



Minutes – Full Governing Body (FGB) meeting

Wednesday 17 April 2024 at 3.45pm

Attendees:

Governors: Jackie Ferguson (JF) - Chair, Lee Poultney (LP), Gavin Morris (GM), Dee Hope (DH), Lesley-Anne Avis (LAA), Jess Edgecombe (JEd), Jess Booth (JB) and Lisa Fielder (LF)

Clerk: Janet Ellis (JE)

1. Welcome and apologies

Apologies from Ruth Piercy (RP), Alison James (AJ) and Jennifer Collings (JC) and accepted.

2. Declarations and Chairs Actions

JF and LAA declared their interest in a confidential item and there were no Chairs Actions to report.

3. Approval of the minutes and Matters Arising

3.1 Approval

The Minutes from the FGB meeting on 24 January 2024 were approved and were signed by JF as Chair.

3.2 Matters arising

Broadway Golf club activities with school – JF stated that the club were prepared to host some activities for small numbers of pupils from the school. It was noted that the club held free sessions on a Saturday for children and JB volunteered to ask the club's permission to promote these sessions via the school newsletter.

Carols at late night shopping – JF is liaising regarding a speaker system and placement of the school on these evenings.

Defibrillator – LAA stated that she had not received a reply from Dr Reading to her communication.

GDPR – Governors had completed SchoolPro training.

Ofsted – the 'crib sheet' had been updated and meetings of the group had taken place.

Actions

JB Ask permission to publicise free golf sessions

End April

LAA Liaise with Dr Reading / Liz Wilkes re Defibrillator

May 24

4. Head report

4.1 General

LP took the FGB through the previously issued report, highlighting the new OPAL play scheme. JF commented that the school had received a 'baseline assessment' score of 47%, which was an excellent starting point and it was noted there had been positive comments from the staff and initial use of the scheme already since training this week.

LP noted the peer review which had taken place at Overbury which had focussed on geography and science; on questioning he stated that he thought BFS compared favourably to Overbury in these topics.

The FGB discussed the work of the 'Friends' at school, noting the events which had taken place and were due to happen, including a summer fete and noted the excellent level of funds which had been raised.

LP briefly remarked on the likely 2024/25 budget situation, noting the impact on the income to the school due to lower pupil numbers and the decrease in Pupil premium children/funding.

The FGB discussed the pupil numbers at school, noting that pre-school was in effect full at the moment and they were due to have c.7-8 pupils per day in September 2024. With regards to the main school, LP stated the estimated number was 13 pupils starting in September 2024, but the school hoped this number may increase.

LP explained that the school would conduct the now non-statutory SAT tests, but were not planning to share the data with county; however results would be discussed at the Quality committee and possibly amongst the 'Cluster' schools.

The FGB acknowledged the attendance figures, in comparison to national statistics.

4.2 Quality of Education

LP took the meeting through some key statistics noting that Key Stage 2 had 81.4% of pupils at Age related Expectations (ARE) and in Writing 90% of children in Years 1-5 had achieved their termly targets which meant that ARE had increased to 62%. He commented that he hoped further inter-school moderation could take place this term, which had not been possible last term, however he remarked that internal staff moderation had taken place.

4.3 Personal development / welfare / behaviour

LP stated that persistent absence was 9.9% against a national average of 20.3%, noting that the issue was being addressed by the school and the context of absence was very important to consider and action appropriately. The FGB discussed the extra-curricular activities in place, especially in relation to them being accessed by Special Educational Needs and disability (SEND) pupils and those who were Pupil premium (PP) children. LP commented that he would like further improvement in this area and he and Mrs Organ were actively working on this challenge.

DH questioned if PP children had free places to activities which LP confirmed and DH asked if SEND parents had been communicated to about the opportunities, LP confirmed parents had been informed and LAA remarked that the SEND report showed evidence of this proactive approach.

4.4 Early Years

The FGB noted the positive results in Early Years and the efforts and barriers to get all pupils to achieve 'Good Level of Development' by the end of the academic year.

5. Finance and Premises Update

The previously issued written report by the Chair of the committee, AJ, was noted and on AJ's behalf JE asked whether the FGB gave their permission for the members of the Finance and Premises committee to sign off the 2024/25 budget at their meeting next week; this permission was granted.

The FGB discussed the 2024/25 budget, noting the significant impact of lower pupils numbers, the importance of marketing and promotion of the school and the impact of the 'cost of living' on expenditure items. LP commented that the pupil numbers decline was a national situation but all agreed every effort to increase pupil numbers should be made.

6. Quality committee update

LAA provided the Board with an update from the last meeting, noting that LP had already discussed some data which the committee had considered. She highlighted the decrease in persistent absence since the school had taken over responsibility for the management of this and noted the overall very positive set of Spring term results, commenting specifically on the improvement in writing, which reflected the strong foundations in phonics at the school. LAA expressed the FGB's thanks to Miss Kerby and other teachers for this work.

LAA then explained that SEND pupils were performing below non-SEND pupils, however this was an improving situation and was being well managed.

LAA noted that the committee had discussed the format and content of the Foundations subjects report, noting that the committee wished to focus more on impact of teaching strategies. LP stated that he would discuss the report with his team and amend for the Summer term report. LAA concluded by informing the FGB that she had conducted a visit to Early Years this week and viewed amongst other things, manipulation and creativity skills.

7. Wellbeing update

JEd explained that she had met with LP and Mrs Organ and an action plan had been developed which was focussing on staff well-being. She informed FGB that she had conducted a staff survey in February, which had a 100% response rate and had received constructive and positive comments. These results had been discussed at a first wellbeing focus group last week and further actions and meetings would now take place.

The FGB discussed the pressures which staff were under which included demands from Governors and parents and suggested some time management may be helpful for staff. JEd remarked that the survey would be conducted again in 12 months' time.

8. Policies

8.1 Special Educational Needs and disability (SEND) – JEd noted that she believed the correct phrasing with regards to Autism needed to say 'Autistic pupils' and or 'Children experiencing Autism'.

8.2 First Aid – DH highlighted that the previous policy was still on the website, LP agreed to action this.

8.3 Behaviour policy – JEd enquired what new wording had been chosen since her comments on this policy and LP replied the term 'Reflection side' was now being used; he added that he would post this onto the website.

Actions

LP	Brief amends to change SEND policy	End April
LP	Post up 2024 First Aid policy on school website	Complete
LP	Post up Behaviour policy on school website	End April

9. Governance Guide for maintained schools

JE provided the FGB with an update on this new guide which came into force in March 2024. She highlighted the main areas which had been affected, including that the guide now included statutory policies information and there was additional information on British Values, Chairs Actions and school visits. She noted the governor requirements on cyber security and JF kindly volunteered to undergo training; JE agreed to forward a link to free training. The FGB also discussed the emphasis on both staff and pupil wellbeing and flexible working.

Actions

JF	Conduct cyber security training	End May
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