



# Minutes – Full Governing Body (FGB) meeting

Thursday 3 December 2020 at 4pm

**Start time: 4.05 pm**

## **Attendees:**

Governors: Jackie Ferguson (JF) – Chair, Lee Poultney (LP), Rachel Clements (RC), Joan Reading (JR), Louise Nightingale (LN), Lesley-Anne Avis (LAA) and Melanie Wilson (MW)

Clerk: Janet Ellis (JE)

Guests: Alison Hargreaves and Matthew Shey - as part of National Governance Association (NGA) Chairs training

## **Apologies:**

Diana Franks (DF)

## **1. Welcome**

Mrs Ferguson welcomed Mrs Melanie Wilson to the FGB.

## **2. Declaration of interests**

No interests were declared and Mrs Ferguson reminded FGB of their duties.

## **3. Governing Board Matters / Chairs Actions**

Mrs Ferguson stated that following the video and the subsequent Parent Governor process the Board had two new members: Mrs Dee Hope and Mr Alex Stutely; Ms Ellis would now start their induction process. She then added that there had been no Chairs Action taken.

### **Action**

JE [Begin Governor induction process](#)

[Dec 2020](#)

## **4. Approval and matters arising from the minutes from the previous meeting**

The normal and confidential minutes from the meeting on 17 September 2020 were approved by FGB; they will be signed at a later date.

Matters arising included:

Chairs video had been completed and had helped recruitment of new Parent Governors.

Parent questionnaire had been administered and received very positive results, which had been shared with stakeholders.

Website review - Miss Avis is conducting a new statutory review.

General Data Protection Regulations (GDPR) – Mr Poultney provided some outline costs for purchasing staff awareness training (£159), a GDPR compliance audit (£363) and explained there were three levels of support package on offer. The FGB agreed that staff training and an audit would be useful at this stage and asked Mr Poultney to proceed with these tasks.

Governor monitoring (GM)

Training – Dr Clements stated that she had yet to hear back from Mrs Gregory; it was then suggested that Mr Paul Gibbs may be able to offer some training and Dr Clements agreed to investigate the best option.

Special Educational Needs and Disability (SENd) visit – Dr Clements noted that she needs to submit her post-visit form.

Safeguarding policy – Mr Poultney informed FGB that the school had received a new version of the policy, which was with Mrs Dudfield for review, it was noted this would be sent to FGB as soon as possible.

#### Actions

LP	Proceed with GDPR actions	Jan 21
RC	Investigate GM training options	Jan 21
RC	Submit SENd visit form	16 Dec 20
LP	Submit new Safeguarding policy to FGB	8 Jan 21

#### 5. Approval and matters arising from the minutes from the previous meeting

The normal and confidential minutes from the meeting on 17 November 2020 were approved by FGB; they will be signed at a later date.

4.23pm - Alison Hargreaves joined the meeting as a guest

#### 6. Heads Report

Mr Poultney stated that internal data would be collected next week and this would be presented to the Quality Committee in January 2021, which would provide a more accurate picture of where the school was at and what it hoped to achieve by Summer 2021. He also informed the FGB that 'Progress' would be an important measure this year, given the situation relating to Covid-19; further highlighting that a child could make a year's worth of progress this year but still not be at Age Related Expectations (ARE). He presented FGB with data on ARE's per year group for Maths, Reading and Writing and Dr Clements reminded FGB that Ofsted were keen on reviewing the combined Reading, Writing and Maths score for ARE.

Mr Poultney said monitoring and pupil voice had shown that some learner groups are having difficulties recording work in traditional ways, so as a result, alternative methods were being considered to enable children to demonstrate learning.

Mr Poultney informed the FGB that they had identified 43 children who would benefit from 'Catch-up' funding and noted this potentially presented some logistical issues for the school.

Mrs Wilson enquired about assessment of other (non-core) subjects and Mr Poultney stated that historically there was not data for all subjects; but data would now be kept and tracked.

Mr Poultney then shared the latest Ofsted news, highlighting that Section 5 inspections had been suspended for the whole of the coming Spring term and Section 8 visits would only take place in some circumstances; which probably meant the school would not receive a visit until the Summer term at the earliest. He also stated that SATS tests would not be statutory this academic year; the school had completed the phonics checks and he was in discussions regarding moderation within the 'Cluster' group of schools.

## 7. Finance and Premises Committee update

Dr Clements provided an update from the last meeting, highlighting that a cautious approach had been taken to the half year budget, which was signed off at this meeting. She highlighted a few of the positive variances and noted that although the Wraparound club was currently operating at a slight loss, the committee had agreed this to continue, under review, due to the service it provided the community. Dr Clements summarised that overall, the budget was in a healthy position and she was pleased to report there was an in-year budget surplus.

Mrs Ferguson noted how vulnerable the school was in terms of pupil numbers affecting funding and therefore the school needed to ensure a consistent pupil intake.

