

## **Minutes of the Governing Body Meeting held on Wednesday 23<sup>rd</sup> March 2022 via MS Teams**

Also Present: N/A

Apologies: Tanya Haigh (TaH)

Not in Attendance: Peter Lucas (PL), Terry Baldwin and Ralph Cole (Associate Members)

Governing Body Minutes 23<sup>rd</sup> March 2022

50.21/22	<b><u>Governor Training/Development</u></b> KB to send out next Triangulation Exercises meeting date to all members. - <b>Completed</b>
50.21/22	<b><u>Governor Training/Development</u></b> All members to complete an up-to-date skills audit  <b>Update: Several skills audits have been completed, additional responses to be sent to Chair and Clerk – To be discussed under item 64.21/22</b>

All

57.21/22

The minutes of the FGB meeting held on 26<sup>th</sup> January 2022 were agreed and signed (virtually) by the Chair.

### **Headteacher's Report**

SM gave an update on the Headteacher's report on the areas which had not been covered in committees.

### **Updates:**

**Numbers on Roll:** Four new students have joined since the report was completed. In-year applications have been received for four more students to join before Easter, increasing numbers on roll.

**Attendance:** It was highlighted that although overall attendance appears low compared to national targets set in 2018/19, (which is the last year when schools were not disrupted by lockdowns) unauthorised absence is much lower at 0.32%.

**GCC School Improvement Provision (SIP) Review** - Due to reductions in funding for schools, the SIP to schools by GCC is under review – It is likely that from the academic year 23/24 schools will need to buy back support from the GCC school improvement team as a traded service. Currently those schools not being monitored through project groups receive one advisor visit per year. To ensure that the school continues to improve an external improvement advisor (Ian Hart Consultancy) is being commissioned for 22/23.

**Q:What does an external SIP add to the school that could not be covered by the LA?**

**A:**The external SIP is an active Ofsted inspector, which brings an added level of specialism and insight that a PA from the LA can provide. It will also provide the school with additional information and support from the national picture/trends. The external SIP is currently working in counties across the country, including many inner-city schools in Birmingham, Manchester, and Nottingham. Also, building a relationship with an external SIP ensures that school development is more self-sustaining. The LA will reduce their support once we get a good result in our next Ofsted inspection.

**Q: What is the scope of the role? Is it to take the previous report done by Justine Hocking (JH) and assess the progress from that report or will he form a new assessment? or is the focus purely on building on the work the school has done with no plan to review the previous report?**

**A:** The RAP and the previous improvement report has been discussed with Ian Hart. He has already read the schools previous Ofsted report and discussed areas that the next inspection will focus on and picking up on points to improve from the previous report. He will look at progress made since, the previous inspection, JHs visit and will also be forming a new assessment of where the school is now and discuss recommendations for improvement. Ian is aware that the school is part of a Project Group and will have an updated copy of our RAP before he visits.

**Q:How will governors see the impact of paying for an external SIP and ensure value for money?**

**A:**This is a long-term strategic view to ensure that the school continues to improve. Visits will be made three times a year. A note of visit with recommendations of areas to focus on to make improvements will be received and there will be access to email and phone support between visits. Follow up visits will check on progress, challenge thinking and provide further recommendations for school improvement. Notes of visits and actions plans will all be reported back to the Performance and Standards Committee (similar to the Project Group). This will provide governors with opportunities to challenge and track progress. Governor monitoring can also be linked to the action plan/notes of visit.

**Staff training** –Mrs Arnett (RWI/English Lead) – Is now booked to attend RWI training in school in Herefordshire on 08/04/22.

The following further questions/challenges were raised and responded to regarding the Headteacher's report:

**Q: When conducting the subject monitoring assessments, would you normally look at the teaching threads from the other subjects, i.e., linking maths and English learning objectives into science etc?**

**A:** Depending on the focus of the monitoring. In the past this has been completed e.g., to ensure that a particular writing skill is transferred through to other subjects such as Science. These links between subjects will continue to be monitored in the future.

**Q: From the teacher training completed in term, what is the target area for improvement and how will/can the school/governors see/show the impact?**

- Mrs Arnett – Reading Fluency Project Showcase **Impact – Children in KS1 to have increased enthusiasm for reading. Children to improve their fluency of reading texts.**
- Mrs Rylatt – Spiritual Development **Impact – As new RE Lead, Mrs Rylatt will have a greater understanding of Spiritual Development and how she can support staff. This also supports her as we are due SIAMs next year.**
- Mrs Haroun – KS2 writing assessment and moderation **Impact – preparation for KS2 SATs**
- Mr Wadsworth – Mental Health Lead Training **Impact – Mr Wadsworth is the new PSHE lead this year, so this is good CPD for him. It will also strengthen his knowledge to support the school in applying for the Mental Health Champions Award later this year.**
- Mrs Milner – Safeguarding, Autism and Team Teach training. **Impact – new member of staff who has not worked in a C&I Centre before. Will provide high quality CPD to perform job more effectively and support children and colleagues.**

**Q: What is the impact of Covid on attendance this year so far? If possible how does this compare nationally?**

**A:** Total of 104 days lost due to isolating (YTD)  
Total of 125 days lost due to Covid infection (YTD)

**RE:** Application for support from the Mangotsfield Primary English Hub.

**Q: If successful in the application, what outcomes are the school hoping to achieve from their support?**

**A:** As part of the support, they could complete audit of the current phonics and early reading provision. It is believed that the school is in a strong position with phonics, but an audit will identify areas of strength and development. Access to further RWI training and/or improved resources for children (texts) may also be available.

**Q: Where do we believe their input is most needed?**

**A:** Further training

**Q: Will their support, financial or otherwise incorporate RWI and the training documents recently received, or would this potentially bring in new strategies that would require significant adjustments to current plans and the in-house training undertaken by English Subject Lead?**

**A:** Focus will still be on RWI as this is our chosen scheme/approach.

RE: SEND figures

(Responses from Mr Manning and Mr Wadsworth (SENDCo))

**Q: For those children not on EHCP's, what is the process for adding children to the SEN register? (Is this completed in house? How is it overseen and monitored for accuracy?)**

**A:** Children who may have challenges are highlighted by the class teacher to the SENDCo and may become a cause for concern. SENDCo will then decide if the child meets the criteria to be added to the SEN register - this is done by referring to the SEND descriptors and definitions in the Gloucestershire guidance Booklet for children with Additional Needs and SEND. The child may be monitored for a period of time as a 'cause for concern' to ascertain if the needs are significant and long term, or if they are shorter term (perhaps caused by a recent unsettling event, moving house etc) HT and SENDCo have regular discussion/meetings about the children who are on the register.

**How often is the register reviewed and who by? Are decisions monitored by HT or externally?**

**A:** The register is reviewed at least termly to ensure that the children are correctly placed. The register itself, and any status of SEN support (MyPlan or MyPlan+) should be considered as somewhat fluid with children moving between the levels of support as their needs change, as provision changes, and as they develop.

HT and SENDCo have regular discussion/meetings about the children who are on the register. During our census returns the number of SEND children and their status is reported to the LA and then DfE.

**Q: Are all children on the SEN register on the graduated pathway?**

**A:** Yes - The 'graduated pathway' is the name of Gloucestershire's policy/strategy for meeting the needs of this with SEND and additional needs. For further information follow the link: [Using the Graduated Pathway](#)

A full copy of the Headteachers report can be found [here](#)

Governors we requested to put in Headteacher report questions to SM on the Friday before the next FG meeting as to allow time for responses to be collated. Agreed.

### **School Improvement**

**Project Group Feedback/RAP** The feedback from the last Project Group meeting was positive; the group fully reviewed the curriculum and the relevant sections on RAP.

58.21/22

	<p>Information on the school website regarding the curriculum intent statements, the skills and knowledge progression documents and the curriculum overview was scrutinised, and an example of a mini deep dive, (along with the documentation required) regarding KS1 science was also reviewed.</p> <p>Actions relating to knowledge organisers were identified. Three subjects have been completed to-date with the remaining to be completed by Easter. History has been recently completed, at the last staff meeting held on 23/03/22. It was also identified that all skills progression documents needed to include EYFS. This has also now been completed. The PG report records that expected progress regarding the curriculum has been made.</p> <p>The full PG report will be added to useful documents on SharePoint for members to review.</p> <p>The PG attendees also spent time reviewing Leadership and Management – Again the PG identified that expected progress has been made, however there was limited evidence from recent Governor and Performance Advisor visits due to recent restrictions and re-scheduling of visits due to absences.</p> <p><b>Next steps for the FGB:</b> The LA will be looking for evidence of challenge from governors and holding the headteacher to account; with restrictions now lifted, the board can now be more active in school as to support the continuous progress.</p> <p>A full review of the monitoring visit schedule is planned, with the aim of being more focused on the curriculum. The chair and SM have met with the LA appointed additional governors to discuss and agree how they can best support the board going forward. Following on from this, a further meeting is now planned for after Easter for all governors to attend and review the school data. This will then assist members to better understand how data can be used to plan and prepare for challenge and support to the school.</p> <p><b>Action : Date for data review meeting to be sent to all members</b></p> <p>During the PG meeting, whole board training re: SIAMs and Church of England school has been offered from the Diocese. Further details to follow.</p> <p>All members were reminded and encouraged to attend the next PG meeting.</p> <p><b>Action: The date and time of next PG meeting to be sent to all members.</b></p>	DB
59.21/22	<p><b><u>Schools Financial Value Standards (SFVS)</u></b></p> <p>Members of the Resources Committees have spent time completing and reviewing the SFVS over the last few months – The completed version was fully reviewed at the committee meeting prior to the FGB. No further questions/challenge were raised at the FGB, therefore the SFVS was recommended and seconded to the full board for approval.</p> <p><b>Outcome:</b> SFVS Agreed and to be signed by the Chair.</p> <p><b>Action: A signed copy of the approved SFVS to be submitted to Strategic Finance Team by 31/03/22</b></p>	SM
60.21/22	<p><b><u>Committee Minutes &amp; Feedback</u></b></p> <p><b><u>Resources</u></b></p> <p><b>School Accounts:</b> Laura Heys – Principal Accounting Advisor from GCC, attended the meeting on request from governors. She gave an overview on the C&amp;I centre budget and how it is integrated into the school finances – A copy of Laura's report and notes regarding the budget will be circulated to all members and saved on SharePoint.</p>	DB/KB

	<p>Reviewed the draft 3 yr. budget plan – The current draft plan indicates a deficit in Year 3 if numbers on roll remains low and staffing levels remain the same, along with a reduction in pupil premium numbers and EHCPs. This will be closely monitored.</p> <p>All finance reports received prior to the meeting were reviewed.</p> <p><a href="#">SFVS</a> – Reviewed and put forward for approval to FGB</p> <p><b>Reviewed:</b> Pupil Premium, the new school led tutoring grant, the recovery grant, sports premium. Carried forward to discuss in further detail at the next meeting.</p> <p><b>School Website:</b> Upgrade approved and planned for April/May 2022.</p> <p><b>Policies/Procedures:</b> Reviewed and agreed the Health and Safety and Fire policy and the Emergency Response Procedures</p> <p><b><u>Performance and Standards</u></b></p> <p><b>Election of Chair –</b> Chair elected – Vicky Barnes – It was agreed that rather than having a vice-chair, if VB were unable to attend another governor could step in and chair.</p> <p><b>Reports from Subject Leaders:</b> Science &amp; PE reports were presented. Questions had been raised regarding the subject leaders' reports presented at the performance and standards committee - a full response to the questions/challenges was circulated to members prior to the FGB meeting.</p> <p>Teaching staff were thanked for completing detailed reports and swift responses to the questions raised.</p> <p>All members were encouraged to read the responses.</p> <p><b>Action: Governors to read responses to questions raised regarding the SL reports</b></p> <p><b>Policies:</b> Reviewed and agreed: Single Equality Policy and Promoting British Values Policy.</p> <p><b>Headteachers Report:</b> Discussed under item 57.21/22</p> <p><b><u>Parents and Community</u></b></p> <p><b>Parents Evenings –</b> 5<sup>th</sup> and 7<sup>th</sup> April from 3.15pm– Back in school for face-to-face meetings for the first time since 2020. Governors invited and encouraged to attend as an opportunity to raise the boards profile and meet with parents.</p> <p><b>Communications/Events:</b></p> <p><b>PTFA –</b> Several activities planned over the next few weeks, raising funds for outdoor equipment and markings. Governors invited to attend/volunteer for the Easter Egg hunt on 6<sup>th</sup> April from 3.15pm</p> <p><b>SIAMs/Christian Distinctiveness -</b> CE advised of Church events planned for later in the year. Further details to follow. It is hoped that after Easter in school Celebrations services will be open for parents to attend.</p>	
61.21/22	<b><u>Policies:</u></b> Nothing to report	
62.21/22	<p><b><u>Safeguarding</u></b></p> <p><b>Annual Self-declaration –</b> Members were reminded to complete the annual self – declaration form if not already done so. KB will contact those who have not yet completed directly with the link to the MS Form.</p>	

ALL



been sent or reminders for meetings. All members have a school email address, checking at least weekly was advised – and more often closer to meeting dates. Support with accessing school emails and the Governors SharePoint site is available via the Clerk, Headteacher or Chair. Guidance and help sheets can be sent out to members on request.  
Due to tight firewall restrictions in school and data protection requirements forwarding to personal emails may be restricted.

**Action: Members to send suggestions for improving communications to Chair**

ALL

65.21/22

**Governor Monitoring/Visits**

- Review of schedule to focus on curriculum challenge** — SM/DB will review the schedule and add names to sessions. New governors to be partnered with LA appointed or experienced governors.
- Monitoring visits sheets** - All were reminded to complete visit sheets for any visits to the school, not just those in the schedule – for example: attending celebration services, or assisting at an event, or attending staff meetings.

66.21/22

**Governor Vacancies/Recruitment/Appointments**

- Current – 1 x Co-opted** - Further local advertising required. Vacancy closing dates have been extended on Governors for School and Inspiring Governance websites  
**1 x LA Governor:** To date no candidates have been put forward by GCC.
- Recently Appointed: 1 x staff** – Natalie Williamson - Larches Class Teacher
- Succession Planning** – Working group meeting has been held since the last FGB, but attendance was low - Feedback from attendees was that it was a reasonable session and a good start, but in order for it to develop and progress, it does need input from the whole board. Further meetings to be planned.

67.21/22

**Correspondence**

Nothing to report.

68.21/22

**Any Other Business**

Nothing to report

**Summary of Action Points:**

Item No:	Action	By Who	By When
44.21/22	<b><u>RAP/SDP/SEF</u></b> RAP to be reviewed to include an updated governor section to include the actions identified from the last governance review in July 2021 : <b>Update: Carried Forward</b>	SM/DB	Next Meeting
48.21/22	<b><u>Safeguarding</u></b> All governors to read and review safeguarding documents on MyConcern  <b>Update: KB to re-send activation codes and reminders to board members who have not yet completed</b>	ALL  KB	Next Meeting
48.21/22	<b><u>Safeguarding</u></b> All governors to complete the annual self-declaration via MS Forms  <b>Update: KB to send reminders to board members who have not yet completed</b>	All  KB	Next Meeting
58.21/22	<b><u>School Improvement</u></b>	DB	Next Meeting



	Date for data review meeting to be sent to all members.		
58.21/22	<b><u>School Improvement</u></b> The date and time of next PG meeting to be sent to all members.	SM	Next Meeting
59.21/22	<b><u>SFVS</u></b> A signed copy of the approved SFVS to be submitted to Strategic Finance Team by 31/03/22	DB/KB	31/03/22
60.21/22	<b><u>Feedback from Committees</u></b> Governors to read responses to questions raised regarding the SL reports	ALL	Next Meeting
62.21/22	<b><u>Safeguarding</u></b> Governors to send KB details /certificates of any safeguarding training completed	ALL	Next meeting
64.21/22	<b><u>Governor Training/Development</u></b> To send date for next triangulation meeting to review the curriculum	KB	31/03/22
64.21/22	<b><u>Governor Training/Development</u></b> To book new governor refresher training and via the Diocese - Strategic Monitoring of Christian Vision in a Church Schools and SIAMs for Governors.	DB	Next Meeting
64.21/22	<b><u>Governor Training/Development</u></b> Members to send suggestions for improving communications to Chair	ALL	Next Meeting

There being no further business, the vice-chair closed the meeting at 8.15pm.

CHAIRPERSON ..... Dan Beard

DATE .....18/05/22

#### **Meeting Dates for the Academic Year**

##### **Wednesday:**

- 18<sup>th</sup> May 2022
- 13th July 2022

Governing Body Meetings at 7.00pm

Resources Committee Meetings prior to main meeting at 4.30pm

P&S/P&S Committee meetings on the Thursday before the main meeting at 4.30pm



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**Headteacher's Report to Full Governing Body: Term 4 – March 2022**

Headteacher's Report March 2022

(Initials in brackets refer to relevant committees reported to)

## School Context

### **Pupil Numbers** (FGB)

- The whole school numbers are: 81 (previously 81)
- Firs have 7 children (previously 7)
- Disadvantaged/Pupil Premium 37% of the school (previously 37%)
- SEND 26% of the school (previously 26%)

Pupils on roll Class Structure				
Willows	Beeches	Larches	Oaks	Firs
5 – YR 9 – Y1	5 – Y1 11 – Y2	11 – Y3 10 – Y4	11 – Y5 12 – Y6	2 – Y2 2 – Y3 2 – Y4 1 – Y5

### **Staffing** (RC)

- We have recruited Rebekah Milner as an additional TA in the C&I Centre, she started on 28<sup>th</sup> February.
- Training completed this term o Mrs Arnett – Reading Fluency Project Showcase o Mrs Rylatt – Spiritual Development  
o Mrs Haroun – KS2 writing assessment and moderation o Mr Wadsworth – Mental Health Lead training o  
Rebekah Milner – Safeguarding, Autism and Team Teach training.

### **Premises** (RC)

- Two sides of the C&I Centre have been re-clad, it will be painted later in the year when the weather improves.
- C&I Centre entrance ramp is still in the process of going through the local authority bidding system. We are hopeful that this will be done during the summer break.
- KS1 toilets have had new flooring fitted.



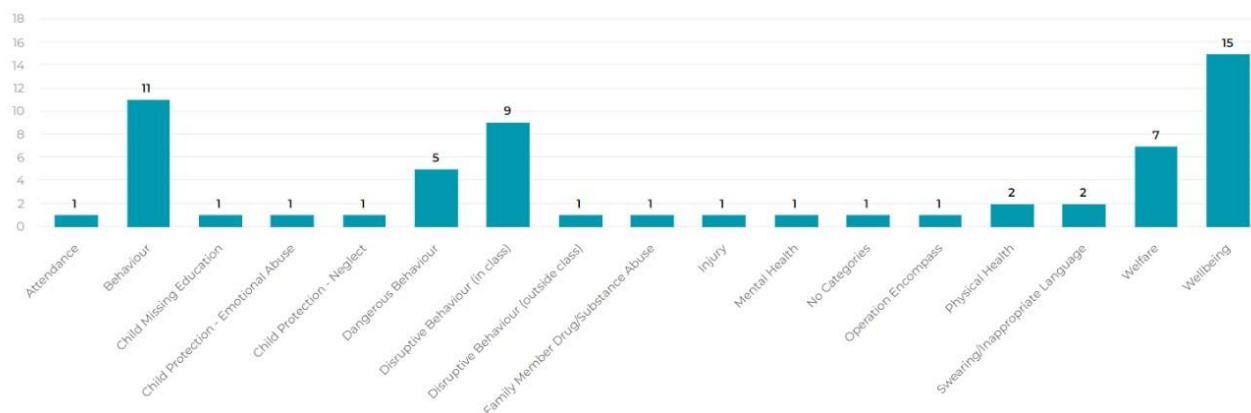
### Health and Safety (RC)

- Covid o 3 members of staff had Covid since the beginning of Term 3. o We are only having one or two children a week testing positive.

### Safeguarding (PCC)

- No children on CIN (Child in Need) or CP (Child Protection) plans.

Number of concerns for academic year 2021/22 so far



### Quality of Education (PSC)

- The [RAP](#) continues to remain a focus in SLT and is updated regularly. There is a link to the most recent/live document on the Governor OneDrive /useful documents.
- At the beginning of February, I completed detailed monitoring of science following the Ofsted Deep Dive process. [This link will provide you with the summary sheet and all the monitoring sources.](#)
- As part of Project Group feedback and preparation for Ofsted summary information has been put together and has been shared with the PG, [please click this link to view the detail.](#)
- We have recently applied the Mangotsfield Primary English Hub to see how we could get additional support for Phonics and early reading. This could take the form of training, in school support or financial support.



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### Leadership and Management (PSC)

- The [RAP](#) provides additional details linking to leadership and management.
- Ian Hart (SIP Consultant) will be visiting school on Friday 29<sup>th</sup> April to complete lesson observations and discussion with SLT about our SEF, RAP and SDP. A note of visit will be made available following his visit. ☐ [PE](#) and [Science](#) subject leaders have produced reports to governors and have been shared in advance.
- Subject leaders of History, Geography, Music, DT and Languages are currently developing and updating Knowledge Organisers to support teaching and learning. [Click here for an example](#).

### Behaviour and Attitudes (PCC)

#### Attendance

- ☐ I have RAG rated our attendance percentages below against the national.

Group Analysis by Vulnerability			School percentages for 2020 to 2021		National Average 2018 to 2019	
Year to date – Spring 2022						
Grouping	Attendance	Unauthorised	Attendance	Unauthorised	Attendance	Unauthorised
Whole School	91%	0.32%	94.04%	0.45%	95.3%	1.4%
	Term 1 – 91.2% Term 2 – 92.9% Term 3 – 87.6%	Term 1 - 0.7% Term 2 – 0.3% Term 3 – 0.06%				
Pupil Premium	90.43%	0.80%	93.11%	0.96%	92.5%	2.0%
	Term 1 – 90.4%	Term 1 – 1.63%				
	Term 2 – 93.1%	Term 2 – 0.58%				
	Term 3 – 86.7%	Term 3 – 0.18%				



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SEND Status	88.8%	0.51%	91.62%	0.52%	92.4%	1.5%
	Term 1 – 86.6% Term 2 – 91.2% Term 3 – 87.4%	Term 1 – 0.44% Term 2 – 0.57% Term 3 – 0%				

### Personal Development (PCC)

#### ***Christian Distinctiveness***

- ☐ The children continue to have daily worship in school, our value this term is Hope.

#### ***Personal Development***

- The PTFA have a range of events coming in the Spring and Summer terms.
- Children's Mental Health Week was held in February. We had a range of activities e.g., Taekwondo, NSPCC, Internet Safety, Circle time, PSHE sessions on wellbeing.
- Jim and the Beanstalk was performed the school alongside many of the children in KS2. [Please click here to watch their performance.](#)

### Early Years Provision (PSC)

- ☐ The topic in Willows this term is Little Red Riding Hood and Where We Live. [Please click on this link](#) to see examples of the children's experiences in EYFS and Y1 in Willows.