



Minutes – Full Governing Body (FGB) meeting

Thursday 14 July at 4pm

Attendees:

Governors: Jackie Ferguson (JF) - Chair, Lee Poultney (LP), Lesley-Anne Avis (LAA), Lisa Fielder (LF) Melanie Wilson (MW), Alex Stutely (AS), Diana Franks (DF), Gavin Morris (GM) and Dee Hope (DH). Clerk: Janet Ellis (JE)

1. Welcome and apologies

Apologies from 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.

JF welcomed LF to her first FGB meeting.

3. Approval of the minutes from the previous meeting and Matters Arising

3.1 The normal minutes from the FGB on 5 May 2022 were approved by FGB and signed by JF as Chair.

3.2 Matters Arising

LA Governor – JF informed the FGB that Liz Eyre had been contacted but the situation was not yet resolved, JE volunteered to re-contact Ms Eyre to try to conclude the matter.

Reading volunteers – LP noted that the school currently had a number of volunteers who were proving to be great assets and LAA reminded him that she had another volunteer ready to start from September.

Bowling – LP reported that he had made contact with the club but they had yet to schedule a visit due to other activities this term, but he would arrange something for the Autumn term.

Strategy meeting output – JF stated that she would compile the output from the meeting and submit to the FGB.

3.3 The confidential minutes were read out, approved and signed by JF as Chair.

3.4 Matters Arising

LAA noted that the Children's Centre had to provide half a terms notice to end their lease and she informed the FGB that the service charge had been increased to reflect higher utilities costs being incurred by the school; she also noted that a small RPI lease increment would take effect in October 2022.

Actions

JE	Progress LA Governor recruitment	Summer
JF	Strategy meeting output in time for Sept FGB	19 Sept

4. Heads report / School Development plan (SDP)

LP took the FGB through the previously issued report, highlighting the following.

Special Educational Needs and Disability (SENd) – LP commented that Miss Pearson was the new SENd Coordinator and has signed up to the appropriate training.

Early Years (EYs) - LP informed FGB that LF was now an Early Years' 'Expert' after joining a pilot scheme to improve outcomes and a rigorous assessment process, he noted this would provide the school with benefits of LF viewing other settings to improve best practice and LF noted that the school received funding to cover supply costs for her absence from school.

LP informed the FGB that EYs had been subject to moderation which had agreed their results and Good Level of Development was at 75% this year, which was an excellent result.

Teacher workload – was a difficult area to manage but LP was hoping to get the school some bespoke training for the Autumn term.

Activities for pupils – LP noted the jubilee celebrations and reminded FGB that the 'Leavers' received a book and a bible and there was a service occurring next week, which the Governors were welcome to attend, as they were to other events including Inspire Workshops once they re-started.

Phonics – as this topic was doing well it was agreed this could be removed from the SDP. LP noted that the support package from ReadWrite Inc. would still be used next year as it provided benefits. LAA enquired whether volunteers could benefit from their resources and LF agreed to assess the videos they provided for suitability for the volunteers.

It was highlighted that parents already received support with phonics via a workshop and the FGB encouraged the school to show some of the videos during this training session.

Parental engagement – FGB discussed the possibility of holding welcome meetings for each class at the start of term to outline the class routine, set expectations, welcome parents and provide an opportunity for questions; LP agreed to consult with staff on this.

Reading – *AS challenged the lower results in Class 3* and LP stated that this class had a higher proportion of SENd pupils from year 4, which had affected the results; however he noted that there was also some excellent progress being seen in Year 4 SEN pupils.

Greater depth - *MW enquired what the overall targets were for greater depth across subject areas* and LP stated these were not on the SDP but were analysed in detail at the Quality committee. After discussion it was agreed that the Quality Committee would consider where such headline targets could be shown in the future to benefit all the FGB.

Maths – LP suggested removing Maths from the SDP due to the progress which had been made, FGB cautioned against this but accepted that the document was to show the new priorities and Maths would still be a focus even if not on the SDP; LP agreed to consider when writing the SDP.

