



Minutes – Full Governing Body (FGB) meeting

Thursday 15 July 2021 at 4pm via Zoom

Attendees:

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

Clerk: Janet Ellis (JE)

1. Welcome and apologies

Mrs Ferguson welcomed the FGB and gave apologies on behalf of Mrs Franks, which were accepted.

2. Declaration of interests / Governor duties

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

3. Governing Board Matters / Chairs Actions / Co-opt role

Mrs Ferguson informed the FGB that she had signed off the confidential minutes from 3 December 2020 FGB and the minutes from the Extraordinary FGBs on 5th and 13th May as Chairs actions due to the sensitivity of the minutes and not being able to meet in person for the FGB.

She also informed the FGB that an anonymous letter had been sent by a parent on 12 July querying the use of Teaching Assistants (TAs) in one class; she had therefore spoken to Mr Poultney about this, but as the author of the letter hadn't come forwards, even after the school had made enquires, the matter could not be taken any further. However, she reassured the FGB that all appropriate procedures had been observed in the use of TAs.

With regard to the existing co-opted vacancy Mrs Ferguson said she would write an article for the local newsletter about the school including the current vacancy.

Action

JF Write an article for local magazine

12 Aug

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

The minutes from the meeting on 29 April 2021 were approved by FGB; they will be signed at a later date.

It was noted that Governor monitoring would be conducted differently in 2021/22.

5. Heads Report

Mr Poultney stated that no queries had been submitted in advance of the FGB; he commentated that Arts week had been a great success and the school had taken part in national numeracy day. He noted that Ofsted had announced that the normal 4 year review cycle may now be up to 7 years due to the backlog of visits and he informed the FGB that moderation of writing between schools had taken place.

Miss Avis reflected that she would like to see more commentary from Mr Poultney in the report regarding his opinion as to whether the school were achieving their goals; it was agreed that the report undersold the achievement of the school and could be used as better evidence of success in the future. Dr Clements endorsed this approach stating that in a previous review of governance she was told that a Head should make a judgement on such documents and the role of the FGB was to then challenge this as required.

Mrs Wilson enquired as to the date of the phonics data and Mr Poultney stated that it was 2019 data, being the last statutory testing before Covid; he further added that at screening in December 2020, requested by the DfE, the school had an 83% pass rate and noted this was on year 2 pupils who would have ordinarily completed this at the end of year 1.

Mr Poultney concluded by saying that he believed the school had had a positive year, despite the many challenges; progress had been made on the Learning Improvement Plan (LIP) and enrichment activities had happened this term.

Action

LP Include more commentary on future Head reports

21/22

6. Safeguarding report

Mr Poultney stated that Mrs Dudfield would produce a report each term to show the range of work and issues covered and to keep the FGB updated on this critical area. He also advised that the Education Welfare Officer had not been as effective as he had hoped this year, so a new approach may be required next year.

Mr Stutely enquired as to the outcome of the alleged one-off use of inappropriate language by a child incident and Mr Poultney stated that it was inconclusive, however he had spoken to the parents and there had been no further occurrence; he said he was satisfied that there were no issues at the school.

Dr Clements asked Mr Poultney on behalf of the FGB to thank Mrs Dudfield for an excellent report.

Action

LP Thanks to HD for safeguarding report

ASAP

7. School Improvement Advisor report (SIA)

Mrs Ferguson stated that she was very pleased with this positive report from Mr Gibbs (SIA) and it would help the FGB to move forward next year, Dr Clements noted that the Heads judgements had aligned with the SIA's which was excellent news. Mrs Wilson noted that this report was excellent 'evidence' for the school and Mrs Nightingale commented that Mr Gibbs had been very helpful at her session with him.

8. Pre-school update

See confidential minutes

9. Strategy meeting

Mrs Ferguson noted that the FGB now needed to consider the final draft issued as a result of the group meeting against the suggested version by Miss Avis. Both Mr Stutely and Mrs Hope noted that they had viewed this document when deciding what school to apply for.

A discussion took place and the following was agreed:

Name of 'Vision' document – after debate the FGB decided the document should be changed to 'Mission'

School motto – agreed as currently stands: Inspire – Challenge - Achieve

General comment - FGB agreed to revert back to the use of child/children, not pupils, as this reflected the age range of the school

Our Vision - FGB agreed with Miss Avis that this required strengthening as did not reflect what made the school different from others, but wanted to maintain use of the word 'excellent'

The FGB therefore agreed to use:

'To be an excellent school by providing a supportive, caring and happy environment in which all our children will develop a passion for learning and will achieve their potential'

Our Aims –

The fourth aim was agreed to be re-worded as: 'To work openly and collaboratively with the community and other educational settings to enhance our school's strategic future.'

The other aims were debated but it was felt this needed some additional work to move it forward, therefore Mrs Ferguson agreed to schedule a follow up meeting to finalise this document.

Mr Poultney noted this would then be used to inform the School Development Plan (SDP) and Dr Clements noted that once the aims were agreed, the short, medium and long term actions as well as Key Performance indicators would need to be developed.

Action

JF Organise a further mtg of the strategy group Summer

10. Ofsted working party

Mr Poultney informed the FGB that a first meeting had taken place and a further meeting needed to be held quite soon into the new term; the group decided this would take place on Thursday 16 September 2021 and Mrs Poultney said he would confirm an exact time asap.

Mrs Ferguson asked that the staff Ofsted 'crib sheets' be distributed to this group for their reference and it was noted that Governor crib sheets needed to be developed focussing on key questions.

Actions

LP Time for Ofsted mtg on 16 Sept 20 July
LP Forward staff crib sheet to Ofsted group 20 July

17.25 Dr Reading left the meeting

11. Governor monitoring

Mr Poultney informed the FGB that Mr Gibbs had advised the school take a new approach to monitoring next year and he would invite Governors to be included in 'Focus weeks', which may then include activities such as learning walks for Governors. Mr Poultney took an action to devise this yearly planner and share with FGB when appropriate. It was noted that monitoring also took place via the committees.

Action

LP Yearly planner of focus weeks Autumn 21

17.37 Mrs Hope left the meeting

12. Data Protection (DP)

Mrs Nightingale informed the FGB that the report from the audit had been received at school earlier in the day, and although she had not had a chance to read it; the audit meeting itself had raised that she should not be doing the role of the DP Officer, due to her part-time status. She noted there were also missing documents at the school and this would require considerable work to bring up to the required standard. Mrs Nightingale told the FGB that DP training had been scheduled for staff as part of the TED day in September.

Mrs Ferguson stated that she was making enquiries with three organisations about buying in a DP service and would continue her investigations. She noted that as such services may include providing model templates and policies, she believed any further work on the DP policy should be postponed until the position was clearer; this was agreed by FGB.

17.43 Mrs Hope returned to the meeting

Mrs Wilson noted that in her experience an outsourced DP role still required resource at the school to be in place, this was acknowledged by FGB. Mrs Wilson also advised that the school needed to be very clear on what an outsourced provider would deliver.

Action

JF Progress outsourcing quotes / detail and report back to FGB

Autumn 21

13. Quality Committee update

As Dr Reading had left the meeting, the FGB were referred to the Gov zone for the latest data reports and meeting minutes.

14. Finance and Premises Committee update

Dr Clements provided an update from the last meeting, stating that there were still issues with the water bills, but the meter had now been located, work was progressing on 'project' areas such as lighting and carpet, a three-year budget was being built and the committee had reviewed their Terms of reference and the Finance policy. She went on to explain that the school surplus was a key area for consideration and that work was underway to identify the 'ring-fenced' monies in this amount, before further action was taken.

Mr Poultney informed FGB that work to the windows was being scheduled and the additional monies required were being funded by the Local Authority on an extended completion deadline; he also stated that he hoped the Broadway Trust would be funding some external works to the school.

15. Date for FGB / Safeguarding training

FGB was agreed as Thursday 23 September at 4pm

Safeguarding training, by Mrs Dudfield, was agreed as Tuesday 5th October at 3.30pm

Mrs Ferguson concluded the FGB by thanking the school team and Governor team for all their hard work and support this year.

Meeting closed at 18.13