

**MINUTES FOR THE MEETING OF
THE FULL GOVERNING BOARD**

**DATE :12th February 2025 at
6pm
VENUE : School
Agenda circulated: TBA Feb
2025**



<u>Membership</u>	<u>Initials</u>	<u>Category</u>	<u>Term of Office</u>
Alan Monger	AM	Headteacher	HT
Adam Hill	AH	Chairman	Parent
John Simmons	JS	Vice Chairman	Parent
Patricia Back	PB	Governor	Co-opted
Val Smith	VS	Governor	LA
Neil Payne	NP	Governor	Co-opted
Linda King	LK	Staff Governor	Staff
Neil Madders	NM	Governor	Co-opted
Vacancy	-	Governor	Co-opted
Vacancy	-	Governor	Co-opted
Sunita Chauhan	SC	Associate Governor (no voting rights)	Associate
Jenny Coombs	JC	Clerk to the Governing Board	

Ref	AGENDA ITEM	Preparation notes & meeting aims	Lead	Time	Doc
PROCEDURAL ITEMS					
120225/1	Welcome, Introductions & apologies for absence	<i>Welcome all members. Any governors unable to attend should inform clerk prior to the meeting.</i>	Clerk	5 mins 18.00	
<p>Meeting opened by AH at 18:06</p> <p>Present: PB, LK, NM, JS, AH, NP, VS, AM. Rochelle Wonnacott (RW) - invited as considering becoming a governor, JR (SBM)</p> <p>Apologies: SC - no apologies received - sanctioned</p> <p>Clerk: Jenny Coombs</p>					

120225/2	Declaration of Interest	<i>Governors must declare any conflict of interest which they are aware of before / or becomes apparent during the meeting.</i>	Chair	5 mins 18.05	
<p>Governors all introduced themselves and verbally explained background pecuniary interests. No conflicts of interest specific to this meeting's agenda declared.</p> <p>Action: Governors to add these pecuniary interests onto Governor Hub before the next meeting.</p>					
120225/3	Confidentiality Statement and Attendance	<i>All those present to sign to confirm understanding of confidentiality and attendance</i>	Clerk	5 mins 18.10	
<p>Governors present were reminded of confidentiality and all signed to say that they understood this and also that they had attended the meeting. Minutes will be made available on google drive and ultimately on school website.</p> <p>Action: Governors to trial doing this through google forms for next meeting.</p>					
120225/4	Pecuniary Interest Forms	<i>Governors to confirm that they have managed to logon to Governor hub and update details and compliance section prior to meeting. Laptops will be available at meeting to ensure this is all completed.</i>	Clerk	5 mins 18.15	
<p>A discussion was held around Governor Hub and the information that DCC were wanting us to store on there. Governors were reminded of the need for them to read KCSIE 2024 (sections 1 and 2 for all governors plus section 3 for safeguarding governors and anyone involved in recruitment).</p> <p>Action: Governors to logon to Governor Hub following the link sent out by the clerk. Update personal information, pecuniary interests and also sign that they have read KCSIE.</p>					
120225/5	Agree and organise an annual skills audit.	<i>NGA Skills audit last completed summer 2023. Governors to complete their own initialed version in google drive by 21032025 to give time for collation prior to next FGB 02042025</i>	Clerk	5 mins 18.20	
<p>Governors were asked to complete the annual skills audit to enable training needs and skills for the board to be identified.</p> <p>Action: Governors to go onto google drive: Governors/Skills Audit/Spring 2025. Make a copy of the NGA Skills audit and add initials to name. To be completed by 21032025 JC to collate these in time for next FGB on 02042025</p>					
120225/6	Agree Minutes from FGB meeting held 111224	<i>Please forward any inaccuracies or queries to the Clerk no later than 48</i>	Chair	5 mins	

		<i>hours before the meeting. Minutes available in FGB 120225 folder</i>		18.25	
Governors approved minutes from the last meeting unanimously with no alterations.					
Matters Arising from 111224 meeting	-Update on pre and after school session funding - AH/JS review strategic plan - Governors to have looked at policies on website under: Governance, Management and DCC subheadings and share anything they have noticed that needs updating - PB to liaise with SENCO re SEND Policy	Chair	10 mins 18.35		
<p>AM reported that HCPS had made use of government funding for breakfast clubs. Both Breakfast and After school provision was available and operating daily from 8-5.30pm. School received a £1000 start up grant plus other regular payments.</p> <p>Governors reported back that they were happy with the policies on the website but it was noted that the School filtering policy needed updating to bring in line with requirements from KCSIE 2024. AM updated governors on the requirements for filtering and monitoring which is supplied and met by software provided by Computeam</p> <p>PB reported that she has liaised with the SENCO who was investigating an element of the SEN policy around governor responsibilities to clarify what is needed.</p> <p>Action: AH / JS still need to review strategic plan - AH to make a date with JS to do this</p> <p>Review / update School Online safety - filtering and monitoring policy</p> <p>SEN policy - have areas of governor responsibility been clarified?</p>					
MONITORING AND ACCOUNTABILITY					
120225/7	Monitor progress against the governance section of the SDP (self-evaluation and impact on school improvement). Update on the monitoring cycle	<i>Governors to ensure they are familiar with latest SDP (on drive)</i> <i>Governors to ensure they are aware of monitoring cycle and who is monitoring which area (check document with governor responsibilities in the 120225 folder)</i>	Head	5 mins 18.40	SDP
<p>Governors were reminded to ensure that they were familiar with the SDP on the Google drive. AM reminded governors that there was a monitoring cycle drawn up so that each subject area has a 2 week window for monitoring visits to occur within. Governors are to contact AM if they are unsure of how to do a monitoring visit and he will guide them. Currently Art is being monitored but after half term it is MFL, Music and Geography. Governors are to refer to the monitoring cycle document to find the timings for their own areas of responsibility. AH reminded governors of who was responsible for each subject.</p> <p>NM agreed to take on History and Geography.</p>					

Action: Governors to check Monitoring cycle and arrange visits when appropriate with curriculum subject leads (asking for support from AM if unsure or not done a visit before)

120225/8	Update from committee chairs (reports and consider implications, actions raised and decisions required)	-Teaching & Learning Chair -Resources Chair		10 mins 18.50	
----------	---	--	--	------------------	--

JS - Resources committee chair and NP (T&L chair) reported no updates.
There was a brief discussion around committees - it was decided to keep the structure as it was at the moment to avoid a lot of repetition but when new governors are appointed we may need to regroup on where things are.

Action: JC to speak with NP and JS re restarting / ensuring compliance.

120225/9	Verbal Heads Report	To include safeguarding, PP, SEND, behaviour and attendance	Head	10 mins 19.00	
----------	---------------------	---	------	------------------	--

AM gave a thorough verbal report to governors.

Positive start to the Spring term.....

Health & wellbeing Coughs, colds, shingles, impetigo, D&V & COVID.

Chn's mental health week 030225-070225.

Safeguarding Audit 175S completed and submitted to DCC - action plan in place and will be shared in written HT report.

INSET 060125- safeguarding updates

Attendance HCPS 95.1% SW 94.6% National 94.6%

Pupil numbers 183 - 3 children starting during Spring 2 and 1 visiting (187).

Sept 25 - 27 applications, 22 first choice, 4 second & 1 third.

Behaviour incidents and incidents of a prejudicial nature 1 significant behaviour incidents

Staffing Vacancies created through resignations of Mrs Smith and Mrs McMillan have been filled by Mrs Hill & Mrs Andrew Y4 and Mrs Bennett YR, Y2 & Y4.

Spring term clubs Multi skills, Football, Dance, Gardening, Running, Netball, Numbots, wellbeing & singing.

BSC & ASC - Monday to Friday 0745-1730

H&S No incidents to report.

PTFA supporting a programme of general maintenance. First volunteer day scheduled for Saturday 290325 - Gobs welcome to join.

Attainment and progress Pupil progress meetings completed for Autumn term attainment and progress data - APDRs & interventions updated accordingly.

Collaboration - DISP

HTs meeting 290125 - Made well & SIP updates. Next meeting 190325 - HTs & SBMS/Admin finance.

Moderation events - Geography & Writing

Training - Stronger foundations EYFS & KS1

Programme of festivals in place - HCPS hosting Mulirskills in June

Visitors RT Hon Mel Stride MP - talk with Y6 on democracy and the work of parliament & prize presentation to CR Y6.

Sally Rice EYFS advisor.

Revd Leigh and Curate Jonathan - assemblies

Events MED theatre project for local DISP schs, Y5 & Y6 Netball matches, YR Rosemoor trip, Wildlife champions meetings and activities, Wellbeing champions meetings and activities, House competitions, NSPCC Numbers day, Children's mental health week, Skyeridge farm & Safer Internet day.

CPD

INSET - Safeguarding updates & OAIP training.

Staff & TA mtgs - English, Maths & SEND development, Mental health & Wellbeing and Marking & Feedback policy review.

Is there a new education bill going through? Will it have any affect on us?

Yes it is in draft currently. AM reported that the government were now not pushing for schools to join academies.

What are the wellbeing champions?

They promote well being through activities and at playtimes and provide a pupil voice.

SEPARATE PART 2 MINUTES AVAILABLE

Action: Safeguarding governors to check S175 Audit and to complete with AM going forward.

Governors to look at Autumn term data available on the Governor drive

Governors to let PTFA know if they would like to / are able to help with general maintenance day.

AM to follow up with Tina Jackson regarding her SIP report from November's visit.

120225/10	Preparation for the annual Parent / Pupil / Staff questionnaire(s) (as appropriate)	Governors to discuss what questionnaires they wish to issue, dates and who is responsible	Chair	10 mins 19.10	
-----------	---	---	-------	------------------	--

Governors considered whether they felt sending out questionnaires to parents, pupils and staff would be useful. It was agreed that it would be useful and enable community and pupil voice to be heard. Agreed to send out Summer1 so that the current year 6 pupils and parents had time to fill it in before the end of April. After discussion it was decided to use google forms but also have hard copies available in the office should anyone prefer / need to use hard copy.

Action: NM to find old questions AM to speak to JC about converting into google forms. 3 questionnaires will go out - JC and AM to catch up regarding this.

STRATEGIC ITEMS

120225/17	Review current partnership working and strategic plan for the school.	Alan to report an update on DISP. Partnership working group to report and update board.		5 mins 19.55	
-----------	---	--	--	-----------------	--

AM updated on DISP. DISP is a collaboration between 7 like minded maintained schools.

DISP has been about bringing benefits to all - what can we give to other schools but also what can we give while maintaining what is special about us as a school. For example we have been able to share our success with Educatering which has been really successful providing good quality food, bringing catering staff in house and we are predicted to make large savings as a result. Geography and writing moderations are coming up and there is a programme of festivals which all schools are doing.

DISP has had invites from Made Well, SIP and ofsted updates. Sessions with heads and SBM are especially helpful.

120225/18	Review effectiveness and impact of intervention programmes against pupil premium strategy success criteria	Arrange for PP governor to investigate this further with Alan		5 mins 20.00	
<p>JS is PP governor.</p> <p>What is PP?</p> <p>Extra money received by school for children entitled to FSM. AM produces a PP strategy document to show how this extra money benefits these children - staffing/interventions/subsidised places on trips etc.</p> <p>What % of PP children do we have?</p> <p>18.3% - under national average.</p> <p>Are there strings attached to this extra funding?</p> <p>Yes there are some restrictions but a lot is spent on staffing and interventions.</p> <p>Action:JS to meet with AM to see how PP strategy is enacted in school.</p>					
POLICIES					
120225/19	New Complaints Pack from DCC (DCC issued new guidance and advising boards to adopt – governors to read and feed back comments at meeting)	<i>Please check in the folder for this meeting. There are several related policies included in here surrounding complaints. Governors to review and decide what they would like to adopt.</i>		10 mins 20.10	
<p>AM introduced new complaint policy pack to governors. It is the recommendation from DCC to adopt and personalise this new update to the policy.</p> <p>Unanimous agreement from all governors present to adopt the DCC complaints policy pack.</p> <p>Action: AM to personalise complaints policy pack and to bring back to next FGB for final approval by board</p>					
GOVERNING BOARD					
120225/20	Governor vacancies and training update	<i>Consideration to be given to current vacancies (one co-opted). Governors encouraged to attend training.</i>		20.15	
<p>RW left meeting at 19:28</p> <p>The board currently has 2 co-opted vacancies.</p>					

Rochelle Wonnacott is considering becoming a governor and if she did would fill one of these vacancies.

If Rochelle wants to join will we appoint a mentor for her to support?

Yes

Have all new governors received safeguarding training?

VS has done training but not yet received certificate - was done via DCC

NM needs to attend safeguarding training

Governors were reminded that DCC offer numerous good courses through Governor services - liaise with JC if they wish to attend so that their place can be booked.

Action: AM to organise Safeguarding training for NM

120225/2 1	Clerk's Update	<i>Clerk to provide an update on current issues. Slides from clerks update in meeting folder.</i>		20.20	
---------------	----------------	---	--	-------	--

JC highlighted main take-aways from clerks briefing she attended.

Slides available on governor drive in this meeting folder for anyone who has not yet seen them.

120225/2 2	Impact of meeting – John Simmons to sum up.	<i>This item will be rotated amongst Governors and will go towards an impact statement for the GB at the end of the year.</i>	JS	5 mins 20.25	
---------------	---	---	----	-----------------	--

No summary given today however this will happen going forwards

Action: JC to remind AH at beginning of meeting to ask him to choose someone to summarise.

120225/2 3	Date & Time of next meeting	2 nd April 2025 1800 Extraordinary budget meeting date TBC		20.30	
---------------	-----------------------------	--	--	-------	--

MEETING CLOSED: 19:47

Additional minutes: Part 2 and Finance Minutes.