



FULL GOVERNING BODY MEETING
WEDNESDAY 29th JUNE 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 Belinda Rowland (BR)
<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>All were welcomed to the meeting.</p> <p><u>Apologies</u> Apologies were received and accepted from Bethany Caunter, Luciana Clayton, Anne Cronin, Rachel Farris, Paul Jones and Heather Williams.</p>	
2.	<p><u>Declaration of interests</u> No declaration of interests was made.</p>	
3.	<p><u>Approve the minutes of 18th May 2022</u> BH proposed the minutes and Part II minutes of 18th May 2022 as a correct record. This was seconded by BR. The minutes were approved with one abstention.</p>	
4.	<p><u>Matters arising</u></p> <p><u>Add appointing BHo to a role to the next agenda – Done. Item closed.</u></p> <p><u>Add the policies to the next FGB agenda – Done. Item closed.</u></p> <p><u>Amend the volunteer helper policy and share the policies with staff and, if appropriate, place the policies on the school website – Done. Item closed.</u></p> <p><u>To review the attendance policy – item deferred.</u></p>	

Signed:..... (Chair)

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	<p><u>Governors to undertake the cyber security training and advise the Clerk once completed so a record is kept</u> – Most governors have completed the training. Clerk to chase those governors that have not yet done so.</p> <p><u>Next steps:</u> 1: To review the attendance policy 2: Governors to undertake the cyber security training and advise the Clerk once completed so a record is kept</p> <p>5. <u>Governing Body organisational matters</u> The FGB unanimously appointed HP as a co-opted governor for a further 4 years from the expiry of her existing term. The FGB were advised that this was likely to be only until Christmas due to HP’s other commitments but would allow the FGB time to fill the other vacancies.</p> <p>5.1 <u>Appoint BHo to a governor role</u> – BHo was unanimously appointed to the Data Protection Officer role.</p> <p>The FGB discussed the possibility of splitting the link governor for computing role into 2: infrastructure and curriculum. Infrastructure would remain the remit of the Data Protection Officer and the curriculum part would be overseen by another governor. It was agreed this had merit but due to there being some change on the Governing Body it was agreed for BHo to keep the link governor role for computing as it is and to revisit this in September with LH.</p> <p>5.2 <u>Ratify a change to the parent governor timetable</u> – The FGB had given approval via email to change the date of the closing of the ballot from Thursday 23rd June to Monday 27th June. The FGB ratified their approval to this change.</p> <p>6. <u>Reports</u> 6.1 <u>Head’s report</u> -The Headteacher’s report had been circulated prior to the meeting together with an updated school development plan.</p> <p>It was agreed to add diversity to the first FGB agenda of each term.</p> <p>A verbal report was also given to the FGB: a summary of which was:</p> <ul style="list-style-type: none"> • We have welcomed 3 Ukrainian families to our school, and we are looking at the support required. • A staffing update was given. • The SDP has been updated to show 5 items have been completed. • Our School Improvement Officer was impressed during her recent maths learning walks. • Writing will be on the next SDP, and we are looking at external training. • The Headteacher’s report contained the end of year teacher assessments for the end of EYFS, KS1 and KS2. 86% of pupils reaching the phonics test was pleasing. • At the end of KS1, the percentage of pupils reaching the expected standard or above is 78% in reading, 64% in writing and 66% in maths. 98% of pupils have made expected or accelerated progress in reading since the end of Foundation 	<p>ML/Clerk</p> <p>PJ/HW</p>
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Stage, 78% in writing and 84% in maths. This would result in an overall positive progress score which we are delighted about. We know our pupils make expected and accelerated progress between the end of Foundation Stage and the end of KS1.

- What we need to develop further is the progress made between the end of KS1 and end of KS2. Based on teacher assessments the percentage of pupils reaching the expected standard or above at the end of KS2 is 90% in reading, 62% in writing and 85% in maths. We have discussed the discrepancy between our targets and data at SLT level.
- Writing in KS2 has been moderated and all judgments were agreed. This could have led to more cautious teacher assessments being made.
- Our progress score from the end of Foundation Stage to the end of Year 6 looks a positive one.
- In the EYFS, 69% of our pupils reached a good level of development which we are slightly disappointed about. We had 30 new starters in September and now have 35 pupils in the class. Only 1 of the five new starters reached a good level of development. 1 has SEN and 3 have EAL.
- We are pleased with the number of pupils meeting the speaking and communication and language early year areas (88% and 94% respectively) and this reflects the number of speech and language interventions we have put in this year. 91% have met the numerical patterns goal, which reflects our work on maths throughout school.
- Forming of letters is part of the writing goal framework and pupils struggled with developing the fine motor skills needed to do this.
- Our early year judgements were moderated through the SLA and Lucy Earl has visited another school to look at how Foundation Stage teach writing.

Q: How is the learning point from the Year 6 targets disseminated?

A: Via the Team Leader. We will learn from this and review the overall year group targets in pupil progress meetings.

Q: Have you relooked at the Year 4 and 5 writing targets?

A: The data is not yet in, but we will do this going forward.

Q: In the data presentation relating to the EYFS, the number of pupils meeting the standards in the individual areas does not match the percentage meeting a good level of development – why is this?

A: If a pupil does not meet one of the criteria, they cannot be said to be at a good level of development hence the data figures.

Q: Is it correct that 15% of our pupils have a persistent absence rate of more than 10%?

A: Yes. We are constantly monitoring these figures and the absences are for legitimate reasons. Due to covid children have not been exposed to childhood illnesses such as chickenpox and sickness bugs so we are seeing a rise in these in our pupils. We do compare our data against other schools, and we are doing well comparatively. Overall, our attendance rate is good at 94.19%. Our PPG and SEN attendance rate

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is slightly lower at 92.69% but we have 4 pupils on part time timetables who contribute to these figures. Being on a part time timetable is appropriate for those pupils.

Q: Where does the 8.8% persistent absence rate in your report come from?

A: It will be last years' national average figure. In the SLA we have one of the lowest persistent absence figures. We are experiencing a problem with our PPG pupils and the number of late marks. We are constantly monitoring and reviewing this to ensure we remove all barriers for them so they can attend school on time.

Q: Have you got a plan to replace the ASC Supervisor and Site Controller?

A: The lack of a site controller will have an impact on completing projects over the summer holidays and the school being open for staff to come in. The ASC Supervisor is retiring, and we have had internal interest for the role.

The FGB were advised that, as part of Twyford in Bloom, Colleton submitted a video on sustainability detailing all of the wonderful projects the school is involved in. This will be put on our website.

6.2 Curriculum report – Covered in the Headteacher's report.

6.3 Staff & Finance – The Chair of the Staff and Finance Committee gave a verbal report to the FGB; a summary of which was:

- At the last meeting the Committee reviewed the 3-year budget and the staffing plan based on projected pupil numbers. There are many uncertainties, and the budget will end up differently to the one presented, but it gives us a core feel what we can do.
- The budget has been submitted to WBC and no feedback has been received.
- Schedules of catch up, sports and PPG spend were shared and reviewed.
- The ASC is financially healthy. The move to the Younger Team area is in progress. The works will be carried out in October half term, but the ASC will move ready for September.
- The ASC fees will reduce from September and parents will be advised shortly.

Q: Are all the funding schedules on the website?

A: The PPG schedule is. We will double check the sports funding.

6.4 Sites & Buildings – Covered in the Staff and Finance report.

6.5 ASC – Covered already.

6.6 Academy Working Party

There are associated Part II minutes that cover confidential information.

Next steps:

Signed:..... (Chair)

Dated:.....

- 1: Add diversity as a standing item on the first FGB agenda of each term
- 2: Circulate the sustainability video to the FGB
- 3: Check the most recent sports funding spend is on the website

Clerk
ML
ML

School Development Plan

Already covered in the Headteacher’s report.

Pupil Matters

7. 8.1 Admissions – Already covered in the Headteacher’s report.

8. 8.2 Safeguarding including Attendance, Bullying, Exclusions, Prevent
It was noted that attendance was covered in the Headteacher’s report.

The FGB were advised of 1 fixed term exclusion.

Q: Have we learnt any lessons from the exclusion?

A: The setting is not suitable, and we cannot accommodate some pupils’ needs despite all the alternative provision, individual timetable and external support.

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

9. **Policies**

9.1 For approval: Behaviour (pupil), Children with health needs who cannot attend school, ECT, exclusion and SEN – The ECT policy was unanimously approved.

9.2 For ratification: change and remission, data protection, governor allowances and support staff appraisal – the policies had been circulated prior to the meeting. It was noted that the Staff and Finance Committee had already reviewed and approved these policies. **The FGB unanimously ratified approval of these policies.**

9.3 Policy review going forward – A document had been circulated prior to the meeting with proposals regarding streamlining the policy review work. These included merging some policies, dispensing with the designated teacher for looked after children policy, moving some policies into risk assessments and moving the policies that require FGB ratification from the Staff & Finance Committee to the FGB.

Q: I think we should retain a work at height policy or refer to it in the health and safety policy. What is the difference between policies and risk assessments?

A: Policies are statutory policies the FGB are responsible for. Risk assessments are operational documents that the Headteacher is responsible for creating, reviewing and implementing. WBC and the Key have work at height and lone working as risk assessments rather than policies. WBC have advised that governors review the risk assessments annually.

Signed:..... (Chair)

Dated:.....

The changes to the policy review were unanimously approved subject to referencing the work at height and lone working risk assessments in the health and safety policy.

Next steps:

- 1: Add the deferred policies to the next agenda
- 2: Share the policies with staff and place on the website, if appropriate.
- 3: Amend the health & safety policy to reference the work at height and lone working risk assessments
- 4: The health and safety governor review the risk assessments annually

Clerk
Clerk

Clerk
PJ

10.

National issues

10.1 Ofsted inspections – Governors were encouraged to carry out link governor visits.

The FGB were advised that there is a consultation out for the National Funding Formula which governors were asked to respond to if they had any comments to make.

Next steps:

- 1: Share a list of possible Ofsted questions to governors
- 2: Send the link to the NFF consultation to the FGB

Clerk
CS

11.

Training/School visits

11.1 Governor training attended – Training report forms had been circulated prior to the meeting on health and safety awareness and looked after children forum. There were no questions.

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

12.

Staff wellbeing

The FGB were advised that June is a very busy month in school. Report writing efficiency and the demands on teacher time has improved due to the insight tool. Staff have been kept informed regarding changes for September which has promoted wellbeing.

13.

AOB

None.

14.

CPTA

The FGB were advised:

- There are a pleasing number of new pool volunteers
- The pool has had its official opening
- Pool volunteers are also being gently encouraged to volunteer in school to help with reading and the school appreciates this help.
- The summer picnic is proving very popular with over 100 families signed up to swim. This event is in collaboration with Little Acorns.
- CPTA members are very thin on the ground, but we are delighted that the Chair is staying on next year.
- The CPTA has purchased a new BBQ and speaker for the school and books for the Year 6 leavers.
- Moving to an online bank account is in hand.

Signed:..... (Chair)

Dated:.....

The FGB thanked BH for being the link governor to the CPTA and was thanked for her report.

15.

Date of next meeting

The next FGB meeting was arranged for Wednesday 28th September at 6.30pm at school.

The meeting ended at 8.06pm.

Signed:..... (Chair)

Dated:.....