

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 4th December 2023 at 4.30pm at school

Minutes

PRESENT:

FOUNDATION
Rachel Powlesland (RP)
Sue Rees (SR)

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

MEMBER APPOINTED
Joshua Denton (JD)
Paul Wake (PW)
Charlie Gunter (CG)
Cynthia Treharne (CT)

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:

Jema Ball (JB)
Michael Barnes (MB)

ITEM	MINUTE	ACTION
271	<p>Welcome</p> <p>271.1 Welcome, Apologies for Absence and Opening Prayer</p> <p>Apologies received from JB and MB. Apologies were accepted by the Governing Board (GB). RP led the opening prayer.</p> <p>.</p>	
272	<p>Minutes from last meeting (FGB 25.09.2023)</p> <p>272.1 Approval of Minutes</p> <p>Minutes were approved by Governors and will be posted on the school website.</p> <p>272.2 Matters Arising & Review of Action Points</p> <p>All future minutes need to be consistent using either attendees names or their initials (not both). For confidentiality purposes it was agreed initials are better. SB will amend this.</p> <p>Some Governors still need to confirm on Governorhub if they have read and agree to the Code of Conduct and Code of Practice. SB will send out another reminder.</p> <p>Can all Governors let SB know if they undertake any group training so this can also be added to the Training Spreadsheet.</p> <p>Can RP, HR, SS and PW send any final statements for the SDP 2022-23 to DF who will then consolidate and put onto Governorhub.</p>	<p>SB</p> <p>SB</p> <p>SB</p> <p>ALL</p> <p>RP, HR, SS, PW, DF</p>

<p>273</p>	<p>Safeguarding</p> <p>The Safeguarding Policy was discussed today for Governors approval.</p> <p>Inset training will take place next term focussing on web filtering and monitoring. SS will monitor the changes as part of her role (Link Governor for safeguarding).</p> <p>An online Safety Awareness Day will take place in January 2024 which will cover how online safety works in different ways and involve both parents and children.</p> <p>Staff need to be mindful of how devices move around the school between classes. Always ensure browsers are closed before handing to other children as older children might have accessed something that is inappropriate for younger children.</p> <p>Governors were happy to approve the policy today.</p> <p>Note: The Prevent Policy has been changed slightly as there was an inconsistency of language used around abuse and harm.</p>	
<p>274</p>	<p>Headteacher report</p> <p>BD thanked DF for circulating his report and papers ahead of the meeting.</p> <p>Governor Question: How do we plan to smooth out the issues around 'turbulence' (children arriving after reception)? DF explained that although this presents challenges for teachers, they will be tackled case by case as each one involves different situations. Staff are used to integrating new children and the Inclusion / Pastoral team have processes for assessing needs and providing support.</p> <p>Governor Question: Are we still losing groups of children at a certain age? DF explained that previously, we primarily lost children to private schools at Year 3/4, but now we are losing children earlier – from Year 2 onwards. More children are arriving at school speaking very little English and resources are stretched to accommodate their needs. However, the EAL programme with NW24 is providing additional training to staff.</p> <p>Governor Question: Have we seen progress in Maths in the latest assessment numbers? If so, in which groups? Our delivery of Maths has diversity, particularly to those children who struggle. Our current teaching ensures that all children have a strong sense of numbers. Assessment shows that higher functioning children can articulate their understanding of numbers and be really confident. The latest results show that girls are stronger at Maths in years 1-5 and then it flips. In Key Stage 2, boys are getting stronger. We will have an update from SA in T5 with more in-depth information.</p>	
<p>275</p>	<p>Governor Updates</p> <p>275.1 AGM 2023</p> <p>The Annual report and Financial Statements were presented at the AGM earlier today. These were audited by Bishop Fleming. The annual summary internal audit report from Sue Parry was also included in the papers. Thank you to AS and her team for ensuring the full finance report and accounts were all ready and in place.</p> <p>275.2 New Governor Updates</p> <p>It has been great to see our new Governors getting so involved. CG has joined the Leadership & Management Committee. SR is involved in other school/church activities and DT has joined the Finance Committee.</p>	

275.3 Training

There are lots of training opportunities for Governors online and through GDS. Please remember to book all training through AS if accessing through the GDS.

275.4 NW24 EDI Session and future plans

BD and CT attended the NW24 EDI session. It was helpful to talk to other schools and share practice. CT has since been in touch with other EDI Leads.

There is a plan to set up opportunities for Governors to visit board meetings at other NW24 schools and Stoke Bishop will express an interest in participating.

275.5 DoBAC MAT Meeting

The Board noted that Hannah Woodhouse, previously Regional Schools Commissioner, has been appointed to Director of Education at BCC.

Governor Question: Does this change the MAT Agenda for our school? No, we are autonomous of the Local Authority.

The Diocese is facilitating MAT discussions for church schools in Bristol and a number of MATS will be coming to talk to the group shortly. BD is in touch with the Chairs of some of the other schools in the group.

Governor Question: Do schools in MATS receive the same funding as Single Academy Trusts? Yes they do, however, they can decide how much to give to the individual schools and how much is allocated centrally.

275.6 Governor Day – March 2023 Planning

Governors are all welcome to join for the whole day or just some of the day if that is more convenient. The main topics on the agenda will be around long term goals so preparation is underway for this. A date for the Governors Day will be confirmed in January 2024.

275.7 Complaints Handling

It is useful for Governors to be aware of the Complaints Handling Process. Complaints are confidential so cannot be discussed at FGB meetings. We do not receive a huge amount of complaints but Governors are called at times to become members of appeal panels.

Governor Question: What do we receive complaints about? DF explained previous complaints which have reached the formal process have been about a variety of issues.

A Governor reported recently that following a recent Parents Survey, findings were that parents have a lack of understanding about the complaints procedure. Our Complaints Policy & Procedure is available to read on our website. If parents have a complaint, we encourage them to have an initial verbal conversation rather than via email and always offer them a face-to-face discussion with the appropriate members of staff.

A Governor felt it is important to ensure new teachers are confident when dealing with complaints.

Governor Question: How is a complaint deemed concluded? The school has a complaint flow chart which the DFE instructs all Local Authorities to use. The school follows this process properly and reports the conclusion of a formal complaint to the complainant via a letter.

276	<p>Policies</p> <p>276.1 Pay Policy (for FGB approval) The Pay Committee met in October 2023 and the 2023/24 Pay Policy was reviewed. The main changes are to recognise changes arising from the STPCD 2023/24, and also includes new pay scales for both Teaching and Support staff. There were no other significant changes.</p> <p>Governors agreed to approve the new policy.</p>	
277	<p>Committee Reports</p> <p>277.1 Finance</p> <p>The Annual Report and Financial statements for the year ended 31 August 2023 were discussed. These were presented to the Finance Committee by the school's auditors Bishop Fleming and were also presented at the AGM. There were no further comments and Governors agreed to approve the accounts.</p> <p>The Letter of Representation and Management Report from Bishop Fleming were also discussed. AS noted that no significant internal control weaknesses were identified in the management report.</p> <p>AS confirmed that the Finance Committee have reviewed the effectiveness of the external auditors and it has been agreed in that Bishop Fleming will be re-appointed as auditors for 2023/24.</p> <p>The August 2023 management accounts were shared with the Committee. The final outturn for the year was a deficit of £97.5k which is in line with expectations. This includes £98k of capital investment during the year on the EYFS outdoor play area and the boiler / heating replacement project.</p> <p>The annual summary report of the Responsible Officer was also reviewed in the Finance Committee and shared with Governors. It was noted that internal scrutiny checks are now being carried out by One West. The Finance Committee confirm they have reviewed the Term 1 internal scrutiny report from One West. There were 3 recommendations and a plan has been put in place to action these.</p> <p>Governor question: What is the current financial position looking like? The school is currently forecasting a deficit of £13.5k for 2023/24, which is an improvement on the original set budget (deficit of £64k). This is largely due to the loss of two teaching assistants who will not be replaced. The school is currently not planning any further changes to the staffing structure for 2023/24, but the situation will be reviewed again in the Spring/Summer. Staff have been informed of this decision.</p> <p>Governor Question: How has the loss of TA roles impacted on the TA's? Are they feeling more stressed because of the heavier workload? DF said he can feel their anxiety, but they are far too professional to show this when teaching the children. This is definitely having an impact on the TA's and they feel vulnerable for the future.</p> <p>AS will submit the signed accounts, the Management Report and the Annual RO Summary Report to the ESFA by the 31 December 2023 deadline.</p> <p>277.2 Quality of Education (including Data Meeting 09.11.23)</p> <p>A meeting was held 2 weeks ago. The English and Maths Leads both attended to report on any changes this year and how these will be implemented.</p> <p>The Subject Leader meetings will link in with the focus on that is happening this year,</p>	

	<p>277.3 Leadership and Management</p> <p>The Committee met last week. CT updated them on the EDI session.</p> <p>277.4 Personal Development</p> <p>The next meeting is in January 2024.</p>	
278	<p>Link Governor Reports/updates</p> <p>278.1 Equality, Diversity & Inclusion</p> <p>CT commented that a great structure has been set up monitoring EDI in school. BCC have a large overspend on their top up funding. There is a webinar on Wednesday about this which CT is attending to explain future funding options.</p> <p>278.2 Health & Safety</p> <p>The next meeting is on Thursday 7th December 2023.</p> <p>278.3 EYFS</p> <p>The latest report is in the folder. RP is attending a workshop with Early Years,</p> <p>278.4 Church Links</p> <p>David McGregor gave positive feedback in our recent AGM on our Finance Accounts.</p> <p>278.5 PE</p> <p>Nothing to report.</p> <p>278.6 GDPR</p> <p>No data breaches to report.</p> <p>278.7 Risk Review Update</p> <p>As recommended in the One West Internal scrutiny report, the school will include a risk review as a standing agenda item in each FGB meeting. No additional risks noted in this meeting.</p>	
279	<p>Correspondence</p> <p>There was none.</p>	
280	<p>AOB</p> <p>There was none.</p>	
281	<p>Confidential Meeting</p> <p>Staff members were asked to leave the meeting at this point so that a confidential non-staff Governors meeting could take place.</p>	

The meeting closed at 6.25pm

Date of the next meeting: 22.1.24, 4.30pm

SIGNED: DATE: