

Held on Tuesday 14th June 2022 at 1800 hours

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| Governors: | Rhiannon Beal (RB), Antony Kern (Headteacher – AK), Hannah James (HJ), Steve Taylor (ST), Edris Tildesley (ET - Chair) |
| In attendance: | Gemma Harvey (maths lead) Sarah Baugh (KS1) & Bethany Fox (KS2)(English leads) |
| Clerk: | Meleena Walsh (Camclerk - MW) |

| | Discussion | Decisions Made / Actions Agreed |
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| 1. | <p>Welcome The Chair welcomed all to the meeting. The GB was quorate based on the number of governors in post.</p> <p>The Chair formally introduced the details of Mrs Reena Appadoo to the FGB and she was duly accepted onto the FGB as a Co-Opted governor.</p> | 080 Clerk to notify CGS |
| 2. i. ii | <p>Apologies for Absence Receive apologies for absence: Amanda Staples Helen Upright Consent/Non-consent to absence</p> | Consent to absence was given for AS and HU given by the Chair. |
| 3 | <p>Declaration of direct or indirect pecuniary interest in any of the following items</p> <p>None declared</p> | No declarations for items on this agenda were made. |
| 4 i | <p>Minutes of last FGB meeting(s): 3rd May 2022 To approve the minutes of the FGB meeting 3rd May 2022 7i HT also attended the Governor Induction training.</p> | Minutes of FGB meetings 3 rd May 2022 were APPROVED and duly signed by the Chair. |
| 5 | <p>Agreed Actions Update</p> <p>Items 074 – 079 cleared from last meeting. Item 056 still current – revised as per actions table.</p> <p>New items 080 – 085 added to action table at the end of the minutes.</p> | |

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| <p>6 1.</p> | <p>Maths Presentation</p> <p>Overview of maths given by Gemma Harvey based around the individual SEF (as detailed from the Ofsted report). The GB were given a visual presentation and handouts to support the presentation.</p> <p><i>Q./How does the progress of pupil premium children compare against those not in receipt of pupil premium?</i></p> <p>A./The Head responded that pupil premium currently at 62% and non-pupil premium currently at 67% for 5 steps of progress. There is a gap, but it is not that wide.</p> <p><i>Q./ Why is this the case?</i></p> <p>A./ The Head responded that it was either that everyone was making good levels of progress or those not in receipt of pupil premium are not making accelerated progress. The factor was not yet fully known but would be looked at across the coming months.</p> <p>GH informed the GB that in September there will be focus on maths within EYFS. There would also be a drive on number sense to ensure that number fluency is improved. GH noted that planning and pedagogy were elements that had been worked on with staff and this will continue to be monitored. Overall consistency across the maths that is delivered is improving and will continue into the new academic year. There will be regular monitoring made on pre diagnostics to ensure that the maths is being appropriately pitched according to pupils' prior knowledge/understanding. GH advised that there had been a good response to maths from the pupil voice questioning and reported to the GB that was a greater enthusiasm and enjoyment of maths expressed by the children. It was noted that the support received from Tom Oakley the LA maths advisor had made a positive impact on staff and in turn children. Unfortunately, Tom will not be the school adviser next year.</p> | |

Q./ Have the teachers been able to observe good practice in maths?

A./ The Head responded that this will be more available to teachers from September – teachers will be able to ask or may be guided to ask.

Q./ How can the support given to those teachers be monitored?

A./ The Head responded that from observation the overall level of teaching is improving. Staff have appraisal targets set which help to support CPD.

Q./GH was asked - What is your personal challenge within the maths framework?

A./ GH responded that developing KS1 maths and developing skills as a subject lead.

Q./ In September the new CPD package on a Friday was started, how has this benefited the school?

A./ GH responded that it has been a win, win situation for staff and pupils.

Q./ As a GB is there anyway that you can be supported more?

A./ GH responded that there was nothing at this present time.

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English Presentation

Overview of English given by Bethany Fox and Sarah Baugh based around the individual SEF (as detailed from the Ofsted report).

The GB were given a visual presentation and handouts to support the presentation. BF and SB gave a verbal overview of how they have worked at engaging staff and children across the school to read and write. Work has been put in place to ensure that the planning structure across the year groups is incorporating elements for oracy and grammar ensuring that all elements of the curriculum are interwoven. Previously reading was very much comprehension activities. BF and SB advised that they had conducted a pupil voice survey and that there was a more positive attitude to writing and that the children were developing a love of reading.

Q./ Will the book spine be checked to cover diversity, gender etc?

A./ BF & SB both agreed that this was something that needed to be looked at over the next academic year.

Q./ How do you stretch your higher attainers?

A./ BF commented that this was something that still needed to be worked on in terms of reading book choices. However, the HA children are stretched through their use of a model text as a vehicle to write.

Q./ Is there anyway of gauging how the parents are responding to the changes that are being made to the curriculum and what they are being told by children?

A./ BF and SB responded that this is usually done by word of mouth on the playground. GB suggested parent surveys may be a way of evidencing this. The Head commented that more successful canvassing had been completed when simple questions were asked with immediate responses from parents rather than sent out questionnaires.

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| <p>7</p> <p>i.</p> <p>ii.</p> <p>iii.</p> | <p>School Improvement – curriculum and pupils</p> <p>Headteacher School Report (Working to Ofsted headings). The report was made available to the GB prior to the meeting. The Head noted that the number of SEND children had increased to 31 for the summer term.</p> <p><i>Q./ How does the school compare with the county figures for pupil premium and SEND?</i> A./ The Head responded that the school was well below county in terms of SEND at 7.5 %, but, moving forward is likely to become inline with county at 12.5%. The head did not have any current data for county pupil premium.</p> <p><i>Q./ What is the intake for September?</i> A./ The Head responded that there were 48 pupils planned to start in September.</p> <p>Staffing – currently only one member of staff that will leaving at the end of the current academic year. The Head is trying to secure their retention (1 day per week). Following the recent recruitment drive, all other staffing was in place for the start of September.</p> <p><i>Q./ Will the reduction in the intake have an impact on the staff etc?</i> A./ The head responded that there would not be any impact on the staffing structure etc for the next academic year.</p> <p>It was noted that the quality of teaching has improved (with 90% at good and 20% at outstanding), the governors were extremely pleased with this data</p> <p><i>Q./ Will target tracker be rolled out across other, subject for September?</i> A./ The Head responded that the other subjects will be on target tracker ready for use in September.</p> <p><i>Q./ Why is there is a rise in Safeguarding concerns and absenteeism?</i> A./ The Head commented that there rise in safeguarding concerns is unknown at the moment, it may be that teachers are raising concerns that are external to the school. Overall absenteeism has increased this term due to holidays being taken, particularly given that COVID restrictions have been relaxed. As there is a general increase in DA this may account for some of the increase in persistent absenteeism in pupil premium. (38%) It may also be that the demographic in the area is changing.</p> <p>EYFS Information – this was included in the Heads Report. No questions raised.</p> <p>SEND – ET met with the SENDCO last term and will be meeting with her this term. No questions raised.</p> | |
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| 8 | <p>Finance</p> <p>i Pupil Premium Strategy The Head displayed the pupil premium strategy on the IWB for the GB to peruse. The pupil premium strategy is on the school website.</p> <p>It was noted the GB will need to keep monitoring the pupil premium strategy over the coming academic year. An identified member of staff will be taking responsibility for the PP strategy and a governor will need to be identified at the July meeting. No questions raised.</p> <p>ii Sports Funding The Head and RB will review the sports funding for the next academic year. The current sports funding document for the academic year 2021/22 was displayed on the IWB and is available on the school website. The Head advised that the current sports partnership will end at the conclusion of the academic year and will be taken up by another provider. This means that we are unsure of the provision in the new academic year. No questions raised.</p> <p>iii Budget Monitoring Report <i>Q./ What was the income from contribution £17,209?</i> A./ The Head confirmed that this was a journal entry from the revenue underspend.</p> <p>ST noted that the staff do a great job with the finances despite the archaic system that is operated (FMS6) as required by the LA.</p> <p>iv Predicted underspend is now £410,000 for the academic year 2022/23 from 413 000</p> <p>v Review of planned underspend expenditure It was noted that the Chair had duly signed off spend for a canopy and IT equipment as previously approved by the FGB,</p> | 081 The Scheme of Financial Delegation needs |
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| | <p>Scheme of Financial Delegation This was made available to the governing body prior to the meeting. It was noted that this was a very comprehensive document. The governing body were made aware of the following spend sign offs;</p> <p>The Head £5000 Collette McNally and The Head £15,000 Head and Chair is £15,000 +</p> <p><i>Q./ Why is there a gap in the amount that The Head can sign off for contracts?</i> A./ The Head responded that it needs to be amended to read 'in excess of £10,000) and this would be done with immediate effect. The GB were happy to accept the SFD with the amendment as detailed above.</p> | <p>to be amended to say The Head can sign contract in excess of £10k</p> <p>The Scheme of Financial Delegation was formally accepted by the FGB</p> |
| <p>9</p> <p>i</p> <p>ii</p> <p>iii</p> | <p>Governor Business</p> <p>Governing Body Membership Riccardo Bonaiti (RB) stepped down from the GB via email – the was duly accepted by the GB It was noted that there were still 2 vacancies, and it was agreed that an advert should go into the local magazine Clunch.</p> <p>Governor Training It was noted that HJ has attended Safeguarding training provided by the school.</p> <p>Governor Visits Noted that if a governor visits the school even for a brief discussion a report should be written so that there is a bank of evidence built up for reference HJ will be making a governor visit this ½ term to meet with the English leads.</p> <p>The governors were invited in on 12th July for a visit day – governors would be able to make class visits in the morning and meet with the SLT in afternoon. Details to be confirmed.</p> | <p>082 The GB duly accepted the resignation from RB</p> <p>Clerk to inform CGS</p> <p>083 Advert to be produced for local magazine</p> <p>084 HJ to arrange an English visit before the end of the Summer term.</p> <p>085 Provisional governor visit date 12th July 2022 – email to be sent by SBM.</p> |
| <p>10</p> <p>i</p> <p>ii</p> <p>iii</p> <p>iv</p> <p>v</p> | <p>Policies</p> <p>Whistle Blowing Policy – this was duly accepted by the FGB</p> <p>Behaviour – this was duly accepted by the FGB</p> <p>ICT – Acceptable Use Policy – this was duly accepted by the FGB</p> <p>Exclusion Policy – this was duly accepted by the FGB</p> <p>Anti-Fraud, Bribery and Corruption Policy – (the policy would be made</p> | <p>The GB formally adopted the policies listed in item 10 (i – v)</p> |

