



Minutes – Full Governing Body (FGB) meeting

Thursday 23 September 2021 at 4pm

Attendees:

Governors: Jackie Ferguson (JF), Lee Poultney (LP), Rachel Clements (RC), Louise Nightingale (LN), Lesley-Anne Avis (LAA), Melanie Wilson (MW) 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, Mr Stutely and Dr Reading, which were accepted.

2. Declaration of interests / Governor duties / Chairs Action

No interests were declared, Mrs Ferguson reminded FGB of their statutory duties and informed them that she had agreed that volunteers at the school were permitted just to read 'Annex A' of the Keeping Children Safe in Education guidance.

3. Governing Board Matters

Chair - Miss Ellis called for any further self-nominations for the role of Chair in addition to Mrs Ferguson, who had put herself forwards and as there were none forthcoming, Mrs Ferguson left the room. FGB voted unanimously for Mrs Ferguson to act as Chair for another year.

Vice Chair – Miss Avis put herself forward for the role, which was discussed and unanimously agreed by the FGB.

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

The normal and confidential minutes from the meeting on 15 July 2021 were approved by FGB; they were signed by Mrs Ferguson.

5. Matters Arising

Strategy meeting – a follow up meeting was still required, Mrs Ferguson agreed to action in the next two weeks.

Ofsted meeting – the next meeting date has been agreed, actions are ongoing. FGB briefly discussed that consistency was key and that Governors needed to show how they were validating strengths and addressing weaknesses in the school during an Ofsted visit.

Governor monitoring – Mr Poultney stated that he had made a start on a schedule however he was aware there may be a change to the focus since the previous Ofsted meeting, to be discussed later on the agenda.

Data Protection – Mrs Ferguson informed the FGB that the school had now signed up to the Warwickshire Service and she had met Mrs Godber with regard to the policy, which was being drafted alongside new Privacy notices.

Newsletter article / Co-opted Governor - Mrs Ferguson reported that an article had appeared in the local newsletter and also informed FGB that Mr Morris had agreed to be a Co-opted Governor – the FGB discussed his CV and relevant experience and unanimously agreed to vote him onto the FGB.

Actions

JF Organise strategy meeting

By 8 Oct

JE Begin Mr Morris's induction process

From 24 Sept

6. Committee / panel membership and link roles (links to agenda item on SDP)

The FGB debated the requirements for 2021/22 and agreed the following for the Committees:

Quality

Chair - Miss Avis

Members – Dr Clements, Mrs Ferguson, Dr Reading, Mr Morris, Mr Poultney

Finance and premises committee (FPC)

Chair – Mrs Ferguson

Members – Mr Poultney, Mrs Hope, Mrs Wilson, Mrs Esrich (Finance) and Mr J Freaney as an Associate Member

As Mr Stutely was not at the meeting, Miss Ellis agreed to enquire as to whether he would like to join the FPC.

Pay Committee

Members – Mrs Wilson, Miss Avis and Mrs Ferguson (Mr Poultney sits on this in an advisory capacity)

Heads Review

Members – Mrs Ferguson, Dr Clements and potentially Mr Morris

Miss Ellis agreed to enquire as to whether Mr Morris would like to join this panel due to his previous experience.

Complaints / Appeals and Special Disciplinary committees – FGB agreed to form such panels on a case by case basis.

Link roles

The statutory roles were discussed and the following was agreed:

Website monitoring – Miss Avis

Special Educational needs and disability (SENd) and Pupil Premium (PP) – Dr Clements

Safeguarding / Prevent and e-safety – Dr Reading

Health and safety – Mrs Ferguson

FGB discussed the merits of having focus weeks for monitoring but agreed that this was not sufficient in itself to fully monitor individual areas within the School Development Plan (SDP)

Mr Poultney reiterated the importance of the pre visit forms, ensuring that objectives of visits are closely linked to the SDP. FGB agreed that visits needed to focus on assessing the Intent, implementation and Impact of a subject.

Miss Avis enquired as to how teaching staff viewed monitoring and Mr Poultney stated that teachers welcomed this, especially in areas which had not been recently monitored. Mrs Nightingale also noted that as Ofsted would 'deep dive' one subject area, governor

monitoring was essential practice. It was agreed that monitoring should be termly and Governors should arrange their first visit within the next two weeks

FGB went on to review the draft SDP and decided on the following responsibilities for monitoring during 21/22:

Spiritual, Moral Social and Culture – Mrs Hope
Maths – Mr Morris (tbc)
English (covering phonics, reading, ReadWriteinc etc.) – Mrs Ferguson
PE and Art – Mrs Wilson
Computing and Music – Mr Stutely
Early Years – Miss Avis (who will liaise with Mrs Wilson regarding relevant issues, e.g. the outdoor area)
Science – Dr Reading (tbc)
Persistent absence – would be monitored via the Quality Committee
Learning Outcomes for different pupil groups – would be monitored via Dr Clements in her role of SENd / PP lead

7. SDP (cont)

Mrs Wilson noted that although the SDP stated a broad guide of 90% progress, the targets on page 3 needed to be completed in detail, which Mr Poultney agreed to do. He noted that the expectation was three levels of progress across the three terms. He also acknowledged he needed to change the reference to the Education Welfare Officer (EWO).

Dr Clements raised the challenge of how the school could ensure it was driving its ethos throughout the entire school and Mr Poultney noted there was room in the SDP under Leadership and Management to address this.

FGB discussed how the school could accurately target and measure the success of the Thrive programme, Mrs Nightingale stated that target setting was difficult as all pupils on the programme had a unique set of circumstances, however 'case studies' could be assessed. She also noted that the Thrive approach is integrated within all classrooms for the benefit of all pupils.

Mrs Wilson enquired about the workload toolkit and Mr Poultney stated that he was responsible for this part of the SDP. He also noted that all staff had been briefed on the content of the SDP as a whole.

Actions (covering 6+7)

JE	Ask Mr Stutely re FPC	Complete
JE	Ask Mr Morris re Heads review panel and Maths monitoring	1 Oct
JE	Ask Dr reading re Science monitoring	Complete
LP	Produce 2 nd draft of SDP	25 Oct
LP	Change text re EWO / add in a L+M goal	25 Oct
FGB	Arrange Autumn term monitoring visit	7 Oct

8. Safeguarding policy / Audit

The policy was agreed in principle; however, it was noted that there were some minor errors within the document, e.g. use of brackets and the Governors ideally wanted the word 'college' to be removed.

Mr Poultney informed FGB that Mrs Dudfield was working on the audit and it would be completed by the 30 September deadline.

Safeguarding letter from Worcestershire Children First – Mrs Ferguson signed this letter on behalf of the FGB.

Action

LP Make appropriate changes to policy and post onto website 15 Oct

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?	3.9
2. Did you feel you carried out your duties as a Governor?	
i) Providing strategic direction	3.6
ii) Holding the head teacher to account	3.6
iii) Making sure money was well spent (if applicable)	4.0
iv) Ensuring statutory duties were met (if applicable)	3.8
v) Ensuring the school is focussed on its medium to long term vision	3.1
3. Did reports/papers issued add value to the Board's decision making?	3.6
4. Have you improved your knowledge from participating in the meeting?	3.7

Meeting closed at 6.05pm