



**Minutes of Business Meeting**  
**Held on Tuesday 22<sup>nd</sup> March 2022 at 6.00pm**  
 (Held virtually via Zoom due to COVID-19)

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

**Actions:**

Item	Action	Responsibility	Deadline
3	Carry forward: Chairs of committees to look at the Safeguarding Wheel to consider what may need raising in other meetings.	Chairs	Next meetings
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.	HT / Co-Chairs	ASAP
6	HT to send an email to all governors for expressions of interest for membership of the Vision and Ethos working party.	HT	ASAP
9	Clerk to circulate the last F&R minutes by email for comments/questions.	Clerk	ASAP
10	HS to finalise SFVS and circulate for FGB ratification by 31 <sup>st</sup> March.	HS	By 31 <sup>st</sup> March
14	JW to compile an audit of issues from visits.	JW	ASAP
14	SRe to ask SRu for results of wellbeing survey and save centrally.	SRe	ASAP
16	Clerk to confirm/arrange next T&L committee date/time.	Clerk	ASAP
17	HS to look in to dates for when SRu can attend school and hold an assembly, followed with a meet up after school.	HS	ASAP

**Minutes:**

Item	Issue Raised
Opening prayer	
1. Welcome & apologies for absence/note of absenteeism	The Co-Chair (JW) welcomed everyone to the meeting. SB, KF, CSa and SRu had all sent apologies prior to the meeting. The meeting was quorate.
2. Declaration of Interests	No new interests were declared.
3. Minutes of last FGB meeting, matters arising & actions including Chair's action since last	The Co-Chair (CSh) highlighted the actions from the last FGB meeting: Item 9: Chairs of committees to look at the Safeguarding Wheel to consider what may need raising in other meetings. <b>Carry forward</b> Item 9: Clerk to forward on response from Caroline Vinnall regarding replacement of ex-officio foundation governor role. Complete.



**Minutes of Business Meeting**  
**Held on Tuesday 22<sup>nd</sup> March 2022 at 6.00pm**  
 (Held virtually via Zoom due to COVID-19)

Item	Issue Raised
<p>meeting – FGB 1st February 2022</p>	<p>Update: SRe and HS had a meeting with Caroline and have a list of actions.</p> <p>Item 9: HT to draft terms of reference of proposed new Vision and Ethos Committee. On agenda</p> <p>Item 9: Clerk to add Proposal of new Vision and Ethos Committee to next FGB agenda. On agenda</p> <p>Item 9: Clerk to work with EW to update the governor section on the website. Complete</p> <p>Item 11: Clerk to add EYFS policy to next FGB meeting. On agenda</p> <p>Item 11: HT to look into Whistleblowing policy. On agenda</p> <p>Item 11: Clerk to add Whistleblowing policy to next FGB meeting. On agenda</p> <p>Item 12: HT/Clerk to transfer governor documents to GovernorHub. Complete</p> <p>Item 15: HT and SB to meet regarding the tree route/draining issue behind Citrine class – to chase LA for urgent action.</p> <p>Update: SB site visit with Amy – a prelim meeting touching on costings. No more update since F&amp;R.</p> <p>No other comments were raised.</p> <p><b><u>DECISION:</u></b> The minutes of the last FGB meeting were agreed.</p>
<p>4. Committee membership and governor responsibilities</p>	<p>The Co-Chair introduced the item and list of existing governor roles for discussion.</p> <p>Following discussion around possible changes, it was highlighted that the subject list was long and there are subjects that could be combined.</p> <p><b>Q – A governor asked if every subject had to be reviewed.</b></p> <p>A – All current subjects were verbally listed for comment.</p> <p>The issue of governors taking on topics temporarily and the impact this has on teachers.</p> <p>It was raised that there was a need for one of the vacant posts to have a strong financial background to take on that topic, and HS should retain this in the meantime.</p> <p>The Co-Chair explained that she had spoken to Tina Hubbard who is working to find governors to fill the vacancies.</p> <p><b>Action: 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.</b></p> <p><b>Q – A governor asked RG if the monitoring list had been completed.</b></p> <p>A – RG confirmed the list of monitoring had gone out. RG explained that a list of events can't be kept up to date as it changes so need to think about how best to do this. All events are on the school calendar so governors need to look at that.</p>



**Minutes of Business Meeting**  
**Held on Tuesday 22<sup>nd</sup> March 2022 at 6.00pm**  
(Held virtually via Zoom due to COVID-19)

