



Full Governing Board Meeting

MINUTES

Tuesday 27th September 2022

7.00pm in person at the school

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| Membership | Sotirios Adamopoulos | Parent Governor/Trustee |
| | Greg Foreman | Parent Governor/Trustee |
| | Naomi Holloway | 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 |
| | Chloe Myers | Staff Governor |
| | Karen Poole | Co-opted Governor/Trustee |
| | Lesley Stevens | Co-opted Governor/Trustee |
| | Sarah Turner | Chair of Governors/Co-opted Governor/Trustee |
| | Abby Westell | Co-opted Governor/Member |
| | Sarah Wood | Deputy Headteacher/Associate Governor |

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| | Part A | |
| 1 | Apologies for absence: Apologies for absence were received and approved from Abby Westell, Naomi Holloway and Chloe Myers. | |
| 2 | Conflict of Interest: To declare any conflict of interest to items on the agenda: There were none. | |
| 3 | Register of Business Interests and Declarations: DM reminded governors to review and confirm their declarations (as listed below) on GovernorHub. <ul style="list-style-type: none"> ○ Business interests ○ Governor code of conduct ○ Keeping Children Safe in Education 2022 ○ Declaration of gifts and hospitality ○ Related party transactions | |

Signature of Chair:Date:

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| | <p>ACTION: Governors to complete confirmations and declarations on GovernorHub. DATE: By 30th September 2022</p> | All |
| 4 | <p>To receive notification of any other urgent business: The Headteacher raised an item regarding a pupil at risk of exclusion.</p> | |
| 5 | <p>Minutes: Governors received and approved the minutes of the FGB meeting held on 6th July 2022, and the Chair signed these for filing at the school.</p> | |
| 6 | <p>Matters Arising:</p> <p>ST reported all actions were complete from the 6th July meeting minutes with the exception of those below:</p> <p>Governor Recruitment - DM reported that she had been in contact with a prospective governor but that subsequently governors had decided to delay further recruitment until MAT discussions had taken place. ACTION: DM to send holding email to governor candidate. DATE: By 3rd October 2022</p> <p>Monitoring Priorities – KP undertook to continue developing the monitoring priorities. <i>See Item 10.</i></p> | DM |
| 7 | <p>Governance Structure:</p> <p>a) Governors noted the Governing Board membership (as above).</p> <p>b) Governors noted the committee membership for 2022/23 as follows:</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) Chloe Myers</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>c) Governors welcomed the new staff governor, Chloe Myers, who would be attending future meetings.</p> | |

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| | <p>d) Governors noted that KP's term of office was due to expire in November 2022. KP explained that she would decide whether to continue her role in the near future.</p> <p>e) Governors noted the importance of the role of Link Governor for Health and Safety.</p> <p>ACTION: DM and GF to discuss Health and Safety Link Governor role. DATE: By 21st October 2022</p> | DM, GF |
| 8 | <p>Primary Admissions Arrangements 2024/25:</p> <p>DM reminded governors that this item was due for discussion as the Admissions Arrangements document was required for submission to HCC for consultation over November 2022 to January 2023. Governors discussed the text of the document.</p> <p><i>Q: Have any previous changes we had made to the Admissions Arrangements made a significant difference to intake? A: No.</i></p> <p>Governors agreed the Admissions Agreements for 2024/25.</p> | |
| 9 | <p>Staffing Update and Staffing Structure:</p> <p>PM reported that there was a new ECT employed by the school as well as a part-time ECT teacher and another ECT teacher in their second year of training. In addition a new staff member had joined the team, who was experienced and keen to develop further.</p> <p>PM reported that a new staff member had joined the EYFS team, and that a TLA would be visiting the phase to support development of the whole EYFS staff team. In addition to upskilling of staff, there were environmental upgrades to the setting planned.</p> <p>PM also reported that 2 TAs had resigned, and that school had advertised and interviewed candidates. She reported that the absence of 2 TAs was causing additional strain on teaching staff, but that the school was keen to secure good quality candidates.</p> <p><i>Q: Was the cost of living and the pay levels of TAs a consideration for the resignations? A: No, this was not a reason for these resignations.</i></p> <p><i>Q: What is the job market like for recruiting teachers and TAs currently? A: It is very challenging, especially when seeking EYFS TAs.</i></p> <p><i>Q: Where has the school sourced TAs from in the past? A: Sometimes they move from other schools, sometimes we recruit from the parent body. We have interviewed a potential candidate who is abroad currently and recruited this candidate. We are unsure if the school can sponsor her visa.</i></p> <p><i>Q: What level of staff are you looking for? A: We are aiming to replace 2 HLTAs, as they need to be able to support the class and lead a lesson. We have potential to develop in house and therefore have advertised for both HLTAs and TAs.</i></p> | |

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| | <p><i>Q: Can the role be offered as an apprenticeship? What is the career path for a TA? A: We offer the opportunity for TAs with potential to become HLTAs. In the past we have also advertised for graduate level TAs, and we could try this again.</i></p> <p><i>Q: Should the issues with TA recruitment be included on the Risk Register? A: Yes.</i></p> <p>ACTION: DM to include TA recruitment issues on Risk Register. DATE: By 21st October 2022</p> <p>ACTION: PM to consider advertising for graduate level TAs and non-graduate TAs. DATE: Ongoing</p> <p>ACTION: PM and SW to consider if an apprenticeship TA role is feasible. DATE: Ongoing</p> <p>ACTION: PM to place advert for TA roles in school Newsletter. DATE: Ongoing</p> | <p>DM</p> <p>PM</p> <p>PM, SW</p> <p>PM</p> |
| 10 | <p>Update on the SIP:</p> <p>PM shared the key SIP priorities including Writing achievement, SEND teaching and learning and parental engagement. Governors noted that 5 parents had attended a recent parent event and that it was hoped that numbers would increase over time. PM reported that a parents network meeting had been held recently and that representatives from each class had attended. She confirmed that the online meeting had been well-attended and positive, and that the school was exploring how to engage parents further.</p> <p>ACTION: PM to send SIP to governors for review. DATE: By 21st October 2022</p> <p><i>Q: In the past, there have been challenges with parent representatives overstepping their roles, have you seen any issues currently? A: Yes, but we are seeking to manage this sensitively.</i></p> <p>Governors recommended that the expectations and roles of the representatives should be well defined, and PM explained that this was on the agenda for discussions at the next parents network meeting.</p> <p><i>Q: Can governors attend these parent network meetings? A: We can explore this with parents.</i></p> <p>ACTION: PM to ask parent network attendees if governors can attend. DATE: By 1st November 2022</p> <p>PM described key focus areas for the year, including the Thrive and Well-being programme, which would be further developed. She reported that the EYFS priority was excellence, and that early reading required alignment with the Ofsted expectations.</p> <p>ACTION: Curriculum and Monitoring Committee to review SIP and align monitoring areas. DATE: C&M Committee Meeting November 2022</p> <p>KP led a discussion on revision of the monitoring areas, and governors agreed it was key that all aspects of the SIP were captured in the Curriculum and Monitoring Committee plan. KP reminded governors that four monitoring areas were agreed on the summer term Governor Day and would be reviewed at each</p> | <p>PM</p> <p>PM</p> <p>KP</p> |

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| | <p>planned Governor Day. Therefore the Curriculum and Monitoring Committee would lead on monitoring Writing, EYFS, Thrive and also SEND (AW and C&M Committee). It was agreed that the Full Governing Board would monitor parental engagement, with the Chair potentially attending the parent network meetings.</p> <p>ACTION: KP to issue list of monitoring areas and responsibilities. DATE: By 21st October 2022</p> <p><i>Q: What aspects of Writing should be monitored? A: A review of the impact and delivery of the previous years' strategies would one aspect. This year we are principally focusing on improving the effectiveness of teaching and therefore monitoring how the subject is being taught, what learning is being taught and how the chosen activities have made the learning more effective.</i></p> <p>Governors approved the SIP and monitoring priorities. Governors noted that the next Governor Day focus would be effective use of TAs. PM explained that while this was an explicit priority within the SIP, it was a focus for the school to deliver quality CPD for TAs and this would be included the Leadership and Management section. She reported that subject knowledge, modelling and explaining were key skills to develop for TAs.</p> <p><i>Q: Should we consider again how we use TAs in the classroom? A: Yes, potentially.</i></p> | KP |
| 11 | Finance Update: See Part 2A Minute | |
| 12 | Multi-Academy Trusts (MATs): See Part 2B Minute | |
| 13 | <p>Policies and documents:</p> <p>Governors approved the following policies:</p> <ul style="list-style-type: none"> ○ Health and Safety Policy ○ Grievance Policy ○ Whistle-Blowing Policy ○ Maternity Policy ○ Alcohol, Drugs and Gambling at Work Policy ○ Capability Policy ○ Health and Attendance Policy <p>Finance Handbook & Regulations – Appendices</p> <p>DM reported that the Appendices in this document were adapted to mesh with Windhill's practice.</p> <p>PM and DM reported that the credit limit on the school credit card had been increased from £1K to £2K, and that the single purchase limit of £500 had been increased to £750, to address increased costs of purchases. Governors approved both changes.</p> | |
| 14 | <p>Proposed INSET days for 2023/24:</p> <p>Governors agreed the proposed INSET days, and PM confirmed that these were in alignment with other schools.</p> | |
| 15 | Meeting dates for 2022/23 | |

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| | <p>Governors agreed that Full Governing Board meetings would be held in person, with Committee meetings being held via Teams, unless otherwise advised. Governors noted the meeting dates.</p> <p>FGB (7pm start) 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> | |
| 16 | Any other urgent business: See Part 2C Minute | All |
| 17 | Items for future meetings/agendas. - Curriculum priorities | Clerk |
| 18 | <p>Items discussed at the meeting should remain confidential:</p> <p>It was agreed that Items 11, 12 and 16 should remain confidential. See Part 2A minute, Part 2B minute and Part 2 C minute.</p> <p>The meeting closed at 8.20pm.</p> | |