

Stocks Green Primary School (SG)

Draft Minutes from The Full Governing

Body All Day Meeting

held in the Music Room on Monday 26th February

2024 starting at 9.00 am



2023 -2024

Item	Minute	Actioner
Procedural		
1.	Attendance: Di Ayling (DA), Rob Chewter (RC) (Chair), .Joe Endersby (JE), Peter Hipkiss (PH) (Headteacher), Becky Mackay (BM), Alan McLean (AM), William Moore (WM), Bridget Salmon (BS), Holly Taylor (HT), Dave Wallace (DW), Andrea Woollett (AW) (Clerk). Apologies for absence: June Cooke (sickness – agreed), Ruth Dixon (job – agreed)	
2.	Declaration of Business Interests: there were no new ones and none against an agenda item. Holly Taylor will be completing hers once her DBS check is completed.	HT
3.	Membership <ol style="list-style-type: none"> New governor – Governors briefly introduced themselves to Holly Taylor, the new co-opted governor. HT gave a brief resume of her career. Confirm co-option of Rob Chewter. RC's term of office expired on 26.01.24. As agreed at the FGB meeting of 17th October 2023 his term of office was extended for another 4 years from 27th January 2024. Consider re-election of June Cooke as LA Governor. It was unanimously agreed that JC should be recommended to serve another 4 years as LA governor. Governor recruitment. In the absence of RD there was no report. There is one vacancy for a co-opted governor at present. 	AW
4.	Matters Arising: There were no matters arising that are not an agenda item. A.O.B. Climate Action Plan Pupil Voice	
5.	Confidential and non-confidential Minutes of meeting of 17th October 2023: these were agreed as correct and signed by the Chair (RC).	
6.	Action Points See Appendix 1	
School Improvement		
7.	Headteacher Report and Updates, School Improvement Plan (SIP) Monitoring The Headteacher Report was circulated prior to the committee meetings and the relevant areas reviewed by each committee.	

The Successes have been:

- History curriculum being implemented and greeted with enthusiasm by staff and pupils. Georgina Newton (GN), as newly appointed Assistant Headteacher, used her day out of class to support the History Team. The School Improvement Advisor (SIA) gave useful feedback. Pupil Voice now shows good knowledge of the subject and there is a higher standard of work.
- GN is preparing a new PE curriculum with Emily Smith along the same lines as the history and is also looking at Teaching and Learning. These are in the 'prepare' stage at moment and will be 'deliver' next year.
- Attendance remains high with a low number of persistent absences. In spite of good interventions in place to support these pupils, at present there has not been much change in their attendance.
- Outdoor Play and Learning (OPAL) continues to be successful. The implementation has slowed down while Risk Benefit Assessments are being made. The table tennis tables, now in use at lunchtime, have been moved so that the new storage shed can be placed alongside.
- The PE storage space has now been converted into a small music room for individual lessons.
- The Writing Curriculum has been prepared and being rolled out. Initial feedback shows greater levels of pupil engagement. PH has been teaching writing this month to provide opportunities for Talk for Teaching to take place.
- SEN JE has done an incredible amount of good work on SEN which has enabled this to go from 'prepare' to 'deliver' on SIP and is expected to continue for the next year.
- JE passed his NPQH.

Challenges

- General levels of respect decreased before Christmas. This is being addressed by a Respect Curriculum with House Points rebranded as Respect Points. Children are now better able to articulate what respect is but not always doing this so the programme will be continued.
- Attendance – there are still issues with a few pupils. The school has implemented strategies to support families and is working with the Attendance Service. Progress here has been very slow.
- A neighbour complained several times about the music played at lunchtime. The school moved the speakers and the neighbour phoned to say thank you.
- Some parents were concerned that the Y6 puberty talk now includes boys and girls. The talk was positive and SG consider it important for both sexes to understand the changes of puberty and will repeat the talk next year.
- Behaviour – there has been one internal exclusion.

Attendance and Pupil Numbers

The present attendance is 95.7% with 90% unauthorised due to parents taking children out over Christmas. The attendance rate will improve now holiday time is over. Persistent absence is 10.7%.

There are 214 pupils on role - 4 spaces. This is as projected in the budget so has a neutral impact.

Staffing and wellbeing/workload

Staff turnover has been very low with just one member of staff leaving due to retirement.

There have been 2 long term absences by staff members to support family crises. These staff are now back in school. There has been no significant staff absence and wellbeing is reported to be good. It is discussed at every Senior Leadership team (SLT) meeting. PH is considering the best way to track this with BS, the wellbeing governor.

	<p>SLT are constantly aware of staff workload. With 3 intensive areas being developed – History, SEN and EYFS - they have delayed other priorities in order not to overload staff. Governors support this move.</p> <p>Training Staff have continued to partake in personal professional development with training tailored to the school requirements. All staff completed safeguarding training in Term 1.</p> <p>EYFS Claire Hodgson (CH) the Reception Teacher, has worked hard, with the support of Jan Dubiel (JD), an early years expert, to prepare a new programme and change the environment provided for early years children. This has been very successful and JD believes that provision at SG is very good. Governors will be having a 2 hour information session on early years later in the day.</p> <p>Budget The rollover is higher than predicted and a £13,500 grant has been received from the Ukrainian fund (see F & P 26th February 2023 for details). How many Ukrainian children are in school? There is one child now but there have been 4 over the past year.</p> <p>Health and Safety – A fire drill was held in October and a lockdown practice in November</p> <p>SIP – for committee priority monitoring see Appendix 4</p>	
8.	<p>Inspection Data Summary Report (IDSR), Analyse school performance (ASP) PH presented ASP data first.</p> <p>KS2 The school is above average in reading both locally and nationally and this confidence is evident in pupils ability and demonstrates that the reading focus is paying dividends. There was one disadvantaged child but they performed well. SG is presently above average and aims to increase this score.</p> <p>Maths and writing are both average. Boys performance is better in maths and girls in writing which mirrors the national picture. This highlights an important area for focus next year.</p> <p>Grammar and science are both well above national average.</p> <p>KS1 Reading, writing and maths are above in all areas. Phonics was an important area of focus last year with a big financial and training investment. This has had a positive impact and phonics is now above the national average. Of the 8 Year (Y) 2 pupils who did not pass phonics in Y1, 7 have now achieved this and the 8th has achieved this during this current academic year.</p> <p>Areas of challenge KS2 maths and writing. The biggest area of challenge is multiplication where the school is below average. This is part of the SIP but as JE and CH, the maths leads, have both been heading up 2 large projects, for wellbeing reasons, this has taken a back seat. JE and CH have recently attended a maths conference with lots of ideas and they are beginning to progress these to gain maximum impact. There is also a focus for parents to practise times tables.</p>	.

	<p>Governors are happy with these figures, understanding the delay in multiplication and supporting the future initiatives to improve all scores.</p> <p>IDSR This is Ofsted's first port of call when an inspection is announced. SG is below average for Free School Meals (FSM) and SEN and disadvantage.</p> <p>The school stability has reduced. Is that due to children leaving school? Yes mobility has increased substantially mainly due to family moves.</p> <p>The number of support teaching staff is high compared to other schools. Staff development has substantially increased. Staff turnover is still in the highest bracket for the period reported but will be much lower next time. Absence is in the lowest percentage with the highest persistent absence being in FSM and due to one family. Reading is significantly above the national average but below in times tables.</p> <p>The data is all as expected and demonstrates that the school is focussing on the correct areas for improvement.</p>	
9.	<p>Finance and Premises Committee (F & P) AM presented the key points from the 16th January and 26th February 2024 meetings</p> <ul style="list-style-type: none"> i. Budget Monitoring – the 9 months April to December 2023 and 10 month budgets, including January 2024, were reviewed. The revenue rollover at 6 months was £68,325 at 9 months £76,896 and at 10 months £87,820 which is very healthy considering the large investments made this year. The PTA have also made fantastic contributions, particularly for OPAL, which has helped. The budget was approved by the FGB. ii. School Financial Value Statement (SFVS) There were no questions and it was agreed for submission by 31st March 2024. iii. Annual Asset Register – RC checked this with Ken Till (KT). All is now in good order. iv. Premises updates – the water consumption is an area for concern. The school is continuing to try to find out the reason and is awaiting advice from the water company. The meter has been checked at the weekend and there is no water consumption which means there are no apparent leaks. v. Internal Finance Procedures – Agreed by the FGB. vi. Service contracts have been reviewed and AM reported all is in order. vii. Policies reviewed: Business Continuity Plan – this was rewritten by PH and JS and thoroughly reviewed at F & P. It was approved by the FGB. Policies reviewed and agreed under F & P remit: Accessibility Plan; Anti Fraud Bribery and Corruption Policy (new model policy) and Governor Allowances Policy 	<p>JS</p> <p>JS/KT</p>
10.	<p>Standards and Curriculum Committee (S and C) PH presented the key points from the S & C meeting of 24th January 2024.</p> <ul style="list-style-type: none"> i. Pupil Premium - S & C reviewed how it has been updated, re- developed and PP meetings changed and held more frequently. Governors looked at the new reporting statement. ii. PE Sports Premium provision – there was an update on how the money is being spent and how the school is developing a bespoke curriculum with the Sports Partnership. iii. SEND Report - The committee examined the new format which they found clear and easy to understand. iv. Safeguarding – see Agenda item 12. v. Curriculum Intent and Subject Action Plans – the committee examined 	

	<p>these in detail along with the new statements for different subjects. These were agreed by the committee with a few minor alterations.</p> <p>vi. Policies reviewed for FGB approval: The Admissions Policy was agreed by FGB.</p> <p>vii. Non-statutory policies reviewed and agreed under S & C remit: Anti – Bullying; Attendance; Designated Looked After Child (LAC) teacher (new policy); Equalities Statement; Equalities Policy; Equalities Information and Objectives; Mobile Smart Technology; Racial Incident Policy; RSHE; Writing; PSHE; PE; Computing and Modern Foreign Languages.</p> <p>viii. Early Years Foundation Stage – the committee was updated on the good progress being made.</p> <p>ix. OPAL – the progress of the rollout was reviewed.</p>	
1.	<p>Pay and Performance Committee RC presented the key points from the meeting of 30th January 2024. The History Team Presentation was really impressive and gave the committee an understanding of the amount of in depth work completed to create and deliver it. The FGB thanked the teachers and staff for going above and beyond and appreciate the pressures this has put on staff and will continue to closely monitor staff workload and wellbeing.</p> <p>i. Headteacher mid-year appraisal date – the date is set for 18th March at 1 pm. Some governors have issues with receiving email. JS will be asked to check with IT technician.</p> <p>ii. Staffing/staff survey. The results were circulated to governors. The committee were disappointed with the low uptake but responses demonstrated definite improvements. There were no major concerns and actions have been implemented.</p> <p>iii. Attendance and Punctuality – see Agenda item 7.</p> <p>iv. Policies reviewed for FGB approval: Safer Recruitment with employment of ex-offenders – approved by FGB. Pay Policy – no changes from previous approval.</p> <p>Non-statutory policies reviewed and agreed under P & P remit. Allergy Policy; Managing Ill health and absence (new policy); Menopause Policy (new policy) and Whistle Blowing.</p>	PH/JS
2.	<p>Governance Impact Governors, SLT and staff continue to build on a transparent, supportive but questioning relationship to ensure the very best learning experience is available to SG pupils.</p> <p>The budget is carefully monitored and delivered to ensure as many new initiatives as possible can be provided to enhance pupils' learning and to maintain the school site safely. Governors are very grateful to the PTA for their continuing and magnificent support to help deliver this.</p> <p>The work on the curriculum has continued at a good pace. Governors see very positive results from the recent deep dive in History with the newly created curriculum. The History Team gave an excellent presentation to the P & P committee which demonstrated to governors the excitement felt by staff at creating and delivering a new vibrant and well thought out programme and the resulting enthusiasm of pupils as young historians. They look forward to continuing to support the school while the further curriculum is developed.</p> <p>The wellbeing of pupils and staff is paramount to governors who understand that</p>	

	<p>priorities sometimes have to change, or be slowed, to ensure staff can cope with the workload. The recent staff survey was encouraging and any necessary actions have been immediately implemented. The Governors are always available to support staff if there is a need.</p> <p>The OPAL project has been well received by staff, pupils and parents and benefits already seen in behaviour patterns and incidents. Governors have monitored OPAL safeguarding today.</p> <p>Governors benchmarked inclusion and diversity last year and have reviewed this today. Their findings will be circulated on a formal monitoring visit form.</p> <p>The SEN programme and report format have been completely reviewed. Governors will continue to monitor the progress and how SEN and PP is delivered successfully at SG. Data demonstrates that pupils are progressing well and the difficulties experienced by the long lockdowns are being positively improved. Attendance is good and governors are happy with the effort the school are making to make this even better.</p> <p>Policies continue to be reviewed and updated providing current guidance to staff and governors ensuring everyone has an understanding of the protocols within school. New governor guidance is reviewed at every meeting to ensure governance at SG is correct and up to date.</p> <p>Safeguarding is a priority and evidence shows that it is effective. The children are aware of who to speak to with a concern and there is a happy and productive atmosphere around the school. The Respect Curriculum is taking effect and will be closely monitored.</p> <p>Governors see good progress being made in all areas and SLT continuing to develop a curriculum and excellent learning environment to deliver the very best educational outcomes for the pupils of Stocks Green.</p>	
13.	<p>Safeguarding</p> <p>There are no major updates. The new Designated Safeguarding Lead (DSL) and Senior Leadership Structures (SLT) are embedded</p> <p>There were 19 low level safeguarding concerns reported since September and 4 are currently being monitored. There is one on-line safety concern.</p> <p>There have been no social services referrals. There have been 3 referrals to Early Help with the parents' consent. Advice has been sought from the Local Authority for 1 pupil and 1 Child in Need Plan is being set up.</p>	
14.	<p>Training and Development</p> <p>RD was absent from the meeting. She circulated the latest and most relevant courses available before the meeting.</p> <p>See Appendix 3 for record of governor training 2023/24</p>	
15.	<p>GDPR and Cyber Security</p> <p>There has been nothing reported. WM will be making an informal check with the office during the day.</p>	
16.	<p>Governor Monthly bulletin and NGA newsletter</p> <p>See Appendix 5 for latest guidance.</p>	

	Other	
17.	Chair's actions and correspondence RC reported that he has received no parent correspondence and there are no actions to report.	
18.	A.O.B. <ul style="list-style-type: none"> i. Climate Action Plan – The school must draft a Climate Action Plan by 2025. There are already initiatives within school which will feed into this. PH will action this and it will be an agenda item for F & P. ii. Pupil Voice – The school council attended the meeting to meet governors and give their opinion on various matters around school. There are 2 representatives per KS2 class and an equal mix of boys and girls. They meet regularly with the SLT to discuss what goes on in school and recently agreed together three charities to support. <p>They were able to tell governors all the school values and talk positively about the new Respect initiative. They were enthusiastic about the new History Curriculum, demonstrated that they have a good understanding of it and the way it is being taught through different lenses.</p> <p>They are pleased with the new OPAL system and enjoy interacting with different classes. There were various subjects preferred by each child and they all agreed that they enjoy special PE times when they hold inter-class competitions.</p> <p>When asked about clubs they were happy with them and when pressed said that maybe it would be good to have some more clubs that were not sport related.</p> <p>The children spoke up and answered very well but were a little diffident. The children had not been given any questions to consider beforehand. JE and ES sat at the back and PH kept a low profile. Governors considered that it was a little intimidating to be questioned by so many adults they do not know and they may have felt more confident if the staff had been at the front and they had some idea of the questions they would be asked. This will be considered for next year.</p>	PH
19.	Next Meeting: 21 st May 2024 Next year equivalent meeting: 24 th February 2025	
20.	Confidentiality There were no confidential items.	

Signed

Date

Questions

Comments/Answers

Impact

Monitoring

Appendix 1

Completed or ongoing actions from the meeting of 17th October 2023

Item	Action	Action by
1.	Agenda Item 2. RD to start Emily Smith's induction. Completed.	RD
2.	Agenda Item 3. i. AW to post SG Governor business interest, areas of responsibility and attendance information on the school website. Completed.	AW
3.	Agenda Item 4. i. All governors to confirm on GovernorHub that they have read and signed the Code of Conduct. Completed.	All Governors
4.	Agenda Item 5. ii & iii. AW to post governor business interest information etc. on school website and in Governor File. Completed.	AW
5.	Agenda Item 4. iv. AW to send welcome email to Holly Taylor and seek references. Completed.	AW
6.	Agenda Item 4. iv. RD to start Holly Taylor's induction. Not yet started as security checks not yet completed.	RD
7.	Agenda Item 9. Staffing. PH to look at how he can record staff absences to show trend over time for governor wellbeing monitoring. Actioned.	PH
8.	Agenda Item 10. AW to make a timetable of SIP monitoring. Completed.	AW
9.	Agenda Item 11. AW to add IDSR to 26 th February 2024 FGB agenda. Agenda item 8.	AW
10.	Agenda Item 13. v. PH to bring the updated Business Continuity Plan to the F & P meeting on Tuesday 16 th January 2024 for review. Actioned.	PH
11.	Agenda Item 14. vii. PH to ensure S & C policies correct on website. Actioned.	PH
12.	Agenda Item 15. iv. PH to ensure P & P policies correct on website. Actioned.	PH
13.	Agenda Item 15. v. BS to arrange for a staff survey asap. Completed and agenda item.	BS
14.	Agenda Item 16. WM to check that the procedure for dealing with DBS confidential documents is recorded and followed. Checked and agreed.	WM
15.	Agenda Item 16. WM to send training link for Cyber Security training to all governors. Actioned.	WM
16.	Agenda Item 16. All governors to complete Cyber Security training. Completed.	All
17.	Agenda Item 18. ii. JC, RC and BS to undertake Safer Recruitment Training. Being actioned. BS still to do.	JC/RC/BS

Appendix 2

**Actions from the meeting of 26th February 2024
to be completed ASAP or by Term 4 at the latest.**

Item	Action	Action by
1.	Action Point 6. RD to complete HT's induction.	RD
2.	Action Point 17. BS to undertake Safer Recruitment Training.	BS
3.	Agenda Item 3.ii HT to complete business interest form on GovernorHub	HT
4.	Agenda Item 3.iii AW to arrange for LA forms to be completed for the re-election of June Cooke.	AW
5.	Agenda Item 8.ii. JS to submit the SFVS to the LA before 31 st March 2024.	JS
6.	Agenda Item 8.iv. JS and KT to continue to investigate the excessive water usage and report back to governors.	JS/KT
7.	Agenda Item 10.ii JS to check governor email system with IT technician.	JS
8.	Agenda Item 18.i PH to draw up a Climate Action Plan.	PH