



MINUTES OF A MEETING OF THE FULL GOVERNING BOARD
HELD ON TUESDAY 27TH FEBRUARY 2024 AT 6.00 PM

Members in attendance:			
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]		
Also in attendance: Sarah Oakland [SO] and Helen Chadwick (Clerk) [HC]			

ACTION TRACKER – Full Governors Meeting, 25th September 2023				
Item	Details	Action by	Due	Status
10.7	Policy updates to be presented at FGB	Head	-	Ongoing
14.2	Road safety communication to be circulated to parents	Head	Autumn	Ongoing

ACTION TRACKER – Full Governors Meeting, 28th November 2023				
Item	Details	Action by	Due	Status
15.2	Brief update on training attended at each FGB	ALL	-	Ongoing
17.1	Governor to attend exclusion training	At least one governor	ASAP	See action tracker
17.6	Invite third MAT to give a presentation to governors	Head	May	See action tracker

ACTION TRACKER – Full Governors Meeting, 27th February 2024				
Item	Details	Action by	Due	Status
6.8	Review of Assessment, Reporting and Recording policy	SP	ASAP	
11.3	Agree to change provider for filtering & monitoring	Headteacher	April	
12.3	Review of TEAMS locations for committee documentation	Committees	ASAP	
13.3	Governors to review gaps in areas of responsibility and speak with chair	ALL	ASAP	
17.3	Review changes to the instrument of governance	Chair/Headteacher	May	
17.4	Circulate vice chair job description to governors	Chair	ASAP	Completed
17.5	Review of Friday finish time and ensure all stakeholders are informed	Headteacher	End of term	

MINUTES

ITEM	
1.	Welcome, opening prayer & apologies for absence 1.1 The chair welcomed governors to the meeting which was opened with a prayer by AC. 1.2 There were no apologies for absence. 1.3 The chair reported that due to personal circumstances RK has resigned from the board with immediate effect.
2.	Determination of confidentiality and declaration of business interests 2.1 N/A
3.	Minutes of the meeting held on 28th November 2023 3.1 A copy of the minutes were circulated to governors prior to the meeting. 3.2 The headteacher requested a minor amendment to item 8.1.1.



	<p>3.3 Governors agreed that they were a true reflection of the meeting.</p>
<p>4.</p>	<p>Action tracker 28th November 17.1 – At least one governor to attend the exclusion training. It was agreed that the headteacher would check the date of the training. 17.2 – Invite third MAT to a future meeting. It was noted that the headteacher has made contact with RISE.</p>
<p>5.</p>	<p>Mental health & well being</p> <p>5.1 Staff</p> <p>5.1.1 SO reported that as well as receiving the Healthy Schools accreditation and the Beyond Bullying award a survey had been sent out to 100 members of staff, however, only 32 responses were received.</p> <p>5.1.2 The following positives were reported:</p> <ul style="list-style-type: none"> • 94% of staff feel valued in their role • 81% of people who responded feel that school actively considers mental health and well-being • All people feel that at least something is done to support well-being but only 66% believe enough is being done • Everyone who responded feel that staff have good relationships with one another • 84% of people who responded know who to talk to if they feel anxious or stressed • People report that they feel supported in reducing hours or putting in flexible working requests • Very few emails sent out of working hours • PPA from home and allocated Subject Leader Time • Requests for leave are treated fairly and staff treated as individuals <p>5.1.3 SO commented that some of the concerns highlighted included:</p> <ul style="list-style-type: none"> • Impact of considerable staff absence and the impact on those in school who are then stretched and moved at the last minute • More space needed for staff to chat privately if there are issues • Staff absence (particularly LSA) not covered which puts other staff under pressure • Increased workload <p>5.1.4 SO reported there are things that the school will try to implement over time and these include:</p> <ul style="list-style-type: none"> • A buddy system among the staff team • More staff members (not sure the budget allows this, but we are always trying!) • Continue to look at ways to reduce workload – admin, marking etc. • Team building activities • INSET sessions and a half termly staff meeting focused on staff well-being • Well Done certificates for staff (chosen by children/school council) half termly • Mid-Year Review for LSAs with HLTAs <p>5.1.5 KW commented that the PPA policy has been reviewed and ask SO if we need to look at it again based on the feedback from the staff survey. KW also asked if we should have an attendance expectation for staff as we do for pupils.</p> <p>5.1.6 AC asked about staff absence and how that is covered. SO commented that when a teacher is absent, we have used agency staff but that has not always been successful. It was noted that we do have a lot of teachers that job share now so it is very rare that we have to use agency staff. MW asked if staff are allowed to take holiday during term time. SO commented that they can put in for it, it is unpaid and goes to the headteacher for approval.</p> <p>5.1.7 SO reported that we need to remain mindful of the capacity of the ELSA, her ability to support the children in the school is at it is max, a lot of her work is reactive. It was noted that staff also go to her but that is not really part of her role, and we need to ensure that the time staff spend with her is not impacting on the children that need her. The chair asked if we could do anything to support her. The headteacher commented that she only works part time so it is more about making staff aware that there are other services they can access.</p> <p>5.1.8 BL asked if we are providing comments back to those members of staff that completed the survey. SO commented that she has provided feedback. It was also suggested that we look at the different people that are responding. SO commented that the survey is anonymous so we do not know who has responded but we could look at the staffing groups they fall into.</p>



	<p>5.2 Pupils</p> <p>5.2.1 SO commented that staff have reported that the behaviour of the pupils is harder and that their ability to concentrate and listen is harder.</p>
<p>6.</p>	<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>6.1 AC asked if we have introduced a standard for handwriting. The headteacher commented that we haven't but that we have seen better handwriting this year than in previous years. It was noted that as a school we want to see an efficient style of handwriting, but we are not imposing a particular style.</p> <p>6.2 The headteacher reported that we have a review meeting with our food provider and the new menus seem OK.</p> <p>6.3 MW asked about the Metcalf provision. The headteacher commented that their provision is not full-time and that one of the coaches is already in school and knows the children so they fit in and can easily help as LSA support.</p> <p>6.4 RF commented that we are having a full day for science on the 6th March and that we have people coming into school to run workshops. MW asked governors can come into school to do some observations. RF confirmed that that would be great.</p> <p>6.5 BL asked of 7 leavers is a lot over the year from September. The headteacher commented that it is but there have been some extenuating circumstances, i.e. parents unable to get their children to school because of the floods, the cost of fuel and have therefore decided to move them to another school closer to home. JH asked if they are multi-children families and the headteacher confirmed that they are.</p> <p>6.6 SP asked about the number of bumps on heads and that there had been a good reduction. It was also noted that it is good to see how the information is laid out and that it now shows a direct comparison.</p> <p>6.7 The headteacher commented that the move to White Rose has been really positive and it has had the full support of the teachers.</p> <p>6.8 It was noted that the Assessment, Reporting and Recording policy is with SO and SC for review and then it will go to governors. SP offered to look at the policy.</p> <p>6.9 The chair thanked the headteacher for the hard work that has been put into the report and that it is good to have the opportunity to discuss it.</p>
<p>7.</p>	<p>School improvement plan (SIP)</p> <p>A copy of the SIP was circulated prior to the meeting and updated based on governor feedback.</p> <p>7.1 The headteacher reported that the left-hand column in green are completed tasks, orange are tasks that are underway and red have not been completed.</p> <p>7.2 KW asked what the main theme from Ofsted was. The headteacher commented that it was schemes of work and that they were really positive about what we have in place and that they give the school what we need with regards to knowledge and skills.</p> <p>7.3 The chair commented that it is really helpful to see how things are progressing.</p> <p>7.4 AM asked of the document is updated and available in the staff room. The headteacher confirmed that he does update it and it is available to staff.</p>
<p>8.</p>	<p>GDPR update</p> <p>8.1 The headteacher reported that there has been one FoI and Subject Access request. It was noted that this has gone to the legal firm that we use for GDPR, and they will provide the headteacher with a letter and timescale for the response.</p>
<p>9.</p>	<p>Finance update</p> <p>9.1 BL reported that the finance committee had met and that we are on budget.</p>
<p>10.</p>	<p>Committee updates</p> <p>10.1 Committee chairs' forum AG confirmed that this is a new forum and there have been a couple of meetings. Each meeting has taken place prior to a full governors meeting and there has been a review of the salient points from each of the committees.</p> <p>10.2 Curriculum & standards</p> <ul style="list-style-type: none"> • CP reported that the committee have looked at monitoring visits and updated the documentation, including the links with staff and the monitoring pro forma. • It was agreed that governors would submit their questions to the school link prior to the meeting, this will provide a clear focus for the meeting. The chair commented that the first meeting could be an introductory meeting and then to use the proforma for future meetings and to be used as prompts for governors to get into a routine.



	<ul style="list-style-type: none"> • JH commented that there had been 25 families at the 'Everyone's Welcome' sessions over the week and that the feedback was mainly positive apart from one parent/ family who has since made further enquiry. It was noted that parent comments suggested they felt reassured about the scheme. AM asked if there is a reputational risk further to the enquiry mentioned. BL commented that this is something that we are deciding to do as a school and asked if there had been any follow-up comments made by parents. Governors agreed that there are more positive views. It was agreed that there needs to be a discussion about when and how this is now rolled out and it was suggested that the headteacher review it with staff and provide feedback. <p>10.3 HSSS</p> <ul style="list-style-type: none"> • AG reported that following the resignation of RK from the board of governors it will also mean that a new chair for this committee is needed. AM agreed to take on the role of chair of the committee. It was noted that a lot of the issue raised had been dealt with by the premises officer. A tannoy system was also discussed which would be used throughout the school, particularly with regards to in-vacuations. <p>10.4 Staffing & finance</p> <ul style="list-style-type: none"> • BL commented that at the last meeting the financial value statement had been approved and signed off. • It was noted that the school are looking at the possibility of bringing the breakfast/after school clubs inhouse. The headteacher commented that following a recent Ofsted inspection of the current provider, which was not great, he has thought about the school managing the provision. The headteacher commented that he has been very transparent with the current provider about our expectations. • BL reported that we have put in a request to reduce the PAN to 60 which will have an £80k impact on the budget. The headteacher reported that for the next intake we have had 72 first choice applications.
<p>11.</p>	<p>Safeguarding</p> <p>11.1 IT – monitoring & filtering The headteacher reported that with regards to monitoring, the current system blocks inappropriate searches, but it does not tell you what has been blocked or who has been blocked. It was noted that the filtering aspect is fine, but the monitoring is not there yet. The headteacher commented that monitoring is further complicated by the use of iPads.</p> <p>11.2 The headteacher reported that our IT have looked at what the Foxes Group use and he has also tried systems that other schools he works in are using.</p> <p>11.3 The headteacher submitted a proposal to move to Wave Nine who have the DfE levels of filtering and monitoring and excellent reporting. It was noted that it would be a three-year contract that would commence in April/May with an option to add additional items to the contract. Governors were in agreement with the switch to the new provider.</p>
<p>12.</p>	<p>Teams folder structure & access to key documents</p> <p>12.1 The chair commented that we are trying to ensure that all governors can get easy access to the TEAMS folders and its contents. It was noted that some governors cannot access the site due to limitations put on their devices by employers.</p> <p>12.2 The headteacher commented that the IT support is in school on Monday, Wednesday and Friday mornings if governors need any support.</p> <p>12.3 It was agreed committees would discuss the location of their documents and how they are updated as part of their next meeting.</p>
<p>13.</p>	<p>Governor areas of responsibility & monitoring visits</p> <p>13.1 The chair commented that we do have a list of governor monitoring areas and linked staff members and that we do need to start carrying out the monitoring visits. It was agreed that governors would check when the school leads are available and arrange visits.</p> <p>13.2 CP reported that the documents for monitoring visits have been updated and circulated and we do need to ensure that we are doing more regular visits, particularly for Maths and English.</p> <p>13.3 The chair reported that there are gaps on the list and if governors are happy to take these on, they should contact him.</p>
<p>14.</p>	<p>SEND governor update</p> <p>14.1 It was noted that the SEND report is now included within the headteacher report.</p>
<p>15.</p>	<p>Update on governor training attended</p> <p>The chair reported that governors had undertaken training since the last meeting.</p>



	<p>15.1 AC reported that she had attended a recent SIAMS session and that the school are scheduled for a SIAMS inspection after the 24th September 2024.</p> <p>15.2 MW reported that he had attended the finance training and that it had been useful in order to become familiar with the budget.</p> <p>15.3 The chair commented that he had attended the chairs forum and current advice is that the chair of governor should not be the safeguarding. It was noted that this is not a requirement but something that we should think about in the future.</p>
16.	Governor skills and governor recruitment <p>16.1 AG reported that the FGB has a good range of skills but we do need to be mindful of gaps created when governors resign. It was noted that we need to look at who is doing what with regards to governor roles.</p>
17.	Any other business <p>17.1 Update on Loughborough Unity Build Environment The headteacher reported that this is no longer happening.</p> <p>17.2 Theology The headteacher reported that it is important for governors to understand why the 'mustard seeds' were chosen and suggested that Amanda [could you please insert her surname] come and talk about this at a future meeting.</p> <p>17.3 Instrument of Governance The chair reported that we currently have 18 governors' positions on the document however following the review of governance it has been suggested that 14 is a more realistic number of governors. It was noted that to reduce the number we will need to submit a proposal to the Diocese and LCC. It was reported that this will be discussed at a future meeting.</p> <p>17.4 Vice Chair AG reported that we do need to appoint a vice chair. It was agreed that a copy of the job description for the role would be circulated to governors for consideration prior to the next meeting.</p> <p>17.5 School finish time on a Friday AM asked whether a decision has been made about the early finish time on a Friday. The headteacher commented that this being worked on. Governors agreed that we need to plan ahead and ensure that parents/carers are given as much notice as possible.</p>
18.	Date of next meeting <p>18.1 Dates of FGB meetings were agreed as follows:</p> <ul style="list-style-type: none">• 21st May 2024 at 6.00 PM in school

Closed at 20:00

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