

**6.00 pm at school**

Karen Wrixon (Headteacher), Chris Jones (Chair), Maria Dixon (Vice-Chair), Rachel Barbet, Russell Field, Richard Hull, Gilford Sweetenham, Janine Wagner-Hale, Annabel Smith, and Catherine Dunkley-Jones (Clerk)

Agenda Item
<p><b>1. Welcome and Apologies</b></p> <p>The chair welcomed all to the meeting. There were no apologies.</p>
<p><b>2. Notification of Any Urgent Business</b></p> <p>-</p>
<p><b>3. Declaration of any business interests</b></p> <p>3.1      Governors were reminded of their obligation to declare any business, pecuniary or prejudicial interests.</p> <p>3.2      All governors confirmed that they have signed their copy of the Annual Register of Business Interest Form, the Code of Conduct policy, and the latest version of KCSIE.</p>
<p><b>4.      Annual Elections (CDJ)</b></p> <p><b>4.1      Election of chair and vice chair</b></p> <p>CJ was unanimously re-elected as chair.</p> <p>The position of vice-chair is vacant. The governors thanked MD for her contribution as chair, vice-chair and LA governor for many years. This item will be revisited at the next FGB.</p> <p>4.2      To RESOLVE committee structure, memberships, terms of reference including delegated function to committee/individuals</p>

It was agreed that the committee structure and membership will be as follows:

**Curriculum Committee**

Annabel Smith (Chair), Maria Dixon (Vice-Chair), Gilford Sweetenham, Russell Field, Richard Hull, and Karen Wrixon

**Finance and Personnel Committee / Environment Committee**

Chris Jones (Chair), Maria Dixon (Vice-Chair), Rachel Barbet, Karen Wrixon, and Janine Wagner-Hale

**Link Governors**

Karen Wrixon	Health and Safety
Maria Dixon	Safeguarding, EYFS, SRE, and Y1
Gilford Sweetenham	E-safety and Y5
Chris Jones	Y2, and Mathematics, Phonics
Rachel Barbet	Y4 SEND, PP
Janine Wagner-Hale	Y3, Well-being, and School Website Compliance
Annabel Smith	Y6 and English

**4.3 To RESOLVE governors with Performance Management responsibility for the headteacher.**

Annabel Smith, Rachel Barbet, and Gilford Sweetenham

The panel will next meet on 4<sup>th</sup> November at 3.45 pm with the ECL, Geoff Pike.

**4.4 To RESOLVE appointment of link governor roles – and to discuss planning visits to link into the RAP/SDP.**

There followed a discussion about the best way of planning link governor meetings for the year and the importance of focused meetings arranged in advance with clear objectives linked to the priorities identified in the RAP.

It was agreed that it is certainly possible and even good practice for governors to combine several link roles in one meeting i.e., a Y6 visit could also cover English.

Governors would ideally make three visits per year but two is more realistic.

KW, CJ, and MD to arrange a meeting to create a link governor action plan for the year ahead. RH and RF to also provide input if necessary.

4.5 To RESOLVE procedure for staff panels discipline/grievance/appeals; pupil discipline; pay appeals; complaints (Standing order 25.5)

- no change required

4.6 Governor Vacancies. To AGREE timetable/appropriate method for filling governor vacancies (three co-opted vacancies)

## **5. Minutes of Last Meetings and Matters Arising (Chair)**

5.1 To approve the minutes of 27<sup>th</sup> June 2022 for accuracy and adopt.

The minutes of the last meeting were agreed to be an accurate record and adopted. All actions have been completed.

5.2 There were no matters arising not addressed by this agenda.

## **6. Standing Orders, Terms of Reference, and Year Planners**

6.1 To review the Standing Orders and Code of Conduct for Governors.

6.2 To examine i) the Terms of Reference for the Governing Body; ii) the Organisation of Governing Body Committees; iii) Year Planner; iv) Proposed aims of each committee this year; and v) the Governors' Visits Protocol.

All the above remain the same – committees already discussed under Item 4.

The governors looked at the NGA Year Planner 22 but agreed all the statutory elements are already in place.

All were happy with the Attendance records for last year which will be published on website.

## **7. Headteacher's Report (KW)**

Discussed NOR. Hoping to have 27 in reception but have currently 23 as there were a couple of families who didn't arrive. The pattern tends to be new children join while others leave. There are currently 177 NOR.

Sharon Peel is the temporary replacement for Hannah Coasby-Smart the ECL who is still very ill. SP will visit the school on 5<sup>th</sup> oct go through development plans, look at our OFSTED plans and write a report. It was agreed that governors will arrange their link visits after her visit.

Y2 – because of the high needs of the group, 1:1 TA has been advertised as an emergency due for the need of extra support. Y2 is a year group that has missed out on nursery and reception time, due to the restrictions of the last two years.

Danielle started SENCO training and will be attending Bath University this year. PPA cover remains the same. Lisa Townsend, formerly Welch, is in the school office and is still doing her role as ELSA. As CK left at the end of term, the finance officer role is now covered by Karen Hudson an experienced finance officer as 3 days a week and CDJ is providing admin support one day in the office.

A new lunchtime supervisor has been appointed but there is still one vacancy, so TAs are helping as much as possible.

HD is taking an Early Years maths course and has also been accepted on a national professional qualification in senior leadership.

Tutor coming in use for other year groups. No overview of the budget but the outturn in Nov will give a better idea of the financial situation. Heating bills and staff costs are all rising. The latter is not yet agreed by the LA but will wait to hear in November. However, schools will not receive extra funds to cover increased staffing costs.

There will be a cap for schools along with businesses for six months.

*How sustainable is the situation?*

Unsure. All schools in same boat. NEU is looking at strike action for higher salaries – but they are still funded out of school budgets. Discussed 4-day weeks which have been spoken about in the media to save energy costs.

As all state schools are affected, there isn't much that can be done other than wait for the new figures.

This term started with two staff training days. The first day was staff looking at revisiting the underlying moral purpose and vision for the school, the key drivers that are part of the strategic planning to obtain this vision, how far the school has come since last year and the next steps, the White Paper and teaching and learning led by RF. The second day was the Headteacher leading on safeguarding updates and Mr Newman on STEPs. This was for the whole school.

There followed a discussion about re-instigating the annual Staff/Governors meeting. Governors expressed interest about learning more about STEPs and possibly being invited to the next training session.

The Government have given schools Recovery money which will be focused on supporting disadvantaged pupils and will be reported on with the Pupil Premium money. We still have the tutoring grant too.

KW will have completed performance management of all the teachers by before half-term, and office, LTS, cleaners this term. RH has seen the TAs and will see them to set their new

objectives this term. Staff continue to support each other as Lesson Study buddies deciding on an area in their key Stage meetings. Staff meetings are to be to set targets, English, T&L, maths, STEPS, EAL, foundation subjects, SDP, moderation, and Key Stage meetings. Subject leaders will have regular slots to update staff on their subjects. KW will prioritise time for each subject.

The children returned on 5th September, have been affected by coughs and colds.

No covid update – if a child is ill, they are off ill and return when feeling better.

- Premises.

The Year 4 mobile steps were replaced with a large ramp. There have been several slips on the ramp, the LA have been out to look and will paint in the yellow lines rather than use the dividers. It will be monitored.

- Budget:

We have drawn down from the devolved capital funding for some computing equipment and will drawing down money towards the play equipment and computer equipment along with money from the sports premium.

- Parents and community:

The Family Fest night was a huge success. The PTFA stall at the Cheese Festival raised £1135. KW met with the PTFA last week hoping to do a disco and pyjama night to increase funds again.

## OFSTED

OFSTED have changed their inspections slightly – there are now Graded and Ungraded inspections – WB would come under ungraded.

This means that the current grade won't be changed unless severe concerns are identified in which case a full team will come in. Visits still involve 2 inspectors and are held over 2 days.

*How would a 'good' school get to outstanding?*

They would give you some pointers and return within two years

*How many governors would be expected to come in?*

As many as possible, historically two or three have attended. The ECL and Geoff Pike may also attend if they are available.

**8. MAT Update (KW)**

The school has registered interest in the LA plans to form a MAT, which has been added to the RAP plan. There haven't been any updates yet, but the plans are at a very early stage.

Not progressed forward with SAST but understand SNHS is proceeding.

It was agreed to continue to keep options open.

Discussed various approaches to discipline in secondary school, such as the therapeutic approach.

*Do you know if any other local schools are interested joining the LA MAT?*

Several other schools in the pyramid may be interested.

**9. Safeguarding Update (KW)**

Changes to Governor DBS clearance – HR now inform schools that candidate is not on the Section 128 list.

The Child Protection Policy has been updated in line with the latest version of KCSIE, which all governors have read.

The main change is the fact that staff are now asked to carry out online searches before interview to see if there is anything of concern. RH does this so KW can carry out the interview unprejudiced by anything that she may see that does not affect the job.

The revised CP Policy was agreed

**10. Any Other Urgent Business (Chair)**

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Meeting closed 19.30 pm

**Dates of next meetings:**

**Autumn Term**

3<sup>rd</sup> October – CC – 6.00 pm on Teams

21<sup>st</sup> November - FGB - 6.00 pm

28<sup>th</sup> November – F & P/ Env – 6.00 pm

### **Spring Term**

16<sup>th</sup> Jan – CC - 6.00 if face-to-face, 6.30 if on Teams

6<sup>th</sup> Feb - FGB – 6.00 pm

27<sup>th</sup> Feb – F& P/ Env – 5.30 pm

27<sup>th</sup> March – FGB – 6.00 pm - face to face

*possible extra one for budget 24<sup>th</sup> April*

staff governor training -the next one - steps training to be booked in governors to be invited

### **Summer Term**

12<sup>th</sup> June – CC 6.00 if face-to-face or 6.30 Teams

26<sup>th</sup> June – F & P/ Env. – 5.30 pm

3rd July – FGB – 6.00 pm