

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 25<sup>th</sup> September 2023 at 4.30pm at school

**Minutes**

**PRESENT:**

**FOUNDATION**

Rachel Powlesland (RP)  
Sue Rees (SR)

**MEMBERS**

Joshua Denton (JD) Arrived at 6pm  
Paul Wake (PW)  
Charlie Gunter (CG)

**PARENT GOVERNORS**

Bridget Davies (BD) Chair  
Helen Rowe (HR)  
Sophie Summers (SS)  
James Wiggins (JW)  
Dave Tilley (DT)

**STAFF**

David Forrester (DF) Head Teacher  
Darren Hunt (DH) Deputy Head  
Ann Smith (AS) Business School  
Manager  
Emily Fletcher (EF)  
Sophie Aldis (SA)

**Clerk to Governors**

Sara Bartlett (SB)

**APOLOGIES:**

Cynthia Treharne (CT)  
Jema Ball (JB)  
Michael Barnes (MB)

ITEM	MINUTE	ACTION
260	<p><b>Welcome</b></p> <p><b>260.1 Welcome, Apologies for Absence and Opening Prayer</b> Welcome to our new Governors today. BD reminded them of who they will be buddying up with this term. DT with JD. CG with SS. SR with RP. Welcome to SB our new Clerk to Governors who joins us this term.</p> <p>Apologies received from CT, MB and JB. Apologies were accepted by the Governing Board (GB).</p> <p>RP led the opening prayer.</p> <p><b>260.2 Maths Update</b> SA attended the first part of the meeting to give a presentation update on Mastering Numbers. This has been created by the National Centre of Excellence in the Teaching of Mathematics (NCETM), and endorsed by Ofsted. This is free to join and great CPD for all staff involved. The aim is to strengthen basic number sense and develop mathematical fluency in number facts. The key point of Mastering Number is using a counting frame known as a Rekenrek. This consists of a wooden frame and two rows of 10 beads, each comprised of 5 white beads and 5 red beads. These beads can be easily moved along the rungs and helps children learn to see numbers as groups of 5 or 10.</p> <p><b>Governor Question:</b> How do staff feel about this? <b>Reply:</b> Staff agree this is 100% what they need and are all onboard with this idea even before they have done the training.</p> <p><b>Governor Question:</b> How will it work throughout the year? <b>Reply:</b> This will not be used instead of a Maths lesson but alongside it, with the aim to get number facts and a strong sense of number embedded. It will be rolled out to EYFS and Key Stage 1 children. It will be used as a whole class catch-up programme in Y3 for this first year, using the Y2 provision and as an intervention for targeted groups in KS2 who still have gaps in their core number knowledge.</p> <p><b>Governor Question:</b> Do children think of this as Maths? <b>Reply:</b> Yes, they see it as another part of Maths. It will be fitted in for 10 minutes a day and the long term benefits are going to be great.</p>	

