



## MINUTES OF A MEETING OF THE FULL GOVERNING BOARD

HELD ON TUESDAY 16<sup>TH</sup> NOVEMBER 2021 AT 6.00 PM

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

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

ACTION TRACKER – Full Governors Meeting, 16 <sup>th</sup> November 2021				
Item	Details	Action by	Due	Status
10.3	Draft letter to local MP regarding housing and school provision	AC	ASAP	
10.4	Strategic plan to be discussed at a future meeting	AC	May	
12.1	Circulation of training opportunities	CC	Ongoing	
14.2	Website review ongoing	AMG, MW, AC	Ongoing	
14.3	Check governor email address to ensure emails are being received by all governors	Clerk	ASAP	

### MINUTES

ITEM	
<b>1.</b>	<b>Welcome, opening prayer &amp; apologies for absence</b>
1.1	The Chair welcomed governors to the meeting, which was opened with a prayer RK, it was noted that Laura Gray was attending via TEAMS.
1.2	It was noted that apologies were received from Sarah Oakland and Ben Lawrence.



2.	<p><b>Determination of confidentiality and declaration of business interests</b></p> <p>2.1 N/A</p>
3.	<p><b>Minutes of the meeting held on the 21<sup>st</sup> September 2021</b></p> <p>3.1 A copy of the minutes from the meeting held on the 21<sup>st</sup> September 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>
4.	<p><b>Action tracker – 21<sup>st</sup> September 2021</b></p> <p>8.3 It was noted that the SDP has been reviewed and it will now be colour coded.</p> <p>11.3 Finance committee to discuss at next meeting.</p> <p>12.2 KW commented that we need to check who the link is for Phonics. MB asked about the process for monitoring and it was agreed that governors would contact the link person in school to arrange a visit.</p> <p>12.4 It was noted that the Diocese have been contacted and there will be no replacement for DB. The Headteacher commented that they are going minister communities, with one person overseeing a collection of parishes. It was noted that there are no plans for anyone to sit on the governing body. The Chair commented that DB's input into SIAMS had been invaluable and concerns were raised about how we could bridge the gap. The Headteacher commented that he is waiting to find out who will oversee the parish and then ask if they would be prepared to come into school.</p> <p>16.1 It was noted that this is an agenda item, see 14.2.</p> <p>16.2 The Headteacher reported that the flu vaccinations have moved because of COVID but that it is working well with the Local Authority. It was noted that there has been a steady rise of COVID cases since coming back after half term and that parents have been made aware that they can call the school if they need any support.</p>
6.	<p><b>Headteacher report</b></p> <p>A copy of the headteacher's report was circulated prior to the meeting.</p> <p>6.1 The Chair thanked the Headteacher for preparing the report and commented that it is good to have a picture prior to the meeting.</p> <p>6.2 KW commented that it was really helpful to have a breakdown of the pupil premium and sports premium money.</p>
7.	<p><b>School Improvement/Development Plan</b></p> <p>7.1 CC commented that she had met with the Headteacher and it was decided to remove the Forest Schools information. It was noted that the Headteacher has also changed the format of the document for ease of use and that it has now been colour coded and additional columns added so that governors can see the progress and of what is being done in school.</p> <p>7.2 It was noted that the document will run from autumn to autumn with a review at the end of the summer term ready for implementation in September.</p> <p>7.3 The Headteacher reported that each priority will be on a new page so that they can be reviewed separately. The Chair commented that governors with an area of responsibility should use this when monitoring in school as it provides structure for the visits.</p>
8.	<p><b>SIAMS</b></p> <p>8.1 The Headteacher reported that he will attend three SIAMS network meetings during the year and that the new RE syllabus has been completed and will be statutory from September.</p> <p>8.2 It was reported that SIAMS has changed since the time the school was involved and there will be the need for a lot of preparation with governors involved in the process.</p> <p>8.3 It was suggested that if there is any SIAMS training that governors should attend.</p> <p>8.4 RK asked about the Diocese updates and whether they are still being circulated. It was agreed that this would be check to ensure that the Chair and RK receive them.</p>



9.	<p><b>Finance update</b></p> <p>9.1 SB commented that that the budget was reviewed at the last finance meeting and that the school is in a healthy position. It was noted that the school are looking to invest in laptops and that a quote has been agreed.</p> <p>9.2 It was reported that a review of the lettings charges has been completed and it has been agreed that the hall will increase to £15 from January 2022 and from £20 in January 2023.</p>
10.	<p><b>Sub committee updates</b></p> <p>10.1 Staffing &amp; Finance committee</p> <ul style="list-style-type: none"><li>• KW reported that the annual pay committee had reviewed and accepted the pay progression recommendations from the Headteacher. It was noted that the information provided is anonymised. Governors thanked the Headteacher for all the preparation that had been done.</li></ul> <p>10.2 Curriculum &amp; Standards committee</p> <ul style="list-style-type: none"><li>• It was noted that the next meeting will take place on the 17<sup>th</sup> January 2022.</li></ul> <p>10.3 Health, Safety, Safeguarding &amp; Site committee</p> <ul style="list-style-type: none"><li>• RK reported that the committee had not met but that discussions had been held regarding Housing.</li><li>• The Headteacher reported that a meeting had taken place with the Head of Strategy at the Local Authority and that they are aware of the 600 home development taking place over the next 5 years. It was noted that Hall Orchard could be a possible catchment school for the new development on Loughborough Road and that money has been earmarked for Rawlins. RK commented that of our 525 places only 384 are in catchment. The Headteacher commented that the next step would be to approach the local MP and raise our concerns and to make parents aware. The Chair commented that we do not want parents to think that we are not being proactive with this and that we will keep communications ongoing. It was agreed that the Headteacher would draft a letter to the local MP.</li></ul> <p>10.4 Strategy committee</p> <ul style="list-style-type: none"><li>• RK commented that the committee had discussed the housing plans along with the SDP that had been presented to governors. SB asked if the SDP lines up with the strategy document. The Headteacher commented that we are in a transition and that it is linked more to personnel and finance. It was agreed that the strategic plan would be discussed at a future meeting.</li><li>• The Headteacher commented that it is difficult to be strategic at the moment because everything is operational.</li><li>• RK commented that because we maintain the school too well it is difficult to access money which would allow us the extend to ensure we can provide the provision required. It was noted that space is a challenge, particularly for after school clubs.</li></ul>
11.	<p><b>SEND governor update</b></p> <p>11.1 LG reported that we have 86 pupils on the SEN register (54 boys and 32 girls), 19 are PP (plus 2 more PP currently on Initial Concerns stage), this is an increase of 3 pupils since the September report.</p> <p>11.2 LG commented that the Autism Education Trust Tier 1 training for teachers and LSAs has been confirmed for January 2022 and will a twilight INSET.</p> <p>11.3 It was reported that a transition/anxiety intervention programme for our Year 6 Nurture Group, led by Leicestershire Educational Psychology Services, has been confirmed for the second half of spring term. It was noted that more detail will be provided in the spring term report.</p> <p>11.4 LG commented that Leicestershire SEND Inclusion Service are currently supporting school with one child in FS and we have requested support from Ashmount Outreach Service for one child in FS.</p>



<b>12.</b>	<b>Training &amp; Development</b> 12.1 The Chair reported that she will continue to circulate training updates to governors and if anyone wishes to attend a session they should let the clerk know so that places can be booked. 12.2 The Chair reported that she attends the Chair's briefings, the last one focused on the transition from primary to secondary about the concerns about the year 6 pupils. 12.3 SB commented that the titles of some of the training is not very inspiring but you do learn a lot and the trainers delivering the sessions are very knowledgeable.
<b>13.</b>	<b>Policies for review</b> 13.1 KW commented that the Teacher's Pay policy, along with the terms of reference, needs reviewing and that this is being done by SP.
<b>14.</b>	<b>Any other business</b> 14.1 MAT discussion <ul style="list-style-type: none"><li>The Headteacher reported that the local authority are keen that schools keep this on their agenda.</li></ul> 14.2 Website review update <ul style="list-style-type: none"><li>MB reported that he has reviewed the website with regards to policies and the majority of it appears to be OK but we do need to do some work on the site and that it is good practice to have non statutory policies available. A copy of his findings had been circulated to the Chair and Headteacher.</li><li>SB commented that she had tried to find the policies on the website linked with how many days a pupil should stay at home if they x, y or z and she not been able to find it. SP commented that we should perhaps have a link to the NHS website regarding guidelines on how long pupils should be off.</li><li>AMG commented that she had written a project specific for the website, the Headteacher has commented on this, it will be advertised in April for her students. The Headteacher also commented that he will have a look at other companies who can review websites so that we have a plan of moving forward.</li></ul> 14.3 Governors emails <ul style="list-style-type: none"><li>It was noted that not all governors are receiving emails. It was agreed that the clerk would liaise with the Headteacher and IT to ensure that the correct email address was being used.</li></ul>
<b>15.</b>	<b>Date of next meeting</b> 15.1 The Chair confirmed that the next meeting will take place on Tuesday 1 <sup>st</sup> February 2022 at 6.00 PM in school.

Meeting closed at 19:45 PM

Signed .....  
(Chair of FGB)

Date .....