



Headteacher: Mrs Carol Dunne

MEETING OF FULL GOVERNING BODY MONDAY 16TH OCTOBER 2023, 6:00 PM

Meeting held via MS Teams

Present:

Carol Dunne (CD); Adam Millgate (AM – Chair); Alan Ford (AF); Hiranthi Herath (HH); Graham Robinson (GR); Tom Jones (TJ); Phil Cooke (PC); Ramon Luengo-Fernandez (RLF); Rob Hudson (RH); Rachel Wright (RW) and Scott Crawford (SC).

In attendance:

Rose-Marie Smith (RS – clerk)
Emma Fox (EF – School Business Manager)
Jenny Mitchell (JM – school's Assessment lead)

Text in blue indicates governor questions/challenge

1. Meeting administration

1.1 Apologies and absence - Received and accepted from Clare Willetts (CW) and Ellie Kaye (EK). Alan Ford to join later. The meeting was quorate.

1.2 Urgent Items for AOB – None declared

1.3 Declarations of interests – None declared

1.4 Election of Vice Chair - No appointment was made; **ACTION POINT:** item carried forward to 22.11.23. meeting.

Agenda

This being Carol's last meeting before retirement, she was presented with a bouquet of flowers from the board. AM offered governors' thanks for all her hard work at the school – initially as a class teacher, then returning as Headteacher in 2016. CD expressed her thanks and wished the school every success moving forward.

It was also Phil Cooke's final meeting – again, AM offered governors' thanks for all his input as a governor, and advised that gift and card will be delivered shortly. PC also wished the school well, and the board.

2. Minutes of meetings

Action points from previous meetings

Teaching, Learning & Pastoral committee, 11.05.23.:

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- CD confirmed that a version of the School Action Plan for parents has been created, and shared with parents
- Data in forecast column – CD advised that the school doesn't subscribe to Fischer Family Trust data, so this will not be available
- CD confirmed that a glossary has been added to assessment reports; would be useful if a governor would check for useability

Operational and People Management

- CD confirmed that both the Complaints policy and the Recruitment policy have been amended, as agreed

2.1 Full Governing Board 18.09.23.

- AM reminded all to ensure declarations are updated on GovernorHub
- AM to upload records of Safeguarding Governor school visits to GovernorHub – carried forward
- Response from ESAT team regarding the need for Safeguarding Lead governor to see Single Central Record - in Head's Report; answer is 'Yes'
- CD confirmed that the Safeguarding audit was amended, as agreed
- Emergency light - EF still liaising with electricians
- AM to follow up on vacancies in governor roles
- SAP child version - c/f
- Information meeting regarding academisation process – information not yet shared, but RS attending

AM

The minutes were agreed to be an accurate record of the meeting.

AM

7. Budget Monitoring

- EF commented on the unexpected expenditure: staff absence insurance, Dolce (school meals) subsidy, interim HT fees. The most recent support staff national pay award was agreed at 6.5%; school funded 3% (as forecast), central government 3%, need to find 0.5%
- Energy charges - will increase considerably over next few months
- EHCPs (Education and Health Care Plans) are not fully funded to cover SENTA salary costs

EF commented that the forecast deficit in 2023-24 concerns her; however, OCC accept deficit and will meet with EF monthly in attempt to monitor and resolve.

TJ requested an update regarding FOLF fundraising, and whether funds are being raised for a specific project? EF advised that £9,500 has been received from FOLF this financial year (for iPads and trolleys); another £3000 is promised for this project from future fundraising (FOLF needs to maintain a 'working' balance in its account. CD advised that no major project is planned; she felt that new Head should make this decision.

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PC enquired whether there is a large figure in hand in the FOLF bank account? CD advised that the committee never retains a large amount, but must retain sufficient to cover running costs, licenses, etc.

RLF - any funding for interim Head from OCC; when will the interim be needed until? AM advised that she has been contracted until April 2024. CD/AM discussed the benefits of not having a series of interims. If governors don't recruit for April, would have to consider extending contract into September 2024.

CD advised that a £5000 donation from Badger Club will be paid into the Capital budget to support renewal of surfacing on the play equipment at the side of school.

5. Assessment

AM welcomed Jenny Mitchell to the meeting, as the school's lead for Assessment.

JM advised that the objective is to find a consistent & accurate way of assessing children and recording that assessment, especially in foundation subjects. For Reading, Writing & Maths, "Working towards" and "greater depth" are recorded, all others just "working at". Key Objectives (KOs) have been defined for each subject and Year group, and available to all staff and pupils.

If a child is working at a level significantly below their current year group, would have KOs for the year they're working within (would probably by children with SEND). Objectives would be used in Autumn, Spring, Summer data drops, recorded on a spreadsheet for Y1-6 (EYFS different, as not working to the National Curriculum). Extra tab for all year groups, so spread of attainment across school can be monitored.

CD shared the Design & Technology KOs document, reminding governors that this does not represent the full breadth of the taught curriculum.

SC asked how much real-time recording happens in lesson – e.g., teachers ticking off KOs on checklist? CD - no; visual checks, knowing the key objectives. May keep brief notes.

SC further asked if the spreadsheets are created in-house? JM & CD confirmed this is the case.

Any dangers in moving away from the current recording system (Insight)?

CD - yes, some levels of data interrogation are reduced. There is a financial saving of £1000 per year.

[AF arrived 18:40]

RLF commented that, in Excel, it can be easy to make errors; any cross-checking plans? CD - JM has stressed to staff how careful they need to be. SC added that Microsoft 365 functionality enables reversion to previous versions of documents if necessary.

HH enquired whether data shared with parents will change, e.g. be more detailed? JM advised that teachers will be able to use KOs as part of feed-in to parents' evenings and reporting.

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CD shared example spreadsheet; includes demographics (e.g., sex, FSM, SEND, etc).

TJ asked whether KOs would be shared with parents (e.g. on school website)? JM replied that she could see no reason not to. CD commented that the KOs do not necessarily show the rich curriculum being taught, would need to be made clear to parents (perhaps an opportunity for the parents' forum). CD emphasised the difference between assessment and recording: assessment requires professional skill and judgement. She added that there is nothing new in the KOs, will all be found in National Curriculum documents. RLF expressed a concern that parents might get tunnel vision on the KOs, and focus solely on specific skills. JM acknowledged this, but observed that having the KOs narrows down areas for development if needed for individual pupils.

3. Standing items

- 3.1 Safeguarding - CD updates in HT report
- 3.2 Attendance - CD updates in HT report
- 3.3 H & S – CD updates in HT report
- 3.4 Gov training - RH (intro stuff, curriculum, finance)
- 3.5 Gov visits - TJ re parent forum [About 15 attendees; AM updated re HT recruitment (email to all parents the following day). Feedback was received regarding characteristics parents would like in new HT; **ACTION POINT** – TJ will share via GovernorHub. **ACTION POINT** – TJ to send notes to school to share with all parents. RH mentioned that a comment was received from a parent at the forum about unreachable deadlines if recruiting from private sector/academies; **ACTION POINT** – AM to check with Mark Smith. HH supported interview.
- 3.6 FOLF - CD updates in HT report
- 3.7 Successes in HT report – CD highlighted the strength of KS2 data. Although a strong cohort and expected to do well, they exceeded expectation! Still have challenges around recruitment - candidates in place to end of process but then change mind (even after induction)

TJ
TJ

AM

4. Headteacher's Report

AM invited governors to make comments or raise questions regarding the report content.

- AF - any news re Y2 maternity? CD - had one application, but the applicant is an ECT (Early Career Teacher) and the school is unable to support one at present time. Still talking to agencies, but no candidate identified yet
- SC – Health & Safety incident, child with broken arm; was an investigation carried out? CD - yes – it was determined to be an accidental fall from low height; the correct staff:pupil ratio was in place, and effective supervision overall. Processes were correctly

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followed (i.e. informing parents, seeking medical assistance, reporting to OCC and Health & Safety Executive)

- TJ – with regard to vacancies and supporting pupils on the SEND register, how do we ensure correct amount of information shared to prevent rumours/concern but not mislead? CD – this proves difficult; CW works hard to liaise with parents of children with SENTA to ensure they are kept updated
- RW - incidents of physical abuse against a pupil seems high for the time period; would this be considered 'normal'? CD – it can be, particularly if the school has a higher number of pupils with additional needs on roll. Staff monitor incidents closely, e.g. to see if the same person is persistently a victim, where incidents might constitute bullying. RW - would be helpful to have comparative figures
- HH - behaviour, attendance - is there a typo? Yes! Column should be headed 2023-24

6. Curriculum

CD reminded governors that CW is leading this area; a huge amount of work has been carried out across school, especially on the foundation subjects. CW spoke at Parent Forum to outline work done.

Core subjects remain as important as ever: a recent monitoring visit from OCC's English lead confirmed that Phonics is taught well and correctly throughout the school.

TJ commented that summary action plan for parents is useful, and shared well.

CD highlighted the Ofsted requirement of "Learning more and remembering more". Therein lies the challenge.

8. Policies for Approval

- 8.1 Accessibility Plan – the plan was approved, as presented
- 8.2 Charging & Remissions - AF raised the possibility of charging an entrance fee to productions etc. The policy was approved, as presented
- 8.3 Educational Visits - the policy was approved, as presented. CD advised that the School Administrator, Stephanie Ouzman, has undertaken OCC's training for Educational Visits Co-ordinators, to ensure there is no gap until a permanent Head is appointed
- 8.4 Lettings – discussion took place around the need to specify that a hirer must be qualified to carry out first aid, and the sanctions imposed for 'bad behaviour' of a hirer. **ACTION POINT:** Interim Head to further review the policy and present to November 2023 meeting
- 8.5 Personal Care - RW queried if mention is made of whether child with issue requiring personal care would be looked after by same sex member of staff. CD advised that, with only one male member of staff during the majority of the school day, this would be impossible in practice. SC asked if a record is kept of incidents of personal care? CD replied that no record is routinely kept, but if it might indicate a safeguarding issue, would be recorded on CPOMS.

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Parents are informed if an incident occurs. The policy was approved, as presented

- 8.6 Restructuring & Redundancy (OCC) – the OCC model policy was adopted, as presented. CD advised that it has been successfully followed in school
- 8.7 Staff Development - AM asked if it is a statutory policy; RS advised that it is not. Discussion took place around its necessity, and whether relevant sections could be added to the staff induction process or the staff handbook/code of conduct. **ACTION POINT:** AM to revisit with interim/substantive Head

AM

9. Any Other Business

None.

10. Closing items

8.1 Meeting effectiveness and feedback –

8.2 Confirm date of next meetings (x2) – as per the schedule, the next two meetings will be Wednesday 22nd November 2023 and Thursday 25th January 2024.

The meeting closed at 19:50.

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