

MINUTES OF THE FULL GOVERNING BODY MEETING TARPORLEY CHURCH OF ENGLAND PRIMARY SCHOOL		
Date	Thursday 26th September 2024 at 5pm	
Venue	Tarpoley Church of England Primary School	
Attendees:	Mrs Kerry Forrester (KF) Ms Rachel Sims (RS) Ms Andrea Bean (ABe) Rev James Bridgman (Vice Chair) (JB) Mr Adam Butwilowski (ABu) Mr Chris Fry (Chair) (CF) Mr Nick Brown (NB) – On Zoom Ms Sara Diggie (SD) Ms Christine Robinson (CR) Mr Duncan Gordon (DG)	Headteacher Co-opted Governor Co-opted Governor Foundation Governor Parent Governor Parent Governor Staff Governor Foundation Governor Foundation Governor Co-opted Governor
Apologies	Mr Mark Elder	Co-opted Governor
Absent		
In attendance	Julie White (JW) Ms Helen Maddocks (HM)	Governance Clerk Deputy Headteacher (Observer)

*For all sets of minutes and backing papers it is taken that all will have been pre-read and coverage will therefore be limited to: • **accuracy** • **action points** • **challenge***

With 10 governors present, the meeting met its quorum.

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE
Discussion:	CF opened the meeting at 5pm. Apologies were received and accepted from Mark Elder. It was noted and acknowledged that Claire Houston has resigned as a governor.
RESOLVED:	That the apologies from Mark Elder are accepted.

AGENDA ITEM 2	APPOINTMENT OF CLERK FOR 2024-25 (STATUTORY)
Discussion:	The appointment of the clerk was discussed and it was agreed to appoint Second2None School Support Ltd as clerk with Julie White as the appointed clerk.
RESOLVED:	That Second2None School Support Ltd is appointed as clerk with Julie White as the appointed clerk.

AGENDA ITEM 3	ELECTION OF CHAIR & VICE CHAIR FOR 2024-25 (STATUTORY)
Discussion:	<p>JW reported that a nomination for Jim Bridgman had been received for the role of Vice Chair. CF notified governors that he wished to stand down as Chair of the Governing Body. Andrea Bean was nominated as Chair and accepted the nomination which was approved by all governors present.</p> <p>Jim Bridgman accepted the nomination as Vice Chair and the appointment was approved by all governors present.</p> <p>JB proposed a vote of thanks to CF for his work and support to the Governing Body as Chair. It was agreed that CF would continue to Chair the remainder of the meeting.</p>
RESOLVED:	That Andrea Bean is appointed as Chair and Jim Bridgman is appointed as Vice-Chair for the 2023-24 academic year.

AGENDA ITEM 4	ANNUAL DECLARATIONS
Discussion:	<p>It was confirmed that there were no declarations of interest in respect of the items on the agenda. All governors were asked to confirm their declarations of interest on GovernorHub and approve the Board's code of conduct in addition to confirming that they have read the updated Keeping Children Safe in Education guidance.</p> <p>It was noted that any certificates for Prevent and Safeguarding Training can now be uploaded to GovernorHub under each governor's profile.</p> <p>It was noted that DG has not completed a DBS check but that Jane will contact him to progress.</p>
Action:	All governors to confirm their declarations of interest, code of conduct and confirm they have read the 2024 Keeping Children Safe in Education guidance.

AGENDA ITEM 5	PART ONE MINUTES OF THE LAST MEETING 20 TH JUNE 2024
Discussion:	The Part 1 minutes from the meeting on 20 th June were received and accepted as a true and accurate record of the meeting.
RESOLVED:	That the Part 1 minutes of the meeting on 20th June 2024 are received and accepted as a true and accurate record of the meeting.

AGENDA ITEM 6	MATTERS ARISING
Discussion:	<p>The following matters arising were discussed:</p> <ul style="list-style-type: none"> - <i>To complete the skills audit and provide the results to NB once evaluated.</i> The skills audit was discussed. NB confirmed that he had not received all the skills audits. It is possible that they went to the previous clerk but not passed to NB. It was proposed that all governors send their skills audit directly to NB to enable any gaps to be identified in the Board as the school moves into CDAT. It was also noted that the skills audit can be a useful self-assessment for governors to identify training gaps and that this was a better use of the skills audit at this time. It was agreed that JW will circulate the skills audit, governors will self-evaluate any training needs using the questions on the skills audit and NB can then signpost appropriate training where required. Question: Will we need to provide anything in terms of a skills audit when we move across to CDAT? Answer: KF will ask CDAT what they will require and what their expectations are and a decision can be made at the next meeting. - <i>To set up Mr D Gordon on GovernorHub</i> It was confirmed that this has been completed. - <i>To circulate the report from CWAC reference the audit to Governors.</i> KF confirmed that this had not been actioned as the report had not been received from CWAC.
Action:	<ol style="list-style-type: none"> 1. All governors to review their own skills audit to identify training needs and report to NB. 2. KF to ask CDAT if they require a skills audit to be completed when the school goes into the Trust.

AGENDA ITEM 7	GOVERNING BODY MEMBERSHIP 2024-25
Discussion:	<p><i>Vacancies</i></p> <p>It was noted that there is now one vacancy following Claire Houston's resignation, however being mindful of potentially needing to reduce the number of governors in July when the school enters CDAT, it was agreed not to fill the vacancy at this point.</p>

AGENDA ITEM 8	COMMITTEE STRUCTURE & MEMBERSHIP 2024-25
Discussion:	<p>The committee structure and membership were discussed and agreed as follows. It was agreed that a number of the committees will be filled as and when there is a requirement.</p> <ol style="list-style-type: none"> 1. Pay committee – James Bridgman, Chris Fry & Christine Robinson. 2. Pay appeals committee – 3 non-staff governors to be appointed as and when required. 3. Headteacher Performance Management panel – Christine Robinson, Chris Fry & Sara Diggle. 4. Pupil Discipline & Exclusion panel - To be appointed as and when required. 5. Staff Discipline & Dismissal panel – 3 non staff, trained and eligible governors to be appointed as and when required. 6. Staff Discipline & Dismissal appeal panel - 3 non staff, trained and eligible governors to be appointed as and when required. 7. Complaint appeals – 3 non staff trained and eligible governors to be appointed as and when required. 8. School collaboration 'committee' – It was noted that this is useful if governors need to 'borrow' governors from another school e.g. for a PEx or complaint appeal etc. It was agreed this was not required at the moment. 9. Approval of SIP/External advisor – KF has asked the Diocese for a SIP. Claire Green has been appointed. It was confirmed that she will also be carrying out the Headteacher performance management.

AGENDA ITEM 9	REVIEW & CONFIRM GOVERNOR SUBJECT LINKS & LEAD GOVERNOR ROLES 2024-25
Discussion:	<p>The Lead and Link Governors were discussed and agreed as follows:</p> <p>Lead governors</p> <ol style="list-style-type: none"> 1. Safeguarding – Mark Elder has been asked, but if he does not agree, then Christine Robinson will take on the role. 2. Attendance – It was agreed that an attendance overview is reported in the Headteachers report. 3. SEND – Andrea Bean 4. Mental health & wellbeing (staff and pupils) – James Bridgman 5. Pupil Premium – Duncan Gordon 6. Health & Safety - Adam Butwilowski 7. GDPR champion – Chris Fry 8. Food *(see item 21) - Adam Butwilowski 9. A particular priority on School Development plan – Responsibility of all governors. 10. Finance - Chris Fry 11. Wellbeing and Christian Distinctiveness - James Bridgman 12. Data – Andrea Bean <p>It was noted that the school had moved away from subject link governors and instead had subject teachers present at the start of each governors meeting. It was agreed to continue with this model. The curriculum development plan for every subject with the 3 year vision and plan for each subject is available for review on GovernorHub. KF encouraged all governors to review these.</p> <p>It was noted that EYFS sits separately from other subjects. It was agreed that Sara Diggle will take on responsibility as lead governor for EYFS.</p> <p>Question: It was asked whether there should be a link governor for a subject which wasn't doing very well such as writing?</p> <p>Answer: It was noted that the writing outcomes were the best results the school has had with 97% of pupils achieving the expected standard at the end of year 6. It was noted that year 3/4 were lower. It was agreed that this will fall under the particular priority on school</p>

	<p>development for all governors to be responsible.</p> <p>Question: It was noted that an outstanding Ofsted rating had just been missed due to some of the curriculum being new. The question was asked whether it is worth somebody having an overview of the new curriculum items?</p> <p>Answer: KF noted that HM comes to every meeting and reports on curriculum once a term. One of the development points is that all governors need to know about the curriculum. The same applied for writing. Governors could delegate somebody to attend when monitoring and moderation is taking place. All the information will be shared on the School Development Plan for governors to be part of the processes.</p>
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AGENDA ITEM 10	TERMS OF REFERENCE 2024-25
Discussion:	KF commented that the Pay committee Terms of Reference are quite out of date and asked whether JW had any up to date terms of reference that could be used as a template and in particular that would be in line with CDAT? JW agreed to review what was available and send to KF.
Action	JW to review and send template Pay Committee terms of reference to KF for review.

AGENDA ITEM 11	GOVERNOR TRAINING REQUIRED/ATTENDED
Discussion:	<p><i>Advice for Item: To consider the impact of any governor training in the last academic year and what may be needed in the new academic year. Note any training or CPD undertaken through governors' roles as part of their day job etc can be included. For those using Governor Hub, please record all training under your governor profile.</i></p> <p>It was noted that any training requirements may come out of the skills audit review. JW referred to the training modules for governors available on GovernorHub Knowledge and agreed to put a link on the Noticeboard.</p>
Action:	JW to send a link to Governor training modules on GovernorHub Knowledge.

AGENDA ITEM 12	GOVERNOR MONITORING REPORTS SINCE LAST MEETING
Discussion:	It was confirmed that there were no monitoring reports to review.

AGENDA ITEM 13	GOVERNOR SELF EVALUATION & ACTION PLANNING 24-25 (if not addressed in summer term)
Discussion:	<p><i>Advice for item:</i></p> <p><i>To consider the work of the board in light of last year's achievements and challenges.</i></p> <p><i>To consider and agree what the specific priorities for governors this academic year are.</i></p> <p>KF noted that this was linked to the Su Turner training. The alternative training date will be confirmed once Su Turner has sent availability.</p>

AGENDA ITEM 14	CHAIR'S ACTION
Discussion:	There were no Chair's actions to report.

AGENDA ITEM 15	ATTENDANCE
Discussion:	<p><i>Advice for item:</i></p> <p><i>The new statutory guidance 'working together to improve school attendance' will be in effect from 19th August 2024. It is highly likely that there will soon be a new attendance policy to follow. The main updates are:</i></p> <ul style="list-style-type: none"> <i>New requirements on keeping and sharing registers</i> <i>New rules around fines for unauthorised absences</i>

	<ul style="list-style-type: none"> • <i>Clearer expectations for the school's senior attendance champion</i> • <i>More detail about supporting pupils with physical or mental ill health</i> • <i>Clearer links between improving attendance and wider school culture</i> <p><i>Governors should review/approve the new policy when it is available.</i></p> <p>KF noted that all the new guidance has been reviewed and a letter has been sent to parents. The letter is available to review on GovernorHub - Attendance letter and sets out the new attendance statutory guidance including the fining system. KF and Jan are working hard and monitoring attendance. Attendance is above national average and staff work hard to keep it at those levels. Staff are working on the lateness element and is working with specific families to try and get the children in school before the registers close. If children arrive after the registers close, it is an unauthorised absence with 10 unauthorised absences incurring a fine. The guidance is very thorough, and parents have been told of the main changes.</p> <p>Question: JB noted comments on the parent feedback regarding the early end of term in summer and asked whether this had any difference since the time was changed?</p> <p>Answer: KF agreed to get the statistics and provide the data and look at a comparison from last year. It was noted that there were a few pupils who were poorly in the last week of school but that was no different from previous years.</p> <p>Question: Were there any anomalies in the first week back given it was a half week?</p> <p>Answer: There were quite a few people who had delayed flights or were poorly.</p>
Action:	KF to obtain statistics and data reflecting any impact of the early finish for the summer term to include in Headteacher's report at the next meeting.

AGENDA ITEM 17	SCHOOL DEVELOPMENT PLAN 2024-25 FOR APPROVAL
Discussion:	<p>The SSDP was received and reviewed on GovernorHub - SSDP Sept 2024. Points noted were:</p> <ul style="list-style-type: none"> - One of the areas being looked at is multiplication to improve the number of children with secure recall. Results are below national on the multiplication tests which doesn't correlate with maths results across the school and the progress children are making. The target set is to achieve results in line with national results. The SSDP sets out what the focus and strategies will be. <p>Question: SD asked if tests such as the times table test reflects the skill level of the children?</p> <p>Answer: HM noted that the issue is children don't know their times tables rather than the test being the issue.</p> <p>KF asked all governors to complete the curriculum review on the government website by 21st November. It was noted that there is so much to cover on the curriculum that there is not always time to teach times tables in school, stressing the importance of parents going over times table with the children.</p> <ul style="list-style-type: none"> - The next area on the SSDP is behaviour which is being led by HM. The aim is to minimise the impact of negative behaviours and learning, progress and the wellbeing of pupils. To include up-skilling of staff in a range of behaviour strategies to manage both low level and extreme behaviours. <p>The behaviour policy was discussed and questioned whether it was meeting the needs of all children. It was noted that the behaviour policy is reviewed annually and includes adaptations where required for children requiring additional support.</p> <ul style="list-style-type: none"> - Writing has been discussed earlier in the meeting. - Reading data is good but the progress from KS1 to KS2 is being reviewed in terms of the change in assessment and also looking at fluency. The new pathways to read format is being reviewed to assess whether it is suitable for the school.

