

P R E S E N T:-

Revd D North (in the Chair)

Mrs S Daniels, Mrs S Fellows, Mr N Jackson, Mrs T Marrow, Mrs F Ritson-Walton, Mrs S Rix, Mr P Wilkinson and Mr R Wood.

Clerk to the Governing Board – Mrs S Trulio.

3250 **APOLOGIES**

Apologies for absence were received from Mrs A Day-Green, Mrs E Everitt and Mr L Johnson.

3251 **CONSENT FOR ABSENCE**

RESOLVED: a) that consent be given to Mrs Day-Green and Mr Johnson for their absence from this meeting;

b) that consent not be given to Mrs Everitt for her absence from this meeting.

3252 **CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

RESOLVED: that no items be raised under any other urgent business.

3253 **DECLARATION OF INTERESTS**

RESOLVED: that no declarations of interest were received on any item on the agenda.

3254 **PECUNIARY AND BUSINESS INTERESTS**

The Clerk advised that there were still a number of Declarations of Pecuniary and Business Interests outstanding. It was requested that all governors complete this by the end of the autumn 2023 term if not already done so.

RESOLVED: a) that governors complete a Declaration of Pecuniary and Business Interest by the end of the autumn 2023 term;

b) that the Register of Pecuniary Interests be reviewed and updated.

3255 **MEMBERSHIP**

Governors discussed the vacancies on the governing board and what sort of skill sets would be required. **A governor queried whether the board could utilise the business contacts from the recent Science, Technology, Engineering and Mathematics (STEM) event.** The Chair agreed to liaise with Mr Johnson on this. A Staff governor election would be held in the spring 2024 term.



- RESOLVED:
- a) that governors were asked to consult the membership details held on HERE for Schools and update their details if any changes were to be made;
 - b) that governors acknowledged that there were three vacancies on the governing board;
 - c) that the resignation of Mr B Hanson as an Authority governor be noted;
 - d) that Mr Johnson's term of office as a Staff governor would end on 11 February 2024
 - e) that the Chair would liaise with Mr Johnson regarding the STEM event business contacts;
 - f) that a Staff governor election be held in the spring 2024 term.

3256 **APPOINTMENT OF CO-OPTED GOVERNOR**

RESOLVED: that there were no nominations for Co-opted governor at this time.

3257 **REVISION OF COMMITTEES AND DELEGATION OF FINANCIAL RESPONSIBILITIES**

RESOLVED: a) that membership of the committees and the extent of delegation be as follows:

Appeals Committee

Quorum: 3

Membership

Membership to consist of any three Governors, selected by the Chair, not previously involved.

Terms of Reference

1. Hears appeals against pay policy decisions;
2. Hears appeals against dismissal or redundancy decisions;
3. Hears appeals against decisions of the disciplinary committee;
4. Act as grievance appeals panel;
5. Hears parental appeals against exemptions from the national curriculum.

Complaints Committee

Quorum: 3

Membership

Membership to consist of any three Governors, selected by the Chair, not previously involved.

Terms of Reference

1. Hears parental complaints;

2. Acts as the Pupil Discipline Committee.

Performance Review Committee

Quorum: 3

Membership

Mr N Jackson;
Revd D North;
Mrs S Rix.

Terms of Reference

1. To agree and review the performance of the Headteacher and Deputy Headteacher;
2. To review the pay of the Headteacher and Deputy Headteacher.

Pay Review Committee

Quorum: 3

Membership

Mrs S Daniels;
Mrs E Everitt;
Mr N Jackson.

Terms of Reference

1. To consider any requests made in relation to pay;
2. To consider any pay related disputes.

Resources Committee

Quorum: 3

Membership

Mrs S Daniels;
Mrs A Day-Green;
Mrs E Everitt;
Mrs S Fellows;
Mr N Jackson (Chair);
Mr L Johnson;
Mrs T Marrow;
Revd D North;
Mrs F Ritson-Walton;
Mrs S Rix;
Mr P Wilkinson;
Mr R Wood.

Terms of Reference

1. Determines the Pay Policy;
2. Responsible for redundancy or dismissal decisions;
3. Forms the consultative committee for trade unions;
4. Manages the School Estate;
5. Considers Health and Safety Issues;



6. Responsibility for appointments be delegated to Headteacher in consultation with one or more governor;
7. The power to approve a budget;
8. The power to amend a budget up to £10,000 be delegated to the Headteacher, variations over £10,000 be delegated to the Resources Committee;
9. The Responsibilities to monitor and take corrective action to avoid overspending be delegated to the Headteacher;
10. The power to incur expenditure up to £10,000 within an approved budget be delegated to the Headteacher, over £10,000 and up to £20,000 with the Resources Committee amounts over this amount to Full Governing Board;
11. Compliance with financial regulations is to be the responsibility of this Committee;
12. To receive reports from relevant committees on financial issues.

Standards Committee

Quorum: 3

Membership

All governors.

Terms of Reference

1. To advise the governing board on curriculum issues in school;
2. To receive presentations from members of staff;
3. To monitor pupil progression and performance, with particular attention to vulnerable pupils.

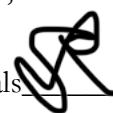
This committee reports to the Full Governing Board and will carry out Learning Walks rather than hold termly meetings.

b) that the delegation of staffing responsibilities be as follows:

1. Appointments/dismissals below the Senior Leadership Team (SLT) to be delegated to the Headteacher;
2. Appointments/dismissals at SLT and above to be approved by Governors.

3258 ELECTION OF GOVERNORS WITH SPECIAL RESPONSIBILITIES

- RESOLVED:
- a) that Mrs Everitt be elected as an Early Years Foundation Stage (EYFS), English and Safeguarding and Child Protection governor;
 - b) that Mr Jackson be elected as a Pupil Premium governor;
 - c) that Revd North be elected as a British Values, Spiritual, Moral, Social, Cultural (SMSC), Performance Management, and Personal, Social, Health and Citizenship (PSHCE) governor;
 - c) that Mrs Rix be elected as an Educational Visits and Safeguarding and Child Protection governor;
 - d) that Mr Wood be elected as a Health and Safety governor;



- e) that Mrs Daniels be elected as a Special Educational Needs and/or Disabilities (SEND), Emotional Health and Wellbeing and Blue Pod governor;
- f) that Mrs Day-Green be elected as a Sports Premium and Green Pod governor;
- g) that Mrs Marrow be elected as a Special Educational Needs and/or Disabilities (SEND) and Ochre Pod governor;
- h) that Mrs Ritson-Walton be elected as a Mathematics governor;
- i) that Mr Wilkinson be elected as a Safeguarding and Child Protection and E-Safety governor.

3259 **MINUTES**

RESOLVED: that the minutes of the meeting held on 26 June 2023 be confirmed and signed by the Chair.

3260 **MATTERS ARISING FROM THE MINUTES**

RESOLVED: that there were no matters arising from the minutes.

3261 **GOVERNORS ACTIONS**

RESOLVED: that all governor actions had been completed.

3262 **COMMITTEE MINUTES**

RESOLVED: that the minutes of the meeting of the Resources Committee held on 16 October 2023 be received.

3263 **REPORT OF THE HEADTEACHER**

The Report of the Headteacher was considered and governor questions were invited:

A governor noted that workload had been raised as an issue repeatedly by staff and questioned whether it was because there was more going on or whether the workload was the same but staff would like it to be easier. The Headteacher confirmed that workload remained the same.

A governor questioned whether there was anything that could be done to increase participation on TT Rockstars. It was explained that there had been a staff meeting the previous week which had been focussed on times tables and how to add a focus on this in class. TT Rockstar day would also be held on Wednesday of this week and a reminder would also be added to the next newsletter.

A governor noted that parent concerns seemed to be coming directly to the Headteacher rather than to teachers and queried the reason for this and whether staff needed more training. The Headteacher advised that there were varying levels of confidence amongst the staff however, it seemed to be that the Headteacher was perhaps too accessible to people.

A governor highlighted that both Blue and Green pods had noticed an increase in reading and requested further information on this. The Headteacher confirmed that there had been an improvement however, staff were unsure whether it would be permanent. Year 1 were doing very well with Phonics and reading however, Year 2 were struggling with reading at home. Pupil Premium (PP) pupils were being assigned a reading champion to work on reading with them. The Reading Café had not worked being held on the same night as parents evening and the book fair. The Headteacher shared that she had been trying to consider workload and do everything together however, it had been too much and had not worked. The new parents evening format had been very positive with good feedback therefore the school would keep to this new format for the autumn term as it seemed to work well. The spring term 2024 parents evening would be more based on how pupils were doing. A governor noted that some parents might not have been comfortable with the open format and may have preferred one to one appointments. The Headteacher confirmed that these had been made available if required.

A governor noted that there were interventions in place in Years 5 and 6 for those pupils who were working below the expected standard and asked whether it was taking time to see the impact of this or whether there were other factors. The Headteacher advised that the school were still seeing the residual impact from the pandemic as a number of pupils had not interacted with school during the lockdowns. It was noted that from September 2024, there would be 10 minutes less teaching time each day and the government were expecting schools to utilise the time they had rather than extending school days. The Headteacher would speak with staff and see what might work best for them and for the school. There was the option to start the school day earlier however, this may have a negative impact, particularly on those persistently late pupils. The Headteacher added that the school had already altered the school day by shortening lunchtime for Key Stage 1 (KS1) and getting rid of afternoon break. It would not be possible to shorten lunchtimes any further.

A governor challenged whether there was a more formal approach that could be taken with persistently late pupils. It was explained that the next step would be to speak with the Education Welfare Officer (EWO) and see what could be done. The Headteacher shared that it was difficult because it was always the same families that were late and that no action taken seemed to have any effect on them. **A governor enquired how many pupils were persistently late.** The Headteacher advised that today it had been approximately half a dozen. Governors agreed that in the grand scheme of things it was a small number and that efforts could be better spent elsewhere.

A governor questioned whether there had been improvement with regards to the safeguarding issue of parents being in school unaccompanied. This was confirmed.

A governor highlighted the six tags for bullying on the Child Protection Online Management System (CPOMS) and queried whether they were all the same type of incident. The Headteacher advised that sometimes the tag was used too soon by staff as most of these incidents had been friendship issues or fall outs and not bullying as such.

A governor noted that there had been a good uptake of extra-curricular clubs but that they were still being regularly advertised and questioned whether the uptake had been slow. The Headteacher advised that it had not and that the school advertised all clubs where there were spaces on a regular basis.

A governor challenged what was done to support the active learning in Green Pod. It was advised that staff were doing everything that they had always been doing however, they were now doing it more often. There was also a plan for active learning to be embedded across the school.

A governor requested an explanation of collaborative challenges and collaborative learning in maths. It was explained that in EYFS there was ongoing provision whereby pupils played freely when not one on one with an adult however, their play would be somehow linked to learning. The aim was to have this ongoing provision throughout the school so that pupils were working collaboratively with their teacher during their lessons and participating in activities to enhance their learning on a more independent level.

RESOLVED: that the Report of the Headteacher be received.

3264 **SCHOOL DEVELOPMENT PLAN 2023/2024**

The School Development Plan had been included as part of the agenda for the meeting. The Headteacher shared that it was in a new format and that its effectiveness would be monitored throughout the year as it was RAG (red, amber, green) rated.

A governor enquired whether the termly wellbeing meetings were in the same format as used previously. This was confirmed as the format had worked well.

A governor challenged what was being done about pupil wellbeing. It was explained that the current Year 5 cohort had a lot of anxiety and struggled with conflict resolution so staff planned to do some whole class work with them. The school were also making most of their link with the NHS mental health team and directing quite a few families to the parent led Cognitive Behaviour Therapy (CBT) courses. This had been useful as it helped parents to support their children alongside the school without all the responsibility for this being on the school. The Children's Centre had also been an invaluable support. **A governor questioned whether the high level of emotion in Year 5 was as a result of Covid-19.** This was confirmed as they had been in Year 1 and Year 2 during the pandemic and had missed a significant amount of school.

RESOLVED: that the School Development Plan 2023/2024 be received.

3265 **SAFEGUARDING REPORT**

The Headteacher advised that there were no Child Protection (CP) issues in school at the moment which had reduced the workload. The Filtering and Monitoring process was in place and Mr Wilkinson had reviewed this from a governor perspective.

A governor enquired how serious the LGBT incident recorded had been. It was explained that it had been very mild with just one pupil calling another "gay". **A governor asked whether these incidents were common.** The Headteacher explained that there were ups and downs however, the school educated pupils as much as possible.

A governor questioned whether it was required for all members of the Senior Leadership Team (SLT) to have had safer recruitment training. It was confirmed that as long as someone on an interview panel had it then it would be fine.

RESOLVED: that the termly safeguarding update be received.

3266 **SCHOOL FINANCIAL VALUE STANDARD**

RESOLVED: that the School Financial Value Standard be approved and signed for submission to the Local Authority.

3267 **CYCLE TO WORK SCHEME**

RESOLVED: a) that the Cycle to Work Scheme be approved and adopted;
b) that the Headteacher notify staff of the adoption of this policy.

3268 **TEACHING STAFF PAY INCREASE**

RESOLVED: that the recommended pay reference points be approved in principle.

3269 **SCHOOL POLICIES**

RESOLVED: a) that the following school policies were approved and adopted:

- i. Strategic Child Protection and Safeguarding Policy;
- ii. Teaching and Learning Policy;
- iii. Whistleblowing Guidance.

b) that the Headteacher notify staff of the adoption of these policies.

3270 **KEEPING CHILDREN SAFE IN EDUCATION 2023**

RESOLVED: that governors would confirm that they had received and read the revised statutory guidance for 2023 prior to the next meeting.

3271 **GOVERNOR CODE OF CONDUCT**

RESOLVED: that governors reviewed and approved the Code of Conduct.

3272 **GOVERNOR SKILLS AUDIT**

RESOLVED: that governors would complete a skills audit form prior to the end of the autumn 2023 term.

3273 **GOVERNOR VISITS**

The following governor visits had taken place:

- Mrs Rix (Computing) – 28 June 2023;
- Mrs Rix (Standards Day) – 10 July 2023;
- Mr Wilkinson (Standards Day – Drop Off/Pick Up) – 10 July 2023;
- Mr Wilkinson (Standards Day – End of Day) – 10 July 2023;
- Mr Wilkinson (Standards Day – Pupil Survey) – 10 July 2023;
- Mrs Day-Green (Year 3 Sleepover at The Deep) – 19 July 2023;
- Mrs Daniels (Wellbeing/SEND Enquiry Walk) – 9 October 2023;
- Mrs Daniels (Wellbeing) – 18 October 2023.

RESOLVED: that the governor visit reports be received.

3274 **GOVERNOR TRAINING AND DEVELOPMENT**

A governor questioned whether the board should undertake Ofsted training. It was confirmed that they should as the school were due an inspection. The next Local Authority training session would be 22 January 2024 however, the Headteacher would ask Mrs Lucy Jordan, Local Authority School Improvement Adviser, if she could provide bespoke training. The Headteacher would also put together a crib sheet for governors and governors were asked to confirm their relative availabilities for an inspection day.

- RESOLVED: a) that all training details were available on the CPD website www.hereforschools.co.uk;
- b) that the Headteacher would speak with Mrs Jordan regarding bespoke Ofsted training for governors;
- c) that the Headteacher would create a governor crib sheet for Ofsted inspections;
- d) that governors would confirm their relative availabilities for an inspection day.

3275 **WELLBEING**

A summary of the recent wellbeing meeting and a summary of what was working well was provided for governors. It was noted that the majority of things raised had been actioned straight away. The recently introduced Monday briefing had been very positive.

Mrs Daniels had met with the wellbeing champions on the most recent Standards Day and advised that they were doing a great job to support wellbeing. It had been a challenge getting champions from each pod to support the work and for staff to go to in the first instance. There had been a lot of good suggestions and staff had requested a half termly meeting with Mrs Daniels. It was suggested that it might be beneficial for the pod champions to have some form of wellbeing training to support them in this role. Mrs Daniels suggested a governor wellbeing meeting so staff could come to a governor with any wellbeing concerns and it was agreed this would be done next term.

RESOLVED: that a governor wellbeing meeting be held in the spring 2024 term.

3276 **REVIEW OF ACTIONS**

RESOLVED: that the Review of Actions be confirmed and circulated to governors following the meeting.



3277 **FUTURE MEETINGS**

RESOLVED: that future meetings be held on the following dates:

Resources Committee

Monday 29 January 2024 at 6.00pm;
Monday 20 May 2024 at 6.00pm.

Full Governing Board

Monday 4 March 2024 at 6.00pm;
Monday 24 June 2024 at 6.00pm.

Standards Days

Monday 11 March 2024;
Monday 15 July 2024.

A handwritten signature in black ink, appearing to be 'SRJ', is written above a horizontal line.

Chair's Signature 4 March 2024.