



MINUTES OF A MEETING OF THE FULL GOVERNING BOARD
HELD ON TUESDAY 22ND NOVEMBER 2022 AT 6.00 PM

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| Members in attendance: | | | |
| Charlotte Calland (Chair) | Ben Lawrence | Kate Wood | Matt Wilby |
| Alex Clark (Headteacher) | Stuart Pinson | Susan Baum | Laura Schofield |
| Richard Knox | Claire Plasser | Andrew Moonesinghe | |
| Also in attendance: Gavin Brown, ERG and Helen Chadwick (Clerk) | | | |

| ACTION TRACKER – Full Governors Meeting, 4th October 2022 | | | | |
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| Item | Details | Action by | Due | Status |
| 13.1 | Governors reminded to read the KCSIE and confirm by email that this has been done | ALL | 30 th Oct | Completed |
| 21.1 | Governors to consider the role of Chair and Vice Chair | ALL | 22 nd Nov | Ongoing |
| 21.5 | Recirculate the strategic plan | Clerk | ASAP | Completed |

| ACTION TRACKER – Full Governors Meeting, 22nd November 2022 | | | | |
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| Item | Details | Action by | Due | Status |
| 3.10 | Review report following external review of governance | ALL | March | Ongoing |
| 6.2 | Provide termly and half termly comparison on injuries | Headteacher | March | Ongoing |
| 6.3 | Circulate the PE Grant review to governors | Headteacher | ASAP | |
| 8.2 | Review of privacy statement for external visitors | BL & KW | March | |
| 11.3 | Explore the option of a lollipop-person or car free zone | HSSS | ASAP | |
| 12.2 | Finalise Ex Officio Foundation Governor appointment | Clerk | ASAP | Ongoing |
| 12.2 | Contact Governor Services regarding LA governor appointment | Clerk | ASAP | Ongoing |
| 12.2 | Organise parent governor election in the new year | Clerk | ASAP | Completed |
| 13.1 | Finalise and circulate parent governor survey | BL | January | Completed |
| 14.1 | Update list of governor areas of monitoring and circulate | Clerk | ASAP | Completed |
| 16.5 | Governors to complete training spreadsheet after each event | ALL | ASAP | Ongoing |
| 17.1 | Review of equality policy and circulate to governors | KW & CP | March | |
| 18.1 | Approval of terms of reference for each committee | ALL | March | |

MINUTES

| ITEM | |
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| 1. | Welcome, opening prayer & apologies for absence |
| 1.1 | RK opened the meeting with a prayer. The Chair welcomed governors to the meeting and introduced Gavin Brown to governors. |



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| 2. | Determination of confidentiality and declaration of business interests 2.1 Governors were reminded to provide the clerk with any updates to their declaration of business. |
| 3. | Presentation by Gavin Brown following the External Review of Governance 3.1 The Chair reported that GB had been invited to the meeting to provide feedback following the external review of Governance. 3.2 GB presented his report, it was noted that a copy will be circulated to governors once the report has been submitted. 3.3 GB commented that following his discussions with governors it was clear that the governing body have a clear plan of what they are doing over the year but that the key thing the board need to be doing is setting aside more time for monitoring the priority areas. BL commented that whilst we are an effective governing body we are a time poor governing body and some of the recommendations are not achievable. KW commented that there is a clear plan for the year and this is the SIP. 3.4 GB questioned whether there is a need for a strategy committee with limited membership because all governors should be involved in strategy. The Chair commented that anything raised at the committee is feedback to the board as a whole. GB challenged how governors who are not on the committee have a voice. 3.5 GB commented that one of the comments governors had made was that they would prefer more time to allow for debate at the meetings. It was suggested that if governors had a particular area that they would like to spend more time on then this could be flagged to the Chair prior to the meeting. AM commented that governors have a responsibility to challenge the Chair and he has seen healthy debate at the meetings. 3.6 GB commented that one area of action he would suggest is to ensure that the governing body are monitoring and triangulating topics. SP commented that as a board we can evidence that this has been done. It was noted that the Headteacher's report talks about visits and the links with the SIP. GB commented that there is no evidence of external support. The Chair and the Headteacher commented that there are links with external bodies. It was suggested that any reports should be circulated to the board. 3.7 GB commented that another area of action is for the board to consider the strategy committee and what is its role. 3.8 GB recommended that the board continue to explore what it means to be a Church of England school. 3.9 The Chair commented that once the board have received a copy of the report it will be reviewed and the necessary actions taken. RK commented that it has been good to go through the process and that the evidence has shown that 'we know what we know' but on reflection 'how do we know what the Headteacher is reporting is accurate?'. 3.10 Governors agreed to review the report before the March FGB meeting so that they could review the actions and seek clarification on any points. CP commented that it is important that we show that we are reflecting on the report even if we do not agree with all the points. 3.11 SP commented that we perhaps need to document things a bit more to ensure that we have evidence of the work that is being done by the board. AM commented that the minutes of the meetings are so important and challenge the debate. |
| 4. | Minutes of the meeting held on the 4th October 2022 4.1 A copy of the minutes from the meeting held on the 4 th October 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. |
| 5. | Action tracker 5.1 It was noted that the actions from the 4 th October had been completed or were ongoing. |