Key Stage 1 outcomes – *MW challenged how the outcomes were set for next year and whether targets appeared in staff members objectives and performance management reviews.* LP remarked that they were set based on prior attainment and they were in staff objectives. LAA commented that making three steps of progress in a year could be very challenging for some pupils but this was being monitored closely by the Quality committee who looked at Age related Expectations and other measure in depth.

Personal Development – LP noted the achievements in this area, commenting that a recent visit had been conducted by DH and the FGB praised Mrs Dudfield for her work on this area.

Volunteers – the excellent progress on this area was noted and AS suggested it be put as 'green' before it was removed from the SDP.

Benchmarking – FGB discussed ideas for ‘benchmarking’ data and insight with other local schools as it was noted that Key Stage 1 results data was not published.

LP noted the difficulties of comparing results due to school context; the FGB encouraged him to liaise with the Cluster and his contacts to share and moderate topics and also to seek information about the Year 5 leavers from the middle school.

GDPR – LP noted that the current contract was due to end in September and JE volunteered to ask her contacts about other service providers.

Actions

LF	Assess RWInc videos for volunteers	Sept 22
LP	Discuss Welcome meeting with Staff	ASAP
LAA	Quality committee discussion on reporting of targets	18 Oct
LP	Develop and produce draft 22/23 SDP	19 Sept
JE	Investigate other service providers for GDPR	Sept 22

5. Safeguarding, and SENd reports

LP referred the FGB to the previously issued report and *LAA enquired whether there was any comparable data from other schools*. LP noted the difficulties of obtaining or using others data due to confidentiality an also individual school circumstances.

The relatively high number of ‘incidents’ was noted but LP reassured FGB that this was in part due to the effective tracking system the school used and an effect of lower provision of external services for family support during and after the covid period.

DH left the meeting

JE remarked that in terms of safeguarding the FGB were discharging their duties through an active safeguarding link Governor role (GM), participating in training and challenging and supporting the school when necessary.

White paper – this was carried forward to the next FGB meeting.

6. Update from Finance and Premises Committee (FPC)

JF provided an update from the last meeting highlighting that the insurance provision would be moved to RPA in due course and the previous building works were complete and the Summer works were scheduled. She noted that wi-fi in the Children’s centre had been investigated but a decision to install had been deferred at the moment.

JF informed FGB that the PE funding would be received again and MW noted that funding for music was to become available.

MW highlighted that she had started the monitoring of PE and was concerned with the underspend she had initially discovered, after discussion it was agreed this would be picked up in detail at the next FPC but it was noted that the budget was ringfenced and could be spent on forest school and new PE activities. AS remarked that the recent table tennis club had been very popular and an excellent idea.

With regard to pupil numbers JF noted the concerns but LP updated the FGB that they had received two new pupil applications this week and pre-school numbers were looking strong which was positive. The FGB suggested the use of the Open day, before half term to increase pupil number and a video of the school was suggested, which JF, LP and LAA would further discuss.

Actions

FPC Agenda item on PE funding / spend
LP/JF/LAA Discuss promotional video

Oct 22
Sept

7. Update from Quality Committee (QC)

LAA briefed the FGB on the last meeting, noting much of this had been discussed in the Heads report section; she highlighted that Year 1 Phonics had achieved an 83% pass mark, against an unofficial national average of 76%. She commented on the lower than targeted SENd results but assured FGB that targets had been monitored as being SMART by Emma Davies. LP stated that SENd would remain on the 22/23 SDP as was such an important area and he hoped to get some support from the Local Authority to replace Ms Davies.

8. Policies

The Relationships, Sex and Health Education policy was re-adopted without amends.

JF closed this section of the meeting by giving her thanks to LP and team and the FGB for all their hard work, commitment and support this year.

Next meeting – Monday 26th September at 4pm

9. Confidential item