

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 2
Held on Monday 6th December 2021 at 4.30pm at School & via TEAMS

Minutes

PRESENT:

FOUNDATION

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

PARENT GOVERNORS

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

MEMBER APPOINTED

Paul Wake (PW)
Cynthia Treharne (CT)*

STAFF

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

Clerk to Governors

Sarah Richardson (SR)*

- Joined the meeting via TEAMS

ITEM	MINUTE	ACTION
142	<p>Welcome</p> <p>142.1 Welcome, Apologies for Absence and Opening Prayer Apologies received from Michael Barnes (MB) and Andrew Quinton (AQ). Apologies accepted by the Governing Board.</p> <p>JB led the opening prayer.</p> <p>142.2 Declaration of Pecuniary Interests The Attendance Register and Declaration of Pecuniary Interests was agreed online on GovernorHub. Nothing was noted.</p>	
143	<p>Minutes from last meeting (FGB 27th September 2021)</p> <p>143.1 Approval of Minutes Minutes approved. Now available on the school website.</p> <p>143.2 Matters Arising & Review of Action Points BD read through action points and gave an update on each point. HR will ask VM for a bullet point list about the Statutory Framework changes Committee Chairs to upload latest set of meeting minutes to GovernorHub. AS will report on GDPR in the March Governor meeting.</p> <p>All items had been completed or would be covered under the agenda for this meeting.</p>	HR Committee Chairs AS/SR
144	<p>Inclusion</p> <p>Presentation led by HWJ on the development of the Inclusion agenda in school over the last year.</p> <p>Governor questions/comments: <i>What does the NA stand for in NASENCO?</i> National Award <i>How can Governors support this work?</i> Huge support from school, change and improvements from last year. Be aware of the time and effort going into these changes and HWJ's training. No additional resource required at this time. <i>Has the EAL screening been done across school for the children who were already in school?</i> Yes, completed when CWS was first in post. All EAL children new to the school will now be screened. <i>Is there an opportunity to diversify recruitment as we recruit one-to-one support for individual children?</i></p>	

	<p>Very much thought about at the moment and will continue to be a focus. School received minimal number of applications for these roles so far so there is limited scope.</p> <p><i>How do we see the achievement and progress of all vulnerable children in school data?</i></p> <p>Categories of data already include PP, SEN and EAL as these are clear and continuous cohorts. Some vulnerable children will not fall into those categories but their progress is monitored in PPM's as individuals and when measuring the impact of interventions.</p> <p>HWJ included a slide entitled 'SEN In a Nutshell' showing the huge advancements have been made so far. The Inclusion team are focused on making even more improvements. HWJ will circulate an Inclusion version of this slide to all Governors when it has been finalised.</p>	DF / HWJ
145	<p>Safeguarding</p> <p>DF presentation 'What is Domestic Abuse?'</p> <p>DF took Governors through the changes in the Domestic Abuse Act 2021 and its impact on school.</p> <p>Governors have recorded a confidential set of minutes in relation to this item.</p>	
146	<p>Headteacher report</p> <p>146.1 Headteacher report</p> <p>Main areas covered:</p> <p>Ofsted outcome (covered in 147)</p> <p>Hubs are working well despite so much disruption due to staff absences.</p> <p>Staff changes: maternity cover for SJP recruited, 2 new members of the 1-2-1 TA team recruited, recruitment ongoing for Innovator Hub TA.</p> <p>Systematic Synthetic Phonic Programme (SSP) update</p> <p>Questions from Governors</p> <p><i>What is the cost of the SSP to us? Is there a choice that will affect the cost?</i></p> <p>There is matched funding for up to £3000. The costs we have to consider are the scheme itself, the training that will be needed and then the extension of current book resources/ ongoing resourcing of books</p> <p><i>You mention (under phonics) about some of the good practice we developed getting lost as staff move on. How can we minimise the effect of staff movement with a new scheme?</i></p> <p>It is the natural consequence of staff turnover added to initiative renewal. Each time a strategic initiative is introduced / re-emphasised that naturally leads to the diminished emphasis on other areas. The current situation is one of having focussed on phonics 10 years ago, a refresh 3 years ago and now a revised government initiative / shift in ALL expectations. The refresh from 3 years ago did it's job but embedding of practice was then impacted by Covid. The current shift from the government is a new element to be considered.</p> <p><i>Data: Targets – are they now set? You mention that they were set remotely. Is there staff buy-in to the targets and if not, how can we gain it?</i></p> <p>Yes they are set. The setting did involve some conversations but not our usual face to face collaborative discussion. Some of the numbers are higher than the teachers think at the moment is possible – but I addressed this with Hub leads and the teachers directly as part of re-establishing what we are aiming at. They understand as well that the targets, whilst part off the discussion, are not distinct elements of their performance management objectives and therefore not achieving them fully does not contribute to their pay progression.</p> <p><i>NW24. How can we leverage the value of this for this year?</i></p> <p>To be totally honest, I'm not sure. It is an area that both Bridget and I have discussed and we know we want it to be more effective. Covid has left all our schools in a different place and the issue of pupil numbers is also another element to consider. In all likelihood, getting real movement on the partnership will probably involve planning for this year and impact in 2022-23.</p> <p>The Governors thanked all school staff for their continued hard work.</p>	

147	<p>Ofsted</p> <p>All Governors have read Ofsted report. It was seen as a positive outcome for school and a confirmation that the direction is the right one in terms of Ofsted requirements.</p> <p>DF took the Governors through a presentation on the key messages and school responses.</p> <p>Comments/questions from Governors: <i>How has the staff feedback been as a result of the Ofsted outcome?</i> Staff were pleased and relieved that the process is over. They are fully aware of the actions required as a result. No surprises. <i>How do we take this feedback on board?</i> Governor actions are around asking key questions, especially of the SLT and Subject Leaders around Curriculum development. Governor's Day will enable Governors to see some of the work in progress. Succession planning for both staff and Governors needs to be considered and actions put in place need to be sustainable / embedded so that they continue to have impact even when personnel change.</p> <p>Governors commented that the summer mini audit with SIA / external governance expert was very helpful and supported preparation.</p> <p>What next? <i>How do we attract new families to address the falling numbers using the Ofsted outcome?</i> Both school and Governors to highlight positives in communication outside school. What is our USP? Pick up in Friday Chairs meeting.</p>	BD, DF, HRI, JB
148	<p>Governor Updates</p> <p>148.1 Updates re Governor Posts</p> <p>As you know, the role of Staff Governor is being phased out in academies nationally last this year. We will therefore not be replacing Barbara Woolwright on the Board. BD will write to all staff after the December FGB to explain the situation. Thank you to BW for her work on the Governing Board, you will be missed.</p> <p>JB and BD are meeting one potential new governor next week. BD to work with CT and SR to put out a new ad on Inspiring Governance in the new year to try and attract a more diverse set of candidates to fill vacancies.</p> <p>148.2 GovernorHub Governors will use this platform as a repository for finished documents / meeting papers. If you are sharing a file of editing with another governor or member of staff then please continue to use Teams. SR and BD will tidy up Teams after the December FGB to delete / archive files that are out of date.</p> <p>Committee Chairs should be using GH for meeting papers and storage of minutes from here onwards. All items should be stored in a file for the current year to make them easier to find.</p> <p>SR has sent out some initial guidance and will be happy to answer. Improvement suggestions welcome.</p> <p>148.3 Governor Day Thursday 17th March 2021 9.15am -2.45pm</p> <p>A short FGB during the day to get through formalities followed by a programme for the day that makes the most of the time and opportunity to be around during school hours. DF will compose a draft itinerary to be shared at the next FGB in January.</p> <p>Governor Training Several Governors have attended Bristol GDS training in the last few weeks. Please feedback to all on how you got on and the key takeaways from the sessions. Is there anything that you think Governors need to act on in the short/ medium / longer term?</p>	<p>BD</p> <p>BD, JB, CT, SR</p> <p>BD, SR</p> <p>Committee Chairs</p> <p>DF</p>