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| 6. | <p>Headteacher report</p> <p>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:</p> <p>6.1 The Chair thanked the Headteacher for the report and commented that it is a fantastic document and that it is a good starting point to provide the board with the information that need.</p> <p>6.2 AM asked about injuries and whether there had been an increase year on year. The Headteacher commented that we have changed the way we record injuries so at the moment we cannot compare against the previous year but we will be able to do this moving forward. It was agreed that the Headteacher would provide a termly and half termly comparison.</p> <p>CC commented that being such a big school our percentage is relatively small looking at the benchmarking document.</p> <p>RK commented that the HSSS committee have talked about the 'bumped heads' and having the data moving forward will be really helpful.</p> <p>6.3 KW asked when was the last time we looked at the PE grant and the detail of what it is being spent on. The Headteacher commented that this is done on a regular basis and will be completed again before the end of the term.</p> <p>6.4 BL asked why the number of free school meals have gone up so much and whether it is a sign of the times, we were at 46 and that we are now at 53. The Headteacher commented that it all depends on when the census is done, sometimes we have more children in receipt of the free school meals but less income, other times it is the other way round.</p> <p>6.5 MW asked about the fire drill and the change of locations and whether there will be a practice. The Headteacher commented that following the fire awareness training there have been some changes to try to get the children off the field, particularly when it is very muddy. It was noted that there will be a walk through of the plan and that the HSSS committee will be involved when they are in school for their January meeting.</p> |
| 7. | <p>Strategic Plan update</p> <p>7.1 The Headteacher reported that the strategic has been emailed out and that if there are any questions to submit them via email before the next meeting.</p> |
| 8. | <p>GDPR</p> <p>8.1 The Headteacher reported that there is just the compliance to complete. With regards to GDPR.</p> <p>8.2 Following on from the recent external review of Governance, BL raised a point about external visits and the confidentiality of information being shared. It was noted that GB is on the local authority approved list. BL asked about the individual that carried out the Headteacher's review and whether they should have a standard privacy statement. KW commented that LTS have a template for anyone of their approved list or she would expect individuals to have their own that meet the GDPR requirements.</p> <p>It was agreed that BL and KW would review this and look at a template that we can use in school for external visitors.</p> |
| 9. | <p>Mental Health & Well Being</p> <p>9.1 The Headteacher reported that Sarah Oakland will attend the next meeting, as the mental health lead, and will update the board on the pastoral care within the school.</p> <p>9.2 It was noted that there are half termly coaching sessions in school for staff and that there is a well being budget.</p> <p>9.3 The Headteacher reported that Jo Bradley is doing a lot of work on mindfulness and is pulling together a package for staff.</p> <p>9.4 RK reported that as the well being link governor he has been liaising with SO regarding the priorities within the school and that the sensory room refurbishment is now complete.</p> |



