policy were noted. PF commented that as a new Governor she had found the policy very useful when arranging her first Link Visit. Please note under agenda item 12. c above regarding requirement to review the PPG strategy.

14. ANY OTHER BUSINESS

- a) Clare Jobbins is running the London Marathon. Governors might like to consider sponsoring her.
- b) The Chair thanked Alison very much for her sterling service in her time at HT and presented her with a gift on behalf of all the governors. Alison thanked the governors and said how much she had enjoyed working with them. She very much valued their support and always felt she could be open and honest with them.
- c) The Deputy Head invited Governors to a Safeguarding Training Session on Staff Inset Day on Monday 15th April from 9am. The session should last around 2 hours.

14. DATE OF NEXT MEETING: Monday, 13th May 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 Co -Chairs, and compared to previous responses.

Supporting meeting papers are electronically-filed on the GovernorHub web portal.

The meeting closed at 19.57

Attendance was 85%

Signed

Signed

Date.....

Date.....

SUMMARY OF ACTIONS

Agenda Item 3.	<u>Collective Worship</u> E Osgood - Involving the children in Collective Worship to be added to the next Faith Group meeting agenda.
Agenda Item 8.	<u>Safeguarding</u> Deputy Head - the school should consider changing the school gate codes every term.
Agenda Item 12.c	<u>Link Governor Visits</u> UB to follow up PPG funding for school club places.
Agenda Item 12.e	<u>Link Governor Visit Reports</u> Link Governors - who haven't yet conducted subject visits in this academic year to arrange them for next term.
Agenda Item 13.	<u>Behaviour Policy Review</u> Headteacher - to update the Behaviour Policy to recognise latest legislation and include all protected interests under the Equality Act. <i>[This was actioned by the Headteacher after the meeting and the policy recirculated to governors.]</i>

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>1.3: "Ensuring that all school systems and structures are designed considering staff wellbeing and signposting staff to wellbeing support as necessary."</p> <p>1.4: " To continue to develop the knowledge, skills and expertise of leaders, including governors, to ensure effective leadership at all levels.</p>	7.	<u>Headteacher Recruitment and Interim arrangements</u>	Governors are working to ensure that the change in Headteacher and interim arrangements have limited impact on staff wellbeing. Feedback is requested and suggestions made to ensure regular and open communication with staff.	Love One Another
	12.a	<u>Headteacher Recruitment</u> Discussion around the need for a third round of Headteacher recruitment advertising.	Governors are implementing a robust recruitment process and will not appoint a Headteacher until the right candidate for HT is found.	Loving Learning
	12. c	<u>Link Governor Visits</u> Governors reported on recent Link visits and all Governors who haven't yet made visits this year were asked to do so.	Governors increase their learning and feedback to more subject leader/s could lead to improved practices and processes within additional areas at the school.	Loving Learning
<p>2.1: "Ensure that all staff are purposefully and effectively using research based principles of instruction to support implementation of the curriculum....."</p>	7.	<u>Headteacher's Written Report</u> Discussion concerning the SDP, SIP and SEF.	Governors are appraised of the steps required to achieve the best outcomes in the delivery of the curriculum for HT and its pupils.	Loving Learning
	12.b	<u>Ofsted Preparation</u> Governors discussed the best way they could prepare for an Ofsted Inspection	Governors are prepared ahead of an Ofsted inspection and help to ensure the best possible outcomes for the school and its pupils.	Loving Learning
Safeguarding	8.	<u>Safeguarding</u> Governors discussed measures taken following an intruder in the school.	Governors ensure that pupils' safety and wellbeing are put first.	Loving One Another
Financial Probity	10.	<u>Budget</u> Governors discussed and approved the 2024-25 draft budget.	Governors can assess the mid - longer term financial probity of the school and put plans in place to mitigate against a fall in income.	