



**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD**  
**HELD ON TUESDAY 21<sup>ST</sup> MAY 2024 AT 6.00 PM**

<b>Members in attendance:</b>			
Alistair Gibb (Chair) [AG]	Alison Cooper [AC]	Ben Lawrence [BL]	Kate Wood [KW]
Alex Clark (Head) [AC – Head]	James Hall [JH]	Matt Wilby [MW]	Rebecca French [RF]
Claire Plasser [CP]	Andrew Moonesinghe [AM]	Stuart Pinson [SP]	
Also in attendance: Sarah Oakland [SO] and Helen Chadwick (Clerk) [HC]			

ACTION TRACKER – Full Governors Meeting, 21 <sup>st</sup> May 2024				
Item	Details	Action by	Due	Status
2.1	SIAMS presentation to be circulated to governors	HT/SM	ASAP	Completed
6.10	SIP to be circulated to governors	Headteacher	September	
8.2	Speak with the business manager about tax implications of the wrap around care	BL	End of term	
9.1	Review of governor numbers/instrument of governance to be done outside of meeting	AG	September	
10.3	Review of the delegation planner outside of meeting	AG	September	
11.3	Review of the best value statement outside of meeting	AG/Headteacher	September	
12.1	Governors interested in the vice chair roll to speak with chair	ALL	September	Completed
12.2	Review of governor areas of responsibility to be a standing agenda item	Clerk	Ongoing	-
14.2	Source training session for governors regarding complaints	Headteacher	September	Completed
15.2.2	Governor visits questions have been reviewed and adapted and will be circulated.	CP	ASAP	
16.1	Greener Governance to be added to future agenda	Clerk	September	Completed
16.2	SIAMS training documents to be added to TEAMS	AC	ASAP	
18.1	PINS funding to be added to future agenda	Clerk	September	Completed

**MINUTES**

ITEM	
<b>1.</b>	<p><b>Welcome, opening prayer &amp; apologies for absence</b></p> <p>1.1 The chair welcomed governors to the meeting which was opened with a prayer by AC.</p> <p>1.2 There were no apologies for absence.</p>
<b>2.</b>	<p><b>SIAMS update from Hannah Taylor &amp; Amanda Moxon</b></p> <p>2.1 The chair welcomed members of staff to the meeting to deliver a presentation on SIAMS, a copy will be circulated to governors for information.</p> <p>2.2 It was noted that the school does not anticipate an inspection this year and that when it does happen it will not be a judgement but to ascertain whether we are doing it or not.</p> <p>2.3 BL asked who has been driving SIAMS and AM confirmed that she had been the lead but that HT has been on the training and will take this over.</p>
<b>3.</b>	<p><b>Determination of confidentiality and declaration of business interests</b></p> <p>3.1 N/A</p>



<p>4.</p>	<p><b>Minutes of the meeting held on 27<sup>th</sup> February 2024</b></p> <p>4.1 A copy of the minutes were circulated to governors prior to the meeting and approved as a true record of the meeting. The minutes were signed by the chair.</p>
<p>5.</p>	<p><b>Action tracker</b></p> <ul style="list-style-type: none"> <li>• Ensure that road safety is included within HSSS</li> <li>• Exclusion training, need to check dates and circulate</li> <li>• Need to arrange a TEAMS with RISE or the Ambition in the autumn term</li> </ul>
<p>6.</p>	<p><b>Headteacher's report</b></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>6.1 The headteacher highlighted the health check and that the recommendations are in blue with the next steps/considerations in grey.</p> <p>6.2 The headteacher commented that following the Geography deep dive during Ofsted we do need to look at a scheme of work or develop something in school. SP raised a concern about a 'slim down' version of the curriculum and whether that means that we only focus on the key things. RF commented that Geography is in the National Curriculum but there are not as detailed specific objectives per year as there are in core subjects. The Geography program of study is just broader Key stage statements.</p> <p>6.3 It was noted that the Phonics screening tests are coming up for Year 1 and Year 2.</p> <p>6.4 The headteacher confirmed that Everyone's Welcome is going to be rolled out throughout the school.</p> <p><b>School Improvement Plan</b></p> <p>6.5 It was noted that we have recruited internally for the Forest Schools and training will take place in the autumn.</p> <p>6.6 SP asked about the three complaints and whether there is a trend/the same person. The chair confirmed that they are not the same person but that complaints are increasing.</p> <p>6.7 KW asked about the recovery curriculum and the headteacher confirmed that the funding has come to an end.</p> <p>6.8 SP asked about 'operation compass'. The headteacher commented that the aim of this is to ensure that schools have timely information about all police attended incidents of domestic abuse, no matter where in the world the child lives. It was noted that the headteacher is finding the information useful and provides a sense of awareness to help understand how best to support children in the school.</p> <p>6.9 The headteacher reported that SATS were pretty challenging this year. The chair asked if we should be doing anything and the headteacher commented that we should wait for the national response and look at the wider picture.</p> <p>6.10 MW commented that the SIP had not been circulated. It was noted that the health check will inform the SIP going forward and circulated.</p> <p>6.11 MW commented that the science event in April has not been reported. It was agreed that the headteacher would provide a report post meeting.</p> <p>6.12 MW commented that the benchmarking visit should be noted.</p>
<p>7.</p>	<p><b>GDPR update</b></p> <p>7.1 The headteacher confirmed that there was nothing to report.</p>
<p>8.</p>	<p><b>Finance update</b></p> <p>8.1 BL reported that the carry forward is reducing and that he has challenged cost savings such as energy and the staffing replacement process.</p> <p>8.2 BL reported that the wrap around provision will be brought in-house from September and will operate as a separate business work stream. It was noted that there will be more structure to the booking of places and software to support invoicing. BL noted that he will need to speak with the business manager about tax implications.</p>
<p>9.</p>	<p><b>To agree governor numbers/instrument of governance</b></p> <p>9.1 The chair reported that he would like to withdraw the document and to set up a group to carry out a full review with the local authority. It was agreed that this would be done off line and brought back to a future meeting.</p>



10.	<p><b>To adopt and sign the governing body delegation planner 24/25</b></p> <p>10.1 A copy of the document had been circulated to governors prior to the meeting.</p> <p>10.2 KW commented that this is an important document as it covers off responsibilities of roles.</p> <p>10.3 It was agreed that comments would be collated by the chair who will then discuss the document with the headteacher prior to it being brought back to the FGB for approval in the autumn term.</p>
11.	<p><b>To adopt and sign the best value statement 24/25</b></p> <p>11.1 A copy of the document had been circulated to governors prior to the meeting.</p> <p>11.2 MW commented that best value does not trump safeguarding.</p> <p>11.3 It was agreed that the chair and headteacher would review the document prior to being circulated to the board.</p>
12.	<p><b>FGB Vice Chair</b></p> <p>12.1 The chair circulated a document to governors prior to the meeting outlining the role of the vice chair. It was noted that a vice chair does need to be appointed and that we could look at the option of a co. chair or a 12 month rotation. It was agreed that anyone interested should contact the chair.</p> <p>12.2 It was agreed that a review of governor areas of responsibility becomes a standing item on the agenda.</p>
13.	<p><b>Maintained Schools Governance Guide 2025</b></p> <p>13.1 It was reported that we need someone to oversee the maintained schools governance guide. CP suggested that alerts be set up and then notifications to the clerk.</p> <p>13.2 The chair requested that all chairs as a minimum should read the document.</p>
14.	<p><b>Complaints policy</b></p> <p>14.1 The chair raised concerns about the complexity of the policy and level of responsibilities needed. He suggested that the chair should be removed from the process to align with national policy. CP commented that we should ideally have 4 governors that take responsibility for this.</p> <p>14.2 It was agreed that the headteacher would look into a training session for governors.</p>
15.	<p><b>Committee updates</b></p> <p>15.1 Committee chairs' forum</p> <p>15.1.1 AG reported that this was previously the strategy meeting but will now focus on committee chairs and each meeting should ideally take place 2 weeks before the FGB meeting.</p> <p>15.2 Curriculum &amp; standards</p> <p>15.2.1 CP reported that the committee had met and that monitoring is happening for PP and there is a process in place to monitor the gaps. MW asked if PP children were treated differently during COVID. RF explained about the level of support that was on offer for PP children. The headteacher commented that there were groups of families that struggled and were supported to come into school.</p> <p>15.2.2 It was noted that governor visits questions have been reviewed and adapted and these will be circulated.</p> <p>15.3 Everyone's Welcome</p> <p>15.3.1 It was noted that there was no update.</p> <p>15.4 HSSS</p> <p>15.4.1. AM reported that the chair of the FGB cannot be chair and the safeguarding lead so this needs to be reviewed.</p> <p>15.5 Staffing &amp; finance</p> <p>15.5.1 BL reported that the committed spend is on track and that the group are in the process of reviewing 5 policies.</p> <p>15.5.2 It was noted that the pay grade for the ELSA is being reviewed.</p> <p>15.5.3 The chair reported that BL is resigning as a governor and thanked him for his work and commitment to the school.</p>
16.	<p><b>Update on governor training attended</b></p> <p>16.1 KW reported that she had attended the NGA Greener Governance training and that we should look to set up a working party. It was agreed that KW would liaise with the clerk about this.</p>



	16.2 AC reported that she had attended the SIAMS training part 2 and that she was going to check the copyright of the documents and save them to TEAMS.
<b>17.</b>	<b>Governor skills and governor recruitment</b> 17.1 The chair reported that JH will take on PSHE.
<b>18.</b>	<b>Any other business</b> 18.1 SP commented on the PINS funding and it was agreed that would added to the agenda for the next meeting.
<b>19.</b>	<b>Date of next meeting</b> 19.1 It was noted that the dates of all governor meetings would be circulated before the end of term.

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