



WITTERSHAM CHURCH OF ENGLAND PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BOARD MEETING
Held Virtually on Thursday, 6th July 2023 at 6.30 p.m.
On a voyage of discovery, flourishing in God's love.



Christian Values of
Respect, Self-worth/Perseverance, Love,
Kindness, Forgiveness

PRESENT: John Collins (Chair), George Hawkins (Headteacher), Nick Barnett, Stella Coulson, Jane Burnett, Rachel Georgiades, Kerry Dean and Stephen Rogers

CLERK: Jane Phillips

The meeting commenced at 6.30 pm.

ITEM	PROCEDURAL	ACTION
1.	<u>WELCOME, APOLOGIES, QUORUM</u>	
1a	The Chair welcomed governors to the meeting which was opened with a prayer.	
1b	Apologies were received and accepted for Oliver Walker (work commitments). Kerry Dean would join the meeting in due course. There were no other apologies for absence.	
1c	The Clerk confirmed the meeting was quorate.	
2.	<u>DECLARATIONS OF BUSINESS INTEREST</u>	
2a	Jane Burnett declared she was Co-Chair of governors of Norton Knatchbull School in Ashford. There were no other declarations of business interest made against any agenda item.	
2b	Governors were reminded to declare any business interests which became relevant during the meeting.	
3.	<u>MINUTES OF THE FULL GOVERNING BOARD MEETING HELD ON 11TH MAY 2023</u>	
3a	The confidential (part two) and non-confidential minutes of the previous meeting were agreed as an accurate account which would be signed electronically by the Chair.	
3b	<u>A Review of Governor and Clerk's Actions Arising</u> Item 1. Action: As a priority now, remaining governors to send the HT their pen portraits for the school's website. All remaining actions had been completed or would be discussed during this meeting.	KD/ OW
GOVERNANCE		
4.	<u>MEMBERSHIP</u> The Chair reported his term of office as the Stone PCC foundation governor would conclude on 31 st August 2023. From 1 st September 2023, he would commence a new, four year term of office as a Diocesan Board of Education (DBEd) foundation governor. Following the Chair's DBEd appointment, there would be three governing body vacancies; ex officio foundation governor, Stone and Appledore PCC foundation governors. The Diocesan Director of Education had explained that it had become increasingly difficult to appoint foundation governors.	

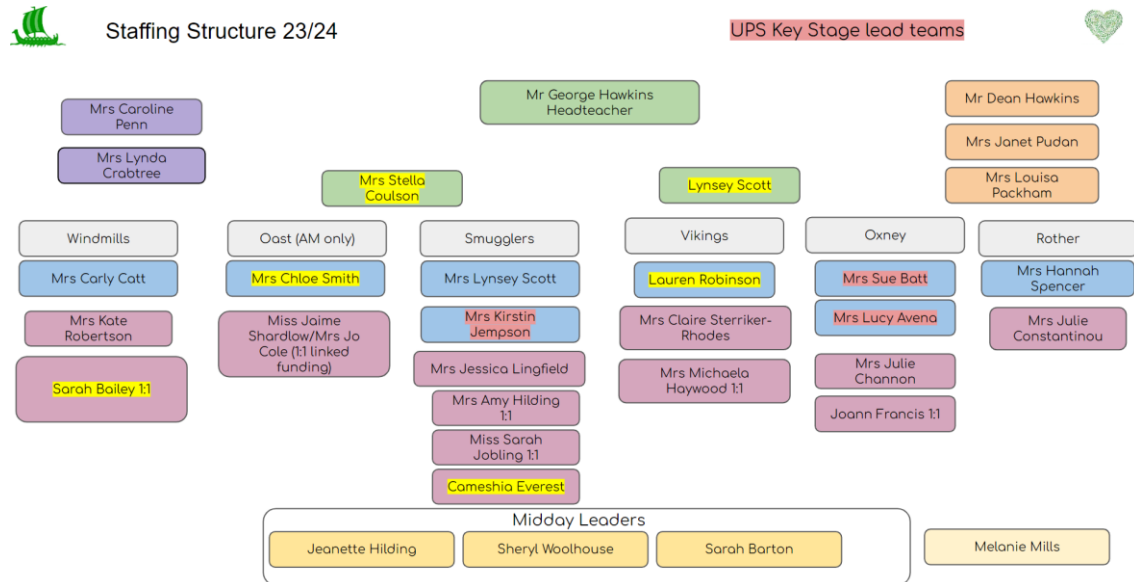
<p>5.</p> <p>5a</p> <p>5b</p> <p>5c</p> <p>5d</p>	<p><u>ELECTION OF THE CHAIR</u></p> <p>The Clerk took the meeting for the purpose of appointing the Chair. The Education People’s (TEP) model Standing Order for the election of the Chair and Vice Chair was provided as a supporting paper for this agenda item (filed electronically).</p> <p>Governors agreed the Standing Order for the election of the Chair and Vice Chair and that the term of office would continue to be one year.</p> <p>The Clerk reported she had received a number of nominations for John Collins to stand again for re-election. The Chair indicated his willingness to continue. The Clerk invited further nominations during the meeting which could be self or other. There were none.</p> <p>The Chair was asked to briefly step away from the meeting.</p> <p>Governors unanimously agreed the reappointment of John Collins as Chair of governors. His new term of office would commence on 3rd October 2023 and conclude on 2nd October 2024.</p> <p>The Chair rejoined the meeting and was congratulated on his re-election. The Chair was thanked for his willingness to continue to serve in this role.</p>	
<p>6.</p>	<p><u>HEADTEACHER PERFORMANCE MANAGEMENT (HTPM)</u></p> <p>The model Terms of Reference for the HTPM Panel was provided in advance of the meeting (filed electronically).</p> <p>Governors agreed the ToR for the HTPM Panel. The panel would comprise Oliver Walker (Panel Chair – foundation governor), John Collins (FGB Chair – foundation governor) and Kerry Dean (parent governor).</p> <p>It was understood the panel Chair was in the process of contacting an external advisor to agree a date to complete the first cycle of the HT’s performance management.</p>	
<p>7.</p>	<p><u>PAY PANEL</u></p> <p>The model Terms of Reference for the Pay Panel were again provided in advance of the meeting (filed electronically).</p> <p>Governors further agreed the ToR for the Pay Panel. The panel would again comprise Oliver Walker (Panel Chair, Finance Committee Chair), John Collins (FGB Chair) and Kerry Dean.</p>	
SCHOOL IMPROVEMENT		
<p>8.</p> <p>8a</p> <p>8b</p>	<p><u>SAFEGUARDING</u></p> <p>(Some discussions within this item were considered confidential and were contained in part two of the minutes.)</p> <ul style="list-style-type: none"> • There had been three further Operation Encompass notifications since the last meeting. They related to two different families and effected three children. There had been a total of nine notifications since January 2023 where the notifications tended to relate to domestic abuse. • There were four children (two families) on a Child in Need (CHIN) Plan, one of which had been downgraded from a Child Protection Plan. • There were no children who were considered Looked After Children (LAC). <p>Action: The Clerk to carry over to the October meeting the Annual Report to the Governing Body on Safeguarding Children.</p>	Clerk
<p>9.</p>	<p><u>HEADTEACHER’S REPORT</u></p> <p>The Chair reported that the school had experienced significant IT issues which had resulted in the entire network being rebuilt. This had impacted the availability of</p>	

the HT's written report at the time of the meeting. The HT had subsequently responded to governor questions relating to his report which were added to the minutes of this meeting.

(Some discussions were considered confidential and were contained in part two of the minutes.)

Staffing Update

The HT presented the staffing structure for 2023-24.



- There had been an internal recruitment process two weeks before to appoint an Assistant Headteacher (AHT). There had been two internal candidates. The afternoon process had been led by the HT, Chair of governors and the Executive Headteacher of High Halden and Woodchurch CEPs. Both candidates were asked to present various materials, to conduct a learning walk providing feedback, to complete a data analysis task and attend a formal interview. Both applicants were extremely successful in showing their skills and ability to build capacity within the Leadership Team.

From September 2023, there would be two AHTs; Stella Coulson would lead on inclusion and personal development and Lynsey Scott would lead on the curriculum and support in teaching and learning. These duties would run alongside their usual duties.

- The Year 4/5 teacher (LA) would step back from her AHT duties to focus on her class teaching when she would work two days each week. The HT commented the former AHT had been extremely supportive during his first year of headship at the school.
- A new Year 3/4 teacher had now been successfully appointed. The successful candidate had previously been a teacher at Bethersden Primary School. The new staff member was considered both keen and passionate about her role who would be a great asset to the team. The teacher would pair up with and shadow the Maths Lead given a particular interest in this subject area with a view to possible succession planning.
- The New Year 1 Oast Class (mornings only) teacher and new Year 3/4 teacher had attended the transition morning earlier that day and had spent time getting to know the children. They had spent the afternoon with the HT looking at planning, teaching and learning and expectations for next year.

A governor asked what the Reception intake would be for September 2023.

The HT said the new intake was fifteen children. Headteacher's locally were made aware that the birth rate across the district would be lower this year at that some of local schools had been hugely impacted by this. It was hoped that the new wrap around care provision and premises works would provide an additional pull to new parents when visiting the school.

Referencing CPOMS, a governor asked if taking out the behaviour incidents for the one child, were behaviour incidents generally increasing or reducing?

The HT explained that when taking out the behaviour incidents of one particular child, there was a slight decrease in behaviour incidents being reported across the school. This was something staff would continue to focus on next year and would use the school's new vision and values to drive this in September.

A governor noted that attendance figures overall were not far off the target for the whole school. It was great to see it had been met for four classes . EYFS was an outlier, what were the reasons for this ?

The HT explained the EYFS cohort had seen a number of illnesses, which had spread across the cohort this year. These children appeared less resilient to illnesses and took longer to recover to be back in school. This would be something the school would monitor closely again next year. There were four children in this cohort with an attendance below 90%. Two of these had participated in attendance meetings with the HT and Office Manager, following which their attendance had improved. Attendance figures and targets would be passed on to the new teacher of Oast class who would ensure she made positive relationships with all children and families so this could be monitored closely from September.

A governor understood the SIP next year would include actions to try and close the gap in attendance between the most vulnerable children and others. What would these actions be?

The HT explained this focus would include monthly attendance reviews led by himself and the AHT (SENCo) as part of her inclusion lead responsibilities. There would be a greater dialogue between these parents and the school; including parent meetings and targets being set to ensure parents were more aware of their children's attendance and the impact of this on their progress and well-being. If a vulnerable child's attendance was in decline over a period of four weeks, an informal plan would have been created to improve this such as making adaptations to the school day or supporting parents with morning routines to ensure their children arrived in school more consistently.

A governor asked what guidance/support was provided by the Attendance Officer and whether it was having an impact.

The HT said the school's Attendance Officer (AO) support has been good. In each of her two visits she had challenged both the HT and Office Manager on the school's attendance processes. She also shared her views on which absences could be authorised for compassionate leave, and what would be a consistent period of time to authorise when compared with other settings. The AO had also been used as a form of building targets with families in the initial attendance meetings. For example: 'The school would set 95% as a target for the end of term. If this had not been met in the school would meeting with its Attendance Officer again to formalise the process' which had helped to further emphasise the importance of attendance with the targeted families. The AO had reassured and ratified the internal processes in school and had given positive feedback to the way in which the Office Manager monitored the attendance on a daily basis. She also notified the Office Manager and HT with opportunities for additional training or other processes which schools were finding effective.

A governor commented it was good to see the very significant increase in the percentages achieving age expected and in Key Stage 1 reading, writing and maths combined, as targeted on the SIP. Why was there no Science this year?

The HT said he was pleased with the improvement in the results for Key Stage 1. It was an oversight on the HT's part for not including

science, 95% of pupils met the expected standard in science this year. The national average was 82%.

A governor asked how will the 2023/24 SIP action Phonics for both the eight pupils who didn't pass this year and raise aspiration for the new intake? The HT said the Leadership Team were confident that the change of structure to the Key Stage one classes would make a significant and positive impact on the phonic scores. Additional tracking measures would also be implemented, making full use of the Little Wandle programme, to monitor children's progress more closely across the year. An example of this was that the new Year 1 teacher had been employed to work each afternoon in the last week of term. She would assess each child in Key Stage one against their required standard, which would ensure gaps were identified and learning was pitched appropriately to meet children's needs from day 1 in September. The AHT (Year 3/4 teacher) would also lead an additional training session and refresher for all Teaching Assistants and staff in September.

The HT said he had also made contact with the local English Hub, who would offer further expert guidance and support, free of charge. In addition to this, through the relationships the school had formed with our local schools in the Tenterden Rural Alliance (TRA), the HT had arranged for an additional external review of the school's phonics approach and scheme from a strong English Lead and Headteacher, who were at a school which used the same phonics scheme and had very strong results this year. Furthermore, the first learn together session of term one would be phonics and reading themed. It was hoped that this, coupled with a phonic parent workshop for existing and new families would provide parents with a greater understanding of the expectations and skills used when teaching children the school's phonics programme.

A governor said the board would certainly wish to record their thanks to Mrs Avena, the former AHT who had played a very significant part in the success of the school in supporting both the previous HT and new HT since he had taken up post. The HT said he certainly agreed.

A governor referenced the two new AHT appointments and the lead responsibilities they would take on in areas of their particular expertise. Would they have additional responsibilities to widen their professional development? The HT said the AHT (SENCo) would use her expertise in inclusion and SEND to lead on Personal Development and Behaviour and Attitudes as part of the School Plan. As she was offline, she had greater capacity to do this. The other AHT (Year 3/4 teacher) would have responsibilities in the Quality of Education and would have the title of Curriculum Development. She had built strong foundations in the school's reading progression and had shown a secure knowledge of how the rest of the curriculum needed to be further developed. The HT would of course continue to support and oversee these areas. Aspects of Teaching and Learning would be shared to ensure the consistency of good practice continued to be developed across the school.

A governor asked if the TA on a phased return from sickness was now back full time? The HT said he was pleased to report that the TA was now back at work full time. She returned to work fully on the 10th July.

A governor said one of the development areas arising from learning walk observations related to the impact of TAs on supporting children in moving learning on at an appropriate pace. How would the HT aim to achieve this? The HT said all of the TAs had attended classroom or Key Stage specific training this term, for example, 'How to be an effective TA in EYFS'. In addition to this, the HT wanted to further empower the TAs and make them a part of the learning walk observation process, providing them with feedback and opportunities to share good practice across the school. TAs would also attend staff development days and pupil progress meetings as this would provide them with a further opportunity to

understand the expectations of the teaching and learning pedagogy in school and specific children to target and support.

A governor said the 'Learn Together' sessions were a great initiative. It was understood the sessions were well attended. Was the HT able to provide a breakdown of numbers for each class? What feedback was received from parents who attended? Were they asked to complete a brief evaluation? The HT said 'Learn Together' parent attendance was as follows which was limited to one parent per family to ensure enough space.

- Windmills 18 parents
- Smugglers 22 parents
- Rother 11 parents
- Oxney 17 parents
- Vikings 19 parents

Parents were not asked to complete an evaluation. However, the feedback was overwhelmingly positive where many parents came to the HT on the gate following to suggest they found it very beneficial to be a part of the lesson and to grasp an understanding of how new concepts were introduced - particularly in maths.

A governor commented the number and range of enrichment opportunities provided this year had been amazing. The HT said this was something which had been consciously worked on this year and it was hoped to build upon this further next year.

After the success of this year's residential, the HT was asked what the plans were for next year as this would require approval by the FGB early in the next academic year. The HT said a similar style trip was being to another scout led camp site in Maidstone. The intention was to alter the theme for children. This year children engaged in a range of water sports alongside the traditional residential activities. Next year, the proposed plan would include a different variety of activities such as axe throwing, zorbing and quad biking, which the HT was confident the children would enjoy. The HT said he would present further details of this during the FGB meeting in term 1.

Action: The Clerk to include FGB approval of the 2024 residential trip within the agenda of the October 2023 FGB meeting.

Clerk

A governor asked how many parents had shown interest in wraparound care? How would it work and what was the cost? The HT said positive feedback and high demand for the wraparound care had been received. Thirty five parents suggested they would engage in the Breakfast Club across the week with a further twenty seven suggesting they would make use of the after school provision on a regular basis.

- There were twelve parents who suggested they would use the Breakfast Club every day.
- Children would have a choice of breakfasts and would also participate in a calming activity such as yoga or gymnastics before the school day. The cost of this to parents was £5.
- Eleven parents suggested that they would use the After School Club daily. Breakfast Club would run from 7:45-8:30 am.
- The After School Club would be split into two slots. Parents could pay for 3:05-4:30pm. This involved two different activities such as painting, cooking or a sporting game. The cost of this was £6.
- Parents could also choose to send children from the extra-curricular clubs from 4:15-5:30 pm. In this session, the children were fed with a wrap or bagel, which they made themselves and to also take part in one calming and one physical activity. The cost of this was also £6.

- If a child were to attend from 3:05 - 5:30 pm, they would participate in all of the above. The cost of this to parents was £11.50.

The HT explained sessions were booked by parents online, directly with the company. Sessions could be booked up until an hour before the session started, enabling parents to have flexibility in bookings. As a school, staff were given access to the booking portal and so could see which children were due to attend.

The HT said there would be no extra work for school staff and the club would be run by the external providers (premier education). The only element they asked for was access to a fridge on site so that they could store food and drink. The HT said he had agreed to purchase the fridge from the nursery, which would be sold at a cheap rate and was of good quality. The Breakfast Club session would run from the hall. The possibility of using the Oast for the afternoon sessions was currently being explored as this building had access to a sink, toilet and kitchen and was fairly self-sufficient. The children would also have easy access to the field. This would also ensure school staff could use the hall for their own extra-curricular provision, if needed through the winter months.

Authorised/Unauthorised Absence

The HT distributed the absence data report for the period 17th April 2023 to 26th May 2023.

A governor had previously asked what constituted an authorised absence and how this differed to an unauthorised absence. The HT explained the absence could be recorded under a variety of different key codes. An overview of applicable codes was provided.

C – Other authorised circumstances. An example of children showing their cattle or sheep at the County Show or competing in a horse trials was provided. The children were encouraged to enjoy being in a rural setting. A child on a part-time timetable would have an authorised absence for the afternoons if they only attended school during the morning.

G – Family holiday not agreed, H – Family holiday agreed. If a family chose to go on holiday during term time which the school did not support, the absence would be marked with a 'G' code. An example of an absence which the school might support was a wedding taking place overseas during the last few days of term which would be marked with an 'H' code.

A governor asked about absence whilst attending sporting activities. The HT said the absence would be recorded using a 'B' code – educated offsite or a 'C' code depending on the circumstances.

The HT said quite a number of sessions missed were recorded under the 'I' code – illness or to a lesser extent, the 'M' code – medical/dental appointments.

There had been six unauthorised absences the previous term which were recorded with an 'O' code.

The Chair proposed there should be a separate agenda item in future on attendance which would further emphasise its importance and the need to closely monitor it.

Action: The Clerk to include a separate standing agenda item on attendance for future meetings.

The Clerk said it was considered good practice to have an attendance link governor. The HT explained attendance was often discussed during safeguarding, SEND and pupil premium monitoring visits. It was suggested that attendance was referenced in these governor visit reports.

Governors recorded their thanks and congratulations to the Head on all he had accomplished in his first year in Headship. It had been a very successful year for the school.

Clerk

<p>10.</p>	<p><u>SEF/SCHOOL IMPROVEMENT PLAN (SIP) 2022-23</u></p> <p>The SIP was made available in advance of the meeting (filed electronically).</p> <p>The Chair said the 2022-23 School Plan had been particularly ambitious and that there had been very significant progress across virtually all areas. However, the only area of the SIP which hadn't been RAG rated was in respect of the personal plans and provision maps contained within the section on the Quality of Education. The HT explained there were elements of the personal plans which were much more detailed than had previously been the case which contained better points in improving a child's performance and the support they would receive. The section which hadn't been RAG rated was in respect of an internal assessment of it being specific and measureable.</p>	
<p>11.</p> <p>11a</p> <p>11b</p>	<p><u>GOVERNOR MONITORING</u></p> <p><u>May 2023 Parent Survey</u></p> <p>The findings of the recent parent survey were available for review via GovernorHub. The Chair said there had been seventy one responders and that overall there had been an extremely positive and well deserved response.</p> <p><u>Governor Monitoring Activities</u></p> <p>The Chair was very pleased to report there had been twenty monitoring activities during the course of the academic year which was considered admirable for a small staff and a small governing body.</p> <p>The Chair said he would meet with the HT to look at a schedule of monitoring visits for the year ahead which would commence in term one. It was noted that link governor roles would not change next year.</p> <p>(7pm – Parent governor Kerry Dean joined the meeting.)</p> <p><u>Quality of Education - Curriculum Development in RE (Chair) – 29th June 2023</u></p> <p>The Chair reported he had observed Collective Worship during his visit which had been an absolute delight. The children were completely engaged and it had been totally interactive. All children took part and there had been some really good answers, even from the younger children.</p> <p>The Chair explained that all classes were having an RE lesson at the same time. The Year R children were working on a Hindi story which they were totally absorbed in. Later that day, the children would role play this particular story. In other classes, at the start of every RE lesson, there was a question where the children were provided with all the vocabulary they would need. Moving from class to class, it had been possible to see progression and greater depth in the children's work. The visit had been an absolute pleasure.</p> <p><u>SEND Monitoring Visit (JB) – 5th July 2023</u></p> <p>The SEN governor reported she had initially met with the HT and SENCo to review this year's SEN Action Plan and the plans for next year. The governor commented it was remarkable what the SENCo had achieved this year. The quality and amount covered was considered outstanding. The governor asked whether the time the SENCo spent in school was sufficient. It was subsequently understood the SENCo would increase her hours to four days each week with one day at home which would be better.</p> <p>The SEN governor said there had been significant development in how the data was being used. This had resulted in an increased understanding that there needed to be even more development/manipulation of the data. This would then help class teachers to work with individual children more effectively.</p> <p>The HT commented the school had bought into a new package called 'Insight' which was more streamlined and would show the measureable impact interventions were</p>	

