



Minutes – Full Governing Body (FGB) meeting

Thursday 27 April 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) and Douglas Barton (DB) – via zoom. Clerk: Janet Ellis (JE)

1. Welcome and apologies

JF welcomed the two new Co-opted Governors and provided a brief summary of their backgrounds. Apologies from Dee Hope (DH) and Lesley-Anne Avis (LAA) 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. Governing Board Matters

The new Governors stated that they did not require a mentor at this time. DB agreed to take on the role of Maths Governor and would have a meeting with LP on this role. GM agreed to organise a 'handover' meeting with AJ and Miss Pearson on Special Educational Needs and Disability (SEND) monitoring. JC noted her interest in Arts, to be taken into consideration for next year's monitoring allocation and agreed to attend the next Quality Committee (QC) meeting as a guest with a view to joining this committee.

Actions

DB	Arrange a meeting with LP on Maths	May 23
GM	Arrange a meeting with AJ and Miss Pearson on SEND	May 23
JC	Attend QC meeting as a guest	10 July at 3pm

4.0 Approval of the minutes from the previous meetings and Matters Arising

4.1 The minutes from the FGB on 17 January 2023 were approved by the FGB and signed by JF as Chair.

Trees / tree photo – LP will update photos when there are some better photos available (c/fwd).

4.2 The minutes from the Extraordinary FGB's on 6th and 23rd March 2023, to discuss the co-option of new Governors, were approved by the FGB and signed by JF as Chair.

Actions

LP	Tree photo for website	May 23
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5. Heads report incorporating School Development plan (SDP) and SEND and safeguarding reports

LP took the FGB through the previously issued report, noting the increasing level of SEND pupils at the school and stated that he was conscious of lower pupil numbers due in September 2023, but reminded the FGB this was a national trend for this intake. FGB noted the imminent SAT's tests and the recent 'ungraded' Ofsted inspection at the school, which would be discussed later on the agenda.

LP highlighted that his Heads report reflected the progress in the SDP and commented that writing continued to be a focus now and for the foreseeable future. The FGB noted that spellings were regularly tested and common exception words were taught but the key to progress was on the application of learning within class and at home.

JF encouraged the school to participate in further local sports events, e.g. mini marathons and tennis and LP remarked that the pupils had recently visited the local bowls club and were taking part in Bikeability this week.

There were no queries from the Safeguarding or SENd reports.

6. General Data Protection regulations (GDPR) update

LP reported that the school had moved to a new partner – School Pro TLC, and this appeared to be working well with access to more suitable resources. LP highlighted that the school had had one minor breach which had be swiftly reported and dealt with. JF volunteered to draft the new Data Protection policy with Mrs Godber and DB volunteered to assist with this process.

JF Produce draft Data Protection policy (with DB)

July 23

7. Ofsted inspection / report

LP informed FGB that the March 2023 report had not highlighted any areas for improvement, but the school would continue to progress and develop, especially with regards to the wider curriculum. He noted that the next inspection would be a graded one. FGB discussed ways to utilise the report to promote the school, including use of facebook, the Broadway noticeboard, Instagram etc. After discussion it was agreed that JC would lead the marketing activities for the report and produce a summary of key points to use on facebook and LP would produce a ‘teaser’ short video for facebook, and then issue further posts using the positive output of the report.

JF informed FGB that she had issued a copy of the report to key contacts including Cllr Liz Eyre and the FGB discussed further contacts; deciding that Cllr Liz Wilkes, Cllr Joan Reading, the Broadway Trust, the Evesham Journal, Mr Kevin Beasley, Mr and Mrs Franks and Nigel Huddleston MP should all receive a copy of the report; which JF agreed to issue. JF explained that she was already in contact with the Broadway Magazine to insert an article on the school which would focus on the coronation, the Children’s Centre and the Ofsted report.

Actions

JC	Produce summary comments from the Ofsted report	5 May
LP	Produce video and manage facebook posts	May 23
JF	Issues Ofsted report to further contacts	May 23

8. Quality committee update

JF provided an update noting the already discussed issues of the increase in SENd requirements and the focus on writing. She commented that the committee was in support of the school recruiting a further Teaching Assistant if this was found to be required and informed FGB that the annual equality statement and the Accessibility plan were both being worked on.

9. Governor monitoring visits

It was noted that LAA had conducted an Early Years visit on 26th April; AS had made enquiries about dates for his Summer term visits, JF would conduct a visit on History and geography, GM would do a Maths visit after SATs and AJ would conduct a SENd visit.

10. Children's Centre

JF provided a brief summary of the history of the Children's centre for the benefit of the new Governors, noting that the school now ran the lease arrangements for the centre, rather than Worcestershire county council (WCC) and there was a six month break clause for the lease in operation. JF confirmed to all FGB that as the primary user of the Centre was Tower view (TV) pre-school, the remaining rooms could now be used for statutory education.

JF reported that she had recently attended a meeting with Cllr Liz Eyre, Nicky Burford from WCC and TV representatives to clarify that TV had to 'pack away' at least one evening a week during term time. She also informed the FGB that the school would receive a payment from county to help with costs at the Centre.

The FGB agreed there was a decrease in Nursery places in the county and the school should consider how to address this as a strategic objective, noting that provision in the village was crucial to help parents get back into work where desired and also prevented parents from having to rely on public transport to access services elsewhere in the county.

FGB agreed to discuss this further at their July 2023 meeting.

Actions

JE Place Nursery provision on July FGB agenda Complete

5.15 AS joined the meeting

11. Finance and premises committee (FPC) update

AS took the FGB through the detail of the committee meeting, which had largely focussed on the 23/24 budget, but noted an issue with obtaining mis-directed funds from St Marys School and difficulties on forecasting the spend for the educational equipment budget line.

He explained that the committee had also reviewed and amended the schools Risk register and this was available and they had discussed some new projects to develop the school including new doors and fencing and developments to the Early Years and kitchen areas.

AS then went into further detail of the 23/24 budget, stating the committee had agreed the budget in principle but as the costs for 'Term time only' salary payments and an issue with one TA's salary cost were larger than anticipated, he wanted the FGB to ratify the budget.

FGB discussed these costs, noting the impact on the in-year deficit (£64.9k) and overall surplus which would be carried forward (£74.9k). JF enquired whether the deficit included the proposed development works at the school and LP stated that it did. JF commented that the school had received an interest payment of c.£3k, which slightly negated these increased costs. **After further discussion the FGB unanimously signed off the 2023/34 budget and LP agreed to submit to county.**

Actions

LP Submit 23/24 budget to county By 1st May

5.30 LF left the meeting

12. Growth update

LP explained that he was progressing with peer reviews with Ashton under Hill and Overbury schools in the short term and advised a watching brief on the Governments White paper and academisation agenda.

Next meeting – Thursday 13th July 2023 at 4pm