

Please forward any matters relating to the Minutes below to:
THE CLERK TO THE GOVERNORS

Stoke Bishop Church of England Primary School
FULL GOVERNING BODY MEETING – TERM 6
Held on Monday 28th June 2021 at 4.30pm at St Mary's Church

Draft Minutes

PRESENT:

FOUNDATION

Rachel Powlesland (RP)
Jema Ball (JB)
Beverly Richardson (BR)
Helena Richards (HRi)

MEMBER APPOINTED

Paul Wake (PW)
Isobel Gelder (IG)
Cynthia Treharne (CT)

STAFF GOVERNORS

Barbara Woolwright (BW)
Andrew Quinton (AQ)

PARENT GOVERNORS

Bridget Davies (BD) (Chair)
Helen Rowe (HR)
Jamie Pirie (JP)
Sophie Summers (SS)
Michael Barnes (MB)

STAFF

David Forrester (DF) Head Teacher
Ann Smith (AS)

Clerk to Governors

Sarah Richardson (SR)

ITEM	MINUTE	ACTION
118	<p>Welcome</p> <p>118.1 Welcome, Apologies for Absence and Opening Prayer Apologies received from James Wiggins (JW) and Simon Burch (SB). Apologies accepted by the Governing Board.</p> <p>JB led the opening prayer.</p> <p>118.2 Declaration of Pecuniary Interests The Attendance Register and Declaration of Pecuniary Interests was agreed face to face. Nothing was noted.</p>	
119	<p>Minutes from last meeting (FGB 10th May 2021)</p> <p>119.1 Approval of Minutes Minutes approved.</p> <p>119.2 Matters Arising & Review of Action Points BD read through action points and gave an update on each point. All items had been completed or would be covered under the agenda for this meeting. Governors agreed to approve minutes. Now available on the school website.</p>	
120	<p>Safeguarding</p> <p>DF took the Governing Board through the Annual Report for Safeguarding & DfE Sexual Harassment Report. The school currently has no children on the Child Protection Register. Absence was discussed and the Headteacher stressed that there was still a gap in attendance between whole school and FSM children to address.</p> <p>DF will meet with the Safeguarding Team (SGT) 1/7 to RAG the findings from report. To give an action list.</p> <p>All Governors must keep up to date on Safeguarding training areas – SR to check that everyone has logged the relevant training as complete.</p> <p>Governor Questions: Do the figures in the report include Covid absences? No.</p> <p>Following the Sexual Harassment report findings have we done anything differently with Year 6's?</p>	<p>SS/DF</p> <p>BD/ALL</p> <p>SR</p>

	<p>Yes, school is doing that within the Jigsaw curriculum. Input and discussion is focused on positive messages about being confident to speak up, ready for secondary school.</p> <p>The September FGB will cover the changes to KCSIE as part of the Governor annual Safeguarding training.</p>	
121	<p>Governor updates</p> <p>121.1 Training – GDPR All Governors must complete the GDPR training as per the link sent by the Clerk. To be completed by September FGB.</p> <p>121.2 GovernorHub The Clerk gave an introduction/update to the Governing Board using GovernorHub as a filing system for meetings. All Governors will be registered by the end of term 6 on GovernorHub and more information will follow by September FGB.</p> <p>121.3 Terms of reference for committees The Clerk will send the committee Chairs the Terms of Reference for their committees and this will be reviewed by the September FGB. Governors should let BD know if they wish to change committees or see their skills fitting elsewhere.</p> <p>121.4 Ofsted documents preparation Progress has been made on ensuring all documents are up to date. HR is making changes/updates to the spreadsheet. A meeting will be arranged in September to again review this document for the committee Chairs.</p> <p>121.5 Staff Survey The Governing Board were shown a summary of the staff survey responses. Overall the response rate was a lot higher than previous years and positive responses were noted. A full review will be presented to staff w/c 5th July. The L&M committee will take forward findings from the survey. Wellbeing has been highlighted as a particular area for focus and JB / IG will take this forward into next year.</p> <p>BD is now on the NW24 Steering Group, currently this group is reviewing what adds most value for different groups, The proposal for governors is for NW24 to offer some training opportunities and also forums for Link Governors to share ideas and practice.</p>	<p>ALL</p> <p>SR</p> <p>SR/ALL</p> <p>SR</p> <p>BD/JB</p>
122	<p>Headteacher report</p> <p>122.1 Headteacher report An extensive report was submitted to Governors before the meeting. Main positive points included:</p> <ul style="list-style-type: none"> • Y6 made it to camp! Great for everyone concerned and down to a lot of hard work by the Admin team. • The signage in school is now underway, with the foyer and the corridor almost complete. The Hall has also been started and will be completed with some very faith specific images / text. • All of our recent monitoring has given us positive messages about our journey and that gives all of us a growing sense of confidence about what is being achieved together with the energy and desire to push on to the next phase. <p>Questions from Governors</p> <p>How do we keep the momentum going with Sports? Introduce 'brain breaks' such as daily mile. All school TA's are trained in PE and. Extra curricular clubs will look to continue and expand in 21-22.</p> <p>What is Financial impact of low EYFS numbers for next year? It will be significant. SLT closely reviewing over the next 6 months and will be considered at the Finance Committee.</p> <p>Do we get late applications?</p>	

