



Name	Type of Governor	Present	Apologies
Katie Blood	Headteacher	Yes	
Father Ben Eadon (Chair)	Foundation (Ex Officio)	Yes	
Tony Firmin (Vice Chair)	Foundation	Yes	
Nikki Harper	Parent	Yes	
Catherine Wilson	Foundation	Yes (<i>items 1 – 5</i>)	
Ian Beggs	Staff	Yes	
Ben Scott	Foundation	Yes	
Mary Nixon	Foundation	Yes	
Roger Fine	Local Authority	No	Yes
Father Thomas Cotterill	Foundation	Yes	
Tom Way	N/A (Clerk)	Yes	
Sarah Foster	School Business Manager	No	Yes
Helen Banks	Assistant Head	Yes (<i>item 2</i>)	
Vacancy	Parent		
Vacancy	Foundation		

Quorum: 9 out of 10 governors were present. The meeting was quorate (at least 50% attending).

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

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

The Chair asked TC to commence the meeting with an opening prayer.

The Chair welcomed TC to the governing body as a new foundation governor.

The Chair confirmed that apologies had been received from RF and the SBM. CW advised that they needed to leave the meeting at 7pm.

There were no declarations of interest for this meeting.

2. Data presentation from Helen Banks

HB arrived.



HB advised that they had prepared a data assessment presentation for governors and gave a brief summary.

HB advised that excessive testing of pupils for the sake of it is not beneficial, but that testing is useful to see what pupils need to further their development. HB summarised the school's current position taken from the data summary report provided by Ofsted and highlighted where there are significant shortfalls and provided context and guidelines around the year-by-year comparisons.

HB advised that the main areas to target are KS1 Phonics, and KS2 Reading and Maths, and they demonstrated the link between this and the SDP assessment plan. HB provided a summary of the things that have been put in place to improve upon these areas and gave an overview and case studies of particular classes, and also highlighted how the context of covid has affected them. HB advised that in regard to Phonics, the school has set up tracking systems, a revised assessment system, reading records and programmes for working on Phonics in the school, and HB provided further detail on progress and implementation of plans.

HB provided an analysis of the SATs results for KS2 Reading and Maths including the weak areas and the marks breakdown by area. HB further advised on the complications relating to focusing on one area over another, and explained that the key areas are comparatively okay but that the main issue is the speed at which pupils complete the test paper.

Why are the pupils not getting through the test paper in time?

HB advised that they need more practice working at pace, and there was a further discussion around this and a few case studies provided (e.g., pupils using longer methods than necessary for simpler questions). HB summarised the importance of arithmetic fluency in regard to the breakdown of the SATs marks, and further advised that the school has been focusing on Arithmetic and Maths fluency, regular timed exercises, targeted SATs practice club, tracking systems and multiplication tables check, and that they have kept the teaching fluid and responsive to ongoing formative assessments and a revised assessment schedule, and that pupil progress meetings have an updated structure.

Where do you get the new targets from?

HB advised that they are based on previous attainment levels and where staff think the pupils will be and where they can get them to.

HB concluded the presentation.

The Chair thanked HB and asked governors if there were any further questions.



Governors confirmed that there were no further questions, and there was a broader discussion around assessments, and NH volunteered to help with extra Maths support for pupils.

Governors thanked HB for providing the presentation.

HB left the meeting.

3. Minutes of FGB meeting held on 12.12.22 accuracy / matters arising

The GB agreed that the minutes were an accurate representation of both meetings.

The following actions have been met:

- The HT has discussed the premises inspection criteria with RF before the inspection in January
- The Chair has reviewed the FGB meeting timings in regard to subject leader visits (*see item 10 below*)
- The Clerk has added an agenda item for this FGB meeting for electing a new SEND governor

Matters arising, not otherwise on the agenda:

N/A

ACTIONS

3.1 The Chair to investigate the process for taking on EHCP pupils with governors' approval – **ongoing**

3.2 HT to action items 4 and 6 within the premises inspection report – **ongoing**

3.3 HT and Chair to allocate polices to specific governors to review in advance – **ongoing**

4. Elect new SEND link governor

The Chair advised that due to DM stepping down from their role as governor a new SEND link governor is required. The Chair further advised that the FGB is also currently in the process of appointing a new parent governor, and that for the time being the Chair has asked TC if they are happy to do this, and TC confirmed that they are.

5. Finance

The Chair advised that the SBM has given their apologies for absence from this meeting.



A) Draft budget discussion

The HT advised that they have only just received the latest budget figures today and that are still analysing this and are unable to provide a clear update at this point in time.

B) Monthly Budget Monitoring report

The HT advised that the school may end the academic year with a small surplus of approximately £6,000.

It says that the After-School club is down from £1,000 to £850?

The HT advised that this is due to the number of After-School clubs that are running and the income that is generated from these.

C) Monthly Reconciliation report

Governors confirmed that there were no questions on this.

D) Credit Card statements (*Oct onwards*)

Governors confirmed that there were no questions on these.

E) SFVS

The Chair advised that this relates to benchmarking and needs approval from governors, and that they, the SBM and the HT met recently to go over this and the checklist, and that they agreed that the latter is moderately helpful, but that there is a lot of data, and the reserve and balance is higher risk because of the school's large licensed deficit. The HT further advised that the data is old too, and the Chair advised that the amount for education support staff is higher and that there are complications regarding the type of staff and how they get funded. The Chair summarised that overall, nothing is particularly different from before and the school still has a large deficit (but not an in-year deficit).

The Chair asked if all governors approved the SFVS.

All governors confirmed their approval.



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

A) Progress against SDP

The HT confirmed that they had circulated the report to governors in advance.

The HT advised that there are a couple of small updates on the action plan, but no large changes from the last time this was presented to governors. The HT summarised the following:

- Pupil numbers at the school are up to 135, but unfortunately the school's budget is still based on 125 pupils as this was the number taken in the October census, and that this difference in numbers would have equated to around an additional £50,000 in funding, but the LA won't change this as it is the way this funding formula works.
- One pupil left the school recently due to their parent getting a new job out of the area, but otherwise there has been a good influx of new pupils recently.
- One INA (Individual Needs Assistant) left before Christmas, and there have been a couple of other support staff off sick which was difficult to manage, and the HT has tried to avoid using agency staff due to the expense involved in this but they have had to on a few occasions.

The HT further advised that there were updates in the newsletter which is sent to governors.

The number of persistent absentees is up from 25 to 37?

The HT commented that it is hard to say why this is the case, but that it may be due to the horrendous Christmas flu/bug going around the school (and beyond) then. The HT further advised that the 12-month summary looks better, and that the persistent absentee figures are more a result of recent illnesses rather than long-term issues. The HT advised that they have sent letters to parents of persistent absentees, booked in meetings with parents, scheduled meetings with the attendance officer, put a regular section in the school newsletter about attendance, and have held had an attendance meeting with staff. IB advised that there is a class points system for attendance which helps motivate pupils, and the HT advised that teachers are involved in tackling attendance issues, and the meetings around this topic help with their awareness and enable them to get insight in motivating pupils to keep up attendance. There was a broader discussion around this and the HT welcomed further challenges from governors on this topic. MN commented that they liked the traffic lights system in the newsletter, and there was a broader discussion around this and the fining system.

In regards to the interviews for new staff on 3rd February, have you filled all available roles?

The HT confirmed that they had.



The issues around the heating have been partially fixed?

The HT advised that it has improved somewhat, and that there is £6,000 worth of work that needs fixing now (and that the heating system had an expected expiry date of 10 years from 2010), and that whether the school can afford this will depend upon whether funding is granted from the Diocese. IB advised that one of the classroom radiators has started working for the first time in 3 years.

B) Data

[See item 2 above].

The HT advised that the SDP contains the first full set of new data for this year, and that this can be considered the first 'normal' year since covid, and that the data is not great but that progress is being made on this.

Is similar work being done on Writing as to the work on Maths that HB discussed earlier?

The HT gave a brief summary of similar plans and work being done on Writing.

C) Pupil Premium strategy for current year

The HT apologised and advised that this is still incomplete and that are currently compiling a full version, and that they will bring this back next time with the funding information.

CW left the meeting.

ACTIONS

6.1 HT to provide Pupil Premium strategy for current year at next FGB meeting

7. Health & Safety

A) HT report on safety matters

The HT advised that there was nothing to report on this.



B) Termly premises inspection

IB advised that this has not happened this term, but that there is an inspection scheduled in the diary.

C) RF brief update

The Chair confirmed that RF had given apologies for their absence from this meeting, and advised that the brief update would have been related to the meeting they had with RF and the HT recently in regard to feeding back monitoring duties to the governing body or confirming where this is not required.

8. Policy reviews

A) Accessibility Plan

The HT and Chair provided a context to this in that it relates not just to visible/physical difficulties but inclusion too.

The Chair asked if there were any questions on this, and governors confirmed that there were none. There was a broader discussion around updating this information on the website.

All governors agreed to the Accessibility Plan.

B) Attendance policy and procedure

The HT advised that the policy is complete, but that they are finalising the details on the procedure at the moment to make it clearer, and that they will share it with the governing body next time.

The Chair asked if there were any questions on this, and governors confirmed that there were none.

All governors agreed to the Attendance policy.

C) Drug & Alcohol policy

The Chair apologised that this was sent out to governors late.



The HT advised that it is very much based on the LA policy, and all governors confirmed that they had read it and that there were no questions.

All governors agreed to the Drug & Alcohol policy.

ACTIONS

8.1 HT to provide the Attendance procedure for the next FGB meeting

9. Feedback from Governor training/visits

The Chair thanked governors for lots of activity relating to this item, and clarified that this agenda item is more to feedback and ask questions if governors want to rather than to cover each visit in detail.

The following visits/training were confirmed since the last FGB meeting:

- CW: PE monitoring visit
- TF: INSET day visit, NSPCC safeguarding course, Data course, Governors safeguarding course, Staff meeting visit
- MN: Behaviour monitoring visit
- Chair: Finance monitoring visit, Policies monitoring visit, Routine catch up visit, School website monitoring visit
- BS: Racial Literacy training

TF advised that the INSET day was very useful, and that they wanted to thank the staff noting that their commitment was very admirable, and offered to provide support as governors wherever possible. The HT backed this up and commented that staff feel this to be helpful and that they view governors as part of the team.

TF advised that their Safeguarding governor role is quite involved and that they are getting into it, and they encouraged governors to do the NSPCC training as the £25 fee for this is already paid for and it is useful to have preparation on this topic. TF also advised that the other safeguarding course they undertook was very useful, as was the Data course and that this was held in person and better than previous data courses that they have done in the past and more accessible too, and they recommended this to other governors.

MN gave feedback on their meeting with pupils and various related anecdotes and comments made by pupils, and MN commented that it was very constructive.

BS recommended Racial Literacy training to governors, and the HT backed this up and advised that it can be very insightful and that there is a lot to it.



10. Urgent business not on agenda / The Grace

The Chair advised that one person has put themselves forward as a potential parent governor and that as there are no other candidates they will be appointed automatically.

Is it possible for governors to have access to the school Wi-Fi?

The HT advised that they can investigate this but that it is something that lots of schools don't allow as there are security issues around it, and there was a broader discussion around this.

The Chair advised that in regard to the timing of FGB meetings and the possibility of beginning earlier, they can't start earlier due to the Clerk's availability, but that if there is a presentation scheduled with subject leads or similar then this can start earlier e.g., at 5pm.

The HT advised that the next FGB meeting will be on 22nd March, and that the possible extra meeting scheduled for 27th Feb is not currently required.

The Chair concluded the meeting by saying the Grace.

The meeting closed at 7:33pm

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

Date.....22.03.23..

The next FGB meeting will be on Wednesday 22nd March at 5.00pm