

Full Governing Board Meeting Minutes

Thursday 26th January 2023, 7-9pm - Hybrid Meeting

Attendees:

Joanna Dent (CoG) – *Co-opted / Chair* Deb Williams (HT) – *Head Teacher* Nev Kingdom (NK) – *Parent / Vice-Chair* Kim Edgar (KE) – *Staff / SENCO* Katy Hillier (KH) – *Parent / SEN Governor* Peter Lloyd (PL) – *Co-opted* Tim Shrewsbury (TS) – *Co-opted* Trevor Lee (TL) - *Parent* Yasmin Frampton (YF) - *Parent* **Apologies:** Gareth Fielding (GF) – *LA Appointed*

Absent:

Sam Boulton (SB) – Parent / EYFS Governor / Safeguarding Governor Sally Windmill (SW) - Associate

Invitees:

Sarah Gregory (Clerk)

Ref	Item	Comments	Actions
1.	Welcomes and	Welcomes were made by the CoG. Apologies were received and accepted	
	apologies	from GF. The meeting was quorate.	
2.	Declaration of	There were no business or pecuniary declarations made for this meeting.	
	Interests		
3.	Minutes of	The minutes from the FGB meeting on 1 st December 2022 were provided	Clerk to file
	previous meeting	to the board prior to this evening. The minutes were unanimously	signed minutes
		accepted as a true and accurate record, and signed by the CoG during the	
		meeting. Approved.	
4.	Matter Arising	Safer Recruitment Training: Governors were reminded that currently	YF to complete
	from previous	there are only two Safer Recruitment Trained staff. YF has commenced	training. More
	minutes	training.	governors to
			undertake
			training
		<i>Website Information Review:</i> KH informed the committee that they have	Clerk to send
		reviewed the curriculum section of the website and felt it was very clear.	KH the "What
		HT reminded governors that once completed Parents will be provided	School Must
		with the link. KH offered to review the school website using the "What	Publish
		Schools Must Publish Online" checklist.	Online"
			checklist
5.	Committee	<i>Teaching and Learning (18.01.23):</i> The chair informed the board that the	Checkhot
•	Reports	committee will be reviewing the curriculum maps on the school website	
		prior to a feedback session at the meeting in March. Data was not	
		available for the last meeting and so will be reviewed at the next	
		meeting. It was noted that the meeting will be arranged between the HT	
		and the Safeguarding Governor.	
		Premises and Finance (update only): HT gave a brief update on the boiler	
		failure (on 13 th Jan), where it was necessary to close Yr6 and Yr4 classes	
		and to move Yr5 to the infant's side of the school. The engineer managed	
		to fix the issue but the age of the boiler and lack of replacement parts	

6.	Matter's Arising from other Committees	 means it could fail again at any time. SBM has notified the LA and informed them that school does not have the available funds to replace the boiler. A request was made to TS to re-adopt the role of Community Centre (CC) Governor Liaison, to which he agreed. Staffing and Welfare (update only): There were no updates and no questions. Increasing Numbers of Pupil Premium Children (T&L): HT reminded the board that there were only five PP children in school in 2019, whereas there are now 18, half of whom are in Yr4. Q – A governor asked how well the PP children are doing in Yr4? The SENCO (and Yr4 teacher) explained that there is quite a broad range within the cohort, with a number of the children on the SEN register. Ongoing. CoG to sign printed revised budget: The CoG has signed the Revised Budget since the last FGB meeting. Closed. 	TS to act as Community Centre Liaison
7.	Head Teacher's Report	 Achievement/Progress: HT reminded the board that school are moving away from Classroom Monitor and are changing over to a new system, which is used by many other schools. It was noted that Yr2 are likely to be officially moderated, especially as there is a new Yr2 teacher. The governors were assured that the new teacher is receiving support from other members of staff who have experience of teaching Yr2s. Q – A governor asked if Times Tables Rock Stars (TTRS) data can be used to review Yr4 prior to their Multiplication check? School reported that TTRS can be used to reduce children's worry about the check. School are holding a "Number Day" next Friday. Q – A governor asked about the monitoring of boys? HT informed the board that there will be drill down on boys at the next Teaching and Learning meeting, plus Pupil Conferencing with boys on Governor Day. Quality of Teaching: HT informed the board that for English, school are in the process of arranging visits from a well-known local author and a poet before the summer, which will be funded by the Wickwar Education Fund (WEF). The Friends of the school have also offered to fund a visit from another author, aimed at Yr5/6. It was noted that World Book day falls on one of the Union strike days. HT informed the board that on the last strike day (01/02/23) three out of eight class were closed but any SEN, PP or children with social workers were invited to attend school. Attendance and Exclusions: CoG gave thanks to governors who volunteered to be part of the exclusions panel. HT reported a dip in attendance at the end of last term due to illness, (sickness bugs, chicken pox, scarlet fever, strep, and colds). HT reminded governors that Heidi Brooks is the school's "Attendance Champion". Staffing Updates: HT informed that board that the Yr2 teacher has started maternity leave. Unfortunately, she was unable to complete the handover to the new Yr2 teacher due to illness, though the new teacher is being well s	CoG to send letter to WEF to thank for all experiences they have funded

