



FULL GOVERNING BODY MEETING MINUTES

Monday 24 June 2024 at 7pm at Junior Site

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

Apologies: Adedayo Shittu-Balogun, Jeff Hopkin Williams

Also attended: Dan Cadman (Deputy Head Teacher and Associate Member)
 Alison Sperring (Clerk designate as observer)
 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>Apologies for absence were received from Adedayo SB and Jeff HW and accepted by the Chair.</p> <p>The clerk designate was present as an observer.</p> <p>There were no declarations/conflicts of interest relevant to the meeting.</p>	
2.	<p>MINUTES OF PREVIOUS MEETING (25/03/24) and MATTERS ARISING</p> <p>The minutes of the meeting of 25/03/2024 were approved and signed by the Chair. Updates on the action points are provided at the end of this document.</p> <p>Matters arising</p> <p>Lessons learnt from a recent safeguarding case focused on the threshold for escalating cases to the link governors. It was agreed this should be addressed on a case-by-case basis.</p>	



	<p>Following the identification of gaps in the reporting of behaviour data, the school had made changes and agreed to report to governors on a termly basis providing a full data report on the previous term.</p>	
<p>3. a.</p>	<p>SCHOOL IMPROVEMENT</p> <p>Headteacher's Report</p> <p>The following points were highlighted:</p> <ul style="list-style-type: none"> • Mobility data showed some movement across the school. The reasons for pupils leaving the school were reasonable with relocation a common theme. An inability to accommodate all siblings from an applicant family was a frequent problem. <p>Q: Is there evidence of a move into the independent sector in Y3? A: It was more common for such moves to take place in Y5 to facilitate the move to senior school.</p> <ul style="list-style-type: none"> • Attendance data was strong. The introduction of fixed penalty notices (FPNs) had acted as a deterrent to term-time holidays. The school had particularly good attendance amongst SEN/PPG pupils and the headteacher had been invited by the local authority to give a presentation on attendance to the HTs forum. From September 2024, the Attendance Code would limit the number of FPNs to 2 in a 3-year period. The LA was considering the introduction of a new code re. children absent for neglect. <p>Q: Will the school continue to engage with the Education Welfare Officer? A: This would continue despite changes to the Admissions Code.</p> <ul style="list-style-type: none"> • The DHT was successfully working with the diocese to train Early Careers Teachers (ECTs); • The school had appointed 2 ECTs for 2024/25 and only 2 members of support staff were leaving; • The EY team had successfully managed children with significant allergies. A governor commented on the inclusive environment at school which was reflected in the parent community; • The pavilion on Middle Site was now in use. Work on the canopy in the Y1 playground was due to start. Willow Wood continued to develop, and prospective parents would be invited to tour. <p>School Improvement Partner Report Summer 2024</p> <p>The HT advised that the school would not be buying into the SPARK package in the following year so governors would henceforth receive only one report from the school improvement partner. Governors noted the report contained no surprises which provided assurance that the school's reporting to governors was comprehensive. Staff would continue to have access to CPD on a case-by-case basis. Governors noted the focus in the report on design & technology. <i>ACTION: Governors agreed to include DT in the visit schedule.</i></p> <p>c. SIP 2023/24 – progress against targets</p> <p>It was noted that governors monitored progress through the course of the year. Phonics results for the current year were strong: 95% pass rate in Y1 and 50% In Y2. It was</p>	<p style="text-align: right;">EB</p>

	<p>explained that the Y2 data related to retakes with very few children being required to retake the tests. Overall progress against targets would be assessed once the SATs results were available.</p> <p>Writing remained a priority with CPD broken down into separate sessions. EAL pupils were supported with phonics catch-up sessions. The school was considering the purchase of new resources.</p> <p>Disadvantaged children had been taken on a trip to the Petersham Nurseries to experience afternoon tea. Previous visits had included the City of London, Downing St, the Houses of Parliament, and St Paul's Cathedral.</p> <p>For priority 2, Behaviour & Attitudes, both behaviour and attendance were good. For priority 3, Personal Development, the focus had been on staff as well as children, including ensuring ECTs were well supported. There had been several careers' assemblies. For priority 4, Leadership & Management, the focus on staff workload was maintained. It was agreed that staff survey questions would remain the same to allow comparison and results would go to F&S committee in the summer term. For priority 5, Early Years, the new EY Lead had completed all relevant training supported by experienced staff members. For priority 6, Finance, the school business manager had been assigned defined targets re. sourcing additional income.</p> <p>d. SIP 2024/25 – draft priorities</p> <p>Q: Given 25% of pupils are not proficient in English should EAL be included under priority 1 (quality of education) rather than limited to priority 5 (Early Years)? A: The HT undertook to reflect this in the 24/25 SIP.</p> <p>Q: Any there any links with St Mary's university re. EAL teaching? A: The outcomes for EAL pupils were good indicating that current methods were working well. It was noted that, at the top end of the school, EAL children were relatively strong in writing.</p> <p>Q: How do these priorities map with the second year of the current SIP? A: The HT advised there would be some change to reflect changing priorities. Suggestions from governors to be addressed in the 2024/25 SIP included: i) follow up on anti-racism training, ii) follow up on Early Years now the EY Lead had completed training, iii) input from the new chaplain on outreach work.</p> <p>Governors highlighted the need for measurable data to facilitate an assessment of progress.</p>	
<p>4. a.</p>	<p>CHAIR'S UPDATE</p> <p>Risk Register had been reviewed in committees. There were no FGB-assigned risks.</p> <p>Q: Should the EAL risk be increased to reflect the significant number of pupils involved (25%)? A: EAL students were performing well, and no specific issues had been highlighted. Governors agreed to maintain the risk rating unchanged.</p>	

<p>b.</p> <p>c.</p> <p>d.</p> <p>e.</p> <p>f.</p> <p>g.</p>	<p>Recruitment, succession-planning, training – The Chair informed governors of the ongoing steps being taken to fill vacancies on the governing body. It was noted the new chaplain would represent the vicar at governor meetings. JHW would continue to attend Admissions Committee to sign off foundation places.</p> <p>The Chair confirmed her intention to stand for a further one-year term of office in September. Others were encouraged to consider standing. ST indicated his intention to step down as a governor and as vice chair in December 2024.</p> <p>Governor training – Governors were reminded to complete one piece of training per term and to update their GovernorHub profiles.</p> <p>Link roles, incl. cyber security – Link roles would be assigned once the ongoing recruitment process had been completed. Governors were invited to inform the Chair if they wished to change roles. <i>ACTION: Add link roles to Sept FGB</i></p> <p>GB self-evaluation – It was agreed the self-evaluation results would be reviewed by a small group before the end of term (CR, ST, EB, SA). <i>ACTION: Add self-evaluation results to Sept FGB agenda</i></p> <p>Committee meeting dates 2024-25 – Dates had been provisionally agreed but were subject to change to accommodate new recruits to the governing body.</p> <p>Governors' Annual Report – to be updated as customary. <i>ACTION: It was agreed the September FGB meeting would be followed by a non-staff governors' session to discuss the 2024/25 visits schedule.</i></p>	
<p>5.</p>	<p>REPORT BY FINANCE & STAFFING COMMITTEE</p> <p>The Committee Chair highlighted the following points:</p> <ul style="list-style-type: none"> • Final budget 2024/25 – The carry forward had increased on projections largely due to conservative forecasting and the deferral of some items of expenditure to the following year. [Minor late adjustments were approved by email after the meeting]; • Funding from trustees – all requests for funding had been met. Governors expressed their appreciation for all the support provided by the trustees; • Staffing – no significant issues. Staff turnover was limited; • Risks assigned to F&S committee – unchanged. 	
<p>6.</p>	<p>REPORT BY CURRICULUM & STANDARDS COMMITTEE</p> <p>The Committee Chair reported the following:</p> <ul style="list-style-type: none"> • Whole school progress and attainment data had been reviewed in detail; • The committee had received an update on grant funding and interventions; • All governors were encouraged to read the detailed SEN annual report, notably the evidence of pupil voice; • The committee was considering subject link governors. 	

7.	<p>REPORT BY SAFETY & COMMUNITY COMMITTEE</p> <p>In the absence of the committee chair, governors were referred to the draft committee minutes for an update on recent discussions.</p>	
8.	<p>REPORT BY ADMISSIONS COMMITTEE</p> <p>The Committee Chair highlighted the following:</p> <ul style="list-style-type: none"> • It had been agreed to increase marketing at local nurseries; • There were currently 83 acceptances for the September Reception intake (out of 90 places). The number of siblings was significantly down on previous years. • The Admissions policy was being revised to reflect the decision to prioritise children with a social worker. The policy would be agreed at the Sept FGB prior to consultation. 	
9.	<p>REPORT BY ETHOS COMMITTEE</p> <p>There was no summer term Ethos Committee meeting. It was noted the new chaplain would start on 1 July.</p>	
10.	<p>STATUTORY POLICIES</p> <p>The following policies had been reviewed by the relevant committees and were recommended for ratification by the FGB.</p> <ol style="list-style-type: none"> a. Staff Code of Conduct – recommended by F&S for approval b. Looked After Children - recommended by S&C for approval c. Looked After Children Annual report – recommended by S&C for approval d. First Aid – recommended by S&C for approval <p>Q: The First Aid policy refers to an 'Accident Book.' What form does this take? A: It is a physical book recording details of accidents and actions taken.</p> <p>Q: The Staff Code of Conduct refers to political neutrality but not religious neutrality - why? A: Religious neutrality would be covered by the protected characteristics under the Equalities Act.</p> <p>All policies were approved.</p>	
11.	<p>AOB</p> <p>Governors' strategy meeting – EB advised that the establishment of a small group to consider long term strategic planning was pending. The matter would be discussed at the forthcoming evaluation meeting.</p> <p>Farewells - It was noted that Kat K was stepping down as a parent governor at the end of the academic year. An election would be held before the end of term. Jeff HW would in future be represented on the governing body by the new chaplain. Alison W was stepping down as clerk. All were thanked for their contributions over past years.</p>	



Growing and learning together to be our best, inspired by Jesus' love

	<p>Provisional dates of meetings for 2024-25: 6pm on the following Mondays – 23 Sept, 9 Dec, 24 Mar, 23 Jun - all at junior site</p> <p>It was noted these may be subject to change to accommodate new recruits.</p>	
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Signed by the Chair:

Date: 23 September 2024



FGB Actions
As of 24 June 2024

Minute	Action	Lead	Update
25.3.24 3a	Lessons learnt from the safeguarding case to be reviewed at next CoG-HT meeting. Chair to report back to governors as necessary.	CR	Done. See item 2.
25.3.24 3a	Chair to discuss the quality of data at the next CoG-HT meeting and report back to governors.	CR	Done. See item 2.
25.3.24 3b	Add School Improvement Partner report to each FGB	clerk	Noted
24.6.24 3b	Governors agreed to include DT in the visit schedule	EB	
24.6.24 4e	Add self-evaluation results to Sept FGB agenda	clerk	
24.6.24 4g	It was agreed the September FGB meeting would be followed by a non-staff governors session to discuss the 2024/25 visits schedule.	CR	

Documents circulated:

Draft minutes 25/09/23 FGB
HT Report Jun 24
School Improvement Partner Report summer 2024
Draft SIP priorities 2024/25
Budget 2024/25
Draft committee mins

Staff Code of Conduct
CLA and PCLA policy
CLA and PCLA Annual Report
First Aid policy