



**Full Governing Body Meeting
1 December 2022 – 7.15 pm**

Minutes

Present: Mrs D Bedford, Mrs C Brazil, Mr A Corke, Mrs D Corke, Mr P Cunningham (Chair), Mr K Dobson Mrs L Gawen, Mr G Huntley, Mr M Turner, Miss T Webster (Head)
Apologies: Mr J Mackley
Absent:
In Attendance: Mrs H Romain (Deputy Head), Mrs S Tiramani (Clerk)

No.	Item	Action
1.	Welcome and sign in and Apologies for Absence. Apologies for absence were received and approved from Mr J Mackley.	Apologies approved
2.	Reminder of Conflict of Interest and Confidentiality No conflicts arose during the course of the meeting.	
3.	Notification of Any Other Business None.	
4.	Approval of the Minutes of the previous meetings on 15 September 2022. The Minutes of 15 September 2022 were agreed as a true and accurate record.	Minutes approved
5.	Matters Arising not on tonight’s agenda	
5.1	<i>Minute 5.2 – All Govs to update pecuniary interests on GH as well as other confirmations</i> Actioned.	Actioned
5.2	<i>Minute 7.1 – Exclusions Refresher Training to be completed where required (CB, AC & MT)</i> Complete for CB and MT. Outstanding for AC.	Outstanding Action: AC
5.3	<i>Minute 7.1 – All Governors to consider subject of group training</i> PC will look to book something if suitable.	Ongoing
5.4	<i>Minute 7.2 – Parent Governor Vacancy to be advertised</i> Vacancy going out again tomorrow. It was noted that CB had put herself forward to stand as Parent Governor for another term. No other nominations had been received and CB was duly appointed for another term.	Ongoing
5.5	<i>Minute 7.3 – School Fund audit – TW to chase HfL</i> TW advised that the school’s HfL finance person had left in October. A new person has been appointed but needs to undertake training. TW will aim to have the audit take place after the new person starts.	Ongoing
5.6	<i>Minute 7.4 – TW to investigate comments being mandatory if certain boxes are ticked on the parent voice questionnaire when the next one is sent out</i> Ongoing. Remove from actions.	Ongoing – remove from actions

<p>5.7</p>	<p>Minute 7.6 – Subject Visit actions to be completed. Action: DB, MT, JM, GH, LG, AC, KD, CB</p> <p>PE – DB SEN/PP – DB Humanities – JM RE – LG French – TW/AC English – KD Science - CB</p> <p>It was noted that DB has completed her visit. KD to complete his soon. LG has spoken to the RE lead.</p> <p>Agreed All Governors to complete a visit this academic year.</p>	<p>Ongoing</p>
<p>5.8</p>	<p>Minute 7.7 – TW to discuss Ofsted inspection with local head that had already received an inspection</p> <p>TW advised that she had spoken to the local Head and obtained sample questions. It would appear that we both received very different inspections. TW added that a two form entry school also only had one inspector and therefore it was more intensive for a one form entry school. It was agreed that it had been a little unfair of the inspector not to mention some concerns until the end meeting, and that the report didn't really reflect his feedback.</p>	<p>Actioned</p>
<p>5.9</p>	<p>Minute 8.3 –suggested questions to be added to crib sheet</p> <p>Actioned.</p>	<p>Actioned</p>
<p>5.10</p>	<p>Minute 8.4 –Visits this term to take place</p> <p>As agreed above.</p>	
<p>5.11</p>	<p>Minute 8.8 – Clerk to source proforma Visit Report template</p> <p>Actioned. TW has reviewed and proforma is being used.</p>	<p>Actioned</p>
<p>6.</p> <p>6.1</p>	<p>Headteacher’s Report to Governors (including school improvement update) The Headteacher’s Report had been circulated prior to the meeting.</p> <p>School Improvement Plan Governors discussed the SIP and noted the following:</p> <ul style="list-style-type: none"> • Our key areas on this year’s plan are to <ul style="list-style-type: none"> ○ Reading – Focus on vocabulary and KS2 reading sessions ○ Writing – Focus on achieving greater depth ○ Maths – Focus on closing the disadvantaged gap ○ Leadership – Developing Vocab across the school, building our curriculum • We reviewed our teaching of reading at KS2 with a focus on guided reading sessions. Initial monitoring shows the reading sessions are more focused, but we will wait until Spring data to see the impact fully • Reading books were reviewed to ensure they are phonetically matched for each child. This was highlighted as being good in our recent OFSTED report • All assessments have been completed and outcomes tracked 	

	<ul style="list-style-type: none"> • A parents meeting has been held on the teaching of phonics in our school to support parents • Doodle learning has been set up for all KS2 children. Mrs Romain is monitoring how it is being used and the impact it is having. Feedback at parents evening was very positive and children appear to be enjoying using it. • We have looked at Talk maths sessions and reviewed the use of sentence stems to support high quality language used in maths. This will be a focus for the coming term • We have purchased a subscription to KAPOW, and staff are trialling units to see how they find them with a view to using the scheme moving forward. This was something supported by OFSTED • Our music specialist teacher continues to work across the school every fortnight. We have also started a ukulele club for Y3, and orchestra has been set back up. We are also hoping to investigate developing peripatetic music lessons for children through a company called Rock Steady who teach the children in small bands. • Subject leaders are continuing to build a vocabulary progression document for their subject. • We had a governor strategic leadership visit which highlighted the next steps we need to take and have an action plan in place to further strengthen practices. • We completed OFSTED and our school continues to be a good school <ul style="list-style-type: none"> ○ The report highlighted the good behaviour and attitudes of the children ○ Personal Development is strong within the school ○ Reading curriculum is effective ○ Strategies and approaches for revisiting learning are in place ○ Pupils with SEND receive sensitive care ○ Pupils are attentive in lessons because staff make learning relevant and interesting ○ Leaders, including governors, foster positive relationships with staff ○ Safeguarding is effective • Our next steps are <ul style="list-style-type: none"> ○ To ensure all leaders are aware of how their subject is developed through the EYFS curriculum ○ To ensure paperwork trails are in place to show the practice in school e.g., SEN • We have already started work on this, amending our school improvement plan for the Spring Term. This will be reported at the first school improvement meeting in January. 	
6.2	<p><i>Q. How are Year 5 going?</i> A. We now have a new TA in place as well as a behaviour strategy and this is going well. The class is more focussed and progress is being looked at.</p>	
6.3	<p><i>Q. Re complaints of peer on peer incident – generally one hears more about this. Is there more in reality?</i> A. No there aren't more complaints, but it is more highlighted now as it is included as part of KCSIE. This is now referred to as child on child rather than peer on peer. We don't tend to get a lot of incidents. We had one incident but both victims complained, so this forms two complaints. This was more to do with our communications. The matter was resolved quickly, and the parents were happy with</p>	

	the outcome. There have been no incidents since. All details are entered on CPOMS.	
6.4	TW reported that a visit took place to the Arsenal Football Club which focused on football and English. The children enjoyed the event and did very well in the activities.	
6.5	PC highlighted that the management of staff sickness was very good. The ASC seems to be extremely efficient. TW advised that she is doing 99% of the cover as it is easier for her to cover as she is not restricted by teaching times but everyone steps up if they can.	
7.	<p>Ofsted Update</p> <p>It was noted that an update on the Ofsted inspection was contained in the HT's report. TW stated that she is relieved that it is done. She is happy with a lot of things in the report but is not happy that the issues that have come up really reflect us as a school. We are still rated as 'Good'. There is a lot of positive stuff in there which we need to highlight for staff. Parents have given positive comments. Governors added that they were very impressed with how it brought out the best in everyone. TW agreed that yes, everyone stepped up.</p> <p>Governors expressed their thanks to all the staff for their work leading up to and during the inspection.</p>	
8.	<p>Sports Premium and Pupil Premium Funding</p> <p>SP and PP Reports had been circulated prior to the meeting.</p> <p>Governors felt that the reports were very good. TW added that these are statutory documents and were seen by Ofsted.</p>	
9.	<p>Updated Governors' Report/Issues</p> <p>PC will try to get this completed for the next meeting. No other issues apart from Governor training and visits as previously discussed.</p>	Action: PC
10.	<p>To receive reports from Committees</p>	
10.1	<p>Resources Committee</p> <p>AC reported that the Resources Committee had discussed their Terms of Reference and, in particular, in relation to the item covering litter. The ToR state 'To ensure the discharge of Governors responsibilities regarding litter under the Environmental Protection Act 1990'. It was felt the Act had probably been superseded and AC asked Governors to approve the removal of this item from the Resource Committee's ToR. This was agreed.</p>	
10.2	<p>Q. What is the current situation regarding gas charges?</p> <p>A. TW advised that our pricing was fixed until March 2023. We are OK for this financial year and we will know in March what the new price will be and our expected usage.</p>	

10.3	<p>School Improvement Committee TW advised that reading data that had been unavailable at the meeting will be put on GovernorHub.</p>	
11. 11.1 11.2 11.3 11.4	<p>To receive updates from Link Governors, including visits and training</p> <p>Safeguarding LG advised that she had carried out a SCR check the week before the Ofsted inspection and that was satisfactory.</p> <p>Art DC advised she had carried out an Art visit and her report had been uploaded to GovernorHub. Mrs Petrou is currently reviewing Art across the school. TW added that teachers are also looking at what units are available on Kapow. DC will visit again in the summer term once work has built up.</p> <p>SEND DB reported that she had carried out a SEND visit a couple of weeks ago. TW and the Senco shared the vast amount of work they had put in to make sure there was a robust recording process throughout the school and that there was a link across all areas.</p> <p>Autism DC reported that she had been keeping an eye on things in relation to autism, but had not yet carried out a formal visit.</p>	
12. 12.1 12.2 12.3	<p>Policy Ratification</p> <p>Pay and Appraisal (agree and ratify) Model policy updated with the Government’s new advisory pay scales. Governors approved the policy and the Government’s advisory pay increase.</p> <p>Child Protection</p> <p><i>Q. The policy states adopted and personalised by Ladbrooke, but it still refers to school/college within it?</i> A. TW to amend to state ‘School’.</p> <p><i>Q. With regard to training, can TW confirm that DSL training has been done.</i> A. TW confirmed this has been done.</p> <p>Policy approved.</p>	<p>Pay & Appraisal Policy ratified</p> <p>Child Protection Policy ratified</p>
13. 13.1	<p>HT Performance Management – Part II</p> <p>TW/HR/DC left the meeting, and the remaining non-staff Governors had a Part II discussion in relation to the Headteacher’s Performance Management Review.</p>	

<p>14.</p> <p>14.1</p> <p>14.2</p>	<p>Premises Update</p> <p>TW reported that there were no issues with premises. A fire drill had taken place and details of this are included in TW’s Headteacher’s Report. The building was clear within a minute. TW is starting to push lettings. The Site Manager now has another job in another school, but it complements his work times here. TW has spoken to the other school and asked if there can be flexibility.</p> <p><i>Q. Who is locking up here?</i> A. The cleaners always do.</p>	
<p>15.</p>	<p>Governor Training</p> <p>Discussed above.</p>	
<p>16.</p> <p>16.1</p> <p>16.2</p>	<p>Any Other Business</p> <p><i>Q. TW asked if Governors were happy for Mrs Romain to have access to GovernorHub to allow her to access documents for FGB meetings and to allow her to stand in for TW if required?</i> A. Agreed.</p> <p>TW informed Governors that the Clerk would be leaving in April and that a replacement would need to be sought.</p> <p>The meeting ended at 8.15 pm.</p>	