



Full Governing Board Meeting

MINUTES

Wednesday 3rd May 2023

7.00pm in person at the school

Membership:		Present	Apologies received	Absence approved
Sotirios Adamopoulos	Parent Governor/Trustee	✓		
Greg Foreman	Parent Governor/Trustee	✓		
Naomi Holloway	Co-opted Governor/Member		✓	✓
Nadia Manzoor	Co-opted Governor	✓		
Hannah Milne	Co-opted Governor/Trustee	✓		
Philippa Moore	Headteacher Governor	✓		
Sam Mountford	Co-opted Governor/Trustee	✓		
Chloe Myers	Staff Governor	✓		
Lesley Stevens	Co-opted Governor/Trustee	✓		
Sarah Turner	Chair of Governors/Co-opted Governor/Trustee	✓		
Also in Attendance:				
Deborah Mills	Associate Governor/School Business Leader	✓		
Sarah Wood	Deputy Headteacher/Associate Governor		✓	✓
Sarah Lilly	HFL Clerk	✓		

Item		Action
1.	Apologies for absence: Apologies were received from NH and SW and were accepted.	
2.	Conflict of Interest: To declare any conflict of interest to items on the agenda: There were none.	
3.	To receive notification of any other urgent business:	
4.	Minutes: Governors received and approved the minutes of the FGB meeting held on 20 th March 2023 (Parts 1 and 2), and the Chair signed these for filing at the school.	

Signature of Chair:Date:

5.	<p>Matters Arising:</p> <p>ACTION: Governors to complete training courses and inform DM. DATE: Ongoing – CARRIED FORWARD</p> <p>ACTION: PM to invite governors to attend recruitment interview process to implement Safer Recruitment training. DATE: Ongoing – CARRIED FORWARD – ST reported that she would attend an interview shortly - COMPLETE</p> <p>ACTION: PM to bring proposal for SCR format for governor review. DATE: Ongoing – CARRIED FORWARD - PM reported that the school was seeking further guidance and gathering information and it was agreed that this was an operational matter and would continue – CLOSED.</p> <p>ACTION: Governors to explore contacts for governor candidates. DATE: Ongoing – CARRIED FORWARD</p> <p>ACTION: ST to lead FGB meeting on Ofsted preparation. DATE: Autumn term 2023 – CARRIED FORWARD</p> <p>ACTION: PM to add staff contact details to role and responsibilities list. DATE: Ongoing - COMPLETE</p> <p>ACTION: All governors to complete visit and report. DATE: By 28th June 2023 – CARRIED FORWARD</p> <p>ACTION: Clerk to seek quote for clerking service for Governor Day. DATE: Ongoing – CARRIED FORWARD – Clerk reported that HFL Clerking had been in contact with the school with a quote and ST confirmed that discussions on recording the Governor Day strategic discussions were ongoing.</p> <p>ACTION: PM and DM to create Ofsted Ready folder on GovernorHub. DATE: Ongoing - COMPLETE ST fed back regarding a recent inspection she had experienced as a governor, noting that the inspectors had asked about the strengths and areas of development in the school, and how governors had been responsible for changes. In addition inspectors had asked about the evidence for SEND provision impact, and progress on augmenting diversity across the curriculum, as well as safeguarding. It was agreed that the Governor Day would focus on how governors should be prepared for an Ofsted inspection and seek to challenge the SLT for evidence to support the statements regarding school effectiveness.</p> <p>ACTION: PM to share school plan for Ofsted inspection days. DATE: Ongoing - COMPLETE</p> <p>ACTION: Governors to write up notes from the evening Learning Walk around the school on 20th March. DATE: Ongoing – CARRIED FORWARD</p> <p>ACTION: Clerk to update GovernorHub Curriculum Committee name. DATE: By 22nd March 2023 - COMPLETE</p> <p>ACTION: ST and PM to consider timeframe of projects for expenditure of reserves funding. DATE: Ongoing – for discussion at Resources Committee meeting on 15th May 2023</p>	<p>ALL</p> <p>ALL</p> <p>ST</p> <p>ALL</p> <p>Clerk, ST</p> <p>ALL</p>
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	<p>ACTION: Governors to complete and update RPT forms. DATE: Ongoing - COMPLETE</p> <p>ACTION: DM to feedback to governors on website feedback received. DATE: Ongoing - COMPLETE</p> <p><u>Part 2 Action</u></p> <p>ACTION: ST to arrange review of secondment progress and situation. DATE: <u>December 2023</u></p>	ST
6.	<p>Trust Board Membership:</p> <p>a) <i>To consider the recruitment of 2 new co-opted governors/trustees</i> PM reported that NM had proposed a candidate who would be visiting the school on 5th May. DM confirmed that she had placed an advert on the NGA website and that a candidate would be visiting the school. Governors noted that there were vacancies for a Parent Governor role and a Community/Co-opted Governor role.</p> <p>b) Governor Training Update <i>See Matters Arising</i></p> <p>c) Governor Monitoring Update and Schedule</p> <p><u>Roles and responsibilities</u></p> <p>1 Writing SA 2 SEND GF 3 Early Reading LS 4 Personal Development/Wellbeing HM 5 Early Years LS 6 Parental Engagement NM 7 Safeguarding ST, NH 8 Staff Wellbeing HM 9 Behaviour and attitudes vacancy 10. PPG - HM</p> <p><i>In addition to <u>all</u> subjects being monitored in Summer 2023, these monitoring meetings were scheduled.</i></p> <p>1 Writing SA - SUMMER TERM 2023 2 SEND GF - AUTUMN TERM 2023 3 Early Reading LS - AUTUMN TERM 2023 4 Personal Development/Wellbeing HM - SPRING TERM 2024 5 Early Years LS - AUTUMN TERM 2023 6 Parental Engagement NM - SPRING TERM 2024 7 Safeguarding ST, NH - EVERY TERM 8 Staff Wellbeing HM - SPRING TERM 2024 9 Behaviour and attitudes vacancy - SUMMER TERM 2023 10. PPG – HM – AUTUMN TERM 2023</p> <p>ST reported that NM had visited to monitor safeguarding and had submitted her report.</p> <p>GF reported that he had met with the SENCo and monitored SEND provision. He reported that the SENCo had developed a handy guide for parents on SEND, which formed an Appendix in the SEND Policy, which was on the Agenda for the</p>	

