



# Minutes – Full Governing Body (FGB) meeting

Thursday 5 May 2022 at 4pm

## Attendees:

Governors: Jackie Ferguson (JF) - Chair, Lee Poultney (LP), Lesley-Anne Avis (LAA), Melanie Wilson (MW), Alex Stutely (AS) and Dee Hope (DH). Clerk: Janet Ellis (JE)

## 1. Welcome and apologies

Apologies from Diana Franks (DF), Gavin Morris (GM), and Rachel Clements (RC) and accepted.

## 2. Declaration of interests / Governor duties / Chairs Action

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

## 3. Governing Board Matters

### Local Authority (LA) Governor

The FGB discussed their requirements for the new LA Governor and agreed that knowledge and skills surrounding General Data Protection Regulations (GDPR) was a key area, as well as potentially skills and or interest in Special Educational Needs and Disability (SENd) and ideally Marketing. They also agreed that ideally the new Governor would have general schools experience and experience of Ofsted visits. JF noted that the next step was for her to write to Mrs Liz Eyre with this specification so that the LA could present the FGB with candidates for consideration.

### Actions

JF Write to L Eyre with a Governor specification Complete

## 4. Approval of the minutes from the previous meeting

The minutes from the FGB on 20.1.22 were approved by FGB and signed by JF as Chair.

## 5. Matters Arising

Persistent absence – LP remarked that although absence had been high recently due to Covid, there were only four pupils who were a cause for concern in this area.

Library books – LP stated that he would carry forward this item with the new teacher starting in September, but noted that some books had been purchased already.

S106 monies – LAA informed FGB that the school had seven years to spend the allocated monies, from the date of issue.

Online safety notice – LP stated that he was unclear as to this action, so JF agreed to investigate further.

### Actions

LP New books for the library Autumn term  
JF Investigate what online safety notice needs to be displayed Summer term

## **6. Safeguarding, Heads report and SENd reports**

### **6.1 Safeguarding (S/G) report**

LP referred the FGB to the CPOMS report which Mrs Dudfield had issued prior to the meeting, noting it was the first time such a report had been issued from the system for Governors. The FGB agreed that although it was a useful report, they required a narrative alongside the report for it to be of greater value. It was noted that the numbers in the report spanned from Christmas 2021 to the end of April, which partly accounted for the large numbers in certain areas and LP reassured the FGB that although some numbers looked large, this reflected the fact that the system allowed the school to report all incidences of safeguarding concerns, from minor to major concerns.

The FGB enquired as to whether there was some double counting of incidents in the figures and questioned whether the incidents could be 'RAG' rated in some way, LP agreed to speak to HD to ensure the next report made the statistics clearer for FGB.

JE reminded FGB that Mr Morris was now the Safeguarding lead, who was experienced in this area and would ensure more detailed questioning was carried out with Mrs Dudfield.

AS challenged whether the statistics contradicted the schools stance that they had excellent safeguarding policies and procedures, LP reassured AS and the FGB that the report actually showed how seriously the school logged and investigated all safeguarding concerns.

### **6.2 Heads report**

#### **6.2.1 – Phonics**

MW noted that the official phonics data was from 2019 (due to Covid) and LP stated that the Year 1 cohort (now, Year 4) consisted of approximately a third of SENd pupils, which reflected the poorer result. LP noted that the last two screenings had seen the pupils at national average for phonics and he hoped the screening due in June 2022 would see the school at above national average. LP informed the FGB that Emma Davies (ED), who was on secondment at the school had provided feedback that Year 2s compared well with her broad experience in schools.

MW challenged the use of the term 'High; in relation to phonics delivery being at a high standard; LP explained that the (Ofsted) grading system of lessons no longer existed, however this term had been used by the School Improvement Advisor and ED, so he was comfortable with its use.

#### **6.2.2 - KS2 reading**

The FGB discussed the predicted age ranges for the two Year 4 groups, LP explaining that these were average figures, which was why there were similarities of the predicted reading ages. He informed the FGB that the school had just introduced a tool called 'Nessy' which aided pupils with reading (Comprehension) and spelling and once pupils were familiar with this tool this meant they could work through the package without the need for a Teaching Assistant (TA); he also noted that 17 pupils were using this tool currently

LP then asked LAA whether she had any more reading volunteers for the school and LAA agreed to make enquiries.

#### **6.2.3 – General 'Leadership and Management'**

LP noted that Deep Dives had taken place in Maths and Science; the recent S/G audit by the LA had produced very positive results; the results from the parent questionnaire had been very positive and there were many enrichment activities now taking place as the Covid regulations had eased. He informed FGB that a very popular Art club was now being run by

Mrs Worrall, in her own time and staff changes would be announced closer to the end of term.

The FGB briefly discussed the clubs being run at the school and MW challenged whether these were self-funding which LP stated they were; she raised the potential use of the Volunteers to help organise these clubs if necessary and LAA agreed that this may be a possibility. The FGB discussed whether the local Bowling club would be a good activity for the pupils and JF agreed to make contact with them to pursue this idea.

#### 6.2.4 Strategy meeting

It was noted that the 'Mission' had been completed and this could now be placed on the website; but the FGB agreed that a further meeting was necessary to complete the Key Performance Indicators and dovetail any actions into the School Development Plan (SDP); JF stated that she would organise this meeting.

#### 6.2.5 - Teacher workload

LAA challenged the activity under this heading and LP stated that the DfE audit had been completed and he was now considering the next steps required, FGB agreed that this was a national issue and perhaps lessons could be learnt from Cluster schools as to how to tackle this, including perhaps Wellbeing, time management and or resilience 'training'.

#### 6.3 SENd report

Had been issued to the FGB but was not discussed in detail.

#### Actions

LAA	Make enquiries re reading volunteers	Summer term
JF	Contact Bowling club regarding a school activity	Complete
JF	Organise strategy meeting	Before ½ term
JE	Post up Mission onto website	Complete

### 7. SDP

LP went briefly through this previously issued document, inviting questions from the FGB; AS questioned the reading scheme for pupils and LP explained that 'Accelerated Reader' calculated age appropriate books for pupils from its database and pupils then selected from the school's library. The FGB discussed the issue of pupils being able to read, but not comprehend text, which was tackled by guided reading sessions with pupils.

LP informed the FGB that staff had received training on questioning pupils in order to assess 'More able' pupils, which would now be practiced with the final topics of the year, which could then be reviewed in the September

### 8. Update from Finance and Premises Committee (FPC)

JF briefed the FGB on the recent FPC meeting highlighting that the 2022/23 budget had been signed off by the committee and they were now looking to produce a more accurate 3-year plan.

She also updated that the school were looking to move insurance providers to gain better value and noted that a table tennis table had been purchased under the PE budget.

JF also informed the FGB that building works were due to take place in the Summer which would include full redecoration to Class 2, lights in Class 1 and redecoration of the two offices. MW suggested the Volunteers could be asked to help clear classroom before these works were carried out if needs be and JF concluded by stating that the school were investigating the value in providing secure wi-fi access to the Children's Centre.

See confidential minute also

### **9. Update from Quality Committee (QC)**

LAA provided a brief update from the committee, noting that much of her update had been covered by the Heads report; she did explain that the committee had considered whether a new Member was required now that Dr Reading had left the FGB, but the QC had agreed to defer this decision until September 2022 as felt there were sufficient skills and experience currently on the QC.

### **10. Pay Committee**

MW updated that the committee had met to consider the Mid-Year reviews and had re-adopted the Capability of teachers LA policy. She also informed the FGB that the Pay Committee had considered the Pay Policy and had agreed there were no risks involved to pay increases criteria, so the Policy stood as is.

### **11. Policies**

Children with health needs who cannot attend school

This was re-adopted without amends and the FGB agreed to now review every two years, unless there was a major change from the LA.

### **12. AOB**

Jubilee celebrations

LP updated the FGB that there would be a school lunch for all pupils on 26<sup>th</sup> May and the pupils were also getting involved in village activities, such as making lanterns and postcards.

He noted that the school had been asked to provide a stall/table at the village event on 4<sup>th</sup> June and the FGB discussed some ideas for this, including a school banner and copies of the prospectus and or newsletter and they also suggested perhaps a joint stall with St Marys may be appropriate, LP agreed to contact the Head at St Marys regarding this idea.

After discussion the FGB also agreed that parents should be invited on 26<sup>th</sup> May to watch pupils receive their Jubilee coins and LP agreed to action this.

JF asked LP to forwards the most recent correspondence on the village celebrations so she could seek clarity on a few matters.

#### **Actions**

LP	Contact Head at St Marys re a joint 'stall'	w.c 9 May
LP	Invite parents to event on 26 <sup>th</sup> May	Complete
LP	Forward correspondence on the village activities	w.c 9 May