AGENDA ITEM 18	SCHOOL SELF EVALUATION FORM FOR REVIEW
Discussion:	The updated SEF was acknowledged and received SEF Sept 2024 . It was noted that performance related pay was included in the SEF which is needs to be updated following the new guidance.
Action:	KF to update the performance related pay section of the SEF.

AGENDA ITEM 19	CURRICULUM PLANS FOR THE TERM/YEAR
Discussion:	The curriculum development plans for 2024-25 on GovernorHub were acknowledged and received - Curriculum Development Plans . Every subject has a 3 year overview with the vision for the subject, the statutory elements and the future direction of each subject. These items will be reflected in the presentations to governors from the subject leads. It was agreed that governors will be advised of the speakers prior to each meeting with Miss Neill being invited to present at the November meeting.

AGENDA ITEM 20	DIOCESE UPDATES / SIAMS INSPECTION PREPARATION
Discussion:	There were no updates to note.

AGENDA ITEM 21	FOOD STANDARDS *
Discussion:	<p><i>Advice for item:</i> <i>Governing boards are ultimately responsible for making sure the food standards are met, and that your school is creating a culture of healthy eating and supporting pupils to make healthy eating choices.</i></p> <p>Monitoring activities <i>As governors, you can:</i></p> <ul style="list-style-type: none"> • Assign oversight of school food to a committee or link governor, as part of your school's wider health and wellbeing strategy • Schedule school visits so you can observe how the lunchtime experience contributes to the culture and ethos of your school • Have a board member attend School Nutrition Action Group meetings • Have your school leaders develop a whole-school food policy which includes a healthy packed lunch, vending and drinks policy • Check continuing professional development training is in place for teachers and support staff to support their knowledge of health and wellbeing. <p>It was agreed that ABu as link governor for food standards will meet with KF and RS to form a nutrition group.</p>

AGENDA ITEM 22	SAFEGUARDING UPDATE
Discussion:	Governors were reminded to read the updated Keeping Children Safe in Education guidance. KF will also send a quiz and additional documentation to governors and asked that they read the documentation and complete the quiz.
Action:	KF to send safeguarding quiz and documentation for governors to complete.

AGENDA ITEM 23	PROCEDURES / POLICIES FOR REVIEW/APPROVAL
Discussion:	All policies for approval were included in the folders on GovernorHub. It was noted that the governor visits policy will be updated now that the link governor roles have been agreed. All statutory policies have been included with the exception of the Pay Policy which CWAC

	<p>will send out in November.</p> <p>Statutory policies from CWAC are:</p> <ul style="list-style-type: none"> Absence Management Attendance Capability procedures Safeguarding Whistleblowing <p>School specific policies for approval are:</p> <ul style="list-style-type: none"> Charging and remissions statement Critical Incident plan Home School agreement Transition policy <p>All governors present approved the policies.</p>
Action:	To update governor visits policy.
Resolved:	To approve all updated policies as listed above.

AGENDA ITEM 24	ANY OTHER BUSINESS & ITEMS FOR NEXT MEETING
Discussion:	There was no other business noted in this part of the meeting.

AGENDA ITEM 25	DATE OF NEXT MEETING/S
Discussion:	<p>Meeting dates for 2024/25:</p> <ul style="list-style-type: none"> Thursday 28th November 2024 at 5pm Thursday 23rd January 2025 at 5pm Thursday 13th March 2025 at 5pm Thursday 8th May 2025 at 5pm Thursday 26th June 2025 at 5pm <p>Pay committee – TBC</p>

The non-confidential part of the meeting finished at 6.45pm

ACTION LOG

ACTION	RESPONSIBILITY	DEADLINE	COMPLETED/ ONGOING
All governors to confirm their declarations of interest, code of conduct and confirm they have read the 2024 Keeping Children Safe in Education guidance.	All governors	31/10/24	
All governors to review their own skills audit to identify training needs and report to NB.	All governors	31/10/24	
KF to ask CDAT if they require a skills audit to be completed when the school goes into the Trust.	KF	28/11/24	
Send template Pay Committee terms of reference to KF for review.	JW	ASAP	
Send a link to Governor training modules on GovernorHub Knowledge.	JW	ASAP	Completed
Obtain statistics and data reflecting any impact of the early finish for the summer term to include in Headteacher's report at the next meeting.	KF	28/11/24	
Update the reference to Performance Related Pay in the SEF.	KF	ASAP	
Safeguarding quiz and documentation to be sent to governors to complete.	KF/All governors	ASAP	
Governor visits policy to be updated.	KF	ASAP	