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Present: Katie Blood (HT), Stephen Berry (Chair), Rupert Bagilhole (Vice Chair), Ian Beggs, Fr Martin Morgan, Jane Gray, Anthony Firmin

In attendance: Tom Way (Clerk), Fiona Keeling (Deputy HT)

Apologies: Francesca Urquhart

Quorum: 7 out of 8 governors were present. The meeting was quorate (at least 50% attending).

Questions from the governors to the HT and DHT are highlighted in **bold**.

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## **1. Welcome / apologies for absence and declarations of interest**

Governors accepted the apologies for absence from FU.

Governors officially acknowledged Fiona Graham's resignation from the governing body as of 09.01.19.

It was acknowledged that this would be RB's last meeting as they are not renewing their term of office when it expires on 03.05.19.

There were no declarations of interest for this meeting.

## **2. Minutes of FGB meeting held on 18.10.18**

The GB agreed that the minutes were an accurate representation of the meeting.

*The following actions have been met:*

- All governors have completed a declaration of interests form for the school year 2018/19
- The Clerk has resent the school policy review schedule document to the HT for final verification
- RB has retrieved their Safer Recruitment certificate and passed on to the Clerk
- The Clerk has retrieved governor training records from governor support and passed available safeguarding certificates to Jess Evans
- Governors held a review of standing orders at the last FGB meeting to address potential vice chair vacancies when a new chair is elected



- The Clerk has sent a reminder/link to governors for the NSPCC safeguarding courses
- Governors have suggested which topics/objectives within the SIP they would like to take a lead on as follows: AF – Maths, FrMM – RE/Writing, SB – Phonics, IB – PE, JG/IB – Buildings/Risk Assessments, FU – SEN/PP
- The HT has updated the SIP to reflect school sustaining Good rating and moving towards Outstanding
- The HT has checked for points to review on the Scheme of Delegation. *Additional amendment to be made as of this meeting* [see item 8 below]
- The Clerk has updated the TORs date of approval, current members and published online/saved on the school system
- The Clerk has updated the standing orders with the new Chair structure and prepared for ratification

Matters arising, not otherwise on the agenda:

JG advised that they are unsure if they have had a school email account set up for them, and the Clerk agreed to check this with the SBM. KB advised that all Governor emails MUST be sent through official governors' account as these are encrypted.

The Clerk verified the draft FGB confidential minutes from 18.10.18 with the Chair and agreed to send these to governors' school accounts for review ahead of the next FGB meeting.

#### **ACTIONS**

- 2.1** The Chair to work on Health & Safety checklist with Senior Leaders – **ongoing**
- 2.2** FrMM to produce a plan of fundraising proposals – **ongoing**
- 2.3** The Chair and School Business Manager to meet and produce benchmarking report – **ongoing**
- 2.4** Any governors requiring assistance accessing their school accounts to contact the SBM – **ongoing**
- 2.5** FU and the Chair to complete Safer Recruiting training and pass certificates on to Jess Evans – **ongoing**
- 2.6** Clerk to construct governor training records for school office
- 2.7** HT to send potential governor's school visit day dates to Clerk to send to all governors – **ongoing** (visit to focus on Phonics and Spelling)
- 2.8** Governors to complete online Safer Recruiting training
- 2.9** HT to arrange for Jess Evans to advise on safeguarding/training at next FGB meeting
- 2.10** Clerk to check with SBM if JG has had a school email account set up
- 2.11** Clerk to send draft FGB confidential minutes from 18.10.18 to governors ahead of the next FGB meeting



### **3. Membership/FK reappointment**

#### **a) Governing body membership**

FrMM advised that there are two potential foundation governors incoming to the governing body.

The HT advised on the following current issues relating to GB membership –

- The governing body does not have full membership (although the two governors potentially starting soon will improve this)
- The governing body does not have a full quota of parent governors or foundation governors
- There is no succession planning in place; RB will be leaving after this meeting and the position of T&L committee chair may be an issue

#### **What are the difficulties involved in getting parent governors?**

The HT advised that the difficulty is getting parents involved and engaged in the long term, and that meeting attendance at the PTFA is also a related issue.

The HT agreed to look into other possible candidates for the position of parent governor and how to raise awareness of the role amongst parents and sustaining engagement. The Clerk agreed to approach governor support about the possibility of them providing parent and LA governors and if there were any potential candidates for this. However, it was acknowledged that the governing body officially doesn't have a space for another LA governor currently.

There was a discussion around the governor recruitment process and the possibilities for different categories of governors with a view to having broader representation at the school, and the HT advised that they will also put promotional materials up at the parents' consultation evening.

#### **b) FK associate member term ending – reappointment vote**

The Clerk advised that FK's term as an associate member will end as of tomorrow, and that a vote for their reappointment would be required if FK was happy to continue.

FK confirmed that they were happy to continue as an associate member, and the HT seconded their nomination.

*All governors agreed to renew FK's term as an associate member.*



### **ACTIONS**

- 3.1** HT to look into other possible candidates for the position of parent governor and how to raise awareness of the role amongst parents
- 3.2** Clerk to approach governor support about the possibility of parent and LA governors and if any potential candidates
- 3.3** Clerk to inform Governor Support of FK's term-renewal and update records

## **4. Headteacher's Report**

The HT advised on the following within the Headteacher's report –

- The school currently has 154 pupils out of a capacity of 210, and that the Reception numbers for September are looking low. However, this time last year the school had 9 applicants for Reception and now there are 18 in the current Reception Class.
- Attendance is currently at 95.1% (the aim is 96%), Spring term 1's attendance was fairly low, though this is expected during late Winter. There was a discussion around attendance fluctuations and the different methods of encouraging attendance.
- The school has seen 17 pupils leave and 15 pupils join over this academic year – all but two of these pupils have moved school because they have moved out of the country.
- Regarding quality of teaching & learning – new supported learning reviews have been introduced (replacing classroom observations).

### **Are there any concerns currently?**

The HT advised that there a couple of staff members that they will follow up with in 6-7 weeks' time regarding their supported learning review objectives. The HT also advised that pupil progress meetings were held on Monday but that there were no major areas of concern - Year 2 and 6's results are low but this is expected at this time of the academic year and all is in hand within the teachers' plan.

The HT advised that Mel Bennett (the Phonics teacher) has been conducting the Phonics screening test, and that Mel has suggested that the possible Phonics scheme may not be necessary as the school currently has other resources in place that cover the same content, and that Mel will work constructively with teachers to ensure that it is covered.

The HT advised in regards to the SIP that the majority of it is moving forward currently, and that there a couple of things temporarily on hold but things such as assessment procedures are embedded now, and also that behaviour is generally improving, with the majority of



pupils being well behaved most of the time. The HT advised that there are a few pupils with challenging behaviour that is still difficult to manage due to financial constraints.

**There have been four fixed term exclusions, can you give an example of one?**

The HT gave a description of one pupil's behaviour recently becoming more aggressive towards others and how this has become a concern for the school, and a recent incident relating to this. The HT advised that this pupil is on a part-time timetable going forward and that the parent has been very supportive throughout the process. FrMM advised that they had been at the school during several incidents and commented that they felt the staff handled these situations very well and with patience and kindness.

There was a broader discussion around exclusions.

**5. Committee Reports/Plans**

The Chair asked the governing body if there were any questions relating to the previous Resources and Teaching & Learning committees' minutes, and there were none.

**6. Budget updates**

The HT advised that there were no new developments regarding the budget, but that it remains a discouraging situation.

**7. Policy Reviews**

The HT provided the Clerk with their updated version of the policy review schedule, and the Clerk agreed to finalise this document and construct a draft policy schedule plan for future FGB meetings.

**ACTIONS**

**7.1** Clerk to finalise policy review schedule and construct a draft policy schedule plan for future FGB meetings

**8. Ratification of Standing Orders, Scheme of Delegation, Charging & Remissions Policy**

The HT advised that more payments are being made via the SBM's debit card and that it would be useful for the debit card allowance to be increased from £1,000 to £2,500 (point D35, Scheme of Delegation).



*All governors agreed to this amendment and the ratification of the Scheme of Delegation.*

The Clerk agreed to contact the SBM regarding updating the Scheme of Delegation.

*Governors ratified the updated Standing Orders.*

The HT advised that the final version of the Charging & Remissions policy had only just been provided at this meeting and asked all governors to read it and advise if there were any issues in one week's time, at which point the document would be formally ratified.

#### **ACTIONS**

**8.1** Clerk to contact the SBM re updating the Scheme of Delegation (point D35, SBM debit card allowance £1,000 - £2,500, update the dates on document)

**8.2** All governors to read the Charging & Remissions policy and advise of any issues by one week from FGB meeting 28.02.19

### **9. NGA review of governance – action plan**

It was requested that the Clerk resend this document to governors and transfer this item to the next FGB meeting's agenda.

#### **ACTIONS**

**9.1** Clerk to resend NGA review of governance action plan to governors and transfer item to next FGB agenda

### **10. Consistent financial reporting report**

It was agreed that this would be postponed until after the Chair and the SBM have met to discuss this.

### **11. Premises update – building project**

JG advised that they have spoken to Andy Waters and provided a progress update on the building project which is near completion –

- The Diocese are likely to provide further support during the next financial year to cover the funding shortfall



- The contractor and school have been working together to make further savings where possible, and the final account is at half of the overspend predicted last Autumn
- Regarding the project programme, the extension will be completed by 5<sup>th</sup> April and the Premises Managers room by 18<sup>th</sup> April. Handrail installation might be completed by May though possibly later.

The HT asked if the school would need to reinstate the partition wall, and JG advised that they were confident that they would be able to get this.

JG advised that all is going well with the project, and there was a discussion around the completion of the building works and possible actions following this.

## 12. Feedback from Governor Training/School Visits

The Chair advised that they have completed the school data programme and that they are booked on governor school visits training next week. IB advised that they have completed PE governance training, and JG advised that they have completed SEND training.

## 13. Urgent business not on agenda

FrMM advised on the following –

- FrMM is reviewing the worship pattern at the school
- There will be a new seconded priest starting at St. Bartholomew's Church soon
- FrMM will be staying on officially
- FrMM will be organising a programme for child bereavement
- There is the possibility of a music programme at the Church soon

There was a discussion around fundraising and raising the school's profile in the area.

All governors thanked RB for their very valuable contribution to the governing body over the last four years.

The meeting closed at 7:22 PM

Signed .....[Signed copy kept in school office]..... Chair of Governors

Date.....

The next FGB meeting will be on Thursday 23 May 2019 at 5.45pm