

FULL GOVERNING BODY MEETING MINUTES

Monday 27 September 2021 at 7pm at the junior site

PARENT	CO-OPTED	LA	STAFF	HEAD TEACHER	FOUNDATION 8			
2	1	1	1	1	LDBS	PCC	Trustees	St Mary's Church
Malcolm McKinlay	Christina Sturge	Geoffrey Goddin	Kieran Murphy	Angela Abrahams	Liz Rhodes	Andrew Miyaji	Caroline Rayfield	Jeff Hopkin Williams
Natalie Robinson						James Maher	Kelly Burley	
						Andrew Gunn	Stephen Tetley	

Apologies: Liz Rhodes, Jeff Hopkin Williams, Kelly Burley

Also attended: Dan Cadman (Deputy Head Teacher and Associate Member)
Alison Watts (Clerk)

The meeting opened at 7.00pm with a prayer.

		ACTION
1.	WELCOME AND APOLOGIES FOR ABSENCE Apologies were received from Liz R, Jeff HW and Kelly B and accepted by the chair. Andrew M was welcomed to his first meeting as a governor.	
2.	REGISTER OF BUSINESS INTERESTS AND CODE OF CONDUCT Governors were reminded to confirm their declarations of interest and agreement to the Code of Conduct and ICT User Agreement on Governorhub.	
3.	PRESENTATION ON THE NEW EYFS FRAMEWORK Governors were shown a brief presentation on the new early years framework. The main points highlighted were as follows: <ul style="list-style-type: none"> 3 prime areas of learning: communication and language, physical development, PSED (personal, social and emotional development); Specific areas of learning: literacy, maths, understanding the world, expressive arts and design; No exceeding descriptor – children are only on track or not on track; Focus on closing the gap, particularly for the disadvantaged/PPG (based on principle of 'equity'); Assessment process: A Reception Baseline Assessment (RBA) will replace KS1 SATS as a value-added measure so children will be assessed on arrival at school and on departure. EYFS profile data will continue to be submitted to the LA. The aim is to reduce the administrative burden on teachers; Schools will no longer be moderated by LA but may choose to moderate with local schools; New emphasis on dental health; 	

	<ul style="list-style-type: none"> Next steps for the school: complete baseline assessment, hold parent workshops, focus on curriculum maps/lesson planning, ensure staff training. <p>Q: Does this involve additional work for teachers? It will involve a process of refining rather than re-doing. Initially there will be additional training requirements.</p> <p>Q: Is there a cost to the loss of the 'exceeding' descriptor. No, teachers will be aware of pupils' differing abilities.</p> <p>Q: What staff training will be provided? The borough will provide staff training for the core team which will be cascaded down within school.</p> <p>Q: Will the school moderate? Yes, with local schools.</p> <p>Q: How will progress and attainment be compared with previous years? Data will be available to allow benchmarking with previous years.</p>	
4.	<p>MINUTES OF PREVIOUS MEETING and MATTERS ARISING</p> <p>The minutes of the meeting of 28 June 2021 were approved. Updates on the action points are provided at the end of this document.</p>	
5. a.	<p>SCHOOL IMPROVEMENT</p> <p>School Improvement Plan (SIP) 2021 Governors had met with SLT in the summer term to prepare the new SIP. The top priorities for 2021 are writing and phonics, and closing the gap for disadvantaged children.</p> <p>Q: Re. booster sessions, are they different from normal interventions and are they funded? They are additional to regular interventions; the school received a one-off Covid catch-up grant of £21K.</p> <p>Q: Boys' writing has been on the SIP for a number of years. Can we evidence progress? This is done through the target tracker system. An evaluation of the different interventions is included in the action plans.</p> <p>It was noted the school now had an additional AHT who would have responsibility for, inter alia, liaising with church. It was suggested she be invited to attend the Ethos Working Group.</p>	
b.	<p>SEF</p> <p>ACTION: The SEF is being finalised and will be circulated to governors by email.</p>	AA
c.	<p>HT Report</p> <p>The following points were highlighted:</p> <ul style="list-style-type: none"> Safeguarding – the external review carried out in June was very positive; staff have undertaken 3 yearly intensive training; the Designated Safeguarding Leads (DSLs) had undertaken 2 yearly training; the new AHT will have DSL and safer recruitment training. Racist incidents – 2 incidents (Y6 and Y1) had been followed up in the usual way (notifying the parents, LA, restorative justice). Bullying - 8 cases in 2020/21. Parents had been informed when necessary, no patterns or trend. Homophobia – cases in Y6 had been followed up. As of September 2021, cases of peer on peer, child on child, and sexual harassment will need to be reported to the LA. 	

	<ul style="list-style-type: none"> EAL Children – a significant number have joined the school, predominantly from Hong Kong and Turkey. Teachers require specific training. Roll – 13 vacant places across the school. It was noted the census takes place in October. 	
6.	<p>SAFEGUARDING, incl. COVID MEASURES for 2021-22</p> <p>a. Covid Update Governors had received the latest Risk Assessment and the Covid Outbreak Management Plan. Q: Has there been any feedback from staff on the risk assessment? No. No staff members are classed as extremely clinically vulnerable. Q: How is remote learning being managed? On the first day of absence, children access the Oak Academy to allow teachers time to prepare. However, most children who are absent are ill.</p> <p>b. Keeping Children Safe in Education (KCSiE) Governors were reminded to confirm reading parts I & II. (A summary of changes was provided)</p> <p>c. Prevent Duty Governors were reminded to refresh their training (the link was provided).</p>	
7.	<p>STATUTORY POLICIES and REPORTS – to approve</p> <ul style="list-style-type: none"> Child Protection and Safeguarding SEND Information Report Early Career Teachers (ECT) Governors' Statement of Behaviour Principles <p>The above mentioned policies were approved. The Pay Policy (Teaching Staff) is still pending.</p>	
8.	<p>ETHOS/SIAMS UPDATE</p> <p>It was noted that the school is not on the list for inspection in 2021-22, although this could change. It was noted that the Ethos Working Group had met. The minutes and two summary documents were circulated.</p>	
9.	<p>GOVERNING BODY ADMINISTRATION 2021-22</p> <p>The Terms of Reference and Scheme of Delegation were approved. Approval of the Instrument of Government was renewed. It was agreed committee membership and link governors would be reviewed post meeting once the new chair and vice chair had been appointed. It was suggested to add 'ensuring a sustainable school' to the governing body priorities 2021-22. ACTION: The outgoing chair undertook to circulate suggested priorities after the meeting. A link to AfC training courses was circulated. A schedule of governor visits will be agreed with committee chairs once committee membership has been finalised. ACTION: Schedule of visits to be added to autumn 2 agenda.</p>	<p>AG</p> <p>clerk</p>

10.	APPOINTMENT OF CHAIR AND VICE CHAIR Caroline R was elected as Chair and Stephen T was elected as Vice Chair. Dan C was re-appointed as an Associate Member for a further one-year term	
11.	AOB and DATE OF NEXT MEETING – 7pm on 6 December 2021	

The meeting closed at 8.25pm with a prayer.

Signed by the Chair:

Date: 6 December 2021



FGB Actions

As of 27 September 2021

Minute	Action	Assigned	Update	Done
28.9.20 7	Liaise with HT regarding digital security	CR	CR to meet with SBM to discuss	
27.9.21 5	Circulate SEF	AA		
27.9.21 9d	Circulate suggested GB priorities	AG		
27.9.21 9f	Schedule of visits to be added to autumn 2 agenda	clerk		

Documents circulated:

Code of Conduct 2021-22
ICT User Guidance
Draft minutes of meeting of 28 June 2021
SIP 2021
Covid Risk Assessment & outbreak management plan
Child Protection & Safeguarding policy
SEND Information Report

ECT policy
Governors' Statement of Behaviour Principles
Ethos Working Group papers
ToRs and Scheme of Delegation
Instrument of Government
Committee membership
Visit Report – 375th anniversary