

FULL GOVERNING BODY MEETING
WEDNESDAY 18th MAY 2022: 6.30PM AT THE SCHOOL

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| <u>Present:</u> | Anne Cronin (AC), Bridget Ditcham (BD), Bryony Harding (BH), Rachel Farris (RF), Lucy Hill (LH), Paul Jones (PJ), Michelle Law (ML), Helen Price (HP), Belinda Rowland (BR) and Heather Williams (HW) |
| <u>Also present:</u> | Vanessa Neale (VN- Assistant Headteacher), Carol Simpson (CS – Business Manager) and Rebecca Marr (Clerk) |
| <u>Circulation:</u> | All Governors, Vanessa Neale and Carol Simpson |

| Item No. | Agenda items/Discussions | Action |
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| | All were welcomed to the meeting. | |
| 1. | <u>Apologies</u> Apologies were received and accepted from Bethany Caunter, Luciana Clayton, Keith Hay, Ben Hockley and Helen Price. | |
| 2. | <u>Declaration of interests</u> No declaration of interests was made. | |
| 3. | <u>Approve the minutes of 23rd March 2022 and 3rd May 2022</u> HW proposed the minutes and Part II minutes of 23 rd March 2022 as a correct record. This was seconded by BR. The minutes were approved with one abstention. The minutes of 3 rd May were proposed by AC. This was seconded by RF. The minutes were unanimously approved. | |
| 4. | <u>Matters arising</u> <u>To align meeting dates with the release of data going forward – Ongoing for the next academic year. Item closed.</u> <u>To circulate the SFVS and governors to approve via email – Done. Item closed.</u> <u>Add the policies to the next FGB agenda – Done. Item closed.</u> <u>Staff and Finance Committee to monitor staff absence and identify any trends - On the Committee’s next agenda. Item closed.</u> <u>Governors to complete the GEC app survey – Done. Item closed.</u> <u>Part II matters arising – There are associated Part II minutes which cover confidential information.</u> | |
| 5. | <u>Governing Body organisational matters (item 5 on the agenda)</u> 5.1 Appoint BHo to a governor role – item deferred. | |

Signed:..... (Chair)

Dated:.....

5.2 Approve a parent governor election timetable and appointment of a Returning Officer – The timetable and procedure in the event of a tie in the number of votes had been circulated prior to the meeting. **The Clerk was unanimously appointed as the Returning Officer. The election timetable and the procedure if there is a tie in the number of votes was unanimously approved.**

Next steps:

1: Add appointing BHo to a role to the next agenda

Clerk

6.

Reports

6.1 Head's report -The Headteacher's report had been circulated prior to the meeting together with an updated school development plan.

The FGB were additionally advised that the mock SATS indicated 78% of pupils will reach the expected age-related expectations in maths, which is encouraging as this is more in line with our targets.

The FGB unanimously agreed for the additional inset day for the Queen's Jubilee celebrations to be taken on 13th June. Parents have been advised. Staff will use this day for report writing which assists with staff wellbeing.

6.2 Curriculum report – A report from the Chairs of the Curriculum Committee had been circulated prior to the meeting.

Q: The data for Years 4 and 5 does not show much change from the Autumn to the Spring term. Do we have any plans in place for progressing these pupils?

A: This data was considered in detail at the recent pupil progress meetings and there are a number of pupils who are very close to meeting age related expectations. This is attainment data so if the starting point was low these pupils could nevertheless be making good progress. Behind this data there are detailed action plans and interventions which the SLT review and discuss at every meeting. The SLT are offering support to the teams to ensure they can implement the the action plans and are identifying any barriers. SLT are also assessing the impact of interventions.

Q: Are targeted interventions ongoing for writing in Year 3?

A: Yes. This level of attainment is due to a number of dyslexic pupils in the year group coupled with this year group missing a large percentage of their overall time at school with the pandemic. We are pushing as hard as we can, but we have to remain realistic. The English Leads are regularly discussing what else can be done and are talking to other schools regarding what they have found to be successful. The importance of a consistent approach throughout school, like we have recently achieved with maths, is crucial. Forthcoming staff meetings will focus on achieving a consistent approach in writing.

Q: Is funding available for that cohort?

A: Funding is available, but it is not enough for all of them. Obtaining the funding and the limits on how it can be spent are so complicated the system is practically unworkable. We have only received additional funding of approximately £3,000 but have struggled to find experienced

Signed:..... (Chair)

Dated:.....

teachers to run catch up as they have been used to cover staff absences in the wider classroom.

6.3 Staff & Finance – A report from the Chair of the Staff and Finance Committee had been circulated prior to the meeting. The report was read to the FGB; a summary of which was:

- The Committee discussed year end 21/22 and the budget 22/23 both of which were discussed at short FGB meeting to approve.
- The 3-year plan will be discussed at the next meeting in more detail.
- The Committee also discussed staffing changes and vacancies, contracts, current issues, staffing and resources for the ASC and 1 pay matter.

The FGB were also referred to the staffing structure as set out in the Headteacher's report.

There are associated Part II minutes which cover confidential information.

6.4 Sites & Buildings – Nothing to report.

6.5 ASC – The FGB were advised that the Younger Team classroom nearest the kitchen area will be converted into a multipurpose room for art and cooking classes as well as a permanent base for the ASC and EDO. The plans are in the process of being drawn up and monies in the budget have been allocated for this.

6.6 Academy Working Party

There are associated Part II minutes that cover confidential information.

7.

School Development Plan

An updated SDP had been circulated prior to the meeting illustrating the progress made. The FGB were advised that a subject review in maths had recently been carried out by the School Improvement Officer. The report is awaited but the oral feedback was positive. The Maths Team were also pleased to report that since their learning walks there has been a marked improvement in the consistency of maths teaching across the school.

Q: What does the yellow highlighting on the SDP mean?

A: We are part way there or we'd like to keep an eye on that particular area.

8.

Pupil Matters

8.1 Admissions – We are expecting 34 new starters in Foundation Stage in September. We possibly have 2 or 4 Ukrainian children that will join the school, but WBC are experiencing delays in placing them in schools quickly, which is frustrating for the Ukrainian families and for us. We are chasing WBC but there is little more we can do to speed up the process.

Q: Is there anything we, as governors, can do because as a school we would warmly welcome the Ukrainian children?

Signed:..... (Chair)

Dated:.....

A: Just to have an awareness we are trying to accommodate and assist families, but it is down to a delay on WBC's behalf.

8.2 Safeguarding including Attendance, Bullying, Exclusions, Prevent

We are pleased that our attendance data has risen from the last time we reported to the FGB. We are investigating further the level of our persistent absences as these have slightly increased whilst the national figure has decreased.

The FGB were advised of 2 fixed term exclusions.

There are associated Part II minutes which cover confidential information.

There was nothing to report on bullying or Prevent.

8.3 Update on secondary admissions – The FGB were pleased to learn that all year 6 pupils secured a place at the secondary school they wish to go on to.

9. **Policies**

For approval: Children with health needs who cannot attend school and ECT - the policies were deferred to the next meeting.

For ratification: staff code of conduct, staff disciplinary and volunteer helper – the policies had been circulated prior to the meeting. It was noted that the Staff and Finance Committee had reviewed and approved these policies.

Q: The volunteer policy says we do not pay expenses, but to be as inclusive as possible should we pay them on a discretionary basis?

A: Yes.

The FGB unanimously ratified approval of these policies subject to the change to the volunteer policy discussed.

Next steps:

1: Add the policies to the next FGB agenda.

2: Amend the volunteer helper policy and share the policies with staff and, if appropriate, place the policies on the school website.

Clerk

Clerk

10.

National issues

10.1 Ofsted inspections – Governors were asked to speak to subject leads during visits to ensure the learning journey begins in Foundation Stage. Staff are feeling more confident after the recent subject reviews and learning walks. Governors were asked to spend time speaking to pupils as it is evident that the pandemic has meant our pupils are no longer used to speaking to adults' apart from their teachers.

Q: Which areas are still to be covered by the School Improvement Officer?

A: Computing, MFL, PE and music. The SEN and disadvantaged pupils' reviews will be done in collaboration with the SLA.

10.2 Covid-19 – Nothing to report.

Signed:..... (Chair)

Dated:.....

10.3 White Paper – The FGB were given a summary of the White Paper. The aim is for 90% of all pupils to leave Primary School reaching the expected age-related expectations in reading, writing and maths so a higher aspiration than before.

We need to review our attendance policy, so it is as clear as possible for the Parent Body. We compare our attendance data with the SLA and our attendance figures are good.

Q: Are there any changes needed as a result of the new requirement for pupils to be in school for 32.5 hours per week?

A: We already do this, so this is not a concern.

Next steps:

1: To review the attendance policy

ML/BD/Clerk

11.

CPTA (item 14 on the agenda)

The FGB were advised:

- A parent has very kindly donated £1,900 to the CPTA from their company's equality/equity fund. The parent commented that he was very proud how The Colleton were championing diversity.
- The Swimming Pool opens on 11th June for curriculum swimming which is a fabulous facility for our children.
- The Polehampton Trust has generously funded the spotter training courses.
- The lack of a Site Controller is an issue for the running of the pool.
- A pool party and picnic has been arranged for 2nd July, which will be the main fundraising for this term.
- The CPTA has donated funds towards purchasing an art cupboard, gardening equipment and a BBQ for the Year 6 leavers BBQ.

BH was thanked for her report.

12.

Training/School visits (item 11 on the agenda)

11.1 Governor training attended – A training report form had been circulated prior to the meeting. There were no questions. It was noted that BH had also attended a child in care forum. Governors were asked to consider attending the WBC run Aspiring Chairs course.

All staff and governors are required to complete cyber security training by 31st May.

Next steps:

1: Governors to undertake the cyber security training and advise the Clerk once completed so a record is kept.

ALL

11.2 Link governor visits – No visit reports had been received.

BH left the meeting (7.45pm).

13.

Staff wellbeing (item 12 on the agenda)

Ongoing developments to promote staff wellbeing are:

Signed:..... (Chair)

Dated:.....

- The SLT are being open and transparent about pupil numbers and changes
- An inset day is being used for report writing and the insight tool is making writing reports easier
- Food boxes are being delivered on Fridays

It is a busy time of the academic year and the SLT are mindful of that.

The diversity action plan has been reviewed and updated. BR is attending NEU training with a focus on diversity and recruitment, and she will feed into the governors advert for co-opted governors.

Culture will be considered as part of the school's discussions of registration groupings from September. As a result of the findings from the GEC app there is some work to be done to enable staff to feel more confident in challenging stereotypes. The Headteacher is intending to put together a summary of the GEC survey results for staff and what developments are planned as a result.

14.

AOB

A staff and governor BBQ is being planned with a probable date of 15th July at 6pm. Governors were asked if they could run the BBQ and bar.

15.

Date of next meeting

The next FGB meeting was arranged for Wednesday 29th June at 6.30pm at school.

The meeting ended at 8pm.

Signed:..... (Chair)

Dated:.....