

FULL GOVERNING BODY MEETING
WEDNESDAY 24th NOVEMBER 2021: 6.00PM AT THE SCHOOL

<u>Present:</u>	Bethany Caunter (BC), Luciana Clayton (LC), Anne Cronin (AC), Bridget Ditcham (BD), Rachel Farris (RF), Bryony Harding (BH), Keith Hay (KH), Lucy Hill (LH), Ben Hockley (BHo), 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
1.	<p><u>Safeguarding training</u> BC, LC, AC, BD, RF, BH, BHo, KH, LH, HP and HW attended the annual governor safeguarding training.</p> <p>BHo was welcomed to the meeting.</p>	Clerk
2.	<p><u>Apologies</u> Apologies were received and accepted from Paul Jones.</p>	
3.	<p><u>Declaration of interests</u> No declaration of interests was made.</p>	
4.	<p><u>Approve the minutes of 6th October 2021</u> AC proposed the minutes of 6th October as a correct record. This was seconded by KH. The minutes were unanimously approved subject to changing the word ordered to used when referring to DfE materials in agenda item 8.1.</p> <p><u>Next steps:</u> 1: Amend the minutes</p>	
5.	<p><u>Matters arising</u> All matters arising had been completed.</p>	
6.	<p><u>Governing Body organisational matters</u></p> <p>6.1 <u>Appoint BHo as a co-opted governor</u> - BC was appointed as a Parent Governor unanimously. BHo was appointed as a co-opted governor unanimously. BHo was appointed as a link governor for computing replacing LH.</p> <p>6.2 <u>Appoint PJ to the Sites and Buildings Committee and BH as link governor to the CPTA</u> – PJ was unanimously appointed to the Sites and Buildings Committee and BH was unanimously appointed as link governor to the CPTA.</p>	

Signed:..... (Chair)

Dated:.....

6.3 Approve the statement of delegation - **The document, having been circulated prior to the meeting, was unanimously approved, subject to adding in an explanation of the abbreviations.**

6.4 Approve the Committees' terms of reference – **The terms of reference, all having been circulated before the meeting and reviewed by the respective Committees, were unanimously approved.**

Next steps:

- 1: Amend the statement to include an explanation of the abbreviations
- 2: Meet with BHo to explain the statement
- 3: Add the statement of delegation and the terms of reference to the school website

Clerk
ML/BD

Clerk

7.

Reports

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

Q: Are the attendance figures mainly due to covid absence?

A: Yes. Attendance was very good. We ran a report for pupils with a lower absence than 95% and for those pupil premium pupils. There are some anxious families which is not helped with mixed messages around covid. There are 10 families we are monitoring the absence of closely. It is very early in the term to look at attendance as a few days off with illness can skew the results. Schools did receive a letter from the Secretary of Education asking to return to pre-covid times of encouraging school attendance and the imposition of fines.

Q: If a family member is ill with covid rather than the child are they marked absent and receiving remote learning?

A: The pupil is marked absent, and they are set remote learning. The covid absence code does not distinguish between those who are ill and those capable of learning. We can track engagement with remote learning but despite the school having a legal obligation to set work the parents have no legal obligation to ensure their child completes it.

Q: I am interested in the actions resulting from the research staff are undertaking – can you give me more details?

A: This is ongoing. The actions will be shared at the next curriculum meeting.

There are associated Part II minutes that cover confidential information.

7.2 Curriculum – A report had been circulated prior to the meeting. There were no questions on the report. AC and HW were thanked for their report.

7.3 Staff & Finance – CS was welcomed back to school. The FGB were advised of the work of the Staff and Finance Committee so far this academic year. It was noted that budget numbers had not been available at the last meeting, and this is a matter for the Committee to catch up on when it is possible to do so.

Q: Is there an update on the budget?

Signed:..... (Chair)

Dated:.....

A: The budget forecasted a deficit at the end of the year but with teacher pay freezes and higher numbers in the ASC than expected the bottom line is looking healthier with a small carry forward. The caveat is the cost of supply to cover staff illness.

Q: Is there any indication when a decision on our PAN will be made?

A: WBC have agreed to reduce our PAN to 45 and it has been passed to an adjudicator for a decision to be made. We have asked for an update but we have not had a reply. We agree that our financial plans cannot be as robust as we would like without this decision being made.

7.4 Sites & Buildings – The Committee is meeting next week so there is nothing to report save for a site inspection was carried out with no issues to report to the FGB.

7.5 ASC – The FGB were pleased to note that the numbers in ASC are continuing to grow and that covid measures continue to be in place. The numbers at the ASC are being closely monitored.

The school was thanked for providing wrap around care which is a lifeline for many families. Thanks was given to the wrap around care team for providing a fantastic provision.

7.6 PR Working Party - A proposal was made to leave this working party in abeyance for a year. The Working Party had done a lot of positive work on promoting the school including a review of the school website. The PR is working as there are a good number of prospective parents booked onto the forthcoming open morning and the school feel the PR is moving in a positive direction. There are still lots of operational matters in school being done to promote the school. The Governing Body agreed to leave this working party in abeyance for a year unless something arises in the meantime.

Governors indicated that they were willing to attend governor day and/or meet any prospective parents separately if that would be helpful.

8. **School Development Plan**

An updated SDP had been circulated prior to the meeting.

Q: Is there a specific place on Teams the most recent SDP can be found?

A: We can set this up.

Q: Which is the most up to date attendance figure -the one in the SDP or in your Head's report?

A: The Head's report.

Q: Please can you add the version number on the document?

A: Yes.

9. **Pupil Matters**

9.1 Admissions – Already covered in the Head's report.

9.2 Safeguarding including Attendance, Bullying, Exclusions, Prevent
There was nothing to report on bullying, exclusions or Prevent.

Signed:..... (Chair)

Dated:.....

9.3 Update on secondary admissions – The FGB were advised that The Piggott School and WBC are working together to extend the accommodation which is crammed with the numbers they have currently in school. Building is required before the school can offer more places. A decision is expected in February if the buildings works will take place. Our school continues to work with parents to consider other available schools and options.

WBC have consulted on where additional places in the borough should go. There was excellent engagement from a local parent group responding to the consultation that additional places should be awarded to The Piggott so hopefully that will positively influence the building decision.

Q: Will this impact our admission numbers?

A: No, as admissions to Piggott depend on where the child lives, not which school they go to.

10. **Policies – Core values, ECT, single equality policy**

The proposed policies had been circulated prior to the meeting.

It was agreed to defer the ECT policy for the Headteacher to consider the policy further. It was noted that we have no ECT's currently.

The core values policy was unanimously approved.

Q: What is the remit of the diversity governor?

A: To track the action plan and monitor what is happening in school and on the Governing Body. It is to ensure we do not lose the importance of this issue.

The single equality policy was unanimously approved subject to a few editorial changes discussed.

Next steps:

1: Add the ECT policy to the next FGB agenda.

2: Amend the single policy and place on the school website and share with staff

3: Place the core values policy on the school website and share with staff

Clerk

Clerk

Clerk

11. **National issues**

11.1 Ofsted inspections – It was agreed to dedicate time at the next FGB meeting to discuss Ofsted inspections. Prior to the meeting it was agreed to collate all the training governors and the Headteacher has completed and circulate it.

Governors were invited to the inset day on 4th January which will revolve around subject leaders deepening their subject area knowledge.

Q: Can I learn more about the past work of the diversity group and support its implementation?

A: Yes of course.

11.2 Covid-19 – The school are highly appreciative of the Parent Body wearing masks again in the school grounds and supporting the school's

Signed:..... (Chair)

Dated:.....

request. The running of school events is under continuous review and they may not go ahead if the covid situation changes.

11.3 Academisation/Families of schools – There are associated Part II minutes that cover confidential information.

Next steps:

- 1: Add Ofsted discussion onto the next FGB agenda
- 2: Circulate before the next FGB meeting all the training governors and the Headteacher has done around Ofsted inspections
- 3: Link governors to attend the inset day on 4th January and advise the Clerk if they can attend

Clerk
Clerk/ML
ALL

12. Training/School visits

12.1 Governor training attended - Training report forms had been circulated prior to the meeting.

The FGB were advised that the ICT training had stressed the importance of schools having an ICT strategy, evolving with the times and ensuring that staff benefit from the resources the school has. The new Keeping Children Safe in Education has highlighted the importance of e-safety and should be reflected across all policies. There are points to follow up from the training by the Curriculum Committee and the Computing Governor.

Feedback was given on the Ofsted training 2 governors attended. The training emphasized the effectiveness of the governing body and in ensuring the school is well managed. Data is still used as a starting point, but Ofsted are looking more at a pupil's journey through school and their experiences. The Inspectors will ask questions about subjects they have not asked about previously.

12.2 Link governor visits – Link governor visits had taken place with the creative arts and SEN departments/subject leaders. Staff were thanked for the useful visits.

Next steps:

- 1: LC and BHo to meet to discuss the points arising from the ICT training
- 2: Governors to read the notes on the Ofsted training and the inspection report before the next FGB meeting

LC/BHo
ALL

13. Staff wellbeing

The FGB were advised as part of their appraisal's teachers are being asked to set a wellbeing target and to look at how that will impact their teaching. This will be rolled out to LSA's and TA's in the Spring term. This reflects our view that everyone's wellbeing needs are different.

The Governing Body noted that they support the wellbeing work the school is doing and if there is anything the governors can do to support, please can staff let them know.

14. AOB
None.

Signed:..... (Chair)

Dated:.....

15.

CPTA

A report had been circulated prior to the meeting. In addition, the FGB were advised:

- The CPTA were pleased that they had funded resources for a wide range of curricular areas recently including cooking, outdoor environment and IT.
- The Link Governor for the CPTA had met with the Chair of the CPTA to reassure her of governor support and to discuss strategic matters.
- The strategic matters discussed included the importance of engaging parents with one off volunteering opportunities, increasing male participation, increasing community links and tapping into home working patterns
- The vice chair of the CPTA has been reappointed after some time away
- The CPTA are delighted to be elves on one night of the Round Table’s Santa sleigh around the neighbouring area. The monies raised on that night will go to the school.
- Governors were asked to assist with drawing the raffle and running the bar at the forthcoming Christmas Fayre.

The Governing Body thanked BH for the report. The Governing Body also thanked the Chair of the CPTA for her report which they found very informative and the lovely letter to the Parent Body.

Next steps:

1: BH to put together a governor rota for the bar for the Christmas fayre.

BH

16.

Date of next meeting – Wednesday 26th January 2022 at the school

The meeting ended at 8.33pm.

Signed:..... (Chair)

Dated:.....