|  |
| --- |
| **ST NICHOLAS CE VA PRIMARY SCHOOL****FULL GOVERNING BODY MEETING**Thursday 5 October 2023 at 7pm held at the school**MINUTES** |

|  |
| --- |
| **FGB ATTENDANCE TRACKER** |
| **Name** | **Governor Type** | **5 Oct** | **7 Feb** | **14 May** | **20 Jun** |
| Stuart Burnett | Foundation Governor | P | Moved to associate member |
| Simon Caunce | Foundation Governor | P |  |  |  |
| Anna Cherniaeva | Staff governor | P |  |  |  |
| Rizelle Crouch | Headteacher | P |  |  |  |
| Hilary Doherty | Foundation Governor | P |  |  |  |
| Dr Hannah Draeger | Parent Governor (moved to LA slot on 18/10/23) | P |  |  |  |
| Caroline Fleming | Foundation Governor | P | Moved to associate member |
| Dr Catherine Harvey | Co-opted Governor | P |  |  |  |
| Henry Loweth  | Foundation Governor | P |  |  |  |
| Lucy Parr | Foundation Governor | P |  |  |  |
| Natalie Pepper | Parent Governor | P |  |  |  |
| Marie Price | Foundation Governor | P |  |  |  |
| Mary Jean Pritchard | Local Authority Governor (moved to Foundation slot on 18/10/23) | P |  |  |  |
| Charlottee McCrossin | Foundation Governor  |  |  |  |  |
| Rev’d Dennis Stamps | Foundation Ex-Officio | P |  |  |  |
| **In attendance** |
| Tracey Norris | HFL Education Clerk | P |  |  |  |

|  |  |
| --- | --- |
| P | Present |
| A | Apologies provided |
| N | Not present |
| O | Observer |

|  |  |  |
| --- | --- | --- |
| 1. | **Welcome and Prayer**The Chair welcomed all to the meeting, in particular Charlotte McCrossin and Anna Cherniaeva to their first meetings as governors, introductions were made. A third new governor, Marie Price would be joining the meeting at 7.15pm after choir practice. Rev’d Stamp led the meeting in prayer. |  |
| 2. | **Procedural matters**1. Apologies: There were no apologies for absence, CH and MP were running late and would join the meeting at agenda items 3. The meeting was quorate.
2. Declaration of any conflict of interest: None relevant for this meeting. DS’s ongoing conflict (church hall letting) was noted.
3. Notification of other business: None raised.
4. Minutes: The minutes of the previous meeting held on 10 July 2023 were approved as an accurate record.
5. Matters arising: All actions from the previous meeting had been completed or were in progress:
* Hold parent governor elections in September: completed and Austin Finnegan would be joining as a new parent governor as soon as all safeguarding checks had been completed.
* RC to ensure the school used the Admissions Committee to approve in-year admissions and consider the impact on class allocations in future years: Actioned and ongoing.
* RC to ensure standardised expectations re homework were shared with staff at the INSET day in September with comms to parents/carers in a newsletter: completed.
* Amend references to “Clubs” to “all lettings” in policies: completed.
* RC to upload PP report to website when updated: completed.
* RC to draft risk register, committees to identify key risks in their areas, standing agenda item on FGB: ongoing, see agenda item 5e.
* RC to check that the letter about joining the Friends of St Nicholas had been sent out: completed.
* CF to check that the drugs policy had been deleted from the policy schedule: completed.
* NP to check if a reference/link to the H&S policy was required/appropriate within the lettings policy: completed.
 |  |
| 3. | **Headteacher’s Written Report**The following documents had been circulated in advance of the meeting:* HT’s report – October 2023
* HIP visit report – July 2023
* SDP 2023/24

Questions and comments were invited:* Q What were the school’s numbers on roll as reported on census day? Ans: 148, two in-year admissions had joined the school on Monday 2 October. SB explained that school funding was based on pupil numbers taken from the census data. RC thanked the Admissions Committee for responding so quickly to this request.
* Another family had expressed an interest in joining the school (two children), but they had not yet made a decision.
* The school had promoted the uptake of school meals on Census Day through the newsletter.
* The recent harvest festival services attended or hosted by the school had been a lovely example of community engagement and young worship. RC thanked Mrs Kennett for accompanying pupils to the Sunday service.
* New staff had settled in well.
* A part time TA had resigned, and this position would be advertised.
* Staff retention was raised. It was noted that support staff could earn more money working in a supermarket. A long service award (monetary) could be made as well as creating additional responsibilities eg TA mentor, to help the school retain staff.

