

**MEETING OF THE FULL GOVERNING BOARD
TO BE HELD ON THE 28th SEPTEMBER 2023 AT 5.30PM**

NON-CONFIDENTIAL MINUTES

Composition of the Board

Name	Governor Type	End of Term	Responsibility	Attendance
Mrs Kerry Forrester	Headteacher	N/A	Headteacher	Yes
Ms Rachel Sims	Co opted	01/07/2023		
Ms Sara Albiston	Co opted	24/11/2025		Yes
Rev James Bridgman	Foundation	31/08/2025	Vice-Chair	Yes
Mr Adam Butwilowski	Parent	22/10/2025		Yes
Mr Chris Fry	Parent	04/01/2025	Chair	Yes
Mr Nick Brown	Staff	27/05/2025		Yes
Ms Sara Diggle	Foundation	07/02/2026		Yes
Mr Steve Perry	Co opted	28/06/2027		Yes
Ms Claire Houston	Co opted	28/06/2027		Yes
Mr Mark Elder	Co opted	38/06/2027		Yes
In Attendance				
Elaine Atkin-Nash	Clerk to Governors			Yes
Ms. Helen Maddocks	Deputy Headteacher (Observer)			Yes
Andrea Bean	Prospective Co-opted Governor			Yes

1. APOLOGIES, DECLARATION OF PECUNIARY INTEREST, MINUTES OF THE LAST MEETING, CHAIR'S ACTIONS AND ACTION UPDATE (10 minutes)

- The Chair proposed that Andrea Bean be appointed to the Governing Board as a Co-opted Governor. Concern was expressed at the number of parents who hold positions on the Governing Board. The Clerk confirmed that there is no legislation to restrict this, although it is not advisable due to potential conflicts and the potential tendency to approach matters from the perspective of a parent rather than a Governor. It was noted that all potential conflicts would be identified and addressed, and Governors confirmed that they would consider all matters in the best interests of the school as a whole.

RESOLVED that Andrea Bean be appointed to the Governing Board as a Co-opted Governor for a 4 year term.

- NB reported that he had created an App, which had been purchased by the school. The Clerk advised that he include this on his Annual Declaration of Pecuniary Interests.
- SD reported that her name had been misspelt in the June minutes, as Sarah. She also noted that she did not recall making the following comment regarding a school visit:
 “There were lots of wins in the GLD data and those children that did not meet GLD require additional support and **were affected by Covid.**”
- The Chair reported that work had taken place on the structure and focus of meetings. It was agreed that the Clerk would only be required for 6 out of the 8 meetings, and would meet with the Chair to discuss dates.

ITEM NO.	ACTION	WHO	BY WHEN	OUTCOME
9	Ofsted readiness training to take place on Tuesday 10th October 5pm- 7pm with Governor Sarah Quinn.	Chair	10/10/23	Ongoing
5	A Maths curriculum update was requested for the autumn term FGB meeting.	Headteacher	28/09/23	To be discussed at the relevant meeting
8	Headteacher to produce an attendance report for Governors for the autumn term.	Headteacher	28/09/23	To be discussed at the relevant meeting
8	Governors to complete their annual online safeguarding and prevent training on The Key.	Governors	28/09/23	Ongoing
16	Clerk to add social media policy for review at the next meeting.	Clerk	28/09/23	Ongoing

RESOLVED the non confidential minutes of the meeting held on the 29th June, 2023 be received and accepted as a true record.

2. ELECTION OF CHAIR

The Clerk noted that a nomination for Chris Fry had been received prior to the meeting, and a Governor provided a second nomination for the same candidate during the meeting.

RESOLVED that Chris Fry be elected as Chair for a further 1 year term.

3. ELECTION OF VICE CHAIR

The Clerk confirmed that no nominations for Vice Chair had been received prior to the meeting. A Governor nominated Rev. James Bridgman during the meeting.

RESOLVED that Rev. James Bridgman be elected as Vice Chair for a further 1 year term.

4. REVIEW KEY PERFORMANCE INDICATORS (20 minutes)

The Headteacher reported that the Key Performance Indicators had been provided prior to the meeting, along with comments from the Chair, who noted that the objectives were hard to quantify or measure.

Q – Does this go hand in hand with the SDP? What is the purpose of it?

A – No, it stands alone and was created by the previous Governing Board following a strategy meeting.

Q – Is there a purpose to the document?

A – We try to use the KPIs in the SDP but only objectives one and two will fit.

The Chair suggested a group to determine whether the document is fit for purpose. The Clerk suggested it could be replaced with a Governor Action Plan.

ACTION the Clerk to provide an example of a Governor Action Plan.

5. SCHOOL DEVELOPMENT PLAN (20 minutes)

The SDP was provided to Governors prior to the meeting, and the Headteacher reported that it had been finalised today with the evaluation.

The Headteacher provided a brief overview of the targets from last year, and the progress made, and invited questions.

The Chair noted that when setting targets, there needs to be a balance between aspirational and realistic.

The Headteacher reported that they had been challenged to make the targets more aspirational.

The Chair noted that it would make sense to base the new targets on this year's results.

The Headteacher reported that there are gaps in maths knowledge with this year's cohort; Maths is not a target on the SDP, but it is a focus because of this.

Q – Was this year 6 the Year 2 during lockdown?