<p>11c</p>	<p>having on SEN children. There was greater flexibility to manipulate the data and include further data whilst Target Tracker was very set in what it showed staff. The package would be implemented from September 2023.</p> <p>The governor reported the SEN actions for the next academic year were reviewed.</p> <ul style="list-style-type: none"> • The creation of a purposeful nurture space. • An area upstairs where the SENCo currently worked would be used by staff as the HT and SENCO (AHT) would share an office. • The PSHE curriculum would also be further developed next year. • Personalised plans would also be used more effectively. <p>The SEN governor had walked around the school to see SEN support in action. Several SEN children were identified who were found to be well integrated in class and were working independently.</p> <p><u>EYFS Monitoring Visit (KD) – 28th June 2023</u></p> <p>The EYFS governor was pleased to report there had been an increased level of provision and activities which the children could engage with when compared to her visit last year.</p> <p><u>Safeguarding – Pupil Knowledge and Understanding – 29th June 2023</u></p> <p>The safeguarding governor reported he had met with a group of pupils from Years 1 to 6 to ask them about their knowledge and understanding of safeguarding. All were considered outstanding in their responses, particularly the two youngest pupils who were both incredibly articulate. The children had a thorough understanding of safeguarding, what the issues were and who to go to. The children also knew who the school’s Designated Safeguarding Leads were. They also spoke knowledgeably about internet safety.</p> <p>A governor commented the SENCo had reported the ‘worry box’ was working extremely well.</p> <p><u>Health & Safety Monitoring Visit (SR) – 6th July 2023</u></p> <p>(Some discussions within this item were minuted under item 15 (Premises, H&S).</p> <p>The H&S governor reported the ICT suite would be reconfigured to enable the fire exits to be more accessible. The HT said the recent fire risk assessment report had also been reviewed by the governor to include how the Diocese would address some of the elements in the report.</p> <p>A governor thought the old school house would need to be assessed in respect of health & safety.</p> <p>Action: Governors to prepare their term six monitoring reports and send these to the appropriate members of staff for factual checking prior to circulation.</p> <p><u>Year Six Leavers Survey</u></p> <p>The Chair reported he would meet with Rother class the following week when an overview of the pupil survey questions would be provided. The children would be asked to complete the survey anonymously to include their views on the time they had spent at Wittersham CEP.</p> <p>Action: The Clerk to include the results of the Year 6 pupil survey within the October meeting agenda.</p>	<p>Chair/ KD/JB /SR</p> <p>Clerk</p>
<p>12.</p>	<p><u>SIAMS/CHRISTIAN DISTINCTIVENESS</u></p> <p>The HT reported the vision and values working party had been due to meet on 19th June. However, the Canterbury Diocese’s Deputy Director of Education and Canon Lindsay Hammond had been unable to attend as planned. It was therefore considered appropriate to postpone the working party meeting to early September 2023.</p>	

	<p>The HT provided an overview of the work so far which included narrowing down the school's Christian values to three to include the school's logo of a boat which would depict the seas of 'compassion, courage and cooperation' which the children would journey along. The visual would also help the children to further understand the values.</p> <p>The Chair commented that this tied in with a new National Governance Association Learning Link module on the school's vision which he had completed. The Chair recommended that governors complete the fifteen minute module which very much placed the vision in focus. (<i>LL module: 'Creating a new vision for your school or trust'.</i>)</p>	
13.	<p><u>THREE YEAR BUDGET PLAN 2023-2026</u></p> <p>The local authority feedback on the submission of the three year budget plan was provided in advance of the meeting (filed electronically).</p> <p>The HT referenced the feedback on Revenue expenditure code E19 (Learning resources, not ICT) where the school was projected to spend £22,494 less this year when compared to last year's final figure. The HT explained this related to subscriptions. A review of all of the school's subscriptions had taken place to evaluate whether they provided value for money and that there was consistent practice across the school. A number of subscriptions had also been rolled over for a prolonged period which weren't being used efficiently whilst there were other tools which would have more of an impact. The reduced spend reflected those subscriptions which would not be renewed.</p> <p>A governor asked the HT to provide an example of some of the subscriptions which the school purchased. The HT said there was a package which supported the children's times table learning called 'TT Rockstars' which was an online platform which the children could log into. The school also subscribed to 'Kapow' for its art curriculum which was very skill specific. Often the more expensive subscriptions were the least effective.</p> <p>There were no other questions arising from the local authority comments and the school's responses.</p>	
14.	<p><u>BUDGET MONITORING</u></p> <p>The HT reported Schools Financial Services would complete the three month budget monitoring (June 2023) on Tuesday, 11th July.</p> <p>The Clerk explained it was necessary to evidence governor monitoring of the budget on six occasions which were evidenced in six separate sets of minutes. This would ensure the governing board was financially compliant and met the Schools Financial Values Standard requirement. A brief virtual FGB meeting was suggested once the budget monitoring had been completed.</p> <p>Action: The Clerk to arrange a virtual FGB meeting to take place on Wednesday, 19th July 2023 to review the three month budget monitoring.</p>	Clerk
15.	<p><u>HEALTH & SAFETY/PREMISES/GENERAL DATA PROTECTION REGULATIONS (GDPR)</u></p> <p>(Some discussions within this item were considered confidential and were recorded in part two of the minutes.)</p> <p>The HT explained the school's fire risk assessment reported that only three doors within the school site were fire regulated doors and suitable for purpose. The school also needed a whole new fire alarm system.</p> <p>The HT said the Diocese had agreed to fund a minimum of £150,000 of work on the school site this year which was considered long overdue. If governors were in agreement to match a ten percent contribution to the overall cost, the fund would increase to £250,000. The HT explained the balance over BCM (balance control</p>	

mechanism) from 2022/23 financial year would potentially be used for the school's ten percent contribution to the works.

The HT circulated hard copies of a Schedule of Works and architectural drawings. The Schedule of Works itemised all work related to the 'fire door compartmentation and external repairs and redecoration works'. The Diocese would ask their contractor to price up all of the work as agreed by them. The governing body would then be presented with an itemised and costed list of all works which the Diocese were willing to support as a project. Governors would be asked how many of these costed items they would agree to provide a ten percent contribution towards.

- In response to the fire risk assessment, thirty eight fire doors across the school would need to be replaced with fire regulated doors. The main entrance door to the school would be replaced with enhanced security features.

A governor asked whether the replacement of the doors with fire doors would impact access as people moved about within the school. The HT thought it would be better as the majority of the doors currently opened against the flow which was considered counterintuitive. The doors would be hung differently to fit the fire escape route.

- An 'M1' grade fire alarm system would also be fitted to include smoke detectors in every room and the kitchen. Additional 'call points' would also be added to all fire exits.
- The garden room would become a nurture suite. This would include the removal of the current flooring, the installation of joists and new flooring.
- There was a proposed plan for an accessible disabled toilet which three or four pupils would use regularly next year enabling each to feel more independent.
- The two joists currently supporting the roof outside the front entrance would be replaced given they were rotten. The double entrance doors (one of which was bolted) would be replaced with one larger single door enabling wheelchair access and an improved fire exit. The entrance glass would also be replaced to improve the overall appearance of the entrance.
- The rotten lower sash windows would be replaced.
- There would be repairs and redecoration of the school house windows both internally and externally. One of the hall windows would also be replaced.
- The flat roof outside the reception area would be treated in order to delay its replacement for several years. The kitchen roof would be cleared of moss and treated.
- The Smugglers boiler had reached the end of its serviceable life. The pipework would be linked up to the existing boiler system which would be more economical and save replacing the Smugglers boiler.
- The barn door to the staffroom lobby would be closed off at the front of the school house. Further work in the lobby included the installing of a large shelving cupboard and an internal storage cupboard. A single door would be put in which opened away from the hall door. The room would be replastered, redecorated and a smoke detector installed.
- The leaning turret at the top of the school would be stripped down and replaced. There would be some retiling work.
- There would be dead legging of some pipework.

A governor asked when the work would be undertaken. The HT said the intention was to complete it during the summer holidays and that the work inside the school would be prioritised (fire doors and fire alarm system).

A governor asked if all the work would be contained on the school site or whether it would impact the village. The HT said the staff car park would be empty and contractors could also park on the school field.

A governor suggested local residents should be made aware of any disruption which might be caused. The HT thought this sensible and would contact those most directly affected.

A governor queried whether the Diocese would also pay for the hall renovation work. The HT said they would not as it was a shared/group space which was treated like a classroom or corridor. Governors had previously been made aware of quotes the HT had received for the hall. The HT was keen to complete the work prior to October 2023 when tours of the school commenced. A quote had been obtained for £4,500 which was considered reasonable. This included stripping back the paintwork, repainting, carpentry work and a new floor.

Governors unanimously agreed the HT should ringfence a ten percent contribution of £25,000 based on a Diocese contingency of £250,000.

Action: The HT to circulate the Diocese's itemised costings to governors following receipt.

The HT reported the Diocese would also cost up the replacement of the kitchen toilet.

Kitchen Audit

The HT reported there had been a kitchen audit during a recent power cut. In some ways, this had been good as it showed the flexibility of the team.

The assessor had said the school needed to increase the cost of school meals so that it was more in line with universal free school meals (UFSM). The current UFSM price was £2.53 per meal. The assessor had said many local schools were charging £2.60 per meal whilst the school currently charged £2.30. The HT proposed an increase to £2.40 which was considered reasonable or alternatively £2.50 to include a daily salad bar and bread.

A governor suggested piloting the salad bar to determine how well it was received. The HT said this was something which the children often asked to have more of.

A staff governor said this was something which could be taken to pupil voice to ask what they'd want in their salad bar so the children were part of that process.

The HT proposed either of the following options:

- a) £2.40 without a salad bar and £2.50 with a salad bar from September.
- b) To keep the price at £2.40 per meal with a salad bar with the intention of increasing the cost to £2.50 at the beginning of the next financial year.

A governor commented option 'b' would enable sufficient time to determine if the salad bar was a success.

A further governor was reluctant to increase the cost of a meal twice given the current climate.

Governors agreed the cost of a meal should rise to £2.50 with a salad bar from September 2023.

Governors further agreed that all members of staff should be given free school meals.

The Chair proposed that governors should also informally monitor the school's catering once the salad bar was up and running. Governors were asked to make the HT aware beforehand and to join the children for lunch. It was suggested a lunch each term should be incorporated into the monitoring schedule.

Head

	There were no items to report in respect of GDPR.							
16.	<p><u>POLICIES</u></p> <p>All policies due for review were circulated in advance of the meeting (filed electronically). Changes to the EYFS Intimate Care policy wording had been highlighted.</p> <p>Governors ratified the following policies without amendment.</p> <table border="1"> <thead> <tr> <th>Policy</th> <th>Next Review</th> </tr> </thead> <tbody> <tr> <td>Complaints Procedure</td> <td>July 2024</td> </tr> <tr> <td>EYFS Intimate Care Policy</td> <td>"</td> </tr> </tbody> </table>	Policy	Next Review	Complaints Procedure	July 2024	EYFS Intimate Care Policy	"	
Policy	Next Review							
Complaints Procedure	July 2024							
EYFS Intimate Care Policy	"							
OTHER								
17.	<p><u>WEBSITE/TEP GOVERNANCE MONTHLY BULLETINS/DFE UPDATES</u></p> <p>The Education People’s monthly bulletin for May 2023 was recirculated as a supporting paper for this agenda item. Items of interest and links had been incorporated into the meeting agenda by the Clerk.</p> <p>The Clerk reported the government’s Section 128 list had been updated where a person was listed if they were prohibited from managing or governing in schools. The list would need to be referenced when a governor or member of the Senior Leadership Team was appointed.</p>							
18.	<p><u>GOVERNOR TRAINING</u></p> <p>A governor reported she was still experiencing technical issues in completing the Learning Link safeguarding module. Different browsers and operating systems had been used to no avail.</p> <p>Action: The Chair to send KD the link to the latest NGA safeguarding webinar.</p> <p>The Clerk reported she had recently spoken to the NGA’s Learning Link who had advised their current safeguarding module would meet the requirement for the DfE’s ‘Keeping Children Safe in Education’ (Sept. 23). Governors should now also read KCSIE in its entirety. During a recent clerk’s briefing, it had also been suggested that governors attend the staff safeguarding updates at the beginning of term one.</p>	Chair						
19.	<p><u>CHAIR’S ACTIONS/CORRESPONDENCE</u></p> <p>The Chair said there were no Chair’s actions to report and that no correspondence had been sent or received.</p>							
20.	<p><u>ANY OTHER BUSINESS</u></p> <p>There were no matters arising.</p>							
21.	<p><u>CONFIDENTIALITY</u></p> <p>21a Some discussions contained within item 8 (Safeguarding), item 9 (HT Report) and item 15 (Premises, H&S, GDPR) were considered confidential and were contained in part two of the minutes.</p> <p>21b There were no papers which were considered confidentially.</p>							
22.	<p><u>DATE OF NEXT MEETING</u></p> <p>The next full governing board meeting would take place at school on Thursday, 19th October 2023 at 6.30 pm.</p>							

The meeting closed at 8.23 pm.

Signed: _____
(Chair)

Date: _____

ACTION SUMMARY

ITEM	AGENDA ITEM	TO BE ACTIONED BY	ACTION
1.	3b	KD/OW	As a priority, to send the HT their pen portraits for the school's website.
2.	8b	Clerk	To carry over to the October meeting the Annual Report to the Governing Body on Safeguarding Children.
3.	9	Clerk	To include FGB approval of the 2024 residential trip within the agenda of the October 2023 FGB meeting.
4.	9	Clerk	To include a separate standing agenda item on attendance for future meetings.
5.	11b	Chair/JP/ KD/SR	To prepare their term six monitoring reports and send these to the appropriate members of staff for factual checking prior to circulation.
6.	11c	Clerk	To include the results of the Year 6 pupil survey within the October FGB meeting agenda.
7.	14	Clerk	To arrange a virtual FGB meeting to take place on Wednesday, 19 th July 2023 to review the three month budget monitoring.
8.	15	Head	To circulate the itemised Diocese costings to governors following receipt.
9.	18	Chair	To send KD the link to the latest NGA safeguarding webinar.