



MINUTES OF A MEETING OF THE FULL GOVERNING BOARD
HELD ON TUESDAY 4TH OCTOBER 2022 AT 6.00 PM

Members in attendance:			
Charlotte Calland (Chair)	Ben Lawrence	Kate Wood	Matt Wilby
Alex Clark (Headteacher)	Samantha Ford	Susan Baum (via TEAMS)	Laura Gray
Stuart Pinson	Claire Plasser	Richard Knox	Andrew Moonesinghe
Armaghan Moemeni-Ghadar			
Also in attendance: Sonya Campbell, Sarah Oakland and Helen Chadwick (Clerk)			

ACTION TRACKER – Full Governors Meeting, 4th October 2022				
Item	Details	Action by	Due	Status
5.1	Updates to declaration of interest forms to be emailed to the clerk	ALL	30 th Oct	Completed
13.1	Governors reminded to read the KCSIE and confirm by email that this has been done	ALL	30 th Oct	
15.2	Delegated powers document to be updated with school name and logo	Clerk	ASAP	Completed
17.1	Monitoring visits to be completed and logged online	ALL	Ongoing	Ongoing
21.1	Governors to consider the role of Chair and Vice Chair	ALL	22 nd Nov	
21.5	Circulate the evaluation of the strategic plan and discuss at future meeting	Clerk	4 th Oct	Ongoing

MINUTES

ITEM	
1.	Opening prayer & apologies for absence 1.1 The Chair opened the meeting and welcome governors to the first meeting of the new academic year. It was noted that SB was joining the meeting via TEAMS.
2.	Welcome & introduction of new governors 2.1 The Chair welcomed two new parent governors to the Board, Andrew Moonesinghe and Claire Plasser. Governors introduced themselves and outlined their role on the Board.
3.	Appointment of Chair 3.1 Governors agreed to the appointment of CC as Chair.
4.	Appointment of Vice Chair 4.1 Governors agreed to the appointment of BL as interim Vice Chair.
5.	Determination of confidentiality and declaration of business interests 5.1 Governors were reminded to provide the clerk with any updates to their declaration of business interests and for new governors to complete their forms.



6.	Minutes of the meeting held on the 17th May 2022 6.1 A copy of the minutes from the meeting held on the 17 th 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.
7.	Action tracker – 1st February 2022 N/A
8.	Headteacher report A copy of the headteacher's report was circulated prior to the meeting. It was agreed that governors will submit questions to the headteacher prior to the meeting and that responses will be included in the minutes: 8.1 SB asked: following completion of the safeguarding training I'd be grateful for confirm as to: 8.1.1 What is our local safeguarding context? Effectively these are the things particular to our school – at present, I would say: potential interactions between our older pupils and Rawlins students, sometimes centred around the park; E'safety – from the Leicestershire-wide survey and our own in-school version, we are aware children are accessing potentially much older material; Increased pressures at home leading potentially to domestic incidents. 8.1.2 Have any new and/or specific safeguarding practices/adjustments been put in place to safeguarding 8.1.3 Ukrainian children currently attending the school? Not for the children specifically, though from a social emotional and learning perspective things have been put in place – we have however now come across 'safer recruitment' considerations in the form of whether we will be in a position to follow up references and or do checks ... we have someone who has applied for a position(s) – there are other risk assessments/ safeguards we can put in place; 8.2 SB asked what is our Covid legacy? Sadly this links more with what we are experiencing in the form of parental/ family breakdown – quite significant at present, include awareness of domestic abuse – all potentially a legacy of heightened work and financial pressure. 8.3 SB asked what does the school consider to be our weaknesses in terms of safeguarding, and what action is being taken to address these? What mechanisms are in place to monitor progress in terms of actions and how frequently is this undertaken? In terms of weaknesses... I guess the pressure point is 'response' – the size of school certainly requires a team approach and we're mindful of continually sharing information but also managing safeguarding specifically. We currently have a team of 6 people who form the safeguard team (myself as DSL and x5 'Deputies); S. Oakland and S Campbell monitor and action automatically during the day, CPOMs entries – I am informed <u>at the time</u> of specific cases/ incidents and otherwise maintain a continuous overview. We have a Safeguard meeting monthly in which we talk over the kind of things you're raising here. Additionally, we buy into services such as our Education Welfare Officer) (Attendance Officer) who, as well as maintaining oversight on attendance is involved with functions such as 'safe and well' checks. 8.4 SB acknowledged fantastic performance on Y6 SATS results – credit to the teaching team after very disruptive few years with Covid. Was there a measured improvement in performance of those children identified as requiring post covid catch-up teaching (separately funded)? As yet not sure, Sonya and I will be meeting to interrogate the data more before half term 8.5 SB commented that Y1 results less favourable – to what extent is this expected to be Covid legacy issue rather than cohort specific? This cohort would have been in Foundation Stage during the most disrupted COVID period; Implementing the phonics programme mid-term may have impacted; Yr 2 teacher feedback may indicate cohort specific issues for those children not having achieved the screen; 8.6 SB asked to what extent does the school expect the new phonics programme to improve progression? What evidence has there been that this is achievable? i.e. what have other schools



that have implemented the new phonics programme experienced? **At this stage, most schools at a similar stage of implementing these validated programmes. Teacher feedback so far indicates children in Foundation Stage are progressing at a more rapid pace – in Year 1, there are some concerns from early assessments**

- 8.7 SB asked how did the cohorts compare? Where is does this appear in terms of the school improvement plan? **Priority [1] and [2]**
- 8.8 SB asked following the Pre-Ofsted 'Heath Check' which of the key recommendations are being pursued? What timeline is the school working to for implementation? Do any of these appear in the school improvement plan? **Consider an English scheme to ensure full coverage – currently looking at 'The Write Stuff'; consider having one maths scheme... to provide continuity and aid transition... we will be looking to do this next year; Produce a whole school curriculum map... curriculum is a key focus for this year; Ensure all vulnerable children in each class are tracked – not In SIP but good practise**
- 8.9 MW raised the following comments;
- 8.9.1 When I was in the staff room / medical room yesterday I think I counted 21 photographs of children with care packages, but I am struggling to tally that number against any of the metrics in the HT report. Does that metric not need to be reported or have I overlooked it in the figures somewhere?
- 8.9.2 The full date of the fire inspection visit is missing – can it be added prior to finalising/filing the report?
- 8.9.3 Would it be possible to settle on one name for the SDP/SIP and stop using the other – I still find it difficult to keep track of what is what. I think there is also a five year strategy plan that is different to the improvement plan?
- 8.10 Following the recent Health Check KW asked if there was anything that came as a surprise. The Headteacher commented that we need to look at how we manage timetables and also the year groups. BL asked whether we are at outstanding? The Headteacher commented that we are currently good and the feedback from a two day Ofsted inspection would be that we are good with outstanding elements. AMG asked if the report could be shared, the Chair commented that the report is operational and that the Headteacher would read back through his report.
- 8.11 KW commented that it is good to see that attendance has increased.
- 8.12 SP asked if it is possible to do a comparison on injuries with other schools. The Headteacher commented that it is almost impossible to do this because of the nature of each school. SB asked if there had been any serious injuries and the Headteacher confirmed that there hadn't been any.
- 8.13 The Chair thanked the Headteacher for his report, it gives a good insight into the inner workings of the school.

9. School Improvement Plan

- 9.1 The Headteacher reported that a copy of the reviewed and updated SIP had been circulated to governors. Governors agreed to adopt the plan and the Headteacher commented that it is a working document and will be updated and presented at each meeting.
- 9.2 AMG commented that SATS results were excellent last year and suggested that we keep maths on the SIP as good practice. The Headteacher reported that once priorities have been embedded and achieved they are removed from the SIP, however, work is still ongoing.
- 9.3 RK asked what is the process for making staff aware of the SIP. The Headteacher commented that he shares an overview of the priority areas within a staff meeting and then the curriculum co-ordinators have focus areas that they share with the staff. KW asked if the staff are fully aware of the SIP and the priorities for the year. The Headteacher confirmed that he was confident that they are.
- 9.4 SB asked if we could clarify what the yellow text is. The Headteacher reported that he has key for the colour and that yellow is linked to PP.



<p>10.</p>	<p>GDPR</p> <p>10.1 The Headteacher reported that he and the Business Manager have met with a company and we have bought into their Gold package. There will be ongoing discussions with them about what we will be doing throughout the year.</p>
<p>11.</p>	<p>Mental Health & Well Being</p> <p>11.1 SO reported that we are building a pastoral team and are currently recruiting for a second part-time ELSA.</p> <p>11.2 It was noted that Barnardo's have put together some online training around 'trauma informed practice', which allows a lot of staff to access it.</p> <p>11.3 SO reported that they are prioritising the mental health of children so they are learning but we are also aware that we have staff that need support, including those in the ELSA role.</p> <p>11.4 The Chair commented that the school is so big we need that pastoral team in place and we need to ensure that the children and staff know who they can go to.</p> <p>11.5 RK asked about ELSA and whether the new member of the team will focus on children. SO commented that ELSA do pick up staff but it is about capacity.</p>
<p>12.</p>	<p>Budget update</p> <p>12.1 BL reported that the school will continue to run with a good healthy surplus, it is slightly high but with the proposed increased energy cost there are no concerns about this. It was noted that any big decisions on the budget go through the finance committee and then to the FGB.</p>
<p>13.</p>	<p>Safeguarding –</p> <p>It was reported that on the back of the safeguarding audit there has been a lot of work done but we still need to ensure we remain focused on safeguarding.</p> <p>13.1 KCSIE update from Headteacher The Headteacher reported that all governors need to read the updated version of KCSIE and then confirm with the Business Manager that they have done this.</p> <p>13.2 Staff training around new KCSIE The Chair reminded governors that they need to access the KCSIE online training following the link that was sent round by the Business Manager. BL raised a concern about whether governors should be in school if they have not done this.</p> <p>13.3 Proposal of Safeguarding Governor team: CC, RK and SP. SO commented that governors have the ultimate responsibility for safeguarding in school and proposed that there is a small governor team in place to oversee this area. AMG suggested that staff should be included in this. KW commented that it should be governors only due to any conflict of interest if there is an allegation against a staff member. SO reported that all staff in school have safeguarding training and then there are five staff who have done the higher level of training.</p> <p>13.4 Parent Engagement in Safeguarding: what are we doing as a school for this? It was noted that this area it talked about much more and it is about creating awareness and raising the profile of it that makes it more preventative.</p> <p>13.5 Safeguarding training updates</p> <ul style="list-style-type: none"> • The Chair reported that she will attend the Safeguarding Lead training 27th October at 6.00 PM. RK asked if he could attend this session. • SP reported that he has booked onto the session. • The Chair reported that she will be in school on the 25th October to do the governor safeguarding monitoring visit.



14.	Governor appointments 14.1 Ratification of appointments <ul style="list-style-type: none">It was noted that Parent Governors Andrew Moonesinghe and Claire Plasser have been appointed from the 25th August 2022 – 24th August 2026.It was noted that AMG term of office has come to an end. AMG agreed to stay on for another term.It was noted that SF will finish as a governor on the 14th October 2022.
15.	Delegated powers 15.1 The Chair reported that a copy of the delegated powers document had been circulated to governors prior to the meeting. Governors agreed to adopt the document for the 2022/2023. 15.2 MW suggested that we had in the name of the school and the school logo.
16.	Sub committee updates & membership The Chair reported that we need to assign new governors to committees so they can attend from the spring term. It was also noted that AMG would like to move from the curriculum to the finance committee and that SP would like to move from the finance to the curriculum committee. It noted that these changes would take place in the spring term. It was agreed that anyone joining the finance committee should completed the GDS finance training for governors. 16.1 Staffing & Finance committee <ul style="list-style-type: none">Membership with effect from the spring term: Ben Lawrance, Susan Baum, Kate Wood, Charlotte Calland, Armaghan Moemeni–GhadarBL reported that letting charges have been updated, pay committee and Headteacher performance review will take place on the 4th November with BL, CC and the external adviser.It was also noted that we are reviewing quotes for astro turf 16.2 Curriculum & Standards committee <ul style="list-style-type: none">Charlotte Calland, Laura Schofield, Claire Plasser, Stuart PinsonCC reported that the committee had gone through the SATS results and were really happy with them given the national picture.It was noted that thanks should be given to the staff team for their great work. 16.3 Health, Safety, Safeguarding & Site committee <ul style="list-style-type: none">Richard Knox, Matt Wilby, Andrew MoonesingheRK reported that walk around had been completed and that it had been agreed that they need to observe a fire drill so this will be arranged for the next walk around.It was reported that in the autumn term traffic and parking has been discussed. It was noted that the traffic enforcement car had been seen near the school. It was suggested that we engage with the School Council to see what their thoughts on dealing with this are.RK commented that the potential increase in school numbers has been assigned to the committee and that to date LCC have not identified us anymore space following all the new homes in the village. It was agreed that the Headteacher would speak with LCC about this again because we have already had increase on numbers with the Ukrainian children that have joined the school. SB asked about funding and the Headteacher confirmed that we do get additional funding. 16.4 Strategy committee <ul style="list-style-type: none">Charlotte Calland, Ben, Richard and AlexCC reported that there is a meeting due to take place this term



17.	Governor areas of responsibility and monitoring visits 17.1 The Chair reported that it is important for governors to take responsibility for an area of interest, review policies and to carry out monitoring visits. It was agreed that the list of areas that need to be covered would be circulated to governors. The Chair commented that it would be good to have at least one per subject area. 17.2 KW reported that she carried out a Phonics review with Mrs Matthews and looked at where we have got to with the scheme, children's enthusiasm and future results. 17.3 The Chair reported that we need to get into school and carry out monitoring visits as much as possible and ensure that record these visits on the spreadsheet. CC commented that SP attended the Bradgate Park visit and suggested that this could be classed as a monitoring visit. MW asked if there is a 'trips' document and if so should governors be aware of it. It was agreed that if governors are going on trips then they should be aware of this. SC commented that there is a policy that needs updating and this will come out to governors. It was also suggested that any liaison in school should be logged. 17.4 AMG reported that she had carried out a maths visit and had reviewed the curriculum. She commented that she had also reviewed her last monitoring report and reflected on the changes.
18.	SEND governor update 18.1 LG reported that we have 72 on the SEN register, which is made up of 37 boys and 35 girls. It was noted that there are 20 with PP, 4 SIF and 8 EHCP. 18.2 LG reported that the TEAM teach level 2 for LSAs took place on the 26 th August. 18.3 It was noted that the sensory rooms has been completed and relevant training has taken place. 18.4 BL asked if we have everything in the right place to support out SEN children. LG confirmed that everyone in school has a really good handle on SEN. 18.5 RK asked what is Precision training and LG confirmed that it is a method of planning a teaching programme to meet the needs of an individual child or young person who is experiencing learning difficulties but is something that can be put into all classes. 18.6 The Chair commented that the updates are really valuable and the time that is put into this is really appreciated.
19.	Governor training & development 19.1 Safeguarding training The Chair reminded governors of the importance of attending training and updating the spreadsheet once training has taken place. It was noted that RK still has this to do. 19.1 Governors were reminded of the 'Let's talk about academies: exploring the white paper' session that is taking place on the 25 th October. It was noted that RK was attending this. 19.2 Governors were reminded of the British Values course on the 2 nd November. MW agreed to attend this online session. 19.3 Governors were reminded of the Narrowing the Gap session on the 15 th March 2023. KW and SP agreed to attend.
20.	Policies for review 20.1 Code of Conduct A copy of the policy was circulated to governors prior to the meeting. Governors agreed to adopt the policy. 20.2 Child Protection A copy of the policy was circulated to governors prior to the meeting. Governors agreed to adopt the policy.



21.	Any other business 21.1 Succession planning <ul style="list-style-type: none">The Chair reported that she will be stepping down at the end of the academic year and BL is interim Vice Chair so we will need volunteers to for both of these roles and we do need to ensure that we have a transition period.It was agreed that governors would have a think about the role and for a decision to be made at the November FGB. 21.2 Governor admin <ul style="list-style-type: none">The Chair reminded governors that all communication should be through the clerk and vice versa. It was suggested that we BCC when sending group emails and to consider putting a timer on when emails are sent out. It was noted that there is an expectation that governors will check their emails at least once a week.MW asked about governor confidentiality and what is lawful. It was noted that anything deemed confidential, so staffing, safeguarding, etc. would be discussed within a closed section of the meeting and separate minutes produced. 21.3 Housing update <ul style="list-style-type: none">N/A 21.4 MW passed on his congratulations on the website and that the navigation is much better.
22.	Date of next meeting 22.1 The Chair confirmed that a timetable of meeting dates had been circulated and confirmed that the next meeting would take place on Tuesday 22 nd November at 6.00 PM in school. 22.2 It was noted that the spring term date scheduled was in half term so it was moved to the 28 th March 2023.

The meeting was closed at 20:10 PM with a prayer by Richard Knox

Signed
(Chair of FGB)

Date

Approved Minutes