	<p>SA will return to the GB meeting in May to give a further results update.</p> <p>SB will upload SA's presentation to GovernorHub for all Governors to read.</p> <p><b>260.3 Declaration of Pecuniary Interests</b> The Attendance Register and Declaration of Pecuniary Interests are completed on GovernorHub ahead of the meeting today.</p> <p><b>260.4 Code of Conduct for all Adults</b> FGB are asked to read this document and confirm this online on GovernorHub.</p> <p><b>260.5 Governors Code of Practice</b> FGB are asked to read this document and confirm this online on GovernorHub.</p> <p>The Chair highlighted two key points in these documents: maintaining confidentiality when making GB decisions and being mindful of content on personal Social Media accounts.</p> <p><b>260.6 Scheme of Delegation</b> The Scheme of Delegation has been reviewed and governors agreed that they were happy to approve it.</p> <p><b>260.7 Governor Skills Audit –</b> Governors were asked to review the skills audit and make any amendments as necessary. New governors have also been asked to complete the skills audit. SB will send a final copy to AS ready for the annual Audit.</p>	<p>SA</p> <p>SB</p> <p>ALL</p> <p>ALL</p> <p>SB</p>
261	<p><b>Minutes from last meeting (FGB 03.07.2023)</b></p> <p><b>261.1 Approval of Minutes</b> Minutes were approved by Governors and will be posted on the school website.</p> <p><b>261.2 Matters Arising &amp; Review of Action Points</b> We have received some interest in recruiting some possible new parent Governors. BD and DF are currently working on this.</p>	<p>SB</p> <p>BD &amp; DF</p>
262	<p><b>Safeguarding</b></p> <p>262.1 Annual KCSIE update on significant changes for all Governors DF shared a video on the importance of DFE Web Filtering which is being rolled out to all schools. Safeguarding and Technical Teams have been working together on this.</p> <p>The key aspects to focus on are:</p> <ul style="list-style-type: none"> <li>• How to make Web Filtering and Monitoring more effective in schools.</li> <li>• Reporting why children are absent from Education rather than missing.</li> <li>• New recruitment. Online Searches can be carried out on shortlisted candidates.</li> <li>• Outside organisations or individuals using the school.</li> </ul> <p><b>Governor Question:</b> Who could be classed as a 'typical outside user'? This could be an outside club or provider either working with children or using the building outside school hours. The PTA is considered part of school and would be expected to follow school safeguarding procedures. DF will ensure they are aware of all relevant safeguarding procedures.</p> <p>Each school should assign a member of SLT and a Governor to oversee and carry out regular web filtering to ensure standards are being met. Lots of new guidance is available on how to do this effectively. The Online Safety Audit answers questions such as 'What is allowed?' and 'What is not?' and 'Why?'.</p> <p>Filtering and monitoring are both important parts of safeguarding pupils and staff from potentially harmful and inappropriate online material. SS's role as Safeguarding Governor is really important in taking the governor lead responsibility for safeguarding and online safety.</p>	<p>DF</p>

	<p>SS will work with VM, the Designated Safeguarding Lead (DSL) to ensure that the monitoring of web filtering is being done effectively and is reported to FGB.</p> <p><b>New Governors will be required to confirm online once they have read the KCSIE.</b></p> <p><b>FGB will be sent a copy of the Safeguarding Policy once it has been finalised and are asked to read over this during the term. It will be finalised and agreed by the SGT in time for FGB2.</b></p>	<p><b>SS</b></p> <p><b>ALL</b></p>
<p><b>263</b></p>	<p><b>Headteacher report</b></p> <p>BD thanked DF for circulating his report and papers ahead of the meeting. Some questions had been submitted by Governors before the meeting.</p> <p>The SATS results came out just after the last FGB meeting in July which saw very good outcomes. They confirmed that the key area of focus for this year is Writing in all year groups. Progress data will be available next term.</p> <p><b>Governor Question:</b> How much of a workload strain will be created with the impending departures of 2 x TA's this term? This will spread TA's more thinly and is the direct impact of the lack of funding. Ultimately this is all about the fact that we have less to go round so some things will not be part of the provision. There is a real danger that we simply won't be able to do as much, i.e. picking up children's emotional needs.</p> <p>DF and AS are reviewing the implications of the teacher pay settlement. Governors will be asked to review any proposed structure changes and the overall financial situation at the Finance Committee, Strategic Development Group and FGB next term.</p> <p>We have lost 9 pupils to private schools. We are fully aware that some pupils join us with the intention to leave at Year 2 onwards to go to a private school. However, there is also increased pressure from private schools to join in the junior years to 'guarantee' a place in the senior school.</p> <p><b>Governor Question:</b> Is this a common trend? <b>Reply:</b> Yes, it is. Other local schools have a similar challenge.</p> <p><b>Governor Question:</b> Do we lose some pupils to other local schools? <b>Reply:</b> Yes, this does happen as parents make their own choices. 2 children left for local schools this year.</p> <p><b>Governor Question:</b> Looking at the phonics screening check, our average went up and so did the national average. Is that a reflection of the SSPs being put in place? <b>Reply:</b> Yes. The Systematic Synthetic Phonics (SSP) programmes are intended to directly address inconsistencies in teaching styles. This has helped us to reduce the differences between teachers and as a result we can see children's progress improving. Essentially – if you put a programme in place to deliver specific things and then measure those things you should see improvement.</p> <p><b>Governor Question:</b> Is there any update on the pending strike action relating to pay awards? <b>Reply:</b> There is no further planned strike action. There is frustration that Unions have accepted a deal that is clearly not fully funded, despite what has been in the press. There will be an update on this after the next Finance meeting. We are trying to access some more 1:1 SEN Top Up Funding to cover increased staff costs.</p> <p><u>The following Governor Questions were submitted to DF and responded to by email prior to the meeting today:</u></p> <p><b>Governor Question:</b> L&amp;M have their attention focussed on workload again this year. There is a conscious (understandable) decision not to recruit to replace some staff leavers. Is the work of the leaver going to be distributed amongst other staff? If it's not, what is being 'lost'? What is the staff perception? <b>Reply:</b> There are less people, so less can be done. The work in the library is being revised and DH is taking on the role of TA 'facilitator'. He will meet with them each week and be their voice.</p>	<p><b>DF &amp; AS</b></p>

	<p><b>Governor Question:</b> One of the possible next steps from the SIA was to explore why children give up so easily. One anecdote DF heard the other year was that children often wanted to just finish the activity so they could get out to break. Also, exploring 'challenge' - one consideration is opportunities to reward effort. e.g. the school runs competitions where there are winners and runners up, but perhaps there could be some 'exhibitions' where everyone who takes part is commended for how they tackled a challenge?. <b>Reply:</b> Given answer to '1' this is less likely to happen. The focus is on developing children's recognition of and ability to articulate challenge. 'Effort' is such a subjective thing to evaluate and is likely to prove extremely difficult to reward on the basis of winners / runners-up.</p> <p><b>Governor Question:</b> Looking at the phonics screening check, our average went up and so did the national average. Is that a reflection of the SSPs being put in place or is it too early to tell? <b>Reply:</b> Yes. This is an example of training children in specific things and then measuring those specific things (For that reason it is one of a number of ways we look at children's reading skills). It does at least indicate that we are continuing to improve at the same rate as National, albeit at a higher level.</p> <p><b>Governor Question:</b> With respect to the leavers for private schools in years 2, 3 and 4 - is it primarily "pull" factors causing this exodus, or are we aware of any "push" factors? Having seemingly overcome the issues surrounding Reception intake in the last two years, is there anything that the school could be doing to aid retention and ward off the overtures of private schools? <b>Reply:</b> These are people acting on a set intention. There is very little school can do to change their minds that 'private is better' and the fear factor issue of missing out on a place at Secondary underpins all of this. Whilst a couple of parents have been explicit in stating it was because of DF that they had left, this was rather disingenuous, given we knew their plan from the beginning.</p> <p><b>Governor Question:</b> You make mention of the strain on SEN funding - if HJW is unable to secure additional funding, then what does the reduction in support actually entail? I assume 1 -1 SEN funding is ring-fenced, so is the reduction linked to our potential to utilise ancillary support or something more swingeing? <b>Reply:</b> 1-1 funding is ring-fenced but if there is no increase for these children, we will be forced to reduce their hours.</p> <p><b>Governor Question:</b> With the impending departure of 2 x TA's, how much of a strain will this create amongst the remaining TA's? And is there a danger that this then creates a spiral of TA's being more thinly spread, feeling more under pressure, potentially leading to more departures? Is there anything we could do to allay this? <b>Reply:</b> This will spread TA's more thinly. That is the direct impact of the lack of funding. When AS and DF look at the revised structure they will present the options but ultimately this is all about the fact that we have less to go round so some things will not be part of the provision and there is a real danger that we simply won't be able to do as much – i.e. pick up children's emotional needs.</p>	
264	<p><b>Governor updates</b></p> <p><b>264.1 Governor Organisation</b>  SB sent out an email to all Governors in advance of the meeting today asking for any nominations for Chair and Vice Chair. This is to ensure every member of the GB is fully aware of the impending election and has equal chance to consider standing. No nominations were received.</p> <p>BD stepped back temporarily from the meeting today while SB took over to ask the GB to vote for the role of Chair. BD is happy to stand again for Chair. The GB voted unanimously to re-elect BD to be Chair. BD explained this would be her final year as Chair. She has started logging everything she does from September onwards so there is a clear recording of how the role of being a Chair works.</p> <p>SB then asked the GB to vote for the roles of Vice Chairs. SS and JB are both happy to stand as Vice Chairs again. The GB voted unanimously to re-elect both SS and JB (in her absence) to be Vice Chairs.</p>	

