



MEETING OF THE FULL GOVERNING BOARD ON 20TH SEPTEMBER 2022 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)), Rob Hill (RH), Jenny Barker (JB).

In attendance: Debbie Horton (Clerk), Sandie Lovell, (SL) Business Manager

Minutes

1	Welcome & apologies for absence* There were no apologies. JM and SG were absent.
2	Attendance & declaration of Interest* There was no declaration of interest. The attendance form was signed by those present.
2.1	Business interests register The annual update of the register was completed by those present. A digital declaration will also be signed in GovernorHub.
3	Governing Board Composition There is 1 co-opted vacancy. IS's current office ends on December 3 rd 2022. To ensure continuity, he put himself forward for re-appointment. The governors agreed. MW will follow the LA governor appointment process to apply for reappointment when his current office ends on December 3 rd 2022. This will come to the FGB meeting on December 6 th 2022. Governors noted that he may not complete the whole 4 year office. SG's office ends in July 2023.
4	Approval of minutes of last FGB meeting on 12th July 2022 They were approved as a correct record.
4.1	Matters arising from minutes of last FGB meeting including progress made on the actions raised* Action: To agree wording of strategic plan targets at September FGB meeting - see item 6 Action: To ask Alice McShane to FGB meeting to speak on parental engagement - IS to do.
5	School Improvement Plan (SIP) Governors had received the Autumn term SIP before the meeting. Q: Why are the first three statements more dogmatic than usual? A: For clarity. SW left the meeting at 8.45am Q: Has the planning for SEND children's integration into all aspects of the curriculum begun? A: Yes, this started last term. It's not seen in all places, for example, in PE, as not all SEND children do PE, but the class provision map makes clear what has been planned so far. Q: In KS2 all 3 classes are following the same curriculum, is there still room for individuality? A: Yes, whilst outcomes should be the same, planning can be different. Sharing and discussion is key between the three classes.

	<p>Q: There has been a lot of change to TA personnel. Is it now easier for them to be integrated into the new way of using TAs which the school has introduced? A: Yes, it is clear to them from the beginning, that TAs are no longer responsible for individual children. Children now have teams around them and they must be taught by teachers.</p> <p>Q: Is the funding for some TAs still linked to an individual child? A: Yes, but a teacher still needs to plan and teach the child.</p> <p>HP pointed out that spelling is going onto the SIP for this term, and that the main points were ones discussed with the school adviser.</p> <p>Q: How can the school prove that parents have an understanding of the curriculum? A: The curriculum is on the website, though not all parents look at it. Parents' evenings are not a good way of promoting understanding as not all parents attend. Praise assemblies are being redesigned and will start again soon. They are a good way of communicating what children are learning and when, and this aspect will increase in the new approach. Props and the interactive board are used at the assemblies, which contribute to clarity and understanding.</p> <p>RH noted that the new look SIP is easy to understand and makes more sense than previous formats.</p>
6	<p>Governors' Strategic Plan</p> <p>The following targets were agreed for the year :</p> <ol style="list-style-type: none"> 1. Ensure the school ethos and values are reflected in a rich and ambitious curriculum and opportunities are available to all children. 2. Ensure that the school's SEND strategies are fully implemented and all children experience every part of the curriculum, consistently across all subjects. 3. Provide effective and enthusiastic governance to act as a driver for school improvement. 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. 5. Engage effectively with parents and carers, starting with specific sessions in the autumn term. 6. Oversee the financial performance and stability of the school.
7	<p>Budget</p> <p>SL arrived and SW returned to the meeting at 9.00am.</p> <p>A deficit in the budget is now predicted after 3 years. This is because the teacher's pay rise, which had been budgeted at 2.7%, will be between 5 and 8%, and this will come from the school budget, not from the government. Likewise, the TA pay rise will be higher than predicted at 5-10%, and will also come from the school budget. Energy prices and supplies, such as paper, have also risen significantly since the budget was set. A government statement on energy prices is expected at the end of the week.</p> <p>HP informed governors that pay increases for teachers run from September 1st, and from April 1st for support staff.</p> <p>Q: Is the curriculum pot fully spent? A: Yes, new strategies, such as the accelerated reader programme and new phonics materials have been bought and there is the second year of the brand new curriculum to fund. SL pointed out that not all cost centres are spent.</p> <p>The loss estimated in catering will increase to £18,000. Governors agreed that this should be thoroughly investigated by a working party as a matter of priority. JB agreed to lead the party, with RH, SW and IS as members. It will meet before half-term and report to the Resources committee. Points for consideration and action were identified:</p> <ul style="list-style-type: none"> • The working party should look at how at least two other schools manage catering.

	<ul style="list-style-type: none"> • Outsourcing will be considered. • A whole school approach will be taken. Cost-saving will be one strand, with quality of school meals another, and there will be consideration of how to strengthen links to the curriculum, with children designing menus, for example. The question of what goes in to packed lunches will be discussed and likewise the possibility of involving a charity which assesses school meals and analyses which meals have resulted in more uptake, (Dartington primary used this charity to good effect). • Discussions will be twofold, some with catering staff and some for the working party alone. • HP agreed that the matter needed to be revisited with the aim of providing popular, nourishing meals with a good and enjoyable lunchtime experience for all. • Children’s views on school meals will be sought. • JB will send the working party useful information from a local person who has completed a PHD in school meals. <p>The meeting moved to Part 2 proceedings at 9.15am and back to Part 1 proceedings at 9.25am. SL left at 9.25am.</p>
<p>8</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p> <p>8.5</p>	<p>Annual agreements and reminders</p> <p>Governors’ code of conduct Governors signed the 2022-23 code of conduct, which they had read before the meeting.</p> <p>Meeting protocols The clerk reminded the board of the six-month rule, the need for apologies and sanctioning of them at FGB meetings. It was agreed that the sanctioning of apologies at FGB meetings should become more explicit.</p> <p>Since governors were all experienced, the clerk asked if they had any further questions about meeting protocols, around Part 2 proceedings for example. There were none.</p> <p>Governor meetings The governors agreed that these would remain closed to the public.</p> <p>Skills Audit The skills summary was circulated before the meeting. Governors were asked to check their entries and if they needed to be updated, to send the updates to the clerk.</p> <p>Meetings timetable The 2022-23 meetings timetable was agreed.</p> <p>ACTION: governors to check their skills audit and update if necessary.</p>
<p>9</p> <p>9.1</p>	<p>Committee structures, membership & terms of reference</p> <p>Head’s Appraisal Panel: IS plus 2 vacancies. RH agreed to join the panel and the clerk will book HA training for him, to take place in October.</p> <p>Governors approved the committee memberships and terms of reference, including the change above.</p> <p>Lead governor roles & terms of reference Pupil Premium lead vacancy– MW agreed to take on this role. HP is the school pupil premium champion.</p> <p>Curriculum links – Team D. IS agreed to take on the lead role.</p> <p>MW reminded governors that he is no longer the SEND Deputy.</p> <p>The lead governor roles and terms of reference were approved, including the changes above.</p> <p>The clerk will provide terms of reference for the curriculum team leads, to be approved at the</p>

	<p>December FGB meeting.</p> <p>ACTION: Tof R for linked curriculum leads (Clerk) for next FGB meeting.</p>
10	<p>Annual cycle of business 2022-23 & term dates 2023-24</p> <p>The clerk clarified that the cycle of business is based on a Babcock model, with some limited customisation. It was suggested that it was treated like a working document, and items that had been covered were ticked off as the year progressed.</p> <p>The 2023-24 dates include a two-week May half-term. This year it is just one week.</p> <p>The following points were raised:</p> <ul style="list-style-type: none"> • The proposal would make the May half-term holiday different to other local schools, in particular the local secondary school, which could be challenging for some parents. • In 2020-21, the notice given for the two week half-term had been short, which had been an issue for some parents. This time, the notice period is longer. • RH thought it was important to remind parents of the two-week half-term nearer the time, because it is different to this year. • Governors approved the cycle of business and the term dates for 2023-24. <p>Q: Does the length of the school day meet statutory requirements? A: Yes. It had been confirmed to HP that the school day equates to how long it is open, not to teaching hours.</p>
11	<p>Head's appraiser</p> <p>The Board agreed to appoint Kath Powell, a DCC school adviser. She did it last year and she knows the school.</p>
12	<p>Election of Chair</p> <p>IS self-nominated for the post. The governors appointed him Chair for an office of 2 years. JM is Vice-Chair for another year, until September 2023.</p>
13	<p>Policies*</p> <p>Child protection and safeguarding policy Sept 2022.</p> <p>The policy has been minimally updated from last year. HP agreed to customise the policy, with the school name and key personnel.</p> <p>The policy was approved.</p>
14 14.1	<p>Safeguarding*</p> <p>Keeping Children Safe in Education (KCSiE) 2022</p> <p>Please read September 2022 KCSiE Keeping Children Safe in Education</p> <p>Governors agreed to sign that they have read and understood the document in 'GovernorHub.</p> <p>Governors were reminded of joint staff and governor safeguarding training on 26th September 2022 at 3.30pm. Those unable to attend will be sent the powerpoint presentation.</p>
15	<p>Governor visits</p> <p>Both governors and Head will initiate visits. HP will send out suitable dates and governors will arrange them through her. Areas of focus this term are: RE, Music, Early Years phonics and consistency of provision across classes.</p> <p>ACTION: HP to send out potential visit dates to governors.</p>
16	<p>Governor training</p> <p>RH – Head's Appraisal. Clerk to book.</p>
17	<p>New guidance which affects the work of governors has been introduced in the following areas:</p> <ul style="list-style-type: none"> • Suspensions and permanent exclusions • Behaviour in schools • Searching, screening and confiscation • Working together to improve attendance <p>These fall under the remit of the T&L committee and will appear on the next agenda.</p>

18	Correspondence None.
19	Items brought forward by the Chair The meeting went to Part 2 confidential proceedings at 9.55am and returned to Part 1 proceedings at 10.00am.
20	Date & time of next meeting FGB meeting December 7 th at 8.30am in the school.

- * = standing items

The meeting ended at 10am.

Summary of Actions

	To do	By whom	By when
8.5	Governors to check their skills audit, update if necessary and send to clerk.	All	By half-term
9.1	Tof R for linked governors.	Clerk	For December FGB
15	Potential visit dates to be sent to governors.	Head	By half-term