



**WITTERSHAM CHURCH OF ENGLAND PRIMARY SCHOOL**  
**MINUTES OF THE FULL GOVERNING BOARD MEETING**  
**Held at School on Thursday, 19<sup>th</sup> October 2023 at 6.30 p.m.**  
***On a voyage of discovery, flourishing in God's love.***

Christian Values of

Compassion

Courage

Cooperation

**PRESENT:** John Collins (Chair), Oliver Walker (Vice Chair), George Hawkins (Headteacher), Nick Barnett, Stella Coulson, Jane Burnett, Rachel Georgiades and Stephen Rogers

**CLERK:** Jane Phillips

The meeting commenced at 6.30 pm.

ITEM	PROCEDURAL	ACTION
<b>1.</b> <b>1a</b> <b>1b</b> <b>1c</b>	<b><u>WELCOME, APOLOGIES, QUORUM</u></b> The Chair welcomed governors to the meeting which was opened with a prayer. Apologies were received and accepted for Kerry Dean (travelling). There were no other apologies for absence. The Clerk confirmed the meeting was quorate.	
<b>2.</b> <b>2a</b> <b>2b</b> <b>2c</b>	<b><u>DECLARATIONS OF BUSINESS INTEREST</u></b> <i>Action: KD to complete her annual business interest declaration on GovernorHub.</i> 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. Governors were reminded to declare any business interests which became relevant during the meeting.	<b>KD</b>
<b>3.</b> <b>3a</b> <b>3b</b>	<b><u>MINUTES OF THE FULL GOVERNING BOARD MEETING HELD ON 6<sup>TH</sup> JULY 2023/EXTRAORDINARY FULL GOVERNING BOARD MEETING HELD ON 19<sup>TH</sup> JULY 2023</u></b> <b>The confidential (part two) and non-confidential minutes of the 6<sup>th</sup> July meeting and minutes of the 19<sup>th</sup> July extraordinary meeting were agreed as an accurate account which would be signed electronically by the Chair.</b> <u>A Review of Governor and Clerk's Actions Arising</u> <b>Item 1. Action: KD to send the HT her pen portrait for the school's website. (carried over)</b> <b>Item 8.</b> It was noted at the time of the meeting, the Headteacher (HT) hadn't as yet received the itemised costings for remedial work from the Diocese. All remaining actions had been completed or would be discussed during this meeting.	<b>KD</b>
<b>GOVERNANCE</b>		
<b>4.</b> <b>4a</b> <b>4b</b>	<b><u>ELECTION OF THE VICE CHAIR</u></b> <b>Governors agreed the Vice Chair's term of office would be two years.</b> The Clerk reported she had received several nominations for Stephen Rogers (SR) to stand for election as Vice Chair. Further nominations were invited. There were none.	

<p><b>4c</b></p>	<p>SR was asked to briefly step out of the meeting.</p> <p><b>Governors unanimously agreed the appointment of Stephen Rogers as Vice Chair. His new term of office would commence on 7<sup>th</sup> November 2023 and conclude on 6<sup>th</sup> November 2025.</b></p> <p>SR rejoined the meeting and was congratulated on his appointment.</p> <p>The current Vice Chair, Oliver Walker (OW) explained he would step down from the governing board on the conclusion of his current term as Vice Chair on 6<sup>th</sup> November 2023 due to work and family commitments. The governor said he had thoroughly enjoyed serving on the governing board and was very sad to be leaving.</p> <p>The Chair said OW had been a serving member of the governing board since January 2016. Throughout that time, OW had been an outstanding governor who had made a much valued contribution to the work of the school and board. He would be greatly missed by everyone.</p>	
<p><b>5.</b></p>	<p><b><u>CODE OF CONDUCT</u></b></p> <p>The National Governance Association’s (NGA) model Code of Conduct for 2023/24 was circulated in advance of the meeting. Additions to the wording had been highlighted.</p> <p><b>Governors agreed the NGA Code of Conduct for 2023-24 (filed electronically).</b></p> <p>Action: KD to complete her Code of Conduct confirmation on GovernorHub.</p>	<p><b>KD</b></p>
<p><b>6.</b></p>	<p><b><u>TERMS OF REFERENCE AND STANDING ORDERS</u></b></p> <p>The terms of reference and standing orders were circulated in advance of the meeting (filed electronically).</p> <p><u>Terms of Reference (ToR) for the Full Governing Board/Finance Committee</u></p> <p>The Chair explained The Education People regularly updated the ToR but would make a charge this year for the updated templates. As the existing ToR could be modified and continued to serve purpose, it was thought unnecessary to purchase the templates.</p> <p>It was noted the Finance Committee had reviewed their ToR during their meeting earlier that evening.</p> <p><b>Governors agreed the ToR for the FGB and Finance Committee without amendment.</b></p> <p><u>Standing Order for Virtual Governance</u></p> <p><b>Governors agreed the standing order to reflect the following:</b></p> <ul style="list-style-type: none"> <li>• The use of virtual governance would be used for the following meetings/interactions: full GB, committees and hybrid, monitoring.</li> <li>• The chat facility would be turned off.</li> </ul>	
<p><b>7.</b></p> <p><b>7a</b></p>	<p><b><u>INSTRUMENT OF GOVERNMENT – REVIEW CONSTITUTION &amp; MEMBERSHIP</u></b></p> <p>The Instrument of Government (IOG) was recirculated as a supporting paper for this agenda item (filed electronically).</p> <p><u>Membership and Vacancies</u></p> <p>Currently there were vacancies for an ex officio foundation governor and two foundation governors. The number would increase to three when the current Vice Chair stepped down.</p>	

<p>7b</p> <p>7c</p>	<p>Parent governor SR's term of office would conclude on 13<sup>th</sup> February 2024. The Chair proposed that prior to that time, SR would be nominated as a Diocesan Board of Education foundation governor.</p> <p>Action: The Clerk to contact the Diocese in early January 2024 regarding SR's appointment as a foundation governor.</p> <p>Action: On behalf of the governing board, the HT to conduct a parent governor election in early February 2024.</p> <p><b>Governors agreed the size of the governing board continued to meet its needs and that it was unnecessary to reconstitute at this time.</b></p> <p>All governors were aware GovernorHub was up to date and matched the constitution of the governing board.</p>	<p>Clerk</p> <p>Head</p>																								
<p>8.</p> <p>8a</p> <p>8b</p> <p>8c</p> <p>8d</p>	<p><b><u>ANNUAL REVIEW OF THE GOVERNING BOARD – ORGANISATION, STRUCTURE, AND IMPACT</u></b></p> <p><u>Governance Objectives/Governance Structure</u></p> <p><b>Governors unanimously agreed the hybrid Circle model of governance was effective and would continue to be adopted to include a Finance Committee.</b></p> <p><u>Finance Committee</u></p> <p><b>Governors agreed Stephen Rogers (Parent governor) as Chair of this committee.</b></p> <p>Action: The Clerk to include the role of Vice Chair within the agenda of the January 2024 Finance Committee meeting.</p> <p>Membership would comprise Stephen Rogers, the Headteacher, John Collins, Rachel Georgiades and Jane Burnett.</p> <p><b>It was noted that future face to face Finance Committee meetings (October and May) would commence at the slightly later time of 6pm to enable sufficient time for all governors to attend. Full governing board meetings during these months would therefore commence immediately afterwards at 7pm.</b> The timing of virtual committee/FGB meetings in terms two, three and four remained unchanged.</p> <p><u>Department for Education (DfE) Designated Monitoring Roles</u></p> <p><b>Governors agreed the appointment of governors to the following DfE designated monitoring roles:</b></p> <table border="1" data-bbox="272 1413 1198 1581"> <thead> <tr> <th>Role</th> <th>Governor(s)</th> </tr> </thead> <tbody> <tr> <td>Safeguarding</td> <td>John Collins</td> </tr> <tr> <td>SEND</td> <td>Jane Burnett</td> </tr> <tr> <td>Health &amp; Safety</td> <td>Stephen Rogers</td> </tr> <tr> <td>Finance</td> <td>Stephen Rogers</td> </tr> </tbody> </table> <p><u>Further Identified Monitoring Roles</u></p> <p><b>Governors further agreed the following:</b></p> <table border="1" data-bbox="272 1693 1198 1933"> <thead> <tr> <th>Role</th> <th>Governor(s)</th> </tr> </thead> <tbody> <tr> <td>EYFS</td> <td>Kerry Dean</td> </tr> <tr> <td>Pupil Premium/Sports Premium</td> <td>Jane Burnett</td> </tr> <tr> <td>SIAMS</td> <td>John Collins</td> </tr> <tr> <td>Wellbeing</td> <td>Kerry Dean</td> </tr> <tr> <td>Training &amp; Development</td> <td>John Collins</td> </tr> <tr> <td>Cyber Security (Safeguarding)</td> <td>John Collins</td> </tr> </tbody> </table>	Role	Governor(s)	Safeguarding	John Collins	SEND	Jane Burnett	Health & Safety	Stephen Rogers	Finance	Stephen Rogers	Role	Governor(s)	EYFS	Kerry Dean	Pupil Premium/Sports Premium	Jane Burnett	SIAMS	John Collins	Wellbeing	Kerry Dean	Training & Development	John Collins	Cyber Security (Safeguarding)	John Collins	<p>Clerk</p>
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8e	<p><u>Headteacher Performance Management Panel (HTPM)</u></p> <p>The Chair explained the HT’s performance management had been completed for 2023/24. As the panel Chair (current Vice Chair) would step down in early November, both the HTPM and Pay panels would require a new Chair from September 2024.</p> <p><b>The Clerk queried the HT’s mid-term review.</b> The Chair explained the HT would prepare a document for the panel’s review. The external advisor who had supported the panel was happy with this approach.</p> <p>The Clerk said the composition of the HTPM and Pay panels would be an agenda item for the July 2024 FGB meeting.</p>	
9.	<p><b><u>GOVERNOR SAFEGUARDING</u></b></p> <p>All governors were asked to confirm on GovernorHub in advance of the meeting that they had read the DfE’s ‘Keeping Children Safe in Education’ (Sept. 2023) and understood their responsibility to it.</p> <p><b>Action: KD to complete her KCSIE declaration on GovernorHub.</b></p> <p>The Clerk made governors aware that new governors should complete safeguarding training on induction. Governors should regularly undertake refresher safeguarding training which was recommended annually. It was noted the NGA Learning Link module had been updated in line with KCSIE (Sept. 23).</p> <p><b>Action: All governors to complete the NGA Learning Link module ‘Safeguarding – How to fulfil the governance role’ and to send their certificates to the Clerk.</b></p>	<p><b>KD</b></p> <p><b>Govs</b></p>
<b>SCHOOL IMPROVEMENT</b>		
<p><b>10.</b></p> <p><b>10a</b></p> <p><b>10b</b></p> <p><b>10c</b></p> <p><b>10d</b></p>	<p><b><u>SAFEGUARDING</u></b></p> <p>The HT said there were no incidents, issues or concerns to report. No Early Help notifications had been made by the school and there were no families currently being supported by Early Help. There were also no families being supported by Social Services. Two cases had closed over the Summer break.</p> <p><u>Annual Report to the Governing Board on Safeguarding Children at Wittersham CEP</u></p> <p>The annual report was made available in advance of the meeting on GovernorHub. There were no questions arising from its contents.</p> <p><b>Governors agreed ‘Annex A’ of KCSIE (Sept. 23) would be used instead of Part one for those staff members who did not work directly with children.</b></p> <p>All staff had now received annual safeguarding update training in line with KCSIE (Sept. 23). All staff had also signed to confirm their reading of KCSIE which would be added to the Single Central Record.</p> <p><u>Safeguarding Compliance Monitoring Report – 21<sup>st</sup> September 2023</u></p> <p>The Safeguarding governor’s compliance monitoring report was recirculated as a supporting paper for this agenda item (filed electronically).</p> <p>The governor reported the school was found to be fully compliant in all areas.</p>	
11.	<p><b><u>HEADTEACHER’S REPORT</u></b></p> <p>The HT’s term one written report was made available in advance of the meeting (filed electronically). Governor questions were invited in advance.</p> <p><b>A governor asked how had term one gone overall?</b> The HT said the children had all settled really well in their new classes to include the Reception children and new joiners. The new staff team members were working effectively across the school and had become established members of the team. It had been a busy term</p>	

but walking around the school, many visitors had commented on how calm and purposeful it felt. It was considered a positive start to the year.

**A governor asked how the introduction of the new Oast class was working out?** The HT said the rapid progress children were making in each of the EYFS and Key Stage one classes was evident. There were no more than twenty children in a class and a minimum of two adults in each room. In some cases, there was a ratio of one adult to four children given there were five adults in the Year 2 class due to some visual needs. After some fine tuning timetable-wise, Oast class was now working very successfully which pinpointed what the children needed and to then provide specific ways of learning. It was also possible to close those gaps in their Early Learning Goals last year before moving forward in a more formalised way. It ensured quality first teaching was given justice.

**A governor noted the attendance figures were currently exceeding the annual target. Whilst this was early in the year, this was an extremely encouraging start. In the HT's last report, there were twenty one children whose attendance was below 90% which had since decreased to eight children which was considered significant. Was the HT able to outline the strategies in place which had resulted in this decrease?** The HT said the children had really wanted to be in school this term which was further reflected by the atmosphere around the school.

The HT said he and the Office Manager were taking a more proactive approach and had held meetings with specific families to support their attendance before it dropped below 90%. Specific meetings had also taken place with those families in the vulnerable groups.

**A governor asked if the HT could provide examples of what would come under the 'child contact' and 'parental contact' categories on CPOMS.** The HT explained 'child contact' was any time a child had spoken to an adult and had disclosed something (voice of the child). 'Parental contact' was where an adult in school had a conversation with a parent (face-to-face, telephone, email or via class dojo).

**A governor thought support staff absence appeared high compared to teaching staff. Was there a particular reason for this and were there any concerns or patterns?** The HT said he had no concerns. Two members of staff had been signed off for legitimate reasons. Some compassionate leave had also been granted to another member of staff. This accounted for the majority of staff absence. Support staff absences were covered internally.

**A governor noted the HT had reported that teachers had demonstrated a commitment to ongoing assessment. Was the HT able to expand on this?** The HT said staff were aware there was a need to further develop the assessment of children in the school which would place a greater emphasis on those children who weren't where they would be expected to be. Whilst children were banded as below, at expected or above where they needed to be, with further forms of assessment such as spelling and reading ages, it would be possible to track small steps of progress. This would be used to make informed judgements if the interventions or strategies put in place ensured the children closed the gap sufficiently over time. The HT commented there was little point in running a specific intervention for more than six weeks if it was found not to have an impact or insufficient progress had been made.

**A governor referenced the parent phonics workshops and asked if there were any specific things the school had done to encourage parents to attend, particularly for those where their children weren't making expected progress.** The HT said some very specific invites were sent out to parents. Two sessions had been held over two days, one after drop off and one before pick up. Twelve to fourteen parents had attended across both sessions to include the majority of new parents. The slides and information were shared with

parents afterwards via class dojo. On both occasions, the WSA kindly offered to provide tea and coffee when four new members were recruited.

**A governor commented the HT had highlighted the strengths observed and areas for development arising from learning walks. How were these walks planned, organised and formally discussed now that there were two Assistant Heads within the Senior Leadership Team (SLT).** The HT said the SLT met when it was agreed who each would go and observe. Careful consideration had also been given as to when this would happen so as not to overwhelm teachers during a busy week or when governor monitoring visits coincided. Judgements were then collated which were included in the HT's report. The SLT would meet again at the start of term two to discuss strengths and next steps to formalise CPD (continuous professional development) or identify how good practice could be further shared across the school.

**A governor asked if teachers knew when their lessons would be observed.** The HT said they did not. It needed to be a constructive process where teachers were seen in the moment.

**A governor commented that as before, the number and range of enrichment activities was fantastic. How did the HT ensure the right balance between these and the formal classroom timetabled curriculum?** The HT said a lot of the provision was class specific which was spread across the school. For example, the Tiger Troop sessions were just for Year 6. There was something for everyone given the importance of enrichment and that the children should experience this and create memories. The SLT had a good idea on how pressured class teachers were feeling with curriculum time and knew when to hold off on events and when there was time to offer further opportunities.

The staff governor said there was a very open forum of feedback and honesty where staff pitched in as a team.

**In respect to the clubs, a governor asked if there was a charge for any of these. If so, how did the school ensure that cost was not an obstacle for some parents and thus not open to all pupils? Also, what sort of numbers attended these clubs?** The HT said all school led clubs were £2 each week or £12 per term which was considered a minimal charge to cover resources and TA overtime. The externally run clubs of tennis, yoga and musical theatre were £5 each week which was determined by the provider. Families were also encouraged to speak to the school if they would like their child to attend but were finding this hard. The school currently sponsored four children to attend four clubs. Three were partly sponsored and one was fully sponsored. The Rock Steady Club on a Friday lunchtime provided two scholarship places which were offered out to specific families at different points throughout the year. The clubs were always sold out where membership was renewed every six weeks.

**A governor asked if the choir was popular.** The HT said it was and that they would sing at the O2 Young Voices Concert in January 2024. The school was also part of the Tenterden Rural Alliance network where the children from each school would perform a song and an ensemble at St Mildred's Church in Tenterden across two evenings during January.

**The Clerk said one of her schools was using theatre to improve the children's oracy. Would this similarly be the case for musical theatre.** The HT thought it would make a significant difference. Whilst taught as part of the curriculum it was certainly noticeable which children attended Forest School on a Tuesday as part of their nurture support where the children's oracy was targeted. Similarly, it was possible to identify those children who attended musical theatre.

**A governor referenced RAAC (Reinforced Autoclaved Aeriated Concrete) and asked if a core sample had been taken.** The HT said the RAAC team had been due to visit the school that week which had been postponed to the October half term.

**A governor asked how parents had received the increase in the cost of school meals. What was the daily update and what had been the children's response to the availability of salad and bread as an addition?** The HT said he'd not received any feedback from parents. The children were enjoying the salad bar which quite often needed topping up during service. The school would look to introduce pasta and potato salads to this in addition to reintroducing soups as a compliment to the meal after half term.

**A governor said nationally, it seemed families/workers were taking Fridays off as a Covid left over. Had the HT experienced any issues with a four day week?** The HT said there wasn't an issue with this at the moment. There had been one child in July who tended to be unwell on a Friday. After a telephone call to the parent, the child had 100% attendance so far this term.

**A governor asked if TAs had CPD to enable them to support pupils effectively in the classroom? How was the TAs' work with pupils monitored and did support staff have performance management reviews?** The HT explained there was a bespoke CPD programme for TAs. The school was also looking to ensure all TAs had a specific 'specialist area' which would have a whole school impact. Examples of sensory circuits, anxiety, motor skills and rapid reading interventions were provided. When a particular child was identified with a specific need during a pupil progress meetings (PPMs), there was then a particular TA who could support that need.

Whilst previously optional, the HT said TA performance development meetings with the HT or either of the AHTs were now compulsory. It was also an opportunity for the TA to hold the school to account. Two targets were set for the TA, one of which was linked to their class teacher's targets where the TA might work with a specific group of children. The second target would be a CPD/developmental target.

The HT further explained the school also used a Google form which all staff completed following training. Staff were asked if it was a good provider and what was the take away from the course which would enhance their everyday practice. This would help to monitor the impact of the training and whether the same training would be used again.

**A governor enquired as to the percentage take-up of the individual enrichment sessions.** The HT explained that approximately fifteen children attended the Forest School sessions or approximately 11% of the school's population. This included three sessions to include one which was on a 1:1 basis where specific support had been put in place for a child. Assessments were in place to determine whether the six week programme had an impact on these children both in the classroom and in their general wellbeing based on the Leuven scale (assessed before and after the intervention). The HT commented that so far, the results had been positive. Fourteen further pupils had been identified for the sessions following the October half term. The 1:1 sessions would continue.

The Chair summarised the HT's report was considered excellent to include the thorough responses provided to questions which governors had asked.

It was noted the HT would present a verbal report for the term two meeting.

#### 2024 Residential Trip

The HT said the school would go to a site in Maidstone which was run by the Kent Scouts Group. As the format of last year's residential trip had been very successful, a not too dissimilar format would be adopted this year to include camping, axe throwing, zorbing (a big inflatable bubble) and climbing. The trip was from 10<sup>th</sup> June 2024 for four days and three nights. The cost would be £245 to include coach costs. Thirty children would attend to include all of Year 6 and most of Year 5.

**Governors approved the residential trip for June 2024.**

	<p>Action: The Clerk to include the 2025 residential trip within the November FGB agenda.</p>	<p><b>Clerk</b></p>																
<p><b>12.</b></p>	<p><b><u>ATTENDANCE</u></b></p> <p>An attendance report for term one (as of 10<sup>th</sup> October 2023) was contained within the HT's written report.</p> <table border="1" data-bbox="272 324 1410 392"> <thead> <tr> <th>Target</th> <th>EYFS</th> <th>Year 1</th> <th>Year 2</th> <th>Year 3</th> <th>Year 4</th> <th>Year 5</th> <th>Year 6</th> </tr> </thead> <tbody> <tr> <td>96%</td> <td>97.5%</td> <td>97%</td> <td>95.3%</td> <td>98.1%</td> <td>97.1%</td> <td>98.1%</td> <td>97%</td> </tr> </tbody> </table> <p>The attendance target had been met in all year groups with the exception of Year 2. It was noted attendance was much improved when compared to the same point last year.</p>	Target	EYFS	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	96%	97.5%	97%	95.3%	98.1%	97.1%	98.1%	97%	
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<p><b>13.</b></p>	<p><b><u>SEF/SCHOOL IMPROVEMENT PLAN (SIP) 2023-24</u></b></p> <p>The costed SIP for 2023/24 was made available in advance of the meeting (filed electronically).</p> <p>The strategic priorities were presented.</p> <div data-bbox="272 701 1410 846"> <p><b>Quality of Education:</b></p> <ul style="list-style-type: none"> <li>- Implement a shared and consistent delivery of the Wittersham curriculum.</li> <li>- Raise outcomes in the phonics across Key Stage 1 and EYFS.</li> <li>- Implement effective and purposeful assessment across the curriculum.</li> </ul> </div> <div data-bbox="272 853 1410 1093"> <p><b>Behaviour and Attitudes:</b></p> <ul style="list-style-type: none"> <li>- Implement the Wittersham Way as a consistent expectation to promote engaging and positive behaviours.</li> <li>- Ensure attendance is above national and that the attendance of SEND learners improves.</li> <li>- Embed strategies to support and empower children to self-regulate themselves and others.</li> </ul> </div> <div data-bbox="272 1099 1410 1272"> <p><b>Personal Development:</b></p> <ul style="list-style-type: none"> <li>- Continue to promote and embed the nurture provision for all children.</li> <li>- Develop the voice and engagement of pupils in whole school development.</li> <li>- Embed the school's new Christian Values as qualities which are relevant and embodied by all in our community.</li> </ul> </div> <div data-bbox="272 1279 1410 1480"> <p><b>Leadership and Management:</b></p> <ul style="list-style-type: none"> <li>- Empower subject leaders to monitor and assess their curriculum subject area within the Wittersham curriculum intent.</li> <li>- Continue to develop leaders at all levels.</li> <li>- Utilise networks established with other settings to promote the outcomes for children at Wittersham.</li> </ul> </div> <div data-bbox="272 1487 1410 1688"> <p><b>Early Years Foundation Stage:</b></p> <ul style="list-style-type: none"> <li>- Provide high quality CPD for EYFS staff.</li> <li>- Ensure the Early Years environment provides children with a wide range of opportunities to learn and develop in all areas of the ELG.</li> <li>- Develop the implementation of the EYFS curriculum within the Wittersham Curriculum.</li> </ul> </div> <p><b>Governors ratified the School Improvement Plan strategic priorities for 2023/24.</b></p> <p>The Chair reported he would now meet with the SLT on a termly basis and that the first meeting had taken place the previous week. The focus of the meeting was on pupil recall and retrieval.</p>																	

<b>14.</b>	<b><u>GOVERNOR MONITORING</u></b>													
<b>14a</b>	<u>Year 6 Pupil Survey (2022/23 Academic Year)</u> <p>The Chair explained a different approach had been taken to the survey this year when he and the Year 6 teacher had discussed each of the questions with the children before they were asked to complete the survey. Overall, the findings were very positive and very encouraging.</p>													
<b>14b</b>	<u>Governor Visits Policy/ Monitoring Schedule – 2023/24</u>													
<b>14c</b>	<p>The Chair explained the policy had been updated to include a monitoring calendar (filed electronically).</p> <p><b>Governors approved the Governor Visits policy which would be reviewed again in one year's time.</b></p>													
<b>14d</b>	<u>Governor Monitoring in Terms One and Two</u> <p>It was noted safeguarding, health &amp; safety, Collective Worship, a learning walk (Quality of Education/Behaviour &amp; Attitudes) and science monitoring visits had taken place in term one, reports from which had since been circulated.</p> <ul style="list-style-type: none"> <li><u>Term Two Monitoring Visits</u>  <p>Action: JB to carry out a SEND, Collective Worship, learning walk and meet with the PSHE Subject Leader.</p> <p>Action: KD to carry out an EYFS visit.</p> <p>Action: The Chair to meet with the School Council on their understanding of the school's new vision and values.</p> <p>Action: SR to carry out a Pupil Premium monitoring visit.</p> <p>The Chair also encouraged governors to have lunch with the children if free to do so.</p> </li> <li><u>Term Three Monitoring Visits</u>  <p>Action: RG to complete the term three monitoring morning.</p> </li> </ul>	<p><b>JB</b></p> <p><b>KD</b></p> <p><b>Chair</b></p> <p><b>SR</b></p> <p><b>RG</b></p>												
<b>15.</b>	<b><u>SIAMS/CHRISTIAN DISTINCTIVENESS</u></b>													
	<p>The Chair thought it probable the school would receive its SIAMS inspect during the 2024/25 academic year. The Chair would attend Diocesan training on the new SIAMS Framework on 15<sup>th</sup> November 2023. He would also attend Diocesan training on 11<sup>th</sup> December 2023 on effective monitoring which again related to SIAMS.</p>													
<b>16.</b>	<b><u>BUDGET MONITORING</u></b>													
<b>16a</b>	<ul style="list-style-type: none"> <li><u>Six Month Budget Monitoring</u></li> </ul> <p>The September 2023 budget monitoring report was provided as a supporting paper for this item (filed electronically).</p> <p>The Finance Committee had thoroughly reviewed the budget monitoring report during their meeting held earlier that evening.</p> <p><u>Year End Revenue Budget Projection</u></p> <table border="1" data-bbox="272 1715 1198 1917"> <thead> <tr> <th></th> <th style="text-align: right;"><b>(£)</b></th> </tr> </thead> <tbody> <tr> <td>Revenue Income</td> <td style="text-align: right;">886,208</td> </tr> <tr> <td>Revenue Expenditure</td> <td style="text-align: right;">937,049</td> </tr> <tr> <td>Revenue Balance</td> <td style="text-align: right;">-50,841</td> </tr> <tr> <td>Revenue Balance B/F 2022/23</td> <td style="text-align: right;">121,438</td> </tr> <tr> <td>Revenue Balance C/F to 2024/25</td> <td style="text-align: right;"><b>70,598</b></td> </tr> </tbody> </table>		<b>(£)</b>	Revenue Income	886,208	Revenue Expenditure	937,049	Revenue Balance	-50,841	Revenue Balance B/F 2022/23	121,438	Revenue Balance C/F to 2024/25	<b>70,598</b>	
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Year End Capital Budget Projection

	<b>(£)</b>
Total Capital Income	15,540
Less Capital Expenditure	15,540
Capital Balance	0
Capital Balance B/F 2022/23	0
Capital Balance Carried Forward to 2024/25	<b>0</b>

The Finance Committee Chair reported on their review of the six month budget monitoring.

- There were a number of variances to income and expenditure.
- Whilst more income had been received than expected, there had also been additional expenditure. Some expenditure would be reimbursed back into the budget later in the year.
- The carry forward to 2024/25 of £70,598 was considered healthy.

(The HT and staff governor were asked to step out of the meeting.)

**16b** Pay Panel Recommendations

(All discussions within this item were considered strictly confidential and were contained in part two of the minutes.)

(The HT and staff governor rejoined the meeting.)

**16c** Any Other Items

There were no matters arising.

**17. POLICIES**

All policies due for review were available in advance of the meeting (filed electronically). It was noted that most were HR Connect or local authority model policies.

**Governors ratified the following policies without amendment.**

<b>Policy</b>	<b>Next Review</b>
Child Protection policy (See Chair's action)	September 2024
Anti-Fraud, Bribery & Corruption policy	"
Behaviour policy	"
Early Years Assessment policy	"
Early Years policy	"
Finance policy	"
Grievance policy	October 2024
Health & Safety policy	"
R.E policy	October 2024
Low Level Concerns policy	September 2024
Procedures for Managing Allegations Against Staff	September 2024
School Discipline & Conduct policy	September 2025
School Meals Debt policy	September 2024
Supporting Pupils with Medical Needs	October 2024
Whistleblowing policy	"

**OTHER**

**18. WEBSITE/TEP GOVERNANCE MONTHLY BULLETINS/DFE UPDATES**

The Education People's monthly bulletin for September and October 2023 were recirculated as supporting papers for this agenda item. The Chair highlighted the following:

	<ul style="list-style-type: none"> <li>It was recommended all governors should receive SEND training. TEP would hold virtual training sessions for non-SEND governors on 18<sup>th</sup> January and 14<sup>th</sup> March 2024 which could be booked via GovernorHub.</li> </ul> <p>The HT commented there was a highlighted area in the recommended SEND policy that all governors were responsible for SEND.</p> <ul style="list-style-type: none"> <li>The EYFS Framework had been updated for September 2023.</li> <li>Prevent training required completion every two years.</li> </ul> <p><b>Action: KD and RG to repeat their Prevent training.</b>  <a href="https://www.elearning.prevent.homeoffice.gov.uk/edu/screen2.html">https://www.elearning.prevent.homeoffice.gov.uk/edu/screen2.html</a></p>	<b>KD/RG</b>
<b>19.</b>	<p><b><u>GOVERNOR TRAINING</u></b></p> <p>Parent governor SR reported he had recently completed Learning Link modules on succession planning and Pupil Premium.</p> <p>The Clerk had attended the virtual Countywide Clerks Briefing on 4<sup>th</sup> October 2023.</p> <p>The Chair had attended an NGA webinar on 10<sup>th</sup> October 2023 on 'Safe Schools, Sound Future and Estate Management'.</p> <p>Foundation governor JB had completed a data protection refresher course on 6<sup>th</sup> September 2023.</p>	
<b>20.</b>	<p><b><u>CHAIR'S ACTIONS/CORRESPONDENCE</u></b></p> <p>The Chair reported he had agreed the school's Child Protection policy for reasons of expediency. There were no other Chair's actions to report and that no correspondence had been sent or received.</p>	
<b>21.</b>	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p>The Chair took this opportunity to acknowledge the fantastic amount of money the WSA had raised for a school of this size. Governors wished it to be recorded that they were incredibly grateful to the WSA for their fundraising activities on the school's behalf.</p> <p>The HT reported there would be a whole school trip to the pantomime 'Cinderella' on 15<sup>th</sup> December 2023. The school would meet the cost of the coach whilst parents had been asked to meet the cost of the ticket (£15). Members of the WSA had also been invited to attend.</p>	
<b>22.</b> <b>22a</b> <b>22b</b>	<p><b><u>CONFIDENTIALITY</u></b></p> <p>All discussions contained within agenda item 16b (Pay Panel Recommendations) were considered strictly confidential. There were no supporting papers which were considered confidential.</p>	
<b>23.</b>	<p><b><u>DATE OF NEXT MEETING</u></b></p> <p>The next full governing board meeting would take place virtually on <b>Thursday, 30<sup>th</sup> November 2023 at 6.30 pm.</b></p>	

The meeting closed at 8.23 pm.

Signed: \_\_\_\_\_  
(Chair)

Date: \_\_\_\_\_

## **ACTION SUMMARY**

<b>ITEM</b>	<b>AGENDA ITEM</b>	<b>TO BE ACTIONED BY</b>	<b>ACTION</b>
1.	2a, 5, 9	KD	To complete her annual business interest declaration, Code of Conduct and KCSIE confirmations on GovernorHub.
2.	3b	KD	To send the HT her pen portrait for the school's website. (carried over)
3.	7a	Clerk	To contact the Diocese in early January 2024 regarding SR's appointment as a foundation governor.
4.	7a	Head	To conduct a parent governor election in early February 2024.
5.	8b	Clerk	To include the role of Vice Chair within the agenda of the January 2024 Finance Committee meeting.
6.	9	Governors	To complete the NGA Learning Link module 'Safeguarding – How to fulfil the governance role' and to send their certificates to the Clerk.
7.	11	Clerk	To include the 2025 residential trip within the November FGB agenda.
8.	14d	JB	To carry out a SEND, Collective Worship, learning walk and meet with the PSHE Subject Leader. (Term 2)
9.	14d	KD	To carry out an EYFS visit. (Term 2)
10.	14d	Chair	To meet with the School Council on their understanding of the school's new vision and values. (Term 2)
11.	14d	SR	To carry out a Pupil Premium monitoring visit.
12.	14d	RG	To complete the term three monitoring morning.
13.	18	KD/RG	To repeat their Prevent training. <a href="https://www.elearning.prevent.homeoffice.gov.uk/edu/screen2.html">https://www.elearning.prevent.homeoffice.gov.uk/edu/screen2.html</a>