



Full Governing Board Meeting

MINUTES

Wednesday 20th March 2024

7.00pm in person at the school

Membership:		Present	Apologies received	Absence approved
Greg Foreman	Parent Governor/Trustee	✓		
Liz Adams	<i>Incoming</i> Parent Governor/Trustee	✓		
Nadia Manzoor	Co-opted Governor	✓		
Hannah Milne	Co-opted Governor/Trustee	✓ <i>from 7.10pm</i>		
Philippa Moore	Headteacher Governor	✓		
Akin Osofisan	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	Associate Governor/ Deputy Headteacher	✓		
Sarah Lilly	HFL Clerk	✓		

Item		Action
1.	<p>Apologies for absence Apologies were received from AO, and were accepted. HM had apologised for her late arrival.</p> <p>Governors welcomed LA to her first meeting as an incoming Parent Governor. ACTION: DM to inform Clerk when Safeguarding clearances received for LA. DATE: Ongoing</p>	DM
2.	<p>Conflict of Interest To declare any conflict of interest to items on the agenda: ST reported that she had been appointed as a Trustee of the Ivy Learning Trust (ILT).</p> <p>Governors noted that the meeting was quorate.</p>	
3.	To receive notification of any other urgent business	

Signature of Chair:Date:

	None notified.	
4.	<p>Finance Update</p> <p>DM reported a significant challenge for the school was that staff had been working towards a MAT transition date of 1st April 2024 and that all financial forecasts had been generated up to that date. She noted that these reports indicated a carry forward of £267K after the reserves had been spent in line with the agreed expenditure plan, and that the delay gave the school time to complete the planned projects with the ring-fenced funds. She explained that the Monthly Management Reports would now need to change to extend the financial forecasting until May.</p> <p><i>Q: Why is there a delay in transferring to the MAT? A: The DfE Regional Directors Advisory Board said that the timeline was too tight and insisted on a transfer date of 1st June 2024.</i></p> <p>PM reported that the leadership had started reviewing the staffing structure for 2024-25, with PM, SW, DM and David Room (ILT) involved, and that a budget for the school was also being drafted for June onwards. ST noted that the school's reserves would form part of the total reserves of the Trust.</p> <p>PM reported that she had met the new COO of the Trust, and reported that he was looking at securing efficiencies in the SCR management, and that he was keen to retain Arbor as the information management system.</p> <p style="text-align: right;">HM arrived 7.10pm</p> <p>DM reported that the school was working towards the June transfer date and was updating contracts.</p> <p><i>Q: Are you having any challenges with updating contracts? A: This depends on the types of contracts.</i></p> <p>PM reported that the school was looking to move away from HCL meal provision as the prices increased from 1st April. She reported that a new food provision company had been engaged by the Trust and that the school would use them. DM reported that the staff would TUPE over on 3rd June and that school meal provision would switch to the Lunchtime Company. She noted that the cost of a meal would reduce to under £3, but that the school would need to buy a fridge for storing fresh meat etc.</p> <p><i>Q: Why are the meals cheaper? A: The company has more buying power and is more efficient. Richard Whittington School has also signed up. We have had many pricing and quality issues with HCL.</i></p> <p>PM reported that the school was discussing cleaning provision contractors and would compare the costs, equipment needs and consumable usage of the Trust's contractors. DM highlighted that an audit would be needed at the end of June once the current contracts closed.</p> <p>Governors thanked DM for her hard work on the work to transition the school to the MAT.</p> <p><i>Q: Is the school receiving support from the Trust to deliver this transfer? A: We have not had to seek help from them much, and model contracts that we have requested have been provided swiftly.</i></p> <p>PM reported that there would be a meeting with the new COO on 26th March at 9am.</p>	

	<i>Q: When will the staff TUPE process start? A: It is ongoing.</i>	
5.	Minutes Governors received and approved the minutes of the FGB meeting held on 21 st November 2023 (Parts 1, 2A and 2B) and 28 th November 2023, and the Chair signed these for filing at the school.	
6.	<p>Matters Arising</p> <p>ACTION: DM and PM to review wording of the Management Letter with Price Bailey. DATE: By 21st December 2023 - COMPLETE</p> <p>ACTION: DM to log Staff Absence on Risk Register log. DATE: By 21st December 2023 - COMPLETE</p> <p>ACTION: Governors to complete training courses and inform DM. DATE: Ongoing – CARRIED FORWARD</p> <p>ACTION: All governors to complete visit and report. DATE: By 28th June 2023 – CARRIED FORWARD – See Item 7</p> <p>ACTION: DM to circulate SEND and Alternative Provision guidance to governors. DATE: By July 2023 – CARRIED FORWARD - COMPLETE</p> <p>ACTION: ST to visit the school before end of term to monitor the culture of safeguarding with pupils and staff. DATE: By 21st December 2023 - COMPLETE</p> <p>ACTION: ST and SW to arrange CPOMS monitoring date. DATE: Ongoing - CARRIED FORWARD</p> <p>ACTION: Governors to attend SEA review. DATE: 4th December 2023 - COMPLETE</p> <p>ACTION: Governors to send questions on Headteacher’s Report to PM and SW. DATE: Ongoing - COMPLETE</p> <p>ACTION: PM and ST to check if parental consultation on the revised RSE Policy was required. DATE: December 2023 – CARRIED FORWARD – PM noted that this was a joint PSHE and RSE policy.</p> <p>ACTION: Governors to review four documents as listed online. DATE: By 7th December 2023 - COMPLETE</p> <p>ACTION: DM to run Parent Governor election process. DATE: January 2024 - COMPLETE</p> <p>All Part 2 minutes actions were completed.</p>	<p>ALL</p> <p>ST, SW</p> <p>PM, ST</p>
7.	Trust Board Membership and Governor Matters a) <i>Current membership</i>	

	<p>ACTION: DM to check if Governor terms of office remain unchanged or reset with transfer to MAT. DATE: Ongoing</p> <p>ST noted that there would need to be an FGB meeting 6 months after the final banking transaction for Windhill21. She noted that new Terms of Reference and a new Schedule of Delegation would be needed.</p> <p><i>b) Training Update</i></p> <ul style="list-style-type: none"> - Safeguarding – COMPLETE – all governors trained - Prevent – 2 governors were reminded to complete this training - <i>Cyber security - on hold pending MAT process</i> - <i>Online safety - on hold pending MAT process</i> - <i>GDPR - on hold pending MAT process</i> <p>ACTION: DM to send link to National College training. DATE: Summer 1 2024</p> <p>ACTION: DM to check that governors current training was aligned with Trust’s training requirements. DATE: Ongoing</p> <p><i>c) Governor monitoring visit updates</i></p> <p>ST reported that she had conducted a very positive monitoring visit on the <i>culture of safeguarding</i> in the school, and that she had met staff and pupils. She reported that both groups had spoken confidently and positively about safeguarding training and culture. She summarised that the staff were very clear on the safeguarding systems and processes in place in the school and that pupils had a clear insight about safeguarding.</p> <p>ST noted that an area for improvement was around implementing regular training updates for staff on rewards and sanctions. ST reported that staff had reported a lack of consistency in implanting this area.</p> <p>ST reported that another area for improvement was regarding the understanding of bullying by parents, which governors acknowledged was an ongoing issue. ST explained that staff reported that parents would often say that their child had been ‘bullied’ and that staff then had to explain the definition of bullying. SW confirmed that a parent survey would be issued soon and further analysis on this area would follow.</p> <p>ACTION: HM to visit to monitor Maths provision. DATE: Summer term 2024</p> <p>ACTION: GF to complete a Health and Safety monitoring visit. DATE: Summer 1 2024</p> <p>LS reported that the school was involved in the <i>OPAL project</i> (Outdoor Play and Learning) and that she had met with CM, PM and a Mentor for the scheme. She explained that various activities would be available in the playground for pupils to engage with, and that the Mentor had visited the school grounds to observe this. LS reported that the Mentor had said that the school was one of the best that she had seen and praised the positive attitudes of the pupils. PM explained that the intent was to improve behaviour and engagement of pupils in activities, and that the Mentor’s involvement was helpful as she drew on experience as well as being flexible in solution finding. PM noted however that,</p>	<p>DM</p> <p>DM</p> <p>DM</p> <p>HM</p> <p>GF</p>
--	--	---

	<p>while template policies were available for this programme, implementation resulted in an increased workload for staff.</p> <p>NM and LA reported that they had been involved in 4 meetings, with one involving the whole staff team, which had been very positive. They agreed this was an insightful and exciting project.</p> <p>CM reported that she had a site plan that detailed how to use the space effectively. She explained that 10-12 parents had attended the parent consultation meeting and that the presentation had been shared with all parents that day. She noted that on Saturday 20th April there would be a gathering of community volunteers at the school to work on developing key play areas. She explained that pupils would be choosing to use either the field or playground on 25th March, wearing wellies. PM reported that there was no longer a process of lining up at the end of breaktimes and that this was working well. She explained that when OPAL was fully implemented, pupils would have access to all areas of the playground and therefore lining up would not be appropriate.</p> <p><i>d) To note that the school admissions arrangements for Nursery 24/25 & Reception 25/26 were finalised and approved via GovernorHub/email on 31/01/2024</i></p> <p>Approved</p> <p><i>e) To consider appointing a governor with responsibility for Mental Health & Well-being</i></p> <p>PM explained that this proposal had been suggested by the Pastoral Lead and governors agreed that this was good practice and LS undertook to become the Mental Health and Well-being Link Governor.</p> <p>PM reported that the school had applied for a £12K grant training and accreditation for the Pastoral Lead.</p>	
<p>8.</p>	<p>The Ivy Learning Trust – transfer to MAT</p> <p><i>See discussions in Item 4.</i></p>	
<p>9.</p>	<p>Headteacher’s Report</p> <p>PM explained that the school was trialling a template for this report similar to that used by the Trust and had populated this with school data. She explained that the Trust used a School on a Page (SOAP) format. She screen-shared the report and highlighted the evaluation of teaching, curriculum and impact for pupils, based on data. She reminded governors that Ofsted was not data driven currently, and that only Y6 and EYFS would be scrutinised. Governors noted that a possible change to this had been rumoured, with the possibility that Ofsted might use the combined Reading, Writing and Maths data. PM reported that the Trust was data driven.</p> <p><i>Q: Why has the school rated itself as 2 rather than 1, as it is considered an outstanding setting? A: Some curriculum schemes are being changed with built-in assessments and with progress clearly detailed, and these are not fully embedded yet over this transition period. We are forensically mapping out the learning to ensure there are no gaps in skills and knowledge. We are being cautious for some subjects.</i></p> <p>Governors discussed that the data was under the purview of the SLT to establish, and also discussed the utility and the data driven nature of the format for the report. PM reported that, when the school received an Ofsted inspection,</p>	

staff would be clear about the plans and that inspectors would see the books and hear the pupil voice.

PM and SW noted that the IDSR and ASP data was from the previous academic year, and that the Y6 cohort this year was likely to yield lower results. PM reported that the Trust used PIRA and PUMA assessments and that she had entered data derived from Autumn term assessment using these measures, as it was compulsory to use these assessments within the Trust.

Governors discussed their views of these tests and ST emphasised that they were old-fashioned and should be completed alongside other assessments, and PM reported that this was being questioned. She explained that it appeared that the CEO required a consistent measure of data across all the Trust schools. PM explained that the school currently used the White Rose scheme with linked assessments and that the Trust used PUMA for Maths assessments.

PM explained that the Headteacher's Report form was very labour intensive to complete and that it would be improved if the data could be drawn down from Arbor. ST reminded governors that the form provided more information than a 'traditional' Headteacher's Report and gave the Trust Board consistent information to assess. SW reminded governors that staff were no longer graded after lesson observations but that there was now a professional conversation with the member of staff.

Governors were invited to present questions.

Q: Why are the suspensions shown in red? A: These are categorised as red in school. 2 pupils had received suspensions of 7 sessions and 20 sessions respectively.

Governors noted that the number of pupils involved in the suspensions data was needed and PM suggested that this could be included in the commentary.

Q: With regard to the 2 SEND pupils highlighted, what is the school doing about this? A: The SLT and the SENCo are meeting to make further reasonable adjustments and one pupil is on a part-time timetable and one is on flexi-teaching.

Q: What was the reason for the suspensions? A: Two members of staff were assaulted with an intent to hurt and chairs and tables were thrown.

Q: Are places in Special Schools being explored? A: We are discussing this with external agencies, and the pupils are on the Risk of Exclusion list at HCC.

Q: Have staff received Safer Handling training? A: We only handle pupils as a last resort but sometimes it is not possible to get out of the room in time to let the pupils calm.

DM highlighted that the format showed that the leadership of the school was top-heavy, hence the red grading, but she highlighted that this included her SBM role, which may have skewed the data. PM explained that the pupil: teacher ratio was low, which from a parent perspective was positive, but from a financial management perspective presented challenges.

DM reported that staff absence had been very challenging to manage this term, with 5 staff on long-term sick leave, but that the situation was slowly improving. She noted that there was a higher level of staff movement than in the previous 2 years, which had been a stable time. SW noted that many staff had been in the

	<p>school 5-7 years and thus this was an expected time for staff to be moving to other settings in more senior roles. Governors noted that staff change was not necessarily a negative situation. PM reported that the school was fully staffed.</p> <p><i>Q: On the PPG square, the data shows that for Maths in KS2, PPG pupils did not make as much progress as their peers. A: (CM) Maths is a strategic priority this year and a White Rose INSET day in September has been held.</i></p> <p><i>Q: Do senior staff use a critical friend model to challenge the data? A: This would be useful.</i></p> <p>ST explained that the CEO or a senior Trustee attended every Local Governing Body meeting and acted as a critical friend.</p> <p>PM reported that attendance was good and that staff were still driving to improve this. She noted that Persistent Absence was at 9.8% that day which was a positive position compared with the national data. She recommended that governors read the SEND documentation. SW and PM explained that they needed to complete more case studies across the school on attendance, SEND and PPG aspects. On the PPG spreadsheet, PM highlighted that this included attendance data, clubs offered, data on the cross-over with SEND needs and interventions delivered.</p> <p>On staffing, PM reported that an UQT who had now completed training would be moving to work in a Children's Centre and that a Y6 teacher would be leaving in May 2024 to work in another field. SW confirmed that staff who were leaving the school were also leaving the teaching profession rather than moving to another school. PM reported that the Y4 teacher who had left at Christmas had returned to work at the school for 2 days per week.</p> <p>SW requested that the teacher recruitment crisis be included on the Parent Network Agenda to remind parents gently of the workload that staff faced and the strong quality of teaching that was available at the school. Governors offered support to school staff and discussed the challenges of social media communications by parents.</p> <p>Governors thanked PM and SW for their report.</p>	
<p>10.</p>	<p>Safeguarding Update</p> <p><i>See Headteacher's Report for update.</i></p> <p><i>See Item 7 for Safeguarding Link Governor update.</i></p>	
<p>11.</p>	<p>Policies and documents</p> <p>The following policies were approved:</p> <ul style="list-style-type: none"> a) Child Protection and Safeguarding Policy – approved b) Sex and Relationships Policy – approved c) CLA Policy – approved (ST to be added as named governor) d) Governors' Code of Conduct – <i>carried forward until MAT transfer complete</i> 	
<p>12.</p>	<p>Any other urgent business</p> <p>None raised.</p>	

13.	<p>Meeting dates for 2023/24</p> <p>Governors noted the meeting dates.</p> <p><u>Resources Committee (7pm start in person with Clerk via Teams)</u> 9th May 2024 – NOTE REVISED DATE of final meeting</p> <p><u>Local Governing Board (7pm start in person)</u> 2nd July 2024</p> <p><u>Governor Day</u> – 26th June 2024</p>	
	<p>Items for future meetings/agendas.</p>	
	<p>Items discussed at the meeting should remain confidential:</p> <p>No items were noted as confidential.</p> <p>The meeting closed at 9.00pm.</p>	

Action List from March 2024 Board meeting

ACTION ITEM	Resp
ACTION: DM to inform Clerk when Safeguarding clearances received for LA. DATE: Ongoing	DM
ACTION: Governors to complete training courses and inform DM. DATE: Ongoing – CARRIED FORWARD	ALL
ACTION: ST and SW to arrange CPOMS monitoring date. DATE: Ongoing - CARRIED FORWARD	ST, SW
ACTION: PM and ST to check if parental consultation on the revised RSE Policy was required. DATE: December 2023 – CARRIED FORWARD – PM noted that this was a joint PSHE and RSE policy.	PM, ST
ACTION: DM to check if Governor terms of office remain unchanged or reset with transfer to MAT. DATE: Ongoing	DM
ACTION: DM to send link to National College training. DATE: Summer 1 2024	DM
ACTION: DM to check that governors current training was aligned with Trust's training requirements. DATE: Ongoing	DM
ACTION: HM to visit to monitor Maths provision. DATE: Summer term 2024	HM
ACTION: GF to complete a Health and Safety monitoring visit. DATE: Summer 1 2024	GF