



**MEETING OF THE FULL GOVERNING BOARD ON 5TH DECEMBER
2023 AT 8.30AM IN THE SCHOOL**

“We are a community with a lifelong passion for learning.”

Present: Hilary Priest (HP), Head, Ian Stewart (IS) Chair, Mike Waterson (MW),
Becky Nel (BN), Jenny Barker (JB), Rob Hill (RH), Richard Gibbon (RG)

In attendance: Dawn Pettipiece (clerk)

Minutes

1	Welcome & apologies for absence* Jo Counter’s apology for absence was accepted.
2	Attendance & declaration of Interest* <ul style="list-style-type: none"> • The governors signed the attendance form • There were no declarations of interest
3	Governing Board Composition Richard Gibbon has joined the board as a parent governor with a term of four years. There is one co-opted vacancy at present. JB and BN are working with the Mansion to support finding a governor.
4	Approval of minutes of last FGB meeting on 19th September 2023 They were approved as a correct record and signed by the Chair.
4.1	Matters arising from minutes of the last FGB meeting including progress made on the actions raised* Action: Governors to sign the Declarations of Interests register in GovernorHub. Some governors have not yet done this. Action: Mansion contacted re co-opted vacancy. See item 3 on agenda. Done. Update: At Resources meeting JB asked for this to be put on agenda as an item. Done. Action: New Parent Governor – advert in newsletter. Done Action: PHSE put on next T&L meeting agenda. Done. Action: Send IS and MW a timetable for when SENCO specialist visits school on October. Done. Action: Email governors to find out if anyone is interested in the SEND role. Decision made in last T&L meeting. Done. Action: Amend SIP and financial elements and send to governors. Done. Action: Governor’s Strategic Plan targets for year – Chair to share sheet of information with FGB. See item 7. Done. Action: Finance Policy and Draft Audit Report to be sent to Chair to circulate for approval at FBG. Done. Action: Above documents to be sent to governors for approval. Done. Action: Governors to sign The Grove School confirmations in GovernorHub. Action: Governors to check their skills are up-to-date, amend if necessary and return to clerk if any changes (in GovernorHub). Action: Committee structures, membership & terms of reference. Chair to update documents and send to clerk. Done. CofG to review theirs and if any changes email clerk (copies on Governorhub). Action: Head’s appraisal. Check if relevant person available. Done. Action: Need vice-chair as MW is acting vice-chair. Email to be sent to governors. Update: Election has been put on the agenda as an item. See item 8. Done. Action: Policies –Safeguarding and Child Protection. Updated version on school website. Yes. Approved by FGB. Done. Pay Policy. See item 12. Done Action: HP requested these policies be checked: Governor’s Visiting the School Policy and A Virtual Attendance Protocol for governors who wish to attend a meeting virtually - MW/IS. Action: KCSiE needs reading and confirming on GovernorHub. Action: Governor visits – planning and invitations to be sent to Governors. Done. Action: Parent Survey results – summary to FGB and to be put in newsletter. Done.
5	Head’s report