A – Yes, there were no progress scores due to no SATS taking place, and the cohort has grown from under 30 to 42 now, including children from different countries.

Q – Are there specific areas or skills that are lacking?

A – The foundation skills, such as addition, subtraction and times tables. It is fixable but support is needed.

The Headteacher noted that the Curriculum Action Plan is embedded throughout. The INSET Day in July is now permanent, to ensure that the dots are being joined through the Key Stages.

Q – Curriculum is not on the SDP this year, are you confident that the foundation subjects are all progressive?

A - Subject leaders are in place to ensure this; we are still building on it and empowering subject leaders to speak with confidence about their subject. We are now working more on how we teach rather than what we teach.

Q – Does the curriculum clearly show the vocabulary progression?

A – Not necessarily, but it is a clear focus.

A Governor noted that vocabulary is a specific focus for Ofsted, and this should be considered.

Q – What support is in place for developing subject leaders?

A – There is a half termly staff meeting for subject leaders, as well as external training. Action plans have been created and supported to achieve this. Each subject leader also has a deputy for support. NGL training is provided, and we listen to staff to provide the support they need.

The Headteacher noted that subject leadership, was a two year focus.

A Governor noted that it was important to consider those children who could achieve Greater Depth rather than just Expected.

A Governor noted that this shouldn't be to the detriment of the lower children achieving expected.

Q – Should we consider the national results as a target?

A – We should always be above the national results due to the catchment area, that is why reading is such a focus in Year 2.

The Headteacher reported that this year, Subject Leadership, Cognition and Learning, and Communication and Language will be the foci.

Q – When will the plans be completed?

A – Subject Leadership is almost completed, Communication and Language has been completed and Cognition and Learning will be completed by the end of the month. The full document will be provided at the next meeting.

6. GOVERNANCE – MEMBERSHIP & CONSTITUTION (25 minutes)

- a.** It was noted that there are currently 2 vacancies: 1 Co-opted and one Local Authority. It was suggested that SP apply to become Local Authority Governor.

ACTION the Clerk to provide paperwork for Local Authority Governor application.

A Governor reported that they have a possible candidate for the Co-opted Governor vacancy.

- b.** The list of Governors with Special Responsibilities was discussed, and agreed as follows:
- c.** The Headteacher's Performance Review Panel was agreed as Mark Elder, Claire Houston, Sara Diggle and Sarah Quinn.
The Pay Panel was agreed as Mark Elder, Chris Fry and Sara Albiston.
- d.** Governors were reminded to complete the Declaration of Pecuniary Interest and confirm Code of Conduct and KCSIE, 2023 on Governor Hub.
- e.** The dates and focus of the FGBs was discussed, and it was agreed that the Clerk, Chair, Vice Chair and Headteacher would meet to confirm these.
- f.** It was noted that the Deputy Headteacher would arrange a schedule of curriculum presentations.
- g.** It was agreed that the schedule of Governor visits would be arranged on confirmation of the FGB dates.

7. POLICIES (5 minutes)

- It was agreed that approval of the following policies would be included in the agenda for the next meeting.
 - i.** Pay Policy
 - ii.** KCSIE, 2023
 - iii.** social media policy

ACTION the Clerk to add policies to the agenda for the next meeting.

8. KEY DATES FOR THE COMING YEAR (5 minutes)

The key dates for the coming year were provided to Governors prior to the meeting.

9. HIGHLIGHT KEY DEVELOPMENTS (10 minutes)

The Headteacher reported that the other half of roof was being completed, and the tree house is being delivered in October half term.

10. ANY OTHER URGENT BUSINESS (10 minutes)

The Headteacher reported that she had received a proposal from staff, to move in line with the high school and finish at 1.30pm on the last day of each term.

The Headteacher noted that this could reduce absence, and increase flexibility for parents. Teachers would remain on site, in order to complete their work and leave at a reasonable time, thus improving teacher wellbeing.

Treehouse sessions would begin earlier.

Q – Would there be anything for parents who don't use Treehouse?

A – No.

A Governor suggested that it could promote more absence, due it being a half day.

Q – Are 3 half days really going to improve staff wellbeing?

A – It helps staff to be organised for the new term without coming in to school over the holidays.

The Headteacher noted that the proposed change would need to go out to consultation, so a decision needed to be made to allow this to happen in a timely manner.

After an extensive discussion regarding the risks and benefits of the change, Governors decided that this required further consideration and agreed that it would be discussed at the next meeting.

ACTION the Clerk to add the proposed change to the timing of the last day of term, to the agenda for the next meeting.

11. DATE AND TIME OF THE NEXT MEETING

The next meeting will be held on the 12th October, 2023 at 5.30pm

It was noted that all meetings would now be held at 5pm.

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Headteacher to produce an attendance report for Governors for the autumn term.	Headteacher	28/09/23	To be discussed at the relevant meeting

Governors to complete their annual online safeguarding and prevent training on The Key.	Governors	28/09/23	Ongoing
Clerk to add social media policy for review at the next meeting.	Clerk	28/09/23	Ongoing
To provide an example of a Governor Action Plan.	Clerk	12/10/23	
To provide paperwork for Local Authority Governor application.	Clerk	12/10/23	
To add policies to the agenda for the next meeting.	Clerk	12/10/23	
to add the proposed change to the timing of the last day of term, to the agenda for the next meeting.	Clerk	12/10/23	