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| 10. | Budget update <p>10.1 BL reported that the budget is showing a large surplus, however, there is an issue with school dinners contract, which has dramatically increase in costs, and whilst we may go out to another provider we are tied in to the contract until the end of the spring term so there may be a need to cover any additional costs with the surplus. It was noted that this is being dealt with at the finance committee.</p> |
| 11. | Safeguarding <p>11.1 CC reported that the annual safeguarding checklist in school is almost complete and that a report will be circulated to governors prior to the next meeting. SB asked how often this is completed and it was noted that the suggestion is that it is done at the start of the academic year and then reviewed half way through the year.</p> <p>11.2 RK reported that following the recent safeguarding training, when we talk to children in school we should be asking them whether they feel safe in school. AM commented that this is following on from the Ofsted change and that governors are required to ask this whenever they are visiting in school and have interaction with children.</p> <p>11.3 It was noted that there have been some incidences recently with the pupils from Rawlins including comments of their bad language in and around the village and that they do not move to allow people to pass on the footpath. It was also noted that their behaviour can be intimidating for younger children. The Headteacher commented that he is aware of situation with regards to crossing the road and that he has looked at different schemes including a 'car free zone'. KW asked if we had explored the option of a lollipop-person. It was agreed that this would be delegated to the HSSS committee.</p> <p>11.4 It was noted that following the safeguarding review the children in school felt that any issues with regards to bullying and racism had been dealt with very well. CC commented that it is reassuring that the children felt that they were well supported.</p> <p>11.5 AM asked about the schools relationship with Rawlins and whether the concerns raised Rawlins pupils could be shared between the Headteachers. The Headteacher commented that if there was anything that was imminent he would be on the phone to the school. SP commented that he had recently had an issue with Rawlins and they had been very helpful and followed up with him. SB commented the behaviour of pupils at Rawlins is a community issue. CP commented that they have increased the number of staff members outside the school.</p> <p>11.6 SP reported that he had tried to access the training but had been unable to do so via GDS. It was agreed that the clerk would ensure he had the correct login details.</p> |
| 12. | Governor appointments <p>Governor appointments & vacancies</p> <p>12.1 Chair & Vice Chair</p> <p>12.1.1 It was noted that we have a massive succession issue and that there is no one that is currently willing to step up into the role of Chair. CC commented that GB may be aware of someone that would be interested in joining the board and be in a position to take on the role of Chair.</p> <p>12.1.2 RK commented that he will need to see how his new job is going but would be happy to take on the role of Vice Chair from September 2023.</p> <p>12.2 2 x Co-opted, 1 x Staff, 2 x Parent, 1 x LA and 1 x Ex Officio Foundation</p> <p>12.2.1 It was noted that out of the vacancies listed we do have someone interested in the role if Ex Officio Foundation governor and the clerk is currently liaising with them.</p> <p>12.2.2 AM commented that we definitely need to manage the succession planning of the board and if we are going to lose a lot of skills do we need to look at a process to ensure that</p> |