	<p>BD stepped back into her role as Chair to confirm appointments of our 3 new Governors:</p> <ul style="list-style-type: none"> <li>• DT – New Parent Governor (voted by Parents last term).</li> <li>• SR – New Foundation Governor (nominated by JB and confirmed by the Diocese).</li> <li>• CG – New Member Appointed Governor (voted in by our Members).</li> </ul> <p>AS and SB will register our new Governors on Companies House, Get Information About Schools (GIAS) and GovernorHub.</p> <p>It was noted that HR will step down as a Parent Governor and become a Co-opted Governor. HR offers specific skills and experience that will support the Board in the near future. AS and SB will update this information on Companies House and GIAS.</p> <p>264.2 Governor Roles 2023-2024</p> <ul style="list-style-type: none"> <li>• CT covers all of Inclusion for the school.</li> <li>• EF has taken over the EYFS from HR.</li> <li>• JD will take over as Chair of QofE at some point this academic year.</li> </ul> <p><b>264.3 Training</b></p> <ul style="list-style-type: none"> <li>• BCC GDS - We do not sign up to the BCC Governors Development Service (GDS). If any Governors wish to book onto any training with them, can they please book this via AS as they will need a purchase order number.</li> <li>• NGA – SB will email details to our new Governors with instructions on how to sign up with the National Governance Association (NGA).</li> <li>• Training Spreadsheet – BD and SB will review the Governors Training log. SB will email Governors the current training spreadsheet. Can Governors then inform SB if anything needs to be added so she can update it.</li> <li>• The Key – This has not been working properly which AS has recently reported.</li> </ul> <p><b>264.4 NW24</b></p> <p>There is a lot of activity planned around NW24 this year including pupil events, staff training and subject leader sessions. The group has been refocussing since the Chair has moved on. CT will be attending a Governance Online session on 9.11.23. NW24 will host the morning session on the Inset Day in January 2024 focussed on Equality and Diversity.</p> <p><b>264.5 SDP 2022-23 Document</b></p> <p>DF is awaiting evaluation contributions from some of the Committees to have a finalised copy that can be signed off by the end of the year. Please send final statements to DF asap who will then put in the appropriate folders on GovernorHub.</p> <p>264.6 Focus for FGB meetings this year</p> <ul style="list-style-type: none"> <li>• Term 2 – Structure</li> <li>• Term 3 – Curriculum</li> <li>• Term 4 – Vision and Values</li> <li>• Term 5 – Maths &amp; English</li> <li>• Term 6 – Signing off the plans for next year</li> </ul>	<p>AS &amp; SB</p> <p>AS &amp; SB</p> <p>ALL</p> <p>SB</p> <p>BD &amp; SB</p> <p>DF/PW/HR</p>
265	<p><b>SDP sign off</b></p> <p><b>265.1 Governor Sign Off</b></p> <p>Committees have all reviewed this document and will use it to guide their monitoring during the year. Governors are happy for this to be signed off.</p>	

