



FULL GOVERNING BODY MEETING
THURSDAY 28th SEPTEMBER 2023: 6.00PM AT THE SCHOOL

<u>Present:</u>	Jo Blunden (JB - Part), Kat Crane (KC), Bridget Ditcham (BD), Rachel Farris (RF), Bryony Harding (BH) Keith Hay (KH), Lucy Hill (LH - Part), Ben Hockley (BHo), Michelle Law (ML), Iwona Rokosz (IR- Part), Belinda Rowland (BR) and Heather Williams (HW - Part).
<u>Also present:</u>	Rebecca Marr (Clerk).
<u>Observer:</u>	Justin Ng (JN)
<u>Circulation:</u>	All Governors, Vanessa Neale and Carol Simpson.

Item No.	Agenda items/Discussions	Action
1.	<p>All were welcomed to the meeting.</p> <p><u>Elect a Chair</u> (RM chaired this agenda item.)</p> <p>BD was nominated for the position of Chair. BD indicated that she was willing to take on the role for another year, but it was crucial that the Governing Body had a succession plan. An offer to shadow the chair this year was made with no obligation to take on the role.</p> <p>JB joined the meeting (1.08pm)</p> <p>The Governing Body discussed the appointment of a new chair. It was agreed to:</p> <ul style="list-style-type: none"> • Keep this on the agenda going forward. • BD to keep a track of the amount of time she spends undertaking the role. • A role description with mandatory tasks to be drafted and circulated. • To consider some tasks the Chair does are undertaken by a wider pool of governors. • Circulate a WBC role description for chairs. <p>BD was unanimously appointed as Chair.</p>	

Signed:..... (Chair)

Dated:.....

2. **Elect a Vice Chair**
Governors were advised that the time required of the Vice Chair was negligible as it involved standing in for the Chair when not present and being a point of contact for the school in cases of emergency.
KH nominated BH for the position of Vice Chair. This was seconded by ML.

BH was unanimously appointed as Vice Chair.

BH was thanked for taking on the role.

3. **Apologies**
Apologies were received and accepted from Phillipa Irving.

4. **Declaration of interests**
No declaration of interests was made.

5. **Approve the minutes of 20th June 2023**
The minutes of 20th June 2023 were approved with three abstentions as these governors were not present at the meeting.

6. **Matters arising**
Appoint link governors. Governors to consider the link governor role they would like – Done. Item closed.

Change the link governor paperwork to reflect the new roles – Done. Item closed.

Contact large local businesses to ascertain if they have anyone interested in becoming a governor – Done. Item closed.

Circulate SLA's safeguarding report – Done. Item closed.

Circulate the draft SEF – Done. Item closed.

Finalise the additional wording for the e-safety policy and add the policy for approval at the next meeting – Done. Item closed.

Discuss link governor visits on the inset day – Done. Item closed.

Send a letter of appreciation to staff – Done. Item closed.

The FGB were advised of the excellent inset day that took place before the start of term which progressed work on the school's vision and values. The five governors who attended were thanked. The aim is to take 3 or 4 values which demonstrate who we are as a school then create a visual representation of those values. The work will tie in with the creation of a new school logo. The FGB discussed whether there should be a value related to learning or is this a given.

It was agreed to launch the vision, values, new logo in January 2024 to tie in with the school's 50th celebrations. The school would like to invite students from the local secondary schools to create a new school logo and present their ideas.

Signed:..... (Chair)

Dated:.....

