

**STOCKS GREEN (SG) PRIMARY SCHOOL**  
**Draft Minutes of the Full Governing Body Meeting (FGB) held virtually**  
**On Monday 24<sup>th</sup> January 2022 at 7.00 pm**

Item	Minute	Action
<b>Procedural</b>		
1.	<p><b>Attendance:</b> Di Ayling (DA), Yvonne Buckley (YB), Rob Chewter (RC) (Chair), June Cooke (JC) (vice-chair), Pauline Crowhurst (PC) Headteacher, Ruth Dixon (RD), Joe Endersby (JE), Rebecca Mackay (RM), Alan McLean (AM), William Moore (WM), Bridget Salmon (BS), Gavin Salmon (GS), Dave Wallace (DW), Andrea Woollett (AW) (clerk).</p> <p><b>Apologies:</b> there were none.</p>	
2.	<p><b>Declaration of Business Interests</b></p> <p>The two new parent governors, RM and WM, have completed their declarations on Governor Hub. There were no new declarations from other governors or any declarations against an agenda item.</p> <p><b>All Governors confirmed that they have read and signed the Code of Conduct. All governors have also completed their business interest forms and read KCSIE part two, as recorded on Governor Hub.</b></p>	
3.	<p><b>Minutes and confidential minutes of meeting of 20<sup>th</sup> October 2020:</b></p> <p>These were agreed as correct and signed by the chair.</p>	
4.	<p><b>Committee Membership</b></p> <p>RD welcomed the two new parent governors: Rebecca Mackay and William Moore to the Governing Body. Governors introduced themselves.</p> <p><b>Terms of Reference</b></p> <ul style="list-style-type: none"> <li>i. <b>The change of wording, agreeing that the review of committee policies will be agreed within each committee and reported to the FGB, was agreed. Statutory policies will always be agreed by the FGB.</b></li> <li>ii. <b>Associate membership:</b> Jill Johnson (JJ) will be retiring as Finance Officer at the end of the academic year in July 2022. Janet Scott will be taking over her role and for succession planning purposes will now be attending Finance Committee meetings. <b>It was agreed to elect Janet Scott as an Associate Member. She will have voting rights on the Finance Committee only.</b> Jill Johnson will remain as an Associate Member until she retires. <b>She will also have voting rights on the Finance Committee.</b></li> </ul>	AW
5.	<p><b>Action Points</b></p> <p>See Appendix 1</p>	
6.	<p><b>Matters Arising and A.O.B.</b></p> <p>There were no matters arising and nothing for A.O.B.</p>	
<b>School Improvement</b>		
7.	<p><b>Headteacher Report</b></p> <ul style="list-style-type: none"> <li>i. PC had circulated a comprehensive Headteacher's report in advance of the meeting. She highlighted the following points:</li> </ul> <p>Today there has been a significant rise in Covid cases. 36 pupils are absent - 21 having tested positive and others being tested. The cases are predominantly in KS2. All clubs have been cancelled for this week as some have mixed groups. This will be reviewed next week. Year (Y) 5 and 6 are in bubbles for this week as they have the majority of cases. <b>Has there been any negative feedback from parents?</b> Not so far. Parents have been very supportive and sensible, keeping siblings off even though this is not a formal requirement.</p>	

	<p>There is one office member who is positive and one TA absent as they are out of the country attending a parent's funeral. PC attached staff absence sheets to her HT report for governor monitoring.</p> <p>More training courses are being listed, still on-line. Several members of staff are doing leadership courses. JE is doing a National Professional Qualification for Headship; Jo Wiltshire Moderation for KS1 and she and Claire Hodgson a Middle Leadership course.</p> <p>PC attended the Headteacher Briefing this morning and was pleased to report that Stocks Green is covering the areas highlighted.</p> <p>See confidential minutes - item 3</p> <p>Teachers are booked on KS1 and KS2 Sats, Early Year Foundation Stage (EYFS) assessments and phonics course update training as they have not been done for a couple of years. Schools are advised that when data is received it should be compared to 2019 data.</p> <p><b>Y3 classroom extension:</b> Alan Irving (AI) is obtaining quotes for extending the classroom into the corridor area. Quotes are also being sought for resurfacing the playground.</p> <p>PC is meeting next Tuesday with Sam Payne to discuss the proposed staff wellbeing sessions. BS was invited to the meeting.</p> <p>ii. <b>Governor Questions</b></p> <p>A governor asked for clarification on pupil numbers. The report mentions 206 and 209 pupils on role. Which is the correct number? It was 206 but a new pupil started today in Y5 making it 207. More prospective children are expected.</p> <p><b>Staff absences</b> - could there be totals for each of those columns to make it easier for PC to record?</p> <p>Parent teacher meetings were agreed on-line for the first term with the next consultations being in school with books to observe. Why are the Y3 consultations on-line? It is because Y3 consultations were not held last term as the class teacher was absent.</p> <p>Looking at the budget information there appears to be a big budget shortfall. Is there a plan to deal with this? At present there is not a shortfall, in fact the budget rollover is higher now. To ensure a prudent budget money is set aside for items that sometimes do not happen. For example some courses were not run so there was no course or supply expense. This has helped the school run a comprehensive catch up programme. The way the figures are presented can be difficult to interpret if people are not cognisant with finance.</p> <p><b>See confidential minutes – Item 4.</b></p> <p>iii. <b>Note of visit</b></p> <p>The School's Advisor visited in November and his note of visit was circulated. It was a very positive report. He will be returning on 15<sup>th</sup> March for another visit.</p>	
8.a	<p><b>School Improvement Plan</b></p> <p>Monitoring has taken place within the S &amp; C, P &amp; P and F &amp; P committees and is detailed in the minutes.</p> <p>The New reading scheme is in place to improve boys reading and writing which is identified as a learning gap along with girls' maths. Books that address children with low reading ability but are of high interest have been bought from Barrington Stokes.</p>	

	<p>They specifically address children who are behind in reading in Y3. JE circulated Math's data to S &amp; C, girls' attainment is almost in line with that of the boys which shows that most have done well and caught up. The White Rose scheme is very good and instrumental in this. They have recap lessons to cover gaps missed in lockdown. They have created videos as well. The school has invested £2000 on workbooks to cut down on photocopying thus giving teachers more time for planning.</p> <p>Foundation subjects have been reviewed with deep dives from Ofsted in mind. DT is being investigated to make sure there is a correct balance across year groups. Emily Smith (ES) and Ruth Hughes (RH) are attending courses linked to Ofsted.</p> <p><b>Governance SIP Priority 7.</b>  <b>Objective 1 - New governors</b> – Induction courses have been completed by AM and RM and WM has one booked.  <b>TORs</b> have all been reviewed.  <b>A Skills audit</b> has been done to identify strengths and weaknesses and FGB training needs.</p> <p><b>Objective 2 - Wellbeing of pupils and staff.</b>  <b>Staff survey</b> was completed in Term 2 and the Action Plan circulated.  <b>Questionnaires</b> for pupils will be actioned by the end of Term 3</p> <p><b>Objective 3</b> – S &amp; C committee will continue to review targets and will be looking more closely at Greater Depth. The committee reviewed EYFS Policy and Action Plan.</p> <p><b>Policy monitoring</b> mainly took place for key policies during lockdown to reduce staff workload and support staff wellbeing. Policy review is now reinstated.  A new governor queried the maths document that had been circulated. This was not a policy but maths data. The Maths policy is on the school website. Curriculum policies are reviewed every three years unless there is a specific reason to do so earlier.</p>	
8.b	<p><b>March Meeting - Governing Body Development</b>  It was agreed that Cultural Diversity would provide pertinent training now there are more culturally diverse pupils, totalling 31 spread across both key stages. It was also agreed that consideration of parental/stakeholder engagement would be useful.</p> <p>In view of the current uncertainty over Covid it was agreed that two plans are needed. Plan A, for a day held in school with an Assembly, monitoring time on the playground and with pupils. Plan B, for a shorter meeting elsewhere. JC will make enquiries about the room in the village hall. DW will enquire about the availability of a trainer on Cultural Diversity. The timing of a meeting outside school can be determined on their availability.</p>	JC DW
9.	<p><b>British Values/SMCS</b>  Activities that have taken place demonstrating British Values are as follows:  Christmas Carol Service at St Johns Church.  School Council meetings.  Pupil leaders training in school – Reader Leaders/Sports Leaders  Assemblies – Special days – Martin Luther King day/World Peace day/Kindness /Chinese new year etc.  Awards to pupils weekly – inc. Courtesy Cup / Sports Star of the week award.</p> <p>Social, Cultural, Moral and Spiritual (SCMS) Policy is now incorporated into the Teaching and Learning policy.</p>	
10.	<p><b>Safeguarding</b>  <b>Single Central Record (SCR)</b> – there has been confusion over who should check the SCR. It is the responsibility of the headteacher but safeguarding lead should monitor one example to see that the correct criteria is in place. JC will make an appointment to attend school to check.</p>	JC

