



## MEETING OF THE FULL GOVERNING BOARD ON 16<sup>TH</sup> JULY 2024, 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), Richard Gibbon (RG), Jo Counter (JDC), Jenny Barker (JB) Rob Hill (RH)

**In attendance:** Dawn Pettipiece (clerk)

Attended part of meeting: Helen Fernyhough (HF), acting Deputy Head and the School Council

### Minutes

1	<b>Welcome &amp; apologies for absence*</b> <ul style="list-style-type: none"> <li>Please inform the clerk of any apologies before the meeting</li> </ul> All members of the board were in attendance.
2	<b>Attendance &amp; declaration of Interest*</b> <ul style="list-style-type: none"> <li>The governors signed the attendance form</li> <li>There were no declarations of interest</li> </ul>
3	<b>Approval of minutes of FGB meeting on 26<sup>th</sup> March 2024</b> <ul style="list-style-type: none"> <li>The minutes were approved as being a correct record and signed by the Chair.</li> </ul> NB: The FGB meeting on 21.5.24 was cancelled.
4	<b>Matters arising from minutes of the last FGB meeting including progress made on the actions raised*</b> <ul style="list-style-type: none"> <li>Document explaining terminology about the childrens' progress to go in Governor section of the next newsletter.</li> </ul> IS – the document was published in last week's newsletter. <b>DONE.</b> <ul style="list-style-type: none"> <li>Discussion with school chef to identify children who are eligible for Benevolent Funding for meals.</li> </ul> <b>ACTION: DISCUSSION WITH SCHOOL CHEF RE BENEVOLENT FUNDING FOR MEALS. TO GO ON NEXT FGB AGENDA. HP/Clerk.</b> <ul style="list-style-type: none"> <li>Discussion of Chair/Vice Chairs roles for the new for the new school year is now an agenda item (see item 22). <b>DONE.</b></li> <li>Update on meeting to discuss Wraparound care held with IS, RH and Sandie Lovell (see item 20)</li> <li>Brief message from Governors to go out to parents regarding the school's financial situation. <b>DONE.</b></li> <li>Meeting with PTA to discuss how they can support the school's finances.</li> </ul> IS – The PTA held a meeting last night and as they were going to elect a new chair he will meet up with the PTA next term. <b>ACTION: IS TO MEET THE PTA NEXT TERM REGARDING SCHOOL FINANCES. TO GO ON NEXT AGENDA.</b> <ul style="list-style-type: none"> <li>Discussion about whether the school provides sex education went on last T&amp;L agenda. <b>DONE.</b></li> <li>Email to go to parents regarding inappropriate language in school. HP. <b>DONE.</b></li> <li>Video/powerpoint curriculum updates to go on GovernorHub for T&amp;L members. <b>DONE.</b></li> <li>Staff member to present to next T&amp;L meeting – UPDATE: As governors went to a curriculum update meeting this is no longer required. <b>DONE.</b></li> <li>Chair to look at governor objectives for SIP and possibly delegate to another governor.</li> </ul> IS: I need to do this. <b>ACTION: IS TO LOOK AT GOVERNOR OBJECTIVES AND POSSIBLY DELEGATE TO ANOTHER GOVERNOR. TO GO ON NEXT FGB AGENDA.</b> <ul style="list-style-type: none"> <li>Update on meeting to see how the WhatsApp group is going.</li> </ul> IS – HF said it is going fine and is busy. <ul style="list-style-type: none"> <li>Head to arrange interview for permanent Deputy Head post and invite IS, MW, JC and BN. <b>DONE.</b></li> </ul> OUTCOME: Helen Fernyhough (HF) has been appointed as the permanent deputy-head from September 2024. <b>ACTION: HP WILL PUT IN 17.7.24 NEWSLETTER ABOUT HF APPOINTMENT. Done.</b> <ul style="list-style-type: none"> <li>Move Inset days' approval to this agenda (item 17). <b>DONE</b></li> <li>Source an example of letter another school's governors have written regarding 0-25 Team support.</li> </ul> The governors held a discussion about this matter and the main issues were lack of funding.

	<p><b>ACTION: JB WILL SOURCE AN EXAMPLE OF ANOTHER SCHOOL'S LETTER TO 0-25 TEAM SUPPORT AND BRING TO NEXT FGB.</b></p> <ul style="list-style-type: none"> <li>• EDI moved to the 7<sup>th</sup> May Resources meeting. <b>DONE.</b></li> <li>• Find out which governor documents need paper copies for audit. (See item 18). <b>DONE.</b></li> <li>• Review of Children at Risk of Flight policy reviewed moved to T&amp;L committee. <b>DONE.</b></li> <li>• Annual Skills audit moved to this meeting agenda (item 22). <b>DONE.</b></li> <li>• Planning SEND curriculum visit April/May IS and other relevant governors. <b>DONE.</b></li> <li>• SEND to go on next staff meeting agenda to discuss putting SEND video on website. <b>DONE.</b></li> <li>• Business Interest forms need paper signature for audit (see Clerk's report).</li> </ul>
5	<p><b>Committee reports</b></p> <ul style="list-style-type: none"> <li>• Reports from committee chairs</li> </ul> <p><b>Teaching &amp; Learning Committee</b> MW (Chair):</p> <ul style="list-style-type: none"> <li>• The Committee approved the Behaviour Policy.</li> <li>• We discussed the School Advisor position and PHSE (personal, health, social and economic education), mainly sex education being taught to the pupils.</li> </ul> <p>HP: The last government did not want it taught in primary schools, but now we have a new government I am awaiting a new directive about this and hopefully a decision will be made by the end of year. The governors had a discussion about this subject. Reproduction is covered in Biology lessons and the pupils are also taught about "Respect" and "Relationships".</p> <p><b>RG: How many parents opt their children out of the talk about puberty?</b> <b>HP: Only the ones whose religious beliefs are against it, so not many.</b> <b>RH: Will you ask the parents what they think about Sex Education?</b> <b>HP: Yes.</b> <b>ACTION: HP WILL ADD IT TO THE SIP FOR NEXT TERM. Done.</b></p> <ul style="list-style-type: none"> <li>• The Outside Education Open Day was discussed in the meeting.</li> </ul> <p>HP: We have postponed this until the new school term as all the outside sites need inspecting and we need to be sure the new pupils can walk to them.</p> <p><b>Resources Committee</b> RH (Chair):</p> <ul style="list-style-type: none"> <li>• We looked at the budget for this year and finances are slightly challenging, but better than before. We reviewed Catering and started to look into Wraparound care provision from September 2025.</li> </ul>
6	<p><b>Budget</b></p> <ul style="list-style-type: none"> <li>• To approve FRS and CFR (Documents in folder). The Resources Team recommended they be approved.</li> </ul> <p><b>The FGB approved the FRS and CFR.</b></p> <ul style="list-style-type: none"> <li>• Catering Budget update.</li> </ul> <p>MW: It is in the Head's report.</p>
7	<p><b>School Council</b></p> <ul style="list-style-type: none"> <li>• School Council invited to meeting by governors</li> </ul> <p>The school council came into the meeting with HF and all the children took part in a presentation about the things they had done this year, including arranging coffee mornings, litter picking, visiting residential homes, fundraising and writing articles for the school newsletter. This was followed by a Q&amp;A sessions with the governors. One of the governors was particularly impressed on the effect of the changes made to the schools "Dining Room Experience". Her children had disliked meal times, but since the changes they really enjoyed them.</p>
8	<p><b>School Improvement Plan (SIP)</b></p> <ul style="list-style-type: none"> <li>• Progress for this term and future plans.</li> </ul> <p><b>HP: I have sent an email to the FGB with a progress update. The "continuous provision" opportunities in year 1 and 2 have been well received. There has been good feedback from parents. We already do this with the Reception class and are working on how to deliver in this area for the other years.</b> <b>BN: Do any other schools do this?</b> <b>HP: No.</b> <b>RH: What does "continuous provision" mean?</b> <b>HP: A way of educating through "play". We cover each subject in the classroom, e.g. geography, then have activities outside during the week on that subject, which reinforces the learning.</b> <b>BN: Is it hard to do with years 5 and 6?</b> <b>HP: Yes. It would have to be approached differently and is more table based, but we have got the resources to do it.</b> <b>MW: Does it put pressure on the teaching staff?</b></p>

