



Learning God's Way

**FULL GOVERNING BODY MEETING**  
**Thursday 19<sup>th</sup> January 2023, 7pm in the Staff Room**

Meeting Focus – Children's Welfare

The meeting was opened with prayer.

The Chair communicated the news of Martin Smith's resignation due to his new role as HMI.

		<b>Action</b>
	<p><b>Present:</b> Emma Craughan, Helen Fletcher-Reilly, Kate Goater, Mike Jee (Head), Al Knox, Carolynn Lorimer, Debbie Ricks, Chris Snell, Martin Smith, Mark Standen (Vice Chair)</p> <p><b>Apologies:</b> Leila Kemp</p> <p><b>Clerk:</b> Jennie Ring</p> <p><b>Also present:</b></p>	
87	<b>Apologies for absence</b> – were received and accepted from Leila Kemp	
88	<b>Declaration of Interest</b> – none	
89	<p><b>Urgent matters to be considered for inclusion</b></p> <p>What thoughts have you had about possible strikes by school staff? When there is more information from the NEU decisions can be made. If 7 or more staff members are taking industrial action the school will close. If there's less than 7 school will remain open on limited service, the best we can offer in the circumstances, not unlike bad weather days, and parents will be informed as soon as the decision is made.</p>	
90	<b>Approval of minutes of meeting 8<sup>th</sup> December 2022 and Confidential Part II Minute 24<sup>th</sup> November 2022</b> – both were agreed and signed.	
91	<b>Reflection</b> – governors commented on plenty of coverage of all aspects of the core functions of the governing body, very good input from staff and appreciation for the information and perspective on academisation.	
92	<p><b>Matters arising</b></p> <p><b>General matters arising</b></p> <p><b>Foundation Governor vacancy:</b> three people at St Margaret's Church have been identified as candidates. One is willing to stand, one is unsure, and the third is a possible. There is a meeting of the Parochial Church Council (PCC) on 30<sup>th</sup> January. Advice from</p>	<b>MSt</b>

	<p>the local authority (LA) on a spouse of a current governor also serving on the board has been taken. The LA advise that this would be OK as long as the roles, responsibilities protocols and behaviours are clearly understood. This represents a different view to the decision of the board at last meeting. Another discussion took place on the issue and the board’s decision stood – there was broad agreement that it was preferable that people from the same family could not serve on the board due to possible conflicts of interest.</p> <p><b>LA Governor vacancy:</b> The Chair had been in touch with two candidates by email and phone call earlier in the week. The candidates submitted, as requested, a summary of their background and experience for governors to consider. The Clerk read out the summaries. A discussion took place covering a little more about the candidate’s personal circumstances in relation to being able to engage in governance work, the nomination, appointment and role of LA Governors, the candidate’s skills and backgrounds, how they replace, or not, the resigning governor’s skills and backgrounds, common factors between the candidates, connections with the school, potential conflict of interests, whether either could take the current Chair’s place as Foundation Governor when she resigns in July 2023, the potential for either of them to be a future Chair, the Head’s view, governance roles indicated by one of the candidate’s information, and high regard in the community and workplace of one of the candidates.</p> <p>It was agreed that more information be requested from one candidate and a decision made at February’s meeting.</p> <p><b>Covering Martin Smith’s monitoring and lead roles and responsibilities:</b> Mrs Goater agreed to take the role of Lead for Curriculum with Mrs Craughan, and as governor for Y6 Classes. A brief discussion took place on what was required as a governor for a year group and as a Curriculum Lead.</p> <p><b>Succession planning:</b> The need for a Chair when the current Chair resigns from the board in July was again brought to the board’s notice for consideration. Perhaps now that the school is immediately post-Ofsted it could be a little less threatening. It entails fortnightly contact with the Head, receiving updates as necessary from the Head, and other occasional matters as they arise, eg complaints or a matter for which the Head really requires the Chair’s backing. The meeting structure and administration is ticking over well. It was agreed to bring membership of the governing body to the February meeting.</p> <p><b>Matters arising from the December 2022’s action table:</b></p> <p>Items 3, 4 and 5 – governors were asked to complete these actions by next meeting, 21<sup>st</sup> February.</p> <p>Item 8 – was missed. It will be carried over on Governor’s Virtual Office (GVO) Task list and in this month’s action table.</p> <p>All other actions were complete.</p>	<p><b>Chair Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
93	<p><b>Questions arising from monitoring visits</b></p> <p>Three governors have recently made monitoring visits. They gave brief details and were requested to send reports to the Clerk for inclusion in GVO records.</p>	<p><b>AK CL CS</b></p>

94	<p><b>Update from Alex Gates, Children &amp; Family Worker: covering – Safeguarding, Attendance, Children &amp; Family work, pupil mental health &amp; wellbeing</b></p> <p>Mrs Gates was unable to attend the meeting. The Head tabled a report from her covering the above areas and began to communicate its contents.</p> <p><b>What does persistent absence mean?</b> This figure is impacted by parents are keeping children off a lot because of illness, being more fearful due to recent concerns. The figures are in line with other schools in the locality.</p> <p>Figures to note – unauthorised absences are up; persistent absences need to reduce, and will, as these figures represent autumn term only.</p> <p><b>Why does persistent absence not come under authorised and unauthorised absence?</b> I would need to check with Mrs Gates.</p> <p><b>What happens when a child meets persistent absence criteria – or are we patient and see figures for the year?</b> Absence is monitored all the time, and data for the previous 2 half terms is included. When a child meets criteria, a meeting with parents will be sought to explore the reasons behind the absence and appropriate action taken. One governor mentioned that each child’s circumstances will be unique and taking each on a case by case basis is a good approach. There was a discussion on the variety of circumstances, the role of the office in calling the parents if a child is absent without school being notified. Another governor mentioned a situation that had occurred recently with her own child’s absence, reasons for it, actions she and school had taken, comparing it to the stated system. It was concluded that according the circumstances, actions and communications the absence had been handled well.</p> <p><b>Are there many children who come past 9.30am?</b> It’s rare; parents would have had a call by then, and be registered as a late unauthorised absence.</p> <p>In relation to attendance, the school office has day to day responsibilities while Mrs Dark has global overview, looking at figures at least termly.</p> <p>The Head continued to read from following sections of Mrs Gates’ report.</p> <p><b>Are children involved in Anti-bullying Ambassadors?</b> Yes, Mrs Gates is training children for that role.</p> <p>The Chair invited governors to submit any more questions directly to Mrs Gates, using the Governor’s Virtual Office comments on the report she submitted.</p>	
95	<p><b>Update on SEND/PP/CLA provision and progress, and the Special Support Centre (SSC)</b></p> <p>It was agreed to postpone this item until next meeting when Mrs Kemp could be present.</p> <p>There have been 7 candidates for the post of Teacher in Charge of the SSC, who have seen around the school. One application has been received to date. The closing date is 29<sup>th</sup> January with interviews taking place during the second week of February.</p> <p>Building work was scheduled to begin at February half term but due to some specific issues the main work will now begin at Easter, and this could mean the Centre opening</p>	<b>Clerk</b>

	<p>by October half term or even Christmas instead of the previously planned September 2023. A discussion took place on the specific issues and works required covering pedestrian gates, a tree that will need to be removed for access, separate entrances for workers and families and the needs of the builders and their vehicles.</p> <p>Does this mean that we now expect to employ a teacher from Easter? Yes, working in summer term to prepare resources, policies, staff and on local authority liaison. The exact details of building work beginning and progressing needs to be known soon in order to make the appointment.</p> <p>Where will children go who use the areas affected by the work for break times? The main part of the area outside Year 2, where sheds will be replaced, will be lost but children will be able to get round the side and break times will be rescheduled.</p> <p>When will parents be informed of the different arrangements? When it becomes clear what they need to be. Covid arrangements for drop-off and pick-up are still in place knowing that this change would be coming. The Head outlined the thinking behind leaving Covid arrangements in place and the possible picture when building work begins. It sounds like you've thoroughly thought this out, have you considered parents who need to collect from two collection points? Yes, we will keep timings as close as we can.</p>	
96	<p><b>Headteacher's Report, to include exclusions, health &amp; safety incidents, security and security incidents, complaints</b></p> <p>The Head commented on the total number of children in school and in previous years, while looking ahead and estimating an intake of about 400 for 2023. Figures from the local authority at the time of the meeting stated 402. Falling rolls are a common issue for schools. A discussion took place on this year's intake at William Older and the local housing developments, with the expectation that numbers would increase next year.</p> <p>Class sizes are more manageable though? Yes. The five children who've left – did they move out of the area or for other reasons? They moved out of the area.</p> <p>The Head summarised the data in section 2 of the report on standards and achievement and went on to outline measures being taken to address the main finding from Ofsted on the quality of teaching and learning. There is now a comprehensive monitoring programme for teaching and learning with senior leaders working in pairs in every year group each half term. Notes and feedback is compared and this informs the Strategic Plan for Learning &amp; Development. Focussed pupil progress meetings continue every half term.</p> <p>The main foci for teaching and learning is to develop Early Career Teachers, maths and greater depth.</p> <p>A discussion took place on informal complaining around the issue of the recent requirements from parents with regard to school meals.</p> <p>The Head spoke of the way parents at the moment are talking to staff – it's challenging to respond to – then outlined some specific communications, the tone staff are experiencing, and issues the parents are raising. Is there a real issue with abuse? I'm monitoring. Is there policy and procedure in place? Not officially. It seems there's somewhat of a general lack of understanding, tolerance and trust in professional experience. There was</p>	

	<p>a brief discussion on a specific incident on the day of the meeting, the issues surrounding it and responses given.</p> <p><b>Do we still have a Home School Agreement?</b> This is no longer a statutory requirement and is very hard to monitor and enforce.</p> <p><b>Could it be worth putting out a statement from governors to ask parents to be respectful and keep to processes?</b> We're robust – and exercise professional judgement in the best interests of children.</p>	
97	<b>External Validation update</b> – from the report submitted as part of the meeting pack, the Head invited any questions from governors. In future there will be a visit each term from the LA Advisor. Input from the Task Group will now discontinue.	
98	<b>Pupil voice</b> – nothing to report. The School Council, Sports Ambassadors and Anti-Bullying Ambassadors are all active.	
99	<p><b>Policies</b></p> <p><b>With regard to Health &amp; Safety regulations, does school have any external input to support?</b> Yes, the local authority and Diocese provide support via checklists and an annual Health &amp; Safety audit. Last academic year's audit showed a high percentage result. The Health &amp; Safety Lead asked about the Premises Manager's availability for a H&amp;S walkaround.</p> <p><b>Health &amp; Safety Policy 2022</b> was approved with the addition of the person responsible for Science - Mrs Parris.</p> <p><b>Exclusions Policy</b> - approved when named as Exclusions Policy 2022 - and dates amended to adopted Autumn term 2022, review Autumn term 2024.</p> <p>The <b>Statement of Intent for the Care of Children under the Local Authority 2022</b> was approved.</p>	
100	<b>Chair's action</b> – none	
101	<p><b>Date of next meeting</b> – Thursday 23<sup>rd</sup> February 2023, 7pm, in the Staff Room.</p> <p>Mr Knox confirmed that the Lido has confirmed the date for the Y6 Leaver's Party and a deposit of £50 will be required.</p> <p>The Head asked governors for any topics they'd like to see included in the Parent Forum on 1<sup>st</sup> February. Parent behaviour towards staff was suggested.</p>	<b>Clerk</b>

## ACTION TABLE

D = Done

P = In progress – give update

O = Still outstanding

Minute:	Action from:	Action by:	Status
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1	92	Mark Standen – further news of Foundation Governor candidates	Next meeting 23 <sup>rd</sup> February	
2	92	Chair/Clerk – further details of on LA Governor candidate	Post meeting	D
3	92	Clerk – decision re LA Governor – next agenda	Post meeting	
4	92	Clerk – send more into to Kate Goater re monitoring curriculum and Y6	Post meeting	D
5	92	Clerk – membership of governing body for February agenda	Post meeting	
6	92	Clerk – Item 8 on Jan’s action table to carry forward:  Head – consult with Maths Lead on any resources for parents	Post meeting	
7	93	Al Knox, Carolynn Lorimer and Chris Snell – monitoring visit reports to GVO	Next meeting 23 <sup>rd</sup> February	
8	95	Clerk – SEND/PP/CLA provision and progress and Special Support Centre – for Feb agenda	Post meeting	
9	101	Clerk – governor’s agreement on £50 deposit for Y6 Leaver’s Party venue – February agenda	Post meeting	