

Minutes of the Governing Body Meeting held on Wednesday 29th September 2021. (Hybrid meeting)

Also Present: Kealey Broddle, (KB) (Clerk),
Ralph Cole (Associate Member), Terry Baldwin (Associate Member)

Item No:		Action										
01.21/22	<p>The chair opened the meeting at 7.05pm and welcomed Lynn Pope who has been elected to the board as a Parent Governor.</p> <p><u>Apologies</u> Accepted</p>											
02.21/22	<p><u>Declarations of Interest</u> Governors were reminded to complete the annual declaration of interest form circulated via MS forms prior to the meeting.</p> <p>There were no declarations of interest for this meeting.</p>											
03.21/22	<p><u>Minutes and actions of last meeting/matters arising</u></p> <table border="1"> <thead> <tr> <th>Item No:</th><th>Action</th></tr> </thead> <tbody> <tr> <td>66.20/21</td><td> <p><u>Governor Training/Development</u> All Governors to complete and return Skills Audit -</p> <p>Update: to date only 3 responses received. Governors who have not yet completed the audit were encouraged to submit to the clerk.</p> <p>Action: KB /CB to meet to review skills audit results which will be shared and reviewed at next FGB meeting</p> </td></tr> <tr> <td>67.20/21</td><td> <p><u>Governor Monitoring/Visits</u> SM to draft timetable for the first term and send out to all</p> <p>Update: SM has completed timetable and will share with all before October half-term.</p> </td></tr> <tr> <td>80.20/21</td><td> <p><u>Governor Training/Development</u> Triangulation Exercises meetings –Further dates to be booked to complete.</p> <p>Action: KB to send out dates for next triangulation meeting – all invited to attend</p> </td></tr> <tr> <td>81.20/21</td><td> <p><u>Governor Monitoring/Visits</u> Link governors to be reviewed at first/second meeting of the next academic year.</p> <p>Update: To be discussed under item 14.21/22</p> </td></tr> </tbody> </table>		Item No:	Action	66.20/21	<p><u>Governor Training/Development</u> All Governors to complete and return Skills Audit -</p> <p>Update: to date only 3 responses received. Governors who have not yet completed the audit were encouraged to submit to the clerk.</p> <p>Action: KB /CB to meet to review skills audit results which will be shared and reviewed at next FGB meeting</p>	67.20/21	<p><u>Governor Monitoring/Visits</u> SM to draft timetable for the first term and send out to all</p> <p>Update: SM has completed timetable and will share with all before October half-term.</p>	80.20/21	<p><u>Governor Training/Development</u> Triangulation Exercises meetings –Further dates to be booked to complete.</p> <p>Action: KB to send out dates for next triangulation meeting – all invited to attend</p>	81.20/21	<p><u>Governor Monitoring/Visits</u> Link governors to be reviewed at first/second meeting of the next academic year.</p> <p>Update: To be discussed under item 14.21/22</p>
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	82.20/21	Governor Vacancies/Succession Planning To organise and carry out parent governor elections. Update: Completed – successfully recruited Lynn Pope who has joined the board.	
	82.20/21	Governor Vacancies/Succession Planning Co-opted vacancies to be advertised locally and on Governor for Schools website. Update: Completed – Vacancies also listed on Governors for School and Inspiring Governance websites, in addition to the school website. To-date no enquiries, or applicants received – Further advertisement and promotion required	

Minutes agreed and signed (virtually) by the Chair.

04.21/22 **Headteacher's Report**
 The report was circulated to the board and committees prior to the meetings. Relevant sections(as indicated in the report) were reviewed and discussed in detail at committees.

A full copy of the report is available [here](#)

The school context section of the report was reviewed and discussed.

It was highlighted that the number on roll has reduced to 82 from 99 at the start of the previous academic year. Low student numbers will impact on the budget for 22/23 and it was the forecasted reduced numbers which led to the restructure of staffing levels and classes for 21/22.

Census predictions indicate that numbers should increase from Sept 2022.

Acorns Nursery manager has advised that they have 16 pre-school children who will be applying for a Reception place at the school for 22/23.