	<p>Any questions?</p> <p>Q: Some parents may not be clear about how their child is doing as some of the terms are difficult to understand.</p> <p>A: I will draft a document for the next parent's evening and send it out to JB to peruse and then it will go out in the relevant newsletter, possibly March.</p> <p>Q: Reception admissions are lower, which impacts on funding. The school needs to "sell itself" well. There is amazing progress with well above national rates for Reading and Maths and above average for writing. The T&L committee talked about this.</p> <p>A: There is a "frequently asked questions" on the school website and the administrator has a leaflet and a script to help when showing prospective parents around the school. The school is trying to have a few parents visit at the same time so myself or the deputy head, Helen Fernyhough (HF) can attend. There was further discussion about ways to market the school.</p> <p>HP – In the Summer Term we show the parents what the school has done. HF is setting up a WhatsApp group for parents to contact the school as feedback from parents was that they wanted a two-way form of communication. We will trial it. On Monday it is the Parents Open Day.</p> <p>Update on recent Office for Standards in Education, Children's Services and Skills (Ofsted) -7th and 8th November 2023</p> <p>The meeting moved to Part 2 Confidential minutes at 9.00am</p> <p>The meeting moved back to Part 1 minutes at 9.12am</p> <p>HF is doing really well and does some teaching. It is difficult when staff are "off sick" as she has to cover. IS is going to have a chat with her to see how she is managing. I have employed staff for another day of SEND cover and they are employed for three whole days, spread over the week. This frees me up to focus on other things, which makes work more manageable. There is another person on the Senior Learning Team and someone else is leading with mental health and the environment.</p> <p>Q: What happens when you recruit?</p> <p>A: The governors and myself will make a decision about how much teaching etc., HF will do.</p> <p>ACTION: HP to send JB a draft document to peruse, which gives parents an explanation about terminology in the Head's report so they understand how well children are doing. This can be presented at the next parents evening and can go out in the next relevant newsletter.</p>
<p>6</p> <p>6.1</p> <p>6.2</p>	<p>School Improvement Plan*</p> <ul style="list-style-type: none"> • SIP for this term was approved at last FGB meeting. • SIP for Spring term. <p>Q: The governors have not seen it yet.</p> <p>A: I am working on it, but it is not finished. This one, which is post Ofsted, will start now and finish in April. It is normally linked into the financial year because if you do it until the end of the July term and start again in September there is a lull.</p> <p>Q: At a meeting governors held with KP (School External Advisor) it was identified that looking at the SIP offsite would reduce interruptions. It would be really valuable to do this.</p> <p>A: There will not be time to go offsite for this one as it is only a few weeks until the end of term.</p> <p>Q: When will the governors see the new version?</p> <p>A: A draft will be available before Christmas. I have completed it but is awaiting input from the staff and governors. It will include a strong training schedule for next term. All staff will be having training using PACE (Playful, Accepting, Curious and Empathetic). It is a parenting style which is non-judgemental and non-threatening.</p> <p>There are two INSET (In-service Education and Training) in January – on the 15th and the 22nd at 3.30pm. On the 5th February the school has "Trauma-informed practice" training, which will be delivered from "Trauma Informed Schools UK". It is online but we are able to communicate during the session. It will be from 3.30-6.30pm.</p> <p>The school has a new behaviour plan that fits in with this practice, so it is very important that all relevant staff receive the training to enable them to use the plan. If the PACE training is really good, we could pay for parents to undertake it.</p> <p>ACTION: HP will send out information of the PACE training to the governors.</p> <p>ACTION: JB, RG and BN will look at marketing to the parents the effects of PACE on their children's behaviour.</p> <p>PP and PE reports streamlining</p> <p>The latest reports are on the school website and were authorised by the board of governors.</p> <p>LA Admissions Arrangements</p> <p>The policy is on the school website and the updated policy for 2025, will on the website by 15th March 2024.</p>

