



Minutes of Business Meeting
Held on Tuesday 10th May 2022 at 6.00pm
 (Held virtually via Zoom due to COVID-19)

Governors Present on Call	Jessica Webb (Co-Chair), Christopher Shea (Co-Chair), Sarah Stant (SS), Sue Read (SRe), Hilary Sanderson (HS), Chris Sanderson (CS), Kim Fleming (KF), Ruth Garbutt (DHT- RG), Mike Harrison (Headteacher - HT)
Apologies	Pheobe Greenwood (PG); Shaun Barker (SB)
Visitors	Stacey Miller (Clerk)

Actions:

Item	Action	Responsibility	Deadline
9	Clerk to add SEND and Inclusion policy to next T&L agenda.	Clerk	
10	HS to circulate an amended skills audit removing resigned governors.	HS	
10	HT to look into governor vacancies to see if there are any suitable people within the school community.	HT	
10	SR/HS to look in to putting something in the church magazine for governor recruitment.	SR/HS	
10	A governor to attend parents evening for new parents to recruit new governors.	ALL	
10	Clerk to add Election of T&L Chair to next FGB agenda.	Clerk	
14	T&L committee to be arranged	T&L governors	
15	HT to arrange a meeting on Vision and Ethos with SR, PG and SS.	HT	

Minutes:

Item	Issue Raised
Opening prayer	
1. Welcome & apologies for absence/note of absenteeism	The Chair welcomed all governors to the meeting. Apologies were accepted from SB and PG. The meeting was quorate.
2. Declaration of Interests	No interests were declared.
3. Minutes of last FGB meeting, matters arising & actions including Chair's action since last meeting – FGB 22 nd March 2022	<p>Q – A governor asked if the link governor document was up to date. A – The Co-Chairs explained this had been updated.</p> <p>DECISION: The minutes of the last meeting were approved.</p> <p>Item 3: Carry forward: Chairs of committees to look at the Safeguarding Wheel to consider what may need raising in other meetings. COMPLETE</p> <p>Item 4: HT and Co-chairs to discuss the list of link governor subjects in their next catch up and review the list then circulate to all governors. COMPLETE</p>



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Table with 2 columns: Item, Issue Raised. Contains meeting minutes details, feedback from F&R committee, and Q&A sections regarding FOSS money and ICT provision.



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	<p>Q – A governor asked why the decision was made to purchase Hall curtains over laptops.</p> <p>A – The HT explained the Hall is being repainted and a quote for curtains has been sought. The school has budgeted for 6 new laptops this year but cannot use capital funds for all laptops this year. Teachers’ laptops are also obsolete so will need to prioritise this too.</p> <p>Q – A governor asked regarding the £7k FOSS spent on previous devices, what was the problem?</p> <p>A – The HT explained they were Amazon Kindles that were not fit for purpose.</p> <p>Q – A governor asked who advised them to buy them.</p> <p>A – The HT explained it was done with best of intentions during lockdown.</p> <p>Q – A governor asked what will happen for staff members who won’t get a renewed laptop.</p> <p>A – They will be using what laptops they can as a stop gap. FOSS may be able to contribute towards one and there is some carry forward that may be able to use, but need to be looking 4 years ahead so need to be careful with using this. EHCP funding is still underway which will help with funding overall.</p>
<p>5. Ratification of the budget</p>	<p>The budget was circulated before the meeting. The HT verbally presented a summary of the budget for 22/23:</p> <ul style="list-style-type: none"> - There will be 20 children fewer in school for 22-23 due to the large Y6 cohort leaving. There will be 30 children coming into Reception. Some people have not yet applied so this could increase. - The steady flow of children starting during the year hasn’t stopped. However, there are some children coming off role, which highlights the importance of the EHCP process. - The catering contract was a significant proportion of the in year deficit and will serve notice at the end of the month with a new supplier to start the next academic year. This should be cost neutral. - There has been a steady movement of staff and currently recruiting and have had another resignation. - The budget allows for more flexibility with funding and able to invest more in the curriculum, budgeted £7k to be managed by DHT. - School should be operating at cost. The HT does not want to use the carry forward unless needed. - The 22-23 budget is balanced. - Next year shows a deficit due to lower pupil numbers. The carry forward means the structure can be maintained. However, by year 3 there will be more of a deficit without a carry forward to cover it. <p><u>DECISION:</u> The 22-23 budget was approved.</p>



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6. Agree term dates/INSET dates	<p>The Chair asked if anyone had any issues with the proposed dates.</p> <p>The HT explained that the term dates are set by the LA but each school can chose when to take 5 INSET days. The HT has decided to front load them at the start of the year which is a good time to do training/planning etc. It also works well for when parents want to take holidays.</p> <p>DECISION: The 22-23 INSET days were agreed.</p>
7. Headteacher Report – written	<p>The HT provided a verbal summary of the highlights of the report. The written report was circulated prior to the meeting.</p> <p>School roll - A couple of children have moved on.</p> <p>Classroom organisation page 4 – in losing 20 children there could have been the potential drop to 9 classes. However, the smaller class sizes could be a benefit and the HT is confident the equal sizes are now working well and not so much disparity between classroom sizes. There is still the option to drop a class to protect the future budget if needed.</p> <p>Q – A governor asked what the arrangement was for the new KS1 teacher.</p> <p>A – Currently advertising for a maternity cover for 0.6.</p> <p>Safeguarding wheel – The HT screen shared the safeguarding wheel and explained the key elements.</p> <p>G – A governor noted that the types of incidents are different and slightly more severe than reported previously e.g. suicidal thoughts. Do you have things in place to help with this?</p> <p>A – The HT agreed it was significant that it had even been recorded, it may have happened before but not recorded. The HT explained that they have the counselling service in school. Wider staff and their relationships with children are instrumental in such incidences. The number of concerns is going up but this doesn't mean there are more than previously, but just now being identified. The HT noted they cannot underestimate the impact of coming back to school and the covid impact on children.</p> <p>The DHT added that it was reassuring that when asked who you can talk to, the children have identified someone. The suicidal thoughts concern came to staff attention in different ways which shows the school has a network of support and capacity as leaders to follow these up. The DHT feels they are very thorough with safeguarding and have a weekly meeting with SLT to go through concerns.</p> <p>Q – A governor asked if it was just one child who had suicidal thoughts. Does the fact it came from three people make it more serious?</p>



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	<p>A – The DHT explained that because they are able to connect with the family it means they can triangulate the concern better and be more robust by having a network of support. The HT added that the three concerns logged for the one person skewed the results a bit but reflects the positivity of the safeguarding culture in the school that it was identified multiple times.</p> <p>Attendance – Amy Tandon has been tracking attendance. This adds to the logs of concern but are being dealt with. It is reassuring for children that concerns will be dealt with.</p> <p>Downward trend of first aid – incidents are averaging 3.9 instead of 7.4 incidences. The staggered breaks have contributed and now the weather is better children are using the field more and are more spread out. None of the incidents are serious.</p> <p>Attendance – The number of absences had dropped but after the relaxation of covid rules there was a spike. The attendance this half term was 95%.</p> <p>Staffing update – There are two staff members on support plans with the intention that failure to follow will go into incompetency.</p> <p>Q – A governor asked as the current maths lead was leaving, will the HT look to appoint a maths lead as part of the new job. A – Yes.</p> <p>Q – A governor asked regarding the 95.4% attendance, how did that compare with the county and/or nationally. A – Previous to spring half term the school was above national average, however the last period was a little lower. The school is broadly in-line with or slightly above national average for the year.</p> <p>Q – A governor asked if there had been any complaints. A – There had been no complaints. There was one child before Easter who had a 2 day fixed term exclusion and outside agencies are involved due to the huge concern relating to the child to find a solution.</p> <p>Q – A governor asked what impact the situation is having on the child. A – The HT clarified from an educational point of view the child’s time in school had always been about safeguarding and they only recently got an EHCP. The safeguarding risk the child presents is huge and resource intensive.</p> <p>Children starting -</p> <ul style="list-style-type: none">- Letters going out for a parents evening for new parents- Diane is going to external settings to establish links- Considering other stay and play facilities in the last week of term



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	<ul style="list-style-type: none"> - Will get children in as soon as possible in September – will be full-time after 2 weeks - There are some concerns from parents when children start so will discuss part-time timetables with those parents. <p>Transition from EYFS to KS1 will form a closer model to Reception. The new KS1 appointment is very enthusiastic and has a vision to support this.</p> <p>Y6 transition -</p> <ul style="list-style-type: none"> - There has been dialogue with Witchford College and a contact coming into school. There will be some transition days for children going through to college in preparation. - There have been conversations regarding vulnerable children with Witchford College. <p>Q – A governor asked if they had been working with Y6 children to help them get to school independently.</p> <p>A – No, but would intend to do so before they leave. Many Y6 children are used to coming in to school independently, but bus protocols would be different.</p>
8. SDP update	<p>The HT explained that amendments had been made in red. The update had been circulated prior to the meeting.</p> <p>The HT explained that more objectives are becoming green. Some remaining ones are where there is some aspect that that they are not wholly satisfied with to make good.</p> <p>Q – A governor asked if it was the more stubborn areas now working on.</p> <p>A – Yes, it was an aspirational SDP. The HT explained there is still some lack of consistency, however, new appointments have been key to moving forward.</p> <p>Q – A governor asked how the HT plans to use the new teacher Anna Dockerill most effectively.</p> <p>A – She is modelling good teaching to staff. The school is moving towards a different model of CPD putting staff members together who will work well together and share good practice.</p> <p>Q – A governor asked where this model to CPD came from.</p> <p>A – Came from DHT MPQH research and summaries of HT’s performance management observations. There are also forums where teams can discuss problems, and as a team suggest solutions. Funding was secured to develop that in the school. Changing CPD to let staff own it more to gain buy in.</p> <p>Q – A governor asked if the school had access to NASBTT.</p>



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	<p>A – No, but can look in to it. The DHT added that more peer observations are also happening.</p> <p>The HT added that the class Anna had taken over wasn't performing well and needed her to get it sorted. There is potential for some English leadership and will be one of the Y5/6 teachers. They need to find a way to utilise her skills but would need to financially numerate her is she was given more responsibility. Progression in Y6 has been very good and the HT is optimistic will have a significant positive outcome for Y5/6.</p> <p>A governor added that the whole class mix and teacher allocation for next year will be a great opportunity but also a potential problem.</p> <p>The HT agreed and said knowing what the school is looking for when advertising helps and the fact they have been able to be more specific for vacancies has been good.</p>
<p>9. Policies</p>	<p><u>Protocol for children not collected & leaflet</u> Q – A governor asked what type of training for staff had there been in connection to the protocol. A – The HT confirmed it links with safeguarding training. The LA guidance is explicit regarding steps to be taken.</p> <p>Q – A governor asked if there would always be a DSL on site to deal with this. A – Yes there would always be a DSL available, and they wouldn't vacate until the situation resolved.</p> <p>Q – A governor asked how the policy will be available to parents. A – It is on the website and circulated on Class Dojo and would go in the induction pack for new parents.</p> <p><u>DECISION:</u> The Protocol for children not collected & leaflet was approved.</p> <p><u>Home/School Agreement</u> Q – A governor highlights in the parent's section "I will try", should this be 'I will'? A – Agreed, change to 'I will'.</p> <p>Q - A governor asked regarding the inclusion of "I will ensure my child will go to bed at a reasonable time". Is there any indication of 'reasonable time'? A - The HT and other agreed you could not include a time.</p> <p>Required change: - Under parents' section – remove try from "I will try".</p>



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	<p><u>DECISION:</u> The Home/School Agreement was agreed pending the above change.</p> <p><u>SEND and Inclusion</u> To be referred. Action: Clerk to add SEND and Inclusion policy to next T&L agenda.</p> <p><u>Supporting children with medical conditions</u> Q – A governor asked regarding storage of medicine (page 11), what practical measures are taken to ensure it is secure but available when needed. A – It is locked away so only accessible by the person administering it.</p> <p>Q – A governor asked what training staff have for this. A – Paediatric first trained. Looking to make authorisation of administering of medication electronically.</p> <p>A governor highlighted there are two full stops on page 14 – complaints.</p> <p>Q – A governor asked regarding ‘controlled drugs’ (page 11) and asked if it goes into enough detail in terms of storage and security. The last bullet point talks about all medicine rather than controlled drugs, is there ambiguity there? Controlled drugs need to keep a tally and a written record of drugs returned to parents. This may need some more detail here. A - The HT agreed and will revise this section.</p> <p>Q – A governor raised section ‘children using EpiPens’ (page 11) and asked how they make sure it is readily available for the child but not available for misuse. A – The HT explained it is stored by the teacher so is readily available and the child is aware where it is kept but not common knowledge. It would need administering by an adult anyway.</p> <p>Q – A governor asked if the child is out on the field or in a music lesson will they know where it is or have access. A – Yes, they have a record of all children who may need use of this and how it should be administered.</p> <p><u>DECISION:</u> It was decided to defer the Supporting children with medical conditions policy so the HT can make tweaks and circulate via GovHub for approval.</p>
<p>10. Governor Recruitment & succession planning</p>	<p><u>Governor Recruitment:</u> The Chair announced that Shaun Barker had tendered resignation as parent governor. Pheobe has also informed the Chairs that she is pregnant so may have less time to be an active governor for a few</p>



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	<p>months but intends to remain on the GB. The number of governor vacancies are a concern.</p> <p>The Chair asked governors for ideas on how the GB could recruit governors.</p> <p>A governor raised that is it important when recruiting governors to draw on the needs identified in the skills audit.</p> <p>Action: HS to circulate an amended skills audit removing resigned governors.</p> <p>Current skills were discussed and finance and business are thought to still be a gap.</p> <p>Action: HT to look into governor vacancies to see if there are any suitable people within the school community.</p> <p>A governor raised that the GB needs to be honest about the commitment involved. It takes time to train up governors for them to leave.</p> <p>The HT supported this and agreed it is really labour intensive and a large commitment. The GB needs to consider the expectation and consider if governors are being asked of too much.</p> <p>The Chair clarified that the latest resignations have not been time related, but due to other personal reasons.</p> <p>Action: SR/HS to look in to putting something in the church magazine for governor recruitment.</p> <p>Action: A governor to attend parents evening for new parents to recruit new governors.</p> <p><u>Succession planning:</u> The Chair asked the GB if someone could take on the T&L committee Chairship role. Action: Clerk to add Election of T&L Chair to next FGB agenda.</p>
<p>11. Review of new visit form and planned visits</p>	<p>Governors discussed the visits they have planned and the opportunities for in person visits.</p> <p>The Chair raised that the visit report had been revised and asked if anyone had feedback on this. No comments were raised, and it was agreed to use the short visit form but switch to the new form for longer visits.</p> <p>Q – A governor raised that with new members of staff starting someone should be looking at the SCR.</p>



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	<p>A governor added that more than one governor should be looking at the SCR.</p> <p>CSa agreed to take the SCR from Sue Rudge.</p>
12. Governor actions	<p><u>Questions arising from or impact of governor visit reports</u></p> <p>The Chair raised that there is not much in Summer 1 currently but are slowly coming through.</p> <p>A governor raised that the English focus has been on reading. Should there be some more visits focused on writing?</p> <p>The DHT noted that Belinda was in school on 26th May if any governors want to join.</p> <p>The governors agreed that all should be looking at writing during visits as it is an area need to improve on.</p>
13. Impact of the meeting on driving the school forward	<ul style="list-style-type: none">- Have planned or been involved in monitoring for this term and becoming more autonomous in setting these up.- Discussed governor recruitment and ways to achieve that, looking for skills as well as numbers.- Aware of budget constraints and the plan moving forward and what need to aim for in the school.- Aware of class structure and the key to how the school will place teachers.- Safeguarding protocols are rigorous and percentages have picked up. The new monitoring form has picked up safeguarding elements.
14. Schedule of future meetings	<ul style="list-style-type: none">- FGB2 – 12th July @6pm- T&L Committee – to be rescheduled. <p>Action: T&L committee to be arranged</p> <ul style="list-style-type: none">- 2022-23 dates to be agreed at FGB2
15. AOB	<p><u>Committee for vision and ethos:</u></p> <p>The HT raised that they need a new vision up and running as soon as possible so will need to get a meeting in.</p> <p>Action: HT to arrange a meeting on Vision and Ethos with SR, PG and SS.</p> <p><u>Proposal for 2 pedestrians crossings:</u></p> <p>The school has been against this previously as will lose the school crossing patroller.</p> <p>This was discussed and the HT raised that there are other cases in the county where the crossing patroller had been retained. The school could contest and have a crossing also patrolled.</p>
16. Meeting close	20:30

Signed as a true record (electronically) (Chair)

Name _____

Date _____

Signed: