



Dare to Discover

Minutes of the meeting of the Full Governing Body held at the school on TUESDAY 2ND JULY 2024 at 7pm

Governors Present:

Jenni Caisley (JCa) (CHAIR)
Joanna Cooper (JCo)
Ellie Crowe (EC)
Lucie D’Heudieres (LDH)
Joy Eldridge (JE)
Russ Fry (RF)
Liz Hurles (LH)
Beci McCaughran (BM) (HEAD)
Liz Young (EY)
James Wright (JW)

Others present:

Helen Andrews (HA) (Senior Clerk, CCC - observing)
Jo Boutell (JB) (School Business Manager)
Helen Dunn (HD) (Clerk to Governors)
Sarah Davies (SDa) (Observing until appointed)

		Action
1.	Welcome & Apologies for Absence The Chair welcomed all to the meeting. Apologies were received and accepted from SD and KH. The meeting was quorate. HD introduced herself and the skills she brings to the Governing Board as the new Clerk to Governors.	
2.	Declarations of Interest There were no declarations of interest in items on the agenda for this meeting.	
3.	Membership Matters 3.1 <u>The Clerk confirms there are no governor tenures about to expire.</u> There are currently 3 Co-Opted vacancies on the GB. 3.2 <u>Discussion on succession planning</u> Governors plan to reach out to former Governors PH and NO to see if they would like to re-join the Governing Board. The new reception cohort parents will be invited to nominate themselves from the start of the new academic year. JW plans to lead on a	



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	<p>school assembly to encourage the children to promote the work of Governors. Finance is a skillset that will be the most challenging to acquire once KH has left the Governing Board.</p>	
3.3	<p><u>Governors to acknowledge the resignations of JE and EY on 19th July 2024</u> Governors acknowledged the commitment and dedication both have served on the Governing Board. Governors considered the impact of these resignations and discussed succession planning and future training needs to plug gaps in expertise.</p> <p>Ratification: Governors unanimously appointed JE as Associate Member to the T&L Committee from 20th July 2024</p>	
3.4	<p><u>Governors to consider the appointment of Sarah Davies as Co-opted Governor</u> SDa has supported the school for a number of years as a parent volunteer. SDa has previously been on the PTFA and is a reliable volunteer for the school.</p> <p>Ratification: Governors unanimously approved SDa as Co-Opted Governor.</p> <p>Ratification: Governors unanimously appointed SDa as a member of the P&R Committee.</p>	
3.5	<p><u>Governors to approve Governor Meeting Dates 2024-25</u> Meeting dates have returned to Wednesdays for both FGB and committee meetings. Proposed dates follow a similar pattern to last year's schedule.</p> <p>Ratification: Governors unanimously approved the Governor Meeting Dates 2024-25 in principle. The next FGB meeting will be Wednesday 25th September 2024.</p>	
3.6	<p><u>Governors to appoint a Chair and Vice-Chair of the Governing Board</u> The tenures for both roles will commence from 20th July 2024 due to JE and EY leaving at the end of term.</p> <p>Ratification: LDH was unanimously appointed as Vice-Chair from 20th July 2024.</p> <p>Ratification: JCa was unanimously appointed as Chair of Governors from 20th July 2024.</p>	