Q: Would all 16 children be allocated a place at the school if they applied?
A: The Pupil Admission Number (PAN) per year group is 15. So unlikely all 16. Admissions are managed by GCC, and final numbers allocated will not be known until April 2022.

SLT are working with Acorn's nursery (as they are the main feeder to the school), to make the building visually more appealing to prospective parents, in addition the wrap-around provision has been regularly promoted in school communications with the aim of boosting numbers and raising their profile.

05.21/22 **School Improvement**
 a. **Project Group Feedback/RAP**
 GCC are continuing to provide support to school – SM has a meeting booked with Deb Harris (School Improvement) on 08/10/21 to discuss RAP.

Action: SM to share RAP with FGB following meeting on 08/10/21

b. **SDP/SEF**
 The plans were reviewed at the last Performance and Standards committee meeting.

SM

	<p>The SEF is an ongoing live working document which is updated as required with new data – It captures progress and has been structured to align with the Ofsted framework utilising their language. SM ensures that any updates are shared with the board a copy of the latest SEF is available on the Governors SharePoint site.</p>	
06.21/22	<p><u>Publication of Governors Details</u></p> <p>Action: Governors to check their governor profile information on the school website and provide up to date details to the clerk.</p> <p>A discussion was held regarding how governors profile information and the school governors page on the school website could be improved to be more user friendly and informative for potential applicants and the wider community. Changes to the page layout were agreed. Governors were asked to send through ideas/suggestions to the clerk.</p> <p>A succession planning working party is being developed to review and plan how the school and governors' profiles can be raised.</p>	All
07.21/22	<p><u>Standing Orders</u></p> <p>The current standing orders were amended to include election of chair/vice-chair at last academic meeting of the year for the following year. Link governor details updated.</p> <p>Standing orders agreed.</p>	
08.21/22	<p><u>Code of Conduct</u></p> <p>It was recommended in the governance review conducted in July 2021 that the board carries out a review of their code of conduct, to include the 3 statutory functions of all governor bodies.</p> <p>The latest NGA model code of conduct was circulated to the board prior to the meeting for consideration.</p> <p>Q: Should the code of conduct extend to virtual meetings?</p> <p>A: Yes, an appendix could be added to include a protocol to be followed when using alternative arrangements to participate and vote in meetings of the governing board.</p> <p>New code of conduct not agreed at this meeting - carried forward.</p> <p>Action: All members to review the samples code of conduct and put forward suggestions to the clerk.</p>	All
09.21/22	<p><u>Committee Minutes & Feedback Resources</u></p> <p>Terms of reference agreed</p> <p>School Accounts : Budget plan and PAA report reviewed, some changes to the budget due to actual staffing costs and additional EHCP students on role.</p> <p>KB was requested to attend the next meeting as the School Business Manager to discuss the finance reports. Agreed.</p> <p>Financial benchmarking exercise : small working group to be set up to complete benchmarking exercise using the DfE toolkit</p>	

	<p><u>SFVS</u> – This need to be completed and submitted to GCC by the end of March 2022. This is a checklist which asks questions of governing bodies in 6 areas of resource management.–The committee plan to complete a section of the document at each meeting.</p> <p>Recovery Premium: This will be reported on going forward.</p> <p>Policies Reviewed: Finance - reviewed and agreed change to authorisation limits – Policy agreed</p> <p><u>Performance and Standards</u> Terms of reference agreed</p> <p>Policies: Behaviour - Agreed Positive Handling – awaiting final check from MW – carried forward</p> <p><u>Parents and Community</u> Terms of reference agreed</p> <p>Policies: Homework – Agreed Supporting Pupil with medical conditions - Agreed</p> <p>Communications/Events: Harvest Festival 13th October, it is planned this will take place in the church.</p>	
10.21/22	<p><u>Policies:</u> Safeguarding – A discussion was held as to how vetting/barring checks could be strengthened for existing colleagues. All colleagues and governors currently complete an enhanced DBS on arrival and an annual disclosure declaration.</p> <p>It was agreed that the safeguarding policy is to be amended to include that there will be a DBS update check on existing staff every 8 years and that as a maintained school, section 128 checks will be completed for all governors as these checks identify whether a person is banned from being involved in the management and governance of schools.</p> <p>A planned programme/timetable for completion of DBS renewals will need to be completed by KB as part of business management duties. SM will advise staff of these changes at the next staff meeting.</p> <p>Actions: KB to carry out full audit of current DBS checks for all colleagues, volunteers and governors and then commence the application process for those who were last DBS checked 8 years and over.</p> <p>KB to complete an up-to-date section 128 check and report back findings to governors.</p> <p>Pay Policy: Review carried forward to next meeting as awaiting details from GCC regarding the pay award which can then be included in the policy.</p>	<p>KB</p> <p>KB</p>
11.21/22	<p><u>Safeguarding</u> Keeping children safe in education: KCSiE 2021</p>	

	<p>The statutory guidance for schools and colleges on safeguarding children and safer recruitment has been updated from September 2021.</p> <p>Actions: KB to add KCSiE 2021 to MyConcern for document sign off</p>	KB
12.21/22	<p>Wellbeing The school now has two Fully qualified ELSAs (Emotional Literacy Support Assistants) following completion of their final accredited training sessions. An ELSA page with details of the support offered in school has been set up on the school website.</p> <p>Staff Wellbeing: Governors held a discussion regarding monitoring of staff wellbeing – It was agreed that a staff wellbeing survey should be conducted, and the findings reviewed and discussed at the next meeting.</p> <p>Actions: KB/MW to source samples of wellbeing surveys for governors to consider.</p> <p>KB to draft up and send agreed survey via MS forms to all staff to complete</p> <p>Wellbeing survey review and action planning to be an agenda item at the next FGB</p>	KB/MW KB KB
13.21/22	<p>Governor Training/Development</p> <ol style="list-style-type: none"> Skills Audit – Governors were reminded to complete and return to the clerk if not yet done so. GCC Central Governors Training Courses VB has been booked to attend Finance for Governors 12/10/21 and Training for New Governors 15/11/21. Governors were requested to notify the clerk of any training booked directly Accountability through monitoring & challenge training School based course booked for 14/10/21 from 6.30pm: All governors were encouraged to attend – It will be virtual training – joining details to follow Triangulation Exercises - KB to send out next meeting dates to all governors 	
14.21/22	<p>Link Governors The following link governors were agreed and recorded in the standing orders.</p> <ul style="list-style-type: none"> • Special Educational Needs and Disabilities – Emma Smith • Safeguarding and Child Protection – Roz Sykes • Children in Care – Emma Smith • Pupil Premium – Vicky Barnes • Health and Safety – Tony Hughes • School Website – Vicky Barnes • Wellbeing – Louise Bailey <p>Q: Is there a role description/profile for a Pupil Premium governor? A: Yes, Governors Services have provided a copy, it is available in the useful documents folder on SharePoint. There is also a sample pupil premium monitoring template available .KB will send to VB</p>	

15.21/22

Governor Monitoring/Visits
Governors were requested to review the monitoring timetable and book visits with SM

16.21/22

Governor Vacancies/Recruitment/Appointments

a. Succession planning for future vacancies
Future vacancies:
➤ LB - (Co-opted) -Term of Office Expires - 24/09/21. – LB is open to being re-appointed. – Governors agreed to re-appoint LB
➤ TH - (Foundation) - Term of Office Expires – 31/10/21 – To be discussed at next PCC meeting.
➤ Vacancy x 2 – (Co-opted) – Advertising of vacancies ongoing.

Q: Could a spouse or partner of a governor apply to be a co-opted governor?
A: Yes, if they were appointed it would need to be declared and there may be some occasions where both parties would not be able to sit on the same panels.

17.21/22

Correspondence
Tree’s - A local resident has escalated his request for trees to be removed from behind the quad and upper car park as to improve his view to the local MP. Tree survey was conducted on 17th September. Awaiting report.

