



MEETING OF THE FULL GOVERNING BOARD ON 19TH SEPTEMBER 2023 AT 8.30AM IN THE SCHOOL

“We are a community with a lifelong passion for learning.”
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Present: Hilary Priest (HP), Head, Mike Waterson (MW), Ian Stewart (IS) Chair, Becky Nel (BN), Jenny Barker (JB)

In attendance: Dawn Pettipiece (clerk), Sandie Lovell (Business Manager) entered the meeting for item 7.

Minutes

1	Welcome & apologies for absence* Rob Hill, Joel Mcilven and Jo Counter gave their apologies. Their absences were approved.
2	Attendance & declaration of Interest* <ul style="list-style-type: none"> • The governors signed the attendance form. • There was no declaration of interest.
2.1	Declarations of Interests register <ul style="list-style-type: none"> • Governors were reminded to sign this in GovernorHub. ACTION: Clerk will check these have been signed by 30.9.23. Reminder email sent to FGB 17.10.23 by clerk.
3	Governing Board Composition <ul style="list-style-type: none"> • There is one co-opted vacancy • There is one parent vacancy as Joel Mcilven contacted IS last night giving his resignation. ACTION: BN and JB are contacting “The Mansion” regarding the co-opted vacancy as they are a community hub and may know of people who would be interested in this role. ACTION: HP will ask admin to put an advert for the parent-governor in next week’s school newsletter.
4	Approval of minutes FGB meeting on 18th July 2023 They were approved as a correct record and signed by the Chair.
4.1	Matters arising from minutes of last FGB meeting including progress made on the actions raised* <ul style="list-style-type: none"> • MW advised that the summary of action to streamline PP (pupil premium) and PE (physical education) reports on the website is not there yet. • IS reported that the Equality and Diversity data collection template is no longer put on the website and there is now a generic statement. • Parent, child and staff results discussed in item 5. ACTION: The Head requested that PP and PE reports streamlining be moved to the next FGB meeting and that the deputy-head and herself would be working on them. ACTION: Clerk to put PHSE on draft agenda for next T&L meeting.
5	School Improvement Plan (SIP) Governors approved the SIP. MW discussed the focus will be on SEND and SENDCo staff sickness. <ul style="list-style-type: none"> • The Head shared documents she has worked on with the deputy-head regarding the values the school is working following discussions at the Inset Day on September 4th 2023. • The Head explained how the school was delivering on SEND and discussed the data previously sent to governors. Overall, the school is doing well and working hard in this area and supporting the children most affected by COVID. Q. MW asked how the school was coping with sickness of one of the SENDcos

	<p>A. The Head answered that the school have employed a temporary staff member who works for SENCO in another school. We hope that the SENDco will be back from sick leave soon and other staff members are now back from maternity leave.</p> <p>Q. Governors asked how SEND is working in school?</p> <p>A. The Head responded that they are being as inclusive as they can within the budget. Pen Portraits are written with the children. The school has done a lot of work in the past two years to change practice.</p> <p>Q. The Chair asked how the drop-in sessions went yesterday.</p> <p>A. The Head responded that a lot of parents came in earlier and then a few later on, although not as many as in open sessions and no-one sought out the Head. There is a trial next Monday when teachers will be available before school to parents to have a quick chat.</p> <p>Q. MW asked about Values and Ethos</p> <p>A. The Head reported that the school have come up with five words: Happiness, Individuality, Love, Communication and Learning. The deputy-head has done a lot of work on it. Each word is being focused on for half a term and the children are designing logos for the words with a competition.</p> <p>Q. MW asked the Head about the last visit from Kath Powell (external advisor to support The Grove in respect of school effectiveness).</p> <p>A. The head responded that she wanted to know about major changes, for instance Sam the deputy-head leaving. Apart from that there hasn't been any in terms of structure. They discussed SATs results that were of a high standard</p> <p>MW and IS are happy to continue in their roles. MW agreed to continue in his role, at least until the end of the year as OFSTED are due to visit this term. However, MW asked if any other governor would be interested in the role?</p> <p>ACTION: On 6TH October 2023 a SENCO specialist is coming into the school and the Head is sending IS and MW a timetable as it would be useful for one of them to come in on that day.</p> <p>ACTION: MW will email the governors to find out if anyone is interested in the SEND role.</p> <p>ACTION: The Head will amend the SIP and financial elements and send it to governors.</p>
6	<p>Governor's Strategic Plan targets for year</p> <ul style="list-style-type: none"> Chair: "communication" and "finding new governors" are the targets for this term <p>ACTION: Chair said the main feedback was about "results" and he will share the sheet of information with the FGB.</p>
7	<p>Budget</p> <p>SL entered meeting at 9.23 to discuss budget.</p> <p>Chair says can continue as JM has stepped down so three is enough to be quorate as a governing body.</p> <p>SL – Received Draft Audit Report - new format, instead of audit coming in every three years audit it has been split into three sections and each year they will do one area – first area was Governance and SFVS, completed during summer term. Draft Report was pretty good, only minor changes required, needs approving at this meeting. Head and SL have completed the management responses. Finance Policy is out-of-date, new policy needs to be approved. In the old policy the Resources Committee and Head had the same authorisation limit and audit queried this – school emailed them to ask who should have the higher limit and what do they suggest but no response yet. New authorisation limits were discussed. MW felt RH, as lead of finance should be involved. Next resources meeting is in November so it was agreed that SL would send the updated Finance Policy and Draft Audit to the Chair for distributing to Governors to approve the documents via email so audit could receive a response asap.</p> <p>The budget was discussed. The Teachers pay award of 6.5% has now been included in the budget but as yet not sure how this will be funded. The support staff pay award still hasn't been accepted. £1,925 (pro rata) was offered. The unions are balloting for strike action.</p> <p>Q: What is the Contracts Register.</p> <p>A: It is a new document showing a list of companies that we have contracts with e.g. Photocopier and Telephone system. This will be distributed at the next Resources meeting and then should be discussed annually whilst setting the budget in the Spring Term.</p> <p>Q: How much was included in the budget for the support staff pay award.</p> <p>A: £1,925 pro rata was included as that was the amount that was offered.</p> <p>ACTION: SL to send Finance Policy and Draft Audit Report to Chair.</p> <p>ACTION: Chair to distribute above documents to Governors for approval.</p>

	SL left at 10am.
8	Annual agreements and reminders
8.1	Governors' of conduct For agreement. Please read before meeting. Signature required in GovernorHub on the declarations tab. ACTION: FGB to do and Clerk will send reminder email in a couple for weeks if any are outstanding. Reminder email sent to FGB 17.10.23 by clerk.
8.2	Meeting protocols Any questions regarding meeting protocols? None.
8.3	Governor meetings - done These are currently closed to the public. Do you wish this to continue? FGB agreed to keep them closed.
8.4	Skills audit ACTION: FGB to check their skills audit and send to the clerk any changes. The clerk will then update it for this year.
9	Committee structures, membership & terms of reference For agreement. Please read terms of reference and committee memberships and lead table. FGB agreed to continue in their roles. ACTION: Chair to update relevant documents and send to the clerk for putting on the system.
9.1	Lead governor roles & terms of reference Please note delegated functions of leads and read terms of reference for your role. Chair is happy with his role and the functions of it. ACTION: Read and if any queries contact IS/clerk – all.
10	Annual cycle of business 2023-24 & term dates 24-25 Annual cycle of business 2023-24 was approved. Term dates 2024-25 were approved. Q: Why are the school holidays going back to one week in June and six weeks in the summer? A: The governors agreed that due to the extra bank holidays for the Golden Jubilee, that those days were used towards another extra week in June, but going back to normal next year.
11	Head's appraiser We had a stand-in for Kath Powell (the usual appraiser) last year. The Chair asked if he should find out if she was available? Governors agreed. ACTION: Chair to contact last year's appraiser to find out if she is available.
12	Election of Chair IS will continue as another year when he will be up for re-election. The Vice-Chair has stood down and MWV agreed to continue acting as Vice-Chair until new one is recruited. ACTION: Chair will send email to governors asking if any-one is interested in the role of vice-chair.
13	Policies*
13.1	Safeguarding and child protection policy. The Head will do this one as it is her responsibility
13.2	Governor's Visiting the School Policy.
13.3	A protocol for governors who wish to attend a meeting virtually.
13.4	Pay Policy – need to decide who is on Pay Policy as Chair cannot do it if he is doing the Head's appraisal. Also, it will be amended when this year's Pay has been decided.
13.5	School Admissions Policy – no changes for The Grove proposed. Policy was circulated and approved in the meeting. ACTION: Head will organise all policies and circulate for next meeting. ACTION: Chair and Vice Chair to check Governor's Visiting the School Policy. ACTION: Chair and Vice Chair to check A protocol for governors who wish to attend a meeting virtually. ACTION: Head is awaiting Pay Policy from DFE and will send when available.
14	Safeguarding* Keeping Children Safe in Education (KCSiE) 2023

14.1	Update training day for all governors and staff on Monday 2 nd October at 3:30-4:30 – anyone unable to attend will need to complete training online which head will organise Please read September 2023 <u>Keeping Children Safe in Education</u> Please sign that you have read and understood it in 'declarations' tab in your GovernorHub profile. ACTION: Clerk will check these have been updated on GovernorHub by the end of September. Reminder email sent to FGB 17.10.23 by clerk.
15	Governor visits <ul style="list-style-type: none"> Plan for the term ACTION: Head and Deputy Head will put a plan together and invite governors to visit the school.
16	Governor training To identify any training needs. <ul style="list-style-type: none"> No information about training attended or booked was discussed at the meeting. The Head invited the FGB, including the clerk to attend the after school “Safeguarding update training” on 2nd October 2023. The clerk is booked on “Online Clerks Briefing” on 21st September and the “New Clerks Induction Training” on 26th September 2023. Also attended relevant GovernorHub training.
17	Clerk’s report <ul style="list-style-type: none"> None.
18	Correspondence <ul style="list-style-type: none"> None.
19	Items brought forward by the Chair Overview of the parent survey results. ACTION: Chair will summarise and send via email to FBG and summarise the results for parents in an upcoming newsletter within the next two weeks.
20	Date & time of next meeting FGB meeting Tuesday December 5 th at 8.30am in the school.

The meeting ended at 10.30am

Summary of Actions

	Action	By whom	By when
2.1	ACTION: Clerk will check these have been signed by 30.9.23. Reminder email sent to FGB 17.10.23 by clerk. DONE.	clerk	Half term
3	ACTION: BN and JB are contacting “The Mansion” regarding the co-opted vacancy as they are a community hub. ACTION: HP will ask admin to put an advert for the parent-governor in next week’s school newsletter. DONE.	BN/JB Head	Half term Within two weeks
4.1	ACTION: The Head requested that PP and PE reports streamlining be moved to the next FGB and that the deputy-head and herself would be working on them. ACTION: Put PP and PE reports to next agenda. DONE. ACTION: Clerk to put to put PHSE on draft agenda for next T&L meeting. DONE.	Head Clerk Clerk	December FGB Within two weeks Within two weeks
5	ACTION: On 6 TH October 2023 a SENCO specialist is coming into the school and the Head is sending IS and MW a timetable as it would be useful for one of them to come in on that day. ACTION: MW will email the governors to find out if anyone is interested in the SEND role. ACTION: The Head will amend the SIP and Financial elements and send it to governors.	Head MW Head	Within two weeks By half term By half term
6	ACTION: Chair said the main feedback was about “results” and he will share the sheet of information with the FGB.	Chair	By November
7	ACTION: Email Finance Policy and Draft Audit Report to Chair. DONE.	SL	December FGB

	ACTION: Chair to distribute above documents to Governors for approval.	Chair	December FGB
8	ACTION: FGB to check their skills audit and send to the clerk any changes. The clerk will then update it for this year.	Clerk/all	December FGB
9	Committee structures, membership & terms of reference For agreement. Please read terms of reference and committee memberships and lead table. FGB agreed to continue in their roles. ACTION: Chair to update relevant document and send to the clerk for putting on the system.	All Chair/clerk	By half term December FGB
9.1	Lead governor roles & terms of reference Please note delegated functions of leads and read terms of reference for your role. Chair is happy with his role and the functions of it. ACTION: Read and if any queries contact IS/clerk – all.	All	December FGB
11	ACTION: Chair to contact last year's appraiser to find out if she is available.	Chair	By half term
12	ACTION: Chair will send email to governors asking if anyone is interested in the role of vice-chair.	Chair	By next FGB
13	ACTION: Head will organise all policies and circulate for next meeting. ACTION: Chair and Vice Chair to check Governor's Visiting the School Policy. ACTION: Chair and Vice Chair to check A protocol for governors who wish to attend a meeting virtually. ACTION: Head is awaiting Pay Policy from DFE and will then update board.	Head/Chair/Vice -chair	December FGB
14	ACTION: Clerk will check these have been updated on GovernorHub by the end of September. Reminder email sent to FGB 17.10.23 by clerk.	Clerk	By half term
15	ACTION: Head and Deputy Head will put a plan together and invite governors to visit the school.	Head	By half term
19	ACTION: Parent Survey results summary to FGB via email and via school newsletter.	Chair	By half term

- * = standing items