



MINUTES OF A MEETING OF THE FULL GOVERNING BOARD
HELD ON TUESDAY 28TH NOVEMBER 2023 AT 6.00 PM

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| Members in attendance: | | | |
| Alistair Gibb (Chair) [AG] | Alison Cooper [AC] | Ben Lawrence [BL] | Kate Wood [KW] |
| Alex Clark (Head) [AC – Head] | Stuart Pinson [SP] | Matt Wilby [MW] | Rebecca French [RF] |
| Claire Plasser [CP] | Andrew Moonesinghe [AM] | James Hall [JH] | |
| Also in attendance: Sharon Mullens from EMBRACE and Sonya Campbell, Sarah Oakland, Verity Indcox, Helen Chadwick (Clerk) [HC] | | | |

| ACTION TRACKER – Full Governors Meeting, 25th September 2023 | | | | |
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| Item | Details | Action by | Due | Status |
| 10.3 | Add in the number of weeks for the first aid information | HSSS committee | - | Completed |
| 10.6 | Review the presentation of the data snips | AG & AC | November | Completed |
| 10.7 | Policy updates to be presented at FGB | Head | - | Ongoing |
| 12.2 | GDPR video to be circulated to governors | Clerk | ASAP | Completed |
| 13.4 | Ongoing discussions regarding future PAN | Finance committee | ASAP | Ongoing |
| 14.2 | Road safety communication to be circulated to parents | Head | Autumn | Ongoing |
| 15.1 | External review of governance report to be circulated | AG | ASAP | Agenda item |
| 17.1 | Feedback on areas of responsibility/monitoring to head | ALL | ASAP | Ongoing |
| 17.3 | Produce guidance and a pro forma for the governor visits | CP | ASAP | Completed |

| ACTION TRACKER – Full Governors Meeting, 28th November 2023 | | | | |
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| Item | Details | Action by | Due | Status |
| 2.17 | Feedback questions to AG following EMBRACE presentation | ALL | Dec. | |
| 13.1 | Update areas of responsibility document with school links & circulate | Head | ASAP | Completed |
| 13.5 | Work with IT to ensure TEAMS is up to date and easily accessible | CP | ASAP | |
| 15.2 | Brief update on training attended at each FGB | ALL | - | Ongoing |
| 17.1 | Governor to attend exclusion training | At least one | ASAP | |
| 17.6 | Invite third MAT to give a presentation to governors | Head | May | |

MINUTES

| ITEM | |
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| 1. | Welcome, opening prayer & apologies for absence 1.1 The meeting was opened with a prayer by AC. 1.2 Apologies were received and accepted from Richard Knox. It was noted that Laura Schofield is now on maternity leave. |
| 2. | Presentation by EMBRACE 2.1 The chair welcomed colleagues from EMBRACE to the meeting, the purpose of their attendance was to provide members of the board with a background to the MAT and a better understanding of what it would mean to the school if we joined. |



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| | <p>2.2 It was noted that EMBRACE reviewed their values last year to ensure that they are aligned with all their schools. Values reviewed last year to ensure they are aligned with all schools.</p> <p>2.3 It was noted that with regards to their school improvement, headteachers have fed into the strategy to make sure it works for them but it also includes governors and SLT. Development communities of learning for all staff along with educational experiences for the pupils are the same at all schools.</p> <p>2.4 There is a bespoke finance officer for each school, with weekly visits if needed, budget monitoring and they work closely with governors. IT is managed in the same way across all schools to ensure all are compliant.</p> <p>2.5 It was reported that professional learning networks have grown over the past couple of years and feedback from the schools confirms that things are effective. It was noted that there is also an annual review of the curriculum to see how effect the subject is being and what the evidence is.</p> <p>2.6 It was noted that there is an active SENCO network and that CPOMS is used across the trust with common categories. There are also networks for leadership, strategy, curriculum and CPD.</p> <p>2.7 There is a nine point strategic plan for the 2023/2025 with the following priorities:</p> <ol style="list-style-type: none"> 1. Safeguarding 2. Governance and leadership 3. Curriculum and learning 4. Technology 5. Culture and ethos 6. People and well-being 7. Estates 8. Finance 9. Growth <p>2.8 With regards to governance it was noted that the chairs of the local governing bodies network and there are termly meetings with trust leaders and the chair of trustees.</p> <p>2.9 CP asked about getting the balance between a bespoke curriculum for the school. It was noted that if there is no expertise in the school they will reach out and they also work in partnership with other trusts.</p> <p>2.10 KW asked how big EMBRACE plans on becoming. It was noted that they have no fixed picture and that their growth plan is part of the strategic plan. It was reported that they currently have 4,000 pupils within the MAT and would be looking to increase this to 6,000. It was noted that they will not grow for the sake of growth and that each school needs to be strong. Geographically they would not be looking beyond Leicestershire.</p> <p>2.11 AG asked how we would fit in to the MAT with regard to size, would we be the biggest school. It was noted that they have 2 schools with over 400 pupils and then there are other schools with about 150 pupils and then a couple with less than 100 pupils.</p> <p>2.12 KW asked about much it costs to join the MAT. It was noted that it would be 5% of the GAG and that is fixed and that as part of this the central team structure would be permanently wrapped around the school. It was also noted that the MAT has the opportunity to bid for things that schools would not be able to.</p> <p>2.13 SP asked whether Rawlins would be the school that sucks all the resources because there is the need for a lot of intervention. It was noted that the interventions are already in Rawlins and that the MAT has done its due diligence and looked at what Rawlins would need and then the board look at the risk. It was also noted that this would not impact on the primaries.</p> <p>2.14 AM asked what is the greatest challenge. It was noted that improvement is the greatest challenge and that the MAT want all schools to be good, it is about the children that are in school right now.</p> <p>2.15 BL commented on the 5% from the schools GAG and that we have to decide what we remove to make it work so that we are financially viable to join the MAT. It was noted that the schools budget is looked at as part of the due diligence and they can advise on what can be taken out.</p> <p>2.16 Colleagues from EMBRACE commented that the school would get the full benefit if the MAT to make the school the strongest it can be with support from all area.</p> <p>2.17 AG thanked colleagues from EMBRACE for their presentation and suggested that governors review the presentation and feed any questions to him. It was noted that anyone can go and visit an EMBRACE school or can meet them via TEAMS.</p> |
| <p>3.</p> | <p>Minutes of the meeting held on 25th September 2023</p> <p>3.1 A copy of the minutes were circulated to governors prior to the meeting. Governors agreed that they were a true reflection of the meeting.</p> |
| <p>4.</p> | <p>Determination of confidentiality and declaration of business interests</p> <p>4.1 CP commented that she needed to update her form, the clerk will send her a new form to complete.</p> |