	<p><b>HP: We have always done it, particular with key stage 1 children.</b></p> <p><b>IS: Could we ask year 1 and 2 teachers to come and speak to the governors?</b></p> <p><b>HP: All governors are free to drop in at any time to talk to the teachers.</b></p> <p><b>RH: There are a few areas highlighted in yellow?</b></p> <p><b>HP: We are trialling a spelling programme which is based on dyslexic children, this term. Year 5 and 6 will be starting it in September. Earth Care is linked to the outdoor activities and I am writing a programme for that. We have a cooking curriculum now and I have organised training with the school chef, so that children will learn to cook “from scratch” and “Chefs in Schools” are coming in September to help with that. The Gardening Club have been producing some lovely food.</b></p> <p><b>RH: How is parental engagement doing?</b></p> <p><b>HP: We are going to drop the Monday morning “meet and greet” sessions as we get very few parents.</b></p> <p><b>BN: Would it be worth doing it for the first few weeks in September as the children transition?</b></p> <p><b>HP: I will put an early September open day to provide support.</b></p> <p><b>RH: Does the SIP go into next year?</b></p> <p><b>HP: Yes – Easter to Easter and I have written one for the autumn term, which I can send out to the FGB.</b></p> <p>IS went to the last Primary Partnership (PP) meeting. A group is being set up to do with holding head teachers to account and the terms of reference were changed. In September each school’s main priorities will be discussed and the PP will focus on each one on a rolling basis. The heads are looking at the role of the subgroups and will do an action plan.</p> <p><b>JB: Are any other schools looking at “continuous provision”?</b></p> <p><b>HP: Yes, one school. In PHSE we have antiracism for the children to do.</b></p> <p><b>HP: Are there any things the governors want included in the SIP?</b></p> <p><b>RH: Parental engagement always needs to be worked on.</b></p> <p>The governors discussed the biannual, two weeks holiday in May/June with a shortened summer holiday.</p> <p>MW: We need to ensure that there is a termly reminder about this.</p> <p><b>(See item 17 as this matter was discussed further and actioned).</b></p> <p><b>HP: I have not had any feedback on the new look newsletter.</b></p> <p><b>BN: I find the “shout outs” to children hard to find. Maybe they could go in a grid?</b></p> <p><b>IS: Some of it is quite hard to read with the colour contrasts.</b></p> <p><b>HP: I try and use dark colours.</b></p> <p><b>JB: Red and green can be difficult for some people.</b></p> <p><b>ACTION: MW WILL COME INTO SCHOOL AND SEE CONTINUOUS PROVISION IN ACTION.</b></p> <p><b>ACTION: HP WILL PUT ON AN “OPEN DAY” VERY EARLY IN SEPTEMBER. Done.</b></p> <p><b>ACTION: HP TO SEND AUTUMN TERM SIP TO FGB. Done.</b></p> <p><b>ACTION: HP TO LOOK AT THE NEWSLETTER AND SEE IF SHE CAN PUT THE CHILDRENS SHOUT OUTS IN A GRID.</b></p>
9	<p><b>Governors Strategic Plan</b></p> <ul style="list-style-type: none"> <li>What has been successful? <ul style="list-style-type: none"> <li>1. Ensure the school ethos and values are reflected in a rich and ambitious curriculum and opportunities are available to all children.</li> </ul> </li> </ul> <p>JB: School engagement has been going well and we have had good feedback regarding equality and diversity and now have all the values.</p> <p><b>All governors agreed that things were going well in this area.</b></p> <ul style="list-style-type: none"> <li>2. Ensure that the school’s SEND strategies are fully implemented and all children experience every part of the curriculum, consistently across all subjects.</li> </ul> <p><b>HP: This area has gone really well. There is a new plan that was introduced last night and will start in September. The team of SENDco’s are incredible and they have different skills and it has transformed the school. We have been working on SEND for 2-3 years.</b></p> <p><b>JC: It is really exciting to see the innovative way the school is working in this area and it is getting even better.</b></p> <ul style="list-style-type: none"> <li>3. Provide effective and enthusiastic governance to act as a driver for school improvement.</li> </ul> <p><b>IS: We have retained all our governors and have two new replacements.</b></p> <p><b>All governors agreed that the team worked well in this area.</b></p> <ul style="list-style-type: none"> <li>4. Promote equality through a greater understanding of and respect for people of all faiths (and those of no faith), races, genders, ages, disability and sexual orientations, and across all protected characteristics. Do this through our words, actions and influence within the school and more widely in the community.</li> </ul>

	<p><b>HP:</b> That is the “exclusivity and diversity” work. There is a meeting about this on 23 July. The governments discussed a racist incident, that happened out of school, and the school received feedback that they handled it well and were proactive.</p> <p>5. Engage effectively with parents and carers, starting with specific sessions in the Autumn term. The governors discussed this area, looking at different ways of communicating, including using the parents WhatsApp group and the newsletter.</p> <p>6. Oversee the financial performance and stability of the school.</p> <p><b>IS:</b> RH covers this area and it links in with the SIP.</p> <p><b>IS:</b> The Governors have been successful working to this strategy.</p> <ul style="list-style-type: none"> <li>• Next year’s aims?</li> </ul> <p><b>IS:</b> We need to have 5 or 6 aims.</p> <p><b>MW:</b> When do we need to redo this?</p> <p><b>IS:</b> I will look at it in September.</p> <p><b>ACTION:</b> IS TO LOOK AT NEXT YEARS GOVERNORS STRATEGIC PLAN AND BRING IT TO THE NEXT FGB.</p>
10	<p><b>Head’s report</b></p> <ul style="list-style-type: none"> <li>• Any questions?</li> </ul> <p><b>RH:</b> Just a question about the numbers for Reception?</p> <p><b>HP:</b> There has been a lot of change this year in Reception with pupils entering and leaving which is quite unusual. If you look at the numbers for September we are full apart from years 1 and 2.</p> <p><b>JB:</b> Anything we need to be concerned about regarding safeguarding?</p> <ul style="list-style-type: none"> <li>• The governors discussed an incident and how it was managed.</li> </ul> <p><b>JB:</b> Anything we need to learn from this?</p> <p><b>HP:</b> Not at this time.</p> <p><b>MW:</b> Looking at attendance and pupils going on holiday in term time, how is this managed?</p> <p><b>HP:</b> We are doing fine and it is often quite hard to prove a family are on holiday. One family did not pay their fine and are being taken to court.</p> <p><b>RH:</b> Do you always take action?</p> <p><b>HP:</b> Yes, as we follow Devon’s guidelines and try to discourage term time holidays for pupils. For the first unauthorised absence the parents get a warning.</p> <p><b>RG:</b> Is low attendance a problem?</p> <p><b>HP:</b> We are around 95% and other schools are lower.</p> <p><b>JB:</b> We have discussed who does the “showarounds” for prospective parents.</p> <p><b>HP:</b> It is mostly the administrative assistant as it depends on teacher availability. I am doing two this week. The issue is timing as it depends on when the teachers can be available, so we need to do some more work on it.</p> <ul style="list-style-type: none"> <li>• The governors discussed the recent SATS (standardized assessment tests).</li> </ul> <p><b>HP:</b> I sent an email to the FGB and each year the results are getting better.</p> <p><b>IS:</b> There was a bit of a “drop-off” in early years.</p> <p><b>HP:</b> That was due to a lot of children leaving the school and new ones arriving.</p> <p><b>MW:</b> Writing is not as good as other schools and I presume it is a priority?</p> <p><b>HP:</b> Yes, it is a national score. Post covid we have come back with the depth in writing and that is the hardest one. We have a high proportion of SEND children and one non English speaker.</p> <p><b>JB:</b> What proportion of children have tuition to go to grammar schools and would that give them greater depth in their writing?</p> <p><b>HP:</b> The tuition just prepares them for the tests.</p> <p><b>RH:</b> The free school meals is trending up to the national average of 22%.</p> <p><b>HP:</b> We are now at 18% and increasing every year.</p> <p><b>JB:</b> Our SEND rates are going up. Are we above the national average?</p> <p><b>JC:</b> Yes, slightly.</p> <p><b>MW:</b> Looking at the part about exclusions – I cannot remember seeing that before?</p> <p><b>HP:</b> Being excluded had an amazing impact on the children excluded and transformed them. Parent engagement and communication between the home and school has improved dramatically and so has the children’s behaviour. There has been support from external agencies as a result of the exclusions.</p>
11	<p><b>Safeguarding*</b></p> <ul style="list-style-type: none"> <li>• Update – anything new?</li> </ul> <p><b>MW:</b> We did have good social worker support, but that is no longer available and there is nothing major to report.</p> <ul style="list-style-type: none"> <li>• Latest Safeguarding report.</li> </ul>

	<p>HP: We have had discussions about domestic violence and the Family Hub which JC has been involved with.  JC: They will cascade domestic violence training and we will be a safe place for people to come to.  MW: The latest report is in GovernorHub.</p>
12	<p><b>SEND (special educational needs and disabilities funding)</b></p> <ul style="list-style-type: none"> <li>Update on last staff SEND meeting.</li> </ul> <p><b>MW: The team is much more organised with everyone understanding their role.</b>  <b>JC: We are using red, amber and green and sharing our teacher assistants and resources and monitoring more.</b>  <b>MW: New reception children have not been assessed yet so we are not aware of their needs. We do not have a nursery attached that feeds into the school.</b>  <b>JC: There are not enough pre-school places and children are getting fewer hours and start pre-school at an older age, so they are not getting assessed before coming into school.</b>  <b>MW: I am slightly unclear about how the teacher assistants are utilised.</b>  <b>HP: We work as a team and there are no one-to-one sessions anymore. Their sessions are timetabled and worked out to fit each child's provision and they are getting more time with qualified teaching staff.</b></p> <ul style="list-style-type: none"> <li>Anything governors need to be aware of?</li> </ul> <p>HP: No.</p>
13	<p><b>Policies*</b></p> <p>For full board approval:</p> <ul style="list-style-type: none"> <li>Behaviour Policy – following approval by the Teaching &amp; Learning (T&amp;L) Committee.</li> </ul> <p>The FGB governors discussed the policy and how it compared to the policy in other schools. BN is going to visit the school to see how the policy is working. She is also working with HF on “play” and will look at that and write a piece for an autumn school newsletter about the policy and how it compares to other schools.</p> <p><b>ACTION: BN TO WRITE ABOUT HOW THE BEHAVIOUR POLICY IS WORKING, COMPARING IT TO OTHER SCHOOL POLICIES FOR AN AUTUMN NEWSLETTER.</b></p> <ul style="list-style-type: none"> <li>School Uniform Policy - following approval by the T&amp;L Learning Committee.</li> <li>Charging and Remissions Policy and Governor Allowances/Expenses Policy – both approved by the Resources Committee but need adopting by the board.</li> <li>Whistle Blowing – approved by Resources Committee - it is a requirement for all governors to read it.</li> </ul> <p><b>The FGB approved the above policies.</b></p> <p>For review:</p> <ul style="list-style-type: none"> <li>Managing Unreasonable Behaviour Policy (adults)</li> </ul> <p><b>The governors approved the policy.</b></p> <ul style="list-style-type: none"> <li>Governance and policy areas of school website need reviewing to ensure compliance. Last year the clerk did it and reported back to the board at the July FGB meeting.</li> </ul> <p>The clerk has reviewed the website and there are various policies etc., which need updating.</p> <p><b>ACTION: CLERK/HP TO UPDATE GOVERNOR AND POLICY SECTION OF SCHOOL WEBSITE BY THE NEXT FGB.</b></p>
14	<p><b>Staffing Structures for September</b></p> <ul style="list-style-type: none"> <li>Governors to ratify staffing structure for the coming academic year, following discussion at the T&amp;L meeting on 11.6.24</li> </ul> <p>HP: We do not have any staff leaving this year. We have a temporary teaching assistant starting in September and finishing in December to cover SEND.</p> <p><b>The governors approved the staffing structure.</b></p>
15	<p><b>Curriculum Update meeting</b></p> <ul style="list-style-type: none"> <li>Discussion about the meeting.</li> </ul> <p>This had already been discussed in previous meetings (as this item was carried forward from the last FGB which was cancelled), so did not need review.</p>
16	<p><b>Governors Recommendations for Website</b></p> <ul style="list-style-type: none"> <li>Update on meeting to discuss website improvement (moved to this agenda from T&amp;L meeting)</li> </ul> <p>HP: The website provider eSchools has said the website can be remodelled free of charge and will come in and work with the school to update it.</p> <ul style="list-style-type: none"> <li>Governors recommendations regarding website (moved from T&amp;L meeting).</li> </ul> <p>The FGB discussed this and decided that they would ask if any parents could support the website improvement.</p> <p><b>ACTION: IS WILL PUT A REQUEST IN THE SCHOOL NEWSLETTER REQUESTING PARENTAL SUPPORT TO IMPROVE THE WEBSITE. Done.</b></p>
17	<p><b>Inset and occasional days</b></p>

	<ul style="list-style-type: none"> <li>• Approve inset and occasional days.</li> </ul> <p><b>MW: When is the last time we can change this?</b>  <b>HP: It has to be a couple of years ahead.</b>  <b>AFTER SOME DISCUSSION THE GOVERNORS APPROVED THE INSET AND OCCASIONAL DAYS.</b>  As the school has a two- week holiday in May/June and a shorter summer holiday one year and the next year has a one week May holiday and a longer summer holiday, the governors requested that it be made clear, especially for new parents.  <b>ACTION: HP WILL PUT THE SCHOOL HOLIDAY INFORMATION IN THE INFORMATION ABOUT THE NEW SCHOOL FOR PROSPECTIVE PARENTS AND ALSO ON THE SCHOOL WEBSITE.</b></p>
18	<p><b>Electronic signing of papers (meetings etc.,)</b></p> <ul style="list-style-type: none"> <li>• Audit confirmed that all governor documents can be held on line and signed electronically if required, but that the register of business interests forms and declaration of eligibility forms be signed and then scanned electronically to go online.</li> </ul> <p>Do the governors approve this process from the start of the 2024-25 school year?  <b>THE GOVERNORS APPROVED THE USE OF ELECTRONIC DOCUMENT SIGNING FROM SEPTEMBER 2024.</b></p>
19	<p><b>Climate Change and Sustainability</b></p> <ul style="list-style-type: none"> <li>• Action Plan (copy of DAG Action Plan in meeting folder)</li> </ul> <p>IS: There is a “Sustainability” seminar and I can forward the link.  MW: Schools need a “Climate Action Plan” and a “Lead”.  <b>ACTION: JC WILL INVITE KEN MUNRO WHO IS THE SCHOOL TEACHER “LEAD” IN THIS AREA TO THE NEXT FGB.</b>  <b>ACTION: IS WILL SEND THE “SUSTAINABILITY” LINK TO THE FGB. UPDATE: THE CLERK FORWARDED THE LINK ON 16.7.24. Done.</b></p>
20	<p><b>Wraparound Care</b></p> <ul style="list-style-type: none"> <li>• Update following meeting</li> </ul> <p><b>HP: I have talked to the organisers of the “Breakfast” and “After School” clubs and explained government plans, but not discussed wages etc.,</b>  <b>RH: There is a statutory obligation to provide this care from September 2025, so we have another year to plan.</b>  <b>HP: The “After School Club” does 3.15pm until 5.15pm every day apart from Friday and we need to have provision until 6pm every school day. The Breakfast club covers the new requirements.</b>  The governors had a discussion about the services and discussed the outcome of a meeting between RH and the School Business Manager Sandy Lovell (SL). If the school took over the provision, there would be lots of administration which the school doesn’t have the capacity to cover. The present “Afterschool club” is not able to meet the new government requirements.  RH: SL did some market research to find out if it was financially viable for the school to run.  <ul style="list-style-type: none"> <li>• Action Plan/Flow Chart</li> </ul> <p>HP: Myself and IS have worked on a “5 Step Plan” with the stages needed to go through before a decision is made.  IS: The school need to find out from parents if there is a need for the club to open for longer and on Fridays as well. There is a webinar from Devon County Council about how to apply for funding but it looks a very complicated process.  <b>ACTION: HP AND IS WILL GO THROUGH THE 5 STEP PLAN FOR WRAPAROUND CARE IN THE AUTUMN TERM AND THAT WILL GIVE THEM AN OUTCOME TO PRESENT TO THE GOVERNORS BY DECEMBER 2024.</b>  RH left the meeting at 10.20am.</p> </p>
21	<p><b>Governor visits</b></p> <ul style="list-style-type: none"> <li>• Reports from visits undertaken since last FGB meeting/Curriculum area visits.</li> </ul> <p>MW: I have done a SEND visit and have a Science one shortly.</p> <ul style="list-style-type: none"> <li>• Process to report governor visits</li> </ul> <p>At the last T&amp;L meeting it was agreed that governors would upload their reports into the relevant document folder in Governorhub. Do the FGB approve this process?  <b>The governors agreed to upload their visit reports into Governorhub.</b></p>
22	<p><b>Governor business</b></p> <ul style="list-style-type: none"> <li>• Plan date for annual skills audit (complete dashboard) and discuss skills results. NGA recommend the clerk and chair or designated member of the board collate and evaluate this. Then present to next FGB meeting.</li> </ul> <p><b>The FGB agreed the board had the right mix of skills.</b></p>



	<p><b>ACTION: GOVERNORS TO CHECK THEIR ANNUAL SKILLS AUDIT AND IF THERE ARE ANY CHANGES TO EMAIL THE CLERK.</b></p> <ul style="list-style-type: none"> <li>To review and agree governor leads for 2024/25.</li> </ul> <p><b>The governors all agreed to continue in their roles and JC will lead on “Other” – PE events, PE funding and the School Council.</b></p> <ul style="list-style-type: none"> <li>Chair/Vice Chairs for the board and committees 2024/25</li> </ul> <p><b>IS: My role as Chair of the Governors is up for renewal in September. I am happy to continue, but if anyone else wants to be considered, contact me and if there is more than one person interested there is a process to follow. We will re-look at all the roles in the FGB in September.</b></p> <p><b>RH and JB also agreed to continue as co Vice-Chairs.</b></p> <ul style="list-style-type: none"> <li>Agree dates for governors’ meetings for the next academic year.</li> </ul> <p><b>The Governors agreed the dates.</b></p>
23	<p><b>Quinquennial Report</b></p> <ul style="list-style-type: none"> <li>Update on meeting about the report</li> </ul> <p>IS: Due to being short-staffed due to sickness SL has not got time to do this, but we will meet up and do a visit in September and bring a full report to the next FGB meeting.</p> <p><b>ACTION: SL AND IS TO MEET UP TO DO A VISIT AND FULL REPORT FOR THE QUINQUENNIAL REPORT.</b></p>
24	<p><b>Governor training</b></p> <ul style="list-style-type: none"> <li>Reports back from training.</li> <li>Review impact of training on the board</li> </ul> <p>The Governors had nothing to report.</p>
25	<p><b>Clerk’s report</b></p> <ul style="list-style-type: none"> <li>Please can all members sign their Register of Business Interests form (in meetings folder) as audit require a signed paper copy of these.</li> </ul> <p>All governors apart from RH (who left the meeting early) signed the Register of Business Interests form.</p> <p><b>ACTION: RH TO SIGN HIS REGISTER OF BUSINESS INTERESTS FORM.</b></p>
26	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>Please forward any relevant correspondence to the Clerk or bring to the meeting</li> </ul>
27	<p><b>Items brought forward by the Chair</b></p> <ul style="list-style-type: none"> <li>There were none.</li> </ul>
28	<p><b>Date &amp; time of next meeting</b></p> <ul style="list-style-type: none"> <li>FGB meeting Tuesday 17<sup>th</sup> September 2024</li> </ul>

MEETING FINISHED AT 10.50.

- \* = standing items

	Action	By whom	By when
4	Discussion with school chef re benevolent funding for meals, to go on next FGB agenda. <b>Done.</b>	Head Clerk	By next FGB meeting
4	Meet the PTA next term regarding school finances. Put on agenda <b>Done.</b>	IS Clerk	By next FGB meeting
4	Look at governor objectives and possibly delegate to another governor. To go on next FGB agenda. <b>Done.</b>	Chair Clerk	By next FGB meeting
4	Item in school newsletter about deputy heads appointment. <b>Done.</b>	Head	By end of term
4	Source an example of another school’s letter to 0-25 team support and bring to next FGB meeting.	JB	By next FGB meeting
5	Add sex education to next term’s SIP. <b>Done.</b>	Head	By end of term
8	School visit to see continuous provision in action.	MVV	By autumn half term
8	Early September “Open Day”. <b>Done.</b>	Head	By end of term
8	Autumn SIP to be emailed to governors. <b>Done.</b>	Head	By end of term
8	Look at school newsletter and see if the childrens “shout outs” can be put in a grid.	Head	By next FGB meeting
9	Write up next year’s governors strategic plan and bring it to the next FGB for governors to review. UPDATE: is it is on the agenda.	Chair	By next FGB meeting
13	Piece in autumn newsletter about how the behaviour policy is working, comparing it to other schools policies.	JB	By autumn half term
13	Update governor and policy section of school website.	Clerk	By next FGB meeting

<b>16</b>	Item in the school newsletter requesting parental support to improve the website. <b>Done.</b>	Chair	By next FGB meeting
<b>17</b>	School holiday information about biennial two-week holiday in May/June to go on school website and in information for prospective parents.	Head	By next FGB meeting
<b>19</b>	School “sustainability” lead Ken Munroe to be invited to next FGB meeting. <b>Done.</b>	JC	By next FGB meeting
<b>19</b>	“Sustainability” link to be emailed to the FGB. Update: the clerk forwarded the link on 16.7.24. <b>Done.</b>	IS	By end of term
<b>20</b>	Go through the 5 step plan for “wraparound care” in the autumn term and report the outcome to the governors at the December FGB meeting.	Head/C hair	By December FGB
<b>22</b>	Governors to check their annual skills audit and if there are any changes to email the clerk.	CofG	By next FGB meeting
<b>23</b>	Meeting, visit and full report on actions for quinquennial report report.	Chair/ SL	By next FGB meeting
<b>25</b>	Sign register of business interests form.	RH	By next FGB meeting