<p>7</p> <p>7.1</p> <p>7.2</p>	<p>Governors' Strategic Plan</p> <ul style="list-style-type: none"> • HP sent these out in a newsletter for parents to respond to the consultation. They are on the school website. The main one involves parent engagement, ensuring the school are aligned to our strategic target, which is based on last year's survey and Ofsted. <p>Governor self-assessment tool</p> <p>IS – this tool has been on the agenda for a while to enable the governors to delve deeper.</p> <p>Q: What is the tool?</p> <p>IS – it a 360% review of the governors.</p> <p>It will take time to complete and Ofsted said the governors were effective. So, it can come off the agenda as we have had Ofsted's affirmation and the Skills Audit.</p> <p>The FGB agreed not to go further with the self-assessment tool.</p> <p>Lead Governor/Committee reports</p> <ul style="list-style-type: none"> • Consider implications, actions raised and decisions required. <p>Resources Committee Feedback:</p> <ul style="list-style-type: none"> • Chef's in the Kitchen - As the number of meals being purchased has reduced, the committee is planning to do some work to bring numbers back up. • Budget and Laser Energy contract – the committee did some work on monitoring the budget. They also looked at the energy contract with Laser and looked at price comparison figures and the school's energy bill from Laser is lower than similar schools. <p>The governors approved the continued contract with Laser Energy.</p> <ul style="list-style-type: none"> • Safeguarding – the work on the gate and the front door to make the school safer has had an impact on funding in other areas e.g. Information and Communication Technology (ICT). <p>Teaching and Learning Committee Feedback</p> <p>The recent safeguarding incident in school was discussed.</p> <ul style="list-style-type: none"> • Equality, Diversity and Inclusion was looked at and how the school delivers in this area. • The meeting members also discussed transitional changes for children moving on to secondary schools. • Special Educational Needs and Disabilities (SEND) – the school has now increased SENDco staff for an extra day a week. • The committee discussed E-safety strategies, which is now included in the Child Protection and Safeguarding policy, which is on the agenda to be approved at this meeting. • Data Protection Policy and Internet Policies were approved by the committee. • PHSE policy – the mid-term review was accepted, with the proviso that Earth Care is included. HP will be putting that in the policy next term. • PE – a benevolent fund was launched last week to help fund children who need financial support to access certain activities. <p>HP – the governors need to discuss about how the funding is applied for and how to ensure the resources are directed to the appropriate children and which areas the funding will cover e.g. hot meals, external trips?</p> <p>HP already refers parents to food banks and how to access emergency funding, e.g. if a washing machine breaks down. The Benevolent Fund is a pilot and we will need to review it to see if it is working.</p> <p>ACTION: HP and the staff will put together a list of children who meet the funding criteria.</p>
<p>8</p>	<p>Election of vice Chair</p> <ul style="list-style-type: none"> • MW has been acting vice-chair since the previous incumbent left. He agreed to carry on for the next OFSTED visit so now the governors need to elect a new vice-chair. <p>Following a discussion, the Governors agreed that RH and MW would from today's date operate as Co-Vice Chairs.</p> <p>ACTION: RH, MW and IS will arrange a meet up to discuss how to define the two co-vice chair roles.</p>
<p>9</p> <p>9.1</p>	<p>Budget</p> <ul style="list-style-type: none"> • Budget – monitoring <p>Q: Which part of the budget did the main door and back door changes come from?</p> <p>A: The main door came out of the Capital budget and the back door came out of the Repairs budget.</p> <p>Procurement cards</p> <ul style="list-style-type: none"> • For approval by FGB. <p>SL and HP both have procurement cards, with approved spending levels.</p> <p>The governors approved continued use of the procurement cards for SL and HP.</p>

<p>10</p> <p>10.1</p>	<p>Annual agreements and reminders</p> <ul style="list-style-type: none"> The board agreed that a brief biography about each of them can appear on the school website. They discussed the boards' diversity and agreed that that would not go on the school website. <p>Meeting protocols</p> <ul style="list-style-type: none"> Both the First and the Second Committees of the Governing Body have two members and they need three to be quorate. Neither committee has a chair. <p>The board had a discussion, looking at various scenarios and previous matters that had come to these committees. As the meetings have to be convened within a short, specific time frame it was agreed membership and chair of both committees needed to be fluid.</p> <p>ACTION: IS will update the Committees membership, with three members in each of them.</p>
<p>11</p>	<p>SFVS</p> <p>Identify tasks in readiness for approval at 26th March 2024 FGB meeting.</p> <ul style="list-style-type: none"> Benchmarking – needs doing prior to next Resources meeting on 6th February. <p>ACTION: RH and SL will meet up and do the Benchmarking after this meeting.</p>
<p>12</p>	<p>Policies*</p> <ul style="list-style-type: none"> Finance Policy <p>RW looked at the Finance Policy during the meeting. IS has signed the Policy and RH will do so following the meeting. The</p> <p>The governors approved the Finance Policy</p> <ul style="list-style-type: none"> Audit Report <p>SL reported that the final Audit Report was approved by governors and sent to the audit department on 8th November 2023.</p> <ul style="list-style-type: none"> Governor Code of Conduct <p>This was reviewed and approved by the Board.</p> <ul style="list-style-type: none"> Pay Policy <p>This will be looked at during the next Resources Meeting on 6th February 2024, prior to approval at the next FGB meeting on 26th March 2024.</p> <ul style="list-style-type: none"> PHSE policy mid-term review <p>The T&L Committee approved this on 21st November with the proviso that Earth Care be added.</p> <ul style="list-style-type: none"> Gifts and Hospitality <p>(Managing Unreasonable Behaviour is now in the Complaints Policy and Online Safety is now in the Child Protection Policy – so did not require governor approval).</p> <p>The governors approved the policy.</p> <ul style="list-style-type: none"> SEND policy. <p>Needs reviewing at the next T&L meeting and approving at the next FGB meeting.</p> <p>ACTION: Pay Policy - The governors at the next T&L meeting on 23rd January, 2024 will review the policy so that it can be recommended at the next FGB meeting on 26th March.</p>
<p>13</p>	<p>Safeguarding*</p> <ul style="list-style-type: none"> Update <p>There was a discussion regarding the recent Serious Event when children left the school premises and local media involvement.</p> <p>Q: How did the school respond, what action was taken and what more can be done?</p> <p>A: There was a Health and Safety walk around the school and work was done on the front door. A specific Missing Person Policy is being worked on for staff to follow. It was very stressful for staff and governors involved in the investigation. There was lots of positive feedback from parents and the response from the press showed how well the school had dealt with the incident.</p> <p>Q: Could the school have given the parents information any sooner?</p> <p>A: The school responded as quickly as we could. There is going to be a governor half termly walk around the school, Health and Safety inspection. Ofsted discussed it during their visit and said safeguarding in the school was good.</p> <p>BN left the meeting at 10.10am.</p>
<p>14</p>	<p>Governor visits</p> <ul style="list-style-type: none"> IS – there is a plan for the term and governors align themselves to a curriculum lead group and try and visit each area once a term. <p>It was recommended that RG look at the sub committees on GovernorHub to see what they do.</p>
<p>15</p>	<p>Governor training</p> <ul style="list-style-type: none"> RG booked on Introduction to Governance training in January 2024 and has completed safe-guarding training.