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	<p>3.7 <u>Governors to appoint Chairs and Vice-Chairs of Committees</u> - New Chairs are kindly asked to ensure that the Terms of Reference are reviewed at the first committee meeting of the academic year.</p> <p>Ratification: Governors unanimously appointed SD as Chair of T&L Committee and RF as Vice-Chair of T&L Committee from 20th July 2024.</p> <p>Ratification: Governors unanimously appointed KH as Chair of P&R Committee from 20th July 2024.</p> <p>Action: The appointment of a new Chair and Vice-Chair of the P&R Committee was deferred to the next FGB meeting in October.</p> <p>3.8 <u>Governor responsibilities and committee membership arrangements for 2024-25</u></p> <p>Ratification: The following governors were allocated link roles:</p> <p>LH – Safeguarding SDa – Wellbeing</p> <p>LH will join the current P&R Committee.</p> <p>Subject links: SEND - RF EYFS - LDH English - LH Math - SD Academic Data - LDH PTFA – KH Policies – JB H&S – JW Clock Charity – JW Cyber Security – RF Science – SD Geography – SDa History – JW Computing – RF Art – JCa DT – KH Music – JCa PHSE – SDa French – JCa PE – KH RE – JE</p>	<p>Clerk</p> <p>Clerk</p>
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	<p>Action: Governors agreed to review these roles at the next FGB meeting, in particular for the roles delegated to KH.</p> <p>3.9 <u>Governors to agree required panels for the coming academic year</u> Pay Panel – KH, JW. LH volunteered to join the Pay Panel Revisit at the next FGB meeting in September</p> <p>Other panels will be convened based on expertise and governor availability.</p> <p>3.10 <u>Review and agree in principle GB Standing Orders</u> Ratification: Governors unanimously approved the model Standing Orders in principal, pending personalisation and formal ratification at the next meeting.</p> <p>Action: HD to personalise the Standing Orders and add to the agenda of the next FGB meeting for ratification.</p> <p>3.11 <u>Governors to review Annual Governance Statement 2023-24</u> Draft circulated ahead of this meeting. Governors were invited to comment ahead of ratification at the next meeting.</p> <p>Action: KH to add an element on the Statement from the P&R Committee.</p> <p>Action: JCa to recirculate draft statement for review</p> <p>Action: HD to add to FGB meeting in September</p> <p>3.12 <u>Governor Services SLA 2024-25</u> Governors considered both elements of the Governor Services SLA for the next academic year. Governors noted that the training and development element of the package was priced at £91 per person and should be utilised fully.</p> <p>Action: JCa to offer an introduction and initial training on GovernorHub to SDa</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">KH</p> <p style="text-align: center;">JCa</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">JCa</p>
<p>4.</p>	<p>Minutes of Previous FGB Meetings The Minutes of the meeting held on 9th May 2024, were submitted, and will be signed electronically by the Chair as an accurate record.</p>	
<p>5.</p>	<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>	



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	<p>responding to persistent absence including changes to the fining system. The school works with families to manage absence requests where possible, but leaders are noticing that repetitive holidays mean that children are losing significant learning opportunities. Governors discussed the impact of persistent absence on a child's learning. Families are no longer equipped to support their child with "normalised anxiety" or seasonal illnesses. The school maintains contact with families to support attendance where possible.</p> <p>Behaviour - behaviour is improving with a continued reduction in dangerous behaviour.</p> <p>Parental Survey - Governors reviewed the analysis of responses from the parental survey. A Governor asked if the issues raised by parents were already known by the school? The school are aware of parental concern through individual responses and are providing support as required. School leaders are not concerned by feedback received overall. The school responds to parental feedback robustly. Governors were pleased to note the high percentage of parents acknowledging that they understood what their child was learning.</p> <p>Staffing – Governors learnt of staff resignations and recent appointments ahead of the new academic year. Leavers will be invited to attend exit interviews. Governors offered their support to recruit key personnel.</p> <p>Governors thanked the Finance Assistant for the support she has provided. Governors thanked the Site Manager for the support he has provided the school during his employment.</p> <p>BM attended Headteacher's Briefing last week; it was reassuring to learn that the LA letter concerning school reserves was sent to the majority of school in the county. The LA have advised that the school is growing – above forecasted figures. Much of this will depend on the success of the local developments being built in the village.</p> <p>Governors thanked BM for her update.</p>	
7.	<p>School Development Plan</p> <p>7.1 <u>End of year review</u></p> <p>The updated SDP was uploaded to the governor meeting folder on Teams for governors to consider.</p> <p>Communication – the new website is now up and running brilliantly. It is much more user friendly and accessible to all. Social media has been set up on Twitter and Facebook with great success. A new school app is being developed and will be implemented from the start of the new academic year. The app will allow parents to book meetings, pay for</p>	



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school meals, trips, and more! Thanks goes to JB and EC for their hard work on improving school communications.