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| 5. | <p>Action tracker 25th September 2023</p> <ul style="list-style-type: none"> • 10.6 – it was noted that CP had created a narrative for data snips • 13.4 – Discussions regarding the future PAN will take place as part of the staffing and finance committee • 14.2 – RK will speak with the school council and look at something for Road Safety Week, 13th May • 17.1 – Headteacher to add in the school links on the areas of responsibility document and circulate • 17.3 – Governor visits pro forma reviewed, governors to feed back to CP. |
| 6. | <p>Mental health & well being</p> <p>6.1 Staff It was noted that all the staff have been spoken to and we are going out with a health and well being survey and once the feedback has been collated it will shared with governors. It was noted that there is a well being group and details of it are on the noticeboard in the staff room.</p> <p>6.2 Pupils It was reported that the Anti bullying week had been well received. It was noted that we have introduced healthy schools with pupils.</p> |
| 7. | <p>Headteacher's report</p> <p>A copy of the headteacher's report was circulated to governors prior to the meeting and governors reminded to send in questions to the head before the meeting.</p> <p>7.1 KW commented that she appreciates the time and effort that goes into producing the report.</p> <p>7.3 The head commented that we are still in the consultation period for the PAN and he will continue to share information for transparency and keep the staff team updated.</p> |
| 8. | <p>School improvement plan (SIP)</p> <p>A copy of the SIP was circulated prior to the meeting and updated based on governor feedback. The head confirmed that it is in sections so that it can easily be split for each committee and we can look to streamline it at the end of the year. It was noted that the SIP is a working document across the entire school and the head will start to traffic light it to show what work has been done and the impact.</p> <p>8.1 Everyone's welcome</p> <p>8.1.1 This is a Leicestershire local authority-supported syllabus focusing on positive inclusion of the 2010 Equality Act. It promotes age-appropriate discussion of race, gender, disability, LGBT, and so on via a series of books and lesson plans provided by the LA. The initiative was started originally by then-headteacher Andrew Moffatt in an inner-city Birmingham school with a 98% Muslim population under the title "No Outsiders". The feedback from schools that have implemented it has been very positive. The potential risk in terms of parent concern has been around LGBT elements of the syllabus and those with strong religious views, but the training is very helpful in terms of handling this and explaining/promoting the understanding and positive aspects, especially around the age-appropriate discussion. You can read more about it here: https://www.beyondbullying.com/news/2018/12/everyones-welcome-an-exciting-new-project-available-for-leicestershire-primary-schools or about the original initiative here: https://no-outsiders.com/</p> <p>8.1.2 It was agreed that the books can be shared with governors at a future meeting.</p> <p>8.1.3 BL commented that we already teach about Race in year 5 and year 6 and asked if this is an extension of what is already in the curriculum. RF commented that the school does a lot with Jigsaw, PSHE and this is an extension of that.</p> <p>8.1.4 AM commented that we are not the most diverse school but having observed a lesson the teachers are fully prepared.</p> <p>8.1.5 BL commented that the Brownies did PRIDE flags and there was some outrage because parents were not made aware. It was noted that it is important to make parents aware of what their children are being taught.</p> |
| 9. | <p>GDPR update</p> <p>9.1 The head reported that there was one subject access request and that it was fulfilled on time and there is nothing further.</p> |
| 10. | <p>Finance update</p> <p>10.1 BL reported that the funding has been reduced by 0.5% and that this equates to £22k. It was noted that the finance committee will continue to monitor the budget and look at cost savings across the school.</p> |



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| <p>11.</p> | <p>Committee updates</p> <p>11.1 Committee chairs' forum AG confirmed that this committee is a development from the strategy committee, partly in response to the external review. The focus will be to look at what the other committees are doing. The first meeting was a positive start and the committee will continue to review and reflect and then bring things back to each committee and FGB.</p> <p>11.2 Curriculum & standards CP commented that the committee will meet in January and that they are working on the governor visits guidance.</p> <p>11.3 HSSS AM reported that they were in school on the 15th September for a routine visit and walk around the school, it was also an opportunity to talk to staff and pupils about H&S. The committee talked about road safety and the future plans. BL commented that the car park gate was open and there were a lot of movement and asked whether we should have more secure gates. It was agreed that HSSS would look into it and then put to finance committee. AC commented that it is a balance, we do not want the school to be a prison.</p> <p>11.4 Staffing & finance BL commented that the headteacher performance review has been done and that JH will attend the relevant training. MW asked about the PAN, the head commented that the consultation has one more week and then the local authority will be in touch with the school but do not know the timeframe. AG commented that they have called it a temporary change of the PAN. It was noted that the pay committee had met and that the recommendations from headteacher had been approved and processed accordingly.</p> <p>11.5 AG thanked governors for being on the committees and for the work that goes on outside of meetings. He reminded governors that he meets with the head once a week.</p> <p>11.6 The head thanked governors on behalf of the school for engaging with the school/staff and that we are aiming for more visibility in the school.</p> |
| <p>12.</p> | <p>Safeguarding</p> <p>12.1 The head confirmed that there had been some safeguarding concerns raised and that the details were presented in the headteacher report. There were no questions from governors.</p> |
| <p>13.</p> | <p>Governor areas of responsibility & monitoring visits</p> <p>13.1 It was noted that the list is being updated and will include school/staff links and will be circulated to governors.</p> <p>13.2 CP reported that the head and members of the curriculum committee have been looking at monitoring and how we become more visible and have more regular visits in school. The guidance that is already available has been reviewed and brought up to date. CP confirmed that the monitoring form has been updated and there is now one form for curriculum visits and one for governor visits. It was noted that a section for questions that you might want answering to focus the visit and make it as impactful as possible has been included.</p> <p>13.3 It was agreed that questions would be given to subject leads prior to the meeting so that they can prepare for the visit/walk round/books/data, etc.</p> <p>13.4 AG commented that we are aiming for a visit for every subject every other year and that CP has created a plan which will be available on TEAMS.</p> <p>13.5 It was agreed that governors would provide CP with any feedback on the form and that she will be speak with IT about where things are currently stored on TEAMS and to make sure it is up to date.</p> |
| <p>14.</p> | <p>SEND governor update</p> <p>14.1 It was noted that there are 82 pupils on the SEN register (49 boys and 33 girls), 4 have been removed since the last meeting as they have made sufficient progress to transfer to class teacher monitoring stage. It was noted that 2 pupils have been added to the register.</p> <p>14.2 The head confirmed that 3 EHCP have been submitted to SENA since August with a further one to be submitted before the end of the term.</p> <p>14.3 It was noted that concerns have been raised across all phases about attention and listening skills and retention of learning. This is likely to be an important consideration for CPD over the year.</p> |
| <p>15.</p> | <p>Governor training & development</p> <p>15.1 The chair reported that there is a concern that the majority of governors have not attended training, however, it might be that they have just not logged it, and that we should be committing to one training session per year. It was agreed that governors can send their training details through to the clerk and she will update the log. AM commented that not everyone can access TEAMS so we may need to review what system we use.</p> <p>15.2 Governors were reminded to think about the areas they are responsible for and to look at relevant training.</p> |



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| | <p>15.2 AG suggested that governors give a brief update at each meeting on what training they have done.</p> <p>15.3 The head reported that DRB Schools and Academies Services are moving their governor briefing model to an online model. Governors can watch CPD sessions at a time that suits them, each session is available for a 10 day period. DRB guarantee that all the information will be as up to date as possible and any major changes will be emailed to governors. The cost of the service is £100 per term or £300 per year. Governors agreed to review this and budget it for next year.</p> |
| 16. | External review of governance report <p>16.1 The chair reported that a copy of the external review of governance report had been circulated to governors. It was noted that the report has been received and the fundamental thing to note is that what we are doing is fine and that there are no remedial actions that we have to do but there are things that have been suggested.</p> <ul style="list-style-type: none">• Change name and focus of the strategy group – completed• Send out FGB documents to give governors enough time to review them prior to a meeting – ongoing• Research MATs – already started this• Triangulate things with external agencies – this is being done by the head <p>16.2 BL commented that the report implied that we were not monitoring but for the minutes, we are and we are tightening that process up.</p> <p>16.3 AM commented that we have received the report, it has been reviewed, we have planned action and we should therefore sign it off. Governors were in agreement to accept the document.</p> |
| 17. | Any other business <p>17.1 The head reported that there is one exclusion that should be noted by governors and that there is a sense of complexity around it due to SEN. The head reported that as a consequence the decision was made to exclude the pupil for for a two day period. The school are working closely with the family and changes have been made. AG asked if the exclusion panel is made up of governors, the head commented that this would only be happy when the exclusion was permanent. It was agreed that a governor should attend the specific training if they may be needed to sit on a panel.</p> <p>17.2 The head reported that MW has been in school with the IT lead and they have looked at how we manage the monitoring and filtering. It was noted that the filtering is solid but we do need to look at the system we have for monitoring. MW commented that if we join a MAT they will do this for us.</p> <p>17.3 AG commented that he has reviewed the single central record as part of the safeguarding checks.</p> <p>17.4 The head reported that we have been approached by Loughborough University Build Environment, they are a team putting together bids from central government from building schools to adapting our landscapes to climate change. The head is going to meet with them to look at what would be required from the school, what our input would be and what would be the benefit to the school.</p> <p>17.5 BL challenged the board to have the FGB meeting completed within an hour and a half. SP commented that he feels less involved in the SIP and the headteachers report so we should perhaps look to spend more time on that and for comments to be shared in the meeting. AM commented that there is a lot of information in the headteacher report and we need to have an opportunity to discuss it.</p> <p>17.6 The head asked governors if we should invite the third MAT in during the summer term. It was agreed that we should invite them after Easter.</p> |
| 18. | Date of next meeting <p>21.1 Dates of FGB meetings were agreed as follows:</p> <ul style="list-style-type: none">• 27th February 2024 at 6.00 PM in school• 21st May 2024 at 6.00 PM in school |

Closed at 20:30

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| AGREED AS A TRUE RECORD OF THE MEETING | |
| NAME: | |
| SIGNATURE: | |
| DATE: | |