



FULL GOVERNING BODY MEETING
WEDNESDAY 30th NOVEMBER 2022: 6.00PM AT THE SCHOOL

<u>Present:</u>	Jo Blunden (JB), Bethany Caunter (BC), Bridget Ditcham (BD), Rachel Farris (RF), Bryony Harding (BH), Keith Hay (KH), Lucy Hill (LH), Phillipa Irving (PI), Michelle Law (ML), Helen Price (HP) and Belinda Rowland (BR).
<u>Also present:</u>	Vanessa Neale (VN- Deputy Headteacher), Carol Simpson (CS – Business Manager) and Rebecca Marr (Clerk)
<u>Circulation:</u>	All Governors, Vanessa Neale and Carol Simpson.

Item No.	Agenda items/Discussions	Action
1.	<u>Safeguarding training</u> BC, BD, RF, BH, KH, LH, PI, and HP attended safeguarding training.	
2.	<u>Apologies</u> Apologies were received and accepted from Ben Hockley and Heather Williams. Paul Jones was not present.	
3.	<u>Declaration of interests</u> No declaration of interests was made. JB and PI were welcomed to their first FGB meeting. Introductions were made.	
4.	<u>Approve the minutes of 28th September 2022</u> HP proposed the minutes of 28 th September 2022 as a correct record. This was seconded by KH. The minutes were unanimously approved.	
5.	<u>Matters arising</u> <u>Review the attendance and health and safety policies and add them to the next agenda for approval</u> – Done. <u>Item closed.</u> <u>To undertake the cyber security training</u> – all done save for PJ. <u>Circulate the sustainability video</u> – Done. <u>Item closed.</u>	

Signed:..... (Chair)

Dated:.....

To circulate the NFF consultation – Consultation has closed. Item closed.

Set dates for the Committees to meet – Done. Item closed.

Circulate an updated staffing plan – Done. Item closed.

The Curriculum Committee to discuss link governor visits and the Headteacher to discuss with staff – Done. Item closed.

To set the next FGB meeting date – Done. Item closed.

6.

Governing Body organisational matters

6.1 Streamlining governance/increasing workload – In recognition of the workload in school is increasing and in everyone’s daily lives we want to review the way we structure our governing body to make it more efficient and governors can spend more time in school. There is some duplication of information given in Committees and then at FGB meetings. We are considering moving to a structure with no committees or amalgamating the Staff & Finance Committee with the Sites and Buildings Committee. Governors were asked to consider these proposals before the next meeting.

6.2 Ratify JB as a co-opted governor – **The FGB unanimously ratified JB as a co-opted governor.**

The FGB were advised that PJ has not attended a meeting since 18th May. Repeated efforts have been made to contact him including emails to his Colleton and personal email address and via a messaging service. No substantive response has been received. PJ was not present for the Ofsted inspection and the recent Pay Committee meeting. The FGB noted that they are able to remove PJ as a governor if he has not attended meetings for 6 months if apologies have not been accepted. **The FGB unanimously approved removing PJ as a governor with effect from 29th December 2022 unless he made contact in the meantime or has resigned.**

6.3 Review and approve the Committee’s terms of reference – The Committees’ terms of reference had been circulated prior to the meeting. The FGB noted that they had been approved in their respective Committee. **The FGB unanimously approved the terms of reference.**

6.4 Review and approve the scheme of delegation – The proposed scheme of delegation had been circulated prior to the meeting. **The scheme of delegation was unanimously approved subject to including the SDP as an item.**

7.

Reports

7.1 Head’s report -The Headteacher’s report had been circulated prior to the meeting.

The FGB noted that the Headteacher’s report also includes a report on the wraparound care provision.

Signed:..... (Chair)

Dated:.....

Q: How is staff morale after the Ofsted inspection?

A: Initially it was low but, once we had sight of the report, the member of staff's reaction was dependent upon where they are in their career and how long they have been at the school. We have a plan to respond to the report which we are feeling positive about. Staff are very tired which is not due to the Ofsted visit.

