



# Minutes – Full Governing Body (FGB) meeting

Thursday 13 July 2023 at 4pm

## Attendees:

Governors: Jackie Ferguson (JF) - Chair, Lee Poultney (LP), Lisa Fielder (LF), Alex Stutely (AS), Gavin Morris (GM), Alison James (AJ), Jennifer Collings (JC), Dee Hope (DH) and Lesley-Anne Avis (LAA) (via facetime) Clerk: Janet Ellis (JE)

## 1. Welcome and apologies

JF welcomed members of the FGB. Apologies from 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. Approval of the minutes from the previous meetings and Matters Arising

3.1 The minutes from the FGB on 27 April 2023 were approved by the FGB and signed by JF as Chair.

### 3.2 Matters arising

A Maths visit had not been possible, this action was carried forward.

There have been two facebook video posts regarding the Ofsted report and the FGB agreed that a local prominent figure would be a good way of promoting this report and the school generally. FGB agreed that linking external communications to the next Open Day or to 'opening' planned premises works or school events such as Inspire workshops would be suitable events. LP asked all Governors to consider any contacts they had in this regard. LAA suggested that members of the parish council may also be worth considering to promote the school.

## Actions

DB	Arrange a meeting with LP on Maths	Sept 23
FGB	Suggestions of local contacts to promote school to LP	Ongoing
LP	Invite local contacts to school events	Tbc

## 4. Heads report incorporating School Development plan (SDP), Special Educational Needs and Disability (SENd) and Safeguarding reports

### 4.1 Heads report

LP took the FGB through the previously issued report, highlighting that many statutory tests had recently taken place including the Multiplication tests for Year 4 and Year 2 SATs, which involved reading, writing and maths tests. He noted the strong performance results at the school and that this had been discussed in detail at the Quality Committee.

He highlighted that successful transition days had taken place and much Continued Professional Development (CPD) had occurred this year including Teaching Assistant qualifications, Mental Health leadership and an Early Years NPQ. LP stated that CPD would continue into next year, including that he was considering the NPQ in executive leadership

and Miss Pearson and Miss Kerby were taking NPQ qualifications. He remarked that as a 'small' school they received additional funding to support this vital CPD. LP provided an overview of the planned premises developments at the school which include refurbishment of the Design / Technology area, he noted that work would commence on 25 July and asked for any volunteers to help with opening / closing the school. Several Governors volunteered and asked for a schedule for this and suggested a key safe to allow a smoother management of keys, LP agreed to action.

LP informed the FGB that a project to develop the reception area outside Class 1 had been approved by the Finance and Premises committee and these works would commence in the Autumn and it was hoped the majority of the work would be complete before the Open Day.

He also told FGB that the school railings were being repaired and it was agreed that the order of priority was the front, then the 'returns' then the car park area, JF asked LP to inform the contractor of the necessary insurances and checks he would require and LP agreed to liaise to ensure all was in order. LP also informed FGB that new doors were being purchased for the school, which were being funded by an Energy grant.

#### 4.2 SDP

LP commented that areas for improvement had included leadership at all levels, governor monitoring and strategies to decrease teacher workload and progress was being made in these areas. He remarked that SENd was progressing and although writing results were lower than other areas, this was the norm but compared to national average the school was performing well and results were better than last year.

JF commented that her monitoring visits had proved that subjects were developing well and the pupils appeared enthusiastic for learning.

The FGB discussed the persistent absence figures, noting that only four pupils were below the 90% attendance, against a national figure of c.19% persistent absence.

With regards to Early Years, LP informed FGB that Good Level of Development (GLD) was 67% (against a target of 70%) and the national average last year was 65% and even those not at GLD were making good progress. He remarked that reading was excellent in this group and the new method of teaching Maths was being very effective.

#### 4.3 Safeguarding report

LP invited any queries and AS asked what Operation Encompass was. LP explained this was the incident reporting by the police for events outside of school. FGB then discussed internal reporting and LP noted that since Covid it appeared that pupils required more reassurance which accounted for the number of internal contacts reported.

AS asked what general areas were causing concerns and LP highlighted that the reduction in external early help and support was a concern, with higher thresholds before support was received, which meant the school had to deal with more issues.

#### Actions

LP	Investigate a key safe	
LP	Create a schedule of when Gobs were required over Summer	ASAP
LP	Liaise with railing contractor regarding insurance etc.	In process

#### 5. Quality committee update

LAA informed the FGB that the information received by this committee was thorough and she could assure the FGB that the school was making good progress and had many ideas to take forward. She commented that any data or subject issues were always tackled, which sometimes involved teacher and or subject leads training. She congratulated the school on

the positive Ofsted visits noting that had appeared to motivate staff. She noted that a colour scheme for the staff room was still required and LF stated that she would try and obtain this.

#### Actions

LF Colour scheme for staff room

July

### 6. Finance and premises committee (FPC) update

AS provided an update from the last meeting noting the progress on the matters arising which he had updated on at the last FGB. He informed FGB that the Terms of reference had been amended and were on the website, a budget review had taken place, which showed no issues and included virements being signed off by the Chair of Governors, and the aforementioned premises projects had been discussed at length and agreed.

LP provided the costings for all the premises projects and FGB asked LF to ensure the work to the Early Years area was communicated locally once complete. He noted that the FPC were also considering the future use of solar panels.

JF thanked the committee chairs and members for their work this year.

#### Actions

LF Communication re Early years area once complete

tbc

### 7. School Development plan (SDP) 23/24

LP stated that he would consult with his Senior Leadership team on the next iteration of the SDP and would present a new version at the September FGB meeting; noting that writing would remain on the plan.

### 8. Governor monitoring

JF provided an overview of some of the visits which had taken place this year, noting that the next visits would focus on; SMSC – Class 1 and 2 pupils; English – a focus on improving creativity, spelling and punctuation; PE – focus on reviewing PE spend; Safeguarding – focus on school rules and SENd – monitoring Individual Provision Maps.

It was noted that a DT/computing visit had not been possible, however the Ofsted ‘deep dive’ had been conducted. FGB agreed that conducting a visit three times per year was ideal, but at least two visits were required per area per year. LAA suggested that the FGB could decide in September whether a subject required two or three visits in 23/24.

FGB discussed the pre visit form and LP confirmed he was available to help guide the content of a subject visit where required.

JF stated that governor monitoring roles would be discussed at the September FGB.

### 9. Policies

#### 9.1 Data Protection (DP) policy

JF stated that she was working on this policy, based on a new model policy by SchoolPro and was in contact with DB regarding this and reminded FGB she was the Data Protection Officer for the school.

AS questioned whether the school had cyber insurance and LP replied that the school were moving over to RPA at the beginning of September for their insurance as county were withdrawing their offer. He noted that RPA had cyber insurance but the school were investigating whether their insurance covered non statutory age children and the Children’s Centre.

LP asked JF to liaise with Mrs Godber regarding the annual DP review and with the new policy where necessary, which was acknowledged. JF stated that she would aim to have a newer policy ready for the September FGB meeting.

#### 9.2 Exclusions policy

LP explained the school's policy required amendment as new statutory guidance had been issued, which had amended the right to withdraw an exclusion and the provision of remote meetings. He noted he would update this policy in time for the September deadline.

#### Actions

LP Ensure insurance covers school needs

End Aug 23

LP Amend school's exclusions policy

Before 1 Sept 23

#### 10. Nursery provision

See confidential item

#### 11. AOB

Sports premium report - LP asked that JF sign off the plan as Chair and agreed to forward to her for review and signature.

#### Actions

LP Forward plan to JF for signature

w.c 17 July

**Next meeting – Thursday 28<sup>th</sup> September 2023 at 4pm**