	<p>No, reception numbers are down and unlikely to change at this stage. School has focused on a new prospectus and relations with the pre-school community in the area.</p> <p>How have low numbers been determined? Census documents from Local Authority. Expected 3-4 years of low birth rates.</p> <p>Is it reflected in budget document? Yes, over the next 5 years forecast.</p> <p>What are the current leaver numbers like across the year groups? All year groups have leavers, 1 or 2 in each year.</p> <p>What is the reason for that? Mainly parents moving child(ren) to private school. This is a usual pattern for this school.</p> <p>What is happening with the findings from the Pupil Voice? They are currently with the Hub Leaders, who take the findings back to the children. School council are involved.</p> <p>The Governors thanked all school staff for their continued hard work. Especially the huge effort to get the Year 6's to their camp! A special thankyou to the Admin team in this.</p>	
123	<p>SDP Draft</p> <p>DF took the Governors through focus for the document. Each committee agreed to review and feedback by September FGB.</p> <p>DF will be finalising the draft document and the success criteria for each area after further discussion with Extended SLT. An updated version will be sent out before the end of Term 6. Governors to feedback to DF as mentioned above.</p> <p>A final version will be looked at in September FGB.</p>	<p>Committee Chairs</p> <p>ALL</p>
124	<p>Governor Governance Review</p> <p>6 members of the Governing Board had a review meeting online with a Leader of Governance set up by the SIA. The review was extremely positive with only a few minor observations for improvement that have been actioned already.</p> <p>A couple of points were noted around the minutes of FGB. Clerk will action.</p> <p>All Governors should take note of any behaviour (both positive and negative) when visiting school and record observations in the Subject Leaders spreadsheet or other visit document as appropriate.</p> <p>The Chair of Governors attended the feedback meeting with the SIA after the whole school review. The key areas for improvement were about developing the curriculum and the next step on optimising the use of the TA's. The feedback from staff to the SIA : mirrored that of the staff survey.</p> <p>A huge thank you to the Chair of Governors for enabling such a positive review.</p>	<p>SR</p> <p>ALL</p>
125	<p>Committee Reports</p> <p>125.1 Finance (HR & AS) Finance committee have met and approved assumptions for the 21-22 budget.</p> <p>Governor Questions:</p> <p>Is the new SLT set up more expensive than previous years? No, costs have been moved around across the staff budget.</p> <p>Staffing hours/workload. Are we concerned about the impact of this? The school will have increased SEN / Inclusion staff time, but this has been mixed around to help support any increased workload.</p> <p>Can the PTA fund particular projects?</p>	

	<p>The role of the PTA has to be in addition to the school curriculum and depends on where we see any gaps to be. They should not be supporting / funding fundamental aspects. Therefore they focus on funding / subsidising the costs of activities such as guest workshops / trips.</p> <p>The Governing Board all voted in agreement to approve the budget and thanked AS for the hard work in this area.</p> <p>125.2 Quality of Education During the last meeting, data point 2 was reviewed. First draft of the wider curriculum data is now available and with Subject Leads. All Governors need to support SL's in thinking how to use this data, DF will send a link to the data.</p> <p>125.3 Leadership & Management Meeting the 15th June the Committee reviewed the progress against SDP.</p> <p>125.4 Personal Development Looking at feedback from Pupil Voice.</p>	ALL
126	<p>Link Governor Reports/updates</p> <p>126.1 Inclusion Full end of year SEN report was sent prior to meeting. Any questions/feedback should be sent to DF & HRi. There will be a PP report ready by the end of Term 6.</p> <p>126.2 EYFS HR has sent a review document to school leads and will circulate a final version when approved before end of term. Main area noted from the report is that reception started the year at a higher level possibly due to being at home. Writing has been identified as the main area that has suffered with home schooling / a very boy heavy cohort and needs to be worked on for progress in Y1.</p> <p>126.3 PE Report Draft document will be circulated by the end of term 6.</p> <p>126.4 Church Links Strong, positive things still happening in this area. Work has focused on transition for Year 6 and prayer space.</p> <p>126.5 Health & Safety No updates.</p> <p>126.6 Equality & Diversity Equality & Diversity headed up by CT. A draft document has been created with VM and HWJ. There will be more feedback to governors about priorities in this area at future meetings. All governors to make a note of their community links to be added to this document. SR will send a reminder.</p> <p>126.7 IT IT Strategy document approved by FGB.</p>	DF HR JP SR/CT
127	<p>Policies</p> <p>127.1 Equality & Diversity Approved by FGB.</p>	
128	<p>Correspondence None.</p>	
129	<p>AOB</p> <p>There have been changes to the definitions used in the BCC Admissions document. AS will circulate to FGB and amend our Admissions policy to align it with BCC.</p>	AS

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The meeting closed at 7.10pm

Date of the next meeting: Monday 27th September at 4.30pm

SIGNED: **DATE:**