



MINUTES OF THE FULL GOVERNING BODY MEETING

Monday, 13th May 2024 at 6.15pm
at the school

Participants:

Governors:

Uel Barclay
Richard Bennett
Sophie Brunt
Emily Evans
Paula Frew
Rushabh Haria
Helen Jenner
Francis Neal (Co-chair) – Chaired this meeting
David Petrie
Helen Taylor

Other Attendees:

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

Jo Brogden (Clerk)

Apologies: Eils Osgood, Dan Wells

Absent with no apologies: Chris Milsom

“I have no greater joy than to hear my children are walking in the truth.” (3 John 5)

1. PRAYER

Francis Neal led the meeting in a prayer.

2. WELCOME AND APOLOGIES FOR ABSENCE

Francis Neal (Co-chair) chaired the meeting and welcomed new Exec Headteacher Emily Evans and everyone attending. Apologies were received from Eils Osgood and Dan Wells. Chris Milsom was absent with no apologies sent. The meeting was quorate.

3. ENGLISH SUBJECT LEAD PRESENTATION: ‘What has changed at HT and what is the effect?’.

Claire Jobbins (CJ) (English subject lead) had provided, ahead of the meeting, written copies of her presentation and a handout describing what has been changed with respect to reading, writing and spelling and what effect this has had.

CJ explained that the school adopts the Jane Considine philosophy and that planning needed to be more consistent across the whole school. Whilst the scheme is a great asset and very useful in planning, it is large in volume and is very prescriptive.

A discussion ensued regarding the suitability of the scheme for HT and whether adapting the scheme would mean that the integrity of the scheme might be lost.

Governors asked questions including:

Q. Are children not writing independently enough due to a problem with the scheme?

Q. If the scheme is too voluminous and prescriptive, how do we resolve that?

Q. Does the scheme allow you to adapt it without losing its integrity?

Q. Does the scheme help children write better across other subjects including history, geography etc.?

CJ advised, the scheme per se is good, but it needs to be adapted to HT students’ needs and abilities. Essentially the scheme provides an excellent planning tool, but it is huge in volume and too prescriptive. The plan is to take key elements of the

scheme and develop a strategy that encompasses all the scheme's key elements and ensures consistency across the school. Staff also need to be brought along by SLT in building the bigger picture. This will need continuous review.

Elizabeth Armour (AfC English lead) is also working with CJ to advise and to help tweak the HT model. CJ believes it is very useful to have external advice.

CJ doesn't believe that adapting the scheme will mean loss of integrity.

In terms of writing improvements across other subjects, CJ believes it does improve outcomes to some extent, but not as much as the school would wish.

CJ also commented on the major culture change in reading in the school. Children want to read and are actively exploring opportunities to read including in geography, history and art etc.

Some adaptation has been made to spelling. Children are not necessarily applying their learning in other subjects. Following a support day from Elizabeth Armour, CJ will be looking at the applications of spellings through morphology, orthography, phonology and etymology. Going forward CJ will also be working alongside Mark Collett (Latin Lead) and local schools to develop links with Latin.

Q. In terms of Latin lead – do you look at grammar too?

CJ and Mark Collett to liaise and look at links going forward.

The Staff Governor wished to add that she is still not convinced that Latin and improvements in grammar are linked.

The Assistant Head added that it would take 1-2 years to see how the new assessments are impacting. Year 2 pupils continue to be assessed and improvements have already been seen in reading data.

In terms of CPD, more reading CPD is to be delivered to staff in this academic year to try and highlight any gaps and any positives.

Additional spelling and writing moderation will also be undertaken.

ASE formal training will also be undertaken, with schools visiting HT and HT visiting other schools.

4. DECLARATIONS OF BUSINESS INTERESTS IN AGENDA ITEMS

It was advised that staff members attending would be asked to leave the meeting when the SLT structure was discussed under agenda item 7. Headteacher's Report.

5. MINUTES FROM PREVIOUS MEETING (FGB 25.03.24)

The minutes from the last meeting were approved.

6. REVIEW OF ACTIONS AND MATTERS ARISING

- Agenda Item 3 action from the previous meeting would be discussed at the next Faith Group Meeting.
- Previous agenda item 8, the school gate codes have been changed this week.
- Ofsted Preparation, previous agenda item 12.b, to be carried over for completion.
- Agenda item 12.c, UB to follow up PPG funding with Luke when more data is available. Discuss at next meeting.
- Agenda item 12.e, Link Governors to complete visits as necessary before the end of the academic year.
- Agenda item 13 completed.

7. SAFEGUARDING (Standing Agenda Item)

Following the safeguarding incident at another local school at the start of the term, the arrangements for the start and end of the day have been changed, with members of the leadership team and other staff being part of a rota to stand on the gates and welcome parents/carers, to ensure that no one unknown is gaining access to the site and ensures that pupils are not leaving the site alone unless they are in Year 6. This has also allowed challenges to pupils from Christs who were using the school as a cut through. The Headteacher has spoken to the LA and local community police. HT is not aware that there has been a general communication to local schools. However, the school is advised that local safeguarding officer, Emma Clarke, will be conducting a 'Stranger Danger' exercise at school soon. However, there has been no official update.

8. HEADTEACHER'S WRITTEN REPORT

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

- There has been a reduction in authorised absence. The Headteacher has shared appropriate letters with CB that can be used as templates around start and end of term absences.
- Whole school pupil numbers have dropped since January 2024 – refer to Headteacher's report.
- The SLT has worked on a document to support the in-year admissions process which ensures that HT is able to manage the admissions and gather information to make the transition as smooth as possible for new pupils.
- The NSPCC will be coming into school to do a 'shout out'.
- A SIP visit is due next Friday (24.05.24). The school needs to keep track of targets and any decline will be added to the SDP.
- Please refer to agenda item 8. regarding Safeguarding.

- **Personal Development**

The Deputy Head organised a fantastic international food festival which was incredibly well received and gave families from across the community the opportunity to share information about their culture through sharing food. Year 4 also led a fantastic assembly celebrating the diversity within the school community. As part of this they included pupils from across the whole school sharing the languages that they speak at home, and they encouraged the community to learn more about one another.

Helen Jenner left the meeting at 7.30pm.

- **Leadership Organisation**

LA, SB and FW left the meeting for this agenda item.

The Headteacher presented a suggested interim leadership structure which the Governors discussed at length and in detail. The Headteacher was asked to leave the meeting during some of these discussions so that various scenarios could be discussed by non-staff Governors only.

Following the discussion, the Governors agreed to support the Headteacher's proposed interim leadership structure, assuming the budget could be accommodated. The Resources Committee Chair requested that the budget numbers, based on the revised leadership team scenario, could be calculated by A Owens. **ACTION**

EE, LA, SB & FW rejoined the meeting following the Leadership restructuring discussions.

9. CHAPLAIN'S WRITTEN REPORT

The School Chaplain had provided a report ahead of the meeting.

Governors asked if MT's Report was based on just his own opinion or whether it was monitored in any way. Governors were advised that FW (Assistant Head) liaises with MT and she has input into any reports made on children. Governors asked how MT's funding worked and if the school could ensure or obtain additional funding. MT previously reported to Alison Bateman (previous Headteacher). MT works for Kick. The Headteacher will get in touch with Kick to check arrangements. **ACTION**. The Headteacher has observed that MT is doing a really good job.

It was agreed that it would be good to include attendance data on next year's report as it could help with funding. The Headteacher to check. **ACTION**

10. BUDGET

The Resources Committee Chair reported that the first version of the 2024/25 budget has been signed off. The next

iteration is due to be reviewed at the Resources Committee meeting on 21st May 24. The biggest change will occur when pupil numbers are confirmed. The good news is that there is no debt recovery plan needed at present.

11. FEEDBACK FROM COMMITTEE MEETINGS

The Teaching & Learning Committee Meeting Minutes were noted. The T&L Committee chair highlighted:

- the potential 'perfect storm' in terms of pupil numbers and data targets.
- feedback from pupils during the recent Headteacher interviews that boys tended to dominate the playground. The Headteacher has picked up with Luke and Alex Auton and will add to the SDP for next year. **ACTION**
- As regards the PE review, data has been received regarding swimming. The school has heard back from Pools on the Park to arrange catch up slots for 13 pupils who haven't yet achieved their 25m certificates.

