



Minutes of the Full Governing Body Meeting

Held in school on 21 November 2023 at 6pm

Present:

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| Emma House | Joint chair | EH |
| Lisa Raison | Joint chair | LR |
| Simon Smith | Headteacher | SS |
| Antoinette Howard-Gardner | Parent Governor | AHG |
| Megan Hill | Parent Governor | MH |
| June Jach | Clerk to the Governors | JJ |

Meeting started at 18.06

| Item number | Item | Action |
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| 23/054 | Opening prayer | |
| 23/055 | Welcome and apologies. Apologies received from David Baldwin and Allison White. Nick Harris will be late | |
| 23/056 | Register of Business Interests. none | |
| 23/057 | Approval or minutes of the October meeting. There were problems with the recording. Allison White will try to extract details and forward to the FGB later. Going forward recording should not usually be necessary as the Clerk (JJ) will be present and taking minutes. | |
| 23/058 | Matters arising – There were no matters arising due to previous minutes not being complete as noted 23/057 | |
| 23/059 | Heads Report <ol style="list-style-type: none"> 1. Attendance and roll numbers_ SS presented details of attendance and clarified the data, including the authorised and unauthorised. A Governor asked questions relating to low attendance and SS explained this, referring to overall lower attendance post covid. 2. Staff update and training. As outlined in the report. Some training has been completed with some on-going. There was some discussion among Governors around training. SS discussed plans in place to replace full time KS1 teacher and part time KS1 teacher. SS believed that the proposed plans would work really well. A general discussion followed regarding covering staff absences. SS was pleased to report that lunchtimes are now fully staffed. 3. Sports update_ As read in the report circulated before the meeting. Governors discussed various elements of the report and were happy with the report and content. 4. Pupil premium update. The percentage of pupil premium at 25% is quite high. General discussion with 2 Governors asking questions | |

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| | <p>relating to this.</p> <p>5. Updating of Safeguarding audit. Future date of deadline to be confirmed.</p> <p>6. A pupil was excluded for one day with all relevant authorities advised. SS reported that the child is now back at school. A Governor asked if the child was now moving in the right direction and SS said that yes they are.</p> <p>7. Site management as read from the report. A lot of work has been completed. A Governor asked about the tree and whether a preservation order applies. SS was advised by the Local Authority to leave the tree alone for now. A Governor asked if a windows audit had been done. SS confirmed that it had and that all was fine. SS stated that a School Survey Audit had been conducted and a report is due. A Governor asked when the report will be received. SS said that no indication has been given on when it will be sent.</p> | <p>SS</p> <p>SS</p> |
| 23/060 | Staff Governor feedback. SS said that he had compared the recent Siams report with others conducted previously and this is available to Governors. The recent report was much better. General discussion followed on how well pupils had responded. | |
| 23/061 | Review Progress from SIP 2023. LR suggested that this should be looked at during the February 2024 meeting. | SS |
| 23/062 | Review of EYFS baseline The report will be reviewed on 6 February 2024. | SS/FGB |
| 23/063 | Review ASP This will be reviewed on 6 February 2024 | SS/FGB |
| 23/064 | Review planning scrutiny. SS explained that he uses the planning scrutiny as part of the monitoring process. He is confident that teaching and learning is at least, good across the school. | |
| 23/065 | <p>Policies to review.</p> <ol style="list-style-type: none"> Behaviour policy A Governor asked whether the policy should be clearer when relating to the use of yellow and red cards so that it's not open to interpretation by parents. SS said that he would modify the wording to clarify e.g After the issue of a yellow card, if behaviour is not satisfactory then a red card will be issued. This was agreed by the FGB. Complaints policy. A Governor questioned the involvement of governors on complaints panel. This was agreed by FGB Criminal records checking policy. This was agreed by FGB Financial efficiency policy. A Governor said that they found the new layout hard to follow. SS said there had been some changes due to claiming money back from Powerstock. will be attending budget training 11 March 2024. SS, School Finance Officer. SS is investigating claiming monies back from insurance company for compassionate leave. A Governor asked a question relating to rates for Preschool. There will be a smaller carry forward next year. Winter weather policy. No changes and approved by FGB | SS |

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| 23/066 | Financial out-turn. Agreed | |
| 23/067 | Governor skills audit. A Governor said it was generally good with just a few areas that could be improved. Hopefully with new governors this will be addressed. There are plenty of opportunities for Governor training. JJ commented to new initiatives being considered by Governor Services at County to provide effective training. A Governor asked if JJ could find out how long a new governor has to complete training. | |
| 23/068 | Succession planning and recruitment. A Governor said we still need to look at recruiting foundation governors and suggested using posters. A Governor asked what the requirement is for a foundation governor. A Governor confirmed that it can now apply to those involved in the community and who attend church events occasionally. | |
| 23/069 | Governor training and visits. A Governor asked if any had been carried out. Some training had been done looking at outcomes for learning and those needing extra help and support. A Governor had been involved in a maths visit to talk to pupils and work with the new maths lead. LR completed an English and Phonics visit. See attached report. | |
| 23/070 | Correspondence. None received | |
| 23/071 | Any other business. <ol style="list-style-type: none"> 1. EH advised that she was waiting for a new date for therapeutic learning. 2. The Governor visit form needs to be updated to include spirituality statement. 3. SS and all staff were thanked for preparation and involvement in the SIAMS visit. EH said they felt the children were brilliant and that the inspector was impressed. 4. LR asked about a new bank account. SS will look into it. | SS/ Finance Officer |
| 23/072 | Next meeting is scheduled for 6 February 2024 | |
| 23/073 | Meeting finished at 19.14pm | |

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