

MEETING OF THE FULL GOVERNING BOARD HELD ON THE 20th JUNE 2024 AT 5PM AT THE SCHOOL

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	01/07/2027		
Ms Andrea Bean	Co opted	27/09/2027		
Rev James Bridgman	Foundation	31/08/2025	Vice-Chair	Yes - remote
Mr Adam Butwilowski	Parent	22/10/2025		Yes - remote
Mr Chris Fry	Parent	04/01/2025	Chair	Yes
Mr Nick Brown	Staff	27/05/2025		Yes
Ms Sara Diggle	Foundation	07/02/2026		
Ms Claire Houston	Co opted	28/06/2027		Yes
Mr Mark Elder	Co opted	38/06/2027		
Ms Christine Robinson	Foundation	16/01/2028		Yes
Vacancy	LA			
Vacancy	Co opted			
Vacancy	Co-Opted			
In Attendance				
Sue Knight	Clerk to Governors			Yes
Ms. Helen Maddocks	Deputy Headteacher (Observer)			Yes

Governors welcomed Kerry Griffiths to the meeting, she gave a presentation on Computing to Governors which highlighted the following:

- Computing is an important subject; pupils live in a digital world, and it is important they have the skills to navigate through this. They learn about collaboration, problem solving and metacognition. Curriculum links can be made to other subjects.
- The school aims are to develop computational understanding and creativity to be able to communicate in technologies. Children focus on developing skills necessary and to be able to use it in a non-discriminating and effective way. The school want the children to be creative and confident learners.
- Create activities allow for differentiation and extension skills, the school monitors and records progress and ensures children have access to high quality resources.
- Computing is delivered through explicit, or curriculum linked lessons, it is taught across a 2 year cycle in KS1, LKS2 and UKS2 and delivered through our books approach. KS1 and KS2 learn through Purplemash.

- Computing has 3 integrated strands, computer science, digital literacy and information technology.
- Children will be equipped with how to use a system of ranges such as spreadsheets. Computing also ensures that they have digital literacy, the ability to use and express themselves and their ideas through information and communication technology.
- Purplemash is a bespoke tool created for schools, it is child friendly, and topics are mapped across key stages. Progression of skills give children increased independence.
- The school has mixed year planning which is appropriate over a 2-year cycle.
- The school want children to be safe, competent users of technology, and they can use their skills of logic and reasoning. Assessment and recording are done during lessons, summary judgements are done at the end of a unit and assessment is passed to the next teacher.
- Internet safety – every Autumn all year groups do a unit on internet safety, there is also an external workshop every Autumn, information is also shared with parents.
- Work scrutiny was completed in June 2023 and a learning walk will be conducted on the 1st July.
- The action plan includes progression document to ensure discipline and substantive knowledge are included. To ensure teaching is consistent across the school, undertake further training, parent communication, pupil voice and further learning walks.

Governors thanked Kerry Griffiths for presentation, and she left the meeting at 5.22pm.

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

No additional declarations were made.

Apologies were received and accepted from Rachel Sims, Andrea Bean, Sara Diggle. No apologies were received from Mark Elder.

RESOLVED that the non-confidential minutes of the meeting held on the 16th May, 2024 be received and accepted as a true record.

ACTION	WHO	BY WHEN	OUTCOME
Governors to complete their annual online safeguarding and prevent training on The Key.	Governors	28/09/23	Complete
To complete the Declaration of Pecuniary Interests and confirm Code of Conduct and KCSIE, 2023 on Governor Hub.	Governors	ASAP	Complete
To complete the Skills Audit.	Governors	ASAP	Ongoing

To provide the results of the Skills Audit to NB once evaluated.	Clerk	On completion of the SA.	Ongoing
To arrange a marketing meeting.	Headteacher/ CH		Complete
To add the Constitution of Government to the next meeting agenda.	Clerk	May	Complete
To add reducing the PAN to the first Summer Term agenda.	Clerk	Summer Term	Complete
Clerk to share the role descriptor for the Co-Chair role	Clerk	Summer Term	Complete
Governors to read the Be Ready document	Governors	Summer Term	Complete

A nomination was received for Rev Bridgman to continue as Vice Chair for a further year. No other nominations were received.

RESOLVED:

Governors agreed to elect Rev Bridgman as Vice Chair for 1 year.

2. ELECTION OF CHAIR

Governors discussed the role of Chair and the option of Co-Chairing. It was noted that of the Governors present they would only be able to commit a limited time to the role. Ms Houston stated that she may be in a position in the future to be a Co-Chair.

Governors agreed that Mr Chris Fry will continue in the role of Chair until the meeting in September.

RESOLVED:

Mr C Fry is elected as Chair until the meeting in September.

3. GOVERNANCE – MEMBERSHIP & CONSTITUTION

a) To receive any changes to the membership.
 There had been no changes to the membership.

b) Constitution

Governors had received a draft re-constitution of the Instrument of Government prior to the meeting.

The Headteacher reported that the constitution for the Local Governing Board when the school joins CDAT will permit no more than 8 Governors, of which 2 must be Foundation, 2 Parent, 1 Headteacher, 1 Staff and 2 Co-Opted. There would be no LA Governor.

Governors agreed that they would retain the current Instrument of Government during the conversion process.

The Chair reported that Duncan Gordon is keen to join the Board. Governors discussed the position of the Board and where they might be in 12 months' time due to the academy process. It was noted that the numbers of the Board would need to be reduced at the point of conversion.

RESOLVED:

Governors agreed to appoint Mr Duncan Gordon as a Co-Opted Governor.

ACTION: Clerk to set up Mr D Gordon on Governor Hub.

RESOLVED:

Governors agreed to appoint a SIP from the Diocese.

The HTPM panel were confirmed as Ms Houston, Mr Fry and Ms Diggle.

The Pay Panel were confirmed as Rev Bridgman, Mr Fry and Ms Houston.

4. OFSTED FEEDBACK

This was discussed in confidential items.

5. LINK GOVERNOR REPORTS

Governors received a marketing report prior to the meeting.

There were no questions raised from the report.

6. PP/FSM/LAC/EHCP and SEND

Governors had received the following reports prior to meeting:

Pupil Premium Report

SEND Report

Governors thanked the Headteacher for the informative reports.

7. MAINTENANCE REPORTS

Governors received the report from the SMO.

The Headteacher reported that CWAC had completed an audit on the 20th June, the report will be circulated to Governors.

ACTION: Circulate the report from CWAC reference the audit to Governors.

Governors noted a discrepancy in the comments relating to the incinerator, the school will address these discrepancies with CWAC.

8. HEADTEACHER REPORT

Governors received the SOAP (School on a Page).

The Headteacher highlighted that the INSET days will align with the high school, there will be 2 in September and 3 at the end of term in July. Staff will visit Foxhill for the first INSET in September.

RESOLVED:

Governors approved the INSET dates.

Governors were notified that there had been a problem with the planned residential to Whitemore Lakes, they have an age restriction of 8+ years and some of the pupils would not have turned 8 by the visit date. The school had checked the liability section on their insurance, and it was noted it was only for £5 million, the school requires a minimum of £10 million.

The school are looking for an alternative for the residential and are considering PGL and Robinwood, both would be at an increased cost and would be over £200. The school will be able to confirm which has been selected in the Autumn term.

Q: Do parents know the cost?

A: As soon as we book it, we will share the cost with parents and notify them that they can pay in instalments. School will fund the PP pupils and there will be support offered for any families who would struggle to pay.

Governors thanked the Headteacher for the SOAP.

9. HEALTH AND SAFETY REPORT

Governors noted the outstanding action for legionella training; this has now been completed.

10. POLICIES

There were no policies requiring review or approval.

11. FINANCE UPDATE

There were no updates since the last meeting.

12. SCHOOL ADMISSION NUMBER

Governors are aware of the lower pupil numbers coming into the school in September. The current PAN is 45 and Governors discussed reducing this to 30.

Q: Will this cause a problem with CDAT?

A: No, it has been discussed with them, financially the school will be more secure with classes of 30 as currently if numbers go above 30 then an additional class must be set up which requires additional staff.

Governors noted that they will need to consult on changes to the pupil admission number.

RESOLVED:

Governors agreed to reduce the PAN to 30 and to enter consultation with the LA and stakeholders for it to be implemented for September 2026.

13. WELLBEING

Staff are tired, this term has seen an Ofsted inspection and writing moderation.
Staff support and look out for each other.

Governors thanked the staff for their continued support and hard work.

14. ANY OTHER BUSINESS

There were no items of other business discussed.

15. DATE AND TIME OF NEXT MEETING

Governors agreed that they would not meet at the end of term and the following meeting dates were set:

26th September

28th November

23rd January

13th March

8th May

19th June

Signed
Chair of Governors

Date

ACTION LOG:

ACTION	WHO	BY WHEN	OUTCOME
To complete the Skills Audit.	Governors	ASAP	Ongoing
To provide the results of the Skills Audit to NB once evaluated.	Clerk	On completion of the SA.	Ongoing
Clerk to set up Mr D Gordon on Governor Hub	Clerk	End of term	
Circulate the report from CWAC reference the audit to Governors	Headteacher	End of term	