



Minutes – Full Governing Body (FGB) meeting

Thursday 28 September 2023 at 4.15pm

Attendees:

Governors: Jackie Ferguson (JF), Lee Poultney (LP), Gavin Morris (GM), Alison James (AJ), Jennifer Collings (JC), Dee Hope (DH) and Lesley-Anne Avis (LAA) Clerk: Janet Ellis (JE)

1. Welcome and apologies

JF welcomed members of the FGB and thanked them for their assistance over the Summer holidays which allowed the re-design project to go ahead.

LP thanked JF and LAA for their help refurbishing the staff room.

Apologies from Lisa Fielder (LF) and Douglas Barton (DB) and accepted.

2. Declaration of interests / Governor duties / Chairs Actions

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

3. Governing Board Matters

3.1 - Election of Chair - JE noted that no self-nominations had been received since the last FGB meeting and asked for any to be declared, JF stated that she was willing to stand again for Chair for this academic year. The FGB voted and unanimously thanked and agreed for JF to be Chair for 23/24.

3.2 - Election of Vice Chair – LAA stated she would stand again for Vice Chair; given there were no other nominations, the FGB voted and unanimously agreed for LAA to be Vice Chair for 23/24.

3.3 - Governor vacancies – JE noted that the Parent Governor election was in process and would close on 6th October. JF remarked that she had met with one interested candidate and the FGB discussed the possibility of co-opting a parent if there was more than one parental candidate and their skills and experience were suitable.

4. Approval of the minutes from the previous meetings and Matters Arising

4.1 The normal and confidential minutes from the FGB on 13 July 2023 were approved by the FGB and signed by JF as Chair.

4.2 Matters arising

A Maths visit had not been possible, this action was carried forward to the Link roles section on the agenda.

Promoting the school – it was noted that pupils had met James Martin at the Lygon; there had been an article in the Broadway Magazine, and an Open Day was being planned and the school hoped to have a banner on a nearby roundabout and they had paid a small amount for an article in the Vale magazine to promote this event.

LP informed FGB that the school had also produced two 'flyers' to promote the Open Day, one focussing on pre-school and one on the school. He referred Governors to the list of

areas they had already been distributed to and invited them to consider other areas where these could be issued. Several suggestions were made and Governors agreed to distribute / promote where possible. LP explained that he had posted both on the school facebook page and paid to 'boost' one and agreed to send the artwork to any Governor who required it.

In discussion about the Open Day, FGB agreed that some parents were very interested in the non-curricula items a school provided and JF said she would contact the golf club regarding providing a taster sessions for pupils.

Actions

- DH Use flyers on Youth club facebook page
- JC Enquire at market pantry re flyers
- AJ Distribute flyers in Aston Sommerville if possible
- LP Put another post on Broadway Noticeboard to promote second flyer
- JF Enquire re session at Broadway golf club

5. Code of Conduct

The new code was agreed by the FGB on behalf of current and future members of the Board for 23/24.

6. Committee and panel membership 23/24

6.1 Committees / panels

The required membership was discussed and agreed as followed:

Quality Committee – Chair – LAA; Members – JF, LP and GM

Finance and Premises Committee - Chair – AJ; Members – JF, LP, DH and Jon Freaney as Associate Member

Pay committee - Chair – JF; Members – LAA, AJ and LP

Heads Review – Chair – JF; Members – LAA and GM

FGB discussed LP's next performance review, noting that there appeared to be a shortage of School Improvement Advisors (SIA's) from the Local authority to act as the External advisor for such reviews. JF commented she would contact Paul Gibbs to check whether he was available to act in this capacity and all agreed that although the review did not have to be completed until December, the early it was conducted the better.

6.2 Link Roles

Special Educational Needs and disability (SENd) – AJ

Safeguarding – GM

Pupil Premium - Finance and Premises Committee

Health and safety – JF

Website – JC

PE Premium - Finance and Premises Committee

Mental Health Governor – FGB agreed to allocate a Governor to this new role but to wait until the outcome of the parent Governors process before appointing a Governor

The FGB discussed the current allocation of PE premium, noting that the funding needed to be spent by the financial year end, DH stated that she had some ideas for use of this funding and LP explained that he was investigating the 'Opal' play scheme which may utilise some of the funding, if agreed and suitable. The FPC agreed to take these discussions and actions forward.

Actions

JF Contact P Gibbs re LP's review
JE Send website guidance to JC (when available)

Mid Oct
ASAP

7. School Development plan (SDP) 23/24

LP took the FGB through the most recent draft of the plan

7.1 Quality of Education – LP noted that Reading was a continuation of last year's plan and Writing, which was the weakest area nationally, had made significant progress but there were still actions to complete

FGB discussed how the SDP linked to the subject roles for Governors and it was noted that the next Ofsted visit would have 4-5 'deep dives' which very probably would include one on Geography and History. The FGB agreed they would discuss roles required under Monitoring item on the agenda.

7.2 Personal Development / Behaviour & attitudes

LP highlighted that SENd pupils feature prominently within persistent absence and noted that the school were trying to appeal to SENd and disadvantaged pupils within their extra curricula provision. He explained to FGB that the school had existing clubs on team games, Lego and singing but he was looking for additional clubs. A chess club was suggested and LAA stated that she may have a contact who could assist with this.

7.3 Leadership and Management

FGB noted the requirement for Governor training, particularly in Governor monitoring and JE agreed to search for suitable courses.

7.4 Early Years

LP explained that the target for Good Level of Development (GLD) was 80% this year, which was a pre-covid level.

Actions

JE Gov monitoring course info to FGB

In progress

8. Governor monitoring

The following roles were discussed and Governor links agreed. It was noted that ideally a minimum of two visits in an academic year were required, one in Autumn term and one in Summer term to review progress:

English – GM

Maths – AJ

Geography and History – JF

Art – JC

French – JF

RE – LAA

Computing (and a watching brief on SMSC) – DH

Early Years - LAA

5.25 - DH and JC left the meeting (pre-sanctioned)

9. Safeguarding

Policies – the Child Protection and Child on Child policies were agreed, subject to small amends required by JF.

Actions

FGB

JF Forward policy amends to Mrs Organ 6 Oct

10. Data protection

JF noted she was awaiting some comments from DB and she would re-look at the overall amends required to the policy.

Actions

JF Review data protection policy Oct 23

11. AOB

Harvest celebrations – the FGB discussed ideas and agreed that perhaps a food bank donation would be appropriate, LP agreed to consider the appropriate route for the school this year

Second hand uniform – JC informed FGB that the ‘Friends’ had spoken about this issue and FGB agreed it would be very positive to have some form of ‘shop’ at the school. JC agreed to pursue this via the Friends.

Remembrance events – The FGB expressed their wish for the school to participate in any local event and JF agreed to investigate what the plan this year was and assess whether it was suitable for the school pupils. GM volunteered to be involved with the event itself if required.

Parish council event in Lifford hall (14 Oct) – JF agreed to contact St Marys and ask whether the school were participating.

Defibrillator – LP reminded FGB that the school had a defibrillator but it required installing. FGB asked LP to investigate costs asap.

Actions

LP	Consider actions for Harvest celebration	ASAP
JC	Investigate how to distribute second hand uniform	Aut term
JF	Investigate local activities for Remembrance	Oct
JF	Contact St Marys ref participation on 14 Oct	ASAP
LP	Investigate costs for defibrillator	Oct

12. Dates for next meetings

The next meeting was agreed as Wednesday 6th December 2023 at 3.45pm. JE agreed to propose dates for other meetings in 23/24.

Actions

JE Propose dates for FGB meetings 6 Oct