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| | available on the school website, made available in the staff room) this was duly accepted by the FGB | |
| 11 | <p>Any other business</p> <p>5 points</p> <p>The Chair passed on thanks to the Reception teachers and support staff, catering and office staff for the EYFS induction evening.</p> <p>Thanks to the subject leaders for their presentations (maths and English).</p> <p>Underspend is being delivered on.</p> <p>The school are effective in addressing the actions identified by the external financial auditors.</p> <p>The governing body are pleased that staff retention is high for the next academic year.</p> | |
| 12 | <p>Dates of planned meetings</p> <p>12 July 2022 to start at 5pm</p> | Note new start time of 5pm |
| | Meeting closed at 8:22pm hours. | |

ACTIONS:

| No. | Action | Owner | Timescale |
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| FGB Actions from 02 November 2021 | | | |
| 056 | This will be reconvened with a new governor and lead set at meeting on 12 July 2022 and started in September 2022 | RB/The Head | 12 July 2022 and September 2022 |
| FGB Actions from 14th June 2022 | | | |
| 080 | Reena Appadoo formally accepted by GB as Co-Opted Governor CGS to be notified | Clerk | 14 June 22 |
| 081 | The Scheme of Financial Delegation needs to be amended to say The Head can sign contract in excess of £10k | The Head | 20 June 2022 |
| 082 | Resignation of RB formally accepted by GB CGS to be notified | Clerk | 16 June 2022 |
| 083 | Advert for Governors to be produced for local magazine (Clunch) | The Chair, The Head and KT | End of June 2022 |

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| 084 | HJ to arrange an English visit before the end of the Summer term. | HJ and A Fox and S Baugh | 4 July 2022 |
| 085 | Provisional governor school visit date 12 th July 2022. Timetable to be set and email sent to GB | The Head and KT | 20 June 2022 |
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