



**MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON THE 16<sup>TH</sup> JANUARY  
2020 AT THE SCHOOL 6.00pm**

Members of the Governing Body

Name	A/P/U	Category of Governor	Date of end of tenure	Designated Role
Mrs S Tomlinson	Y	H/T		Headteacher
Mr R Strachan	Y	Co-opted	13/05/2020	Chair
Mrs A Holden	A	Co-opted	13/05/2021	
Mr R Burrows	Y	Co-opted	23/11/2021	
Ms J Stringer	A	Co-opted	13/05/2021	
Mrs E Robinson	Y	Co-opted	13/05/2021	Vice Chair
Mrs J Hughes	Y	Parent	08/03/2021	
Mrs J Bailey	Y	Staff	15/10/2020	
Mrs S Crane	Y	Co opted	09/05/2023	
Mr C Bate	Y	Co-opted	09/05/2023	
Vacancy		LA		
Vacancy		Parent		
Linda Giansante	Y	Governor Clerk		
Martin Bell		Observer		

**Non-Confidential**

Video

Mr Hayden Baxendale was invited to video Governors, the video will be shown to the pupils as a chance to say hello and introduce themselves to the pupils. Mr Baxendale was thanked for his help.

**ACTION: Mr Baxendale to video absent and new Governors at a later stage.**

Presentation from Martin Bell

The Headteacher welcomed Martin Bell Headteacher from Willow Wood Primary to the meeting, a short presentation was given to Governors about their recent Ofsted.

Mr Bell explained that they had undergone an Ofsted inspection in early October. He highlighted the following:

- Greater emphasis was placed around the curriculum

*RK*



- Clear articulation by senior leaders of the intent was critical as there is discussion around that, deep dives, areas of improvement, shallow dives were discussed
- Expectations, standards and understanding of senior leaders is key
- Observation of lessons took 10 mins each, books were looked at in greater depth
- Timetables may be needed to be adapted as they needed History to be observed and no lesson was planned for the day that the inspectors arrived
- Ofsted inspectors are looking for the development of middle leaders, looking for passion and progression
- Inspections are electronic now, Ipads are used, inspectors had problems occasionally with logging on
- The second day included Governance, attendance, behaviour, Pupil Premium.
- There was a half hour chat with Governors
- It is vital to know the strengths and weaknesses of school, what is planned for the weakness's and support for the plan
- There is not so much emphasis on finance as in past inspections
- It feels like a more professional discussion, all staff felt they had challenging questions to answer
- The shallow dives appear to be deeper than the deep dives
- Strong focus on SEN pupils, 1 hr spent with the SENCO on first day
- Only visited early years for 10mins
- Staff wellbeing is bolted on to conversations with staff
- Feedback was brief to governors. In-depth to senior leaders
- All staff felt that the inspectors wanted to help the school move forward
- There was only a couple of meetings with pupils
- Big focus on behaviour

Additional members of staff (AHT, DK, HB, KLE) were present for Mr Bell's presentation but left prior to the agenda items of the meeting starting.

Mr Bell left prior to the agenda items of the meeting starting.

### **1. APOLOGIES**

The Governors received apologies for non-attendance from Mrs A Holden & Mrs J Stringer.

**RESOLVED:** That the apologies for non-attendance be accepted.

### **2. DECLARATION OF PECUNIARY INTEREST**

The Governors were asked to declare any potential conflict of interest or pecuniary interest with the business to be discussed during the meeting.





**RESOLVED:** That no further action be required.

**3. MEMBERSHIP/CONSTITUTION**

The Governors noted that:

- There is one LA vacancy
- That there is a parent governor vacancy.

Mr Colin Meachin who observed in the previous meeting has applied to be the LA Governor. His application has been forwarded to the LA for consideration. Further information was needed by the LA, this has been forwarded to the LA. We are awaiting the reply.

The Chair met with three parents interested in the parent Governor role. They were made aware of the code of conduct and asked to complete a skills audit. Two applicants subsequently withdrew for various reasons. The Chair presented the CV of Mrs H Rigby and recommended to the board that she was a suitable candidate for parent governor with the appropriate skills needed. As the only remaining applicant with the submission date passed the board can appoint without a parents' election. The board agreed and asked the Chair to invite Mrs Rigby to the next meeting where her appointment can be ratified.

**RESOLVED:** That there were no changes to membership since the previous meeting.

**4. MINUTES OF LAST MEETING**

Governors considered the non-confidential minutes of the last meeting, which had been circulated in advance of the meeting.

**RESOLVED:** That the non-confidential minutes of the last meeting held on 21<sup>st</sup> November 2019 were confirmed to be a true record and had been signed by the Chair.

**5. MATTERS ARISING**

To consider any matters arising from the last meeting.

Work Stream	Action No.	Date opened	Action Manager	Action	Action Update	Target Date	Status

*RKS*



P.Int	2	12.09.19	Chair	That the Chair visit school to check the Annual Pecuniary Interest Forms.	Before Nov meeting – signed and reviewed 7/1/2020 now filed with school office.	Nov 2019	Done. Closed
Governance	11	12.09.19	Clerk	Clerk to check if it is compulsory for the gifts & hospitality register/Pecuniary Interests are to be displayed on website.	Yes it is compulsory for the P.Ints. Chair to create table for website – Helen Young SBM creating this. Chair spoke to SBM.	Feb 2019	Ongoing
Membership	3	17.10.19	Headteacher	That the Headteacher is to arrange parent governor elections.	Dec 2019 – expression of interest notice issued to parents and three parents have responded by the closing date. RS to meet them before end of term.	Feb 2020	Ongoing
Matters Arising	5	21.11.19	Clerk	Clerk to upload recent Ofsted questions to Teams.	Completed	Jan 2020	Closed
L&M	7	21.11.19	Chair	Chair to meet with PTA to investigate ideas on how to engage parents better.	RS met with PTA 21.11.19. They are keen to support school. They were thanked on behalf of Governors.	Jan 2020	Closed
L&M	7	21.11.19	Headteacher	Headteacher to have staff meeting to look at and recognising the difficulties in parental engagement, an update will be given at next FGB.	This was mentioned in PTA meeting. All staff are engaged in this, it will be a work in progress.	Jan 2020	Closed
L&M	7	21.11.19	Headteacher	Headteacher to speak to staff regarding the result of a local schools recent Ofsted inspection. Governors will be invited to attend also.	6pm Thursday 16 <sup>th</sup> January – Martin Bell	Jan 2020	Closed



L&M	7	21.11.19	Clerk	Clerk to always add Subject Leader Report in English & Maths to last FGB meeting of the term in future.		Jan 2020	Closed
L&M	7	21.11.19	Mrs S Crane	Mrs S Crane to forward link regarding Houses of Parliament pupils tour to Headteacher.	To be sent again	Feb 2020	Ongoing
Policies	8	21.11.19	SBM	SBM to update the policies planning matrix.	Emma & Jackie met with SBM to work through them 1 by 1.	Feb 2020	Ongoing
Policies	8	21.11.19	SBM	SBM to page number all policies.	To be done.	Feb 2020	Ongoing
Policies	8	21.11.19	SBM	SBM to standardise the format of the policies. Most will be of the CWAC format, this could be used as a starting point.	ACTION: Chair to give an example of a Policy Template to SBM. Chair asked how will SBM know that a policy has been reviewed? The Headteacher advised that she would be happy to receive a message on team message or an email to admin@	Feb 2020	Ongoing
Governance	9	21.11.19	Headteacher	Headteacher to reschedule Learning Visits with Mrs J Hughes & Mrs A Holden.	To be rescheduled.	Feb 2020	Ongoing
C, T & L	10	21.11.19	Headteacher	Headteacher & Mrs Hughes to work on a schedule of subject leader check ins.	More than happy. This could also be a telephone meeting.	Jan 2020	Closed
A.O.B	13	21.11.19	Headteacher	Headteacher to invite Haydn to video Governors in January FGB, a chance to say hello to the pupils.	6:30pm Thursday 16 <sup>th</sup> January 2020 Completed	Jan 2020	Closed



A.O.B	13	21.11.19	Headteacher	Headteacher to confirm if a Headteacher with recent Ofsted experience will be able to speak to governors. If confirmed, meeting will start at 6pm.	Yes, this is 6pm Thursday 16 <sup>th</sup> January 2020 Completed	Jan 2020	Closed
-------	----	----------	-------------	--	--	----------	--------

## 6. FINANCE

A finance report summary was received from SBM. Following a meeting held on 13<sup>th</sup> January with Emma Robinson, Jackie Stringer & SBM it was proposed that the following reports will be provided to the Governors on an alternate monthly basis.

- A full budget update every other month including budget figures from CWAC
- On the other months a report from SBM providing an up to date position on staffing costs/pupil premium/debt recovery/any unplanned or urgent costs.
- Following the finance subcommittee meeting a Finance Folder has been add to the Teams system.

### SFVS

This years SFVS has been prepared by the SBM and shared with Emma Robinson and Jackie Stringer. It is now added to Teams for Chair & Governors to review.

### Manual of Financial Procedures

The SBM is currently reviewing the Manual of Financial Procedures and will add to Teams for Governors to review.

### Pupil Premium

A new data collection form was sent out in October, to date we have received approximately a third of forms back. From the forms 5 new children were highlighted to be eligible and are not currently claiming. After speaking to parents 2 children were input online to CWAC and have been confirmed as qualifying. The other 3 children's parents will be chased up. 3 further children were confirmed as qualifying, which is a total of 5 added to our FSM list and so will be eligible for Pupil Premium funding from April 2020. This equates to an additional £6600 in funding.

### Debt Recovery

This debt is currently £4396.50. All outstanding balances are now being contacted weekly with balances over £20 being refused further services. The parents with



larger historical balances outstanding have payment plans agreed with are being monitored. The Headteacher has agreed to write off half of one families outstanding balance's as they relate to dinners from over 3 years ago and the family is experiencing severe financial hardship at present. This has been recorded on CPOMS.

*Q. Headteacher questioned the debt amount as this report had only been received at 5pm on the day of the meeting and hadn't been discussed with her prior. The amount is significantly different to figures looked at at the end of the year. Headteacher and DHT to investigate with SBM and report back to Governors.*

The Governors thanked the excellent work done by Emma Robinson, Jackie Stringer & SBM. Thanks to SBM's hard work, good progress has been made in the reporting and budgeting.

*Q. Governors asked what is the threshold to write off?*

*A. Significant levels need approval from Governors but the Headteacher can approve smaller amounts. It was discussed that the Scheme of Delegation requires review..*

**ACTION: The SBM and HT to clarify that the Scheme of Delegation contains appropriate limits and review with CoG and V CoG**

**ACTION: Headteacher to report to Governors a breakdown of family debts so consideration can be given to writing off.**

*Q. The Home-Hub debt, is this the same?*

*A. Certain families finance works out differently to some because of how they are paid from their employment, so some families always show a debt on this system but we do expect payment in advance so there should be very few debts accruing*

Governors were reminded by Rob Burrows that there are money advisors available to housing authority members. Headteacher said that this is shared with families when we know they are experiencing financial issues

#### Purchasing Decisions

£500 attendance support package bought which will give intense support to help with best practice to reduce absenteeism and improve punctuality.



**Action: Headteacher to update at next Governors' meeting on impact.**

## 7. LEADERSHIP AND MANAGEMENT

### Update on SIP Visit (Early Years Advisor Visit)

The Headteacher advised that the report has been shared in Teams. The Headteacher advised that Rosie Hoyle the Early Years consultant was pleased generally. The report highlights the following actions:

- EYFS Lead/EYFS staff to reflect on development points raised on this visit and begin to feed this into the early years action plan.
- 2-year-old lead practitioner to visit 2-year-old provision in another setting to observe routine and environment.
- EYC to deliver staff meeting on inset day to support staff with improving environment with a particular focus on the outdoors.

The Headteacher advised that the outdoor space and environment is a concern. Staff have already started to address the issues.

### Governor Strategic Development Plan Update

The Headteacher advised that the update has been shared in Teams.

## 8. GOVERNANCE

### Feedback on Read Write Inc Learning Walk

This Learning Walk Proforma has been uploaded onto Teams.

It was reported that the process is working well, there were 4 groups of 10 children with a member of staff in the hall. They sit on benches so some children would be easily distracted by physical contact. Significant background noise was detected, the staff needed to raise their voices. The behaviour of the children was excellent. More challenging children would be distracted, and there would not be spare staff if a child was struggling with the method and may become distracting to others. Hearing impaired children would have a problem with the noise level. The staff were confident and enthusiastic. It is a very engaging method, although governors felt that higher achievers may become bored. HT explained that higher achievers move on quickly when goals achieved so would not remain in these sessions. Staff informed governors that real progress has been identified in the skills of most pupils.

**Action: Update from DHT teacher at next meeting on RWI.**





**9.CURRICULUM, TEACHING AND LEARNING**

Inset Day

January INSET was in 3 parts:

- 1) Science for Year 1-6 staff and Chloe Lupton (Subject Leader) presented confidently to staff. Chloe talked it through with a 'buddy'(experienced SL) over the phone prior and did an amazing job in the presentation. (Action – Headteacher to upload the INSET material in TEAMS)
- 2) Early Years staff had a development session with Rosie Hoyle (LA EY Consultant)
- 3) Kaleidoscope Staff - Tapestry Assessment Tool for assessing lessons was discussed. Staff also sat and worked on updating pupil RAMPS (Risk Assessment Management Plans).

**ACTION:** Headteacher to load Chloe’s power-point presentation to Teams.

**10.COMMUNICATION TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS**

**RESOLVED:** That there were none.

**11.DECISION SUMMMARY**

- That the finance reports be received from the SBM to Governors as follows: Full budget update every other month. Update on staffing, PP, Debt & Unplanned urgent costs etc every alternate month.

**12.DATE AND TIME OF NEXT MEETING**

The next meeting will be on Thursday 13<sup>th</sup> February 2020 at 6.30pm.

Signed: ..... Date: 13/02/2020

**ACTION LOG**

Work Stream	Action No.	Date opened	Action Manager	Action	Action Update	Target Date	Status

*RLK*



Governance	11	12.09.19	Clerk	Clerk to check if it is compulsory for the gifts & hospitality register/Pecuniary Interests are to be displayed on website.	Yes it is compulsory for the P.Ints. Chair to create table for website – Helen Young SBM creating this. Chair spoke to SBM.	Feb 2020	Ongoing
Membership	3	17.10.19	Headteacher	That the Headteacher is to arrange parent governor elections.	Dec 2019 – expression of interest notice issued to parents and three parents have responded by the closing date. RS to meet them before end of term.	Feb 2020	Ongoing
L&M	7	21.11.19	Mrs S Crane	Mrs S Crane to forward link regarding Houses of Parliament pupils tour to Headteacher.	To be sent again	Feb 2020	Ongoing
Policies	8	21.11.19	SBM	SBM to update the policies planning matrix.	Emma & Jackie met with SBM to work through them 1 by 1.	Feb 2020	Ongoing
Policies	8	21.11.19	SBM	SBM to page number all policies.	To be done.	Feb 2020	Ongoing
Policies	8	21.11.19	SBM/Chair	SBM to standardise the format of the policies. Most will	ACTION: Chair to give an example of a Template to SBM. Chair asked how will SBM know that a policy has been reviewed?	Feb 2020	
				be of the CWAC format, this could be used as a starting point.	The Headteacher advised that she would be happy to receive a message on team message or an email to admin@		Ongoing
Governance	9	21.11.19	Headteacher	Headteacher to reschedule Learning Visits with Mrs J Hughes & Mrs A Holden.	To be rescheduled.	Feb 2020	Ongoing
Presentation	1	16.01.20	Mr Baxendale	Mr Baxendale to video absent & new Governors at a later stage		Feb 2020	
Matters Arising	5	16.01.20	Chair	Chair to give an example of Policy Template to SBM		Feb 2020	



Finance	6	16.01.20	Chair	Chair to clarify that the Scheme of Delegation contains details of Debt write off.		Feb 2020	
Finance	6	16.01.20	Headteacher	Headteacher to update to Govs impact of £500 attendance support package.		Feb 2020	
Finance	6	16.01.20	Headteacher	Headteacher to report to Governors a breakdown of family debts so consideration can be given to writing off.		Feb 2020	
Governance	8	16.01.20	DHT	Update from DHT at next meeting on Read Write Inc		Feb 2020	
C,T & L	9	16.01.20	Headteacher	Headteacher to load Chloe's power-point presentation to Teams.		Feb 2020	

*PK*

