

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 1
Held on Monday 27th September 2021 at 4.30pm at School

Draft Minutes

PRESENT:

FOUNDATION

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

MEMBER APPOINTED

Paul Wake (PW)
Cynthia Treharne (CT)

STAFF GOVERNORS

Andrew Quinton (AQ)

PARENT GOVERNORS

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

STAFF

David Forrester (DF) Head Teacher
Ann Smith (AS)
Darren Hunt (DH) Deputy Head

Clerk to Governors

Sarah Richardson (SR)

ITEM	MINUTE	ACTION
130	<p>Welcome</p> <p>130.1 Welcome, Apologies for Absence and Opening Prayer Apologies received from Barbara Woolwright (BW). Apologies accepted by the Governing Board. The Governing Board welcomed DH to his first FGB. BD updated the FGB that Isobel Gelder had stepped down as a Member Appointed Governor due to personal reasons. The FGB thanked IG for her involvement last year and wished her well for the future.</p> <p>JB led the opening prayer.</p> <p>130.2 Declaration of Pecuniary Interests The Attendance Register and Declaration of Pecuniary Interests was agreed face to face. Nothing was noted.</p> <p>130.3 Code of Conduct and Governors' Code of Practice All members of the FGB have agreed and signed both documents for 2021-22.</p>	
131	<p>Minutes from last meeting (FGB 28th June 2021)</p> <p>131.1 Approval of Minutes Minutes approved..Now available on the school website.</p> <p>131.2 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.</p>	
132	<p>Safeguarding</p> <p>DF & VM led the Governing Board through Safeguarding refresher training. With particular focus on the difference between safeguarding and child protection, additional duties in KCSIE (2021, Annex C), social care interventions, local safeguarding partnerships and updates from KCSIE 2021 including changes to guidance on sexual harassment and abuse. All Governors must be familiar with the KCSIE updates.</p> <p>Governors asked if the school would have a new safeguarding policy to reflect changes? The policy has been updated to include the advancements in cyber/online changes.</p> <p>Governors discussed how well you could identify Peer on Peer Pressure. The school focuses on empowering children to be able to say if a behaviour is not ok. Governors are aware of the website 'Everyone's Invited' that has recorded over 50,000 cases of inappropriate behaviour.</p>	ALL

	<p>Governors asked if this is an area of focus across all year groups? Yes it is but it will be handled age appropriately.</p> <p>Governors wanted to understand at what point parents are involved when there is a safeguarding incident? It depends on the situation and the impact on the other child / adult involved. The language used would be 'we've talked to your child today about xyz'.</p> <p>Governors asked how the message can be communicated at school events? School will communicate during hub events and send information to parents about the Safer Schools App (Government led), which highlights sites that are created which may be unsafe for children.</p> <p>Governors asked how much is covered within the Jigsaw programme? Jigsaw is very good and covers the statutory part of school curriculum but we cannot rely on it totally to cover these issues in school. It is a programme school has full access too.</p> <p>Governors asked if school felt children knew where to go for help? We have revised and reintroduced the 'Worry box' as an option as an anonymous route or at least a safe space to share concerns alongside talking to all teaching staff. School will continue to monitor this through Pupil Voice.</p>	
133	<p>EYFS Changes Update</p> <p>VM presented the statutory changes within EYFS that have come into force this year with focus on where children are now, where we want children to be in 7 years and how we are going to do that.</p> <p>VM will send to all Governors the bullet point list of the Statutory Framework.</p> <p>Governors now have an understanding of the EYFS Statutory Framework 2021, assessment and the Reception Baseline Assessment (RBA). VM highlighted that this data will not be seen by school. It is submitted and reviewed when the child gets to year 6. School will continue therefore with their own assessments, where the data is much more visible.</p>	VM
134	<p>Headteacher report</p> <p>134.1 Headteacher report An extensive report was submitted to Governors before the meeting. Main positive points included:</p> <ol style="list-style-type: none"> 1. Assemblies: Just having all of the children together to share ideas, and experiences once again has been extremely refreshing. It is a chance to connect the whole school community (no Reception at the moment) and experience the buzz of school. Although a number of Y1 children are still learning how to approach these occasions because they've never been in an Assembly, they are learning fast – and contributing to the ideas and fun. The assemblies are led by a good range of staff on a regular basis now so hopefully they remain fresh to the children. 2. Clubs and extra-curricular provision. It's great to see children getting involved in other activities again. 3. SLT –The new members of the team really are getting around and making their presence felt in a positive way. 4. Children's playtimes – To be able to watch children playing/ mixing on a pre-covid basis is very heartening. The way they engage with each other and the scope of their play across a lunchtime gives a warm, happy feeling. <p>Questions from Governors Data – all schools must be in the same position regarding out of date data. Do we know what other schools are doing? <i>Everyone is doing something based on their internal processes. We need to remain clear about our last statutory data, it's implications for the current year groups (especially at Y2 / 6) and then</i></p>	

use our internal data effectively to indicate how children are progressing.

The buddying has clearly been a quick success. How can we develop from here in other areas?
We have a programme of Pupil Roles & responsibilities that we are introducing that include a focus on children from Y3-5, mentoring younger year groups.

How do we get new staff on board with the school vision / values / priorities? Is there something that governors should be doing to help settle them (not scare them)?
Through the work we are doing in Hubs and in the staff training. Using the language, explaining as we go and using their questioning to refine our understanding helps us all.

Good to see that the Shine after school provision is going well. What extra-curricular opportunities are there available for all (ie not requiring parent payment)? You have previously said that there are some PP places available from certain providers but there will be other children who don't qualify for PP but where the cost of Shine sports is out of reach.
Yes that is the case. We do our best to supplement where it is possible and draw on 'donations' and other support that we get to fund such things. There is no intention that children should miss out in these cases.

You mentioned the amount of work required on the curriculum and to get everything 'ofsted' ready. What is in place to support staff and ensure they don't burn out by Christmas?
The Annual monitoring calendar and termly Training, monitoring & evaluation overviews are used in SLT to have an oversight of the balance that is being asked of staff/ we are working on

Following on from the discussion around Learning from Covid, what IT are we continuing to use and is this consistent across school – Seesaw, Teams Meetings etc.? It would be a shame to lose momentum now that parents are familiar with these tools.
Yes we are continuing to use it all but staff are also trying to re-establish some of the things that were happening before – eg face to face shared learning sessions.

There were some anti-social behaviour incidents locally recently. Are we confident that the school site is secure and is there any investment required (eg cameras) as a deterrent?
There is no indication at the moment that we are being targeted , although we remain vigilant on this issue.

How can the SEN funding be a pro and a con. Am I right in thinking that the school ends up with a bigger budget, but that more has to be allocated to SEN?
Yes. The school always has a 'notional' £6000 per child allocated for SEN in its main budget. When top up funding is sought in order to support significant SEN the allocated amount for the child also includes that notional amount. The school therefore has to find the £6000. Other authorities have different processes for allocating extra SEN funding where needed but the 'notional £6000' is a national principle. We are currently looking at our 'principles for SEN funding & support' so that we can be systematic in our provision but not overcommit ourselves financially.

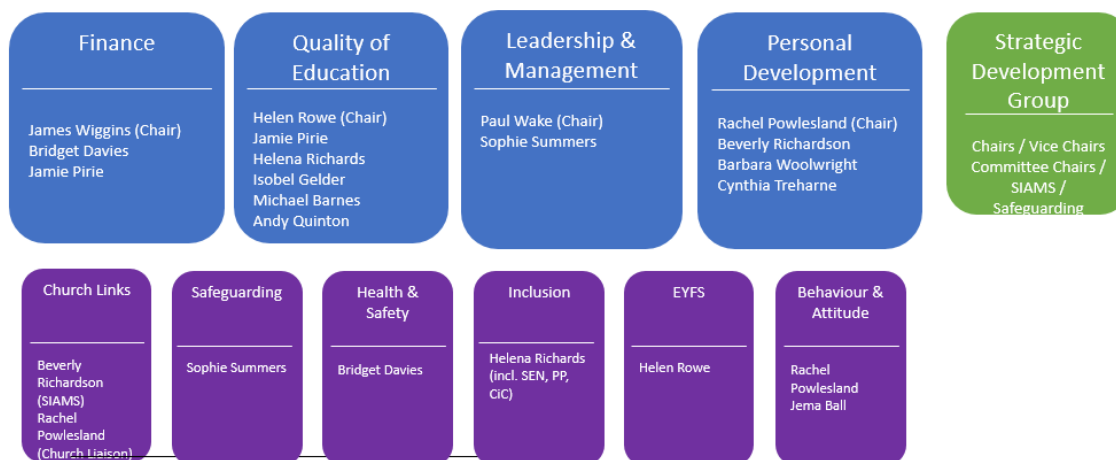
In the paragraph about Reading, you recount how Inference is a key skill and staff have undertaken training. For PP children (maybe others?) the other dimension sounds as if it is 'cultural capital' and I wondered whether that is a focus/can be a focus of efforts for PP children? 'Cultural capital' is essentially the curriculum we offer to all children, so we are focussing on this in being more systematic about the experiences all children receive and through the additional experiences some (often PP children) receive as intervention / extra-curricular input.
Cultural capital is always a focus – for all children – and is a significant part of our discussions around the curriculum development.

Looking at the 'Believing it's possible' doc, 1/2 a day per term is allocated for wider curriculum subject leads. If school is keen to have comprehensive cross curricular strategies/activities, might there need to be some more time allocated for subject leads to enable them to work on the cross curricular element?
All teachers are allocated ½ day as part of supporting their role in general. The doc also states: 'It is appreciated by governors and senior leadership that the time allocated does not cover all the tasks that are required in any of the roles'. For those whose subjects are in priority each year, there will be additional time to support the achievement of the objective – with a specific focus on the 3 I's.

	<p>Comments from Governors Suggestion of running open events to help promote school to increase numbers. Working with local nurseries to get them involved on the school site (eg with sports events) so that parents get familiar with the school.</p> <p>School security/cyber safety School has a contract with Trading with Schools, managed by BCC and they manage the security of the IT network. . In terms of safeguarding, DF receives reports if anything occurs within our network that needs attention (for example, if certain key words are searched).</p> <p>Curriculum update DH presented an update on his curriculum work. Sessions with staff have been held and will continue to be done as this work progresses. The driver for the Curriculum will be on what we can learn from Bristol and linking content to the local area as far as possible. This will reflect the history and geography of the area and use those local connections as a springboard to explore the wider world. . The aim is to have made significant progress on consistency of approach by T3 but then focus on individual subjects in a 3 year cycle. .</p> <p>Governors stressed the link between the school's 2 rivers symbol/wording as an important factor in supporting the above work.</p> <p>Quality of Education committee will continue to support this work going forward.</p> <p>Systematic Synthetics Phonics There is an audit taking place to support the move to a new phonics programme. AQ & SJP taking the lead within school on this. More of an update on this in the January FGB meeting.</p> <p>The Governors thanked all school staff for their continued hard work.</p>	
135	<p>Key document sign off</p> <p>135.1 SDP Committees should continue to review within meetings. DF will send a final version by the end of this week.</p> <p>135.2 Scheme of Delegation Agreed and signed off for 2021-22 by FGB.</p>	DF
136	<p>Governor Updates</p> <p>136.1 Governor Organisation The Chair and Vice Chairs have been re-elected by a virtual vote completed ahead of the meeting. Bridget Davies will continue as FGB Chair with Jema Ball and Helena Richards as Vice Chairs for 2021-22. The FGB thank them for their continued involvement.</p> <p>The 2021-22 Governing Board is as follows:</p>	

Full Governing Board

Chair: Bridget Davies
Vice Chairs: Helena Richards & Jema Ball



Other Roles:
GDPR – Helen Rowe Equality & Diversity – Cynthia Treharne Data – Michael Barnes Wellbeing – Jema Ball / Isobel Gelder Website – Paul Wake

Subject Links will be as follows:

Subject	Staff Lead	Governor Link
Maths	Irene Harrison / Sophie Aldis	Helen Rowe
English	Andrew Quinton / Sarah-Jayne Preston	Sophie Summers
Science	Anna Beach	Bridget Davies
History	Alice Brown	Cynthia Treharne
Geography	Lindsey Monk	James Wiggins
IT	Brin Attewell	Paul Wake
DT	Will Thwaites	Mike Barnes
Music	Charlotte Lacey	Helena Richards
Art	Heidi Paton	Rachel Powlesland
MFL	Lydia Bird	Beverly Richardson
RE	Simon Parmiter	Jema Ball
PHSE	Vicki Melton	Rachel Powlesland
PE	Megan Benfield / Louise Pell	Jamie Pirie

136.2 Training

All Governors have been sent the GDS training provided by BCC. Please let SR & BD know if there are courses you would like to do. These are virtual courses charged at £45 per session.

NGA training is already paid for and can continue to be used. SR can advise if need be.

All Governors should have completed the Onewest GDPR video training. **Report to SR when done.**

136.3 Update from SDG 13.9.21

BD updated the Board on discussions at the SDG including preparation of the Governor element of any future Ofsted inspection. The SDG felt that it was in a good position regarding having documentation up to date.

SR

SR

	<p>HR and HRi attended an update session from BCC on Ofsted Preparation for Governing Boards and will circulate notes to the SDG after this meeting highlighting areas that need review.</p> <p>136.4 Governor Webpage JP undertook some work during the summer to suggest improvements to the Governor page on the website. They include:</p> <ul style="list-style-type: none"> • Right at the top of the page we're missing an intro paragraph that states our purpose, what we're here to do. • Should then be followed by "who we are and our roles", i.e. "parent governor", an up-to-date picture, and what committees/subjects/links we focus on. • Underneath "who we are" we should say how much we'd love to hear feedback etc. • Move some of the additional content on our website to a pdf. For example, "what is a school governor?" • Organisational structure should be updated to an org chart and uploaded as a pdf in its own section. <p>SR will work with school office to take these forward.</p> <p>136.5 GovernorHub SR will continue with our set up on GovernorHub, the aim to have Nov FGB documents available on GH. Information on training for the site will follow soon.</p> <p>136.6 Guidance for subject leads HR to update the standard list of areas to cover / questions to ask with SL's. All Governors should try to arrange a meeting with their SL this term.</p> <p>136.7 Virtual v in person meetings The aim is to meet face to face for FGB meetings from now onwards, provided all members have had a negative LFT. Windows will be opened and distance seating will be in place as best we can. Committees can choose to meet in person or virtually using teams.</p>	<p>SR</p> <p>ALL</p>
<p>137</p>	<p>Policies</p> <p>137.1 Admissions Policy AS updated the FGB on the 2022-23 Admissions Policy as edited and approved by the L&M committee. The FGB agreed to sign off this policy and it will now be live on the school website.</p>	
<p>138</p>	<p>Committee Reports</p> <p>138.1 Finance (HR & JW) July Management Accounts were presented. The school ended the year in deficit similar to the forecast and the final numbers will be available in October. Variations in spend and income were highlighted. There is no concern about the year end result but reduction in pupil numbers in Reception this year will have a significant impact in future years, something the Finance Committee and then FGB will need to consider in their strategic planning.</p> <p>Review of top 10 'musts' from Academies Handbook & update on changes AS presented this to the FGB as well as an update on the changes within the handbook. Confirming that the guidance is that the FGB does not include Staff Governors from 22-23 onwards. The Governors feel this is a great shame but will discuss during the year how to ensure that staff are still present at meetings where possible and that their views continue to be represented. . The top 10 musts were agreed by FGB.</p> <p>Governors asked for clarification over the year pupil numbers are taken from? School confirmed a census record is taken in October to supply numbers for funding for the next academic year.</p> <p>138.2 Quality of Education</p>	

	<p>First meeting took place on 14th September. Many thanks to HR for taking on Chair role. Ofsted documents spreadsheet and SDP a priority. Terms of reference and meeting dates for 21-22 agreed.</p> <p>138.3 Leadership & Management Meeting on 30th November. Meeting dates agreed, Terms of reference to be updated and sent to SR.</p> <p>138.4 Personal Development Meeting on 30th September. Terms of reference and meeting dates for 21-22 agreed.</p>	SS/PW
139	<p>Link Governor Reports/updates</p> <p>139.1 Safeguarding (additional to KCSIE from item 132) No further updates reported.</p> <p>139.2 PE PE report in meeting folder. JP will meet with MB during T2.</p> <p>139.3 Inclusion PP/SEN/EYFS/ CiCreports have been reviewed and agreed by Quality of Education committee.</p> <p>139.4 EYFS (additional to item 133) HR will finalise report with VM by end of w/c 4th October.</p> <p>139.5 Church Links Strong, positive things still happening in this area. Thank you to JB, BR & RP for work in this area.</p> <p>139.6 Health & Safety Covid Risk Assessment – live on school website Annual Health & Safety report to Governors - The report summarises all aspect of Health & Safety in school for the period from July 2020 to June 2021. The overriding focus has been on keeping both our staff and our pupils as safe as possible during the COVID-19 pandemic. FGB approved report.</p> <p>139.7 Equality & Diversity All governors have told CT about community group involvement. CT to look at areas within the community that we are missing. BD & CT to take forward with Governor recruitment in mind. HWJ and CWS will be invited to Dec FGB to discuss Inclusion, which will include some aspects of E&D.</p> <p>139.8 GDPR OneWest Compliance Report AS will take action plan to finance committee who will review it and bring back to Dec FGB.</p>	<p>HR</p> <p>CT</p> <p>SR/DF</p> <p>AS</p>
140	<p>Correspondence A number of letters and emails were received from staff who left last term and also thank you notes for the 'end of year' gift from Governors. All noted within the meeting's folder.</p>	
141	<p>AOB Nothing noted.</p>	

The meeting closed at 7.00pm

Date of the next meeting: Monday 6th December at 4.30pm. AGM to start at 4pm.

SIGNED: **DATE:**