



## MINUTES OF A MEETING OF THE FULL GOVERNING BOARD

HELD ON TUESDAY 17<sup>TH</sup> MAY 2022 AT 6.00 PM VIA TEAMS

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

ACTION TRACKER – Full Governors Meeting, 17 <sup>th</sup> May 2022				
Item	Details	Action by	Due	Status
5.6	Need to agree on how we deal with confidential items with the minutes	ALL	ASAP	
7.7	Comparison of data from one cohort if data available in September	AC	September	
8.1	Review of SIAMS framework and up to governors	AC	Autumn	
15.1	Governor meeting dates to be circulated	Clerk	ASAP	Done

### MINUTES

ITEM	
<b>1.</b>	<b>Welcome, opening prayer &amp; apologies for absence</b> 1.1 The Chair welcomed governors to the meeting.
<b>2.</b>	<b>Determination of confidentiality and declaration of business interests</b> 2.1 Governors were reminded to provide the clerk with any updates to their declaration of business interests.
<b>3.</b>	<b>Minutes of the meeting held on the 1<sup>st</sup> February 2022</b> 3.1 A copy of the minutes from the meeting held on the 1 <sup>st</sup> February 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.
<b>4.</b>	<b>Action tracker – 1<sup>st</sup> February 2022</b> 4.1 It was agreed that all items were ongoing and SIAMS was on the agenda.
<b>5.</b>	<b>Headteacher report</b> A copy of the headteacher’s report was circulated prior to the meeting. 5.1 The Chair thanked the Headteacher for the information that was sent through, the report gives a very detailed summary of where we are and gives a good picture of what is going on in school.



	<p>5.2 KW asked about the premises team performance management and whether this is in place for all support staff. The Headteacher confirmed that there is a different timescale for the support staff but that they do follow on from the teacher's performance review.</p> <p>5.3 SP asked if the issue with communication had been resolved. The Headteacher confirmed that SC had followed this up and had had a discussion with the person in question, it was also noted that the local authority legal team had been approached for guidance and the local Beat Officer. The Headteacher confirmed that the legal team had given him a template structure for a response, and this had been updated and issued to the parent. Governors agreed that the communication was totally unreasonable and not acceptable. CC asked if we can turn off replies to the text message service in school. The Headteacher will see if this is possible.</p> <p>5.4 SP asked about the 'bumped heads' situation and that he would be interested to see how the numbers compare to the previous quarter and whether there is a trend. The Headteacher commented that there has been a change to the procedure with regards to incidents but that the data can be monitored throughout the year.</p> <p>5.5 SF asked about an update on COVID and whether there was any new guidance regarding keeping children at home. The Headteacher commented that a communication has been sent out to all parents and that he will ensure it is in the newsletter before the end of term.</p> <p>5.6 BL asked about confidential items on the minutes and whether these need to be redacted. It was agreed that this would be reviewed.</p>
<b>6.</b>	<p><b>School Improvement/Development Plan</b></p> <p>6.1 The Headteacher reported that a copy of the review and updates of the SIP had been circulated to governors prior to the meeting.</p> <p>6.2 CC commented that the colour coding is very useful and gives clarity on where we are.</p> <p>6.3 SB asked if the SIP is for 21/22. The Headteacher confirmed that it is and that it identifies what we have and haven't achieved throughout the year. The Headteacher confirmed that he has an outline of the 2022/2023 document which will be shared with governors in the new term.</p> <p>6.4 It was noted that the ELS, essential letters and sounds, is going really well, there has been a lot of staff training and lots of positive feedback.</p> <p>6.5 KW asked about inset days and whether support staff are included. The Headteacher commented that he is trying to ensure that support staff are included but we have to be mindful of their contracts.</p> <p>6.6 The Headteacher reported that members are to be trained on Growth Mindset. SO commented that all schools have been provided with a grant for mental health training and following on from the staff well being survey we are conscious that we need to get this right for the staff as well as the children. The Headteacher commented that staff absences are quite high, there is a lot being done but we need to make sure that the staff have all the support they need.</p> <p>6.7 The Headteacher reported that SIAMS will be the focus for next year. SB asked if we have a link with the Church. It was noted that the Diocese have confirmed that there will be no replacement but we do have a link with the Baptist Church and that we need to work to maintain this.</p>
<b>7.</b>	<p><b>Data Picture</b></p> <p>7.1 CC reported that SC has produced some really detailed data which was circulated to governors at the meeting. It was noted that the last set of national data was 2019 so there is nothing to compare it with this year.</p> <p>7.2 SB asked if we know how we compare with other schools, SO commented that we do not know at the moment but as soon as there is anything to compare then data will be circulated.</p> <p>7.3 SO commented that there has been an impact over the past few years due to COVID, some children have been well supported at home but others have lost a lot of learning through lack of that support at home.</p> <p>7.4 BL asked what the criteria is for yellow, SO commented that the formula is worked out based on the size of the cohort. BL asked if we have any concerns about those in red. SO commented that 8</p>



	<p>of the children are PP children. The Headteacher commented that we have a big cohort and these do have an impact, we are looking at the responsibility the support staff have for the PP children within that phase and their role in flagging up the additional support they need. It was noted that the intervention options are being reviewed.</p> <p>7.5 SB commented that reading is not too bad and maths has come out quite positive. KW commented that last time Ofsted were in school we were excellent in maths. CC commented that Ofsted have reviewed the framework and data will be less of a focus.</p> <p>7.6 BL asked what the curriculum committee thought of the data. CC commented that the committee had stated that there was nothing to compare it against so were happy with the data. It was noted that there are some reg flags and that writing is not where it needs to be but that the school are putting measures in place to address the red flags.</p> <p>7.7 KW asked when the next lot of data will be available. It was noted that it would hopefully be available in September and if so we could look to see if the comparison of one cohort.</p> <p>7.8 SF asked about writing and whether this has been an issue historically. SC commented that writing has always been an area of concern and that the school have looked at various different approaches. CC commented that writing has been on the development plan for a number of years and that we should perhaps look at what other schools are doing and what success they are having.</p>
<b>8.</b>	<b>SIAMS framework/inspection</b> <p>8.1 The Headteacher confirmed that the framework is going to change in the autumn and once this has taken place he will provide an update to governors.</p>
<b>9.</b>	<b>GDPR</b> <p>9.1 The Headteacher reported that we currently buy into the local authority service and we do have a data protection officer. It was noted that thanks to the hard work of the Business Manager, 82% of the work is now complete. It was noted that this service will be reviewed annually.</p>
<b>10.</b>	<b>Sub committee updates</b> <p>10.1 Staffing &amp; Finance committee</p> <ul style="list-style-type: none"><li>• SB reported that the meeting will take place next week and the main agenda item is to review the budget.</li><li>• It was noted that staff recruitment is an issue nationally, even with agency staff.</li><li>• SB commented that the Headteacher and Business Manager will review the price of food, gas, electric, etc. before the next meeting..</li></ul> <p>10.2 Curriculum &amp; Standards committee</p> <ul style="list-style-type: none"><li>• It was noted that a meeting had taken place and the main focus was on data and the summer timetable of sport and music that the school are putting on.</li><li>• The committee discussed SATS and will provide further updates in the future.</li></ul> <p>10.3 Health, Safety, Safeguarding &amp; Site committee</p> <ul style="list-style-type: none"><li>• It was reported that there was a meeting yesterday and it was agreed that Womble Hill is out of bounds because it is not safe. It was noted that plans are in place of what can be done and someone from the local authority will come out and take a look.</li><li>• It was noted that the staggered start and finish times were discussed and agreed that they did ease congestion, however, parking remains an issue. The Headteacher commented</li></ul>



	<p>that the local authority have a 'street wise' scheme that starts in the autumn so this will be reviewed. so now.</p> <ul style="list-style-type: none"> <li>• A review of the monkey bars will place following the 'bumped heads' incident.</li> </ul> <p>10.4 Strategy committee</p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
<p><b>11.</b></p>	<p><b>SEND governor update</b></p> <p>11.1 LG reported that we have 93 children on the SEN register, 55 boys and 38 girls. It was noted that 5 of these have SEND intervention funding and there are 10 with ECHPs.</p> <p>11.2 LG reported that R Moody has attended a day session at New College Worcester to support/enhance our provision for the visually impaired.</p> <p>11.3 It was noted that J Williams is working on plans to expand our Nurture provision into years 4 and 5 next academic year, this is in addition to the current year 6 provision.</p> <p>The second meeting of the Foxes SEND Network, led by S Taylor, took place with a focus on supporting smaller primary schools without the Foxes family and sharing good practice.</p> <p>The Family of Schools SEND network meeting took place with a focus on transition to secondary. It was noted that S Taylor is due to meet with the SENCO at Rawlins to plan transitions for the year 6 SEND pupils.</p>
<p><b>12.</b></p>	<p><b>Monitoring, training &amp; development</b></p> <p>12.1 Training</p> <ul style="list-style-type: none"> <li>• The Chair reminded governors of the importance of attending training and updating the spreadsheet once training has taken place.</li> <li>• KW commented that she had attended some training and will share the training notes.</li> <li>• CC confirmed that she regularly attends the Chairs Forum.</li> <li>• The Headteacher reported that there will be some music training for governors under the Arts Mark.</li> <li>• CC commented that trauma informed practice was cancelled but would highly recommend it for governors.</li> </ul>
<p><b>13.</b></p>	<p><b>Policies for review</b></p> <p>13.1 N/A</p>
<p><b>14.</b></p>	<p><b>Any other business</b></p> <p>14.1 MAT discussion</p> <ul style="list-style-type: none"> <li>• The Headteacher reported that there has been a recent government white paper issued which talks about Multi Academy Trusts and that as long as we are part of a community/family of schools that will be acceptable.</li> <li>• It was noted that Jane Moore has indicated that her agenda will be for all schools to be part of a Multi Academy Trust by 2030.</li> <li>• The Chair commented that we do have options but that we would have to join a Church based Multi Academy Trust. It was agreed to continue with these discussions and the Headteacher will provide more information as it becomes available.</li> </ul> <p>14.2 Website review update</p> <ul style="list-style-type: none"> <li>• The Headteacher reported that the basic structure for the website along with design and images are ready and it is the aim is to have the website live after half term. AMG asked if it is possible to review the website prior to it going live.</li> </ul>



	<p>14.3 Ukraine</p> <ul style="list-style-type: none"><li>• The Chair confirmed that the school will be hosting children from Ukraine, even though the school is at capacity. It was noted that the children will not count to the number of children on roll but that there is funding available to support their needs.</li><li>• SB asked how we are supporting them with English. The Headteacher commented that the children are in year 2 and have been given an iPad so translation is being done through that. It was noted that the children are fitting in well with the other children.</li></ul> <p>14.4 Health check tomorrow</p> <ul style="list-style-type: none"><li>• It was noted that the health check will take place in school tomorrow.</li></ul> <p>14.6 Review of governors</p> <p>The Chair reported that we have been approached regarding a governor review which may have to be delayed now until the autumn term. The review will be carried out by an independent person who will review our meeting agendas and minutes, they will then have a phone call with governors to get their opinion on the strengths and areas for development of the governing body. A special FGB will then be facilitated by the person in which governors discuss the findings and come up with an Action Plan for developing the governing body.</p>
<p>15.</p>	<p><b>Date of next meeting</b></p> <p>15.1 The Chair confirmed that a timetable of meeting dates will be circulated before the end of term.</p>

The meeting was closed at 19:30 PM with a prayer by Richard Knox.

Signed .....  
(Chair of FGB)

Date .....

APPROVED MINUTES