

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

Stoke Bishop Church of England Primary School
DRAFT FULL GOVERNING BODY MEETING – TERM 6
Held on Monday 8th July 2024

Minutes

PRESENT:

FOUNDATION

Rachel Powlesland (RP)

MEMBERS

Joshua Denton (JD)
Paul Wake (PW)

PARENT GOVERNORS

Bridget Davies (BD) Chair
Helen Rowe (HR)
Sophie Summers (SS)
James Wiggins (JW)
Emily Fletcher (EF)
Dave Tilley (DT)
Michael Barnes (MB)

STAFF

David Forrester (DF) Head Teacher
Darren Hunt (DH) Deputy Head
Ann Smith (AS) Business School
Manager
Sophie Alvis (SA)

Clerk to Governors

Sara Bartlett (SB)

ITEM	MINUTE	ACTION
316	<p>Welcome</p> <p>316.1 Welcome, Apologies for Absence and Opening Prayer Apologies received from (Cynthia Treharne (CT), Sue Rees (SR) and Jema Ball (JB). Apologies were accepted by the Governing board.</p> <p>RP led the opening prayer.</p> <p>316.2 Declaration of Pecuniary Interests The Declaration of Pecuniary Interests was updated via Governor Hub. Nothing was noted.</p>	
317	<p>Minutes from the last meeting (FGB 13.5.24)</p> <p>317.1 Approval of Minutes Minutes were approved and will be available on the school website.</p> <p>317.2 Matters Arising & Review of Action Points from last meeting (13.5.24)</p> <p>309 Strategy – Long Term Goals Review There should not be a question mark at the end of the Leadership and Staff paragraph. SB will remove this.</p> <p>All other actions had been completed.</p>	SB SB
318	<p>Safeguarding</p> <p>The annual Safeguarding Report will be completed by the next FGB meeting.</p>	

319	<p>Maths Presentation – Sophie Aldis</p> <p>SA gave a Maths presentation. A copy of this is now available to read on GovernorHub.</p> <p>Governor Question: Which children are benefitting the most from Mastering Number? All children are benefitting from it, particularly EAL children. It is really helping children's self esteem in Maths. Children are feeling that Maths is something "I can do, rather than it just being the clever children who can do it". It has really broken the stigma around this. Teachers have taken Mastering Number on board and are up and running with it really quickly.</p> <p>Governor Question: And Years 5 and 6 aswell? Yes, these children are saying it is really building their confidence.</p> <p>Governor Question: Is this teaching method transferrable to other subjects? Is it the right approach? Yes, it is and it ensures children are engaged and gives them the space to explore.</p> <p>Governor Question: It sounds very positive but what about the divide between the children who get it and the children who don't? Depending on their needs, interventions are being used to target the children who are struggling. For the ones who get it, they are being empowered with language, skills and knowledge so that if something does go wrong, they know what to do and understand what it is they are doing wrong.</p> <p>Governor Question: How many support staff are needed? This is very variable on specific areas.</p> <p>Governor Question: How are you planning to ensure new teaching staff are up to speed? Peer observations will start in September to observe teaching across the school.</p> <p>Governor Question: How many schools in NW24 are following this? We know of lots of schools are behind us by a few years as they are still in the 'white rose' phase.</p> <p>We have made huge progress in Maths over the year.</p> <p>Governors thanked SA for attending today and commented that Mastering Number really seems to be paying off.</p>	
320	<p>Headteacher Report</p> <p>DF circulated his report before the meeting today. A copy of this is available to read on GovernorHub.</p> <ul style="list-style-type: none"> • We are in a good place demographically which is likely to remain the same for the next few years. • The Attendance Policy will be completed next week and shared with Governors before being sent out to parents. Any comments from Governors on the policy are appreciated. • Behaviour & Attitude – The consistency of language is very important and will be a focus on the next inset day. Strong messages will be given around lining up and uniforms. <p>Governor Question: How has the Year 6 behaviour been? All has been positive.</p> <ul style="list-style-type: none"> • The Safeguarding Audit has been completed. 5 families have moved into the 'significant concern' bracket and are on the Child Protection register. We are however, in a good place knowing exactly what we are dealing with which shows our systems are working. <p>Governor Question: Is the external system working? No and because of this, we can see issues arising.</p> <p>Governor Question: How do you change this? Unfortunately, we can't as the L.A. do not have the resources/capacity to change this.</p>	

	<ul style="list-style-type: none"> SDP 2023-24 – Please send any comments to SB. These will then be shared with DF to add to the final version and taken to the next FGB meeting. PE Funding Impact Report – DF will add the link to this report on Governorhub. Send – Things are still progressing well. Governor Question: If you are not a SEND parent, how is information being communicated? We need to find a way of sharing the SEND progress across the whole school. The SEND report is published and so acts as the vehicle for that but we also need to consider how we are 'promoting' the data where we see achievements for these children so that it is part of the narrative that parents have around the school. Data – This will be discussed in greater detail in the Q of E meeting later this week as apart of evaluating impact. Governor Question: What does the attainment for PP pupils mean? It means making these children feel like they belong (especially if they do not receive much support from home). Mixing with non-PP children helps them stay in the right band. The skills sessions we introduced this year are starting to make sure all children understand the core information/ skills that they need to be successful in their learning. Current Self Evaluation – We generally always score a 2, particularly in Leadership & Management, especially while plans are in a 'situation of flux'. Governors cannot score a 1 if things are going to change. Personal Development is strong. It is important to accept that not scoring a 1 is not a weakness. It is just progression and will be kept under control so that it does not impact what happens to the children in the future. This aspect of school is a key headline when it comes to Ofsted. As such it always worth debate/ questioning. PTA Summer Fair – This went very well and was good fun. Banner – Our new banner has now been displayed outside of the school. 	DF
321	<p>Governor Updates</p> <p>321.1 SDP Governor Updates – Committee chairs to send their updates to DF before the end of this academic year so the SDP can be signed off in September 2024.</p> <p>321.2 Staff survey outcomes & actions – This was sent out to all staff last week and so far, 30 responses have been received. Staff have nothing major to raise with Governors. The main comments are very similar and around the reduction of TA's. It was agreed this will be discussed in future L&M meetings.</p> <p>321.3 Training - The GDS will have a new temporary person working from September 2024 to run training courses. New Governors can also access training via NGA.</p> <p>321.4 Governor Roles for Next year – This will be updated in the next FGB meeting.</p> <p>BD thanked SB for her first complete year as Clerk to Governors.</p> <p>321.5 NW24 – BD is standing down from the NW24 Steering Group. AS is still a member so we will need to appoint a Link Governor next year to keep in touch with Governor activities.</p> <p>321.6 Meeting with SIA – DF, DH, AS and BD met with our new School Improvement Advisors (SIA's) who are willing to work with our agenda. A plan will be in place for them to report regularly with Governors.</p>	Chairs

	321.7 FGB Dates & Committee Dates 2024/25 – These are available on GovernorHub and SB will send out calendar invites to all Governors.	SB
322	<p>Policies</p> <p>The draft Risk Management Policy and Risk Register were both circulated before the meeting today. These will be added as standard items for future FGB meetings.</p> <p>Governors are happy to approve these today.</p>	AS
323	<p>Committee Reports</p> <p>323.1 Finance</p> <p>May 2024 Management of Accounts - The May management accounts were shared with governors. We are now expecting a small surplus of approximately £6k for the year ended 31st August 2024. This remains in line with expectations over the last few months. AS noted that this is a vast improvement on the much larger deficit we were budgeting at the start of the year, prior to TA staff cuts.</p> <p>We have just commissioned some work to upgrade to LED lighting over the summer holidays (approved by Finance Committee). This will be largely be funded from the DFE energy efficiency grant of £18k received in 2022/23.</p> <p>– Governors thanked AS and Rebecca Golder (Accountant) for all of their hard work.</p> <p>Accounting Officer Letter dated 29.5.24 – This was shared with governors. The letter notes the deadline for the budget submission and informs schools that the publication of the Academies Trust Handbook is currently on hold until after the general election. It also noted that there will be no new announcements on funding levels until after the election</p> <p>One West Internal Audit Report -The final internal audit visit has been completed for the year , which covered Business Continuity and Risk Management. The final report was positive giving “full assurance” over these areas. AS also shared the rolling programme of audits for the next year.</p> <p>Approval of 2024/25 Budget The following papers were circulated before the meeting today and are available to read on GovernorHub:</p> <ul style="list-style-type: none"> • Governors' budget summary 2024/25 • 5 year budget summary • 2024/25 budget overview (including review of reserve levels) <p>Our GAG income has increased by approximately 2% but we are expecting staff costs to increase by much more than this. The Teachers' pay rise last year was 6%, of which we had to fund 3%. This year we are budgeting a 2.5% increase in teachers' pay, on the basis that anything higher than this will be funded by the DFE. Support staff are due to receive a pay rise with effect from 1st April 2024 and the current pay offer is a flat rate of £1,290 per FTE (which equates on average to 5% per employee). We have included these figures in our budget. Overhead costs have been budgeted to rise by 2.5%.Taking all of this into account, we are budgeting a £26k deficit for 2024/25. Although this is still not a balanced budget, we are in a much better position financially than we were last year.</p> <p>Governor Question: What is the consequence of submitting a deficit budget? There were no consequences last year when we submitted a deficit budget and fortunately we have cumulative positive reserves. It is important to submit the figures to DFE as they are, as this reflects the realistic situation we are in.</p>	