<p>7.</p>	<p><u>Governing Body organisational matters</u></p> <p>7.1 Appoint Co-opted governors – KC was unanimously appointed as a co-opted governor. KC was thanked and welcomed.</p> <p>7.2 Appoint a Clerk to each Committee – RM was unanimously appointed as Clerk to the FGB and Committees save for the Pay Panel whereby it was agreed a governor of that Panel would be appointed at each meeting to clerk.</p> <p>7.3 Appoint governors to the Pay Panel, HT appraisal Group and to governor roles – The following governors were unanimously appointed to the Pay Panel: KH, RF, BHo and PI. The following governors were unanimously appointed to the Headteacher Appraisal Group: KH, LH and HW. The following link governor roles were unanimously approved:</p> <ul style="list-style-type: none"> • SEND – BD • Health and Safety – JB • Data protection – BHo • Safeguarding/Prevent – BH • PPG – PI • Literacy – LH • EAL – IR <p>7.4 Set meeting dates and availability – A list of meeting dates had been circulated in advance of the meeting.</p> <p>HW joined the meeting (1.40pm)</p> <p>There was a discussion on governor daytime and evening availability. The difficulties of meeting in the day were recognised but these need to be balanced with the importance of seeing the school in action. It was agreed for RM to circulate a questionnaire to governors asking for an indication of day and evening availability and governors view on holding some meetings remotely. The general consensus was to vary the days meetings were held on to ensure more governor availability. It was agreed to hold another whole governing body visit day in the Spring term, but this does not preclude governors from visiting the school individually if they so wish.</p> <p>7.5 Approve the statement of delegation – the statement of delegation had been circulated prior to the meeting. The statement was unanimously approved.</p> <p>7.6 Approve the terms of reference – the terms of reference had been circulated prior to the meeting. The terms of reference were unanimously approved subject to checking, and amending if necessary, that the Pay Panel can appoint a Chair and a Clerk at each meeting.</p>	
<p>8.</p>	<p><u>Pupil outcomes</u></p> <p>There are associated Part II minutes which cover confidential information.</p>	
<p>9.</p>	<p><u>SEF</u></p> <p>The SEF had been circulated prior to the meeting.</p>	

Signed:..... (Chair)

Dated:.....

Governors were asked to feedback to the Headteacher via email on the SEF particularly in reference to making the document more concise and ensuring there is sufficient evidence.

10.

School Development Plan

The school development plan had been circulated prior to the meeting. The FGB reviewed and discussed this document; the highlights of which were:

- The SDP runs for another year. Completed actions will be removed and some new items added, such as ensuring there are suitably trained early year practitioners in Foundation Stage, as there have been a number of personnel changes.
- There are operational challenges in Middle Team as a result of a number of new joiners and how to move forward if the number continues to rise. The school will continue to liaise with the Admissions Team at WBC and continue to promote the school to ensure we are full in Foundation Stage going forward.

IR left the meeting (2.20pm)

- There are a very low number of children in Little Acorns who are starting school in September (22 pupils).
- The SDP will include marketing, management of SEND, staff training needs and the continuation of the curriculum work.

11.

Agree focus, FGB strategy for 2023-24 and challenges.

The FGB were advised that in order to plug a hole in WBC's SEND budgets, schools were being consulted in relation to a proposal for schools to contribute 1% of their budget to WBC. We will not be asked to pay the 1% as we only receive the minimum school funding but we have objected to the proposal on the basis that our local schools will be adversely affected. SEND support has been diminishing for schools and services that were free to access are now paid for, for instance Foundry College support.

Foci for this year was agreed to be:

- Staffing in Middle Team for the increased pupil numbers
- Use of PPG funding
- PR
- RSE

At the next curriculum focused FGB meeting another subject area will be chosen for the Committee to focus on.

12.

Policies – ECT, E-safety, First aid, safeguarding

All the policies had been circulated prior to the meeting.

Q: The first aid policy refers to us having paediatrically trained staff on school trips – do we do this?

A: Yes.

All the policies were unanimously approved subject to minor editorial changes.

Signed:..... (Chair)

Dated:.....

13.

National issues

13.1 NASUWT – The concern raised by Unions is one of teacher wellbeing and workload. At the moment the action is stopping short of strike action, but we need to be mindful about asking staff to do wider tasks outside of their teaching role such as assisting the CPTA.

13.2 TA's – nothing further has been heard in this regard.

Q: Has teacher pay been approved?

A: Yes, but not support staff.

14.

Training/School visits

14.1 Governor training attended – Governor training reports had been circulated in advance of the meeting.

Governors asked if CS would carry out another session for governors on how school finances work.

