

Headteacher: Mrs Carol Dunne

**MEETING OF FULL GOVERNING BODY
THURSDAY 17TH FEBRUARY 2022, 7:15 PM**

Meeting held virtually via Zoom

Present:

Carol Dunne (CD); Nicola Gladwell (NG); Adam Millgate (AM) Chair; Clare Willetts (CW); Janice Markey (JM); Alan Ford (AF); Hiranthi Herath (HH) Vice-Chair; Graham Robinson (GR); Ed Cousins (EC); Ramon Luengo-Fernandez (RLF); Ellie Kaye (EK); Natalie Sands (NS).

In attendance:

Rose-Marie Smith (RS – clerk); Tom Jones (parent governor elect)

AM and CD opened the meeting by expressing their sincere personal thanks, and those of the board, to NG as she comes to the end of her term of office as a governor. Nicola has supported the school in a number of ways, not least in holding the post of Chair of the governing board, and her presence will be greatly missed.

AM welcomed Tom Jones as an observer at the meeting; Tom takes on the role of parent governor from 21st March 2022.

1. Apologies

Received and accepted from Phil Cooke, Rachel Wright and Scott Crawford. EK advised that she would need to leave early to attend another meeting.

The meeting was quorate.

2. Election of Chair/Vice-Chair

AM and HH expressed their willingness to continue in the roles of Chair and vice chair respectively. Those present agreed this proposal.

3. Declaration of pecuniary interest in any agenda item

None declared.

4. Minutes of previous meeting/matters arising

Meeting held 21st October 2021 (via Zoom)

- **ACTION POINT:** CD to set up dates to carry out governors' safeguarding training

CD

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The minutes were approved as an accurate record of the meeting.

5. Head's Report

CD commented on the continuing strength of the staff team in 'rallying round'.

Visitors to school have included Paul Hargreaves (Maths School Improvement Partner). Louise Warren – OCC SIP – is to visit school again for a full day in March.

Attendance – emails have been sent to parents of pupils with attendance levels this school year of 90% or lower reminding them of the importance of regular attendance at school; the email acknowledged the impact that Covid has had on some pupils' attendance.

GR requested confirmation of the number of pupils receiving behaviour support; CD advised that the report should show zero.

NS raised the issue of the Year 5 Reading percentage being noticeably lower than those of other classes; CD advised that the percentage might represent just two or three children, and that abilities vary from class to class.

Staff absence – RLF asked if, other than Covid, absence figures are higher than usual. CD was unable to respond, as she had no comparative figures to hand.

AF enquired whether there any areas of concern; CD advised that still on 'catch-up' after lockdown periods during the pandemic. Common issues for pupils include a lack of stamina in learning, misconceptions in maths, and writing remains a concern. CW added that gaps remain in personal and social development (throughout the school), independence (children need a lot of adult support) and a substantial amount of chatting still takes place. Staff are working hard to make behavioural expectations clear. NS asked how the imminent removal of the need to isolate if a member of the school community has Covid might impact; CD advised that a number of issues remain unknown at this stage.

6. Confirmation of EYFS Framework Compliance

CD thanked CW for completing the long and thorough document; governors had no questions.

7. Equality Duty – Annual Report

Discussion took place around making recruitment more inclusive; RLF commented on the potential challenges in this respect.

8. Staff/Pupil/Parent voice

Staff voice – AM advised that a staff survey would take place (AF to lead). CD asked that timing and staff workload be carefully considered.

GR suggested that staff be asked how they wish governors to communicate with them. NG suggested that CW/JM act as a liaison point in this respect; CW responded that she would be happy to do so, but it would be useful for staff to get to know who governors are, to build a trust relationship. It was agreed that a 'meet and greet' session would be useful. **ACTION POINT:** RS/CD to arrange date.