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8.	Monitoring	<i>Zones of Regulation:</i> CoG and KH arranged to observe the children during their lessons, and also talk to the ELSA trained staff.	CoG, HK and SENCO to arrange date
		<i>Autism Training:</i> HT informed the board that Staff (teachers and TAs) have attended Autism training provided by the Autism Education Trust, with a view to completing some workshops over the summer.	
		<i>English:</i> TL and HT arranged to meet to discuss the English provision.	HT & TL to meet on 22.02.23
		Banding Revision: HT reported that this process is still ongoing.	KE & SENCO to meet once completed
		<i>Further Monitoring Visits:</i> Governors were asked to contact the HT to arrange dates for further monitoring visits.	All Governors to contact HT
		<i>Governor Day:</i> Governors were reminded that Governor Day will take place on Friday 10 th March. There will be no FGB meeting on the day, instead feedback should be brought to the meeting on 23 rd March.	CoG & HT to meet 24.02.23 to discuss Governors Day
9.	Preparation for Ofsted	KH recently attended the Ofsted for Governors training provided by Integra and provided notes for the board prior to the meeting. Governors discussed items which may be of interest to Ofsted and the notes provided. It was suggested that governors read the notes and test themselves on what answers they would give if asked by Ofsted.	
		HT and CoG arranged to review the Single Central Register (one for teachers and support staff, one for governors and volunteers).	CoG and HT to review SCR on 24 th February
		Governors expressed their keenness to attend assemblies. HT suggested Mondays at 1pm for the Values assemblies.	
		A suggestion was made to invite the CSP into school to discuss Ofsted Inspections. It was expressed that Ofsted will be interested in how governors know the statements they make are true and where the evidence can be viewed.	
		A governor suggested a WhatsApp group, set up prior to an inspection, could be used to help co-ordinate the governors on the day of the inspection.	
		Governors discussed Parent View. It was felt that although parents can be very supportive it can also be an opportunity to complain. It was felt that an informal parent survey prior to the Parent View survey may give parents the opportunity to discuss any matters with staff informally.	
		Governors discussed the possibility of a governor from St John's Mead's Governing Board (who have recently had an inspection) meeting with the board.	HT to contact the CoG of St John's Mead School GB
10.	Future Planning for School	Governors were informed of a new MAT in South Gloucestershire called LEAF. Governors discussed that new schools have been looking at grouping together, also about the schools in the school hub. It was noted that the White Paper stated schools should be part of an academy by 2030 but this date has now been removed. HT informed the governors that "The Bridge" is a group of schools who	

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governors are hoping to have a better idea (and maybe preferences) on direction of travel. Q - A governor asked whether the LA are applying pressure on school to make a decision? HiT replied that the LA would like school to have a better inderstanding of their options and to have considered some possible choices by the end of the year. CoG to collate the intervention of travel. 11. Governor Self. Assessment Audit CoF reminded governors that some have mistakenly completed an old version of the skill sudit. Some governors were asked to complete the new version of the skill sudit. Some governors were asked to complete the new version of the skill audit form during the meeting. CoG to collate the forms and analyse the results for the next meeting. 12. Governor Admin LA Governor Appointment: Clerk informed the board that the nomination from GF to be re-appointed to the board subsequently GF was re-appointed as the board's LA Governor. Clerk to inform GF to be areappointed to the board as the LA Governor was approved by the LA on 14 th December 2022. The governor is active the results for the parent governor clerk. Informed the board that the parent has also approached with interest in becoming a parent governor. HT asked KB School staff fany would be interested in a co-opted opsition but as yet there has been interest. Clerk to informed the interest. Governor Development Plan: Governor Series and should be completed soon. CoG to send report to Governor series and should be completed soon. CoG to send report to Governor series and should be completed soon. Governor Development Plan: The ElA statement has been read and considered by the				
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Page 4 of 5			retrieve one child's contacts recently, staff were initially unable to find	

		their details. The child's details were subsequently found stuck at the back of the binder and was returned to its correct location.	
17.	AOB	The next Staffing and Welfare meeting was re-arranged to 8 th February at 1:30pm.	
18.	Safeguarding & Prevent Quiz	Not available for the meeting.	
19.	Date of next meeting	Thursday 23 rd March 2023, 7-9pm, at School. <u>Meeting Summary:</u> • CoG to sign SFVS • Mid-year Monitoring of Pupil Performance and Attendance • Safeguarding Audit Report • Head Teacher's Report <u>Policies & Documents to review at next meeting:</u> • Supporting Pupils with Medical Needs (if previously reviewed by S&W) • Children With Health Needs Who Cannot Attend School (if previously reviewed by S&W) • Behaviour Principals Statement	

To be signed at the next FGB meeting:

Chair's Signature: Minutes have been accepted as an accurate record of the meeting.	
Date:	