	<p>NW24 4th January Training All staff will be taking part in the NW24 INSET training day on 4th January. Two of the sessions should also be of interest to governors. 1 space is currently held for each session. If you are interested and able to take part in one of the sessions then please let BD know. The sessions are due to be face to face at venues TBC (local school sites) but of course this is subject to change:</p> <p>AM (time to be confirmed) – Integrated Curriculum and Financial Planning, Andrew Hamilton from the Institute of School Business Leadership</p> <p>PM (1pm – 3pm latest) – Making sense of primary school data, Jamie Pembroke from Sig+</p>	ALL
149	<p>Policies</p> <p>149.1 Pay Policy AS summarised the changes to the policy. The Pay Committee have reviewed the policy and recommend its approval. FGB agreed to adopt the new Pay Policy.</p>	
150	<p>Committee Reports</p> <p>150.1 Finance (HR & JW)</p> <ul style="list-style-type: none"> • The Annual Report and Financial Statements were discussed at the AGM. FGB agreed to approve the Annual Report and Financial statements for the year ended 31st August 2021; • Bishop Fleming have issued their management report. No control weaknesses were identified during their audit; • DF and BD will sign Bishop Fleming’s standard letter of representation; • The Audit Committee have reviewed the effectiveness of the external auditors Bishop Fleming and recommend that they are re-appointed. FGB approved their re-appointment. • A summary of the August management accounts was presented to FGB – no further questions; • The Responsible Officer’s annual summary report was also presented to FGB. AS noted that the report had been presented to the Audit Committee and that no major weaknesses were identified; • The Accounting Officer letter dated 14th July 2021 from the ESFA was shared with FGB. This discussed the new Academies Handbook, the Academies Accounts Direction and Financial Returns due for 2021/22. <p>Thank you to AS and RG for all their hard work on another clean audit. Thank you to Sue Parry for the continued support and work towards the Responsible Officer Report. This is a voluntary post and taking up more and more time so thank you Sue.</p> <p>150.2 Quality of Education Data meeting now happening next Tuesday (14th December). HR had sent notes out to meet with subject leads. Try and do so before T3 FGB meeting.</p> <p>150.3 Leadership & Management Met on 30th November. Minutes will be uploaded on to GovernorHub. Areas covered included: SDP, Ofsted, and a note to review complaints policy.</p> <p>150.4 Personal Development Met on 30th September. Pupil Voice summary to be added to GovernorHub. Went through action plan. RP & JB both attended the recent SIAMS update.</p>	ALL
151	<p>Link Governor Reports/updates</p> <p>151.1 Safeguarding No further updates reported.</p> <p>151.2 Inclusion No further updates following HWJ. Meeting with DF & HWJ on weds.</p>	

	<p>151.3 EYFS Catch up again in January. New framework and benchmarking. EYFS report for end of the academic year.</p> <p>151.4 Church Links The Christmas in a Box work with year 5 has gone well and work between church and school continues to happen to explore the message of Christmas.</p> <p>151.5 Health & Safety Meeting this week.</p> <p>151.6 Equality & Diversity VM, CWS & CT will meet in the New Year. Community Contacts responses show that most representation is within Stoke Bishop and in relation to St Mary's. Very limited links for Sea Mills. Area to focus on for Governor recruitment. BD & CT to talk about Gov recruitment in preparation for posting an ad in January. CT is linking with HWJ and HRi on inclusion. Will circulate BCC E&D training, very positive feedback. Need to identify an opportunity to discuss the E&D agenda in a future meeting.</p> <p>151.7 GDPR Agenda item for March 2022.</p>	<p>CT</p> <p>BD, CT</p> <p>BD, SR, DF</p> <p>AS, SR</p>
152	<p>Correspondence We received a glowing letter from Alison Hurley regarding our Ofsted outcome. This has been circulated to all staff.</p>	
153	<p>AOB Nothing noted.</p>	

The meeting closed at 6.34pm

Date of the next meeting: Monday 24th January 2022 at 4.30pm.

SIGNED: DATE: