



Learning God's Way

FULL GOVERNING BODY MEETING
Thursday 17th March 2022, 7pm in the Staff Room

Meeting Focus – Finance, Staffing and Premises

The meeting was opened in prayer.

		Action
	<p>Present: Emma Craughan (via zoom), Mary Dark, Helen Fletcher-Reilly (Chair), Vicki Goodin, Al Knox, Mike Jee (Head), Carolynn Lorimer, Debbie Ricks (via zoom), Rod Sharman, Chris Snell, Mark Standen (Vice-Chair)</p> <p>Apologies: Martin Smith</p> <p>Clerk: Jennie Ring (via zoom)</p> <p>Also present:</p>	
120	Apologies for absence – were received and accepted from Martin Smith	
121	Declaration of Interest – none	
122	Urgent matters to be considered for inclusion - none	
123	Minutes of meeting 20th January 2022 – were agreed to be signed at next opportunity.	
124	<p>Matters arising</p> <p><u>Minute 115</u> – the minutes seem to indicate no decisions were made on any possible changes to the governing board constitution. There was a brief discussion recalling some of the previous meeting's content. It was agreed to discuss and consider a change to the constitution to in order increase staff presence on the governing board at a future meeting.</p> <p><u>Minute 118</u> – it was agreed to add ethos and cultural capital to the June agenda for a detailed look.</p> <p><u>Minute 107</u> – Governors were asked to approve in increase to the voluntary contribution for the Y6 Leaver's Party from £3 to £5 in view of the level of the contribution for the party 3 years ago, which was £8. This was agreed.</p> <p><u>Minute 114</u> – First Aid Policy – questions were asked on this policy's review date and whether it's a statutory policy in view of some situations picked up by one governor from parents. The Head explained the procedure with regard to first aid incidents and accident book reporting.</p>	<p>Clerk – ag planning</p> <p>Clerk – ag planning</p>

	<p>Following the Chair's email, <u>Governance Matters & Update</u>, to governors of 3rd March 2022:</p> <p>Training:</p> <ul style="list-style-type: none"> a) NGA Learning Link module, Ofsted Inspections – step by step: following completion of this module by some governors it was agreed that the Head and Chair meet to assemble key information for governors. The website is being worked on for ease of access and to ensure compliance, including information on Covid Catch-up funding use and remote learning. b) NGA Learning Link module, Holding Leaders to Account – governors were asked to complete this next term. <p>Governor presence:</p> <p>The Chair asked for any comment or amendment to the plan proposed in the email for governors to be assigned a year group, with the 3 governors not assigned to classes taking other opportunities for presence, to support and build relationships with staff. As governors were in agreement staff will now be notified. One governor's premature contact was picked up and addressed by Mrs Dark.</p> <p><u>Minutes on the school website</u>: The clerk informed governors it was decided at a meeting between the Chair, Head and herself that the approved minutes of the governing body meetings would be published on the school website in future. The first set to appear will be February 2022.</p> <p><u>Action table from February meeting</u>: the meeting between Mrs Lorimer and the Head with reference to the PP Strategy is yet to be arranged.</p> <p>All other action points were complete, with the revised coding for illness/absence confirmed as being in use.</p>	<p>Head/Chair</p> <p>All governors</p> <p>Head/ Mrs Lorimer</p>
125	<p>Questions arising from monitoring visits – no visits have taken place since the last board meeting. Visits in the process of being arranged include: Mrs Lorimer over Educational Health Care Plans (EHP), Mrs Goodin and Mr Knox over reading, and Mrs Lorimer over the PP Strategy.</p>	
126	<p>Whole School Review Action Plan</p> <p>The first Task Group meeting with 3 outside advisors took place to examine progress since the whole school review took place. The Action Plan from that meeting has just been received, covering implementation of the phonics scheme, ensuring pupil voice is raised with regard to reading, reading corners and consistency. These are confirming what is already known as areas for development.</p> <p>The next Task Group meeting will be on 16th May, 2-4pm, with a focus on Maths. Governor presence was requested.</p> <p><u>Will governors see a copy of the action plan?</u> Yes. <u>Were there any surprises on the action plan?</u> No. It's confirming, at our request, what we already know we need and want to do with plans and timescales, while holding the school to task, which is useful. At the next governing board meeting this agenda item will look at the</p>	<p>Clerk Governors</p> <p>Clerk – ag</p>

	school's strengths and areas for development. The School Self-Evaluation will be completed next week and governors will have sight of it.	planning
127	<p>Pupil progress and standards update</p> <p>Assessments are undertaken every term, and are taking place this week to inform data shown on the windscreens. Writing has been assessed through a piece of writing prompted by an image shared with all children. Pieces of writing meeting age-related expectations (ARE) have been discussed among staff at the staff meeting. It was agreed it would be useful to enable governors to see these pieces at the next meeting. The Head gave some detail on writing progression up the school years.</p> <p><i>Is the data comparable to pre-covid?</i> There are still some gaps but progress on filling gaps is going well. The Covid Catch-up funding is being used to provide quality teaching from teachers or Higher Level Teaching Assistants (HLTA) for children in KS1 and 2 identified through the windscreen data. Pupil Premium (PP) children are receiving weekly 1:1 pupil conferencing to address gaps. They are meeting their targets, enjoying learning and increasing in confidence. Records are being kept of progress. The Head gave more detail on the funding of different groups and how the school is addressing the needs of the different groups.</p> <p>Reading will be assessed in summer term. An author will be visiting the school for 4 days as part of curriculum enrichment for writing.</p> <p><i>How many times is reading listened to?</i> It varies, sometimes every day, depending on the child's need and whether the listening happens in a group or individually. Teachers will listen to every child once a fortnight. More detail was given on how guided reading is heard. <i>And recording? I've noticed some notes appearing in my child's book...</i> Again, it depends on the child.</p>	Head/Clerk
128	<p>Budget monitoring and financial reporting</p> <p>The School Fund was examined. This details money passing through school and out to other recipients or the revenue budget, which is coming from a source other than government, eg from parents for trips. The Head highlighted and gave background and information about the Tomlin Account and Governors Account.</p> <p><i>Is the Fund audited?</i> Ordinarily its audited once a year. This is due to be done.</p> <p><i>Can childcare vouchers be used to contribute to the cost of extra-curricular activities?</i> The School Secretary investigated this question. Mrs Lorimer agreed to email her to ask the outcome. Another governor mentioned that although some parents still have vouchers, they are now an "old thing", the scheme having developed into Tax-free Child Care.</p> <p>The General Ledger Cost Centre summary was examined. The Head gave information and detail around the following centres: General Admin Teaching Materials, Buildings, Covid Catch-up, Classroom Support, TA Supply, IT Hardware, Pupil Premium, and Supply Teacher Long Term Support.</p> <p><i>What can you say about the overspend on TA's including HTLA's?</i> The overspend isn't that significant given the size of the school.</p>	Mrs Lorimer

	<p>How is the money allocated to each class spent? According to the need discerned.</p> <p>The Reserves of £35K – this is a little bit of carry forward as there’s only 2 weeks to go until the end of the financial year? It’s expected that there will be a small carry forward, but this figure can change even in the time left until the end of the financial year.</p> <p>It was observed that no money is allocated for history or geography.</p> <p>Are the William Older Trust contributing to the cost of the gates and extra fencing since they benefit from increased security? This requires a discussion with the Trustees. The charitable trust owns the land and buildings, and has responsibility for the upkeep of them.</p> <p>The School Budget Statement 2022/23, shared for notice, was examined. This is not yet set, no governor approval required at this meeting. The Head highlighted a few aspects of the budget statement including reference to staff costs and allowable carry forward.</p> <p>Is there detail on how the Sports Grant money is spent? A discussion took place on sport in the school mainly around kit, athletics and communication on the content of various activities available.</p>	
129	<p>Approval of School Financial Value Standard (SFVS) – Reference to committees and committee responsibilities needs editing in view of the fact that the structure of the governing body has changed. It was agreed to import the amended version into GVO (Governor’s Virtual Office) for approval.</p>	
130	<p>Approval of Scheme of Delegation – Reference to committees and committee responsibilities needs editing in view of the fact that the structure of the governing body has changed. It was agreed to import the amended version into GVO for approval.</p>	
131	<p>Service Level Agreement – This will be submitted to the LA when received, considered and completed. It’s not necessary for it to be brought to governing body meetings.</p>	<p>Clerk – ag planning</p>
132	<p>Premises/buildings update – the building works are being finished, the fencing is complete, and pipework due to complete by 29th March.</p>	
133	<p>Health & Safety incidents - none</p>	
134	<p>Security</p> <p>There are no security incidents to report.</p> <p>The electric gates and associated security features will be installed during the Easter holidays. Questions on operation of the gates, keyholding, informing of parents, connection with William Older staff, and future servicing of the gates were asked. Some of these details are yet to become clear or be worked out. Parents will be informed.</p> <p>After this, are there any more projects planned? Nothing major. The Special</p>	

	Support Centre (SSC), although major building work, is budgeted and controlled by West Sussex County Council (WSCC) and as such timing is out of school's hands. The aim is for it to be built and open in time for September 2023. One governor mentioned how staff are feeling with "always building" going on and suggested that more information would be welcome. The Head acknowledged, along with this, his desire to provide information that was certain.	
135	<p>Staffing update</p> <p>Staff absence is quite high due to covid.</p> <p>A teacher has resigned, leaving at Easter, resulting in a vacancy.</p> <p>One governor mentioned the toll of covid has taken on the staff's well-being and levels of tiredness. On the day of the recent power cut, when school was asked to close by WSCC, the staff gathered over lunch and coffee from out-of-school vendors, followed by working in twos on a particular part of the school they noticed needed attention. The day felt purposeful and had a positive effect on well-being and team spirit. Parental comments and concerns with reference to the closure will be addressed through an imminent parent letter.</p> <p>Is the change at Easter for the class whose teacher is leaving covered? Another member of staff, who's a qualified teacher, will cover until the vacancy is filled.</p>	
136	<p>Policies</p> <p>The Equality Information & Objectives Policy 2022-24 had 3 approvals given through GVO (Governor's Virtual Office). Governors were given 7 days to review. When any questions or comments have been settled it was agreed to approve the policy.</p> <p>There were no documents available for other policies listed on the agenda. The list will be reviewed by the Clerk in conjunction with school leaders.</p> <p>Mrs Ricks, the Safeguarding Governor, agreed to be present at the staff meeting in April which will include looking at the Behaviour & Attitudes Policy. The next Parent Forum via zoom will also have this focus. The presence of at least one governor was requested.</p>	<p>Governors</p> <p>Clerk</p> <p>Governors</p>
137	GVO tutorial – this was postponed until next meeting due to time and the clerk being present at the meeting remotely.	
138	Chair's Action - none	
139	<p>Reflection - the main area in focus this meeting was holding leaders to account for the financial stability.</p> <p>One governor asked whether the school had heard anything from the Local Authority (LA) on the likelihood of children from Ukraine coming to the area in view of her knowledge of local families intending to host refugees. There has been no communication from the LA.</p>	
140	Date of next meeting – Thursday 28 th April 2022, 7pm, in the Staff Room.	

ACTION TABLE

D = Done

P = In progress – give update

O = Still outstanding

	Minute:	Action from:	Action by:	Status
1	124	Clerk – Agenda planning – constitution of governing body	Post meeting	
2	124	Clerk – agenda planning – ethos and cultural capital for June FGB	Post meeting	
3	124	Chair/Head – meet to assemble key information for governors	As soon as practical	
4	124	All Governors – complete NGA Learning Link module “Holding Leaders to Account”	By end of summer term	
5	124	Head/Mrs Lorimer – schedule meeting to discuss PP Strategy	As soon as practical	
6	126	Clerk – add Task Group meeting date to GVO Calander	Post meeting	
7	126	All Governors – one or two governors to be present at next Task Group meeting 16.5.22 – 2-4pm	Post meeting	
8	126	Clerk – agenda planning – for WSR item and include SEF in agenda	Post meeting	
9	127	Head/Clerk – make children’s writing used to make assessments available for governors at April meeting	By April FGB	
10	128	Mrs Lorimer – email the school secretary to ask the outcome of investigation into school vouchers being used for extra curricular activities	Post meeting	
11	129	Clerk – SFVS – amended version to GVO	By next meeting	
12	130	Clerk – SoD – amended version to GVO	By next meeting	
12	131	Clerk – agenda planning – delete SLA	Post meeting	
13	136	All Governors – 7 days to review, make comment on the policy before being taken as approved	By 24 th March	
14	136	Clerk – review policy list on agenda and in annual agenda plan	By April FGB	
15	136	All Governors – consider who can be present at the next Parent Forum via zoom – topic will be the Behaviour & Attitudes Policy (7 th April, 7pm – see GVO Calendar entry)	Post meeting	