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| | <p>we up-skill governors. CC suggested that for those governors who are near their end of term to let the clerk know if they are not going to continue.</p> <p>12.2.3 Governors confirmed that rather than filling all the governor vacancies at one time that it would be better to do it in stages. It was agreed that we would look to appoint one staff governor, the Ex Officio Foundation governor, the LA governor and then to carry out a parent election in the New Year.</p> <p>12.3.4 It was noted that Laura Schofield's term of office as a co-opted governor had recently expired. The Chair confirmed that following on from a conversation with LS, she had confirmed that she was happy to continue as a co-opted governor with responsibility for SEN. LS left the room. Governors discussed the re-appointment and KW proposed that LS be co-opted, this was seconded by SB and all governors were in agreement. LS re-joined the meeting.</p> |
| 13. | <p>Sub committee updates & membership</p> <p>13.1 Staffing & Finance committee</p> <ul style="list-style-type: none"> • BL reported that the Headteacher's review had taken place and that the feedback had been circulated to the pay committee which had recently met. • It was noted that the finance policy had been reviewed. • It was noted that the governing body parent survey had been circulated for feedback and will be carried out Microsoft forms. SB asked how we validate that we have received responses from a good cross section and that the questionnaire has only been completed once. BL confirmed that he will check whether the form will allow you to complete it more than once. • BL reported that the relevant points from the strategic plan have been added the agenda for the finance committee and that this needs doing for all committees. <p>13.2 Curriculum & Standards committee</p> <ul style="list-style-type: none"> • It was noted that the committee had not met since the last FGB meeting. <p>13.3 Health, Safety, Safeguarding & Site committee</p> <ul style="list-style-type: none"> • It was noted that the committee had not met since the last FGB meeting. <p>13.4 Strategy committee</p> <ul style="list-style-type: none"> • It was noted that the committee had not met since the last FGB meeting. |
| 14. | <p>Monitoring visits</p> <p>14.1 The Chair reported that there are still some areas on the monitoring list that do not have a governor assigned to them; the following were agreed:</p> <ul style="list-style-type: none"> • Sports premium, this is covered within the staffing & finance committee • Well being - RK • Forest Schools - CP • Science - MW • Maths ? • Geography ? <p>14.2 KW reported that she had completed part 2 of her phonics monitoring visits and that everything that she had seen had been positive.</p> |
| 15. | <p>SEND governor update</p> <p>15.1 LG reported that she had not met with Sarah Oakland since the last meeting but reported that there are 76 children on the SEN register which is an increase of 4.</p> <p>15.2 It was reported that all staff are working on their 'small steps' and that this will be reviewed again in the spring term.</p> <p>15.3 CP asked if anything has been done with regards to SEND with Ofsted. LS confirmed that she will be discussing this in the spring term with Sarah Oakland.</p> |



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| 16. | Governor training & development <p>16.1 RK reported that he had attended the academies update session which discussed the 'work towards the goal set out in the Schools White Paper for every school to be in, or in the process of joining, a trust by 2030'. It was noted that as a CofE school we will need to join a CofE MAT.</p> <p>16.2 MW reported that he had attended the 'Role of Governors in Driving School Improvement- Session 2 - Planning for Improvement: The Board's Role in Strategic and Annual Development Planning', a session on 'British Values' and another on 'The Role of Governors in Driving School Improvement- Session 4 - The Board's Role in Monitoring the work of the School. He commented that he had found the sessions really useful and had feedback to Sarah Oakland about the usage of a matrix to gauge how well the curriculum promotes SMSC in school. LS commented that children love to discuss their points of view and it would be great to give them that opportunity.</p> <p>16.3 CP and AM confirmed that they had completed the governor induction training. AM commented that there were interesting views on how to feedback and that he can see that the school are already doing a lot of good things. CP commented that he second part of the training was more interactive and a good networking opportunity.</p> <p>16.4 KW reported that she had attended the 'narrowing the gap' session and provided feedback on the spreadsheet.</p> <p>16.5 The Chair reminded governors to update the spreadsheet via TEAMS whenever they have completed training.</p> |
| 17. | Policies for review <p>17.1 General Equality policy A copy of the policy was circulated to governors prior to the meeting. It was noted that this is now equality, diversity and inclusion. It was noted that the two key objectives have a timescale of years and are still relevant to the school. SB asked what the aim of the policy is and whether this was cultural development or whether it was wider than that. CP commented that cultural is still very topical but that we do need to promote an understanding of diversity. The Headteacher commented that that objectives are a statutory requirement but are not linked to the SIP but all relevant to the school. It was agreed that there was a need to have a small working party to review the document and to provide feedback to governors via email prior to the policy being adopted. KW and CP agreed to carry out this piece of work.</p> <p>17.2 Behaviour policy A copy of the policy was circulated to governors prior to the meeting. It was agreed that AM would review the policy and provide feedback to the Headteacher with the final version being circulated to all governors.</p> |
| 18. | Any other business <p>18.1 The Chair reminded governors that each committee should have reviewed their terms of reference so that they can be agreed at the next FGB meeting. KW commented that she had provided feedback on the staffing and finance committee. It was noted that we also need to agree whether we change the terms to say that co-opted members can vote, which is in line with 'The Key'.</p> |
| 19. | Date of next meeting <p>19.1 The Chair confirmed the date of the next as Tuesday 28th March 2023 at 6.00 PM</p> |

The meeting was closed at 21:00

Signed
(Chair of FGB)

Date 28/3/23