<p><b>266</b></p>	<p><b>Policies</b></p> <p>266.1 Health, Safety &amp; Wellbeing</p> <p>The policy was updated at the end of Term 6 and includes changes to roles and responsibilities which will come into effect from 1<sup>st</sup> September 2023. The policy was discussed in detail at the last Safety Committee meeting.  <b>FGB are happy to approve this policy.</b></p> <p>266.2 Safeguarding &amp; Child Protection</p> <p>This policy will be reviewed in Committee and then returned to FGB for approval.</p> <p>(For new Governors, it was noted that most policies are updated every 3 years and are approved at Committee level. Many are based on templates from external agencies. There are a few statutory policies that must be approved at FGB.)</p>	
<p><b>267</b></p>	<p><b>Committee Reports</b></p> <p><b>267.1 Finance</b></p> <p>The July Management Accounts were shared with FGB.  The School is currently finalising its year end numbers and it is expecting the final outturn for the year ended 31<sup>st</sup> August 2023, will be a break-even position, after eliminating capital spend funded from GAG reserves. Our year end audit will start at the beginning of Term 2. BD wished AS all the best for the audit. New internal auditors, One West are visiting tomorrow (this will be the first of 3 visits during the year).</p> <p>A Dear Accounting Officer Letter from July 2023 was shared with the FGB. AS noted that this letter focused on proposals to streamline and improve the financial oversight framework. This includes a more concise Academies Trust Handbook (ATH) for 2023/24.</p> <p>Bishop Fleming Audit Plan  As discussed previously, external auditors services were retendered last year and Bishop Fleming has been reappointed (see 2022/23 Finance Committee minutes). AS shared Bishop Fleming's annual audit plan for 2022/23 with FGB</p> <p>Academies Trust Handbook – Top 10 Musts. AS shared with FGB a checklist demonstrating compliance with the requirements of the ATH.  This is available on GovernorHub.</p> <p>GDPR  Results of the last audit were shared with Governors and the results were positive. There were a small number of low-risk items identified and AS will follow up the recommended actions. The next Annual Compliance Report will be due around April/May 2024.  There were no GDPR breaches or near misses to report, since the last meeting.</p> <p><b>267.2 Quality of Education</b>  (including Subject Leader Monitoring 2023-2024)  SATS results were discussed at the last meeting. The Subject Leader meetings will be structured in the same way as last time. <b>Key dates will be finalised tomorrow which HR will send to SB for circulating.</b> Governors will be invited to attend one of the three groups to review SL progress on the dates in T2 and T6.</p> <p>267.3 Leadership and Management</p> <p>No updates.</p> <p>267.4 Personal Development</p> <p>The SDP was discussed in the recent meeting. No further updates.</p>	<p><b>HR &amp; SB</b></p>

268	<p><b>Link Governor Reports/updates</b></p> <p><b>268.1 Inclusion</b> CT had an initial meeting with HWJ. The next meeting, with DF and HWJ, is in November which has a Strategic focus to the Inclusion agenda</p> <p><b>268.2 Health &amp; Safety</b> AS shared the annual Health and Safety report.</p> <p>Fortunately we have no crumbling concrete! THE DFE has asked us to instruct our surveyor to carry out an investigation assessment of the building (at our own cost).</p> <p><b>Governor question:</b> Has the new site manager completed the required safety training for the role?</p> <p>Phil Arnel (PA) our Site Manager (since February 2023) has completed a number of training courses since joining the school and is attending additional courses in the next few weeks. He is also linking with other school site managers as part of his development.</p> <p><b>268.3 EYFS</b> The report is still currently on GH marked as draft. <b>If Governors have any questions relating to this, please send them to HR.</b></p> <p><b>268.4 Church Links</b> No further reports. Spirituality and Advocacy training was delivered on the September INSET day.</p>	
269	<p><b>Correspondence</b></p> <p>There was none.</p>	
270	<p><b>AOB</b></p> <p>DBS for New Governors – <b>Please see JL (Secretary) with your DBS details.</b></p>	DT, SR & CG

The meeting closed at 6.25pm

Date of the next meeting: Monday 4<sup>th</sup> December 2023 (including AGM)

SIGNED: ..... DATE: