



# Minutes – Full Governing Body (FGB) meeting

Wednesday 10 July 2024 at 3.45pm (hybrid meeting)

## Attendees:

Governors: Jackie Ferguson (JF) - Chair, Lee Poultney via zoom (LP), Gavin Morris (GM), Dee Hope (DH), Lesley-Anne Avis via zoom from 4pm (LAA), Jess Edgecombe (JEd), Jess Booth (JB), Ruth Piercy (RP), Alison James (AJ), Jennifer Collings (JC) and Lisa Fielder (LF)  
Clerk: Janet Ellis (JE)

## 1. Welcome and apologies

JF welcomed the FGB and gave her thanks for all their hard work this year. There were no apologies.

## 2. Declarations and Chairs Actions

JF declared an interest from her and on behalf of LAA for a confidential item and there were no Chairs Actions to report.

## 3. Governance matters

JF stated that LAA's term of office was ending soon and asked the FGB to consider re-voting her onto the Board as a Co-opted Governor due to her work in the past four years, including her invaluable legal skills; this was unanimously agreed by the FGB. JF communicated this to LAA when she joined the meeting.

## 4. Approval of the minutes and Matters Arising

### 4.1 Approval

The Minutes from the FGB meeting on 17<sup>th</sup> April 2024 and the Extraordinary FGB (XFGB) on 3<sup>rd</sup> June 2024 were approved and were signed by JF as Chair.

### 4.2 Matters arising - 17<sup>th</sup> April and 3<sup>rd</sup> June 2024

Broadway Golf club activities with school – these have been publicised in the school newsletter after JB obtained permission

Defibrillator – Given the lack of response from specific members of the Parish council so far, JF stated she would contact Mr Beasley regarding the use of the school defibrillator

See confidential minutes also.

## Actions

JF Speak to K Beasley re defibrillator

July 24

## 5. School update

LP took the FGB through the previously issued Heads report, noting it had been a challenging and busy term and much work had been completed on addressing issues and needs with specific pupils. He noted the positive appointment of a new teacher and the plans to recruit replacement Teaching Assistants (TAs).

JF commented that TAs moving on from the school after a significant number of years was a positive sign of progression, as underlined the good training and development they have received. LP informed FGB that all statutory returns had been completed, including phonics and Early Years results and the school had completed the now non statutory SATs tests.

He noted the initial success of the new OPAL play scheme, stated that transition day had occurred and that many enrichment opportunities for pupils had taken place this term and the 'Friends' had also been very active and successful in their efforts this academic year.

He highlighted that attendance had dropped off this term due to illness and unauthorised holiday requests and reminded FGB that new Attendance guidance comes into force from September 2024.

#### 5.1 Leadership and management

The FGB discussed the School Development Plan (SDP) targets noting the good progress made generally and specifically with NPQs under the Leadership target. They also discussed the progress made by Governors regarding monitoring and agreed that although formal training had taken place this year, this was a complicated area and an ongoing challenge and should feature in the next iteration of the SDP.

LAA suggested they could consider organising a more informal FGB meeting to interact with staff members and learn more about the school and FGB discussed the idea of key staff attending the FGB meetings to update on plans and progress, which was agreed as an initial way forward and could form part of the Governor monitoring objective. It was suggested that LF could do the initial meeting in September.

#### 5.2 Quality of Education

LP noted the excellent improvement and strong outcome in reading in Key stage 2 (KS2) and stated that although writing had not quite hit its 90% target, a result of 89% of pupils making expected progress was an excellent achievement, he added that Age Related Expectations (ARE) for writing was 66%, which was up from 62% at Easter. He also highlighted the developments in History, Science and RE this year, but noted there would be one less Subject year next year.

#### 5.3 Personal development / welfare / behaviour

LP reiterated the issues with absence, noting that Persistent Absence had increased since Easter and measures would be taken to address this on the next SDP. On a positive note, he commented on the extra curricula activities which had taken place, but reminded FGB that accessing clubs appeared to be more difficult for pupils with Special Educational Needs and Disability (SEND) needs, again stating, he would address through the next SDP.

JF asked why it was more difficult for SEND pupils and LP stated that he was not sure why and it was probably due to a diverse range of factors, but the school would survey why and seek to address the issues.

#### 5.4 Early Years (EYs)

LP noted that 'Good Level of Development (GLD) was at 66.7% from a baseline of 55.6% in the Autumn and outcomes had been stable for several years. LF commented on the success of drawing club and LP informed the FGB that a peer group school was considering implementing this initiative.

#### 5.5 Parental/community engagement

LP noted the activities which had taken place including bell boating, sports day, singing, Bikeability and the residential trip and the community events such as involvement with D-day celebrations and the Arts festival activities.

Jess E asked that the FGB encourage more parents to complete the parental survey next time around and the FGB agreed to ask parents more directly to complete the form before leaving parents evening.

### Actions

## 6. Finance and Premises Update

AJ provided a thorough summary from the three meetings which had been held since the last FGB meeting.

AJ stated that the school might be able to benefit from an anonymous donation; however this has since changed as the donor has decided to leave a donation in their will instead. She added that the school had received a donation from the Broadway Trust which had been used for the Residential trip and the school were now establishing the timeline for their next application.

She informed FGB that the committee discussed at length the background issues affecting the 2024/25 budget including the national fall in pupil numbers, the relative decrease in per pupil funding, the increase in teaching staff salaries and the decline in the birth rate.

She added that the budget was based on 77 pupils and the FPC had taken measures where possible to cut costs from the budget including a c.£2k reduction to training had been made, in part due to the new subscription to the National College which would provide a broad range of accredited courses. She noted that 'Supply' costs, Speech and Language and IT provisions had also been reduced, noting that the school would try and cover more staff absence internally.

AJ then explained that an Extraordinary FPC meeting had taken place on 1<sup>st</sup> May to discuss the timing of possible recruitment to replace an outgoing TA, as this would impact the budget by approximately 7/12ths of a salary. She explained that as additional income had been received in the intervening time between meetings, the committee voted unanimously that the school could recruit immediately for the replacement TA.

AJ then provided a summary from the FPC meeting from 3<sup>rd</sup> July, noting that a new fence had been erected around the pond for safety and the committee had discussed possible costs associated with replacing the server and telephone systems in the next budget. She added that the terms of reference for the FPC were also re-confirmed.

AJ informed the FGB that the committee had discussed the current 2024/25 budget position in detail, explaining that a small in-year surplus was predicted. She highlighted that the FPC had also debated the costs and benefits of both the Opal play scheme and still employing a sports coach. LP noted that each were paid with Pupil Premium monies and these options provided additional choice to pupils. AJ stated that the committee had decided they would be run in parallel for the time being and discussed at a later meeting and any changes would coincide with the next budget planning cycle.

LP added that the school did have a small Capital expenditure budget which could be used appropriately.

LAA noted the importance of increasing pupils numbers to positively impact the budget, highlighting the use of social media to achieve this. The FGB asked that the school 'Open Day' date be fixed asap and LP agreed to do that and all Governors agreed to look out for other funding opportunities for the school.

See confidential minutes also

## Actions

LP Set school Open day date

End July

### **7. Quality committee update**

LAA noted that the committee had received a new format Foundation subjects report, which was very helpful, however she had raised a concern about staff workload to produce the report which LP will investigate. She updated FGB on the positive set of Summer term results, adding that one of the goals was to ensure writing skills translated into other subjects and she highlighted the success of Spelling shed and the work of Miss Kerby. She also noted that subject leaders would be reviewed in the Autumn term.

LP stated that he was pleased with progress achieved and FGB agreed with RPs comment that now skills in reading had improved, writing was the next and continued focus.

### **8. Wellbeing update**

JEd explained that subsequent to the staff meetings a few simple 'quick wins' had been implemented and RP confirmed she was willing to complete a wellness session with staff, noting the date was to be agreed.

#### **Actions**

LP Set date for RP session with staff

ASAP

### **9. Cyber Update**

JF informed FGB that she had completed Cyber training and she would like to see support from the school for parents in this complicated and wide area. The FGB agreed this approach, noting the link with wellbeing and they briefly discussed the issues with technology including social media. They asked LP to devise a plan to educate parents and suggested that Parent evening could perhaps be used as a first step.

#### **Actions**

LP Consider parental engagement for 'tech' issues

Sept 24

### **10. Nursery Update**

See confidential minutes

### **11. Next meeting**

Agreed as Wednesday 18<sup>th</sup> September at 3.45pm