It was also noted that there had been a recent Health & Safety audit at the school, which had been very positive with just a couple of minor actions arising.

The FGB were informed that a meeting had taken place to plan the use of the surplus and the remaining Section 106 funding; which was hoped to be spent on creating a library area within class 2. This would be investigated more thoroughly in the New Year by PR Associates, with the works hopefully being carried out during the Summer of 2021.

4.52pm - Matthew Shey joined the FGB

## 8. Pay Committee

Mrs Ferguson provided an update from this committee stating that the Committee has agreed two recommendations made by Mr Poultney and also agreed the national teachers' pay increase of 2.75%.

## 9. Governor monitoring

Dr Clements noted that as the Board now had additional members she would like to relinquish her subject monitoring responsibilities, which the FGB agreed was a sensible course of action. Mrs Wilson kindly volunteered to take on the PE monitoring and Ms Ellis stated that she would enquire whether the new parent Governors would be willing to take on the areas of Art/DT and RE as a first option.

The FGB then discussed whether the important area of Spiritual, Moral, Social and Cultural development (SMSC) could be incorporated into other monitoring visits as this was a key focus area for Ofsted. This was agreed to be trialled with Ms Ellis stating she would review the pre-visit monitoring form to see what information could be added to aid Governors.

### Actions

JE	Review monitoring forms	Jan 21
JE	Ask new Parent Governors regarding Art and DT and RE	Jan 21

## 10. Safeguarding

Dr Reading provided a comprehensive update, informing the FGB that she had met Mrs Dudfield and reviewed the Section 175 audit and had found everything in order. She also highlighted that a new Safe touch policy had been introduced, the Critical incident policy had been tightened up and a new visitor policy had been implemented.

It was also noted that Denise Hannibal from Worcestershire Children First had been very impressed with the school regarding safeguarding and was going to share our good practices.

Dr Reading also informed the FGB she had reviewed the Single Central Record and found all was correct and had participated in a session to hear 'pupil voice' with regards to safeguarding and confirmed all children felt safe in school. She gave her thanks and praise to Mrs Dudfield for an inspirational afternoon and congratulated Mrs Dudfield on her hard work in the role as Designated Safeguarding Lead.

### **11. Skills Audit**

Mrs Ferguson stated that this audit had been completed and overall the results were very positive, however there were a couple of lower scoring areas, notably understanding financial efficiency, however she added that with Mrs Wilson coming on board (after the audit had taken place) this resolved this gap to an extent. Dr Clements also noted that she had now completed Liberata training on Finance.

Ms Ellis highlighted that there were a number of free resources available to Governors including the 'SchoolBus', NGA and 'Governors for schools' and there was also a budget available for training if needs be and encouraged Governors to speak to Mrs Ferguson or herself regarding any training needs.

### **12. Policies**

SEND – Mr Poultney invited any comments on this previously issued policy. Dr Clements queried the wording in Section 4.2 and FGB agreed to remove this first bullet point surrounding parental consultation, which had not been possible due to Covid-19. She also queried Section 16.4 and asked that the wording be amended; Mrs Nightingale (who had written the policy) agreed to this.

Pay Policy – This was agreed by the FGB.

Exclusion Policy – no amendments were suggested by the FGB so it was agreed.

General – Miss Avis asked that where possible additional information be provided on future policies which the FGB were asked to review; she suggested tracked changed versions and knowing the original source of the policy. Miss Ellis suggested that a copy of the overall statutory policy schedule would be helpful to Governors and agreed to issue this; she also noted that where possible the upcoming policies were listed on the strategic calendar.

Dr Clements enquired as to whether the SchoolBus 'Compliance Manager' was worth considering in regards to policy management, Mr Poultney stated this had been reviewed in July and it had been agreed that at the moment it would not add value to the process. He noted it was a paid for resource, which the school would not be subscribing to next year.

#### **Action**

LN	Amend SEND policy and post new version on the website	Jan 21
JE	Issue statutory policy schedule	Jan 21

The guests at the meeting were asked to leave.

### **13. Confidential item**

### **14. End of meeting questionnaire**

Ms Ellis asked Governors whether they could complete the review of the meeting via email as the meeting had taken place virtually, this was agreed.

**Meeting closed 6.28pm**

## End of meeting review form

Where 1 was strongly disagree and 4 was strongly agree, average results as follows:

1. Did the meeting achieve its overall objectives?	3.8
2. Did you feel you carried out your duties as a Governor?	
i) Providing strategic direction	3.0
ii) Holding the head teacher to account	3.3
iii) Making sure money was well spent (if applicable)	3.3
iv) Ensuring statutory duties were met (if applicable)	3.8
v) Ensuring the school is focussed on its medium to long term vision	3.5
3. Did reports/papers issued add value to the Board's decision making?	3.3
4. Have you improved your knowledge from participating in the meeting?	3.3