



Minutes – Full Governing Body (FGB) meeting

Wednesday 6th December 2023 at 3.45pm

Attendees:

Governors: Jackie Ferguson (JF), Lee Poultney (LP), Gavin Morris (GM), Jennifer Collings (JC), Dee Hope (DH), Lesley-Anne Avis (LAA), Jess Edgecombe (JEd), Jess Booth (JB), Ruth Piercy (RP) and Lisa Fielder (LF) - part
Clerk: Janet Ellis (JE)

1. Welcome and apologies

JF welcomed members of the FGB, especially the newer Governors, and stressed the importance of confidentiality at all times. JF and LAA encouraged the newer Governors to get involved in other duties where possible to support and get to know the school further.

Apologies from Alison James (AJ) and Lisa Fielder (LF) who won't arrive until later in the meeting and accepted.

2. Heads review

See confidential minutes

3. Declarations / Governor Duties / Chairs Actions

There were no declarations of interest (for this meeting), JF reminded FGB of their duties and there were no Chairs Actions to report.

4. Governing Board matters

The FGB discussed the importance of the role of a Mental Health / Wellbeing Governor, noting the requirement to assist staff as well as pupils and JEd volunteered for this role due to her skills and experience. This was unanimously agreed by FGB and LP agreed to arrange a meeting with himself and Mrs Organ as appropriate to take this role forwards.

Actions

LP Organise a meeting with JEd/JEd and Mrs Organ

By end Jan 24

5. Approval of the minutes and Matters Arising

The Minutes from the meeting on 28 September 2023 were approved and signed by JF as Chair. It was noted that the minutes from the two Extraordinary FGB meetings would be discussed at the January 2024 meeting.

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

Governor Monitoring – JF outlined the role of monitoring for the benefit of the newer Governors, noting there were pre and post visit forms to complete. She suggested newer Governors completed their first visit with another Governor and LP commented that it contributed to reviewing developments in school, allowed 'pupil voice' to be heard and helped monitor the impact of the School Development Plan (SDP).

LP stated that Simon Tapp had suggested that some training on this area could be supplied through the Local Authority (LA) or the Diocese if required. The FGB agreed for LP to pursue this option and report back to the FGB.

LAA stated that she would forward her visit form on Early Years to LP and FGB agreed to look at monitoring roles at the next FGB in January 2024.

Data Protection Policy – JF noted that a final draft had been issued, which was based on a 'SchoolPro' model policy (including Privacy Notices) and if any Governor wanted to make comments they could do so before it was posted onto the website.

Second hand uniform – JC noted this had been discussed at 'Friends' and actions were being taken in this regards. FGB asked that it be highlighted via the Newsletter at least termly, JE agreed to liaise with Mrs Godber on this

School attendance at Remembrance service / school wreath – JF thanked JC for the school wreath which alongside attendance at the event had received may positive comments.

Carols at late night shopping – FGB discussed how to do this more successfully in future and JF volunteered to provide feedback and suggestions to those who organised the event.

Defibrillator – LP informed FGB that the cost for installation was c.£700, the batteries needed replacing every 3-4 years at a cost of c.£300, the pads required replacing every two years at a cost of c. £50 and it required a heated cabinet (c.£50 p.a.)

The FGB discussed the best placement for the Defibrillator and agreed that if possible this one could be utilised by the Youth Club who were planning to install one anyway, which would save them purchasing a machine. LAA agreed to liaise with Dr Reading from the Parish Council on this matter and LP agreed to supply the definitive costs to LAA.

Actions

JF	Speak to Broadway Golf club	Spring term
LP	Liaise with S Tapp re Governor Monitoring	Dec 23
FGB	Comments on Data Protection policy	End Dec 23
JE	Liaise with Mrs Godber re second hand uniform	Complete
JF	Provide feedback and suggestions ref Carols in the village	Dec/Jan
LP	Costs of Defibrillator to LAA	15 Dec
LAA	Liaise with Dr Reading re Defibrillator	Jan 24
LAA	Provide Early Years report to LP	Dec 23
JE	Monitoring roles on FGB agenda	Complete

6. Peer review report

LP explained that the Peer review was an exercise between three Cluster schools and although was less formal than an Ofsted inspection helped prepare schools for inspections as was based on the premise of continuous improvement. He noted that the external advisor used was Paul Gibbs, who had written the final report. LAA commented that there were a few errors to correct in the report in order for it to be used as evidence in an inspection.

LP stated that the focus for the review at the school had been Writing as this was on the SDP and History as, after Core subjects, this was a popular subject for a 'Deep Dive' by Ofsted. LP highlighted that it had been a positive experience for the two subject leaders involved and GM commented that he had spoken to the subject leaders and had also found this to be true and the results of the review appeared to be very positive.

The use of the report in preparation for any Governor monitoring was also noted and agreed by FGB.

Actions

LP	Make corrections to the report	Jan 24
----	--------------------------------	--------

7. Finance and Premises update (FPC)

DH provided the update to FGB in AJ's absence stating that the FPC had reviewed the 2023/24 school budget and the overall reduction in the surplus from the previous report had been highlighted.

She noted the increase in income, which was partly due to outstanding funding claims from the DfE, which included income from the 'Experts' programme which Mrs Fielder had participated in and the increases in expenditure which included replacement windows fees, the agreed building maintenance works including the railings project and an increase in educational visits spend, some of which will be offset by income received.

The FPC had also discussed the teacher's salary increase, noting that the original draft budget had included a 5% uplift for staff versus the agreed national increase of 6.5%. LP commented that the DfE were in theory making up the 3% gap from the initial estimated increase of 3.5%, however as the funding formula was based on pupil numbers it did not reflect the full amount of the increase for the school.

LP also stated that the LA would not be updating the Pay calculator until January 2024 so the full impact would not be known until then.

DH remarked that the Premises report had been discussed, which had included the completion of the DT area project and other works had now been completed, including the new front door and the Early Years area. She noted that a Health and safety audit had been completed by Worcestershire county council and that it had not raised any significant issues.

DH also highlighted that the committee had performed the annual review of the Finance policy and had asked for a new Asset register for the school.

JF commented there would be an article in the Broadway Magazine in the New Year which would focus on the improvements to the Early Years area and the offering at the Laugh 'n' Learn Pre-school and it was suggested that Nativity photos may also be included in the article. DH stated she would try and obtain some Nativity photos for JF to include.

Actions

DH/JF Photos / Article for Broadway Newsletter

Dec 23

8. FGB strategic update

See confidential minutes

9. Policies

9.1 - Teachers Pay - LP noted the only amends since last year were to the pay scales. The policy was unanimously agreed by FGB

9.2 - Early Careers Teachers (ECT) – LP noted this was based on a 'SchoolBus' policy and there were currently no ECT's in school. He stated that he had received some minor amends from JF which he would complete. LAA questioned what the term 'Appropriate body' meant and LP explained that was any approved external training provider. The policy was unanimously agreed by FGB.

Actions

LP Make minor amends to ECT policy

Jan 24