Item	Issue Raised
5. Headteacher Report – written	<p>The HT highlighted some of the key items from the HT report, circulated prior to the meeting.</p> <p>Two children had left since the report was published, but another joined, so now 270 children in school. There is a higher proportion of disadvantaged children joining which will change the averages.</p> <p>Staff – received a lot of interest in advertised vacancy. Interviews are to take place.</p> <p>Staff absence – there has been lots of staff absence, mostly related to covid. However, many teachers have worked from home. Remote working is trickier for TAs. Absence for site staff is quite high, some due to medical appointments/procedures.</p> <p>T&amp;L – there have been some frustrating elements of the reading deep dive resulting in some frank conversations to address this. The HT is confident this will be addressed. This has led to a discussion about the existing phonics provision, recommended by the LAIG, but due to insufficient training has resulted in poor performance.</p> <p>SEN – slightly above average with 20% SEN and increasing. PP numbers are increasing too, credit to office staff who are dealing with this and encouraging parents to take this up and the benefits for parents and school funds.</p> <p>There have been no changes on EAL since last FGB.</p> <p>The HT explained that since publication there had been a 1.5 day formal exclusion. The school is looking to find the best provision for this child and are working with the LA but progress is slow.</p> <p>Child protection – no more racial incidents to report since last report.</p> <p>Safeguarding – no shift what has already been raised. The HT explained the report includes the top 10. Attendance is based on when a letter is set so is logged as a concern. The school is challenging this as shown, numbers have dropped. Physical aggression concerns often cover more than one category for one concern and usually at least 2 people involved increasing numbers. It is usually due to rough play that is more easily resolved. The ones more of a concern are the ones that centre around a small number – but not small enough – where there are concerns about neglect and anxiety, often linked to attendance. There is some correlation between attendance and the level of meeting age related or not progressing as well as others.</p> <p>The HT clarified that the verbal aggression and violence towards staff was linked to the exclusion.</p>



**Minutes of Business Meeting**  
**Held on Tuesday 22<sup>nd</sup> March 2022 at 6.00pm**  
(Held virtually via Zoom due to COVID-19)

Item	Issue Raised
	<p>H&amp;S –Staggered playtimes at lunchtime has shown a significant drop in incidents at 2 per day. RG supported this trend from evidence from a recent pupil voice. The HT added that Medical Tracker was introduced in November and already showing the benefits and can see trends.</p> <p>Attendance – covid has had a significant toll but the school average remains better than local authority and national data but has been higher recently than previously. Attendance is generally good, but there have been some outbreaks in classes. The HT and DHT have chased up absent children who haven't notified school.</p> <p><b>Q – A governor asked if there was any evidence showing any difference in absence between those receiving formal letters compared to informal knocking on doors.</b> A – The HT said this hadn't been recorded but will include in the next HT report. No fines had been issued and they work hard to have a positive relationship with the families.</p> <p>The HT added that there is a trend that there is a gap between the disadvantaged children in school and the wider cohort. Lockdown had more of an impact for PP children and for those with vulnerable children.</p> <p>Assets – The school hall is being painted in May and purchased new curtains. A new telephone line has been installed, now all have individual lines. Much of what was scheduled is in hand.</p> <p><b>Q – A governor asked about page 5, purchasing scrapbooks for PSHE to provide evidence of learning. How will scrapbooks provide more evidence.</b> A – It was explained that PSHE is taught mainly through discussion and choices where an exercise book isn't appropriate. However, it is felt a class scrap book will bring together ideas to see the views of everyone and give the opportunity to see other people's values. RG added that a similar situation was found in RE where many activities involved role play, puppets etc. Don't want to record for the sake of recording so will add photos etc to the scrapbook and the teacher can add something about the learning. Previously, the children had the knowledge but this wasn't captured. This is being trialled for summer term.</p> <p>A governor added that in a pupil voice, children were very chatty about these topics but were not evident in their book.</p> <p><b>Q – A governor asked if the use of scrap books had considered the additional time for extra printing, impact on staff time and costs.</b></p>



Minutes of Business Meeting  
Held on Tuesday 22<sup>nd</sup> March 2022 at 6.00pm  
(Held virtually via Zoom due to COVID-19)

Item	Issue Raised
	<p>A – RG explained it was discussed and decided it would be less as will be printing just one picture for one class scrapbook instead of worksheets for all children. The governor raised this should then have added benefit for the improved wellbeing for teachers.</p>
6. Proposal to create a new Vision and Ethos committee	<p>The HT circulated a proposal document prior to the meeting and explained it would be more of a working party in the first instance, to see if there is merit for it to become permanent.</p> <p>The HT had searched around and other schools who have a similar premise and used examples for the proposal. It is designed to create a succinct and purposeful vision for the school. There has been a lot of re-branding, but need to make sure the school has a consistent message. The existing vision is not as community orientated than want it to be, especially as a church school. There have been some new children who have chosen the school as it is a church school and the values that represents.</p> <p><b>Q – A governor asked how the school will maintain the link to the church now Revd. Mary has gone.</b></p> <p>A – It was explained that it will be unlikely that Revd. Mary will be replaced in the short term, and the two Foundation governors still play a strong role in this.</p> <p>HS provided an update on this issue and why they may be without an active replacement for some time. SRe and HS as Foundation governor will be communicating with the Diocese and keep the connection with the church. The HT added that the school will be holding an Easter service and Easter concert visit to the church with the school children and a local retired vicar will do this service.</p> <p>A governor suggested whether the retired vicar may be able to come into school.</p> <p>The HT would like the two Foundation governors and as many other governors to be involved in the working party.</p> <p><b>Action: HT to send an email to all governors for expressions of interest for membership of the Vision and Ethos working party.</b></p> <p>A governor suggested that the school advertise the service at the church for Mothering Sunday. It was suggested if photos could be taken, they could be added to the next newsletter.</p>
7. Finance update	<p>The HT explained the forecast in year deficit has reduced to approx.. £40,000 and may reduce more due to some money due to come back to the school.</p>



**Minutes of Business Meeting**  
**Held on Tuesday 22<sup>nd</sup> March 2022 at 6.00pm**  
 (Held virtually via Zoom due to COVID-19)

Item	Issue Raised
	<p>A draft budget was circulated prior to the meeting. The HT highlighted some of the key issues. Staff laptops needs to be addressed and 6 new ones will be bought. There has not been any investment in the curriculum which needs to be addressed. Also, the CPD that was cut at the start of the year will need to be addressed.</p> <p>The HT highlighted that some classrooms may need additional adults. Some EHCPs may be leaving so will need to redistribute existing staff.</p> <p>Catering company – existing provision is not satisfactory, and a new catering company will be sought. Noticed will be served considering existing staff who will be TUPE'd over. The HT explained a reputable catering company is now open to taking on more schools. This should save £10-20k per year which is a lot for the school to invest in the curriculum, tarmacking etc.</p> <p>The HT highlighted that the budget is healthier than it was, a push from Sam on EHCP applications has helped.</p> <p><b>Q – A governor asked about the figure for the next couple of years which shows a massive amount of debt. Is this right?</b>  <b>A –</b> The HT explained that this is forecast on the existing budget, pupil numbers not changing, and funding not known. Staffing is the biggest cost. The HT assured there was no cause for alarm, but the future situation is not known. e.g. new catering contract not included.</p>
8. Safeguarding	<p>The HT will meet with CSa next week so there is nothing to report. Other safeguarding items had been covered in the HT report.</p> <p><b>Q – A governor raised that they saw secondary school children entering the building to the toilets. How has this been addressed?</b>  <b>A –</b> The HT confirmed the caretaker is now ensuring all external doors are locked.</p>
9. Feedback from committee meetings	<p><b>a) F&amp;R – 28th Feb</b>          It was raised that the file saved in GovernorHub was not accessible for some governors.  <b>Action: Clerk to circulate the last F&amp;R minutes by email for comments/questions.</b></p> <p>HS provided a brief overview of the meeting.</p> <p><b>b) T&amp;L – 4th March</b>          No comments or questions were raised.</p>
10. Update on SFVS	<p>HS presented an update on the completion of the SFVS and noted the need for new governors with finance experience.</p>



**Minutes of Business Meeting**  
**Held on Tuesday 22<sup>nd</sup> March 2022 at 6.00pm**  
 (Held virtually via Zoom due to COVID-19)