Q: Has the safeguarding recording procedures been changed?

A: The rigorous follow up action is annotated on the paper file each and every time. CPOMS has been investigated but given we are installing a new data system, Arbor, it is not clear what CPOMS will offer us over and above that system. We will keep CPOMS under review. The Headteacher is being vigilant going back to staff on the outcome of their disclosure.

Q: Is there anything further you need from the Governing Body in relation to the pupils at risk of permanent exclusion?

A: Discussions have taken place with senior members of the WBC SEN Team and there have been welcome developments in some cases. It is still not as fast as we need, but the Headteacher is able to spend more time on strategic matters recently. The Headteacher and RM have an outstanding action to review the exclusion policy.

Q: Do you feel the Governing Body provides the right level of challenge?

A: I would like the Governing Body to provide more challenge and accountability with regards to the implementation of the SDP. I would also like governors to come into school more and speak to the pupils about their learning. The Headteacher is more than willing to show governors around the school, so they feel more confident coming into school.

Q: Attendance figures are generally good, although there is still a relatively high persistent absent figure. Is there anything more we can do?

A: The EWO provided some good advice to the school recently which the school are implementing. Families will continue to be reminded via the newsletter that there is the possibility of being fined for taking unauthorised absence. Some families will be fined. As Headteacher I have a duty to ensure pupils attendance at school. Absences have an impact on the children's learning. Punctuality is also increasingly becoming a focus for us.

Q: Is unauthorised absence different between those families who are taking their children on holiday to those who are travelling abroad to visit relatives?

A: it is a difficult call to make, and I have to maintain fairness across the board. It is down to the length of time away. Religious days or funerals are generally authorised. I appreciate and empathise with families' situations, but I have a duty to promote attendance at school.

Q: Was the school informed by the Piggott School of their long wellbeing weekend?

Signed:..... (Chair)

Dated:.....

A: No but we were aware of it, nevertheless. The North Cluster used to agree inset days but now most are in MAT's this no longer occurs. We try to fit in our inset days with other local schools, but it is not always possible.

Q: Are staffing levels still a concern?

A: It remains the same. Our staff leave for the right reasons such as career development. We have a high level of staff illness currently which together with the staff vacancies is placing a strain on all in school. We have looked at agency staff, but they do not currently have the right calibre of staff we are looking for. Staffing issues are being seen both locally and nationally.

7.2 Curriculum report – nothing to report. It was noted that the minutes from the recent curriculum meeting had been circulated for governors to read.

7.3 Staff & Finance – It was noted that the minutes from the recent staff and finance meeting had been circulated for governors to read.

We are still expecting a small surplus this year which, if it ends like this, will be an excellent outcome. The teacher pay rises have been actioned and will be backdated.

Going forward the budget discussions can be moved to the FGB meetings, but we would still need to maintain a separate Pay Panel.

7.4 Sites & Buildings – The FGB were advised:

- The Committee carried out a site inspection.
- The agency caretakers are working out well although it is not ideal situation as some of the site controllers' responsibilities are falling on the Headteacher and Business Manager.
- There are a couple of projects in the pipeline, the largest is the replacement of the front gates.
- Flooring in the Foundation area has been laid.
- The ASC refit is next to be completed.
- WBC has a grant available for us to plants trees and hedgerows to improve our environment. Some of these will be planted once the gates have been replaced.

Q: Are the gates coming to the end of their life?

A: They are not fit for purpose. Higher pedestrian gates are needed to improve safeguarding and site security. They are also not in full working order all the time.

Q: In the health and safety policy there are responsibilities which fall on the site controller, does this need to be reflected in the policy if we do not have one?

A: We are aware of the issue, and we are working on it. We outsource whenever we can. It is part of a wider rethink.

8.

School Development Plan

Q: When will we see the updated SDP?

A: Before the next FGB meeting.

Signed:..... (Chair)

Dated:.....

9.

Pupil Matters

9.1 Admissions – We were delighted we had 34 prospective families at the open morning today and we received some lovely comments about the children who showed the families around.

Q: Do the new pupils have EAL? Are some pupils still transient?

A: Yes, but we are ably supported by WBC. Other local schools have more pupils with EAL.

Q: Do WBC provide resources or staffing?

A: Financial support per pupil but the issue we have is one of staffing particularly given the current recruitment challenges.

Q: Colleton does very well to celebrate different cultures. Is there any support from WBC to support and encourage this in addition?

A: WBC have provided diversity training, but we internally celebrate diversity. We also have increasing diversity among our staff body.

9.2 Safeguarding including Attendance, Bullying, Exclusions, Prevent

It was noted that attendance was covered in the Headteacher's report.

There was nothing to report on safeguarding, exclusions or Prevent.

10.

Policies

For approval: attendance, Behaviour (pupil), medicines, personal care, and privacy (staff workforce)

The policies had been circulated before the meeting.

The attendance policy was approved unanimously.

The behaviour (pupil) policy was unanimously approved subject to removing the duplication of questions in Appendix B.

The medicines policy was approved, with one abstention, subject to re-labelling appendix H as appendix F.

The personal care policy was approved with one abstention.

The privacy notice (staff workforce) was unanimously approved.

The health and safety policy were unanimously ratified.

The accessibility policy is to be reconsidered in relation to the part relating to parental surveys and brought back to the FGB for approval at the next meeting.

11.

National issues

None.

12.

Training/School visits

12.1 Governor training attended –The FGB were referred to the agenda detailing the training courses WBC are running in the Spring term.

Signed:..... (Chair)

Dated:.....

12.2 Link governor visits – BD advised the FGB she had carried out a SEN link governor visit recently which was extremely informative. We are lucky to have an excellent SEN team, and this has been reflected in the recent Ofsted report.

BHo was thanked for the huge amount of work he has done supporting the school in the area of data protection, which has been much appreciated.

13. **Health and safety**
Nothing to report.

14. **Staff wellbeing**
Staff illness is leading to challenges. Staff have Christmas events to look forward to and all staff will receive a treat in the school's advent calendar.

15. **AOB**
If governors would like to attend the Christmas events, please can they let the School Office know.

No advance notice is required for governors to attend the Foundation drop-in sessions.

Staff were thanked for organising the recent science and cogs event.

HP was thanked in her last Governing Body meeting for all she has done for the school and Governing Body. The FGB noted that they would be delighted to welcome her back as a co-opted governor if she had more free time in the future.

16. **CPTA**
The FGB were advised:

- The CPTA raised £266 through the Children in Need bake and £200 for the football evening. It was lovely to see many of the Colleton Dads attending the football event.
- A Christmas jumper swap has been arranged in conjunction with the school's Climate Club.
- Planning and preparation for the Christmas Fayre is going well. £277 worth of raffle tickets have already been sold and the grotto sold out in less than 2 hours.
- We are delighted Nick Wheeler (a parent) is running a recycled tree scheme with the proceeds going to the CPTA. Last year this raised £900.00.
- We are supporting the Round Table again on 11th December by assisting their Santa sleigh around the local community. We are looking for volunteers to help.
- ML and VN were thanked for attending the CPTA's AGM. There were some new parents attending the AGM which was lovely to see, and the finances are looking healthy.

17. **Date of next meeting**
1st February 2023 at 6pm.

Signed:..... (Chair)

Dated:.....

The meeting ended at 8pm.

Next steps:

- 1: To consider the governor structure going forward
- 2: Amend the scheme of delegation
- 3: Review the exclusion policy
- 4: Ensure the policies all refer to families and not parents
- 5: Amend the policies and share with staff and place on the school website
- 6: Reconsider the wording of the accessibility policy in relation to parental surveys and bring back to the next FGB meeting for approval

ALL
RM
ML/RM
RM
RM
ML

Signed:..... (Chair)

Dated:.....