	<ul style="list-style-type: none"> DP has completed Induction training and is looking at other training options in the New Year.
16	Clerk's report <ul style="list-style-type: none"> Please complete Safeguarding training and send certificate to clerk <p>HP advised the clerk that she is the Safeguarding Lead and can give her any relevant information.</p> <ul style="list-style-type: none"> Sign declarations of Eligibility (in meeting folder)
17	Correspondence <ul style="list-style-type: none"> Please forward any relevant correspondence to the Clerk or bring to the meeting.
18	Items brought forward by the Chair <ul style="list-style-type: none"> Equality, Diversity and Inclusion Meeting <p>This was attended by around 30 parents, looking at how the school teaches in this area. They used the kitchen for a small group discussion. It would have been useful to have had a spokesperson or a non-associated governor. AG (from the community who had approached the school about this subject) led the small group and HF represented the school. AG offered to review policies and target the community regarding race and invite people in certain roles in the community to come into the school. A couple of parents are helping with the curriculum.</p> <p>AG's group started originally regarding anti-racism but has evolved into Equality and Diversity. They cover culture, race and ethnicity and can support the school in these areas and help The Grove find people to cover other areas. The group can be used in an ad-hoc way and are happy to come on curriculum visits to cast an "expert eye". Some of the governors are involved on ways to work with the group.</p>
19	Date & time of next meeting FGB meeting Tuesday March 26 th 2024 at 8.30am in the school

- * = standing items

The meeting ended at 10.25am.

	Action	By whom	By when
5	To draft document explaining terminology re childrens' achievements in the Head's Report. Once perused by governor can be presented at the next parents evening and next newsletter.	HP/JB	Spring half term
6	Send out information to the governors re PACE training. How to market to the parents the effects of PACE on their childrens behaviour.	HP JB,	By end of term
6	Look at marketing to the parents the effects of PACE on their children's behaviour (depends on review of training).	JB, RG, BN	Depends on review of the training
7.2	Comprise a list of children who meet the Benevolent Fund funding criteria.	HP/staff	Spring half term
8	Meeting to discuss how to define the two co-vice chair roles.	RH, MW, IS	Spring half term
10.1	Update the Committees membership, with three members in each of them	IS	Spring half term
11	RH and SL will meet up and do the Benchmarking after this meeting.	RH/SL	Within the next two weeks.
12	The governors at the next T&L meeting on 23 rd January, 2024 will review the Pay Policy so that it can be recommended at the next FGB meeting on 26 th March	T&L committee	By next T&L meeting on 23 rd January, 2024