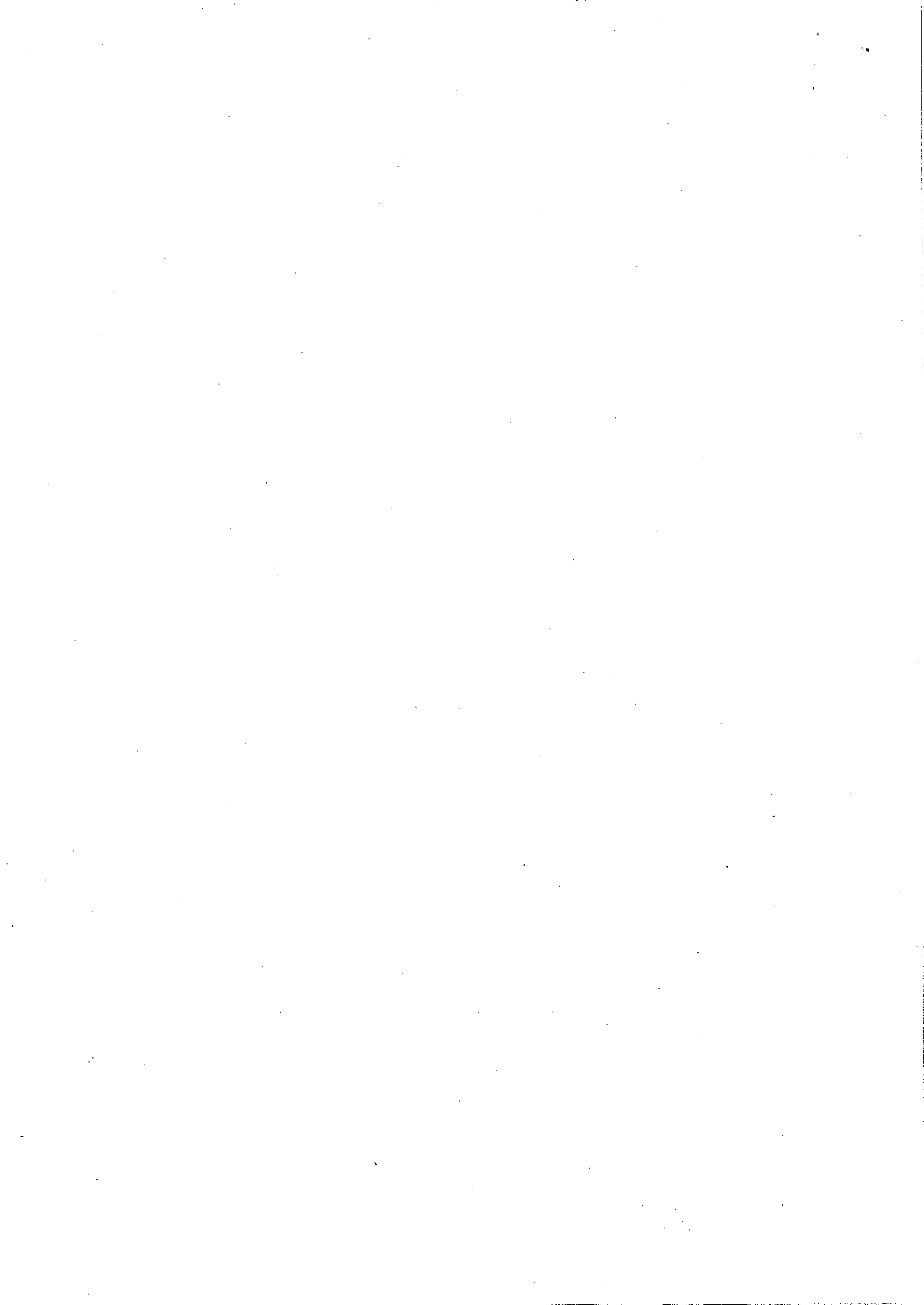
RS/CD

20:00 – EK left the meeting

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Pupil voice – NS queried whether it was made clear to parents when fundraising for the new fixed play equipment in the main playground that it would only be used by children in Key Stage 1. CD was unable to advise without checking records.

9. Period 09 Budget Monitoring

RS was thanked for her work in completing the monitoring and accompanying commentary.

RLF asked if there has been an impact on energy prices; RS advised that there has been no impact yet, as the school is still in a 3-year fixed contract, but this ends April 2022 and significant cost increases are anticipated.

CD advised that our catering contractors, Dolce, are having difficulties sourcing some food or ingredient items. No other suppliers have advised of difficulties.

Following issues with the boilers, CD advised that the heating has been working consistently for some time.

10. Feedback from committee meetings – Autumn term

- Operational & People Management – the Head's appraisal was successfully completed; policies were reviewed
- Strategy & Finance – September 2021 budget monitoring was approved; a revised 2021-24 budget to reflect in-year changes was set; policies were reviewed
- Teaching, Learning & Pastoral – summer 2021 assessment data was presented; the annual Pupil Premium report was discussed; policies and procedures were reviewed

11. Schools Financial Value Standard – compliance report

RS explained that the report is mandatory for maintained schools; it is submitted to the Local Authority, who in turn submit it to the DfE.

RLF asked if it's a requirement to have a qualified accountant/book-keeper on the board; NS advised that it is not a requirement, but useful to maintain effective financial oversight.

12. Preparing governors for OFSTED

AM commented that an inspection could take place at any time, and that although the school does not 'do things for Ofsted' it is wise to be prepared, especially as many current members of the board have not experienced an inspection before.

NG commented that an inspector would expect governors to know how things are being done, not just that they are taking place.

ACTION POINT: AM to establish database of governor availability in the event of an inspection; governors to advise AM of general availability.

AM/all

13. Review staffing structure

CD advised that she is waiting for information from OCC's HR Team and will update governors in due course.

Signed:  Date: 4/5/22



NS asked whether there are changes to personnel planned in particular roles; CD confirmed that no changes are planned.

In response to a question from AF, CD commented that although a caretaker would be hugely beneficial to school, financial constraints make this unlikely.

CW advised that OCC are moving towards a different type of provision for pupils with SEND; the intention is to create local hubs, reducing the need for pupils to travel.

14. Policies/Procedures

- Governor Code of Conduct – the document was approved
- Governor Visits – subject to an amendment clarifying that the visit form is online, the document was approved
- Governor Allowances - the document was approved
- Support Staff Pay – the policy was approved

15. Standing items

- Training – no training reported
- Governor visits – AM/AF/SC/NS had facilitated a staff meeting (requested by a member of staff) about the heating issues in school; AM/NS/RS had met to discuss health and safety in school.
- FOLF – CD reported that meetings have been held, and event planning is going ahead
- Health & Safety – NS commented that a number of minor issues had been identified when she, AM and RS did a tour of the school; these should be easily resolved

16. Any Other Business

Governors agreed that, unless current circumstances change, governor meetings should be in-person after the February half term.

Signed: Date: 4/5/22

