



Minutes – Full Governing Body (FGB) meeting

Wednesday 18 September 2024 at 3.45pm

Attendees:

Governors: Jackie Ferguson (JF) - Chair, Lee Poultney (LP), Gavin Morris (GM), Dee Hope (DH), Lesley-Anne Avis (LAA), Jess Edgecombe (JEd), Jess Booth (JB), Ruth Piercy (RP), Alison James (AJ), and Lisa Fielder (LF)

Clerk: Janet Ellis (JE)

1. Welcome and apologies

JF welcomed the FGB. There were apologies from Jennifer Collings (JC) which were accepted.

2. Declarations and Chairs Actions

There were no declarations or Chairs Actions to report.

3. Governance matters

3.1 Election of new Chair

JE called for candidates and JF was the only candidate who put themselves forward for the role for 24/25; the FGB unanimously voted JF into the role.

3.2 Election of new vice chair

JF called for candidates and LAA was the only candidate who put themselves forward for the role for 24/25; the FGB unanimously voted LAA into the role.

4. Approval of the minutes and Matters Arising

4.1 Approval

The normal and confidential Minutes from the FGB meeting on 10th July 2024 were approved and were signed by JF as Chair.

4.2 Matters arising

Defibrillator – action c/fwd as JF had not been successful in contacting Mr Beasley.

Teachers presenting at FGB – the FGB discussed this item and suggested that Miss Kerby attend the next FGB meeting to discuss English, to be followed by Miss Pearson and perhaps Miss Hopkins could attend the final FGB meeting of the year.

Open Day – it was noted this had been set for 23 October 2024. LP stated that the banner would be utilised and asked for any ideas as to where to ‘leaflet drop’ an amended leaflet. RP stated that she may be able to get the leaflet into the Childswickham noticeboard and LP agreed to provide the FGB with the location list used last time. FGB discussed the importance of using social media to promote this (and other events) at the school.

Wellness session for staff – this action was being c/fwd as RP could not make the last suggested date.

Tech session for parents – the FGB discussed this again, LP stating that they needed to be clear about objectives for any sessions and noting there was comprehensive information on the school website. FGB suggested a few ideas including an after school session following a ‘Meet the teacher’ session; which could be done over two evenings, splitting the Key stages.

See confidential minutes also.

Actions

JF	Speak to K Beasley re defibrillator	Sept 24
LP	Discuss FGB attendance with Miss Kerby	Oct 24
LP	Location of leaflet drops last year to JE for FGB	Complete
LP	Organise wellness session date with RP	asap
FGB	Input into Open day leaflet drop locations	asap
LP	Pursue a Tech awareness session for parents	asap

5. Early Years provision

LF provided an update to FGB informing them there were 11 children in pre-school and 13 in Reception at the moment and the current focus was preparation for the 'Baseline assessment'. She stated that initial assessment had shown strengths in maths and weaknesses in communication and language, literacy and listening skills. She also remarked on the high level of Special Educational Needs and Disability (SEND) in the cohort, which was being managed partly through the EHCP process (where applicable) and also by increased practitioner support within the classroom.

LAA asked about the use of the outdoor area and LF replied that it was being very well utilised and children were independently accessing the area and were active and imaginative in their play.

JF questioned how well the children were mixing together and LF replied they were mixing well. LP noted that at this stage of the year children were working out their routines within this class and remarked on the 'boy heavy' cohort which would have potential implications for learning going forwards.

6. FGB Code of conduct

This was unanimously agreed without amends.

7. Register of interests

Forms were completed.

8. Committee and panel membership 24/25

Roles were discussed and the following agreed:

8.1 Committees

Quality committee:

Chair – LAA

Members – LP, JEd and RP

Finance and premises committee:

Chair – AJ

Members – LP, JF and DH

It was noted that DH's role as a parent governor ends in November 2024, which may have implications for this committee.

Pay Committee:

Chair – JF

Members – LAA and AJ

Heads appraisal:

Chair – JF

Members – GM and LAA

8.2 Link roles

SEND – AJ

Safeguarding – GM

Health and safety – JF

Website review - JC

PE/Sports premium – via Finance and premises committee (FPC)

Pupil Premium (PP) – via Finance and premises committee (FPC)

The members of the committee asked that at the next meeting they re-review the 3-year PP plan. LP noted this plan was statutory and was on the website for all stakeholders to view.

8.3 Subjects for Governor monitoring

English	RP
Maths	AJ
Computing	JB
Geography	JF
Music	DH
Art	JC
French	JF/JB

Additionally, LAA will continue in a liaison role with Early Years, DH will continue to support the Opal play scheme and JEd will continue with support for Wellbeing and Mental Health within the school

LP stressed the need for consistency of monitoring, including the use of the pre and post visits forms. It was agreed that a minimum of two visits should take place, the first of which has to take place in the Autumn term

8.4 Governor role in fundraisings

The FGB discussed some available funding schemes, e.g. Tesco tokens and Co-op scheme and agreed that the school should pursue these where possible. JF noted that she and LAA had discussed a scheme where Estate agents promote local schools and she agreed to research this further.

Actions

JE	Pupil Premium on FPC agenda	Complete
FGB	Organise first subject / Link monitoring visit	Sept
JF	Research Estate agent/school promotion scheme	Oct/Nov

9. School Development Plan (SDP)

LP took the FGB through the draft plan, highlighting that the number of boys within school will make a major impact to outcomes in writing, LAA supported the ambitious target which had been set.

LP noted that Maths had now been added to the SDP, partly due to changes in staffing at school and stated that the school would address fluency in the subject by using the 'Fluency in 15' approach. JEd asked what Fluency in 15 comprised of and LP explained that it was the use of a 'starter' at the beginning of each lesson of every class, which helped to consolidate children's skills and knowledge.

LP explained that Attendance would remain on the SDP as this was a key area of focus and also reminded the FGB that the DfE had issued new documentation on this. FGB remarked

on the good attendance so far this academic year, noting that October usually saw a decline due to illness.

LP stated that the school would still focus on extra-curricular activities this year, especially for Disadvantages pupils and pupils with SEND; noting they may survey parents to help determine what clubs to run.

Under the area of Leadership and management the FGB discussed the Early Careers Teacher induction, the need for consistency in Governor monitoring and the requirement to increase the numbers on roll. FGB discussed the selling points of the school, which included respect and compassion for children and debated whether the Mission statement required changing. They agreed that for marketing purposes the best approach maybe to use Ofsted quotes about the school as these were impactful and helpful to prospective parents.

FGB discussed the use of the school banner and RP suggested that the school could invest in a pull-up banner which could be used at various locations in turn.

FGB talked generally about marketing the school, suggesting that Instagram was more effective than Facebook due in part to how Facebook worked technically and LAA and JB agreed to meet to consider marketing in more detail.

Action

LAA/JB

Meet ref marketing ideas/use of social media

Autumn

10. Policies

Safeguarding – JEd noted there was one incorrect date on the policy, but it was unanimously approved without other amends and JE agreed to brief Mrs Organ on the change required.

Children with Health needs – LP noted that this policy had been changed significantly and it was unanimously approved without amends.

Action

JE

Brief Mrs Organ ref Safeguarding policy

Complete

11. AOB

LP informed the FGB that the school had applied for an Awards for All community project grant for c.£14k and the FGB gave their retrospective approval for this application.

12. Next meeting

JE agreed to produce some draft dates based on last year's FGB schedule.

Action

JE

FGB meeting dates proposal

Sept