

Name	Type of Governor	Present	Apologies
Katie Blood	Headteacher	Yes	
Father Ben Eadon (Chair)	Foundation (Ex Officio)	Yes	
Tony Firmin (Vice Chair)	Foundation	No	Yes
Nikki Harper	Parent	No	
Catherine Wilson	Foundation	No	Yes
Dan MacIntyre	Parent	No	Yes
Ian Beggs	Staff	No	Yes
Ben Scott	Foundation	No	Yes
Mary Nixon	Foundation	Yes	
Roger Fine	Local Authority	Yes	
Tom Way	N/A (Clerk)	Yes	
Vacancy	Foundation		
Vacancy	Foundation		

Quorum: 4 out of 10 governors were present. The meeting was not quorate (at least 50% attending).

Questions from the governors to the HT and DHT are highlighted in **bold**.

1. Welcome / Opening Prayer / apologies for absence and declarations of interest

The Chair commenced the meeting with an opening prayer.

The Chair confirmed that apologies had been received by TF, CW, BS, DM and IB, and that the meeting was not quorate with less than 50% of governors in attendance.

There were no declarations of interest for this meeting.

2. Minutes of FGB meeting held on 14.07.22 accuracy / matters arising

The GB were not able to agree that the minutes were an accurate representation of the meeting, as the meeting was not quorate, and these will be reviewed at the next FGB meeting.

The following actions have been met:



- IB and RF have booked a premises inspection for Friday 16th Sept and will provide a report on this at the next FGB meeting
- The Clerk has added the end of year SEND presentation as an annual item
- The Clerk contacted the SBM to provide a document analysing parental debt for this meeting
- The HT has sent the evaluation of the SDP section on key targets to governors as a draft
- The Clerk has sent the FGB meeting dates for the next school year to governors with the previous minutes
- The HT has checked the statutory policy requirements and updated the COG

Matters arising, not otherwise on the agenda:

N/A

ACTIONS

- 2.1** Chair/HT to send draft induction pack to RF, BS and MN for feedback – **ongoing**
- 2.2** NH and HT to look into costings for replacement school toilets – **ongoing**
- 2.3** DM to investigate the process for taking on EHCP pupils with governors' approval – **ongoing**

3. Finance

A) Parental debit analysis

The HT confirmed that this report had been circulated to governors prior to the meeting.

The HT advised that swimming lessons are the most overspent area in report, but that there appears to be no way around this currently as the school is required to offer it to pupils, and that there are many parents that can't afford it so the school provides it for free, and the school needs to book the pool for the whole year so it can't make any savings on providing fewer lessons. The HT further advised that the hire of the pool is a set amount of money, and that they can't think of an alternative for this and that it is always overspent every year.

The HT advised that in regard to the school trips at the top of the report that they are bigger trips and the debt for these are due to parents perhaps not having enough notice to pay for this, and it is a similar situation with the Leaver's Hoodies in that they were ordered late and there was not enough time for parents to budget for this in advance. The HT further advised that there are various other school activities that parents can't always afford.

The HT advised that in regards to dinner money and breakfast club debts, the former is a continuous issue, and that a protocol for this was written before the pandemic and then put on hold, and that the idea was to not let parents get above £5 debt as they would then be



unlikely to pay it off. The HT agreed to check with the SBM what the current snapshot figure is but advised that it is difficult for the SBM to get a concise figure as the amount of debt changes frequently. The HT advised that in regards to the Breakfast Club the problem is that pupils will arrive in the morning and eat breakfast without parents paying for this in advance, and the HT advised that they are not sure what the best solution is to solve this, and that it loses money from the school budget but they are not sure that they want to cut it as the school may lose pupils if it does this. There was a broader discussion around the breakfast club debt, and it was highlighted that this is less significant compared to the swimming budget, and there was a further discussion around this and the inflexibility of the council around swimming funding restrictions.

The report notes that there are lots of persistent debtors for the Breakfast Club?

The HT advised that it might be 6 or 7 pupils a day, but that they are different pupils each day. The HT further advised that they think it would be better to get parents to book in advance, and to support the parents in organising this, but if this doesn't happen then the school won't turn pupils away on the day.

4. Headteacher's 'School at a Glance' Report

A) School Development Plan

The HT confirmed that they had circulated this to governors shortly in advance and have also provided paper copies here.

The HT advised that the SDP is in a similar format as before so that Ofsted will remain familiar with it, but that there are also a few changes to help keep it focused. The HT advised further on the format of the plan, and how Ofsted and SIAMS areas link up, and that it is written up at the end of term after the evaluation of the gaps has taken place in order to direct what the focus of improvement will be on for the next year. The HT elaborated further on the format and colour coding.

The HT advised that attendance is still a key focus, and that this was a problem before lockdown and was improving, but that it then has become a problem again after lockdown ceased. There was a broader discussion around an Ofsted inspection and the likelihood of a visit soon.

The HT summarised the governance section of the plan and advised that it would be appropriate for governors to look over this next time when there are more in attendance.

The HT advised that the school data is added one previous term behind at a time and that the targets for the current term are set based upon the previous term's results.

The HT asked if there were any questions regarding the SDP.



The Chair commented that the SDP is a nice clear document and is easy to navigate, and there was a brief discussion clarifying minor points relating to the format. The Chair advised that it is also important to ensure that staff and Governors understand the key targets that relate to the previous Ofsted and the actions taken by the school to meet these, and that they are able to communicate and convey this adequately during an Ofsted inspection.

Would it be valuable to have the School Improvement Partner deliver training to governors on monitoring?

The HT agreed that this would be valuable and agreed to arrange this.

The Chair thanked the HT for providing the SDP.

B) Allocate governors to monitoring specific areas of SDP

There was a discussion around this and the allocation was agreed as follows -

SIP governance monitoring roles

Quality of Education – TF, CW
Behaviour and attitude – NH, MN
Personal Development – Chair
Leadership and Management – Chair, TF
EYFS – BS, RF

Link governor roles

Health & Safety – IB, RF
Safeguarding – TF
SEN & Pupil Premium – DM, NH
Governor training and development – Chair
Headteacher's performance management – TF, Chair, MN
Sports premium – CW
Clerk's performance management – Chair

ACTIONS

- 4.1** Clerk to add an item regarding the governance element of school evaluation and school development plan
4.2 HT to arrange for the School Improvement Partner to deliver training to governors on monitoring



5. Urgent business not on agenda / The Grace

The Chair confirmed that all governors send their best wishes to a staff member undergoing treatment currently.

The Clerk agreed to confirm which declaration of interest forms were still yet to be received and to contact governors individually about this before the next FGB meeting.

The Chair and HT advised that the council are increasing the living wage for TAs and that this should have gone up previously, and that for the schools that can't afford the increase the council will cover the deficit over the next year.

There was a discussion around the gas and electricity bills, and the HT advised that they are unsure what provision there will be for funding this currently and that they are awaiting government developments on this.

ACTIONS

5.1 Clerk to confirm which declaration of interest forms were still yet to be received and to contact governors individually about this before the next FGB meeting

The Chair concluded the meeting by saying the Grace.

The meeting closed at 6:52pm

Signed[Signed copy kept in school office]..... Chair of Governors

Date.....19.10.22.....

The next FGB meeting will be on Wednesday 19th October at 5.45pm.