SM will send an update to the local resident regarding recent survey

No further correspondence from local resident regarding use of pesticides on site follow last response. Meetings have been held with GCC contract manager and landscaper to ensure alternatives are used going forward.

18.21/22

Any Other Business
Defibrillator registration:
Q: Is the school defibrillator registered with the ambulance service?
A: Yes, it is registered with [The Circuit](#) (The National Defibrillator Network) and monthly checks/inspections are submitted to them.

Summary of Action Points:

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66.20/21	<u>Governor Training/Development</u> KB /CB to meet to review skills audit results which will be shared and reviewed at next FGB meeting	KB/CB	Next meeting
80.20/21	<u>Governor Training/Development</u> KB to send out dates for next triangulation meeting – all invited to attend	KB	31/10/21
05/21/22	<u>School Improvement</u> SM to share RAP with the board following meeting with School Improvement advisor on 08/10/21	SM	Next meeting

06.21/22	<u>Publication of Governors Details</u> Governors to check their governor profile information on the school website and provide up to date details to the clerk	All	31/10/21
08.21/22	<u>Code of Conduct</u> All members to review the samples code of conduct and put forward suggestions to the clerk	All	31/10/21
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11.21/22	<u>Safeguarding</u> All governors to read latest KCSiE document	All	Next meeting
11.21/22	<u>Safeguarding</u> KB to add KCSiE 2021 to MyConcern for document sign off by all governors	KB	01/10/21
12.21/22	<u>Wellbeing - Staff</u> KB/MW to source samples of wellbeing surveys for governors to consider.	KB/MW	01/10/21
12.21/22	<u>Wellbeing - Staff</u> KB to draft up and send agreed wellbeing survey via MS forms to all staff to complete	KB	31/10/21
12.21/22	<u>Wellbeing - Staff</u> Wellbeing survey review and action planning to be an agenda item at the next FGB	KB	17/11/21

There being no further business, the Chair closed the meeting at 9.10pm.

VICE-CHAIRPERSON.....Kev Agnew

DATE

24/11/2021

Meeting Dates for the Academic Year

Governing Body Minutes 29th September 2021

Wednesday:

- 24th November 2021
- 26th January 2022
- 23rd March 2022
- 18th 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

(Initials in brackets refer to relevant committees reported to)

School Context

Pupil Numbers (FGB)

- The whole school numbers are: 83 (previously 95)
- Firs have 7 children (previously 5)
- Disadvantaged/Pupil Premium 34% of the school (previously 38%) □ SEND 25% of the school (previously 26%)

Pupils on roll				
Class Structure				
Willows	Beeches	Larches	Oaks	Firs
5 – YR 9 – Y1	5 – Y1 11 – Y2	12 – Y3 10 – Y4	12 – Y5 12 – Y6	2 – Y2 1 – Y3 3 – Y4 1 – Y5

Staffing (RC)

Teaching Staff information	
Mrs Emma Spence	Willows YR/1 – Early Years lead for last 6 months
Mrs Debbie Arnett	Willows YR/1 – New English lead from Sept 2021, new to YR/1 as she was in Y3/4 last year.
Mrs Nicola Rylatt	Beeches Y1/2 – Full time this year, new RE lead
Miss Natalie Williamson	Larches Y3/4 – NQT+1, new to Y3/4, new Science lead
Mrs Ione Haroun	Oaks Y5/6 – New to school, new Maths lead

Mr Mark Wadsworth	Firs (C&I) – SENDCo, new PSHE lead
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Premises (RC)

- Old broken sewage pipes and been dug up and replaced with new pipes from the staff toilet on the top site.
- General summer maintenance by Terry has been completed
- New windows have been fitted in the main offices
- Cladding has been fitted to the outside of Acorns. Acorns arranged fitting and the school have agreed to pay for materials (approx. £150)

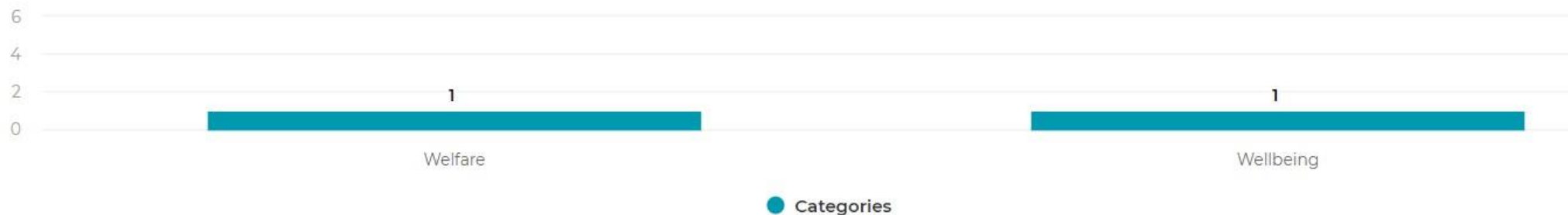
Health and Safety (RC)

- 3 children have tested positive so far, 2 of those were just before they returned to school. 1 member of staff has tested positive. Guidance is that children and staff to still attend school when they have been identified as close contact and continue to do so unless they also test positive.
- The Covid Risk Assessment continues to be reviewed and September 2021 updated version is published on school website - requirement by DfE and LA □ Outbreak Management plan is in place and published on the school website – requirement by DfE and LA.
- Staff continue to use LFD home tests twice weekly and will continue to do so until the end of September when it will be reviewed by PHE and DfE □ The county cleaning contract has been awarded to Churchill Contract Services Ltd, staff from Glen Cleaning will be transferred to the new company.
- Fire escape decking outside Firs has been closed off as it is too dangerous to walk on. Mike German (GCC) confirmed that this is okay to do at the moment as we are due to have work completed on the building later this term.

Safeguarding (PCC)

- Keeping Children Safe in Education (KCSiE) 2021 – INSET session to update staff with any changes and provide refresher on safeguarding generally. All staff completed a detailed quiz to as part of their refresher training.

Number of concerns for academic year 2021/22 so far



Quality of Education (PSC)

- Justine Hocking – Ofsted inspector and school improvement will be visiting on Wednesday 22nd September. This is to support the school and its leaders in preparing for an inspection. This is not a ‘mocksted’ but an opportunity to share best practise and to provide some top tips about current inspections. We have multiple new subject leads so this will enable them to feel better prepared.
- White Rose Maths has been introduced to the whole school following a successful trial in the summer term.

Leadership and Management (PSC)

- SLT meetings continue weekly with Simon, Mark and Kealey. Moving forward key staff will be invited to meetings as appropriate e.g., English, maths or EYs leads.
- Mrs Arnett, who has recently taken on English lead, is currently have one morning a week to focus on reading and writing across the school. For example, during her first week she used that time to completely restructure our phonics resources and teaching sequence to strengthen our phonics and early reading provision.

Behaviour and Attitudes (PCC)

Attendance

- I have RAG rated the percentages below against the national.

Group Analysis by Vulnerability				School percentages for 2020 to 2021		National Average 2018 to 2019	
Year to date							
Grouping	Group	Attendance	Unauthorised	Attendance	Unauthorised	Attendance	Unauthorised
Whole School	Whole School	91.68%	0.36%	95.3%	1.4%	95.3%	1.4%
Pupil Premium	Eligible for PP	90.11%	1.14%	93.11%	0.96%	92.5%	2.0%
SEND Status	SEND Status	94.84%	0.25%	91.62%	0.52%	92.4%	1.5%

Personal Development (PCC)

Christian Distinctiveness

- The children continue to have daily worship in school, our value this term is Respect. We are now able to gather as a whole school in the hall
- We have been appointed a new Bishop's visitor, Mrs Angela Anderton. Angela will be making an informal visit to our school at 9:30 on Wednesday 6th October.
- Harvest service will be held in the church on Wednesday 13th October. We will make a decision about whether parents can attend nearer to the time.

Early Years Provision (PSC)

- We have 5 new Reception children this year.
- From this year we are implementing the new Reception Baseline Assessment. This will form part of future measuring of children's progress from school entry to leaving in Year 6, this should replace the need for SATs in Year 2.