


SHERSTON PRIMARY SCHOOL GOVERNING BODY

MINUTES OF MEETING OF THE FGB on 11.7.23 at 5.50pm

27-09-2023	
Date approved	Signed

IN ATTENDANCE:

Dean Moran (DM), Becky Fisher (BF), Belinda Robinson (BR), Adam Beaumont (AB), Linda Sheppard (LS), Alex St John Wright (ASJW – arrived 18.06), Martin Smith (MS), Mike Ward (MW), Dominic Koole (DK), Nicola Atwell (NA), Emel Lansdell (Notes)

APOLOGIES: Bertie Archer (BA), Jess Greatrex-Smith (JGS)

NOTES:

<u>AGENDA ITEM</u>	<u>WHO</u>	<u>PURPOSE</u>	<u>CIRCULATED DOCUMENTS</u>	<u>ACTION POINTS</u>
1. Welcome, apologies - Apologies received from BA - Introduced new Governors.	BR			
2. Declaration of Interest a) State if any to be aware of this meeting i. None to declare.	BR	To ensure there is no conflict of interest		
3. Governor Updates a. DK appointed at last FGB meeting (24.5.23)	BR	To update		

<ul style="list-style-type: none"> b. New LA Governor (NA) appointed by BR and seconded by MS c. <i>Retrospectively added: BR sent Governors an email on 16.7.23 to confirm the termination of term for BA and JGS. BR thanked BA and JGS for their huge contribution to the GB this year and wished them well.</i> 				
<p>4. Minutes and matters arising from last meeting</p> <ul style="list-style-type: none"> a. ASJW provided summary and photo b. BR to complete review of Scheme of Delegation and Standing Orders in Sept c. Policy checker has been reviewed. BR thanked DM and EL for their work on this d. Parents Forum to be discussed in next FGB e. PPM to be discussed in the meeting f. BF sent through notes from the Stuart Hall safeguarding briefing – circulated g. Lockdown policy is due for review in Sept h. Internet safety training is due to take place in Sept i. DM worked with TT on training. Some courses have already been completed e.g. SIAMS/ safeguarding j. SEND Policy has been circulated k. AB to meet with Lisa next term. The SEND report to Governors and SEND Annual information report has been circulated l. Inset days have all been booked m. Staff wellbeing questionnaire will be covered in this meeting n. ASJW shared his summary on spellings 	BR	Agree minutes	Minutes circulated	<ul style="list-style-type: none"> -BR to review Scheme of Delegation/Standing Orders in Sept -Parents Forum to be discussed in next FGB with TT -Review Lockdown policy in Sept -AB to meet with Lisa next term

<p>o. Parent elections to be held next term as no one applied for a parent governor role.</p>				<p>-Parent elections to be held next term</p>
<p>5. Reports from Committees</p> <p>a. Check Committee Meeting Minutes received (F&P overview)</p> <ul style="list-style-type: none"> i. Had meeting on 5.7.23 which was very thorough ii. School will be getting credit cards so cheques are not used for school trips iii. MW to review his audit manual to check what is included for the school and what needs to be completed iv. Noted that the budget looks healthy but there have been some variances due to unexpected building works (wiring) and there was more income than expected from FSS v. An additional meeting will be scheduled to allow for continual monitoring of the budget (termly meetings going forwards). 	<p>MW/ BR</p>	<p>To confirm and inform</p>	<p>Minutes circulated</p>	<p>- MW to review his audit manual to check what is included and what needs to be completed</p>
<p>6. Policy/Records updates</p> <p>a. Policy tracker</p> <ul style="list-style-type: none"> i. This has been reviewed and tracker circulated <p>b. To review:</p> <ul style="list-style-type: none"> i. SEND Policy and Information Report (review due by Sept 2023). Lisa has delivered various internal training with staff including visual impairment. MS enquired about current concerns. DM noted that there was one child who had 	<p>DM</p>	<p>To review and approve</p>	<p>Policies and Policy tracker circulated</p>	

<p>transferred this year, has settled in very well at school, and Lisa's training helped prepare for this. JGS has also been appointed from Sept to provide 1:1 support. There is also another child with visual impairment. The school has been able to link up their i-pad to the whiteboard. DK asked if parents request moves to Sherston school. DM confirmed they have and there were no managed moves</p> <ul style="list-style-type: none"> ii. 'Children with health needs who cannot attend school' now known as 'Pupils with additional health needs attendance' (last reviewed Jan 2020). An annual review meeting due to take place next week. DM is likely to remain as designated LAC Staff member as he has undertaken the relevant training iii. LAC Policy (last reviewed Jan 2020). Due to be 1 LAC child from Sept iv. Above policies have been ratified – all agreed. 				
<p>7. HT report</p> <ul style="list-style-type: none"> a. DM discussed the report and highlighted the key points: b. There have been a few changes since the report was issued, including number of pupils on role going from 118 currently to 113 in September. This is still higher than expected c. DM discussed attendance and noted it was still being monitored for the 4 children with 	DM	To inform	Report circulated	

<p>lower attendance rates. Attendance will continue to be reviewed and appropriate action taken, including conversations with parents and letters being sent</p> <ul style="list-style-type: none"> d. DM also discussed the clubs available from Sept. DM also noted that care was taken with year groups clubs were available for, so younger children did not feel worried about joining in with older pupils e. DM highlighted the success of the phonics check and credited the TA involved in helping deliver this f. Lesson Observations took place this term and all went very well. Every teacher is 'good' or better (2 were 'outstanding') g. DM commented on how well the ECT who joined at the start of the year is doing h. The school was moderated by the LA in year 2, where they check that judgements in reading, writing and Maths are sound. The school was told that their judgements were very accurate and Mrs Berry was very organised and presented the school in an excellent light. DM discussed how staff constantly moderate/ assess, so teachers are confident what level children are at i. PPM document circulated separately to this report but it was noted that the Year 6 data had been received today and it had gone up. DM said the children had done very well, and credited the teachers for their work, including Colin and also Claire who provided the additional maths tutoring 				
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<p>– showing that the funding helped to achieve this result</p> <p>j. One further safeguarding incident raised today</p> <p>k. BR commented on how DM had done lots of work with new HT, including handovers so they are prepared for when they start.</p>				
<p>8. Safeguarding</p> <p>a. BF, DM and the SBM had a meeting yesterday where the single central record was checked. It was identified that the person doing the garden hadn't had checks done but a risk assessment is now in place. It was noted that SBM and Admin work very hard on maintaining this</p> <p>b. The website and online safety were looked at. The National College have advice that can be shared with parents such as a parent's guide to Tik Tok. Oakford have also been contacted in preparation for Sept, about filters to keep children safe and ensure that material that shouldn't get through doesn't and to keep on top of other possible combinations. A filter check will be carried out by the LA</p> <p>c. It was noted that documentation for new entry children from previous schools has been slow to come through</p> <p>d. A person was found in the car park when they shouldn't have been – police were contacted. Advice to lock gates is already taking place. Looking at possible options for CCTV/ gated access</p> <p>e. Noted that DM has a file for storing safeguarding meetings with BF.</p>	BF	To inform		-BF to do top level report for BR

<p>9. Governing Board Evaluation</p> <p>a. Evaluate the effectiveness of the governing board over the past year</p> <ul style="list-style-type: none"> i. As there has been a lot of change to the Governing Body this year including recently appointing three new Governors, this will be done in a separate meeting around Christmas ii. There have been successes to note including the SIA contact being very impressed and complimentary during her recent visit/ report, lots of work has gone into HT recruitment, stabilising the budget with DM and the SBM, keeping on top of policy compliance and reviewing the structure of meetings to be more effective, all of which has a direct impact on the children iii. BR noted that everyone had done a good job and thanked them for their hard work iv. MS also thanked BR for her work, including the recruitment of a new HT. He also commented that the views of the community are that the school is doing very well. AB echoed these comments, along with the rest of the Governing Body <p>b. Report on governance attendance for year</p> <ul style="list-style-type: none"> i. Attendance was at 83%, which is an improvement from last year. Part of the reason was due to a Governor relocating out of the area 	BR/ ALL	To discuss/ To agree meeting dates		-Hold a separate meeting to discuss effectiveness of Governing Body over the last year in T2

<ul style="list-style-type: none"> c. Review composition of the GB for the coming academic year <ul style="list-style-type: none"> i. This will be discussed further in the new AY however, need a Vice Chair and Head of T&L (even though no separate Committee meetings). BR asked GB to have a think about this d. Prioritise governors' training and development for the year ahead <ul style="list-style-type: none"> i. BF noted that everyone is expected to do certified safeguarding training from 1/9. DM advised it was best to wait until September to do this due to having the most recent updates e. Agree dates of full governing board and committee meetings for the year <ul style="list-style-type: none"> i. Governors have seen the schedule of meetings for AY 2023/24. An additional F&P meeting was confirmed for 15.11.23 with the Pay Panel meeting afterwards f. Feedback/reports from governors visiting the school (best practice) <ul style="list-style-type: none"> i. This will be discussed further in the new AY g. Governor monitoring <ul style="list-style-type: none"> i. The monitoring plan is mainly green h. Discussion around succession planning and undertake a GB Skills Audit <ul style="list-style-type: none"> i. AB commented that it would be good to review the GB Skills Audit given recent changes to GB. BR also noted that need to look at link roles and expectations. 			<p>Link to Monitoring Plan circulated</p>	<ul style="list-style-type: none"> -Review composition of the GB -Agree Vice Chair and Head of T&L roles in T1 -DM will send out the link from National College for Safeguarding training in Sept - Feedback/reports from governors visiting the school (best practice) and Governor monitoring to be discussed in T2 -Discussion around succession planning and undertaking a GB Skills Audit in T2
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<p>10. T&L</p> <p>a. SIA Report</p> <ul style="list-style-type: none"> i. BR and DM recently met with SIA - it was very positive ii. Teaching team have helped support each other in terms of recent illness iii. DM commented that the team have been very supportive and this has allowed for things to happen. LS said they also felt supported by DM iv. DM said that when parents have visited the school they have been 'recommended' or have 'heard about the school' v. MS said that the school Admin does a great job on social media <p>b. Outcomes for pupils - Review unvalidated Key Stage assessment data against expected outcomes</p> <ul style="list-style-type: none"> i. DM discussed the data summary document and noted key points: <ul style="list-style-type: none"> o Need to look at Y4 maths o Y1 phonics results were high o Small cohorts affect data. Discussions held with staff to discuss what has/n't worked well, how can it be improved and focus on what support can be put in place o BR asked if the writing data was an ongoing result of lockdown. DM replied yes and it is something they are keeping on top of. DM commented that grade boundaries had changed 	<p>DM/ AB</p>	<p>To inform and review</p>	<p>Documents circulated</p>	
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<p>following Covid but were now back to normal, but children are still impacted from this. Other Governors commented that this is a similar situation to schools they work in or have heard about</p> <ul style="list-style-type: none"> ○ BR also asked if there were patterns with split years for achievement. DM replied it was difficult but they try to ensure children are in the right group and that for Maths children are taught in their own year group. ○ NA asked what the splits were. DM explained the current and new splits from September, which was done on the basis of potentially moving to 4 classes in the future. DM advised that intake data is provided by the Doctor's surgery and is quite accurate ○ NA also asked about open days. It was noted that last year there was one open day which was a success. Tours are also offered to parents <p>c. Subject Review & Impact – PP/SEND</p> <ul style="list-style-type: none"> i. DM spoke to Lisa and information has been sent in the report. Lisa has agreed to be contacted, as she couldn't make today's meeting. 				
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<p>11. Staffing Matters</p> <ul style="list-style-type: none"> a. Appoint governors for the HTPM panel for September and ensure they have the relevant training in place <ul style="list-style-type: none"> i. HTPM Panel on 12/9/23 has been agreed as BR, AB, MS. ASJW should also be available b. Staff Wellbeing – Outcomes from Questionnaires <ul style="list-style-type: none"> i. BF noted there was a 50% response rate, which was an improvement from last year ii. BF said that staff would like to see more of what the Governor’s do and have improved communications. BR noted that Governor minutes are available on the website and suggested that a Governor attends staff/ TA meetings. AB also suggested using noticeboard space in the staff room to put up notes/ thanks given to the team and other communications following on from an FGB meeting. DM agreed iii. BF said staff needed to be given the feedback iv. LS commented that TA’s felt they didn’t receive as much communication/ received it later v. BR asked if there were any surprising results. DM said the main one was TA’s saying they didn’t feel valued, which can in part relate back to communication 	<p>BR/ DM/BF</p>	<p>To inform</p>		<p>-Use noticeboard space in staff room for Governors to share comms with the school</p> <p>-BF to collate questionnaires then send to DM to feedback to staff</p> <p>-Discussions to take place with TT to see how to improve how TA’s feel</p>
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<p>vi. BR thanked LS and BF for their work on this. She commented that overall, it was a positive response and feels like an improvement compared to two years ago.</p>				
<p>12. Pupil Voice</p> <p>a. BF discussed the results and noted that a simpler questionnaire was needed for KS1</p> <p>i. The children do not feel as comfortable as school would like them to</p> <p>ii. The 'what stops us learning' are repeat items, such as others talking</p> <p>iii. Interesting things are to note from the 'what helps me learn' section of the questionnaire</p> <p>iv. BR asked what the focus is based on these results. DM said this tracks similarly to previous years, but it is difficult as enjoyment is subjective. Children enjoy different things and some responses may be influenced by what was happening on the day e.g. noise from a class outside.</p>	<p>DM/ BF</p>	<p>To inform</p>	<p>Documents circulated</p>	<p>-Ask the school council how we could improve areas such as the toilets and hall</p> <p>-DM to look into the questionnaire so next time can dig deeper/ get more context</p>
	<p>AOB: BR thanked DM and noted that his stepping up to the Acting HT role was appreciated by all including staff, Governors and parents. It has allowed the school to make choices.</p> <p>BR also thanked the Governors for all their work.</p>			
	<p>Start time. 5.50pm</p>	<p>Finish Time. 8pm</p>	<p>Date and time of next meeting Date: 27/9/23 5.45pm</p>	