



Learning God's Way

FULL GOVERNING BODY MEETING
Thursday 14th July 2022, 6.30pm in the Staff Room

Meeting Focus – Round up

	<p>Present: Emma Craughan, Mary Dark, Helen Fletcher-Reilly (Chair), Al Knox, Mike Jee (Head), Carolynn Lorimer, Chris Snell, Apologies: Debbie Ricks, Rod Sharman, Martin Smith, Mark Standen Clerk: Jennie Ring Also present: Leila Kemp, Assistant Headteacher for Inclusion</p>	Action
184	Apologies for absence – were received and accepted from Debbie Ricks, Rod Sharman, Martin Smith and Mark Standen.	
185	Declaration of Interest – none	
186	Urgent matters to be considered for inclusion - none	
187	<p>Membership of the governing body</p> <p>A parent election will be held in Autumn term covering the one current vacancy and another Parent Governor's term of service ending on 17th October. The Staff Governor's of service comes to an end on 7th October. There are two Foundation Governors with terms of service ending on 19th October.</p> <p>The Chair asked governors to reconsider the request for nominations for a new Chair or to Co-Chair with herself from September, briefly outlining the reasons and drawing governor's attention to the fact that it's an easier starting place now than when she began due to the strong back up provided by the Clerk.</p>	<p>Clerk</p> <p>Governors</p>
188	<p>Skills audit and governor training</p> <p>The Clerk asked governors to complete the skills audit within GVO (Governor's Virtual Office), which is the current National Governance Association model. The audit supports personal and whole governing body training and recruitment of new governors. It was agreed that the Clerk would email a link with instructions.</p>	Clerk
189	Minutes of meeting 26th May 2022, Part II Confidential Minute 26th May 2022 and 16th June 2022 – were agreed and signed.	

190	<p>Reflection</p> <p>The reflection took place on the June minutes just agreed and signed. Comments from governors: it was an informative and thorough meeting, there was ability to be open and ask questions.</p>	
191	<p>Matters arising</p> <p>General matters arising: The BBQ being arranged at last meeting has happened. Comments included: it went well, the children were great, it was a lovely event.</p> <p>Matters arising from the action table, June 2022 minutes:</p> <p>Item 2 – Office staff have given varied responses to the level of work admission of William Older parents has given rise to. Mrs Bransden has been asked to contact the gates company to initiate the provision of a dedicated entry buzzer for William Older, with the Trust to pay. A brief discussion took place on the other reason for arranging this, namely safeguarding concerns, and how the system might work for William Older, who have no office staff/reception desk.</p> <p>Item 3 – Mark Standen was unable to attend the Whole School Review Working Group meeting on 12th July. The Chair attended.</p> <p>Item 8 – This is ongoing as the board looks at an upcoming Staff Governor election. Mrs Dark can still attend as a Senior Leadership Team member as necessary. However, governing board work and role is at a different level to staff voice avenues being considered.</p> <p>All other actions were complete or had completion dates in Autumn term.</p>	Clerk
192	<p>Questions arising from monitoring visits</p> <p>Mrs Lorimer visited Mrs Kemp with reference to SEND (Special Educational Needs & Disabilities) on 1st July. A report was in the meeting pack. The Chair invited questions or comments from governors.</p> <p>A very informative, comprehensive report, from a very informative member of staff and a good opportunity to witness first hand the work with children with SEND.</p>	
193	<p>SEND/PP/CLA provision and progress update</p> <p>Mrs Kemp began by summarising the content of the recent Whole School Review Task Group meeting focussed on provision and impact for children with SEN (Special Educational Needs). Discussions covered Individual Learning Plans (ILP), pupil profiles, an analysis of children on the SEN register, looking at the wider picture of inclusion, early identification of children with SEN and work with teachers and support staff – their role in raising possible needs, procedures in place and in supporting the children. The impact of the work will appear now and in cycles according to the ongoing work taking place.</p> <p>The County SEN Advisor, Helen McDonald-Taylor visited the school, meeting with Mrs Kemp to enable reflection on SEN provision with an Ofsted lens. There</p>	

	<p>was agreement on the school’s strengths and areas for development. There is now a clear picture for actions in September. Some key things to note:</p> <ul style="list-style-type: none"> • the importance of an ILP with clear and specific targets along with an up to date pupil profile evidencing correlation, tracking and quality marking; • the importance of the progress a child is making; • Teachers are now familiar with what a good ILP is, having received training and monitoring from Mrs Kemp, and they now set targets independently. <p>The Chair thanked Mrs Kemp, reiterating the wisdom of honesty with inspectors.</p> <p>The County SEN Advisor will revisit the school in autumn term. An area for development is the role of support staff, which will need to change to meet the needs of more high needs children expected at the school. The change of role requires managing.</p> <p>With these changes and new things, how will impact be measured? Pupil voice has begun to be collected. Results will be examined and consideration given to any action indicated. A parent questionnaire is being considered. Work on how to promote parental involvement with children with SEN, and on staff becoming pro-active in their relationships with parents is planned.</p>	
194	<p>Funding source for toilet refurbishment</p> <p>From the report written for the meeting the Head outlined details of quotes received including cost, VAT, timings, availability of the companies, layouts, implications for the children while the work is being done and plans to mitigate these. The companies both use their own workers rather than contracting out. In order to book the work for starting when desired a decision was required at this meeting on source of funding.</p> <p>The dividing wall and smaller room? The Head explained the detail around adding dividing walls in the new toilets enabling a small group room to be created, including the position of walls, the facilities created, the situation in Reception, the conditions of the current toilets, and possibilities and limitations in the plan.</p> <p>This proposal doesn’t utilise another pot of money, is there no other capital that could go towards it? The Accumulating Fund is still in the budget at £39K. Reserves are at £56K. Some of this is earmarked for teaching and learning purposes.</p> <p>Is there anything in the budget allowing for premises? Yes, £15K. It’s overspent and would need checking. Expenditure has included issues with BROMCOM.</p> <p>Could it be sensible to use some funds from the Accumulating Fund and the rest from the London Account? It could be. A discussion took place on the options of different levels of funding that could be taken from these accounts.</p> <p>Where are we at with the building compensation claim? It’s still being negotiated. The plan for any compensation received is to spend this on something significant for the children.</p>	

	<p>Where has the London Account come from? The London Account has been used on capital/long term improvements, not on day to day expenditure as that would not be sustainable.</p> <p>The children’s learning environment includes toilets and the need to refurbish is present.</p> <p>Governors agreed unanimously to accept the quote from Focus, sourcing funds of £28K from the Accumulated Fund and £60K from the London Account. This leaves a balance of £73K in the London Account.</p> <p>A further discussion took place on timings, the effect of the work on the children and how this would be managed. The company is already booked for working elsewhere during the summer holidays, so work would start in mid autumn term.</p> <p>When will the building of the Special Support Centre (SSC) begin? In autumn term. Contact with County and the company overseeing the work has been made and a meeting is scheduled for September to address practicalities and access, etc. The Chair suggested that the toilet project is completed in the first part of the autumn term, so that there is not an overlap with the commencement of the SSC build.</p>	
195	<p>End of year assessments update</p> <p>Referring to information in the document composed for the meeting the Head gave detail on the end of year assessment figures for Early Years Foundation Stage (EYFS) and Key State 1 (KS1), including comparison with national averages and with local schools, noticing the differences in moderated and non-moderated schools’ figures.</p> <p>Are all schools poor for writing? Poor... writing standards are lower nationally because of the impact of covid lockdowns on learning.</p> <p>The Head continued to comment on Key Stage 2 (KS2) results covering the same areas of comparison as considered with EYFS and KS1 figures. The KS2 results were disappointing. The results were affected by the decision, in view of the circumstances of the last 2 years and on the understanding that SATs results would only be for reference this year, to concentrate on a broad and balanced curriculum rather than the intensive preparation normally undertaken for SATs. In retrospect this represents a “dropping of the ball”, which the Head articulated his willingness to take responsibility for. In actual fact County have published figures online although without league tables.</p> <p>So the story is... we went for a broad and balanced curriculum without the drilling down done in core subjects in preparation for SATs? Yes. Another decision taken was to work with a small group of children who wouldn’t have passed SATs to raise their attainment, whereas previous year’s focus would have been on children who were on the cusp of achieving at SATs. The children in the small group did better? Yes, one achieved 99, some achieved in the range of 80-85. When do parents see results? Tomorrow.</p> <p>The Assistant Head for Inclusion spoke of the benefit seen in some children from the focus on the board and balanced curriculum through activities such as</p>	

	<p>opportunities to speak and act.</p> <p>The Chair encouraged governors and staff to be ready for a line of questioning on this area – to show the children’s progress, drawing out cases studies and work in books while acknowledging the data.</p>	
196	<p>Safeguarding annual review</p> <p>Training on safeguarding and prevent duty is up to date. At the beginning of summer term staff, including support and mid-day meal staff, received training, looking at 3 documents: Keeping Children Safe in Education Pt 1, a key document about peer on peer abuse, and a document on radicalisation and prevent duty. These were read and discussed in year groups. Senior Leaders also updated their training on peer-on-peer abuse and sexual violence, particularly noting that children observing events are also victims.</p> <p>From the support team members two staff now have a job title Pastoral Assistant. Their role is to conduct check-ins with children, receive self-referrals, rag-rating them and acting accordingly. More safeguarding concerns have been raised because of their work.</p> <p>An audit of staff and activity is planned for autumn term.</p> <p>When a yellow form is received is this escalated elsewhere? When the form is rag-rated it may indicate an emergency meeting or referral to the fortnightly safeguarding meeting between senior leaders and the Children & Family Worker. It was encouraging to note that a child, while at Dalesdown, alerted staff to the presence of a strange adult. The issue raised through a recent monitoring visit on how supply teachers are informed of relevant information on the classes they will be working in has been addressed, with supply teachers being given the class folder at a check-in process with the office staff now in place. How many forms are received per term? It varies, they tend to come in spates connected to training, and give valuable information on small concerns that may feed into a bigger picture. Examples were given.</p>	
197	<p>Prevent duty – this was covered in the previous agenda item. The only staff required by statute to undertake prevent duty training are Designated Safeguarding Leads (DSL).</p>	
198	<p>SDP strategic review – progress against SDP</p> <p>The Head briefly spoke from the document composed for the meeting covering each are of the plan, and the Assistant Head for Inclusion added information gained from pupil voice and improvements in, and a shift to, classroom child-led displays. The plan will be on the agenda at future meetings.</p> <p>The Chair asked to be informed of new subject leaders when assigned.</p>	Head
199	<p>Inset days</p> <p>An inset day on 1st September 2022 was agreed. Further information on other days for the year are to follow after the planning meeting on 15th July.</p>	Clerk

200	<p>Off-site Educational Visits 2022-23</p> <p>These will be Dalesdown for Y4 and Cobnor Activities Centre for Y6.</p> <p>One governor commented on parents researching follow up opportunities for their children and finding the centre very close to Cobnor to be cheaper. It is smaller, more limited and wouldn't have capacity for all the children. While there is very little feedback from parents pupil voice shows every child saying something positive about Dalesdown and Cobnor.</p> <p>The trips for 2022-23 were agreed.</p>	
201	<p>Policies</p> <p>EYFS Policy 2022 – the comprehensive and quality work shown in this policy was acknowledged by one governor. It was agreed to give governors 7 days to read and comment or question. If all is settled it was agreed to then take it as approved.</p> <p>First Aid Policy 2018, Asthma in School Policy 2013 and Administering of Medicines Policy 2019 were brought to the meeting following sharing the draft Allergy Policy submitted by Mrs Lorimer with school staff.</p> <p>The Clerk asked governors to affirm the presence of the three statutory areas of policy with regard to medical issues across them; asked the Headteacher to affirm confidence in the staff having given due attention to their review; and proposed that they be given dates of 2022.</p> <p>The former were affirmed, the last agreed.</p>	<p>Governors</p> <p>Clerk</p> <p>Clerk</p>
202	<p>5-minute tutorial on GVO – It was agreed that the Clerk email a link to the GVO folder containing guidance and instructions on how to complete the audit and where to find it on GVO.</p>	
202	<p>Chair's Action</p> <p>A meeting with the Head and Clerk took place on 12th July on agenda planning. An appraisal with the Clerk was held afterwards. The Clerk's quality of work and contribution to the governing board's operation was acknowledged.</p> <p>With regard the previously ongoing matter, meetings have now taken place and no appeals have been received. The Head and Chair have met with the Chair of the panel who outlined some pointers going forward and praised the quality of contributions the governors who were part of the panel and the Clerk had made to the process. The School Secretary's role in the process was also acknowledged.</p> <p>A discussion took place around perspectives on the process and the way forward now, including improving governor induction and staff voice avenues, both of which are already under way or under consideration. It was observed by staff present at the board meeting that there is a different feel in the school and staff room now.</p> <p>It was noted that there is now only one governor who has no knowledge of events, having been held aside should there have been an appeal panel.</p>	

203	Date of next meeting – Thursday 15 th September 2022, 7pm, in the Staff Room	
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ACTION TABLE

D = Done

P = In progress – give update

O = Still outstanding

	Minute:	Action from:	Action by:	Status
1	187	Clerk – diarised action with ref to provision of documents and induction materials	Beginning Autumn term	D
2	187	Governors – reconsider request for nomination for Chair or Co-Chair	By beginning Autumn term	
3	188	Clerk – email a link to Skills Audit info on GVO	Post meeting	D
4	191	Clerk – carry forward outstanding actions:	Post meeting	D
	177	Head – consider the place, visibility and development of cultural capital with school leaders to report back to governors	By end of Autumn term 2022	
	179	Head/Governors – consider any improvements in staff voice	By mid autumn term as the upcoming staff governor vacancy is filled	
5	198	Head – inform Chair of subject leader changes when assigned	Beginning of autumn term for monitoring plans if known	
6	199	Clerk – bring new dates when known to the appropriate meeting/agenda planning	Post meeting	D
7	201	All governors – examine EYFS Policy – to be taken as approved when any comments/questions are settled	By 21 st July	
8	201	Clerk – process EYFS Policy	On 22 nd July	
9	201	Process the medical policies	Post meeting	D