



Dare to Discover

**Minutes of the meeting of the Full Governing Body
held in person at the school on
WEDNESDAY 28th FEBRUARY 2024 at 7pm**

Governors Present:

Jenni Caisley (JCa)
Joanna Cooper (JCo)
Lucy D’Heudieres (LDH)
Joy Eldridge (JE) (CHAIR)
Russ Fry (RF)
Kate Harvey (KH)
Liz Hurles (LH)
Beci McCaughran (BM) (HEAD)
Liz Young (EY)

Others present:

Helen Andrews (HA) (Camclerk)
Nicola Grove (NG)

		Action
1.	Welcome & Apologies for Absence The Chair welcomed all to the meeting. Apologies were received and accepted from SD and JW. The meeting was quorate.	
2.	Declarations of Interest There were no declarations of interest in items on the agenda for this meeting.	
3.	Presentation: OPAL NG has taken part in a project called Start Small, Dream Big – which is about improving careers related learning in primary schools. This is backed by the Careers and Enterprise Company and backed by the DfE. CLR relates very closely to the dreams phase aims and links to the SDP. Research suggests that at the age of 3 or 4, children are starting to have opinions about what they can or can’t do. From the age of 10 children are able to make opinions on what is not possible. NG provided an overview of the findings from a recent TES survey. 100% of children in Year 3 and 4 associated jobs as being gender specific, but this dropped in older cohorts.	



Dare to Discover

Children's aspirations are influenced by people they know. Generally, those in the PP cohort only aspire for lower paid jobs – they do not seek to own a salon, or nail bar for example.

Challenge: Reviewing data concluded from an internal survey, a governor asked, do you think the results for Year 3 are proportionate with national results?

Yes, there is a trend for younger children to be more gender specific when defining careers for themselves.

NG explained the stereotypes associated with certain careers – such as scientists being brainy. Careers learning needs to be drip fed all year round; school staff recognise that many future jobs don't currently exist. Children will be exposed to as many careers related learning opportunities as possible.

The strategy is around 4 key objectives – reducing bias and stereotypes, exposing children to different careers, increasing meaningful opportunities with employers, and improving parental engagement. Governors learnt of the actions the school hopes to utilise to improve CRL throughout the school; by extending learning through trips, increasing exposure to different careers on Citizenship Day, and looking for further opportunities to embed CRL into the curriculum.

NG is working on a 2-year CRL strategy, to building long-terms plans and a careers activity programme. Citizenship Day is planned for 3rd June 2024. Without adding to teacher workload, looking to embed CRL in curriculum by adapting current plans. NG plans to develop a database of useful resources and employers. Skills Builder is an organisation who work with employers, including schools, to teach essential skills necessary for careers and life. School have applied to Skills Builder for some funding to pay for the programme. School is already working with an associate from Skills Builder to demonstrate the school's commitment to the programme to support the funding application. With Skills Builder, the school aims to develop a strategy for achieving excellence in building pupils' skills. Teaching them explicitly and embedding this into the curriculum. Through training, Skills Builder will upskill staff including how to use online resource and assessment tools to build a sustainable long-term plan.

Clerk's Note: Teachfirst – A fighting chance for every child – August 2021 - [Honest policy: A fighting chance for every child | Teach First](#)

Challenge: A governor asked, how did this initiative come about? It came through the development of the dreams phase. All the skills builder skills sit well within the OPAL project. NG puts a lot of her own



Dare to Discover

	<p>time to research the concept; there is a lot of resources out there but there is not the capacity in schools to explore what is available.</p> <p>Governors thanked NG for her inspirational presentation on her work inspired by the Start Small, Dream Big project. They look forward to receiving an update in the future to measure its impact.</p> <p>NG left the meeting at 7.30pm.</p>	
<p>4.</p>	<p>Membership Matters</p> <p>4.1 The Clerk confirms there are no governor tenures about to expire.</p> <p>4.2 There are currently 2 co-opted vacancies on the governing board. Discussion on succession planning.</p> <p>Governors were advised that NO has left the governing board. PH has also resigned for health-related problems. EY will be stepping down at the end of the academic year, she has been a fantastic support to the governing board and school community. She has been a governor for 7 years.</p> <p>The Clerk advised that the local authority can be resourceful in providing interested professionals wanting to become school governors. The Clerk advised that there were currently 3 Co-Opted vacancies on the governing board.</p> <p>The village has a lot of expertise but the adverts in The Mill have not been fruitful in receiving interest from potential new governors. An advert could be used on the village Facebook page and placed in the local shop (which has been very successful in recruiting supporting staff). The Clerk suggested utilising the school website more as a platform for raising the profile of school governors in the community. Linked In was also suggested as a useful platform to try.</p> <p>Governors explored local Trusts who may be interested in supporting feeder schools. Action: BM will contact local Trusts to gain an understanding if they would like to support a feeder school by becoming a governor.</p> <p>4.3 Academisation (SI) – update on Academisation Working Party JCa advised that a number of governors have come forward volunteering to be on the Academisation Working Party. Members of the working party will agree a date for a first meeting. An update will be provided at a future FGB meeting.</p>	<p>BM</p>



Dare to Discover

5.	<p>Minutes of Previous FGB Meetings The Minutes of the meeting held on 5th December 2023, were submitted, and will be signed electronically by the Chair as an accurate record.</p>	
6.	<p>Matters Arising from Minutes of Previous Meeting Governors were asked if they had any matters arising from the previous minutes which were not already included on the agenda. None were declared.</p> <p>A review of the actions from the previous meeting took place: From July 2023 meeting - Governors will initiate self-evaluation of the governing board in or around May 2024.</p> <p>6.0 (from last meeting) - BM will log physical injuries to staff for analysing at the next FGB. On agenda BM and Chair of Governors to contact H&S Team to ask for the threshold of H&S reporting. JE will raise the issue of how governors can protect staff from physical assault by children with high level of needs.</p> <p>7.2 (from last meeting) - Governors to complete annual PREVENT Awareness Training after the update provided by the Home Office – anticipated to be after December 2023. Governors need to check their training records on Governor Hub. Governors were advised that JB will be asked to attend future FGB meetings and PC will be asked to attend future P&R Committee meetings to share their financial knowledge during meetings.</p> <p>7.3 (from last meeting) - Governors who were unable to attend the annual governor safeguarding update led by EC should complete the NGA Learning Link module on safeguarding. Share certificates with the Clerk. On agenda</p> <p>11.4 (from last meeting) - Governors to complete the Annual Governor Skills Audit and share with the clerk for analysis ahead of the next FGB meeting. On agenda</p> <p>3.5 JCa will email governors for volunteers to form an Academisation Working Party. On agenda</p> <p>6.0 Clerk to share high level overview of the LA analysis of Small Schools Sustainability. Circulated with meeting pack for this meeting. BM will contact the school’s DPO to seek reassurance that internal website monitoring does not conflict with staff sharing of personal data. No conflicts.</p> <p>10.2 Governors will review the impact the Parental Code of Conduct has made at the next meeting. On agenda Governors to send their feedback on the Parental Code of Conduct to JE by Monday 11th December 2023. Completed, closed.</p> <p>13.1 JCa will conduct a doodle poll to ascertain more suitable dates for FGB meetings in the new year. On agenda</p>	



Dare to Discover

	<p>13.2 JW will arrange an assembly to raise the profile of governance amongst the pupil cohort. Governors will consider this assembly as a means of capturing pupil voice. Governors will take this forward and plan after the meeting.</p>	
<p>7.</p>	<p>Headteacher’s Report A Headteacher’s Report was circulated ahead of the meeting.</p> <p>Numbers have fallen over the past few weeks – families are moving to cheaper accommodations out of the area. It means the decision to move to 10-classes was the right decision. Numbers are approximately 20 children down on last year’s numbers, which is in line with national trends. School leaders are having meaningful conversations with families to understand why they are leaving the area.</p> <p>Attendance is still positive against national but higher than hoped – 12.5% of children are missing 10% or more of their time in school. The number of separate absences are impacting this data, the number of children who have regular days off with illness and mental health issues are a new trend which the school is observing. Governors noted that people are working from home more, which makes children staying off school easier. School staff are working hard to improve absence where possible. Regular absence does impact school attainment. Seasonal illnesses are also contributing to the overall attendance figures.</p> <p>The school SENDCo returns after Easter on a reduced contract. Some long-term supply contracts have been successfully secured until the end of the year.</p> <p>There are a lot of high-needs children seeking places in special schools with no spaces available. It will be a balance to ensure the right amount of support is in place for the new Reception cohort from September 2024. Some of these high-needs children have no EHCPs.</p> <p>Recently experienced vandalism on the old school site. Much of the outdoor equipment has needed to be replaced.</p> <p>8 injuries to staff have been reported to the H&S team since September 2023. Injuries to staff are becoming fewer. A discussion was shared concerning some of the high-needs children currently on roll in school.</p> <p>Governors were advised of a kitchen service disruption due to a boiler failure. It needs replacing. Quotes are being obtained, at a cost of approx. £10k which will be covered by capital funding. The boiler has been in situ for only 6 years; the type of failure was unfortunate.</p>	



Dare to Discover

	<p>Challenge: A governor asked, are there any environmental options available going forward? It is likely that future boilers will be electric but, on this occasion, the kitchen boiler is likely to be a gas one.</p> <p>The LA and Environmental Health has been forthcoming in providing advice but have not taken responsibility for any decision making. Despite the issues, the kitchen has remained open offering hot meals to a number of children. A portable sink has been purchased.</p> <p>The Chair of Governors acknowledged the amount of work undertaken by school leaders to ensure catering was in place after half term.</p> <p>Challenge: A governor asked if there have there been any complaints received concerning the current arrangement? Not that the school are aware.</p> <p>Teacher workload – The DfE’s Workload Reduction Taskforce has recommended a list of tasks teachers should not have to do – but it is very similar to a list created 10 years ago. BM referred to the 23 tasks teachers should not have to do (a feature recently in TES – link here). BM felt they are attempts by government to stop staff leaving the profession. It will be harder to manage with the capacity of support staff reducing due to ever tightening budgets. Support staff drop-ins have been taking place with the Headteacher; some ideas have been implemented to improve TA wellbeing in school. All staff are engaged with the OPAL project, which has improved overall wellbeing.</p> <p>Safeguarding – the number of concerns continue to rise. There is strong safeguarding practice in school, with workload continuing to rise. EC provided a high-level update on safeguarding trends in school.</p> <p>Behaviour – behaviour continues to improve. Dangerous behaviour is decreasing significantly, and incidents are now rare. BM explained unsocial behaviours to governors, the vast amount of behaviours are managed through the restorative approach. Increasingly, SLT are reducing their involvement with behavioural issues.</p> <p>SEND – 1 pupil is on a reduced timetable. Governors received an anonymised update on a small cohort of high-needs children currently on roll in school. Three individual EHCPs assessments have been requested this term. BM acknowledged the continued high-quality work of the LA-seconded SENDCo. Governors considered the impact of children joining the school in Reception from September 2024 who are not school-ready.</p>	
8.	<p>School Development Plan (SI)</p> <p>8.1 Governors to receive an update of progress of the SDP 2023-24</p>	



Dare to Discover

	<p>Pupil book study is the process the school uses to understand what the children are learning. Around a quarter of foundation subjects have currently been explored in this way.</p> <p>Change teams – JCo explained how some subjects are taught in blocks. Staff are thinking about how they can build on prior knowledge – there are several change teams in place working on individual themes.</p> <p>Instructional coaches – leaders are doing some direct work in classrooms.</p> <p>Mental Health in Schools Team – the pastoral team are receiving dedicated support through the Mental Health in Schools Team. Rather than referring, a personalised waiting list will be developed rather than waiting for the mental health support team.</p> <p>Successful grants – the OPAL Shed is about the loose-parts play for the children to use at breaktimes. Children will need to be taught how to get the most from this new resource. A mud pit has been created – the children are so excited to be exploring new experiences. Governors were provided an overview of the current bids being applied for by the school.</p> <p>Play Governor – a working party for OPAL has been formed. The school are asking for a Play Governor to volunteer to be part of the working party.</p>	
<p>9.</p>	<p>Safeguarding</p> <p>9.1 <u>General update</u> See Headteacher’s update.</p> <p>9.2 <u>Review of Physical Injuries to Staff log</u> See Headteacher’s update.</p> <p>9.3 <u>Discussion on the Impact of the Parental Code of Conduct</u> The Parental Code of Conduct has been utilised. Families have so far been supportive. Staff are now empowered to refer to the Parental Code of Conduct when they are faced with challenging situations with families.</p> <p>9.4 <u>Review of Governor Training Record to note outstanding governor safeguarding & PREVENT training</u> Governors will review their training records and ensure safeguarding and PREVENT training has been updated.</p>	
<p>10.</p>	<p>Committee Updates</p>	



Dare to Discover

	<p>10.1 <u>P&R Committee – meeting 24th January 2024</u> The drafted minutes from the last meeting were shared. KH provided the highlights of the last meeting.</p> <p>10.2 <u>T&L Committee – next meeting 5th March 2024</u></p>	
11.	<p>Policies for Review</p> <p>11.1 <u>Mental Health & Wellbeing Policy</u> (for information) Governors thanked KM for her work in compiling the Mental Health & Wellbeing Policy.</p> <p>11.2 <u>ECT Policy</u> Ratification: Governors unanimously approved the ECT Policy.</p> <p>11.3 <u>Children with Medical Needs who cannot Attend School Policy</u> Ratification: Governors unanimously approved the Children with Medical Needs who cannot Attend School Policy.</p>	
12.	<p>Governor Monitoring</p> <p>12.1 <u>Review of Governor Monitoring Schedule for 2023-2024</u> BM suggested that JB should manage the monitoring schedule going forward as it has become a challenge to maintain by the Headteacher.</p> <p>Governor monitoring for the Autumn and Spring term is being planned. Governors will share their monitoring reports at the next meeting.</p> <p>RF is in the process of trying to set up a meeting with the ICT Service (Autumn 2 P&R monitoring).</p> <p>Visits for EY and English and Maths have taken place. Reports will be shared ahead of the next T&L meeting.</p> <p>JE has undertaken an RE visit. JCa has completed an online art visit.</p> <p>From the next academic year, it is hoped that governor monitoring can include some of the objectives from the SDP.</p> <p>12.2 <u>Re-allocation of Link Roles from newly resigned governors</u> Deferred to next meeting.</p> <p>12.3 <u>Discussion on recent monitoring / monitoring arrangements</u> A copy of the Safeguarding Link Governor’s Report monitoring the school’s Single Central Record (SCR), January 2024 was circulated as a late paper ahead of the meeting.</p>	



Dare to Discover

	<p>12.4 <u>School Performance Summary 2022-23</u> A copy of the School Performance Summary 2022-23 was circulated ahead of the meeting for governor information.</p>	
<p>13.</p>	<p>Governor Training & Development</p> <p>13.1 <u>Governor Training Record</u> The LA course "Monitoring the Primary Curriculum" was recommended by a governor who has recently attended it. She is also booked on the Understanding Data course. LA-led training sessions are helpful in supporting governor understanding in key areas.</p> <p>Once LY leaves at the end of the academic year, there will only be one governor who is Safer Recruitment Trained. Governors were urged to consider this going forward.</p> <p>13.2 <u>Governor Skills Audit</u> The dashboard was shared ahead of the meeting. Highlighted gaps in expertise were shared by the Clerk. She advised of the useful NGA resources within the dashboard to support governor understanding in key areas. The Clerk has an NGA account and can share resources of interest by individual governors.</p> <p>Reviewing the qualitative comments made by governors within the audit, staff governors raised awareness of the lack of specific HR/recruitment training (such as unconscious bias) which is particularly lacking. The Clerk advised that the Open University provide free modules on recruitment, which includes strategies to remove unconscious bias. BM explained that she has managed to source supportive materials from another provider which have proved beneficial.</p>	
<p>14.</p>	<p>Any Other Business / Upcoming Events</p> <p>14.1 <u>Date of next meeting – Tuesday 19th March 2024</u> Given the short time between this meeting and the next, the FGB meeting on 19th March 2024 will focus on the review and ratification of the Schools Financial Value Standard (SFVS) and will be held remotely.</p> <p>14.2 <u>FGB meeting dates for rest of academic year</u> FGB meeting dates for the rest of the academic year will remain unchanged. FGB meetings in the new academic year will be held on a Wednesday, which is the most convenient date for members of the board going forward.</p> <p>There being no further business, the meeting closed at 9pm.</p>	



Dare to Discover

<p>Dates of FGB Meetings 2023-2024 – to start at 7pm Tues - 5th December 2023 Tues - 6th February 2024 Tues – 19th March 2024 Thurs 9th May 2024 Tues 2nd July 2024</p> <p>Dates of Committee Meetings 2022-2023 – to start at 7pm</p> <p>T&L Committee (Tues) – 3rd Oct, 28th Nov, 5th March 2024, 16th July</p> <p>P&R Committee (Weds) – 11th Oct, 22nd Nov, 24th Jan 2024, Tues - 12th March 2024, Tuesday 23rd Apr, 19th June</p> <p>Staff Governor Social – Thursday 18th July 2024</p>

ACTION GRID FROM FGB MEETING, 28th FEB 2024

	Item	Owner	Deadline
From July 2023 meeting	Governors will initiate self-evaluation of the governing board in or around May 2024.	GOVS	May 2024
7.3 (from Dec 2023 meeting)	Governors who were unable to attend the annual governor safeguarding update led by EC should complete the NGA Learning Link module on safeguarding. Share certificates with the Clerk.	GOVS	ASAP
13.2 (from last meeting)	JW will arrange an assembly to raise the profile of governance amongst the pupil cohort. Governors will consider this assembly as a means of capturing pupil voice.	JW/JE	Spring 2024
4.2	BM will contact local Trusts to gain an understanding if they would like to support a feeder school by becoming a governor.	BM	Future FGB

THE GOVERNING BODY HAS THE FOLLOWING CORE STRATEGIC FUNCTIONS:

Establishing the strategic direction, by:

- Setting the vision, values, and objectives for the school
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the headteacher
- Monitoring progress towards targets
- Performance managing the headteacher
- Engaging with stakeholders
- Contributing to school self-evaluation



Dare to Discover

Ensuring financial probity, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed