



Minutes – Full Governing Body (FGB) meeting

Wednesday 22 January 2025 at 3.45pm

Attendees:

Governors: Jackie Ferguson (JF) - via zoom audio, Lee Poultney (LP) – Chair of meeting, Gavin Morris (GM), Dee Hope (DH), Jennifer Collings (JC) Jess Edgecombe (JEd), Jess Booth (JB), Ruth Piercy (RP), Alison James (AJ), and Lisa Fielder (LF)

Clerk: Janet Ellis (JE)

Guest – Laura Kirby (LK)

1. Welcome and apologies

LP welcomed the FGB. There were apologies from Lesley-Anne Avis (LAA), which were accepted.

2. Declarations and Chairs Actions

There were no declarations or Chairs Actions to report.

3. Approval of the minutes and Matters Arising

4.1 Approval

The minutes from the FGB meeting on 18 September 2024, Extraordinary FGB on 21 October 2024 and Extraordinary FGB meeting on 27 November 2024 were approved and were signed by LP as Chair of the meeting.

4.2 Matters arising

Defibrillator – LP informed the FGB that someone had come to school to install the Defibrillator and training was available for this resource, he noted he was also aware that there were plans for the local Nisa store to have one.

Wellness meeting with LP/RP – this action was being c/fwd as had not been completed.

Teachers presenting at FGB meeting – the next teacher scheduled is Miss Pearson, LP to liaise with her regarding content of the session

e-safety session for parents – the FGB discussed this item again and LP commented that there was a free 40 minute online session available for parents from the NSPCC, the FGB agreed that some form of small incentive could be provided to parents to participate in this session, which could be entries to a simple quiz which parents would complete after doing the course; LP agreed to instigate this.

Marketing ideas/use of social media - it was noted a meeting had not taken place, action c/fwd.

Estate agent link up to promote school – action c/fwd

Local Authority (LA) grant for Nursery – LP stated that he had answered supplementary questions for the grant application and was awaiting feedback.

Actions

LP	Organise Defibrillator training for staff as necessary	Jan 25
LP	Discuss FGB attendance with Miss Pearson	Jan 25
LP	Organise e-safety training for parents / incentive	Mid Feb 25
LP	Organise wellness meeting date with RP	Mid Feb 25

4. English update

Miss Kerby provided a presentation to FGB focussing on English priorities and impact. She noted the focus on the (c. 20%) attainment gap between boys and girls in writing and on early writing.

LK briefly discussed the ReadWriteInc. (RWI) school resource and JF asked whether new staff had been trained on this resource. LK stated this had been discussed at a staff meeting and Teaching Assistants (TAs) had the opportunity for training via a portal and to observe trained staff in school, she noted RWI could present a challenge to new staff and it did take some time to embed into their practice.

LK highlighted the priority of improving early writing, stating that she had many ideas regarding improving gross motor skills, including 'mark making', which could include using sand, mud, bikes etc. to attract boys to the subject in order to get them ready to write.

LK noted that 'Story Dough' was utilised which was a pre-cursor to Drawing club and a Scribble club would also be run, all of which Early Years staff would be trained on; she added that the recent TED (staff training) day had completed a session on oracy.

JF enquired whether the reading league / raffle was still occurring, which LK stated it was.

JEd asked if the school knew the percentage of home readers and whether the incentive needed to be amended; LK said the percentage was difficult to know as the readers differed from week to week; she added that they could consider new rewards as long as they still linked to reading.

FGB discussed the reasons and issues as to why pupils did not read at home, which included lack of time, other distractions etc.

GM commented that LK had completely revolutionised the subject and in his opinion staff were fully on board with the associated vision; LP remarked that it was a 3-year plan, but had been slightly interrupted due to staff changes, however the school hoped to see positive outcomes from the strategy in the coming year.

Actions

LP Obtain e-copy of Miss Kerby's presentation for JE (for FGB)

End Jan

5. Heads Report / School Development Plan (SDP)

5.1 Introduction and Leadership and management

LP took the FGB through the issued reports, noting that LF had successfully completed the NPQ in Early Years and Miss Kerby had submitted her final assessment in her NPQ in Leading Teaching qualification and is awaiting the outcome, he added that both Miss Pearson himself were entering the final months of their NPQs in Senior Leadership and Executive Leadership respectively.

LP reminded FGB that a development day for Opal had taken place which had helped to re-focus the school on this scheme and LF commented that the school had been encouraged by Opal to contact local shops and businesses to source 'equipment' needed. JF asked whether 'clear-up' time was now better and LF said it had improved to some extent.

LP informed FGB that the school had a positive visit from the School Improvement Advisor (SIA) and he would visit again near Easter and there had been a cluster moderation meeting on writing.

LP thanked The Friends for all their hard work and activities and DH commented that they now wished to raise money for a specific project, LP stated he was aware of this and would provide ideas for their next meeting.

FGB discussed the likely in-take numbers for September 2025 and JF commented that she thought the 21 potential applicants was the highest in some time.

FGB discussed staff wellbeing and JEd enquired whether staff had sought support last term, LP stated that he was unsure, as although they had access to LA resource, he did not know who may have accessed it; JEd suggested this could be raised in the next wellbeing survey for staff.

5.2 Quality of Education

LP informed FGB that all Key Stage 2 year groups had achieved above 90% 'progress', adding that Year 1 and 2 were below although both cohorts have small number which led to significant percentage swings. He commented that pupil progress meetings had taken place to identify individuals who required support and to discuss next steps.

LP highlighted the positive shift which had occurred in French where a new curriculum had been designed and recently been implemented, JF added that she hoped to do a 'pupil voice' monitoring visit in the spring term.

5.3 Pupils personal development, welfare and behaviour

LP noted the figures for Persistent Absence and the causes which includes term time holidays and illness; he also stated that the school had surveyed parents regarding extra curricula activities but nothing new had been raised, adding that a lego club was being trialled with a small number of pupils.

5.4 Early Years

JF enquired how the new TA was settling into school and LF replied that they were settling in well, training was taking place and they were applying their knowledge to the setting.

LF stated that Good level of Development (GLD) was currently at 53.8%, which had not moved from the Autumn baseline, however she noted the increase in Special Educational Needs and Disability (SEND) pupils in this cohort which was impacting the GLD result. She added that she was working with LK on how to motivate boys in writing and she hoped to see an impact of this at the end of the Spring term.

LP noted that previously the school had achieved c.70% GLD but this may not be possible this year.

5.5 Safeguarding

The FGB noted Mrs Organ's thorough report and JEd enquired how parents were being supported, LP replied this took many forms including Early Help, info on website, signposting parents to other services and in school help.

Actions

LP Ideas for Friends fund raising

Spring

JEd Wellbeing survey to include ref LA wellbeing recourse

tbc

6. Peer Review

LP referred to the issued report, noting that different staff had been involved this year which was helpful to their development and also served as suitable preparation for Ofsted visits, he added that lots of good practice had been identified.

7. Governor Monitoring

French – JF stated that her visit had been impressive and the curriculum much more coherent.

SEND – AJ stated that her visit had focussed on Education Endowment Foundation funding which had been a useful exercise.

Maths – AJ stated she had conducted a 'book look' which had identified an issue with Year 3 worksheets which would be addressed.

Safeguarding – GM said he had checked the Single central record and been reassured of safeguarding practices; he added he would conduct a pupil voice visit in the Summer term.

English - RP commented that she had visited in November and stated that LK continued to impress; adding she had looked at books; discussed the gap in boys writing abilities; looked at common exception words and viewed class provision maps all of which were excellent.

7. Nursery

LP reminded FGB that before Christmas the school had applied for a grant of c.£20k (which included capital items over £500), he added this included items such as cots, a washer/dryer, IT infrastructure and storage. He also informed FGB that the Ofsted application had been delayed due to a missing form which the school had not been aware of, adding that this now meant JF required a new DBS, which was being actioned.

LP commented that the lease for the Children's Centre was still not completely sorted as there were outstanding items to be resolved.

LF stated that she was working on all policies required and invited any comments on the overall Early Years (EYs) Policy and the EYs Personal and Health Care Policy which had been developed using The School Bus and National College resources, there were no comments by FGB.

JF highlighted that LAA was working on formal applications, after verbal agreements had been provided by the Broadway Trust, Broadway United charities and Cllr Eyre to provide funding of c.1.5k each for the Nursery, which would be used for IT equipment.

LP stated that Zoe Corfield (Early Years at Worcestershire County Council) was due to visit the school regarding the Nursery on 13th February and JF stated she would like to attend that meeting.

LP noted that the Nursery application to Ofsted could take up to 12 weeks so there could be a delay to opening which had been scheduled for Easter 2025, he reassured JF that interested parents had been informed of this situation.

Actions

JF	New DBS application	ASAP
JF	Attend Nursery meeting	13 Feb

AOB

JF informed FGB that the next deadline for the Broadway newsletter was approaching and if any Governor had input they were to provide to JF.

Actions

FGB	Content for Newsletter to JF	ASAP
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