



Minutes – Full Governing Body (FGB) meeting

Monday 26 September at 4pm

Attendees:

Governors: Jackie Ferguson (JF), Lee Poultney (LP), Lesley-Anne Avis (LAA) – via Audio, Lisa Fielder (LF), Alex Stutely (AS), Diana Franks (DF), Gavin Morris (GM) and Dee Hope (DH). Clerk: Janet Ellis (JE)

1. Welcome and apologies

There were no apologies and JF welcomed the FGB to the new academic year.

2. Declaration of interests / Governor duties / Chairs Actions

No interests were declared; FGB were reminded of their statutory duties and there were no Chairs Actions to report.

3. Governing Board Matters

3.1 Election of New Chair

JE stated that only JF had put themselves forward for the roll so far, she called for any further volunteers, as there were none, JF left the room and FGB voted on her appointed as Chair for 2022/23, this was unanimously agreed.

3.2 JF thanked the FGB for her appointment into the role and then called for nominees for the role of Vice Chair, LAA put herself forward and was unanimously voted into the role.

3.3 Governor vacancies

JF informed the FGB that Dr Clements had resigned her position on the FGB as at noon today, which meant the school now had two co-opted vacancies and one Local Authority Governor vacancy. LAA stated that she was aware of a potentially suitable person, as they had Special Educational Needs and Disability (SEND) knowledge and accountancy experience, both of which would be very valuable to the school. JF remarked that experience of GDPR would also be very welcome to help the school in this area. The FGB agreed that JF could on their behalf co-opt the potential candidate, Mrs James, onto the FGB if she concluded that Mrs James was a suitable candidate.

After discussion the FGB agreed that an article in the school newsletter would also be written to call for any volunteers for the roles, if possible the previous video made by JF would also be utilised and any candidate should submit a brief statement of why they were interested in the role and what they thought they could bring to the FGB.

The FGB agreed the deadline of 15th October for first responses to the school newsletter and any interested contacts.

JF also informed the FGB that the school would be putting a feature about the school in the local newsletter which would also allow them to ask for Governors, as this had a submission deadline of 5th October, the FGB agreed the deadline for candidates should be the 30 November 2022.

Actions

LP	Look for JF video for link in school newsletter	30 Sept
LP	Publish an article for school newsletter on governor vacancies	30 Sept
JF	Article for Broadway local newsletter Inc. vacancies	5 Oct

4.0 Approval of the minutes from the previous meeting and Matters Arising

4.1 The normal minutes from the FGB on 14 July 2022 were approved by FGB and signed by JF as Chair.

Matters Arising

Website – JF asked that the home page pictures be updated to include the new photo including the trees.

Reading volunteers – LF updated the FGB that the volunteers had been invited to a parents event this week with Miss Kerby which would help them in their roles.

Welcome meeting for parents – had been quite well attended with appx. 20 families taking part across all year groups.

School Development plan (SDP) – was on this agenda for discussion

Open Day – LP informed FGB that two banners had been produced to support this event and a video was being produced, with filming scheduled to take place on 4th October.

4.2 The confidential minutes were read out, approved and signed by JF as Chair; she agreed to liaise with LP about the content of the minutes.

Actions

LP Update website with new tree photo

Oct 2022

JF Speak to LP re confidential minute

30 Sept

5. Committee and link roles

5.1 Committees

After discussion the following was agreed:

Quality: Chair – LAA. Members – JF, LP and GM

Finance and Premises: Chair – Alex Stutely. Members – LP, JF, DH and Jon Freaney as an Associate Member

Pay: Chair – JF. Members – LAA and GM

Heads review – Chair – JF. Members – LAA and GM

5.2 Link roles

The following were agreed;

Website – DH (JE agreed to send DH the statutory link required to conduct a review)

SENd – GM

Safeguarding, Prevent and e-safety – GM

Pupil Premium (PP) – AS (LP stated that he would issue the latest PP report to JE for distribution)

PE Premium – DH

Health and safety - JF

Actions

LP Issue PP report to JE

30 Sept

JE Send DH the link to conduct website review

30 Sept

6. School Development plan (SDP)

LP reminded FGB that the July 2022 meeting had discussed what elements to remove and keep for this version of the SDP which had been taken into account, additionally he had

received input to the document from JF and LAA, who he thanked. LP then took the FGB through the document

6.1 Quality of education

LP highlighted that Maths had remained on the document but had been amended and Writing had been added. With regards to the More able focus, JF enquired as to what percentage were potentially More Able and LP stated this may be c.20%.

The FGB discussed a potential visit by Ofsted and agreed that the principles behind the curriculum were important. The Ofsted group (JF, LAA, GM and AS) also decided to hold their next Ofsted meeting on Thursday 6th October at 8.45am and LP noted he had updated the 'Crib sheet'.

6.2 Personal development and behaviour - LP noted that a new Attendance policy was being worked on.

6.3 Leadership and Management – LP stated that Governor monitoring would be discussed later in the agenda.

6.4 Early Years Foundation Stage (EYFS) – LP noted the amends to this area and informed FGB that the new NCETM Maths programme had just been launched in school which would impact EYs and the whole school.

JF enquired as to the pupil numbers in EYS and how many may be 'More Able'; LF stated that at the moment there were 11 reception pupils and eight pre-school pupils, but this was due to change at Christmas. LP commented that potentially three pupils were More Able and more would be known after the baseline assessment, which was conducted six weeks after school started.

7. Monitoring

LP referred the FGB to the previously issued schedule, which would assist Governors when planning their visits. After discussion the following roles were agreed:

Early Years – LAA
Maths – GM
Geography & History – JF
English (all areas) – DF
SMSC – DH
PE – DH
Computing and DT – AS
French – JF

JF asked JE to produce a document showing all Governor roles, which she agreed and LP stated that he was willing to guide any Governor with completing their pre-visit form in order to maximise the monitoring visit.

Actions

JE Produce Governor roles document

1 Oct

8. Safeguarding

LP noted the amends which had been received by JF and LAA which would be made before the policy was placed on the website. The FGB raised no objections to this approach. JF remarked that she was writing to Worcestershire Children's First regarding the quality of the initial policy which had been supplied to the school

Training – As some Governors were now unable to attend the training LP agreed to speak to Mrs Dudfield regarding the timing of this session.

Actions

LP Speak to Mrs Dudfield re training date

27 Sept

5.30 – LF left the meeting

9. Children's centre update

JF explained that the centre had been utilised in the Summer for four weeks, which was excellent news, attendance was appx. 98% from Broadway First school, which it was hoped would change over time. She commented that it was hoped further activities of this nature could be held from the Centre in due course.

JF then reported that she had met Cllr Wilkes to discuss the use of the Centre and the new Youth Club; which had been a productive meeting, she also noted that she had obtained funding from the Parish council for a 'Baby and Bumps' group, which was being run by Evesham NCT and in the future, they hoped to secure a health visitor at the Centre.

JF thanked LAA for all her hard work in assimilating the necessary paperwork for the Centre.

Next meeting – this was agreed as Tuesday 17 January 2023 at 4pm