



Minutes – Full Governing Body (FGB) meeting

Thursday 29 April 2021 at 4pm

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 Ms Ellis 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 Mrs Frank's term of office ends on 3 May 2021 and asked them to consider her re-instatement, this was agreed by majority vote and Mrs Ferguson agreed to inform Mrs Franks.

Action

JF Inform DF of her new term of office ASAP

4.08 - Miss Avis joined the meeting

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

The minutes from the meeting on 3 December 2021 were approved by FGB; they will be signed at a later date.

Matters arising included:

New Governors – Mr Stutely stated that he had completed the Governor Services induction programme and found it beneficial.

Monitoring and training – Dr Clements agreed to talk to Mr Gibbs about learning walks and different types of monitoring with a view to training the FGB and Mrs Ferguson reported that Mr Stutely will monitor Art/Design & Technology and Mrs Hope will monitor 'SMSC' - Spiritual, moral, social and cultural development

Statutory policies – Ms Ellis agreed to re-issue the latest list to the FGB

Actions

RC Talk to Mr Gibbs re monitoring training 31 May 21
JE Re issue statutory policy list 7 May 21

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

The confidential minutes from the meeting on 24 February 2021 were approved by the FGB; they will be signed at a later date.

6. Heads Report and Vision/Strategy meeting

6.1 Heads Report

Mr Poultney led the FGB through a discussion of the previously issued report, the following were the highlights:

Monitoring - Mrs Ferguson had monitored Remote Learning.

Booster sessions - the school were running after school sessions utilising their own staff, due to issues with obtaining resources through the national tutoring programme.

New bubble structure - was operating well, without any current difficulties.

September 2021 intake – numbers were good, which against a low national average was very encouraging, but may provide challenges in the future due to space.

Ofsted visit / Curriculum - Paul Gibbs, our School Improvement Advisor, is helping the school prepare for a likely Autumn term Ofsted inspection, work was already underway with staff members to prepare for 'deep dives' into subject area during an inspection. Mr Poultney encouraged the FGB to review the previous Ofsted highlighted areas for improvement whilst conducting their monitoring visits.

'Development, progress and impact' - Miss Avis noted that further detail and positive commentary could be inserted within this section of the report to show how the curriculum had changed. Mr Poultney acknowledged this and reassured the FGB that the progression maps per year group assisted in ensuring targets were achieved, he encouraged Governors to view these progression maps before and during monitoring visits.

Topics - Mrs Ferguson noted the positive impact on pupils learning which reducing the number of topics had provided and Mrs Nightingale reminded the FGB that the key questions per topic helped to test and consolidate pupil's knowledge.

Premises - Mr Poultney stated that a visit by Mrs Ferguson and Dr Clements had taken place at the school just before Easter at which a number of actions had been identified, he noted that contractors had been contacted regarding carpeting and the library works were on hold at the moment.

Catch up funding – all ipads had been returned to the school and they were now considering what the remainder of the funding would be spent on.

Quality of education – FGB were informed that Mr Poultney and Mrs Ferguson had attended the small schools summit and the topics under discussion had been followed up at the Cluster Heads meeting, which had also suggested that Chairs of Governors should meet to discuss collaboration.

Mrs Ferguson thanked Mr Poultney and all the staff for their hard work and dedication over the last year and thanked Mrs Nightingale and Mrs Fielder in particular for their work on phonics.

6.2 Vision / Strategy Meeting

Mr Poultney suggested to the FGB that a meeting to discuss the vision and strategy and related topics, such as the Self Evaluation Form would be useful after the half term, this was supported by the FGB and it was agreed that Mrs Hope, Mrs Ferguson, Dr Reading, Dr Clements and Mrs Nightingale would potentially join Mr Poultney for this meeting. Mrs Ferguson volunteered to organise this meeting and Dr Clements stated that she had some

useful background materials which would help facilitate the discussions, which she would forward to the group.

Mrs Wilson noted that a press release with regards to academisation had been released which would influence these discussions.

Actions

JF	Organise vision meeting	Mid May
RC	Issue relevant documents to the group	Mid May

7. Pre-school update

See confidential minutes

8. Ofsted working party

Mrs Ferguson asked for volunteers to become an Ofsted working party, Governors who would be 'trained' by Paul Gibbs to take part in an Ofsted inspection. After discussion, it was agreed that the following Governors would be involved: Dr Clements, Mrs Ferguson, Miss Avis and Mr Stutely. Mr Poultney said he would liaise with Mr Gibbs about a first training session date.

Actions

LP	Organise meeting with Mr Gibbs	Mid May
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9. Governor monitoring

Mr Poultney suggested that the pre and post visit forms should incorporate the two highlighted areas for improvement from the last Ofsted report and Miss Ellis agreed to modify the forms. The FGB discussed the importance of using the pre-visit form and Mr Poultney said he was happy to be consulted on any monitoring visits. With the allocation of Mr Stutely and Mrs Hope to subject areas the FGB agreed that RE monitoring would not occur this academic year and all Governors were reminded to plan their visits asap.

Actions

JE	Amend monitoring forms	7 May
FGB	Organise subject monitoring visits	Mid May

10. Safeguarding

Dr Reading stated that she had no new update as had not conducted a recent visit.

11. Policies

Children with Health Needs – Mr Poultney commented that this policy had been compiled using Worcestershire Children First (WCF) guidance and as FGB had no further comments it was approved and Ms Ellis agreed to post onto the website.

Data Protection (DP) – Mr Poultney informed FGB that he had been unsuccessful in finding any resource in this area at WCF to investigate the possible use of buying in some form of service. He agreed to look at the draft policy which had been based on 'The SchoolBus' model policy and Mrs Ferguson stated that she would investigate the use of the Warwickshire Data Protection service.

Actions

JE	Post up Health Needs policy on school website	7 May
LP	Review data protection policy	End June
JF	Make enquiries with Warks DP service	End May

5.20 - Mrs Hope left the meeting

12. Quality Committee update

Dr Reading provided a summary of the Quality meeting which had taken place on 28 April. She highlighted that the committee now had access to a benchmarking report from OTrack, which was based on a database of 6,000 schools and she informed FGB that currently c.10 pupils attended breakfast club. She noted that despite the difficulties of the past year the majority of pupils were now on the correct 'Programme of study' and the Wellcomm resources had proved very successful for the school.

She informed the FGB that the committee had found the Attainment and Progress summary report by OTrack a very useful report and that the committee had voted to maintain the use of the Home-School Agreement.

13. Finance and Premises Committee update

Dr Clements provided an update from the last meeting, stating that there were still issues with the water bills. She informed FGB that the 'Schools Financial Value Standard' was nearly complete, ready for submission to the Local Authority and the committee had signed off the 2020/21 budget, and signed off the amended Complaints, Health and safety and First Aid policies, which were now all available on the school's website.

5.34 - LP left the mtg due to internet connection issues

Dr Clements explained to the FGB that she required them to provide authority to the Finance committee to sign off the new 21/22 budget tomorrow, this was granted. She also highlighted the potential future issues the school may have with class room sizes and curriculum teaching as a result of increased pupil numbers, which had been discussed at the last Finance committee. She reminded the FGB that any Governor was welcome to attend any committee as a guest if they were not a member of that committee and all relevant committee information was housed on the 'Gov zone'.

FGB then discussed the current surplus figure and Mrs Wilson noted this included ring-fenced money for PE and Pupil Premium.

5.41 LP re-joined the meeting

AOB

Website – Mrs Ferguson asked Mr Poultny to consider how to update the 'latest news' items on the home page.

Running track – it was reported that the new track was hopefully going to be installed at the end of May.

Meeting closed at 17.50pm