**(CH joined the meeting)*** Attainment data from July 2023: governors congratulated the school on its outstanding attainment data. This also demonstrated exceptional progress from the start of the year and/or previous key stage.
* RC had reviewed the data with the school’s SEA (school effectiveness adviser, previously the HIP); gaps in learning had been identified in Y5 and Y6; this was due to lost learning opportunities during covid when these pupils had been in Y2/Y3.
* The targeted teaching approach had had a significant impact on progress and attainment.
* SEN/EAL cohort had made good progress.
* Q Phonics pass rate was lower than expected – why was this? Ans: This had been reviewed and some changes would be made; pupils would be given more opportunities to practise DfE assessment tests (in small chunks) alongside the phonics scheme’s assessment process. The phonics scheme had only recently been introduced and so the Y1 cohort in July had not had the same exposure to Rocket Phonics in their reception year as the current Y1 cohort had. Those pupils who did not meet the required standard in phonics in Y1 would continue to have phonics sessions in Y2.
* Q What learnings have been made from the in-school accident recorded w/c 25 September? Ans: A pupil had run across the bridge (width-ways instead of along the bridge) and caught their foot in the rope handle and fallen over. This pupil was regularly being reminded not to run.
* The playground refurbishment project was planned for later in the year and some of the play equipment would be updated.
* Q Why wasn’t the accident reported on RIDDOR? Ans: This was not an equipment failure so did not qualify.
* Q How had term dates been set? Ans: The school had followed HCC dates and placed INSET days across the year.
* **Action: School to highlight term dates as clearly as possible and remind parents not to take term time holidays**.
* Governors congratulated RC and the new SLT on the positive comments made by the SEA on their enthusiasm and teamwork.

School Development Plan* The SDP had been reviewed in detail at the FGB meeting held in July.
* Q Was there sufficient budget to fund all the priorities in the SDP? Governors noted the costings column which was now included in the SDP. Ans: The school’s budget position would continue to be carefully monitored; some necessary resources were expensive, eg the new Rocket Phonics resources and books.
* Some pupils were displaying signs of additional need, these had not yet been assessed but would continue to be tracked and this might have an impact on the budget if additional support staff were needed.
* Q Had costs also been impacted by staff turnover; did staff turnover mean higher associated costs eg training? Ans: Yes. Fortunately, SLT and subject leader training was being part-funded by the DfE.
* Q How did staff respond to the SEN INSET training? Ans: This had been a good session for teaching staff and well received. The SENCo would also deliver training to support staff on 2 October. A one-page profile for each pupil had been created so it was easy to see barriers, strengths, adaptations and pupil voice. Staff meetings had also been held to review SEN pupils and PEPs. Staff feedback has been positive. The SENCo has done a huge amount of work with very clear steps in place for each pupil and staff had appreciated the opportunity to sit together and talk about adaptations for pupils and class practice.
* Q What is the expected outcome from this approach? Ans: Standardised processes and procedures for in-class adaptations should improve behaviour for learning and class management.
* Q Does the SENCo have enough capacity to support the rising numbers of pupils with additional need? Ans: This would be kept under review. The school would be flexible and offer additional hours during particularly busy times eg EHCP review.
 | **RC** |
| 4. | **Safeguarding**See update in HT’s report, it was also noted that:* KCSiE training had been delivered to all staff.
* DSL training was up to date.
* The new TA had been booked on Level 1 safeguarding training.
* All staff have signed to say that they have read the Child Protection Policy.
* Training on the appropriate use of records of concern had been delivered during the INSET day – this had been raised as an action in the HIP report.
* Q How were concerns rag rated? Ans: There were differentiated levels of concern from 0 – 1 –2 – 3 and each case was RAG rated at the weekly DSL meeting.
* Two families have been identified as in need of a TAF (team around the family) and the school was working to engage these families in the process.
* Q Do organisations/individuals that hire the school have appropriate safeguarding policies in place? Ans: Yes, and there was a tab on the SCR for hirers where this information was recorded. A new requirement for 2023 is to name the hirer’s nominated DSL.
* Q Was the school’s SCR up to date in this respect? Ans: Yes.
* Q New requirements for filtering and monitoring, did the school have processes in place? Ans: Yes. A report would be generated by RM each week for review.
* Q What devices did this cover? Ans: All devices that were using the school wi-fi. Pupils who brought phones to school had to hand these over to the class teacher at the beginning of the day; RC was able to show governors the storage box used for this (on the desk in the classroom the meeting was being held in).
 |  |
| 5. | **Strategic Matters** 1. Open day planning: as previously raised, pupil numbers were volatile, and every effort should be made to fill all pupil spaces.
* Governors who were available would attend the open day to help show round prospective parents.
* A script/pointers for discussion would be circulated.
* 17 families had registered for the first session. This was higher than at the same time last year.
* Governors noted the pros and cons of pupils conducting tours; prospective parents should be given every opportunity to speak to pupils and ask questions.
* OFSTED quotes should be used in marketing material ahead of the next round of open days adverts.
1. Wrap around care: this subject was always an important factor for working parents and the early close of the after-school club was raised (6pm from Monday to Thursday and 5pm on a Friday compared to other schools who stayed open until 6 or 6.30pm). The Club also noted that there was a lower demand for the later time of 6.00pm on a Friday.
* Q Could the club extend their hours? Ans: This was a regular topic of conversation; the team did not have the capacity to extend their hours. The club was now more flexible in regard to taking ad-hoc bookings.
* The staff who ran the provision were great and had good relationships with all the children who attended. There needed to be a balance between their work-life arrangements vs increasing hours to be attractive to more parents.
* **Action: Include photos from after school club in open-day slideshow.**
* **Action: After school club to be advertised (leaflets etc) during open day visits.**
1. SIAMs readiness: the school was not on the SIAMs inspection list for 2023/24. Preparation for the inspection would start in Spring 2024. A folder on Governor Hub would be created where evidence and the SIAMs SEF would be stored.
2. Stakeholder engagement: this was being addressed through the Communications Working Party.
3. Risk Register: This would be a standing agenda item. Governors agreed that RC should choose the template that would best suit the school (and would be the least onerous to use). **Action: CH to assist RC select a risk register template**.
 | SLTRC/CH |
| 6. | **Committee Q&A**Committee minutes had been circulated in advance of the meeting and matters to escalate were noted:1. Resources:
* NP had taken over as chair of the committee which had reviewed the following at its first meeting of the term:
	+ Risk management
	+ Technology strategy
	+ H&S policy
	+ Boiler grant application (deadline is December)
	+ Playground redevelopment (this related to areas which had not been updated in the previous phase of playground redevelopment eg wooden hut area, monkey bars, creation of a mindfulness area etc). c£5,000 was needed to complete the project (in addition to the funds raised by the PTA).
	+ Quotes were currently being reviewed by HDr.
	+ Staff recruitment
	+ Headteacher’s performance appraisal: postponed until w/c 9 October.
	+ Fire drill: first attempt – 3mins 15s, second attempt – 2mins 46s.
	+ Letting fee increase agreed – this did not apply to the after-school club.
	+ Defibrillator had been installed (located near to the trophy cabinet).
1. School Effectiveness:
* Meeting to be held on 13 November.
1. Admissions:
* Meeting held w/c 25 September.
* Five in-year admission places had been offered
1. Communications working group:
* The group had considered the use of Twitter/X.
* A communication survey had been sent to parents and results had been shared with staff (lots of great comments).
* A new PTA chair had been appointed.
* Strategy for open days.
 |  |
| 7. | **Governor Business**1. Attendance record for the website: Noted. Some minor changes were required, and these would be made, and the document uploaded to the website.
2. Annual plan of work: noted.
3. Committee composition and governor roles: noted, as per document on Governor Hub, with the following corrections/changes made:
* LP to be added to the Admissions Committee
* MJP to be added to SEC and Personnel
* MP to be added to SEC
* History and geography link governor: Charlotte McCrossin
* Music: Mary Price
* Governors were welcome to attend any committee meeting if they were interested in addition to the one they had been allocated to.
* Governors to inform CF if they wanted to change their link role.
* **Action: CF to add in name of member of staff responsible for subject link to document.**
1. Succession planning: Hilary Doherty would stand down at the end of her term of office in February 2024. Simon Caunce’s term of office would end in January 2024 and he agreed to continue as a governor (end date to be determined).
2. Governor roles: The appointments of Lucy Parr and Hannah Draeger as chair and vice-chair were approved.
3. Annual declarations Governors were invited to complete the following annual declarations on governor hub:
* That they will abide by the governors’ code of conduct
* That they have read KCSIE 2023
* Business interests and any other governance roles.
1. Governor Visits: Governors had attended some of the recent events in school, including, Poetry Day, INSET day training and the Harvest Festival services. Governors were reminded to complete a governor visit form (see governor visit folder) following any visit and should aim to visit the school at least once a term.
2. In-house training: It was agreed that the in-house training session for 2023/24 would be on effective governance, this would be held in the spring term. **Action: Clerk to arrange.**
3. Focus for governor day in school: LP and RC would plan an itinerary for the day. The focus would be on risk management, governor visits and sustainability.
 | AllCFClerk |
| 8. | **Policy Review**The following policies had been circulated in advance of the meeting and were approved (having previously been reviewed at committee level):1. Anti-bribery policy
2. Anti bullying policy (subject to removal of reference to AHT).
3. Capability policy
4. Complaints leaflet (the complaints policy was made available to parents upon request, the leaflet was published on the school website).
5. Exclusions guidance
6. Child protection
7. Safeguarding: see comments from CH in yellow. **Action: RC to update**.
8. Admission policy 2025/26: **Deferred**. Correspondence had been received from the Diocese on 5 October recommending a revised definition of an applicant's “home address” following a change in definition made by HCC. Governors deliberated the potentially negative impact this change might have on the school’s ability to approve applications and agreed that further clarity was needed before the revisions could be approved. **Action: HL to seek clarity from the Diocese: completed see update on Governor Hub posted on 9 October.**
 | RCHL |
| 9. | **Any other business**1. Pay recommendations: to be reported to the FGB during the Governor Day in December.
2. Stuart Burnett: This was Stuart’s last meeting as a governor, the governing body thanked him for his support and dedication to the school over three terms as a governor and as chair of the F&R and then Resources Committee; it was much appreciated, and he would be much missed.
3. Caroline Flemming: This was Caroline’s last meeting as a governor and chair, the governing body thanked her for excellent stewardship of the governing body as chair of governors; she would be much missed.
 |  |
| 10. | **Closing prayer** |  |
| 11. | **Date of next meeting:** * Governor day in school - Friday 15 December 2023
* Wednesday 7 February 2024
* Tuesday 14 May 2024
* Thursday 20 June 2024
 |  |

Meeting closed at 9.05pm

|  |
| --- |
| **Summary of actions arising from the meeting** |
| **No** | **Item** | **Who** | **Status** |
| 1 | School to highlight term dates as clearly as possible and remind parents not to take term time holidays | RC |  |
| 2 | School to include photos from after school club in open-day slideshow. After school club to be advertised (leaflets etc) during open day visits. | SLT |  |
| 3 | CH to assist RC select a risk register template | CH/RC |  |
| 4 | CF to update governor roles document and add in the names of the staff member responsible for each subject link. | CF/LP |  |
| 5 | Clerk to arrange in house training session on effective governance | Clerk |  |
| 6 | HL to seek clarity from Diocese re impact of proposed changes to the definition of home address in the admission policy | HL | Completed, see post on GH on 9/10/23 |
| 7 | RC to make changes to the safeguarding policy | RC |  |
| 8 | Pay recommendations to be approved at the governor in school day meeting in December | LP/RC |  |
| **Agenda item for Spring term**  |
| 9 | Review the implementation of the behaviour policy in the Spring term | Agenda item |  |