OPAL – the OPAL project has been a great success, and seen a massive reduction in challenging behaviour at lunchtimes. The biggest change for the school has been around dynamic risk assessment – the children are all fully engaged with the activities they choose, demonstrating excellent decision making, creativity and team work – it is a joy to observe. Governors were invited to watch lunchtimes in action to see the impact that the OPAL project has made in school.

Start Small Dream Big – Careers – ‘Operation Moonbase’ was a whole school day making a society on the moon. The next day will be creating a game linked to our community. Governors learnt of the local businesses supporting the project– Mike Dilger visited the school to lead on a whole school assembly on birds. Great community engagement.

Clubs Programme - Governors celebrated the clubs programme, made possible from Clock Charity Funding. The school are proud to offer a wide variety of clubs. Many of the clubs are led by school staff sharing their personal interests to provide greater opportunities for the children. New for next year – OPAL, Pickleball and Yoga! Governors asked if parents were paying for more clubs? It varies throughout the year – if a drop in bookings is noticed, the school responds accordingly. Most clubs experienced is a summer drop off as the weather improves.

Outreach and Recognition - Governors acknowledged the outreach led by school staff and the additional income and development opportunities this creates for the school. The expertise within the staffing team was noted by Governors. The school provides a range of CPD opportunities to all staff.

Challenge: Governors challenged where BM would get the stimulation to develop and grow; it was noted that the outreach opportunities will provide her with opportunities for that.

Raspberry Pi Innovation Award – Governors acknowledged the school winning this competition.

PTFA – fundraising continues under new leadership. Highlight of the year was the duck competition – enjoyed by all! Governors noted the resignation of several key PTFA members from the end of the academic year.

Governors – BM is very grateful for the work done by all the Governors – the Governing Board is an incredible support for school leaders.



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	<p>Grants & Bids - Governors learnt of the grants, bids, and additional support provided by local businesses. School leaders will continue to seek additional income streams in the new year.</p> <p>Other successes were acknowledged: Project Overture, KS2 are swimming, a new city residential has been booked for 2024-25 (68 out of 78 children have confirmed they're place), National Profession Qualifications, HLTAs have reduced the need for supply, Change Team (around staff voice), staff retention, plus more!</p> <p>BM celebrated the successes of the school team across the academic year with Governors– it has been a great year!</p>	
<p>8.</p>	<p>Safeguarding</p> <p>8.1 <u>General update</u> A general update was provided in the Headteacher’s Report for this meeting.</p> <p>8.2 <u>Discussion on agreeing a date for Governor Safeguarding update 24-25</u> EC leads the safeguarding training – Governors were asked to attend the staff safeguarding update where at all possible. This is planned for Tues 10th September at 3.30pm. An additional session will be arranged around a Governor meeting date for those who are not able to attend.</p> <p>8.3 <u>Annual DSL Safeguarding Report to Governors 2024</u> The report was shared ahead of the meeting.</p> <p>It was noted that more Governors are required to complete the Safer Recruitment, bookable via GovernorHub. HA highlighted that a new training schedule is about to be released and Governor Services will circulate a link once training is available.</p> <p>A Governor challenged the number of contacts with the LADO. Governors learnt that they provide good advice for school leaders.</p> <p>BM congratulated EC on leading the DSL team. EC acknowledged it was a team effort and valued the support of DDSLs.</p> <p>8.4 <u>Governors to read KCSIE 2024</u> Action: Governors were asked to complete this task on GovernorHub and for the Clerk to follow up.</p> <p>8.5 <u>Clerk to receive Safeguarding certificates from LDH and JW</u> Certificates have been sent to the Clerk ahead of the meeting.</p>	<p>Clerk</p>



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<p>9.</p>	<p>Committee Updates</p> <p>9.1 <u>P&R Committee, 19th June 2024</u> The minutes of the P&R Committee, dated 19th June 2024, were circulated ahead of the meeting. A representative of the P&R Committee provided an overview of the main points of discussion at the meeting.</p> <p>10.2 <u>T&L Committee, next meeting 16th July 2024</u> No update at this meeting.</p>	
<p>10.</p>	<p>Policies for Review</p> <p>10.1 <u>Governor Induction Policy</u> Action: School leaders will consider the model LA Governor Induction Policy against the review of the School Induction Policy at the next review.</p> <p>10.2 <u>Play Policy</u> This is a new policy and links to the OPAL project.</p> <p>A governor reiterated the importance of managed risk in play to teach children to keep themselves safe. BM plans to invite parents to sessions to view Opal play in action in the future.</p> <p>Ratification: Governors unanimously approved the Play Policy.</p> <p>10.3 <u>Behaviour Policy</u> Governors were advised of only minor changes to the latest revision. Ratification: Governors unanimously approved the Behaviour Policy.</p>	<p>Clerk</p>
<p>11.</p>	<p>Governor Monitoring</p> <p>11.1 <u>Review of Monitoring Schedule for 2023-2024</u> Governors reviewed the gaps in monitoring to be completed before the end of term. Upon reflection, Governor monitoring is aspirational and much has been done.</p> <p>The FGB Summer 2 monitoring activity will be conducted in the new academic year and will be led by SDa.</p> <p>The P&R Summer 2 monitoring commitment will be deferred to September 2024 and will be led by KH.</p> <p>Priorities for 2024-25 will be incorporated into the monitoring schedule for the new academic year.</p>	



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	<p>The Annual Schedule of Work will be maintained by the School Business Manager from the new year.</p> <p>11.2 <u>Governor discussion on recent monitoring activities</u> Monitoring over the summer term has tailed off in momentum; Governors appreciated that the monitoring schedule was aspirational.</p> <p>LDH's monitoring commitment around enrichment and outdoor activities (Summer 1) remains outstanding.</p>	
12.	<p>Governor Training & Development</p> <p>12.1 <u>Governor Training Record</u> The Governor Training Record was circulated ahead of the meeting.</p> <p>12.2 <u>Discussion on recent Governor training attended</u> LA Safer Recruitment training requires particular consideration by the Governing Board from the new year. Training is bookable via GovernorHub, once the new Training Schedule is published by Governor Services.</p> <p>12.3 <u>Governors to agree next skills audit</u> Governors agreed that a skills audit would be beneficial in the new year once the Governing Board is fully constituted.</p>	Clerk
13.	<p>Any Other Business / Upcoming Events</p> <p>13.1 <u>Date of next meeting</u> The next meeting will be held at 7pm on 25th September 2024 at the school.</p> <p>13.2 <u>Internet Safety</u> BM noted the excellent and informative presentation given by The Two Johns for parents concerning internet safety. The school had extensively publicised the event but it was only attended by 14 families. Governors were concerned by the lack of parental engagement. The session will be rebooked for a future date.</p> <p>There being no further business, the meeting closed at 9.25pm.</p>	
	<p>Dates of FGB Meetings 2023-2024 – to start at 7pm</p> <p>Tues - 5th December 2023 Tues - 6th February 2024 Tues – 19th March 2024 Thurs 9th May 2024 Tues 2nd July 2024</p>	



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<p>Dates of Committee Meetings 2023-2024 – 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>

ACTION GRID FROM FGB MEETING, 9th MAY 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
5.7.3 from March 24 meeting	LDH will arrange to share the annual safeguarding update certificate from her school with the Clerk.	LDH	ASAP
8.1 from March 24 meeting	BM will arrange for the EYFS Lead to present on the work undertaken on the EYFS curriculum at a future FGB meeting.	BM	Future FGB
3.1	Co-Chairs will finalise the recruitment strategy and feedback at the next meeting.	JE, JCa	Next meeting

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

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