



Full Governing Board Meeting

MINUTES

Wednesday 6th July 2022

7.00pm via Teams

Membership	Sotorios Adamopoulos	Parent Governor/Trustee
	Nigel Fletcher	Vice Chair of Governors/ Co-opted Governor/Member
	Greg Foreman	Parent Governor/Trustee
	Naomi Holloway	Chair of Governors/Co-opted Governor/Member
	Deborah Mills	Associate Governor/School Business Leader
	Hannah Milne	Co-opted Governor/Trustee
	Philippa Moore	Headteacher Governor
	Sam Mountford	Co-opted Governor/Trustee
	Karen Poole	Co-opted Governor/Trustee
	Debra Price	Staff Governor
	Lesley Stevens	Co-opted Governor/Trustee
	Sarah Turner	Co-opted Governor/Trustee
	Abby Westell	Co-opted Governor/Member
	Sarah Wood	Deputy Headteacher/Associate Governor

		Action
	Part A	
1a	<p>Apologies for absence: Apologies for absence were received and approved from Abby Westell, Deborah Mills and Nigel Fletcher.</p> <p>Apologies for lateness were received from Sam Mountford.</p>	
2a	<p>Membership:</p> <p>a) Resignations: It was noted that Nigel Fletcher had tendered his resignation as a governor with effect from the end of the summer term 2022. It was further noted that Naomi Holloway was standing down as chair with effect from the end of the summer term and that Sarah Turner had been elected chair for 2022/23.</p> <p>b) To consider appointment of new Governors/Trustees to ensure diversity amongst members and existing skills set of current governors: It was agreed that in light of the decision to join or form a multi academy trust, the Governing Board would not be actively recruiting new governors in the immediate future.</p>	DM

	<p>c) To elect a Vice Chair of Governors for 2022/23: In the absence of any volunteers, it was agreed to postpone this item to the first meeting of the autumn term 2022. NH indicated that she would be happy to serve as vice chair for her final year as a governor, however it would be preferable for another member of the Board to stand continuity and succession purposes.</p> <p>d) To confirm the committee membership for 2022/23: The committee membership was agreed as followed:</p> <p>Curriculum & Monitoring Committee: Sotirios Adamopoulos Philippa Moore Sam Mountford Karen Poole (Chair) Sarah Turner (in attendance as Chair of Governors) Lesley Stevens Sarah Wood (no voting rights) New staff governor</p> <p>Resources Committee: Greg Foreman (Joint Chair – to be confirmed in Autumn 2022) Deborah Mills (no voting rights) Hannah Milne (Joint Chair) Philippa Moore Sarah Turner Abby Westell</p> <p>Pay Panel: Philippa Moore Lesley Stevens Abby Westell Hannah Milne or Greg Foreman</p> <p>It was agreed to clarify whether the Chair of Governors is able to be a member of the committees and to have voting rights.</p>	
<p>3a</p>	<p>Conflict of Interest:</p> <p>a) To declare any conflict of interest to items on the agenda: There were none.</p> <p>b) Governors were reminded to complete and return the related parties and business interest declaration form, if they haven't done so already. Further details regarding the requirement can be found in the recent email from Price Bailey LLP available on GovernorHub.</p> <p>c) Governors were reminded to ensure that they have updated their business interests declaration on GovernorHub within the last 6 months.</p>	<p>All</p> <p>All</p>
<p>4a</p>	<p>To receive notification of any other urgent business: None</p>	
<p>5a</p>	<p>Minutes: Governors received and approved the minutes of the FGB meeting held on 11th May 2022 (including the confidential appendix).</p>	
<p>6a</p>	<p>Matters Arising: There were no matters arising and actions following above minutes not covered elsewhere on this agenda.</p>	
<p>7a</p>	<p>Headteacher's Report: Governors acknowledged receipt of the Headteacher's Report (summer 2022) previously circulated via GovernorHub.</p>	

The following responses were noted to questions raised prior to the meeting:

1. The Headteacher reported that one of the current HLTAs will be teaching as an unqualified teacher on a temporary basis from September 2022.

2. In response to a question relating to how Maths is going to be led to the current high standard once the two maths specialist teachers have left, the Headteacher confirmed that KW will be leading maths from September 2022 and that the school will ensure she is equipped with any developmental needs and opportunities required.

3. It was noted that pupil numbers had reduced since May 2020 due to the bulge class going.

4. The following acronyms were explained:

EXS – expected standard

GDS - Greater depth (standard)

WTS - working towards (standard)

School Development: The Headteacher reported that the priorities for 2022/23 weren't yet set in stone and that she was planning on replacing well-being and the development of Thrive with parental engagement programme to help parents in understanding how support their children's learning. The HT's report also included a review of the 2021/22 SIP.

It was noted that actions that came out of Governor Day included creating a package of support for teachers, focus of the use of teaching assistants and also SEND provision.

It was noted that the HTs report had been written prior to the publication of the SATs results and the HT confirmed that the KS2 results are unlikely to influence the SIP priorities. However, the KS1 results are below the expected levels and it is clear that the results have been affected by COVID, reading and writing, will be a key priority for the coming year. The school will be putting a programme of support in place to target specific pupils once a full analysis of the data has taken place.

It was agreed that the priorities for 2022/23 would be:

- To develop excellent EYFS provision
- To develop writing excellence across the school
- To ensure high quality Early Reading provision across EYFS and KS1
- To further develop Thrive and a well-being programme
- To join a MAT of excellence
- To further develop the programme of support for SEND pupils across the school, including the support offered to ensure that teaching assistants are utilised fully to support learning.

Staffing Structure: It was noted that, in addition to the staff listed in the report, Laura Christmas and Lousia Layer would also be leaving at the end of the summer term. Details of the structure, including which staff will be working in which year groups, have been circulated with the HT's report.

	<p>Recruitment: Governors noted the current difficulties regarding the recruitment of skilled LSAs to support specific children with behaviour and specific educational needs and also for EYFS staff.</p>	
8a	<p>Monitoring Priorities for 2022/23: KP explained the reasoning behind the new approach and monitoring programme of the curriculum that was implemented last year and that the current priorities were:</p> <p>Priority 1. Pupil premium children and progress in maths (GF and AW) Priority 2: Development of Writing (SA & SW) Priority 3: Development of RE across the whole school (HM & KP) Priority 4: Personal development post Covid (LS & SM).</p> <p>Given the progress of the RAW programme and a positive monitoring visit (report pending) and the discussion about Science in the Curriculum meeting on the 29/6/22 it was agreed that RE be changed to Science with a specific focus on early years.</p> <p>In addition, it was agreed to include SEN pupils in priority 1.</p> <p>The priorities for 2022/23 were agreed as:</p> <p>Priority 1. Pupil premium and SEN children and progress in maths Priority 2: Development of writing Priority 3: Early Years provision Priority 4: Personal development post Covid.</p> <p>It was agreed that KP would share the scoping of the new monitoring programme to ensure that the monitoring is linked directly to the priorities in the SIP.</p> <p>It was further agreed that further discussion should take place around, based on the school priorities for next year, does the curriculum monitoring programme reflect the school priorities and also, whether the focus on pupil premium children and progress in maths require the continued level of focus in light of the most recent data analysis available. It was noted that the curriculum monitoring should be focussed on systemic changes to improve the delivery of the curriculum linked to the SIP.</p> <p>It was further agreed that the Headteacher should keep the Curriculum Committee informed of any subsequent change in the SIP priorities in order that the monitoring programme can be adapted accordingly.</p> <p>KP was thanks for the work that she has carried out in developing the curriculum monitoring system and programme to ensure that the FGB and school are in a position to work together, specifically with regards to monitoring, from September 2022.</p>	<p>KP</p> <p>KP</p> <p>PM</p>
9a	<p>Budget 2022/23 and 3 Year Budget Forecast: The Governing Board received the budget reports previously circulated via GovernorHub and noted that, in addition, the Committee had considered the use of some of the reserves in light of the discussions around joining a multi academy trust. The Governing Board formally ratified the recommendation of the Resources Committee to approve the budget for 2022/2023 and the 3-year budget plan (including use of reserves).</p>	

10a	<p>Complaint: HM reported that she had spent time going through the recommendations included in the final report from the complaint and put together an action plan that she has discussed with the Headteacher along with an executive summary that is available on GovernorHub. It was noted that, with the exception of some specific upskilling for MSAs, the actions have been completed.</p> <p>HM was thanked for her working in pulling the action plan together and the Headteacher thanked everyone who had been involved in the complaint process. It was noted that lessons had been learnt and the system for pick up arrangements would be kept under review.</p> <p>It was noted that the criteria for selecting pupils for specific roles (e.g. head pupils or parts in the productions) would be communicated to parents in advance of the event to avoid any future issues.</p>	HT
11a	<p>Policies:</p> <p>a) The SEND Policy and SEND Information Report (available on GovernorHub) were approved.</p> <p>b) Governors discussed the mechanism for approving policies before the start of each new academic year and how to ensure an annual cycle of approval. It was agreed that ST and DM would discuss this when they next meet.</p>	DM DM/ST
12a	<p>Any other urgent business: None</p>	All
13a	<p>Items for future meetings/agendas.</p> <ul style="list-style-type: none"> - MAT discussion meeting to be held on either 19/9/2022, 3/10/22 or 10/10/22 – date to be confirmed - Meeting to consider questions for MAT CEOs – 7/9/22 at 8pm via Zoom - MAT working party meeting – 31/8/22 - Mechanism for approving policies - Confirmation of school priorities/monitoring programme. It was agreed that governors should upload copies of their observation reports from Governor Day to the monitoring folder on GovernorHub. 	Clerk All
14a	<p>Items discussed at the meeting should remain confidential: There were none.</p>	

	Part B Items to Note	
1b	Monitoring Visits: Governors acknowledged receipt of the monitoring visits that had taken place since the last meeting (available on GovernorHub).	
2b	Governor Training: Governors acknowledged the training that has been undertaken by Governors in the summer term 2022.	
3b	<p>Future Meeting Dates:</p> <p>a) Dates for meetings in 2022/23 were confirmed as follows</p> <p>FGB (7pm start) Wednesday 28/9/22 (maybe subject to change) Thursday 1/12/22 Thursday 9/2/23 Tuesday 28/3/23 Wednesday 10/5/23 Wednesday 5/7/23</p> <p>Governor Day – Wednesday 28/6/2023</p> <p>Resources Committee (6pm start): Thursday 13/10/22 Wednesday 1/2/23 Wednesday 26/4/23 Wednesday 21/6/23</p> <p>Pay Panel - Thursday 13/10/22 (5.00pm to 6.00pm)</p> <p>Curriculum Committee (6pm start): Tuesday 23/11/2022 Thursday 16/3/23 Thursday 29/6/23</p> <p>b) It was agreed that decisions regarding which meetings will be held face to face and which via Zoom would be made by ST in consultation with PM and DM.</p> <p>The Chair thanked staff for their support and assistance throughout Governor Day, which had been extremely successful.</p> <p>NH was thanked for her work as Chair of Governors.</p>	<p>All</p> <p>ST/PM/ DM</p>

Signed:

Date: