

Name	Type of Governor	Monitoring Roles	Present	Apologies
Katie Blood	Headteacher	N/A	Yes	
Father Ben Eadon (Chair)	Foundation (Ex Officio)	<ul style="list-style-type: none"> - Governor training and development - Headteacher's performance mgmt. - Clerk's performance mgmt. - Personal Development - Leadership and Management - Worship & Christian Vision 	Yes	
Tony Firmin (Vice Chair)	Foundation	<ul style="list-style-type: none"> - Safeguarding - Headteacher's performance mgmt. - Quality of Education - Leadership and Management 	No (TF was asked to attend a meeting held by the LA on behalf of the Governors)	Yes
Catherine Wilson	Foundation	<ul style="list-style-type: none"> - Headteacher's performance mgmt. (review officer) - Sports Premium - Quality of Education 	No	Yes
Mary Nixon	Foundation	<ul style="list-style-type: none"> - Headteacher's performance mgmt. - Behaviour and Attitude 	Yes	
Roger Fine	Local Authority	<ul style="list-style-type: none"> - Health & Safety - EYFS 	No	Yes
Father Thomas Cotterill	Foundation	<ul style="list-style-type: none"> - SEND - Worship & Christian Vision 	Yes	
James Roe	Parent	<ul style="list-style-type: none"> - Quality of Education 	No	Yes
Nikki Harper	Parent (<i>pending re-election</i>)	<ul style="list-style-type: none"> - Pupil Premium - Behaviour and Attitude - EYFS 	Yes	
Tom Way	Clerk	N/A	Yes	
Sarah Foster	School Business Manager	N/A	Yes (items 1 – 6)	
Rachel Christie-Davies	Safeguarding Lead	N/A	Yes (item 1)	
Lesley Hurst	Diocese Assistant Director of Education	N/A	Yes (item 1)	
Vacancy	Foundation			
Vacancy	Foundation			
Vacancy	Staff			
Vacancy	Parent			



Quorum: 4 out of 8 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. Briefing to Governors

A confidential item was discussed and recorded in a separate set of minutes.

RCD and LH left the meeting.

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

The HT commenced the meeting with an opening prayer.

The Chair confirmed that apologies had been received from RF, TF, JR and CW.

There were no declarations of interest for this meeting.

3. Minutes of FGB meeting held on 20.09.23 accuracy / matters arising

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

The following actions have been met:

- The Clerk has checked the process around parent governor re-election and advised the Chair and HT on this, and the HT confirmed that the vacancy will be advertised before the next meeting at which point an election will be held

Matters arising, not otherwise on the agenda:

N/A

ACTIONS

3.1 HT to set up a staff and parent governor nomination and election cycle in the school before the next FGB meeting in October – **ongoing**

3.2 Chair to check the Scheme of Delegation prior to the next FGB meeting to see if a review is required – **ongoing**

3.3 Governors to send new Declaration of Interest forms for the school year 23-24 to the Clerk before the next FGB meeting – **ongoing** (Clerk to resend the form to all governors)



4. Governor elections

A) Chair, Vice-Chair

The Clerk advised that Chair and Vice-Chair elections are required as the previous terms have expired.

BE confirmed that they are self-nominating to continue on the role.

MN seconded BE's self-nomination.

The Clerk requested that BE leave the room whilst a vote is held.

BE left the room.

All governors agreed unanimously to BE continuing in the role of Chair.

BE returned to the room.

The HT confirmed that TF has self-nominated to continue in the role of Vice-Chair again.

The Chair seconded TF's self-nomination.

All governors agreed unanimously to TF continuing in the role of Vice-Chair.

B) Parent governor, Staff governor

[See item 3 above]

5. Chair's Business

A) Ofsted, SIAMS

Governors agreed that this item will be deferred until the next FGB meeting.

B) Christian Values

The Chair thanked TC for working on the document relating to this item. The Chair advised that the aim of the document is to assist governors in helping them to understand how these values work in practice at the school, and the Chair requested for governors to please



read the document, and they further advised that this will be an official document on the school website. TC gave a brief summary of the document to governors, and there was a broader discussion around it.

ACTIONS

5.1 Governors to read and familiarise themselves with the Christian Values document

6. Finance

A) Monthly budget monitoring report

The SBM advised that the report circulated in advance of the meeting contains the August data, and that the general advice is to not start compiling these until the end of September, but that they have included this anyway for governors to check.

The HT advised that the school is at risk of going beyond its licensed deficit because of the extra spending required for a supply TA due to a delay in DBS-checking a new permanent member of staff. The HT gave further clarification around this and advised that they can't spend any less on this as they need someone providing support during these hours in the meantime. NH commented that when they have been volunteering at the school, they have observed that there is no room for manoeuvre and that the staffing is required.

The SBM advised governors that the rest of report just relates to supply costs, and the HT advised that the school has saved some money on administrative staff as there have been a few changes recently and gave further clarification on this.

B) Monthly reconciliation report

Governors confirmed that there were no questions on this.

C) Credit card statements

Governors confirmed that there were no questions on this.

The Chair thanked the SBM for attending the meeting.

The SBM left the meeting.



7. School update

The Chair confirmed that these documents had been circulated to governors in advance.

A) Progress against SDP (including feedback from named governors)

The HT commented that all of the monitoring reports that they have been receiving from governors gives them confidence that the governing body knows each section of the SDP well, and they thanked governors for engaging and contributing to this.

The HT advised that within the SDP a lot of actions have happened already and are starting to happen, and there was a broader discussion around this. The HT further advised that some of the positive things this term have been Inset day, focusing volunteers on providing assistance with Reading which has been a key area within the SDP, and a few of school trips out to the Jubilee library, the bookshop and the museum.

The HT asked if there were any questions on the SDP or the monitoring reports, and Governors confirmed that there were none.

B) School Data pack

This item was not discussed.

8. PAN

A confidential item was discussed and recorded in a separate set of minutes.

9. Health & Safety

The HT advised that there are no updates for the FGB on this item yet.

10. Policy Reviews

The Chair confirmed that these policies had been circulated to governors in advance of the meeting.

A) Scheme of Delegation

The Chair confirmed that this has been deferred to the next FGB meeting [see *action 3.2 above*].



B) Safeguarding

Governors confirmed that there were no questions on this policy.

C) Women's Health

This policy doesn't actually mention the children, but might it be applicable for some Year 6 pupils?

The HT confirmed that the policy is aimed at staff and that pupil's health is covered in another policy, but advised that they will change the title of it to specify that this is the female staff health policy.

Governors confirmed that there were no further questions on this policy.

D) Allergy

The HT advised there have been requirements issued from the LA around this, but that this topic is less appropriate for a small school, and that the school will always make adaptations if any individuals are vulnerable, and that they have written the school's own policy for this.

Governors confirmed that there were no questions on this policy.

Governors confirmed that they agreed to all policies being ratified.

11. Training feedback

The Chair thanked governors for providing training feedback reports.

MN gave a brief summary of the Diocesan Safeguarding training that they attended recently.

12. Urgent business not on agenda

N/A



13. The Grace

The Chair and governors concluded the meeting by saying the Grace.

The meeting closed at 6:39pm

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

Date.....11.12.23..

The next FGB meeting will be on Monday 11th December at 5.00pm.