



MEETING OF THE FULL GOVERNING BOARD ON MAY 23RD 2023 AT 8.30AM IN THE SCHOOL

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

Present: Hilary Priest (HP), Head, Mike Waterson (MW), Ian Stewart (IS) Chair, Sam Wilkinson (SW), Becky Nel (BN), Rob Hill (RH), Jenny Barker (JB) (virtually)

In attendance: Debbie Horton (Clerk)

Minutes

1	Welcome & apologies for absence* Joel Mcilven gave his apologies. They were approved.
2	Attendance & declaration of Interest* The governors signed the attendance form. There was no declaration of interest.
3	Approval of minutes FGB of meeting on 21.3.2023 There was one correction, to amend ‘safer training’ to ‘safer recruitment training’. They were approved as a correct record.
3.1	Matters arising from minutes of last FGB meeting including progress made on the actions raised* <ul style="list-style-type: none"> • Safer recruitment training - IS & MW - to be done. Some problems experienced with booking. • Parent survey IS & JB - meeting arranged for Friday. It will be sent before the next FGB meeting. The standard questionnaire will be sent out to enable comparison to the last survey. • Children’s survey - SW & HP - not done yet. It is scheduled for next half-term. • Monitoring criteria for governor’s strategic plan - see item 7
4	Committee reports <ul style="list-style-type: none"> • Resources 16.5.23 & 7.4.23. The committee approved the roll-out of Parentpay which will be introduced after half-term. The governors noted and agreed that transaction charges will be attached to school trips and not lunches. The committee monitored the Chefs in schools project. • Teaching and Learning 25.4.23. The meeting focussed on equality and diversity. It approved the latest behaviour and attendance policies, both of which had additions, discussed parent and child surveys, governor input into the SEF and monitored SEND. <p style="text-align: center;">The minutes of all meetings are available in GovernorHub and on the school website.</p>
5	Governor business <ul style="list-style-type: none"> • To review and agree governor leads (JB to lead Team D, BN to lead Team A plus look at other lead roles and share more evenly across board. • JB and BN’s roles were agreed. The board decided to stay with the current leads, and re-visit in the September FGB meeting. • Skills audit – now complete. Governors agreed that there is a broad range of skills on the board, and there is no obvious lack in any one area. Some governors would now rate their understandings in some areas more highly as a result of learning over the year. The main need is for the current co-opted governor vacancy to be filled by someone from the community. BN suggested contacting Rainbow and KEVICC governors to see if they know people who might want to be a co-opted governor. See below, item 7 for more input on governor vacancy. • Self-assessment tool. HP and MW had met to complete the section on the Prevent duty. It had been circulated to governors. A one minute Prevent guide had also been sent to all

	<p>governors.</p> <ul style="list-style-type: none"> To note that there is now an expectation that governing boards will collect and publish diversity data about the board. Governors can opt out of having their data published, and if a small governing board, a more generic statement can be included on the website, to protect members' identities. The board agreed that given its size, a general statement would be better than publishing raw data. <p>Q: Is the same done for staff? A: Yes, but it's done through the annual census.</p> <ul style="list-style-type: none"> The staff governor election process has begun, in readiness for a new staff governor to start in September. <p>ACTION: The Clerk will locate the data collection template provided by Devon County and re-circulate the suggested generic statement for the website.</p>
5	<p>Budget</p> <p>HP and RH reported that the budget is in an overall better position than last reported to the FGB, with a greater carry-forward and less in-year deficit. Governors noted that the budget hadn't been updated for all staffing changes, but these changes would have a positive effect.</p> <p>The governors approved the FRS.</p> <p>On the recommendation of the Resources Committee, the FGB approved the CFR and final FRS reports.</p>
6	<p>Staffing structure for September</p> <p>HP reported a number of staffing changes from September. The Deputy Head is leaving at the end of the Summer term to take up a Headship, and an internally appointed teaching Deputy Head (teaching for 3 days a week) will replace her. 3 TAs are going on to teacher training, 1 is leaving at the end of term and another has already left. The Clerk is leaving and the front desk administrator is reducing her hours to 4 days a week, giving a one day a week vacancy.</p> <p>Q: Will the new Deputy Head get the support she needs to succeed, as this is a big change from a non-teaching Deputy role? A: Other members of staff are being developed to take on roles that the existing Deputy Head has responsibility for, such as English Lead. The new Deputy will receive training from HP. As a result of the non-teaching deputy role, the curriculum and the systems which deliver it have been developed and are improved, and give greater support to all staff, including the new Deputy role.</p> <p>Governors noted that the budget supports this change, and is benefitted by it, and that it gives more opportunity for development for staff. Middle management has been developed over the last 2 years and this is coming to fruition. More leadership time will be given to Key Stage leads, with the HLTA providing cover. PPA time is currently covered by 2 supply teachers. All in all, the load is more shared amongst staff now than it has been. There will be a new member on the SLT and another member of staff has expressed an interest in taking on a leadership role.</p> <p>Q: Is the review date in October for the new Deputy a bit soon? A: It's good to do one then, to nip any problems in the bud, and if longer is needed, than a new date can be set.</p> <p>The governors thanked SW and the Clerk for all their work.</p> <p>ACTION: The Clerk will produce a calendar, setting out the Clerk's duties over the academic year.</p>
7	<p>School Improvement Plan (SIP) and Governors' strategic plan</p> <p>HP is currently reviewing the SIP. Behaviour is going well, as is equality and diversity work. The Chefs</p>

in schools project is embedding into the curriculum. The whole school has made bread with the Chef. In Maths, stem vocabulary is being developed and maths mastery.

Q: How did children find the reading SATS, which caused national uproar?

A: They coped well with a tricky test, which included a third more words than last year, antiquated language, and strange questions.

The spelling SATS did indicate that children were still relying on memory rather than using strategies to work out spellings, so this will be addressed. Next year, editing will be modelled to the children.

Q: What is the Sussex Reader Project and when will it be introduced?

A: It's when an adult reads a novel to a class at a slightly higher level than the best reader, and the children follow along in books. It models fluency and has had very good results elsewhere. It will be started soon.

Q: Is there any hang-over from Covid?

A: Not really.

Q: Can you tell us more about the healthy packed lunch strategy?

A: The school council will develop a healthy approach to take to parents. This is an ongoing discussion between children and teachers to increase understanding of nutrition.

Q: When will the SEND audit be completed?

A: This is an external audit which will be booked for after half-term or in the Autumn term.

Q: How is equality and diversity work going?

A: Children are responding positively to learning more about the background of famous people and innovators. Lunch options are now more diverse, and images in the school are not just of white, British children. Different backgrounds are celebrated without othering children.

A: How is the primary partnership going and what impact is it having on the school?

Q: The Head's group meets every 2 weeks, and once a month in-person. 3 new schools have joined. The impact is huge, in that guidance, practice and advice are shared. There is a Research and New Ideas group, New Governors and SEND to name a few.

A very positive visit note from the school adviser had been circulated to governors that morning and is available on GovernorHub.

Monitoring criteria for Governors' Strategic Aims.

1. Ethos aim: through visits, September 4th 2023 INSET day, progress on Grove 100 (all children have a passport).
2. SEND: Visits, to classroom and with SENDcos. Case studies of successes are being written up for governors by one of the SENDcos.
3. Enthusiastic governance as driver for improvement: meetings effectiveness, visibility of governors in school and engagement with parents. It was suggested that this aim should be tightened up with mention of ensuring that the school SIP is implemented.
4. Equality and Diversity: Greater understanding of protected characteristics, the board's diversity, outreach to different community groups for new governors. BN and JB will do some community outreach for a new governor/outside expertise at the Mansion, and with Pizza Pirates. One governor felt that the board wasn't always speaking from an informed position on some subjects and needed to canvas opinion from groups with experience.

Q: There is a focus on Christianity in the curriculum, how do we ensure everyone feels included, whatever their faith?

A: That focus is a part of the statutory curriculum, so is unavoidable, but it does not mean that other faiths are excluded.

	<p>5. Parental engagement: The suggested focus group after the last parent survey hasn't happened. This will be re-visited.</p> <p>6. Overseeing of financial arrangements: through Resources committee and benchmarking.</p> <p>ACTION: IS to include monitoring criteria into Governor's strategic aims document. ACTION: JB and BN to contact Pizza Pirates and the Mansion re finding a new co-opted governor/community outreach.</p>
8	<p>Policies* None to review.</p>
9	<p>Safeguarding* The last governor visit was before Easter, and since then there have been meetings about Prevent and the audit. There will be 5 members of staff trained to level 3 from September.</p> <p>Q: Is there any sharing of safeguarding practice and resources in the Primary Partnership A: Yes.</p> <p>Q: Are there any current safeguarding incidents? A: Yes, but all is in hand.</p>
10	<p>Governor visits Governors agreed that the curriculum teams visit was very informative. The videos were useful. One governor said that teachers spoke very confidently about their subjects and clearly knew what they were doing. Governors found it useful to look at the children's books. They agreed the team strategy worked very well. One governor said that he was clearer how teachers teach the same subject to children with different levels of ability.</p> <p>In response to a question about what would you change if there were no rules, one governor had found that teachers had said that they would like to be less rigid in their approach, and felt that rigidity was as a result of the inevitable Ofsted inspection. HP and SW responded that consistency was needed, with or without Ofsted, and teachers only had to plan 4 weeks ahead. Another governor had a similar discussion around music, where musical and non-musical teachers had to teach the same curriculum, but a more musical teacher would have liked to have been more flexible in their approach. Another governor had found that some teachers couldn't find files quickly. The school is looking into file hygiene.</p> <p>Q: Would governors be able to talk to the children to find out how they experience the curriculum? A: That would be possible.</p> <p>Q: How do we communicate to parents what we've learnt? A: Once the governor visit reports are in, highlights can be put into the newsletter.</p> <p>ACTION: Governor curriculum visit reports to be completed.</p>
11	<p>Governor training BN - new governor training on June 7th Safer recruitment – this is in the pipeline.</p>
12	<p>Clerk's report Governors noted the addition to governor responsibilities in mental health and wellbeing. It was agreed that it should fall under the remit of the Teaching and Learning Committee. The expectation is to:</p> <ul style="list-style-type: none"> • Regularly monitor and consider the approach to promoting and supporting mental health and wellbeing within the school to understand how it is working. • Ensure that the building of emotional resilience is sufficiently delivered through school curriculum and pastoral support, promoting a strong ethos and culture. • Support the school to take a holistic approach to promoting and supporting mental health and wellbeing
13	<p>Correspondence The Head had received communications concerning 2 separate complaints. They are currently at the investigation stage and the Chair is involved. Further information cannot be communicated in case of</p>

	any progression to a formal stage and an appeal.
14	Items brought forward by the Chair There were none.
15	Date & time of next meeting FGB meeting 12 th July 2023 at 8.30am in the school.

- * = standing items

The meeting ended at 10.00am

Summary of Actions

4	The Clerk will locate the equality and diversity data collection template provided by Devon County and re-circulate the suggested generic statement for the website.	Clerk	Next FGB meeting
6	The Clerk will produce a calendar, setting out the Clerk's duties over the academic year.	Clerk	By end of term
7	Monitoring criteria into Governor's strategic aims document.	IS	By half-term
7	Contact Pizza Pirates and the Mansion re finding a new co-opted governor/community outreach.	JB and BN	For next FGB
10	Governor curriculum visit reports to be completed.	All curriculum leads	By half-term