



**FULL GOVERNING BODY MEETING**  
**WEDNESDAY 29<sup>th</sup> NOVEMBER 2023: 6.00PM AT THE SCHOOL**

<b><u>Present:</u></b>	Kat Crane (KC), Bridget Ditcham (BD- Chair), Rachel Farris (RF), Lucy Hill (LH), Phillipa Irving (PI - Part), Michelle Law (ML), Justin Ng (JN), Iwona Rokosz (IR) and Belinda Rowland (BR).
<b><u>Also present:</u></b>	Rebecca Marr (Clerk).
<b><u>Circulation:</u></b>	All Governors, Vanessa Neale and Carol Simpson.

Item No.	Agenda items/Discussions	Action
1.	All were welcomed to the meeting.  <b><u>Apologies</u></b> Apologies were received from Jo Blunden, Bryony Harding, Keith Hay, Ben Hockley and Heather Williams.	
2.	<b><u>Declaration of interests</u></b> None.	
3.	<b><u>Approve the minutes of 1<sup>st</sup> November 2023</u></b> The minutes of 1 <sup>st</sup> November 2023 were unanimously approved.	
4.	<b><u>Matters arising</u></b> <u>BD to keep a track of the amount of time she spends undertaking the role – Done. Document to be circulated to the FGB. <u>Item closed.</u></u>  <u>A role description with mandatory tasks to be drafted and circulated - Done. Document to be circulated to the FGB. <u>Item closed.</u></u>  <u>Amend the pay policy and share with staff - Done. <u>Item closed.</u></u>  <u>Amend the Pay Panel’s terms of reference to the Pay Committee - Done. <u>Item closed.</u></u>  <u>To check the year end carry forward for last year and advise the FGB – item carried over.</u>	

Signed:..... (Chair)

Dated:.....

To sign and submit the P6 budget monitoring forms to WBC - Done. Item closed.

To negotiate and agree a contract variance with the catering company – item carried over.

To question and make suggestions on the PE grant 2022-23 document and publish a final version on the website - Done. Item closed.

To circulate any training offered through governors for schools - Done. Item closed.

To discuss a staff wellbeing week - Done. Item closed.

Add governor discussion on the school's values to the next agenda with governors considering the values beforehand - Done. Item closed.

5. **Governing Body organisational matters**

5.1 Chair role – A list of the Chair's responsibilities will be circulated with a time estimate. BD does other work with the school but more as a friend of the school which is not included in the list. Governors to consider if they would like to take over the role of Chair.

5.2 Appoint a Finance Link governor and a Shadow Link Governor – **KH and RF were unanimously appointed as link governors for finance.** The Finance Link Governors will scrutinise the budget before it comes before the FGB in April 2024 for approval.

5.3 Budget meeting in April – The budget meeting will take place on 24<sup>th</sup> April 2024.

6. **Headteacher's report**

A written report was circulated before the meeting.

Q: Your report refers to 14 leavers this academic year, which is double the number we saw last year. Is there anything to note from this?

A: Typically the children came to our school temporarily whilst a place became available in their local school. Transport to school is removed if the family do not accept the closer school place. The number leaving illustrates the significant number of joiners we have had across the school. The leavers are spread out across the year groups. There is nothing to note from this.

There are associated Part II minutes which cover confidential information.

7. **SDP & SEF/teaching and learning focus.**

An updated SEF and SDP had been circulated before the meeting.

PI joined the meeting (6.15pm).

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

- Performance management targets have been set around writing with a focus on specific pupils or cohorts.

Signed:..... (Chair)

Dated:.....

- Pupil progress meetings have discussed pupils' barriers to learning and any interventions required.
- Progress on the foundation subjects is all positive and the external reports have provided us with external validation of this.
- An SLA peer review in art took place today which supported our view that art is a strength of our school. The report will be circulated once received.
- There is much to celebrate in our foundation subjects. We need to continue to embed all the work and ensure impact is demonstrated in outcomes. We can already see the impact as a result of our pupils speaking more confidently about their learning.
- LH, HW and the SLT were thanked for their work with ML on the SEF.
- KC was also thanked for her offer to review the SEF to make it more concise.
- Our external report on reading across school has shown that reading is strong. This is also reflected in our strong positive progress data.

Q: Can we add the positive external reports to our SEF?

A: Yes.

8.

**RSE curriculum**

The FGB were given a presentation by the RSE Lead on the Equality Act 2010, protected characteristics, the requirements of the RSE curriculum and how it is being delivered in our school. This was similar to training already given to all staff.

The FGB were shown the RSE pages on the school website which details the curriculum content, intent, impact and implementation. VN was thanked for her work on the website.

The FGB were additionally advised:

- Staff in the training were asked to particularly focus on pupils who belong to more than one marginalised group (intersectionality)
- The school uses the Jigsaw scheme to deliver RSE, and this is supplemented, where staff feel appropriate.
- In primary schools, relationship and health education are compulsory. Sex education is not but the DfE suggest that it is taught, and we follow the DfES's guidance. The main aim of RSE education is to keep children safe and sex education is an important part of this.
- Families can remove their children from RSE but not the part of the science curriculum that covers how babies are conceived.
- The last learning walk showed that pupils in the older years would like more resources on LGBT. The next step is to further collate and centralise RSE resources.
- Governors were warmly invited to visit the school and speak to the pupils on their RSE learning and to feedback to BR, where necessary.

Q: Do we have any families who opt out of RSE?

A: A couple. We do share the teaching and learning materials if families ask. We additionally invite parents to look at the materials on the topic 'changing me' before it is taught.

Signed:..... (Chair)

Dated:.....

BR was thanked for her report.

9.

**School values**

The FGB were advised that a brief to design an infographic had been sent to The Piggott School for their students to submit their design ideas. The infographic should represent the school's values agreed as kindness, responsibility and courage. It is hoped the infographic will be ready to coincide with the school's 50<sup>th</sup> celebrations.

The strapline to accompany the infographic is still a work in progress and governors were invited to make suggestions.

The school logo will be kept. It is the Latin wording that will be phased out as we feel that it is no longer relevant or used.

10.

**Access and inclusion (wellbeing, vulnerable children, SEND, PPG, EAL, diversity, safeguarding)**

10.1 SEND report – A SEND report had been circulated in advance of the meeting.

The SEND Link Governor thanked VN for the tremendous work she does as SENDCo and noted that she is a real asset to the school. Her meeting with VN illustrated the care that goes into each child and family, and often it is the only support the family receives. Positive feedback has been received from our families, so we have a lot to be proud of.

Our levels of need are difficult to benchmark against other schools as we are good at identifying need. WBC are aiming to collate data across the borough to identify the need and how to meet it going forwards.

The SEND support from WBC is basic. The Educational Psychologist is only carrying out diagnoses with no support thereafter and there is no speech and language support in the borough.

The FGB commended VN as the families of the school with children with SEND value her help.

10.2 – pupil premium strategy report – the report had been circulated prior to the meeting. The number of our PPG pupils is growing but still a relatively low number compared to national figures. The Link Governor for PPG will feedback on the report before it is published on the website.

11.

**Finance update**

Nothing to report.

12.

**Policy approval: Governor visits**

Item carried forward.

13.

**National issues**

Nothing to discuss.

Signed:..... (Chair)

Dated:.....

14.

**Training/school visits**

14.1 Governor training attended – Governors were reminded to look at the training courses being offered by WBC in the Spring term and to book on any relevant courses.

KC gave feedback on the introduction to SEND training she recently attended with WBC. WBC have appointed an area SENDCO to recognise the need in the borough. An update was given on the expansion of places for SEND pupils.

14.2 – Safer recruitment training – BR, LH and BH to do.

14.3 – Link governor visits – LH and HW to forward visit forms following their recent school visits. BD had also enjoyed a recent visit to Foundation Stage during their learning drop-in session. It was lovely to see this event so well attended by parents.

15.

**Health and Safety**

ML will liaise with the Link Governor for Health and Safety in relation to the audit being conducted by WBC in January.

16.

**Staff wellbeing**

ML, BR and BD have discussed the suggestion of a wellbeing week, and they would like to make this wider. A proposal is to create a wellbeing group comprising staff and governors. The group will carry out a wellbeing audit and draft a wellbeing code as their first steps.

Governors were thanked for sponsoring the staff advent calendar this year which promotes staff morale.

BR also attended an SLA wellbeing network meeting.

All the wellbeing initiatives previously advised to the Governing Body are also being continued.

17.

**50<sup>th</sup> Celebrations**

As part of the celebrations the school is looking to its future and regenerating Teletubby Hill. We have discussed the regeneration with School Council. Teletubby hill is a well-loved part of our school, so we want to keep it. We also want to make it more modern and include a canopy so lunches can be eaten outside, a board game area, a trampoline and a talking pipe, which was the pupil's idea. It is hoped the work will be completed over the summer and will be funded by local charities, the CPTA and pupils' fundraising.

Governors were asked to loan any Colleton memorabilia to ML for the 50<sup>th</sup> celebration.

18.

**CPTA report**

A verbal report was given to the FGM; a summary of which is:

- The Christmas movie night raised £276 less costs.
- A series of Christmas events and Christmas orders were detailed.
- Families have been asked to contribute to the fees to operate the class list system.

Signed:..... (Chair)

Dated:.....

- They are running a candle, book and guess the name of the Unicorn stall at the forthcoming Twyford Christmas fayre in conjunction with Little Acorns.
- Governors were asked to run the bar at the Christmas event on 8<sup>th</sup> December 3.30pm – 7.30pm.

19.

**AOB**

None.

20.

**Date of next meeting – Wednesday 17<sup>th</sup> January 2024**

The meeting ended at 7.40pm.

*Next steps:*

- 1: To check the year end carry forward for last year and advise the FGB
- 2: To negotiate and agree a contract variance with the catering company
- 3: Add the RSE training materials to Governor teams
- 5: To feedback on the pupil premium strategy report and publish it on the school website
- 6: Add a review of governor visits policy to the next agenda
- 7: Send the Clerk any outstanding visit report forms

CS

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RM

ALL

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ALL

Signed:..... (Chair)

Dated:.....