12. CHAIR'S VERBAL REPORT

a) Headteacher Recruitment

The Recruitment Panel has agreed that there is no point in advertising the Headteacher role at present. The Panel will reconvene next half term.

b) Ofsted Preparation Update

This item to be rolled over to the next meeting. Resources and T&L Committees need to consider their sections in the 'Questions for Governors' paper. **ACTION**

c) Link Governor Visits to School

The Chair thanked Governors who had completed Link Governor visits and reports were noted.

d) PE Review

It was agreed that it seemed overly ambitious to expect Luke as an Assistant Teacher to be in charge of extra-curricular PE activity as well as the general day to day PE curriculum. The Deputy Head is providing additional coaching to Luke; Alex Auton is also helping and Tommy is coming back in for a meeting with Luke.

e) Marketing Update

UB reported that a mindset of attracting parents and pupils to the school and pupil retention is being embedded across HT. UB is maintaining a calendar of key dates. Consideration should be given to:

- Additional 'HT Friends' activities, possibly to include Nursery families.
- Forest School sessions for other nursery or pre-school settings
- Raising awareness of HT in other church schools (and with Wilma, the vicar in Richmond).

Planning needs to be completed pre-summer holidays.

f) Succession Planning

It was agreed that Succession Planning for a new Chair of Governors should remain a standing item on FGB meeting agendas.

g) SATS Observation

FN had observed SATS this morning, which all seemed to be managed very well.

13. POLICY REVIEWS

The Behaviour Policy was approved.

The Relationships Policy was approved subject to removing mention of a curriculum presentation to parents. **ACTION**

The Teaching and Learning Policy was approved.

The Child Protection Policy should be renamed The Safeguarding and Child Protection Policy. **ACTION**

14. ANY OTHER BUSINESS

The PTA has put a lot of effort into arranging a Quiz Evening on Friday 17th May. Governors are warmly invited to attend.

Governors are reminded that Monday 10th June is the date of the Staff Social. Helen Taylor advised she will be unable to attend.

14. DATE OF NEXT MEETING: Monday, 8th July 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 20.18

Attendance was 77%

Signed

Signed

Date.....

Date.....

SUMMARY OF ACTIONS

<p>Agenda Item 6.</p>	<p><u>Review Actions and Matters Arising</u> Previous Agenda item 12.b OFSTED Preparation: All Governors to input into Ofsted questions doc on shared drive ahead of next FGB meeting. Previous Agenda Item 12.c Link Governor Visits Report: UB to follow up PPG funding for school club places. Previous Agenda item 12.e: Link Governors to complete visits as necessary before the end of the academic year.</p>
<p>Agenda Item 8.</p>	<p><u>Headteacher’s Report</u> Leadership Organisation – FN to ask The Finance Officer to run the budget numbers based on Leadership Reorganisation.</p>
<p>Agenda Item 9.</p>	<p><u>Chaplain’s Report</u> Headteacher to contact KICK regarding possible additional funding arrangements for Chaplain. Headteacher to look into including attendance data on next year’s report.</p>
<p>Agenda Item 11</p>	<p><u>Feedback from T&L Committee Meeting</u> Headteacher to add issue of boys’ dominance in the playground to next year’s SDP.</p>
<p>Agenda Item 13.</p>	<p><u>Policy Reviews</u> Deputy Headteacher - to update the Relationships Policy to remove mention of a curriculum presentation to parents. Deputy Headteacher - to amend Child Protection Policy to read Safeguarding and Child Protection Policy.</p>

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
<u>Leadership & Management</u> 1.3: "Ensuring that all school systems and structures are designed considering staff wellbeing and signposting staff to wellbeing support as necessary." 1.4: " To continue to develop the knowledge, skills and expertise of leaders, including governors, to ensure effective leadership at all levels.	7.	<u>Leadership Organisation</u> Discussions concerning Interim SLT arrangements	Governors are working to ensure that the change in Headteacher and interim arrangements have limited impact on staff wellbeing. Governors are ensuring that the right leadership team is in place at HT.	Love One Another
	7.	<u>Leadership Organisation</u> Discussions concerning Interim SLT arrangements	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
2.1: "Ensure that all staff are purposefully and effectively using research based principles of instruction to support implementation of the curriculum.....	12. & 6	<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 are appraised of the steps required to achieve the best outcomes in the delivery of the curriculum for HT and its pupils.	Loving Learning
	3.	<u>English Presentation</u> Discussion concerning the approach to English teaching and improvements in the school	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	12.b	<u>Ofsted Preparation</u> Governors were asked to prepare possible answers to questions for an Ofsted Inspection	Governors ensure that pupils' safety and wellbeing are put first.	Loving Learning
	8.	<u>Safeguarding</u> Governors discussed further measures taken following an intruder in the school.	Governors ensure that pupils' safety and wellbeing are put first.	Loving Learning
Financial Probity	10.	<u>Budget</u> Governors wish to consider the financial implications of an SLT reorganisation.	Governors can assess the mid - longer term financial probity of the school.	Loving One Another