



**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD**  
**HELD ON TUESDAY 21<sup>ST</sup> SEPTMEBER 2021 AT 6.00 PM**

<b>Members in attendance:</b>			
Charlotte Calland (Chair)	Ben Lawrance	Kate Wood	Matt Wilby
Alex Clark (Headteacher)	Stuart Pinson	Susan Baum	Laura Gray
Christopher Houlder	Armaghan Moemeni-Ghadar	Richard Knox	
Also in attendance: Sonya Campbell (Assistant Headteacher/Co-Head), Sarah Oakland (Assistant Headteacher/Co-Head), and Helen Chadwick (Clerk)			

<b>ACTION TRACKER – Full Governors Meeting, 18<sup>th</sup> May 2021</b>				
Item	Details	Action by	Due	Status
7.4	BL and Headteacher to monitor the housing development	Head & BL	Ongoing	Standing agenda item
8.4	MAT to be discussed at future meeting	BL	Ongoing	Standing agenda item

<b>ACTION TRACKER – Full Governors Meeting, 21<sup>st</sup> September 2021</b>				
Item	Details	Action by	Due	Status
8.3	Chair and Headteacher to review last SDP and achievements circulated to governors	CC & AC	ASAP	
11.3	Finance committee to review bio mass boiler and see if it can be removed	BL	ASAP	
12.2	SLT to review subject links with governors for monitoring visits	CC & SLT	ASAP	
12.4	Clerk to contact Diocese regarding replacement for DB	Clerk	ASAP	
14.1	Chair to circulate details of training to governors	CC	Ongoing	
16.1	Review of website to ensure we are compliant	MW	ASAP	
16.1	Source a potential student to look at the usability of the school's website	MMG	ASAP	
16.2	Review winter flu/COVID plan for the school	CC & AC	ASAP	

**MINUTES**

<b>ITEM</b>	
<b>1.</b>	<p><b>Welcome, opening prayer &amp; apologies for absence</b></p> <p>1.1 The Chair welcomed governors to the new term and welcomed Alex as Headteacher. Rev'D David Bowler opened the meeting with a prayer.</p> <p>1.2 It was noted that apologies were received from Samantha Ford and Mark Barfield.</p>



2.	<p><b>Appointment of Chair</b></p> <p>2.1 BL nominated CC as Chair, this was seconded AC and all governors were in agreement. CC accepted the role of Chair.</p>
3.	<p><b>Appointment of Vice Chair</b></p> <p>3.1 BL nominated RK as Vice Chair, this was seconded by SP and all governors were in agreement. RK accepted the role of Vice Chair.</p>
4.	<p><b>Determination of confidentiality and declaration of business interests</b></p> <p>4.1 Governors were reminded that they need to complete an updated business of interest form.</p>
5.	<p><b>Minutes of the meeting held on the 18<sup>th</sup> May 2021</b></p> <p>5.1 A copy of the minutes from the meeting held on the 18<sup>th</sup> May were circulated prior to the meeting. Governors agreed that the minutes were a true reflection of the meeting. It was noted that they would be saved as a PDF and uploaded to the website.</p>
6.	<p><b>Action tracker – 18<sup>th</sup> May 2021</b></p> <p>5.5 It was noted that the updated DfE Safeguarding document had been circulated to governors and were reminded to email Anna Holland to confirm that they have it. Governors agreed that it was useful to see the actual changes highlighted. A copy of the document is available on sharepoint. It was noted that the Headteacher is the safeguarding lead in the school.</p> <p>7.4 BL reported that there is nothing new to report about the housing developments in the village. The Headteacher commented that he will talk to the Strategy Lead at the local authority, they would be the link with the school if the developments went ahead. RK commented that the HSSS committee will also look at this with regards to the development of the site and the school. It was agreed that this would be a standing item on the agenda.</p> <p>8.4 CC commented that the MAT discussion will be continued as part of the strategy meeting. It was suggested that this is discussed at the November FGB so that a plan of action can be formulated.</p>
7.	<p><b>Headteacher report</b></p> <p>A copy of the headteacher's report was circulated prior to the meeting.</p> <p>7.1 The chair thanked the Headteacher for his report and commented that there was a lot of important information contained within it as well as general information of what is happening in school. Governors agreed that it was good to see a whole school view,</p> <p>7.2 SP asked what is presentation 'under standard and learning'. The Headteacher commented that he has started learning walks and one of the things that teachers have commented on is how pupils present their work. It was noted that the school continues to be aware of this and to make improvements. KW asked if we have made improvements since the last Ofsted. SO commented that the children have had a huge amount of disruption due to COVID and that during this they have been doing a lot of computer work. It was noted that the senior leadership team have a strategy in place to address handwriting.</p> <p>7.3 BL commented that we have a number of SEN children in the school and whether it would be useful to have comparatives from the last academic year and that it would be interesting to see and understand their progression. The Headteacher commented that he could provide a three year overview for governors.</p> <p>7.4 KW commented that with such a focus on ICT is there a need for that to be upgraded. It was noted that the ICT provision was updated 5 years ago but that look we are looking at using some of the devolved capital to replace the workstations. SB asked if ICT can be classed as capital and it was confirmed that it can.</p> <p>7.5 SB commented that the underspend forecast was slightly different from the budget. The Headteacher confirmed that this is relating to the last academic year underspend.</p> <p>7.6 The Headteacher commented that we need to ensure we spend the catch up funding and the DfE will be looking what needs reporting and how the spend has been utilised and what the impact has been. SB asked if there will be a separate return for this spend. The Headteacher</p>



	commented that he would expect that the DfE will want the catch up funding reporting separately.
<b>8.</b>	<p><b>SDP update</b></p> <p>8.1 The Headteacher reported that there are 11 priorities and the SDP highlights what we had planned to do along with an overview of what has actually been done.</p> <p>8.2 KW asked about the annual school strategy plan and the Headteacher commented that there is a new one that will be circulated to governors.</p> <p>8.3 MMG asked about the changes that have been made from the previous plan. The Headteacher reported that he has not done a review of the last plan because this was put in place before he joined the school. A copy of what we have achieved from the SDP will be circulated to governors.</p> <p>8.4 MW asked about the end column in the green book and whether that will still be required. The Headteacher commented that the end column is updated at the end of year to show what has been achieved and then this forms next year's plan.</p>
<b>9.</b>	<p><b>Budget update</b></p> <p>9.1 BL reported that we are on budget and that there are no concerns. It was noted that the budget is well controlled by Anna Holland.</p> <p>9.2 It was reported that the Pay committee and performance review process has been agreed.</p>
<b>10.</b>	<p><b>Governor appointments</b></p> <p>10.1 The Chair reported that SB and SF have come to the end of their term of office. Both governors have been asked if they would like to continue and they both confirmed that they are happy to do another term.</p> <p>10.2 Governors ratified the re-appointment of Susan Baum and Samantha Ford.</p>
<b>11.</b>	<p><b>Sub committee updates</b></p> <p>11.1 Staffing &amp; Finance committee</p> <p>11.1.1 BL reported that Staffing &amp; Finance committee are due to meet again in November and will look at how much we let our space out for. A programme for the replacement of ICT will be discussed and a proposal will be submitted to the FGB.</p> <p>11.1.2 BL commented that the pay agreement will feed into the budget and it is predicted to be 2%. It was noted that the pay committee will meet and review the proposal submitted by the Headteacher.</p> <p>11.2 Curriculum &amp; Standards committee</p> <p>11.2.1 CC reported that the group met two weeks ago and that the SDP was shared with the group, this highlighted the direction the school is going in and the need for getting children up to speed with presentation skills.</p> <p>11.2.2 The Headteacher commented that the main focus is the SDP and subject leaders are now sharing their intents with the staff. KW commented that we are missing a year of data and asked if there is anyway of looking at this. CC commented that teacher assessments have been carried out but that the 2019 data is the comparative that is available. It was noted that writing is still an area of concern following the use of ICT during lockdown.</p> <p>11.3 Health, Safety, Safeguarding &amp; Site committee</p> <p>11.3.1 RK reported that there was a HSSS walk round a couple of weeks ago and that all the perimeter fence is in place, however, there are still ongoing badger. It was noted that the ongoing COVID issues are being dealt with and governors are happy that the risk assessment is up to date and communication is being made with parents and children were necessary.</p> <p>11.3.2 It was noted that attendance codes have changed and that parents are very good at taking themselves and their children for tests, however, there are not many withholding their children from coming into school. It was noted that the local authority have put a five stage management plan in place. CC asked about a situation when a child is off and the parents will not take their child for a PCR test, at what stage they do the school allow</p>



	<p>them back in school. The Headteacher reported that a communication has been put out to parents to make them aware of any cases and this highlights all the measures that are in place. SO commented that there are staff that have tested positive and that has had an impact on the budget. SB asked if we are able to get cover because of shortages and SO commented that staff have been very flexible.</p> <p>11.3.3 BL commented that without having a child in the school or a link with the school (other than being a governor) he would not be made aware of when the school was closed or any COVID cases. The Headteacher commented that the can ensure that a communication is sent out to governors if the school is going to close. It was noted that any cases are reported to the health protection team and these work with the local authority measures.</p> <p>11.3.4 DB commented on the bio mass boiler, and when there has been a walk round there is a hole in the boiler room. It was agreed that he would speak with Anna Holland to see if it belongs to the school. It was agreed that the finance committee would review this and if it is not functional whether it could be taken away.</p> <p>11.4 Strategy committee</p> <p>11.4.1 CC reported that next meeting will take place on the 5<sup>th</sup> October.</p>
<p><b>12.</b></p>	<p><b>Governor areas of responsibility and visits</b></p> <p>The Chair circulated an updated list of governor areas of responsibility prior to the meeting.</p> <p>12.1 KW asked about monitoring visits in school and whether governors are allowed back in. The Headteacher commented that the school are looking forward to having governors back in but suggested that they have a lateral flow test prior to their visit and wear a mask. It was noted that it is important for the staff to feel comfortable.</p> <p>12.2 The Chair commented that we need to look at who the co-ordinator is for Phonics and whether Kelly Lawrence is the overall lead for reading and Sophie Fielden is the overall lead for writing. It was agreed that the SLT would look at this along with how the co-ordinator will be for Maths.</p> <p>12.3 It was suggested that we need to look at a lead for the website and policies and then an alternative lead for ICT.</p> <p>12.4 DB commented that he retires on the 31<sup>st</sup> October and at the moment it does not look like he will be replaced. It was agreed that the clerk would contact the Diocese to check the process for a replacement and report back to CC.</p>
<p><b>13.</b></p>	<p><b>SEND Governor update</b></p> <p>13.1 LG reported that there are 83 children on the SEN register, 19 of which are PP and that this is broken down with 52 boys and 31 girls. It was noted that there are 11 pupils with EHCP and 2 children with the old style top-up funding.</p> <p>13.2 LG commented that the staff are currently updating the SEN one page profiles and are reviewing Small Steps.</p> <p>13.3 It was noted that some staff are already enhancing their CPD through the use of the Leicestershire SEND Learning Hub.</p> <p>13.4 LG commented that the ECHP transition reviews are already taking place to ensure that our YP and ECHPs transitioning to secondary school are able to benefit from a comprehensive transition process.</p>
<p><b>14.</b></p>	<p><b>Governor training &amp; development</b></p> <p>14.1 The Chair reminded governors that whilst training is online it is still accessible and everyone is encouraged to review the training programme. It was noted that the Chair will continue to circulate details of training and development opportunities to governors.</p> <p>14.2 Governors were reminded that we need to ensure that we are up to date on training and that we are able to be proactive in our roles. It was noted that Ofsted will look at governor development and how knowledgeable we are in our roles.</p>



<b>15.</b>	<b>Policies for review</b> 15.1 The Headteacher confirmed that these now go through the various committees.
<b>16.</b>	<b>Any other business</b> 16.1 BL asked commented that the website is in need of updating and that it is not the easier site to navigate around. It was noted that we do need to ensure that the website is compliant and that it would be nice to be able to showcase some of the children's work on it MW offered to have a look at it. MMG offered to look at the usability of the schools website and to see if there is a student that would take this on as a project. 16.2 SP asked whether we have a plan for winter flu and/or COVID and the home schooling and technology for staff. It was agreed that the Chair and Headteacher would discuss at their next meeting. 16.3 The Chair thanked DB for all his support and commitment to school over the past 35 years, it was noted that he will be missed.
<b>17.</b>	<b>Date of next meeting</b> 17.1 The Chair confirmed that the next meeting will take place on Tuesday 16 <sup>th</sup> November at 6.00 PM in school.

Meeting closed at 19:40 PM

Signed .....  
(Chair of FGB)

Date .....

Approved