14.2 Link governor visits – Governors confirmed that they had visited the school on the following occasions since the start of the academic year:

- Inset day to work with staff on vision and values of the school
- The reading workshop
- Being part of interview panels
- Open morning

LH left the meeting (2.45pm).

15.

Health and safety

The FGB were advised that the school does not have any RAAC, and a survey has confirmed that this is the case.

Q: Has the issue with the fire alarm been resolved?

A: it is under resolution.

16.

Staff wellbeing

To promote staff wellbeing, we have a sharing table, PPA can be done at home, team leaders have a culture of checking on their team etc. BR is attending the SLA wellbeing group. The school are considering supervision (a mix of coaching and counselling), and other options, as we are mindful of staff retention and wellbeing particularly with high levels of pupil SEND in school.

Q: Is there a cost to the supervision?

A: Yes, and we will add this to the next agenda.

17.

AOB

17.1 Parent survey – A Year 6 leavers survey and parental survey had been conducted and overarchingly the responses were positive. The response rate of 9 to the parental survey was disappointing. There are no themes, concerns or actions for the Governing Body. An operational issue of the number of emails the school sends was flagged but it is difficult to get this right for all parents. The parent survey will be resent to encourage a higher response rate.

Signed:..... (Chair)

Dated:.....

17.2 Ethnicity information – The Governing Body discussed the DfE’s guidance that governor’s ethnicity data is published on the school website. It was noted that this is not mandatory requirement and governors are entitled to withhold this information. The Governing Body agreed that at the moment that there is no clear rationale for Governing Bodies to provide this information and it would potentially identify individual governors. On this basis the Governing Body decided to not collect or publish this data at the current time. This will be reviewed if the guidance changes.

18.

CPTA

A report was given to the FGB; the highlights of which were:

- We are delighted that the pool remains open, and the children are still swimming this late in the year.
- The sensory garden has been rejuvenated.
- The CPTA have lost their vice chair which leaves only 3 active dependable people. It is a concerning, onerous workload for three people.
- A scarecrow trail is being organised in conjunction with Polehampton School.
- Upcoming events before Christmas are a film night, cake sale, and a Christmas event.
- We ran a coffee morning for new families where we welcomed both new foundation stage and in year families. Families spoke with openness about struggling with culture clashes and moving to a different country. It was a worthwhile event to run and we will run another one, maybe on a different day of the week, to ensure we reach other families.

Q: Is there still a drive to recruit ad hoc volunteers?

A: Yes, we are still trying to attract ad hoc volunteers, but we recognise that it is difficult for working families.

The FGB thanked the school for a rewarding and useful day in school. Governors asked for their thanks to be passed to the staff and pupils.

19.

Date of next meeting – 1st November 2023

The meeting ended at 3pm.

Next steps:

- 1: Add Chair role as a standing item on the agenda going forward
- 2: BD to keep a track of the amount of time she spends undertaking the role
- 3: A role description with mandatory tasks to be drafted and circulated
- 4: To consider that some tasks the Chair does is undertaken by a wider pool of governors
- 5: Circulate a WBC chairs role description
- 6: Contact the local secondary schools to ascertain if their students would like to design a new school logo
- 7: Decide if a PR working party would be beneficial
- 8: To complete the governor availability form
- 9: To look at the governor meeting schedule in light of governor comments/responses
- 10: Add governor meeting dates on the Teams calendar

RM
BD
BD
ALL
RM
ML/RM
ML
ALL
ML/BD/RM
RM

Signed:..... (Chair)

Dated:.....

- 11: Check if the Pay Panel's terms of reference allow the panel to appoint a Chair and a Clerk at each meeting and, if not, amend the terms of reference to reflect this.
- 12: To review the SEF and feedback to ML via email
- 13: Amend the policies and share with staff and publish on the school website
- 14: Ask the Business Manager to talk through how school finances work with governors
- 15: Add supervision financing to the next agenda

RM
 ALL
 RM
 RM
 RM

Signed:..... (Chair)

Dated:.....