

P R E S E N T :-

Revd D North (in the Chair)

Mrs S Daniels, Mrs A Day-Green, Mrs E Everitt (Virtual Attendance), Mrs S Fellows, Mr N Jackson, Mr L Johnson, Mrs T Marrow, Mrs S Rix, Mrs V White, Mr P Wilkinson and Mr R Wood.

Clerk to the Governing Board – Ms S Trulio.

3320 **APOLOGIES**

An apology for absence was received from Mrs F Ritson-Walton.

3321 **CONSENT FOR ABSENCE**

RESOLVED: that consent be given to Mrs Ritson-Walton for her absence from this meeting.

3322 **CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

RESOLVED: that the following items be raised under any other urgent business.

- Due Diligence Update;
- Annual Review of Schools;
- Inspection Data Summary Report (IDSR);
- Financial Outturn Statement.

3323 **DECLARATION OF INTERESTS**

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

3324 **MEMBERSHIP**

Mrs Day-Green and Revd North would be stepping down from the governing board at the end of the current academic year. This would increase the vacancies on the board to one Authority, one Parent and two Co-opted governors. Following a discussion, governors agreed that Mr Wilkinson would be moved from a Parent to a Co-opted governor, which would leave vacancies for one Authority, one Co-opted and two Parent governors. A Parent governor election would be held early in the autumn 2024 term.

- RESOLVED:
- a) that the current vacancies are two of which there are one Authority and one Co-opted vacancies;
 - b) that the resignation of Mrs A Day-Green as a Parent governor as of 31 July 2024 be noted;
 - c) that the resignation of Revd D North as a Co-opted governor as of 31 July 2024 be noted;
 - d) that Mrs S Rix's term of office as a Co-opted governor would end on 29 November 2024;

- e) that a Parent governor election be held in the autumn 2024 term.

3325 APPOINTMENT OF A CO-OPTED GOVERNOR

RESOLVED: that Mr Wilkinson be appointed as a Co-opted governor for a four year term.

NOTE: Mrs Rix and Mrs White left the meeting at this point.

3326 ELECTION OF CHAIR

The Clerk had requested nominations for the role of Chair prior to the meeting and governors were advised that nominations had been received for Mrs Rix and Mrs White. Both governors confirmed that they would be happy to take on the role however, they had expressed that they would prefer to work together and assume the role of Co-Chairs.

Governors discussed this at length and it was agreed that this would be acceptable provided there were clearly defined roles in place from the start. The Clerk advised that the School's Improvement Adviser, Mrs Lucy Jordan, was a Co-Chair of a governing board and that it may be beneficial to speak with her. The Headteacher would contact Mrs Jordan and the Clerk would also share some guidance on the roles of Co-Chairing.

Governors agreed that the term of office for the Co-Chairs would be for one year with a view to reviewing the arrangement at that time. Revd North would stay on the governing board until the end of term to ensure that clear roles were agreed and in place and to ensure a smooth transition.

- RESOLVED:
- a) that the term of office for the Co-Chairs be until the first meeting of the summer 2025 term;
 - b) that Mrs Rix and Mrs White be elected as Co-Chair's;
 - c) that the Headteacher would speak with Mrs Jordan regarding Co-Chairing arrangements;
 - d) that the Clerk would share some guidance on Co-Chairing.

NOTE: Mrs Rix and Mrs White re-joined the meeting at this point.

(Revd North in the Chair)

3327 ELECTION OF VICE CHAIR

Mrs Everitt advised that she was happy to remain in the role of Vice Chair however, she would be equally happy to step down if another governor wished to take on the position. It was agreed that Mrs Everitt would remain as Vice Chair and that the term of office would be brought in line with that of the new Co-Chairs.

- RESOLVED:
- a) that the term of office for the Vice Chair be until the first meeting of the summer 2025 term;
 - b) that Mrs Everitt be elected Vice Chair.

3328 **MINUTES**

RESOLVED: that the minutes of the meeting held on 4 March 2024 be confirmed and signed by the Chair.

3329 **MATTERS ARISING FROM THE MINUTES**

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

NOTE: Mr Jackson joined the meeting at this point.

3330 **GOVERNOR ACTIONS**

RESOLVED: that all governor actions had been completed.

3331 **COMMITTEE MINUTES**

RESOLVED: that the minutes of the meeting of the Resources Committee held on 20 May 2024 be received.

3332 **REPORT OF THE HEADTEACHER**

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

A governor noted that there had been eight in-year admissions and nine leavers and queried whether this was normal. The Headteacher advised that there had been an influx recently, some had moved into the area or had come from neighbouring schools. The pupils who had left, had moved out of catchment and had not joined local schools.

A governor questioned whether the 58 pupils expected in September 2024 was a high number. It was advised that it was, especially for a low birth rate year. **A governor queried what proportion of that 58 had an Education, Health and Care Plan (EHCP).** It was advised that one had been confirmed however, there were likely to be a couple more applications. Transition had been thorough this year and the school had already started sharing resources with pupils' current provisions. **A governor asked whether Special Educational Needs and/or Disabilities (SEND) pupils normally had a longer transition.** It was confirmed that they could if necessary. There were some pupils in the IPOD that ought to be in a specialist provision and some pupils who could access some of the mainstream school. The school were not meeting need for the pupils who should be in a specialist provision however, there were no places available locally. The Local Authority had provided some funding for some additional equipment/resources.

A governor enquired how the return to work for teachers who had taken maternity leave was managed. The Headteacher advised that she did not insist on Keep in Touch (KIT) days and that she tried to accommodate part time hours where possible. There was lots of support in place for them and time was allowed if needed.

A governor questioned why the school had decided to bring homework back. It was explained that catch up club did not work for Year 3 pupils because homework was still very reliant on parents at that stage. Catch up club worked better for Year 4 onwards as it was their own desire to read. The school had originally abolished homework to focus more on reading however, this had not had the level of improvement the school had hoped. The school planned to bring back reading comprehension and some homework as they wanted pupils to be

prepared for secondary school where they absolutely would be given homework. Those pupils who did not do homework would have the opportunity to come to a breakfast club. **A governor queried whether there would be an online platform for homework or whether paper copies would be issued.** It was confirmed that it was likely to be paper copies or homework books as it was unlikely that a platform would be well received. **A governor enquired whether there had been good parent uptake on the parent app through Arbor.** There had not as this had not gone out to parents as yet. Mrs White noted that it was a good platform and could be used for homework if the uptake was good. Mrs White would meet with Mr Johnson to discuss this further.

A governor highlighted that the report noted unbalanced classes in Year 4 in terms of emotional need and queried whether this was a new thing. It was explained that a pupil with high needs had left, and any new pupils had been placed in the other class. Some movement had been made into the other class and it seemed to be working better however, there were still some challenging behaviours in that class. **A governor questioned how this had been received by parents.** The school tried to get them on side as much as possible however, it was generally a joint decision with the parents, so they were in agreement. The Headteacher shared that she had considered going back to mixing the classes as had been the case previously however, a lot of work had gone into getting the class structure in place. Also, pupils in Early Years Foundation Stage (EYFS) were not officially in a class. They were grouped into classes from Year 1 and the decision would be made by staff who knew them well.

A governor noted that pupils consistently achieved highly from their starting points, particularly the most disadvantaged, as pupils with SEND achieved exceptionally well from their starting points, and enquired how SEND progress was tracked from the starting point. It was advised that this was a work in progress.

RESOLVED: a) that the Report of the Headteacher be received;
b) that Mrs White would meet with Mr Johnson to review the Parent App on Arbor.

3333 SCHOOL DEVELOPMENT PLAN 2023/2024

It was highlighted that Forest School seemed to be a rolling action on every plan. This year, there was a Lifestyle Group in the area, and it was hoped that they could get the Forest School started. There was a formal qualification that could be completed however, the school did not want to commit to that yet until there was clarity on how it all worked. The school were planning Key Stage (KS)1 and KS2 forest schools and would introduce them gradually. **A governor asked how it would be delivered and what kinds of activities the pupils would do.** It was explained that there would be one session per week once it had been set up and that the pupils would complete various outdoor activities including cooking.

Subject leader confidence was high however, the school were having to make a few changes due to some staff leaving.

The school were looking into the Teach Computing curriculum instead of Purple Mash. Mrs White noted that her school was using this and it had been successful.

From September 2024, there would be no in class teaching assistants (TA) due to the increased number of pupils with an EHCP however, all TAs already at the school would remain, they would just be redeployed. Training on adaptive teaching had been completed. **A governor challenged whether there would be any additional support for the teachers who had pupils with high needs in**

their classes. It was advised that support would be provided as necessary on an ad hoc basis however, staff needed to work together. A scaffolding system was in place to ensure adult support would be provided equally for all pupils. **A governor asked how many classes would not have any one-to-one TAs in.** There would be two.

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

3334 **SAFEGUARDING REPORT**

There were no current Child Protection (CP) cases in school. There were some pupils with a Child in Need (CiN) plan however, these were more as a result of the external needs of the families rather than specific concerns about the child. Positive handling had been used on occasion and some fixed term suspensions had been issued as a result. **A governor asked whether any of the fixed term suspensions were likely to escalate to a permanent exclusion.** It was advised they were not.

RESOLVED: that the termly safeguarding update be received.

3335 **RISK REGISTER**

It was highlighted that the most significantly concerning risk at the moment was the roof being replaced. **A governor enquired whether it would be a like for like replacement.** It was explained that it would be something similar however, there would be a few changes to things such as the ceilings and lighting. The site manager was sympathetic to the disruption the work may cause and was working well alongside the school despite the fact that there were still some unknowns in terms of the extent of the work.

RESOLVED: that the Risk Register be received.

3336 **DOMESTIC ENERGY REDUCTION SCHEME**

As the school was planning to academise in the near future, it was agreed that this scheme would not be adopted at this time.

RESOLVED: that the Domestic Energy Reduction Scheme not be approved and adopted.

3337 **VEHICLE PURCHASE SCHEME**

As the school was planning to academise in the near future, it was agreed that this scheme would not be adopted at this time.

RESOLVED: that the Vehicle Purchase Scheme not be approved and adopted.

3338 **WELLBEING**

A governor asked whether the results of the wellbeing survey had been as expected. This was confirmed. The Headteacher shared that she had been quite hands off in terms of conducting the survey and that it had been conducted mostly by Mrs Daniels in her role as wellbeing link governor. This had worked well as only the major issues had been brought to the Headteacher. The school were now adopting an MCC approach (moan, concern, complaint). A moan was something that could just be aired and then moved on from, a concern was to be emailed and logged so it could be addressed and a complaint was formal and must go down the appropriate route.

Mrs Daniels advised that some of the wellbeing concerns had been to do with relationships and that this was something that was cultural and needed to be resolved. Some staff were happy to moan but were not prepared to move on from it so things were repeated often. The school were hoping to have a wellbeing session on the September 2024 training day. The aim was to get staff to the point where they could go to the right person and resolve any issues with an open and frank conversation. The Headteacher noted she was very available to staff and that she would like people to come to her as they did not always. It was about changing the culture in school. It was a large staff so there would always be something however, it was about managing it better.

A governor questioned whether the survey would be repeated on an annual basis. This was confirmed. The school had also received some feedback on the survey itself which would be taken on board and any necessary changes made in response ahead of next year. The survey would remain as similar as possible though so that results could be compared year on year. **A governor queried how many staff had completed the survey.** It was advised that approximately 50 percent of staff had completed it and that it had been anonymous.

RESOLVED: that the wellbeing update be received.

3339 GOVERNOR VISITS

The following governor visits had taken place:

- a) Mrs Daniels (Wellbeing) – 6 March 2024;
- b) Mrs Daniels (Wellbeing/SEND) – 11 March 2024;
- c) Mrs Ritson-Walton (Maths) – 11 March 2024;
- d) Mrs Rix (Reading) – 11 March 2024;
- e) Mrs Daniels (Wellbeing) – 15 April 2024;
- f) Mrs Marrow (SEND) – 8 May 2024;
- g) Mrs Marrow (Interviews) – 8 May 2024.

The final Standards Day of the academic year would be held on Monday 15 July 2024 and the Key Stage 2 Standard Assessment Tests (SATs) results would be available at that point. There would also be an afternoon tea on that day for governors stepping down and staff leaving/retiring.

RESOLVED: that the governor visit reports be received.

3340 GOVERNOR TRAINING AND DEVELOPMENT

A governor asked whether governors were required to complete a certain amount of training each year. It was advised that there was no specific requirement however, one a year would be a good target to work to.

RESOLVED: that all training details were available on the CPD website www.hereforschools.co.uk

3341 SCHOOLS FORUM

RESOLVED: that the Schools Forum information be received.

3342 DUE DILIGENCE UPDATE

A letter had been sent to parents regarding the proposed academisation and a consultation meeting was scheduled to be held the following week. Only four responses had been received so far.

The school policies and Wilberforce College policies had been reviewed in preparation for the Transfer of Undertakings (Protection of Employment) (TUPE). The school were awaiting confirmation on the progress of the Multi-Academy Trust (MAT), but it was looking likely that it would go ahead. Governors were invited to visit Wilberforce College in September 2024.

RESOLVED: that the due diligence update be received.

3343 ANNUAL REVIEW OF SCHOOLS

The Local Authority had published their Annual Review of Schools and governors were advised that the school continued to be classed as "2a" which was the upper level of Good.

3344 INSPECTION DATA SUMMARY REPORT (IDSR)

RESOLVED: that the Inspection Data Summary Report (IDSR) be received.

3345 FINANCIAL OUTTURN STATEMENT

RESOLVED: that the financial outturn statement for the financial year 2023/2024 be received.

3346 REVIEW OF ACTIONS

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

3347 FUTURE MEETINGS

RESOLVED: that future meetings be held on the following dates commencing at 6.00pm:

Resources Committee

Monday 21 October 2024;
Monday 3 February 2025;
Monday 19 May 2025.

Full Governing Board

Monday 25 November 2024;
Monday 10 March 2025;
Monday 23 June 2025.

Dates for the Standards Days would be agreed in the new academic year.

NOTE: Mr Johnson left the meeting at this point.



Chair's Signature and Date.