	<p>Governor Question: Do you share the budget details with staff? Yes, a summary of the 2023/24 budget and latest forecast together with the 2024/25 budget figures are included in the "Believing It's Possible document which is shared with all staff.</p> <p>Our budget is set on the same amount of pupil numbers (400) each year.</p> <p>Governors agreed that they are happy to approve the budget today.</p> <p>Governors are also happy to approve the proposed level of reserves at £350,000 based on 2 months of payroll costs (£300k) and general capital emergency spends (£50k).</p> <p>323.2 Quality of Education – Geography, Science and History is very positive.</p> <p>Could subjects leads please send their reports for PSHE, Art and RE and any questions to DF and DH in time for the next meeting on Thursday 11th July. Maths and English updates will be given during this meeting.</p> <p>323.3 Leadership and Management – Attendance, equalities and the flexible working policy were discussed in the recent meeting along with parent/staff survey and conversations around MATs.</p> <p>323.4 Personal Development – Pupil Voice survey has been done which RP will write up and share.</p>	SL's
324	<p>Link Governor Reports/Updates</p> <p>324.1 Equality, Diversity & Inclusion Statutory Report (SEN, PP, CIC) – BD has received an update report from CT. It has been suggested that it would be useful to appoint a Governor to work alongside CT next year both to support and provide succession. New Chairs will need to progress this in September.</p> <p>324.2 Health & Safety – The annual Health & Safety report was shared with governors.</p> <p>324.3 EYFS – The Statutory Report is almost finished. EF reported that things are very positive and that the curriculum development is progressing well</p> <p>324.4 Church Links – Every year group has made visits to church. The Bishop of Swindon visited school recently and viewed the Spiritual Art exhibition of children's work at St Marys.</p> <p>324.5 Safeguarding – The annual report will soon be completed.</p> <p>324.6 PE – The Statutory Report is very positive. The volume and range of activities taken up has been strong. Future Stars show strong success stories (swimming and play leaders). MB has reviewed how the PE grant has been spent this year.</p> <p>Governor Question: Do we ask local secondary schools for support? Yes, we do.</p> <p>324.7 GDPR – Our Annual Compliance Visit took place in April and we are awaiting the final report still. AS will share this at the next meeing..</p> <p>324.8 MATS – The SDG decided in June that the FGB should consider a resolution around investigating MATs and appoint a sub-committee to progress the research and conversations. The FGB agreed in principal. A draft resolution will be brought to the next FGB and a sub-committee will then be appointed.</p>	New Chairs
325	<p>Correspondence</p> <p>NW24 2023/24 - The Annual Report is in the GovernorHub folder for this meeting.</p>	AS
326	<p>AOB</p> <p>Sadly, we say goodbye to EF and HR as they step down as Governors. DF thanked them both for their support and commitment.</p>	DF/ Chairs

	DF also thanked BD for her unique commitment to her role as Chair of Governors. BD will be stepping down as Chair after the next FGB meeting.	
--	---	--

The meeting closed at 6.35pm

Date of the next meeting: Monday 23rd September 2024, 4.30pm at school

SIGNED: **DATE:**