



FULL GOVERNING BODY MEETING
WEDNESDAY 28th SEPTEMBER 2022: 6.30PM AT THE SCHOOL

<u>Present:</u>	Bridget Ditcham (BD), Bryony Harding (BH), Keith Hay (KH), Lucy Hill (LH), Ben Hockley (BHo), Michelle Law (ML), Helen Price (HP) and Heather Williams (HW).
<u>Also present:</u>	Vanessa Neale (VN- Assistant Headteacher) and Rebecca Marr (Clerk)
<u>Circulation:</u>	All Governors and Vanessa Neale

Item No.	Agenda items/Discussions	Action
1.	<p>All attendees were reminded that any discussions regarding the Ofsted inspection are confidential and will be recorded as Part II minutes.</p> <p><u>Elect a Chair</u> (The Clerk chaired this item only)</p> <p>BD was unanimously appointed as Chair.</p> <p>BD was thanked for staying on as Chair. BD requested another governor shadow her this year to take over the role of Chair in the future.</p>	
2.	<p><u>Elect a Vice Chair</u> KH was unanimously appointed as Vice Chair.</p> <p>KH was thanked for continuing with the role.</p>	
3.	<p><u>Apologies</u> Apologies were received and accepted from Bethany Caunter, Rachel Farris, Belinda Rowland and Carol Simpson. Paul Jones was not present.</p>	
4.	<p><u>Declaration of interests</u> No declaration of interests was made.</p>	
5.	<p><u>Approve the minutes of 18th May 2022</u> LH proposed the minutes of 29th June 2022 as a correct record. This was seconded by KH. The minutes were approved with one abstention.</p>	

Signed:..... (Chair)

Dated:.....

<p>6.</p>	<p><u>Matters arising</u> <u>To review the attendance policy</u> - in the process of being done as there is new statutory guidance from the DfE.</p> <p><u>Governors to undertake the cyber security training and advise the Clerk once completed so a record is kept</u> – One governor is still to complete this training.</p> <p><u>Add diversity as a standing item on the first FGB agenda of each term</u> – Done. <u>Item closed.</u></p> <p><u>Circulate the sustainability video to the FGB</u> – to be done.</p> <p><u>Check the most recent sports funding spend is on the website</u> – This document is being updated and will be published on the website shortly.</p> <p><u>Add the deferred policies to the next agenda</u> – Done. <u>Item closed.</u></p> <p><u>Share the policies with staff and place on the website, if appropriate</u> – Done. <u>Item closed.</u></p> <p><u>Amend the health & safety policy to reference the work at height and lone working risk assessments</u> – Still to be done.</p> <p><u>Health and Safety Governor review the risk assessments annually</u> – ongoing matter. <u>Item closed.</u></p> <p><u>Share a list of possible Ofsted questions to governors</u> – Done. <u>Item closed.</u></p> <p>Send the link to the NFF consultation to the FGB – still to be done.</p>	
<p>7.</p>	<p><u>Governing Body organisational matters</u> 7.1 <u>Ratify HW as a LA Governor</u> – The FGB unanimously ratified this decision.</p> <p>7.2 <u>Appoint governors and a Clerk to each Committee/Working Party</u> – The existing Committee structure and governor responsibilities had been circulated prior to the meeting. The FGB unanimously approved the committee structure and responsibilities as it stands currently save for: 1: BHo was appointed to the Staff & Finance Committee 2: HP was appointed to sit temporarily on the Staff & Finance Committee, whenever needed; and 3: HP to be jointly appointed with PJ as the link governor for health and safety</p> <p>The FGB unanimously appointed RM to clerk the FGB meetings and all Committee meetings.</p> <p>7.3 <u>Set meeting dates for the FGB and the first meeting date for each Committee</u> – The curriculum meeting planned for 11th October was postponed until after receipt of the Ofsted inspection report.</p>	

Signed:..... (Chair)

Dated:.....

Meetings for the next Staff and Finance, Sites and Buildings, Pay Panel and Headteacher Performance Management would be set outside of this meeting.

7.4 Approve parent governor election timetable, the appointment of a Returning Officer and procedure in the case of a tie in the number of votes – The draft letter to parents setting out the election timetable and the procedure in the event in a tie in the number of votes had been circulated prior to other meeting. **The FGB unanimously approved the election timetable and the procedure in the event in a tie in the number of votes as set out in the draft letter of 29th September and the appointment of the Clerk as the Returning Officer.**

8.

Reports

8.1 Head's report -The Headteacher's report had been circulated prior to the meeting.

There are associated Part II minutes which cover confidential information.

Q: The new starters detailed in your report – are they the new Foundation Starters or in addition too?

A: Additional pupils; a significant number of whom have EAL. It is challenging for the school with the number of starters both administratively and settling the pupils into the school.

Q: The absenteeism rate is looking ok, and I was pleased that your parental newsletter has referenced ensuring children are in school. Has this affected the number of applications for holidays over October and at Christmas?

A: I am still receiving applications.

Q: Would it be possible to circulate a staffing list?

A: Yes.

Q: At the last meeting we were given internal pupil data. Now we have the actual data what is your reflection on the difference? Are you happy with insight tool?

A: The data remains unvalidated. The difference mostly relates to one child who we have asked to be disappplied from the data.

8.2 Curriculum report – nothing to report.

8.3 Staff & Finance – nothing to report.

8.4 Sites & Buildings – nothing to report.

8.5 ASC – The Club has made a positive start to the year and the new area will be fitted out in October half term. It was felt the move was a positive one particularly as it allows the pupils access to the play equipment.

Q: Are the numbers in the ASC continuing to be high?

A: Yes, similar to last year.

Signed:..... (Chair)

Dated:.....

8.6 Diversity – nothing to report.

9. **School Development Plan**

Will be covered in the Ofsted discussion.

10. **Pupil Matters**

10.1 Admissions – Already covered in the Headteacher’s report.

10.2 Safeguarding including Attendance, Bullying, Exclusions, Prevent
It was noted that attendance was covered in the Headteacher’s report.

There was nothing to report on safeguarding, exclusions or Prevent.

One allegation of bullying has been found to be unfounded.

11. **Policies: Behaviour (pupil), Children with health needs who cannot attend school, exclusion, health and safety, personal care, SEN, school dress code and staff disciplinary**

The school dress code and staff disciplinary policies were unanimously approved.

The remainder of the policies were deferred to the next meeting.

12. **National issues**

12.1 Ofsted inspections – to be covered in agenda item 19.

13. **Training/School visits**

13.1 Governor training attended –A training report form had been circulated prior to the meeting in relation to the Clerks forum. There were no questions. It was noted that BHo had also carried out data protection training.

13.2 Link governor visits – To be discussed at the next Curriculum Committee meeting and ML to discuss with staff.

14. **Health and safety**

Nothing to report apart from what has been covered already.

15. **Staff wellbeing**

It was noted that the Chair and HW had left a thank you note for staff and some small treats following the Ofsted inspection.

16. **AOB**

Caroline Dobson was thanked for her work with a local food bank. The staff who cover her classes to allow her time to do this were thanked too. This demonstrates to our pupils the importance of kindness.

17. **CPTA**

The FGB were advised:

- The CPTA are raising funds for McMillian Cancer Support through a coffee morning taking place at the school
- The AGM will take place in October on a date to be confirmed. A new secretary and class reps are needed.

Signed:..... (Chair)

Dated:.....

- The pool was widely opened in the summer holidays for 38 sessions excluding swimming lessons and private hire.
- It is particularly pleasing that the private hire sessions have been extended to members of our catering staff who are part of the Colleton team.
- The CPTA are hoping to raise funds by having a stall at the forthcoming Twyford Fun run and running a Christmas Fayre in December. School discos will start to happen again.
- The CPTA funds are looking healthy, and they await a wish list from the school.

18. **Date of next meeting**
Date to be arranged.

19. **Ofsted inspection (Part II)**
There are associated Part II minutes which cover confidential information.

ML and VN were thanked for their reports and hard work at the school.

The meeting ended at 8.15pm.

Next steps:

- 1: Review the attendance and health and safety policies and add them to the next agenda for approval
- 2: To undertake the cyber security training
- 3: Circulate the sustainability video
- 4: To circulate the NFF consultation
- 5: Set dates for the Committees to meet
- 6: Circulate an updated staffing plan
- 7: The Curriculum Committee to discuss link governor visits and the Headteacher to discuss with staff
- 8: To set the next FGB meeting date

ML/Clerk
PJ
ML
CS
Clerk
ML
Curriculum
Committee/ML
Clerk

Signed:..... (Chair)

Dated:.....