	<p>meeting. He reminded governors that parents had taken the opportunity to meet with the SENCo at recent parent consultations.</p> <p>GF also reported that Rebecca Collins (EY Advisor) was working with the SENCo on the areas for development, including implementation of the EHCP recommendations by the teachers. PM reported that the SENCo was considering reformatting the EHCP document template to include a summary quick action sheet at the front to support teachers.</p> <p>PM reported that the SENCo was also discussing revision of the structure of provision for pupils with EHCPs, and for those pupils with SEMH issues, there would be a one page summary created for each pupil, which would travel with each pupil throughout their school years.</p> <p><i>Q: How many SEND pupils are on roll this year compared with last year? A: The numbers are generally similar, with the numbers of EHCPs increasing – currently we have 9 EHCP pupils with 2 application still in progress. With the help of Rebecca Collins we are streamlining the reference sheets to include the additional needs and ongoing monitoring processes.</i></p> <p>ACTION: PM to include data on SEND numbers in the Headteacher’s Report.</p> <p>DATE: July 2023 and ongoing</p> <p>ST presented the Safeguarding monitoring report from NH in her absence, noting that some sentences might need rephrasing to better reflect the practice in place, particularly with reference to the pupils’ leaving time process observed by NH. PM reported that she had researched that leaving time with teachers, and explained that where pupils had permission to leave from parents, if they were walking home on their own for example, then pupils were able to leave without handover to an adult. Governors discussed the need to discuss the context of NH’s observations.</p> <p>ACTION: ST to discuss the context of NH’s safeguarding observations during her May monitoring.</p> <p>DATE: By June 2023</p> <p>Governors agreed it was essential to raise any safeguarding concerns they observed during their visits to school immediately in the school.</p> <p>The Clerk highlighted the new DfE SEND and Alternative Provision guidance document, and DM undertook to circulate this governors.</p> <p>ACTION: DM to circulate SEND and Alternative Provision guidance to governors.</p> <p>DATE: By July 2023</p>	<p>PM</p> <p>ST</p> <p>ST</p>
7.	<p>Committee Update:</p> <p><i>C&S Committee – no meeting had taken place since the previous FGB meeting. The next meeting was scheduled for 20th June 2023.</i></p> <p><i>Resources Committee - no meeting had taken place since the previous FGB meeting. The next meeting was scheduled for 15th May 2023, postponed from 18th April.</i></p> <p><i>Q: Are the financial reports available for us to review yet? A: Not yet, we are still working on these reports.</i></p> <p>ACTION: DM to send out the Resources Committee meeting invitation.</p> <p>DATE: By 7th May 2023</p>	<p>DM</p>

	ACTION: HM to prepare for chairing the May Resources Committee meeting. DATE: May 2023	HM
8.	<p>Safeguarding Update:</p> <p>PM reported that she had completed additional training on the use of CPOMS with the Ivy Trust, which was a further benefit of her secondment position.</p> <p><i>Q: If there is a behaviour concern report received, does this still get logged on CPOMS? A: If the concern includes safeguarding issues then yes. Currently behaviour incidents are not logged on CPOMS, but there is a facility to do this. The advantage of using CPOMS is that it permits cross-refencing of incidents and cases and the DSLs/DDSLs have access. We are currently supporting training on refining the wording used in reporting and the precision of wording used.</i></p> <p><i>Q: How are new staff trained to use CPOMS appropriately? A: This will be included in the induction process for new staff.</i></p> <p>Governors agreed it was important to write up safeguarding reports in the same format to enable easy review by SLT and governors. Governors also discussed the need to provide a balance between using measured wording in a report and providing a full report of each meeting or monitoring session.</p>	
9.	<p>Headteacher's Secondment Update (standing item):</p> <p><i>Combined with Item 10.</i></p> <p>See Part 2 Confidential minute</p>	
10.	<p>MAT Update:</p> <p>See Part 2 Confidential minute</p>	
11.	<p>Policies and documents:</p> <p><i>SEND Policy</i></p> <p style="text-align: right;">Approved</p> <p><i>Q: Is this a model policy? A: This was collated from different examples provided by Rebecca Collins and the SENCo.</i></p> <p><i>Q: Regarding page 5, on the quality first teaching and Wave 1 on adaptation, the wording implies that the teacher had planned for the adaptation, but the policy wording does not explain that adaptation should be ongoing during each lesson. A: Thank you, we will address this.</i></p> <p>ACTION: LS to send redrafted SEND Policy paragraph wording to PM. DATE: By 1st June 2023</p>	LS
12.	<p>Any other urgent business:</p> <p><i>School Therapy Dog Update</i></p> <p>PM reported that the puppy was due to be born the following day, and that DM had sent a questionnaire to parents to assess their views on a therapy dog in school. DM reported that 250 responses had been received and that none had</p>	

	<p>expressed negative views. PM reminded governors that the new Pastoral Leader would be owning the dog and that staff would be made aware on any reservations expressed by pupils and parents. PM also reported that the school had held two sessions for parents to attend if they wished to seek additional information, but no-one attended either session. Governors were pleased to confirm the new school therapy dog arrangements.</p> <p><i>Meeting dates for 2023-24 – Governors noted the meeting dates for the next academic year.</i></p>	
<p>13.</p>	<p>Meeting dates for 2022/23</p> <p>Governors noted the meeting dates.</p> <p><u>Resources Committee (7pm start via Teams - changed from 6pm)</u></p> <p>Tuesday 27th June 2023</p> <p><u>Curriculum and Monitoring Committee (6pm start via Teams)</u></p> <p>Tuesday 20th June 2023</p> <p><u>Full Governing Board (7pm start in person)</u></p> <p>Wednesday 19th July 2023</p> <p><u>Governor Day – 28th June 2023</u></p> <p>2023-24 meeting dates</p> <p><u>Resources Committee (7pm start via Teams)</u> 9th November 2023 8th February 2024 16th April 2024 25th June 2024</p> <p><u>Pay Committee (6-7pm via Teams)</u> 9th November 2023</p> <p><u>Curriculum and Standards Committee (6pm start via Teams)</u> 21st November 2023 7th March 2024 18th June 2024</p> <p><u>Full Governing Board (7pm start in person)</u> 26th September 2023 5th February 2024 – to include secondment review update 20th March 2024 1st May 2024 2nd July 2024</p> <p><u>Governor Day – TBC</u></p>	
	<p>Items for future meetings/agendas.</p> <ul style="list-style-type: none"> • Vote to move to explore joining the Ivy Trust MAT (by September 2024) • Discussion of meeting with local school in June 	

	Items discussed at the meeting should remain confidential:	
	It was agreed Items 9 and 10 should remain confidential.	
	The meeting closed at 8.55pm.	

Action List from May Governing Board meeting

ACTION ITEM	Resp
ACTION: Governors to complete training courses and inform DM. DATE: Ongoing – CARRIED FORWARD	
ACTION: Governors to explore contacts for governor candidates. DATE: Ongoing – CARRIED FORWARD	
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ACTION: PM to include data on SEND numbers in the Headteacher's Report. DATE: July 2023 and ongoing	
ACTION: ST to discuss the context of NH's safeguarding observations during her May monitoring. DATE: By June 2023	
ACTION: DM to circulate SEND and Alternative Provision guidance to governors. DATE: By July 2023	
ACTION: DM to send out the Resources Committee meeting invitation. DATE: By 7th May 2023	
ACTION: HM to prepare for chairing the May Resources Committee meeting. DATE: May 2023	
ACTION: LS to send redrafted SEND Policy paragraph wording to PM. DATE: By 1st June 2023	
PLUS 4 Actions from Part 2 minute	