



Minutes – Full Governing Body (FGB) meeting

Thursday 20 January 2022 at 4pm – via zoom

Attendees:

Governors: Jackie Ferguson (JF) - Chair, Lee Poultney (LP), Rachel Clements (RC), Louise Nightingale (LN), Lesley-Anne Avis (LAA), Melanie Wilson (MW), Joan Reading and Gavin Morris (GM). Clerk: Janet Ellis (JE)

1. Welcome and apologies

Apologies from Diana Franks (DF), Alex Stutely (AS) and Dee Hope (DH), 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

The FGB agreed to send a card to DF and tasked JF with this item.

Actions

JF Send a card to DF on behalf of the FGB ASAP

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

The minutes from FGB on 23.9.21 were approved by FGB; they will be signed at a later date.

5. Matters Arising

Strategy meeting – it was noted that the 'Vision' was now complete but a follow up meeting was still required to script the Key Performance Indicators (KPI's), JF agreed to action by the end of February.

Special Educational Needs and Disability (SENd) report – RC stated that she needed to forward her report to the school.

Actions

JF Organise strategy meeting End Feb
RC Forward SENd report 31 Jan

6. Heads report / Safeguarding (S/G) and SEND reports

LP began by updating FGB about the current Covid situation at the school; informing them that bubbles had been introduced after a rise in cases, he also noted there were related staff absences.

6.1 He then took the FGB through his previously issued Heads report, noting the school were working with Paul Gibbs (School Improvement Advisor), the Heads Report had been more closely aligned to the School Development Plan (SDP), there was a new teacher covering Class 4, the running track was being well utilised and trips and training had taken place during the last term.

JF stated that she was working with Mrs Godber regarding the next steps for GDPR, now the policy had been written.

JE encouraged FGB to take up training opportunities which would be highlighted in the weekly Governor update and RC noted that she had completed recent training and would forward the details to JE.

RC queried the level of persistent absence and LP noted that the level was relatively low, as most was due to illness; she asked LP to provide a further detail at the next FGB.

4.18 - LAA joined the meeting

6.2 S/G report – RC asked LP to pass on the FGB’s thanks to Mrs Dudfield who had compiled a very thorough and informative report. LP briefly took the FGB through the report, highlighting the use of the internal ‘post box’ and the purchase of the CPOMS system.

6.3 SENd report – LN briefed the FGB on her previously issued report, noting that she was in the process of applying for a new Education and Health Care Plan (EHCP) for a pupil but was awaiting one further appointment and subsequent report in order to submit the application. RC asked what the ‘threshold’ was for applying for an EHCP and LN advised it was where a pupil required 1:1 support to access learning.

LN informed the FGB that all staff had completed Autism spectrum disorder (ASD) training and 81.6% of whole school had achieved their Individual Provision Map targets last term.

Regarding Speech and Language LN highlighted that through the work facilitated by Katie Essex, the school had seen a marked improvement in this area which had positive knock on effects throughout the whole school. *RC enquired about the cost, and therefore value for money and it was agreed at a cost of c.£5000 this was a good investment for the school due to the individual progress made and whole school impact.* LN noted that parental support and training were included in this cost. FGB thanked LN for her excellent report.

Actions

RC	Forward training details to JE	31 Jan
LP	Thank Mrs Dudfield for her S/G report	w.c 24 Jan
LP	Provide more detail on persistent absence	28 April

7. SDP

LP highlighted that phonics was now embedded at the school which was having a substantial positive impact. He also noted that (as been raised at the Quality Committee) the focus generally would now be on ‘more able’ pupils and he was working with teachers on the Implementation phase of the curriculum to achieve better consistency.

He stated that he hoped to partly achieve this by limiting the subjects being focussed on this term, which he also hoped would have an impact on staff workload. He then informed FGB that he had also sent out the DfE toolkit with the aim of supporting staff with workload issues.

Within the Early Years (EYS), LP noted that Mrs Fielder had joined a ‘Cluster group’ which would be of value now the new statutory framework was in operation and she had attended training; adding that he hoped EYs will be able to have daily Forest school visits.

JF enquired what other peer to peer monitoring was happening and LP replied that Covid had hampered this as the English visit had been postponed as was to be held at the school.

8. Update from Finance and Premises Committee (FPC)

JF briefed the FGB on the recent FPC meeting highlighting that the budget was in a very good position and the allocation of ring-fenced funding would continue to improve the management of the budget.

She noted there were several projects relating to the school building which had been completed and others planned and the next step was for the FPC to have a walk-around school to identify further projects, LP stated he would organise this visit asap.

JF also informed the FGB that a Benchmarking report had been reviewed which showed generally positive results, but was being treated with caution.

With regards to the Children's Centre JF informed FGB that the lease had now been signed and a press release had been agreed with Tower View; a further meeting with Tower View would now take place to make plans for the future.

The 'carry-forward' in the budget was debated and it was reaffirmed that the allowance was 8% of the budget but currently the school were over this amount, however it was decreasing due to the scheduled minor building works. LAA clarified that if a robust plan was in place this would ensure the monies would not be taken from the school. This was affirmed by MW but she reminded Governors of their financial responsibilities, noting that resources should be used for the benefit of pupils, which was critical after two years of interrupted learning.

FGB agreed a long term approach was required so funds were spent wisely; discussed a potential new intervention space being built; noting the walk-around would be the first step in this process. RC suggested that re-stocking the library would be a good interim action, before any major works were assessed and agreed; LP agreed to consider this.

FGB then discussed the 106 monies and LAA agreed to check when the remainder of the money had to be spent; LP noted he had been verbally assured the school would not have the monies taken away due to Covid impeding the spend in the last two years.

Actions

LP	Organise walk-around visit and invite FGB	31 Jan
LP	Consider re-stocking of library	End Feb
LAA	Check end date for S106 and inform LP	31 Jan
LP	Consider updating the current library resources	End Feb

9. Update from Quality Committee

LAA provided an update from the committee held on 6 January noting their focus had been on the Core data reports, which analyse maths, reading, writing and combined data. She stated there were fewer pupils achieving 'Greater depth', which may in part be attributed to teacher assessment, which had been addressed via training. She noted that overall the results were positive as termly targets had mostly been achieved and pupil progress meetings would tackle those who were not achieving desired progress. She also highlighted that a new Early Years policy was now on the website Mrs Fielder was very enthusiastic.

10. Pay Committee

MW updated that the committee had met twice since the last FGB, to discuss teacher appraisals and LP's appraisal. She informed FGB that the expectation with regards to moves onto the Upper Pay Range was that a whole school responsibility should be included in any such application and she also reminded FGB of their responsibility to discuss and agree the Heads Pay Range, including the suitability of the 'Group'. RC commented that she believed the school were in Group 1 due to the size of school.

11. Policies

Data Protection – FGB approved this policy and agreed to change the approval from FGB to LP going forwards to increase efficiency.

RSE – FGB agreed to change the approval from FGB to LP going forwards due to subject knowledge. LAA asked that when LP was the approver of a statutory policy, this was communicated through the Heads Report, once approval had taken place, this was agreed.

Online safety – LP noted this new policy enhanced the previous e-safety policy as it aligns with safeguarding duties; JR commented that this was an excellent policy and the FGB

asked LP to pass on their thanks to Miss Pearson. JF enquired how parents were informed of on-line safety matters and LP stated that Mrs Dudfield issued timely updates and or communicated directly with pupil/parents and there was information on the school website. JF stated there should be a notice within school about the policy and LP agreed to check this was in situation. **The policy was agreed without amends.**

SENd policy 21/22 – LN was thanked for this policy and **it was approved without amends.**

Pay Policy – RC challenged the wording which said that in exceptional circumstances there could be a two point movement within a scale for meeting objectives, FGB agreed this may cause issues and asked LP to investigate whether this wording could be amended or the examples be removed. LP reminded FGB this was a County policy which was drafted after negotiations with the unions so he would have to check with County before making any substantial amends, this was agreed, **but the policy was not agreed due to this concern.**

English – although not a statutory policy for approval, LAA praised LN for the English policy.

Actions

LP	Post up: Data, SENd and Online safety policies on website	31 Jan
LP	Include info re policy approval in Heads Report	Ongoing
LP	Thank Miss Pearson for the policy	w.c 24 Jan
LP	Check online safety notice is displayed	31 Jan
LP	Investigate re-wording of Pay Policy	Mid Feb

12. AOB

12.1 – Funding application for gardening. JR noted the Parish council had requested any application for funding to come from the school; LP stated that he only believed an application had been made to The Broadway Trust, which had been agreed, and wasn't aware an application had been made by Mr Chambers. He agreed to investigate and take any necessary next steps. MW volunteered her help if any further quotes were required.

12.2 - Broadway United charities. JR noted that they could provide up to £1000 p.a for capital expenditure and it was believed there was no specific timeframe for applications.

12.3 - Youth Club – JR asked if the school would be prepared to help in communicating the Phase 2 of the Youth club build within the school newsletter. FGB agreed this in theory but reserved the right to check the content so it fitted with the purpose of the newsletter.

12.4 Volunteering – LAA stated she was keen to have more volunteers at the school providing help and support; FGB debated what DBS requirements there would be and LAA agreed to work with LP on a plan which included DBS checks where applicable.

JF thanked the FGB for all their support and GM thanked LP and the staff for all their work at the school during difficult times.

Actions

LP	Speak to Mr Chambers re Parish Council grant application	Mid Feb
LP/JF	Write to Parish Council (via K Beasley) if required	End Feb
LAA/ LP	Discuss plan for additional volunteering activities	Mid Feb

Meeting closed at 6.10pm