

FULL GOVERNING BODY MEETING MINUTES

Monday 25 September 2023 at 7pm at Junior Site

Part 1

PARENT	CO-OPTED	LA	STAFF	HEAD TEACHER	FOUNDATION 8			
2	1	1	1	1	LDBS	PCC	Trustees	St Mary's Church
Sarah Aarons	vacant	Geoffrey Goddin	Amanda Harrison	Angela Abrahams	Harry Coleman	Andrew Miyaji	Caroline Rayfield	Jeff Hopkin Williams
Kat Kaur						James Maher	Adedayo Shittu-Balogun	
						Emily Bainbridge	Stephen Tetley	

Apologies: Caroline Rayfield

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

The meeting opened at 7.00pm with a prayer

		ACTION
1.	<p>WELCOME, APOLOGIES FOR ABSENCE and DECLARATIONS OF INTEREST.</p> <p>Governors welcomed Adedayo Shittu-Balogun to the governing body following her appointment by the trustees as a foundation governor. Apologies were received from Caroline Rayfield. Vice Chair, Stephen Tetley, chaired the meeting. There were no declarations/conflicts of interest relevant to the meeting. It was noted that Kat Honour had legally changed her name to Kat Kaur. Records would be updated.</p>	
2.	<p>MINUTES OF PREVIOUS MEETING (26/06/23) and MATTERS ARISING</p> <p>The minutes of the meeting of 26 June 2023 were approved. Updates on the action points are provided at the end of this document.</p>	

	<p>With reference to the discussion at the June meeting, it was explained that, from September, the LDBS would conduct exit interviews if commissioned to do so by the chair of governors. Governors questioned the process for receiving feedback and the chair undertook to seek clarification. <i>ACTION: Clarify the process for receiving feedback from exit interviews</i></p> <p>Q: What is the financial impact of the introduction of universal free school meals (UFSM) and is there an option for families to make a voluntary contribution? The chair of F&S committee noted that the initiative would be fully funded, however overall revenue from school meals would be reduced. The HT highlighted that the cost of infrastructure was not covered but that the changes required at junior site were less significant than anticipated. She confirmed that a letter had been sent to all parents outlining the challenges and a significant number of families had subsequently indicated they did not require funding and had offered to pay for their child's lunch. The matter would be addressed in detail by F&S committee. <i>ACTION: F&S committee to review the impact of UFSM at its autumn meeting.</i></p> <p>Q: What caused the flood at middle site in the summer term and was the damage covered by insurance? The HT confirmed that the flood was caused by external factors (unusually heavy rain overwhelming drainage on the flat roof) and that the costs incurred were largely covered by insurance.</p>	<p>CR</p> <p>JM</p>
<p>3.</p> <p>a.</p> <p>b.</p>	<p>GOVERNING BODY ORGANISATION 2023-24</p> <p>Elect Chair and Vice Chair Following a vote, Caroline R and Stephen T were re-appointed as chair and vice chair respectively for a further one-year turn.</p> <p>Agree Committee Membership and Link Governors</p> <p>On the recommendation of the Ethos Working Group, governors approved the re-establishment of an Ethos Committee. The following committee membership was approved:</p> <ul style="list-style-type: none"> • Finance & Staffing: James M (chair), Stephen T, Geoffrey G, Emily B, Angela A, Dan C • Curriculum & Standards: Emily B (chair), Sarah A, Andrew M, Stephen T, Dan C • Safety & Community: Harry C (chair), Geoffrey G, Caroline R, Adedayo SB, Kat K, Angela A • Admissions: Andrew M (chair), Sarah A, Kat K, Jeff HW • Ethos: Caroline R (chair), Adedayo SB, Jeff HW, Amanda H, Angela A <p>The following link roles were agreed:</p> <ul style="list-style-type: none"> • Governor training - Emily B • SEND & Pupil Premium - Sarah A, Andrew M • Safeguarding - Harry C, Kat K • Health & safety - Geoffrey Goddin • Behaviour & attendance - Harry C • School trips - Kat K • Staff wellbeing - Caroline R 	

<p>c.</p> <p>d.</p> <p>e.</p> <p>f.</p> <p>g.</p> <p>h.</p> <p>i.</p>	<p>FGB and committee terms of reference - agreed</p> <p>Governors' Code of Conduct and ICT User Guidance – agreed. Governors were reminded to register their agreement on Governorhub. All governors present signed a hard copy of the Code of Conduct. The chair stressed the importance of all governors actively participating in the work of the governing body and maintaining confidentiality at all times. <i>ACTION: Clerk to monitor declarations/confirmations on Governorhub.</i></p> <p>GB self-evaluation and skills audit</p> <p>It was agreed the results of the self-evaluation would be reviewed at a strategy day to be held in the spring term. The purpose of the strategy day would be to a) consider ways of improving the effectiveness of the governing body and b) set the strategic priorities. <i>ACTION: Agree date for a governors' strategy day.</i></p> <p>Instrument of Government – approved.</p> <p>Governor training & development – Governors were reminded of the expectation to carry out at least one piece of training per term in addition to the mandatory annual safeguarding training. The AfC schedule of training had been circulated prior to the meeting. NGA e-modules were also recommended. <i>ACTION: clerk to ensure all governors complete safeguarding training</i></p> <p>Governor monitoring visits</p> <p>Prior to the meeting, committee chairs had been asked to ensure they had determined a schedule of visits covering the SIP priorities by 7 October 2023. <i>ACTION: full visits schedule to circulated at December meeting for information</i></p> <p>Ofsted</p> <p>The HT advised that the school was expecting an Ofsted inspection by the end of January 2024. [<i>The updated Ofsted Q&As were circulated after the meeting</i>].</p>	<p>Clerk</p> <p>CR</p> <p>Clerk</p> <p>CR/clerk</p>
<p>4.</p> <p>a.</p>	<p>SCHOOL IMPROVEMENT</p> <p>Headteacher's Report (verbal)</p> <p>It had been a positive start to the year. All new staff members had been assigned a mentor.</p> <p>There had been a significant amount of flux in pupil numbers. No pupils had left for competitor schools. Most places had been filled with Reception completely full. (Reception had briefly had 91 children due to acceptance of a set of twins but numbers had subsequently reduced to 90).</p> <p>The Staff Culture Plan had been implemented to address concerns over workload raised in the July staff survey. Dan C had presented the action plan to staff at a recent INSET days and presented it to governors. The plan aimed at reinforcing a culture in which everyone felt supported. The needs to adhere to the staff code of conduct, to maintain professional standards and ensure confidentiality were emphasised. The staff</p>	

handbook had been amended to set out the process for requesting an exit interview. There was a commitment to carrying out an anonymous staff survey on an annual basis. Photos and contact details of the chair and vice chair of governors had been displayed in staff rooms at each site.

Efforts had been made to reduce staff workload and to minimise the pressures of an imminent Ofsted inspection. Amanda H gave the example of a more streamlined system of recording pupil voice which avoided duplication. Staff had welcomed the changes. The Chair emphasised the importance of staff voice.

Q: How will the SLT track progress in improving the work-life balance?

A: Through staff survey results and feedback from members of SLT who were all teachers.

Q: Could staff be awarded a day-off to support wellbeing?

A: Staff can apply for special leave to attend family events etc. It was noted that initiatives such as pancake days etc were not deemed by some staff to be effective at increasing staff wellbeing. The most effective measure was to reduce workload.

The recent staff survey had asked whether '*staff well-being was a part of whole school planning*' with 31% answering no, 69% said yes. To address this, the following measures had been introduced:

- The frequency and format of lesson observations had been changed to rely more on learning walks and learning reviews (less stressful for teachers);
- Less frequent marking of writing;
- The discontinuation of 'Know more, remember more' powerpoints for history and geography, and French registers in KS2;
- The simplification of reading records and guided reading records;
- A reduction in the time spent on Church rehearsals;
- A reduction in the number of whole school collective worships (once per term);
- An increase in staff CPD opportunities;
- The discontinuation of PATHS pupil of the day;
- Simplified ways of capturing RE pupil voice.

The following initiatives would be maintained:

- Low marking week
- Wellbeing team
- Wellbeing support packages
- Great works and hook days
- Class assemblies and special performances

Q: Did teachers make any specific requests which were not accepted?

Some teachers had asked to stop class assemblies as they required a significant amount of preparation. This was not accepted as they offered an valuable opportunity for oracy and performance.

Q: In the effort to reduce workload, is there a risk that the whole school ethos will be weakened?

A: A reduction in workload would allow teachers more time to embed the core values. Governors welcomed this initiative and noted that it was an example of compassion in practice.

National Professional Qualification for Leading Teaching (NPQLT) – The HT explained that the diocese provided NPQs and St Mary's had been invited to act as a provider. It had been decided to focus on 'lead teachers' and the HT and DHT had undertaken the necessary training. The course had been advertised but it was acknowledged there were a number of options locally. It was hoped some St Mary's teachers would benefit from the opportunity.

The school had applied for planning permission to instal a canopy across the Y1 playground to provide a covered outside space. The area would be used to enable more play-based learning in the autumn term to replicate the experience in Reception and thereby smooth the transition to Y1.

Q: How will the works be funded?

A: The HT's work at the diocese had generated approx. £15k which had been ring-fenced for the canopy. A decision on planning permission was expected in 6 weeks.

The introduction of UFSM had been relatively smooth. Junior site, with its large number of pupils, was expected to be most affected by the initiative. To date, there have been 100 additional children taking school meals which has been managed by operating a rota system and slightly reducing the time allocated for each sitting.

Attainment and Progress 2022-23

b.

The main points highlighted were as follows:

- 71% of Early Years pupils had attained a Good Level of Development (GLD) compared to 82-5% in previous years. This was explained by a smaller cohort, some late joiners who had had less time to progress, and a high level of EAL;
- Y6 had 'graduated' in a strong place with 78% reaching the expected standard in reading/writing/maths (RWM) despite a high proportion of SEN. In writing, 27% had achieved greater depth;
- 94% of Y1 had passed the phonics screening check – a validation of the new phonics scheme. Of the Y2 retakes, 50% had passed with the remaining 50% having significant needs. Within this cohort, the progress had been positive;
- KS1 data was less strong than in previous years, with 60% of all pupils achieving the expected level in RWM. This was largely due to writing in which 61% had reached the expected level. The cohort had included a high level of SEN (17 on SEN register, 3 EHCPs) and had been particularly affected by school closures during the foundation years. The number of those achieving greater depth was strong;
- The progress scores which measured progress from Y2 to Y6 were encouraging: reading – 3.5 (well above average), maths – 3.2 (well above average), writing – 0.5 (average);
- There were no particular concerns. The reasons behind the dip in results for Reception and Y1 were clearly understood.

Q: The targets set for the early years have been lowered. Is this cohort-specific?

A: Yes. Teachers have considered how the children were currently performing and what was realistic.

	<p>Q: How are targets set? Data is collected at year end. Previously, highly ambitious targets were set but were repeatedly missed and were found to have no impact on teaching. A more realistic approach had been adopted.</p> <p>Q: Was anything unexpected? Y6 results were stronger than anticipated, particularly given the controversially challenging reading paper was had been widely covered in the media.</p> <p>Q: Does the high level of EAL put pressure on the system? Many of the pupils come from Hong Kong with a very good level of English. There remains a significant number arriving with no English. Schools do not receive additional support so teachers must rely on available resources, e.g. IT.</p> <p>Q: Do you put children with a shared language together? It depends which classes have spaces. It has found to be more effective to separate language groups to promote rapid English language acquisition.</p> <p>School Improvement Plan 2023-24</p> <p>c. In response to a request from governors, efforts had been made to include measurable indicators. The HT advised that it was often difficult to attach percentages as they were constantly changing. The Chair supported this view.</p> <p>The following points were highlighted:</p> <ul style="list-style-type: none"> • Writing remained an issue nationally and globally; • The writing targets in children's books were refined to sharpen focus; • Competency in English for EAL learners was tracked. It was often difficult to understand whether difficulties arose from English ability or SEN; • Vulnerable learners were tracked; • Attendance remained a priority (it was highlighted in the previous Ofsted inspection). There were still a significant number of persistently absent - often SEN children; • As agreed at the previous meeting, the finance priority had been maintained. <p>Q: It would be helpful to provide a timescale against which governors could monitor progress. The SIP is updated 3 times a year at each committee meeting thereby allowing governors to assess progress.</p> <p>The SIP was approved.</p> <p>Self Evaluation Form - provided a snapshot of the school and was sent to Ofsted prior to the inspection. It had recently been updated and was provided to governors for information.</p>	
<p>5.</p>	<p>ADMISSION UPDATE</p> <p>The Chair of Admissions Committee provided a brief update. Reception was now full, thanks in part to the continual efforts of Clare Cronin, the admissions officer, to ensure any vacant places were promptly filled. The current school roll stood at 618 out of 631, with places available in years 1,3,5. There was no clear trend in the departures (some had left for the private sector, some had moved overseas). The October census figures were expected to be slightly higher than the previous year.</p>	

<p>6.</p>	<p>SAFEGUARDING</p> <p>See part 2 minutes.</p> <p>KCSiE 2023 - Governors were asked to confirm having read via Governorhub.</p> <p>Prevent – Governors were reminded Prevent training was mandatory. Clerk to monitor.</p> <p>School Improvement Partner Visit Report The HT advised that the School Improvement Partner was provided by the diocese and visited 3 times per year. The school also bought into the SPARK package which provided for an additional 3 visits from the LA. A visit was scheduled for the following day. <i>ACTION: SIP report to be reviewed by the relevant committee.</i></p>	<p>clerk</p>
<p>7.</p> <p>a.</p> <p>b.</p> <p>c.</p> <p>d.</p>	<p>ETHOS UPDATE</p> <p>SIAMS Self Evaluation – The HT advised that the SIAMS paperwork had been updated to reflect the new framework. The detailed document would be shared with the SIAMS inspector prior to the visit.</p> <p>RE Curriculum The HT advised that the RE curriculum had recently been reviewed. Previously it had been agreed to modify the LDBS curriculum to reflect the high number of Muslim children at the school. Given changes to the school's demography and an increase in the number of Christian children, it was proposed to move to adopting the LDBS curriculum in full. The diocese had advised that such a change would be best implemented immediately rather than pursuing a gradual transition. This change would principally affect years 3 and 6, with Y3 needing their Bibles and Bible Service sooner. Governors approved the proposed change. Jeff HW noted the need to prioritise the provision of Bibles.</p> <p>Governors' Ethos Summary – noted. Emily B was thanked for her input.</p> <p>Feedback on meeting on SIAMS preparation The HT reported that feedback indicated the school was in good shape. Jeff HW welcomed the clarification that the school was required to be <u>noticeably</u> rather than distinctly Christian.</p>	
<p>9.</p>	<p>POLICIES</p> <p>a. Child Protection and Safeguarding b. Behaviour c. Collective Worship d. Religious Education e. Equality f. Anti-bullying</p>	

	g. Prevent policy statement – for info All policies were approved.	
11.	AOB Governors were reminded a Vision Day was scheduled for 13 th October.	
	Dates of meetings in 23-24: 7pm on the following Mondays – 11 Dec, 25 Mar, 24 Jun - all at junior site.	

The meeting closed at 8.50pm with a prayer



Signed by the Chair:

Date: 11.12.2023

FGB Actions

As of 25 September 2023

Minute	Action	Assigned	Update
26.6.23 4b	SIP 23-24 to include measurable indicators and to be agreed at September FGB meeting.	CR/AA	Addressed in the 25/9 meeting
26.6.23 4c	CoG to meet with committee chairs to consider exit interviews.	CR/EB/ JM/HC	LDBS to do. See item 2.
26.6.23 4c	Add staffing visit to visits schedule	clerk	Actioned
26.6.23 5a	Add safeguarding report to autumn term SC&E agenda.	HC	On-going
26.6.23 7	Reports on maximising revenue and Capella House to be reviewed at autumn F&S meeting.	JM	On-going
26.6.23 8	Consider re-establishment of Ethos Committee	All govts	Actioned. approved ToRs
26.6.23 10c	SMF visit to take place before the end of the term	JM	On-going

26.6.23 10c	Discuss stakeholder engagement at next SC&E meeting	HC	On-going
26.6.23 10d	Send out annual report to committee chairs for updating	Clerk	Actioned
26.6.23 11	Governors to attend INSET training in September	All govts	Actioned
25.9.23 2	<i>Clarify the process for receiving feedback from exit interviews</i>	CR	
25.9.23 2	<i>F&S committee to review the impact of UFSM at its autumn meeting</i>	JM	
25.9.23 3d	<i>Monitor declarations/confirmations on Governorhub</i>	clerk	
25.9.23 3e	<i>Agree date for a governors' strategy day</i>	CR	
25.9.23 3g	<i>Ensure all governors complete safeguarding training</i>	clerk	
25.9.23 3h	<i>Full visits schedule to circulated at December meeting for information</i>	CR/ clerk	
25.9.23 6	<i>SIP report to be reviewed by the relevant committee</i>	clerk	

Documents circulated:

Draft minutes 26/06/23 FGB
FGB & committee ToRs
Code of Conduct
ICT User Agreement
Instrument of Government
Staff Culture Plan
Attainment data July 2023
SIP 23-24

SEF Sept 2023
School Improvement Partner safeguarding report
SIAMS SEF 2023
Governors Ethos Summary
Policies: Safeguarding; Statement of Behaviour
Principles: Collective Worship: RE; Equality; Anti-bullying; Prevent