



Learning God's Way

**FULL GOVERNING BODY MEETING**  
**Thursday 16<sup>th</sup> September 2021, 7pm via Zoom**

	<p><b>Present:</b> Emma Craughan, Mary Dark, Helen Fletcher-Reilly (Chair), Vicki Goodin, Mike Jee, Debbie Ricks  <b>Clerk:</b> Jennie Ring  <b>Also present:</b> Al Knox, Leila Kemp (Asst Headteacher for Inclusion)</p>	<b>Action</b>
1	<p><b>Apologies for absence</b> – were received and accepted from Rod Sharman, Mark Standen (Vice Chair), Martin Smith, Chris Snell and Carolynn Lorimer.</p>	
2	<p><b>Declaration of Interest</b> – none</p>	
3	<p><b>Election of Chair &amp; Vice-Chair</b> – it was agreed to postpone this until the October meeting. Although the meeting was quorate (6), for voting purposes it was not, since the Chair could not vote for herself, and since confirmation of Mr Knox's reappointment as Foundation Governor had not yet been received from the Diocese Board of Education.</p> <p>It was agreed that Mrs Fletcher-Reilly chair this meeting.</p>	<b>Clerk</b>
4	<p><b>Urgent matters to be considered for inclusion</b> – none</p>	
5	<p><b>Minutes of meeting 15<sup>th</sup> July 2021</b> were agreed and approved for signing in person at October's meeting, all being well.</p>	<b>Chair</b> <b>Clerk</b>
6	<p><b>Matters arising</b></p> <p>The Chair invited any matters arising from governors. The action table from July's meeting was reviewed.</p> <p>Item 1 – is still outstanding but may be superseded when an in-person meeting can happen.</p> <p>Item 4 – the Allergy Policy will be progressed through GVO folders when it appears on the school website.</p> <p>Item 5 – Mrs Fletcher-Reilly and Mr Knox's nomination for reappointment as Foundation Governors were approved at the Parochial Parish Council (PCC) in July. Confirmation of reappointment by the Diocesan Board of Education is awaited.</p>	<b>Clerk</b> <b>Chair</b>  <b>Clerk</b>

7	<p><b>GVO Instruction</b> – the Clerk demonstrated the procedures required to process the documents referred to in item 11 of the agenda. Governors asked questions. The Clerk demonstrated a few other aspects on working in GVO. It was highlighted that no documents appeared on following the links to the stakeholder survey collated data in this meeting’s pack. A discussion took place on what procedures the Clerk, Chair and/or school staff would have to follow next time documents which originate in the school’s cloud drives were to be shared with governors in a meeting pack.</p> <p>The Head accessed the Parent survey and shared to screen, reviewing the figures and individual comments submitted, making comments, taking questions and discussing the content with governors. The same was then done with the Pupil Survey, concluding an overall positive picture while noting areas of concern or recurring themes, eg comments around mental health.</p> <p><b>How does the school prevent and handle bullying issues?</b> Children are regularly not kind to one another. However, for behaviour to be understood as bullying there is a pattern of behaviour to be seen and a power imbalance. Through assemblies and in other settings the school helps children identify what’s acceptable and what’s not acceptable behaviour. Observations are made by staff. <b>Do children know who to go to?</b> Yes, and the Behaviour &amp; Attitudes Policy is being reviewed this year. The Chair mentioned the value of circle time for airing the issue.</p>	<p><b>All governors</b></p> <p><b>Clerk</b></p>
11	<p><b>Annual Compliance</b></p> <p>Liela Kemp joined the meeting.</p> <p>Mrs Kemp was invited to give an update on safeguarding.</p> <p>Training and updating was given to all staff on the morning of the first inset day of the year. The main elements of the Keeping Children Safe in Education (KCSiE) document were reviewed giving particular attention to changes around mental health and technology &amp; internet safety. Forms of abuse, procedures in school, and what makes a good record were reviewed. Scenarios were examined. Staff were encouraged to have challenging discussions with any professional involved in the processes if necessary.</p> <p>The Children &amp; Family Support Worker is now on the team. Although she’s not a Designated Safeguarding Lead (DSL) she brings valuable perspectives to the meeting from her work. Various logs and a provision map support the work of the safeguarding team.</p> <p><b>Could “background” staff be unhappy on the issue of how to escalate a concern? The issue of whistleblowing was mentioned.</b> The practices and procedures were explained at the inset day. The Safeguarding Policy will be updated when the model policy is available from West Sussex County Council (WSCC). The whistleblowing policy is available to staff.</p> <p><b>Is the Head happy with what’s in place on safeguarding?</b> Yes. The DSL’s will be updating their training on-line. The weekly and fortnightly meetings are being constantly refined with the aim of seeing no child slip through the net.</p> <p>Governors are required to read Part 1 of the KCSiE document.</p>	<p><b>All governors</b></p>

	<p><b>Can I be invited to the safeguarding meetings?</b> Yes. A discussion took place on the availability of the governor who asked this question with regard to the meetings scheduled. <b>How long are the logs kept for? When are they destroyed?</b> None are destroyed at the moment so information remains as long as the child is in school and information follows them to secondary schools.</p> <p>The Chair thanked the Asst Head for Inclusion.</p> <p>Leila Kemp left the meeting.</p>	
18	<p><b>Chair's Action</b> – for the past 2/3 months a matter on staffing has been requiring attention. Any necessary detail will be made known to governors at the next meeting.</p>	
8	<p><b>Questions arising from monitoring</b> - none</p>	
9	<p><b>Membership of the governing body – an update</b></p> <p>There are no current vacancies. Al Knox &amp; Helen Fletcher-Reilly's nomination for reappointment was approved at PCC in July. Confirmation of reappointment is awaited from the Diocesan Board of Education.</p> <p>This academic year Carolynn Lorimer's term ends on 26.3.22. Early next academic year 4 governor's terms of service end: Mary Dark – term ends 7.10.22, Debbie Ricks – term ends 17.10.22, Rod Sharman – term ends 19.10.22, Chris Snell – term ends 19.10.22.</p>	
10	<p><b>Succession planning</b> – The Chair asked governors to consider the possibility of becoming a joint Vice-Chair with a view to stepping into the role of Chair when she reaches the recommended maximum number of years a Chair should ideally serve, either in September 2022 or 2023.</p> <p>The Head encouraged governors to discuss amongst themselves around this very important role which requires professional working relationships, particularly with the Head, and good delegation skills.</p>	<p><b>All governors</b></p>
11	<p><b>Annual compliance</b> - was covered during item 7.</p>	
12	<p><b>Stakeholder survey</b> – Parent and Pupil survey collated data was examined during item 7. It was agreed to include this and staff survey data in next meeting's agenda and ensure data could be viewed by governors for that meeting.</p>	<p><b>Clerk</b></p>
13	<p><b>Preparation for OFSTED</b> – it was agreed to defer this item to the next meeting given its importance and the number of governor's who had given apologies for this meeting.</p>	<p><b>Clerk</b></p>
14	<p><b>Governor monitoring areas</b> – The Chair invited any questions regarding the plan or procedures for monitoring, encouraging governors to arrange visits before half term. The second half of the term gets busier for teachers with the run up to Christmas. Some governors outlined actions being taken or plans in place.</p>	
15	<p><b>Link Governors</b> – this was omitted.</p>	<p><b>Clerk/Chair</b></p>

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16	<p><b>Governor Day</b> – this will be a morning and lunch with staff to include a programme of visits in pairs to lessons, the playground, etc. Preparation on what to look at and a proforma for feedback will be given beforehand. It’s an opportunity to take an interest, to absorb and provide a fresh look, potentially noticing things staff have simply got used to.</p> <p>It was decided to hold the Day on Thursday 4<sup>th</sup> November, Thursday being the day the majority of governors could attend. There will be further detail at the next meeting.</p>	<b>Clerk Chair/Head</b>
17	<p><b>Governor training</b> – The Chair encouraged governors to consider what training they might undertake, inviting conversation about specific courses which look like they might be good, and to make any training taken known to the Clerk for governor records as evidence in support of leadership and management at inspections.</p> <p>The Head suggested anything connected to Pupil Premium, disadvantaged children, curriculum, safeguarding or the main areas of the development plan would be valuable.</p> <p><a href="#">What are Ofsted’s expectations of governors?</a> Inspections are carried out with a day’s notice and can be one day, or two days if a change in category is anticipated, with a feedback session around 4-5pm at the end of the last day. If governors are available on the day(s) Ofsted appreciate that. It’s valuable if as many governors as possible attend the feedback session.</p>	<b>All governors</b>
19	<b>Reflection</b> – a brief comment was made by the Chair.	
20	<b>Date of next meeting</b> – Thursday 14 <sup>th</sup> October 2021, 7pm in the staff room, all being well.	

## ACTION TABLE

D = Done

P = In progress – give update

O = Still outstanding

	Minute:	Action from:	Action by:	Status
1	3	Clerk – election of Chair & Vice-Chair for October agenda	Next agenda draft	
2	5	Clerk/Chair – signing of these and any previous outstanding minutes at Oct meeting	Next meeting – 14 <sup>th</sup> October	
3	6	Covered by item 2		
4	6	Allergy Policy – check school website periodically – progress policy through GVO folders when the policy is seen there	Ongoing	
5	7	All governors – complete & return or indicate read/agreed/understood using GVO “approval” tick box.	Post meeting	
6	7	Clerk – investigate processes to make	Post meeting	

		information on surveys see-able in GVO		
7	11	All governors – read KCSiE and indicate as such through GVO “approval” tick box. (covered also in item 5 above)	Post meeting	
8	10	All governors – re succession planning – to consider taking a joint Vice-Chair role in preparation for taking the Chair	Post meeting	
9	12	Clerk – Stakeholder surveys for agenda planning next meeting	Post meeting	
10	13	Clerk – Preparation for Ofsted for agenda planning next meeting	Post meeting	
11	16	Clerk – Governor Day for agenda planning next meeting. Chair/Head – planning of event and supporting documents	By next meeting – 14 <sup>th</sup> Oct	
12	17	All governors – consider training	Post meeting	