

FULL GOVERNING BODY MEETING MINUTES

Monday 23 September 2024 at 6pm at Junior Site

PARENT	CO-OPTED	LA	STAFF	HEAD TEACHER	FOUNDATION 8			
2	1	1	1	1	LDBS	PCC	Trustees	St Mary's Church
Sarah Aarons	Rhiannon Williams	Geoffrey Goddin	Amanda Harrison	Angela Abrahams	vacant	Andrew Miyaji	Caroline Rayfield	Donna McDowell
Louise Penrose						Natalie Robinson	Adeyayo Shittu-Balogun	
						Emily Bainbridge	Stephen Tetley	

Apologies: Geoffrey Goddin

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

		ACTION
1.	<p>WELCOME & APOLOGIES FOR ABSENCE</p> <p>Apologies for absence were received from Geoffrey Goddin and accepted by the Chair. Those present went around the room and introduced themselves. There were no declarations of interest.</p> <p>Caroline R explained that Donna McDowell the new school Chaplain, was replacing Rev. Jeff Hopkins as the ex officio Foundation Governor. As per the Instrument of Government, approval for the change from the Archdeacon of Middlesex had been sought and obtained.</p> <p>The appointment of new co-opted Governor Rhiannon Williams was approved by the Board and new foundation governor, Natalie Robinson and new parent governor, Louise Penrose were welcomed.</p> <p>The reappointment of the Deputy Headteacher, Dan Cadman, as an Associate Member was approved.</p> <p>Action: Clerk to add details of new governors to GovernorHub and update GIAS</p>	AS
2.	<p>REGISTER OF BUSINESS INTERESTS</p> <p>All governors were reminded to complete their register of interest form on Governor Hub.</p>	ALL

3.	<p>MINUTES OF PREVIOUS MEETING (24/06/24) and MATTERS ARISING The minutes of the meeting of 24/06/2024 were approved and signed by the Chair.</p> <p>Updates on the action points are provided at the end of this document.</p> <p><i>Adedayo SB arrived at 18.13.</i></p>	
4.	<p>GOVERNING BODY ORGANISATION 2024-25</p> <p>4a. Elect Chair and Vice Chair Following a vote, Caroline R was re-appointed as chair and Emily B appointed vice chair for a one-year turn.</p> <p>4b. Agree Committee Membership and Link Governors The following committee membership was approved. It was agreed to remove the Staffing Working Group from the Committee list. It was noted that a vacancy remained on the Finance and Staffing Committee.</p> <p>Finance & Staffing: Stephen T (chair), Geoffrey G, Rhiannon W, Angela A, Dan C Curriculum & Standards: Emily B (chair), Sarah A, Andrew M, Stephen T, Natalie R, Dan C. Safety & Community: Adedayo SB (chair), Geoffrey G, Louise P, Caroline R, Angela A Admissions: Andrew M (chair), Sarah A, Natalie R, Donna McD Ethos: Caroline R (chair), Donna McD, Adedayo SB, Amanda H, Angela A</p> <p>The following link roles were agreed: - Governor training - Emily B SEND & Pupil Premium - Sarah A, Andrew M Safeguarding – Adedayo SB Health & safety - Geoffrey Goddin Behaviour & attendance – Geoffrey Goddin School trips – Louise Penrose Staff wellbeing – Rhiannon W Whistleblowing Governor – Stephen T</p> <p>FGB and committee terms of reference were agreed</p> <p>4c. Governors' Code of Conduct and ICT User Guidance were agreed. Governors were reminded to register their agreement on Governor Hub. All governors present signed a hard copy of the Code of Conduct. ACTION: Clerk to monitor declarations/confirmations on Governor Hub.</p> <p>4d. GB self-evaluation and skills audit The results of the Governors Self Evaluation were presented. The areas with actions and those RAG rated Red were discussed:</p> <p>Under item no. 5 Induction and Ongoing Development, the Chair outlined that she had tried to provide further clarity around the role of buddies when assigning them to new governors this term. A buddy should be a familiar face, have a link to the committees that are assigned and be a person you can ask questions to. New Governors had also met with the HT and a further meeting to include safeguarding training was planned.</p> <p>There followed a discussion around having a clear and ambitious 3–5 year vision for the school. Governors felt that the current vision was clear, but it would be difficult to articulate specific aims that would still feel relevant in five years' time. It was agreed that the biggest risk to the 5 year strategy was a fall in pupil numbers and that the Admissions committee should take on a more strategic role to look at ways to minimise this risk.</p>	ALL AS/

<p>5f.</p> <p>5g.</p>	<p>Action: Chair to circulate strategy documents previously produced around Admissions and PFI Timings through to 2032</p> <p>No.18 Evaluation of Individual Contributions was moved from Red to Amber following agreement to carry out a 360-degree appraisal of the chair alongside a skills audit this year.</p> <p>Instrument of Government was 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 and Prevent training and to upload their certificates onto GovernorHub.</p> <p>The AfC schedule of training and a link to LDBS courses had been circulated prior to the meeting. The Clerk will ensure all new governors have access to the AfC learning portal following the meeting.</p> <p>ACTION: Governors to complete safeguarding and Prevent training and upload their certificates to GovernorHub</p>	<p>AS</p> <p>ALL</p>
<p>5.</p> <p>5a.</p> <p>5b.</p> <p>5c.</p>	<p>SCHOOL IMPROVEMENT</p> <p>Headteacher's Report</p> <p>The following points were highlighted:</p> <ul style="list-style-type: none"> • Two inspections by Ofsted and SIAMS took place last year and were highly successful. • Changes to the infant and middle site play spaces had been made, improving the kerb appeal for prospective parents. • The HT had attended St Mary's church to talk about the trustees grant for mental health provision. • Attendance remained high at 98% so far for this year. <p>Q: Governors asked if other schools in the borough gave penalty fines for unauthorised absences</p> <p>A: The school is one of the only schools in the borough that implements FPNs.</p> <ul style="list-style-type: none"> • The DHT is currently involved in the delivery of the NPQLT at another setting as there was not sufficient demand at St Marys to run the programme at the school itself. <p>Q: Governors asked how this would benefit the school?</p> <p>The training received and access to latest content that is taught carries on into training for school staff, which helps school development over time. Furthermore, work for the LDBS carried out by the HT and DHT increases school income.</p> <p>The school had received some of the highest attainment results for many years; 87% of pupils had attained a Good Level of Development at EYFS, a high mean score (22.6 out of 25) had been achieved for the YR4 timetables check and in YR6 79% of pupils were at the expected level for combined reading, writing and maths.</p> <p>The HT presented the School Improvement Plan</p> <p>Q: Governors questioned why the KS2 maths results in the table on page 4 had fallen below target?</p> <p>A: Some students in certain cohorts are not as strong in maths. The school is using the White Rose scheme and there is a bigger focus on maths. Recently a consultant from</p>	

	A: Most two-form entry primary schools are full, but those with bigger forms of entry also have spaces.	
7.	<p>SAFEGUARDING</p> <ul style="list-style-type: none"> • One family has been asked to attend a legal planning meeting due to persistent absence. • Governors were requested to complete Prevent training 	
8.	<p>ETHOS UPDATE</p> <p>Donna McDowell, new school chaplain, introduced herself to the Board and explained her early background as a secondary school teacher and Head of Year. She then went on to become the Head of Education at St Paul's with a big focus on the arts. She has studied two masters degrees- theology and the arts, and whilst at St Paul's she trained for the priesthood.</p> <p>She has been warmly welcomed to the school, meeting with students, attending school services and collective worship as well as joining Year 6 on their residential to Bude this term.</p> <p>Donna has been working with Amanda Harrison on Collective Worship, has been teaching different year groups and is supporting the plans for Harvest Service.</p> <p>Donna also plans to do things with a family focus at St Mary's church, including messy church. Her aim is a create a safe, warm and inclusive environment where people feel connected.</p>	
9.	<p>STATUTORY POLICIES</p> <p>The following policies were recommended for ratification by the FGB.</p> <p>Child Protection and Safeguarding</p> <p>Revised Admissions Policy - recommended by Admissions committee for approval, a consultation on the policy will take place before December.</p> <p>Q: Governors asked what kind of evidence was required to prove the new category in the revised Admissions Policy?</p> <p>A: A letter from a social worker would suffice.</p> <p>There followed a discussion over why the new category went above those children with a medical need. It was agreed to retain the present format as those children with a medical need may well be looked after by family, whereas those with a social worker were likely to be vulnerable in multiple ways.</p> <p>Both policies were approved.</p>	
10.	<p>AOB and Upcoming FGB Meeting Dates</p> <p>Upcoming meetings for 2024-25: 6pm on the following Mondays: 9 Dec, 24 Mar, 23 Jun - all at junior site</p>	

The meeting finished with a discussion by non-staff governors about school visits for each committee and closed at 8.01pm with a prayer



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

Clayfield

Signed by the Chair:

Date: 09/12/2024

FGB Actions

As of 23 September 2024

Minute	Action	Lead	Update
1.	Clerk to add new governors to GovernorHub and update GIAS	AS	
2.	Governors to update their register of interests on GovernorHub	All	
4d.	All Governors to confirm they agree to the Code of Conduct and ICT User Agreement through GovernorHUB	All	
4e	Clerk to arrange skills audit and review questions for Chair	AS	
4e	Chair to circulate strategy documents previously produced around Admissions and PFI Timings through to 2032	CR	
4g	Governors to complete safeguarding and Prevent training	All	
5c	DHT to further update Curriculum and Standards committee with analysis of interventions on SATS results.	DC	
5d	HT to update wording of "undiagnosed ASC" in SEF	AA	

Documents circulated:

Draft minutes 24/06/24 FGB
 GB Committee List 2024
 GB Meeting Dates 2024
 FGB & committee ToRs
 GB Self-evaluation Report 2023-24
 Code of Conduct
 ICT User Agreement
 Instrument of Government
 HT Report
 SIP 24-25
 SEF Sept 2024
 Policies: Safeguarding; Admissions