Item	Issue Raised
	<p>The document is awaiting final input and will then be circulated and ratified by email.  <b>Action: HS to finalise SFVS and circulate for FGB ratification by 31<sup>st</sup> March.</b></p> <p>The Co-Chair (CSh) praised HS for her work on the SFVS.</p> <p>A governor added that the school entrance looked great when they recently visited, a great transformation.</p>
<p>11. SDP update</p>	<p>The HT explained this had been shared with SLT for annotation for their specific areas. There is less red and strides being made, but importance of being consistent. Some of the greens are awaiting to see the impact. Increasingly seeing greater distribution of leadership. Some staff absence has delayed input in to this.</p> <p>There have been pleasing strides taken from the leadership team across the curriculum, although this has required a significant level of prompting for scrutiny. Once undertaken it is done well, and shows the massive shift in how the school has worked.</p> <p>RG added that this is shown in that some leaders need more support in visits than others. By governors asking for the visits, it shows it is part of the role.</p> <p>HT added it is a massive culture shift and some have picked it up quicker than others. Conversations are taking place with those who are not meeting expectations.</p> <p><b>Q – A governor asked why this has been the case. Is it down to lack of time or organisation?</b>  A – The HT conformed it should not be due to lack of time as they have been accommodated.  RG suggested that governors copy RG in to emails so they can organise release time for visits. RG also advised that governors can ask for evaluated action plans for the term by email so it doesn't require release time. It would be better to update this gradually, and be in continued communication.</p> <p><b>Q – A governor asked if the HT thinks more visits are needed from other governors.</b>  A – It is more about knowing the subject and finding the best way to do this, and this doesn't always have to be a visit.</p> <p><b>A governor raised the importance of not changing governor link roles too frequently so they can gain this knowledge.</b></p>
<p>12. Spring Term Data</p>	<p>Discussed above.</p>
<p>13. Policies</p>	<p>a) <u>Procedure – Allegations of abuse made against staff and volunteers</u></p>



Minutes of Business Meeting  
Held on Tuesday 22<sup>nd</sup> March 2022 at 6.00pm  
(Held virtually via Zoom due to COVID-19)

Item	Issue Raised
	<p>No comments or questions were raised.</p> <p><b>DECISION:</b> The Allegations of abuse made against staff and volunteers procedure was approved.</p> <p>b) <u>Disciplinary Procedures relating to misconduct</u> Q – A governor questioned page 4 and 6 where it references 'school/academy' and asked if academy should be removed. A – The HT explained it was a recommended from the LA and agreed the reference to 'academy' should be removed.</p> <p>Required change: - Page 4 and 6 – removed reference to 'academy'</p> <p><b>DECISION:</b> The Disciplinary Procedures relating to misconduct was approved pending above change.</p> <p>c) <u>First Aid</u> Q – A governor raised the inclusion of 'form tutor' on page 5, and if this was an appropriate phrase. A – Agreed this should be class teacher.</p> <p>Q – A governor asked if there are staff with paediatric first aid training and if they go on school trips is there enough to remain at school. The HT explained that it had been decided that a paediatric first aider should accompany every educational visit. Therefore there is a need to train up more paediatric first aiders. The policy previously named all people but don't see it is necessary. It is also decided that all teachers should be first aid trained so training for all teachers has started.</p> <p>Required change: - Page 5 – change 'form tutor' to class teacher or similar.</p> <p><b>DECISION:</b> The First Aid policy was approved pending above change.</p> <p>d) <u>Managing serial and unreasonable complaints</u> The Co-Chair raised that this policy should be reiterated to parents. The HT explained that there have been no serial complaints.</p> <p>No comments or questions were raised.</p> <p><b>DECISION:</b> The Managing serial and unreasonable complaints policy was approved.</p> <p>e) <u>LAC</u> No comments or questions were raised.</p> <p><b>DECISION:</b> The LAC policy was approved.</p>





**Minutes of Business Meeting**  
**Held on Tuesday 22<sup>nd</sup> March 2022 at 6.00pm**  
 (Held virtually via Zoom due to COVID-19)

Item	Issue Raised
	<p>f) <u>EYFS</u>            No comments or questions were raised.</p> <p><b><u>DECISION:</u></b> The EYFS policy was approved.</p> <p>g) <u>Whistleblowing</u>            No comments or questions were raised.</p> <p><b><u>DECISION:</u></b> The Whistleblowing policy was approved.</p>
<p>14. Governor actions</p>	<p><u>Questions arising from or impact of governor visit reports</u>  <b>The Co-Chair asked for ideas on the best way to inform other governors when a new visit report is completed.</b>            The HT suggested that an email is sent on GovHub with a hyperlink to the document once approved. Either HT or Clerk to do this when visit reports are complete.</p> <p>The Co-Chair highlighted the issues from governor visits that need to be picked up to ensure other governors are aware and issues other governors could pick up on their visits.</p> <p>RG suggested governors could ask more open questions and give precise praise in visits. RG also responded to some of the issues raised.</p> <p><b>Q – The Co-Chair asked if there is an opportunity to review the sticking of success criteria in workbooks highlighted in a report.</b>            A – The HT is keen for this to take place as not been on excessive use of printing and sticking and would value governor input.            RG added this has taken place on an individual basis through observations and seen teaching has improved through this approach.            A governor supported this and added that consistency is key.</p> <p>The Co-Chair highlighted that one governor visit highlighted that a child felt unsafe and asked that all governors need to follow up on that and need to be hyper vigilant on this. Need to ask ‘where’ do they feel safe in school.</p> <p>A governor added it was when they asked ‘Is there anywhere in school where you don’t feel safe’, when they opened up about and talked about safety in the playground.</p> <p>RG added that there was an issue raised in a report that DT is not being taught nut monitoring is in place. It would be good for a governor to follow up on that.</p> <p><b>Q – A governor asked if there was any concern about KF asking this as a staff governor.</b>            A – No not seen as an issue.</p>



**Minutes of Business Meeting**  
**Held on Tuesday 22<sup>nd</sup> March 2022 at 6.00pm**  
 (Held virtually via Zoom due to COVID-19)

Item	Issue Raised
	<p><b>Action: JW to compile an audit of issues from visits.</b></p> <p><u>Updates arising from Training and CPD</u>            The Co-Chair outlined areas of training undertaken and asked governors if they had anything useful to share from their training.</p> <p>A governor raised they attended a ‘Balancing school improvement and wellbeing’ course and reported it was very interesting and noted some of it the GB and school are already doing e.g. calendar for visits so not creating extra work.</p> <p><b>Q – A governor asked if this was the wellbeing of teachers or children.</b></p> <p>A – Of staff and HT. Notes will be shared.</p> <p>RG added that a questionnaire is sent to staff and could work on this with the governor.</p> <p><b><u>Action: SRe to ask SRu for results of wellbeing survey and save centrally.</u></b></p> <p><u>Governor Hub</u>            The Co-Chair thanked the Clerk for her work on getting Governor Hub organised.</p>
<p>15. Impact of the meeting on driving the school forward</p>	<ul style="list-style-type: none"> <li>- More discussion on governor visit reports so governors know what other people are putting on reports.</li> <li>- Discussion about issues flagged in reports, keeping them focussed and governors making sure the next steps are clear.</li> <li>- Governors aware of the budget situation and the improvements since the beginning of the year. Hopeful for the future and that the school is on a secure financial footing and making positive changes e.g. catering contract, investing in the curriculum.</li> <li>- Discussed continued links with the Church of England and the actions required in absence of incumbent.</li> <li>- Vision and Ethos committee being created and links with Diocese established.</li> <li>- Honest appraisal of the issues facing the school and actions been taken or to be taken e.g. the school hall.</li> <li>- Useful summary of performance management observations and seeing the strengths of staff, a clearer breakdown of where the teachers are and what needs to be next to meet deeper levels.</li> <li>- Encouraging to hear those things identified in governor visits are moving forward and the school is reacting to issues and continued dialogue going on. A key triangulation of linking visits with SDP and performance management.</li> <li>- Need to make sure monitoring visits and roles are as robust as possible.</li> </ul>
<p>16. Schedule of future meetings</p>	<p>FGB: 10<sup>th</sup> May @6pm            F&amp;R: 25<sup>th</sup> April @6pm            T&amp;L: 24<sup>th</sup> June @11.45am</p> <p><b>Action: Clerk to confirm/arrange next T&amp;L committee date/time.</b></p>



Minutes of Business Meeting  
Held on Tuesday 22<sup>nd</sup> March 2022 at 6.00pm  
(Held virtually via Zoom due to COVID-19)

Item	Issue Raised
17. AOB	<p>FGB: 12<sup>th</sup> July @6pm</p> <p>Q – The Co-chair asked if governors were happy to remain holding online meetings.</p> <p>Governors discussed the benefits of meeting on virtually and the fact numbers are still high locally. The Clerk advised that the LA have not issues any change in guidance on this for Summer term and it is up to individual GBs to agree.</p> <p><b><u>DECISION:</u></b> It was agree to keep online meetings for Summer term.</p> <p>Q – The Co-Chair asked the GB if they would like to arrange a farewell gathering for Sue Rudge who is leaving the GB.</p> <p>Governors agreed they need to acknowledge Sue for her efforts during her time at the school and need to do more than just a present.</p> <p>A special leaving assembly was discussed, and noted that Sue would likely prefer to visit the school as she has missed this the most over covid.</p> <p><b>Action: HS to look in to dates for when SRu can attend school and hold an assembly, followed with a meet up after school.</b></p>
18. Meeting close	20.16

Signed as a true record (electronically) (Chair)

Name Jessica Webb

Date 10.05.22