



# Minutes – Full Governing Body (FGB) meeting

Wednesday 24 January 2024 at 3.45pm

## Attendees:

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

## 1. Welcome and apologies

Apologies from Gavin Morris (GM) and Jess Booth (JB) 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. Governing Board matters - Monitoring

The FGB discussed the requirement for a Science Governor and JE stated that she had asked JB to consider this role, JEd commented that she would perform this role if JB did not. It was noted that AJ would now take on the vacant Maths monitoring Link role.

JE informed the FGB (on GM's behalf) that GM had stated that he would relinquish his English monitoring role if one of the newer Governors wanted to take this on; after discussion RP agreed to this role.

The Board discussed the requirement for some bespoke monitoring training, DH noting the importance of Pupil voice, and JE agreed to contact Worcestershire Children's First (WCF) Training to ascertain whether this was feasible and at what cost.

JF noted the short length of the term and encouraged Governors to book their monitoring for just after the half term break; LAA highlighted the usefulness of conducting a first visit with another experienced Governor and the importance of previous monitoring reports. LP added that the Foundation subject reports from the Quality committee were a very useful source of background material to any visit, as were the termly Action plans by staff.

## Actions

JE	Inform GM re English role	Complete
JE	Liaise with WCF regarding monitoring training for FGB	In progress

## 4. Approval of the minutes and Matters Arising

### 4.1 Approval

The Minutes from the Extraordinary FGB's on 7<sup>th</sup> and 8<sup>th</sup> November 2023 were approved as were the normal and confidential minutes from the FGB on 6 December 2023. All minutes were signed by JF as Chair.

### 4.2 Matters arising

Broadway Golf club possible activities with school – action c/fwd

Mental Health meeting – two meetings have taken place

Data Protection Policy – Now live on website

Second hand uniform – JE stated that she had spoken to Mrs Godber regarding promoting this service in the school newsletter and the FGB debated standards at school.

Carols at late night shopping – FGB agreed there needed to be more clarity regarding location this year and discussed whether this should be a joint exercise with St Mary's next time, or whether it was better for one school to perform at each of the two events. LP agreed to talk to Miss Pearson regarding what was the most suitable option for the school / pupils.

Defibrillator – LAA stated that she had written to Dr Reading on this and was awaiting a reply from the outcome of the Parish council meeting where it was due to be discussed; she agreed to email Dr Reading and Mrs Wilkes regarding the next steps.

#### Actions

JF	Speak to Broadway Golf club	Spring term
LP	Liaise with Miss Pearson / JF re carols	Feb 24
JF	Provide feedback and suggestions ref Carols in the village	Feb 24
LAA	Liaise with Dr Reading / Liz Wilkes re Defibrillator	Feb 24

## 5. School reports

### 5.1 Heads report

LP took the FGB through the previously issued report, highlighting the new OPAL play scheme the school was introducing, which was being funded by the PE premium. He noted the substantial amounts of staff training which were taking place generally and JF remarked that she was LP's mentor for his NPQUEL training programme. LP stated that he was the mentor for all other staff and commented that the biggest barrier to training was time. LP informed FGB that Miss Cotton had passed her Teaching Assistant (TA) qualification with distinction.

The FGB discussed the Open Morning, LP commenting that he hoped to have 12 new pupils in September 2024 and JF praised the work of the Friends and gave her thanks to them on behalf of the FGB.

LP informed FGB that although Pupil premium and Special Educational Needs numbers had reduced, this may only be a temporary situation and he highlighted that Persistent Absence was 10%, lower than the 17% nationally; however all cases were investigated and actioned.

The FGB discussed the issue of parents taking pupils out of school during term time and LP reassured the Board that measures were taken when this occurred.

### 5.2 School Improvement Advisor (SIA) report

LP noted the visit which had taken place, highlighting that minimum support would be provided to the school from WCF as they were not an at risk school.

### 4.34 - JC joined the meeting

### 5.3 School Development Plan (SDP)

LP reminded FGB that the Autumn term SDP update was contained within the Heads report, but highlighted the staff CPD and focus on workload. He also informed the FGB that within Reading in Key Stage 2 (KS2), 95% of pupils had met their target and 80% were at Age Related Expectations (ARE) with gaps being closed to reach ARE. With regard to Writing, LP stated that 88% of pupils achieved expected progress and although only 58% were at ARE, this was close to the national average and gaps were closing.

LP remarked that forms of assessment was being investigated in collaboration with the Cluster schools and he informed FGB that at the moment 'Good Level of Development' in

Early Years was 67%, with a target of 70% by the end of the academic year. The FGB acknowledged the small cohort which potentially impacted on the fluctuation of this percentage. LF commented on the success of the Drawing club which had been initiated and which improved vocabulary and writing skills and the instigation of the school 'café' which encouraged pupils to write and taught them about manners and other skills.

LP suggested that the FGB could complete the 'SchoolPro' training on GDPR and agreed to pursue this. JEd noted she had completed recent training and would forward JE her certificate.

#### Actions

LP	Organise access for FGB to SchoolPro training	Feb 24
JEd	Forward GDPR training certificate	Feb 24

#### 5.4 Safeguarding report

The FGB acknowledged the content of this report and LAA enquired what the S47 threshold was, LP replied it was the threshold for child protection. LAA also asked what *Onside Advocacy* was and JEd explained it was a local charity which dealt with wellbeing and mental health.

#### 5.5 Parent questionnaire

LP noted the overall positive replies, and the FGB commented on the lower number of replies this year. They discussed the results and asked LP to consider changing the wording of the Bullying question to make this clearer next time. LP explained the questions were the ones Ofsted used with parents but agreed to consider this. JEd asked for a question on mental health/wellbeing to be added next time too which was agreed.

#### Action

LP	Amend parent questionnaires for next version	Oct 24
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### 6. Wellbeing update

JEd provided the FGB with an update on her meetings with LP and Mrs Organ and stated that a wellbeing strategy would be developed after an audit had been carried out. She noted the importance of staff and Head wellbeing, which the FGB agreed with and she provided the FGB with some recent survey findings on staff wellbeing, which supported the focus on this priority.

### 7. Quality committee update

LAA provided the Board with an update from the last meeting, noting that JEd had now joined this committee.

She highlighted the results from Year 4 but reassured the Board that interventions and strategies were in place to support this group of pupils and close any gaps in learning.

She asked LF to provide a quick summary of the Great Science Share, which LF did, noting that it would improve Enquiry skills in pupils and was linked to British Science week. LF also commented that the school may hold a Science fair and STEM cards were being sent home for pupils.

LAA provided the FGB with the OPAL play scheme training date (16 April 2024) and the FGB agreed to DH being the Governor liaison for this initiative.

### 8. Finance and Premises update (FPC)

AJ provided a detailed update from the meeting on 14 December 2023, noting that issues with the 'Pay calculator' had meant a second FPC meeting had been required to sign off the Quarter 3 accounts in January 2024.

She informed the FGB that the insurance policy details had been requested by the FPC and some budget lines may not be spent by March 24, however these were being closely monitored. AJ informed the FGB that the committee had gone through the Financial skills matrix in detail to show evidence of compliance and the Asset register had also been recently completed. She noted that a premises report had been discussed, which included the work in Early Years area, legionella check and tree works.

## 9. Policies

Safeguarding policy - LP explained the amends had been necessary as the guidelines for Working together to safeguard children had been updated. The FGB unanimously agreed these amend and JE agreed to inform Mrs Organ of this.

### Action

JE Inform Mrs Organ re signed off policy Complete

## 10. Academisation

JF reminded the FGB of the Governments agenda on academisation, i.e. that all schools would be part of one by 2030. The FGB noted that the School Improvement Advisor report had mentioned this topic but the FGB agreed that currently it was not a priority for the school/FGB although it was still being considered. JF noted that Cluster Heads were still discussing this topic and LP reassured the Board that there was not anything significant to report from the Cluster at the moment.

## 11. Ofsted planning

LAA reminded the FGB that an Ofsted committee had been formed prior to the last inspection and she suggestion it now be reformed; this was agreed and RP volunteered to join the group.

LAA asked LP to update the Ofsted Crib sheet, which he agreed and LAA agreed to organise a meeting at the appropriate time.

### Action

LP Update Crib sheet Feb 24  
LAA Organise Ofsted committee meeting Feb 24

5.25 - LF left the meeting

## 12. FGB strategic updates

See confidential minutes

## 13. AOB - Social Media / Marketing

LAA highlighted the importance of growing pupil numbers at the school and stated that JC had kindly agreed to assess further channels of promoting the school. LAA ask all FGB to provide JC with any thoughts on suitable channels and provide details any of relevant events which could be publicised. RP suggested the inclusion of staff CPD training and success, which was agreed by the FGB.

### Action

FGB Provide JC with ideas and info to promote school Ongoing