	<p><b>KCSIE – update 2022</b> – the consultation is out for the new format in September. Refer to confidential minutes of S &amp; C meeting regarding safeguarding support for one family.</p> <p>JC has circulated details of the monitoring governor seminar and updated visit report form.</p>	
11.	<p><b>GDPR</b> JS and PC have reviewed the policy and it is in line with the model one. A section has been added at the beginning regarding the UK position post Brexit. They have also added in the Data Protection Officer (DPO) company, Satswana, who are paid to overlook the work. <b>The policy was agreed.</b></p> <p>JS is going to take on finance so Gilly Francis (GF) will take on the main GDPR role. She will be doing training and this will provide resilience. The finance role is only part time so JS will continue with many of her present duties. <b>Who is the designated governor for GDPR? Does any new governor have any knowledge to cover this role?</b> WM will look at what is required and report back. RD will contact Hannah Carpenter to see if there is anything to pass on as she indicated her willingness to continue to support GDPR activity. The privacy notice on the website needs to be updated. The present date is May 2020.</p>	<p><b>WM/RD</b></p> <p><b>PC</b></p>
12.	<p><b>Finance and Premises Committee (F &amp; P)</b> - For full details see F &amp; P minutes of 11<sup>th</sup> January 2022</p> <ol style="list-style-type: none"> <li>The current financial position from the Statutory 9 months budget monitoring (April to Dec) shows the forecast Revenue rollover is now £74,966 and Capital rollover a deficit of -£6941, due to LED loan.</li> <li><b>Update on recent expenditure – the new flooring in Reception</b> has been laid; the <b>fibre broadband</b> has been installed; the <b>telephone system installation</b>, due to the late installation of the fibre broadband, is delayed until February half term; AI is obtaining quotes for the <b>tarmacking of the infant playground</b> and negotiating with KCC as to who is responsible for the cost. It was agreed that, to ensure the budget stays in credit, the project for the <b>canopy for Y 1 and 2</b> should be delayed until the cost of the playground is known.</li> <li><b>Review of current service contracts – it was agreed that there is no need to change any of these at present.</b></li> <li><b>Policies reviewed – The Anti-Fraud, Bribery and Corruption Policy and the Accessibility Policy and Plan were reviewed and agreed. The Governors Allowances Policy was agreed by the FGB,</b></li> <li><b>Asset Register check – this is outstanding.</b></li> <li><b>Internal Finance Procedures – these were reviewed.</b></li> </ol> <p>The committee discussed the rising cost of energy and will be monitoring this closely.</p>	
13.	<p><b>Standards and Curriculum Committee (S &amp; C)</b> JC highlighted Key points from the S &amp; C meeting of 12<sup>th</sup> January 2022 – see the minutes for details.</p> <p><b>Pupil Premium/SEN</b> – YB was thanked for producing very good data for the committee. All the data is anonymised. The committee looks at focus groups for children. Pupil Progress Interviews (PPI) have just taken place and following this two new focus groups have been set up: one for Cognitive and Learning with 15 children and the other for Sensory and Physical. The Cultural Diversity and Late Starters groups are an important focus as they both have a significant number of children.</p> <p><b>What does late starters mean?</b> These are the children who do not start in Reception. There are 5 in the current KS1, 11 lower juniors and 9 upper juniors. The school's Published Admission Number (PAN) rises from 30 to 32 in KS2. These children are monitored to make sure they are in line with their peer group at SG. <b>Which children are in Cultural Diversity?</b> These are children with English as an additional language; different religions or children arriving from other countries and cultures. <b>Does it pose a problem language wise?</b> Not usually but they sometimes need support to adapt to the UK way of working. Parents are also supported if necessary.</p> <ol style="list-style-type: none"> <li><b>Sports Premium</b> – The Government have extended the deadline for spending</li> </ol>	

	<p>the money to July as a consequence of Covid. Emily Smith (ES) has organised dates for specialist sports visits and a dance event for the Queens Platinum Jubilee. Y5 are swimming at present and then Y3.</p> <p><b>2. Child Protection Policy</b> – the latest version is on the website.</p> <p><b>3. Governor Monitoring</b> This is not just governor visits but includes all of the things done in committee and also informal occasions. It includes reviewing and upgrading policies and making sure reporting is in line with current guidance. The NGA updated the priorities in January.</p> <p>The school is coping well with the physical and well-being pressures caused by Covid and as soon as the numbers rose moved very smoothly into bubbles and more rigorous Covid measures demonstrating that there is a very good plan in place.</p>	
14.	<p><b>Pay &amp; Performance Committee (P &amp; P)</b> RC highlighted the Key points from the P &amp; P meeting of 17<sup>th</sup> January 2022. See minutes for details.</p> <p><b>1. Staffing and wellbeing:</b> the school has good plans in place for staff changes and staff returning from maternity cover.</p> <p><b>2. Staff Survey</b> – the staff survey has been collated and the Action Plan circulated to staff and governors.</p> <p><b>3. Engaging with parents:</b> this will be part of the all day meeting focus.</p> <p><b>4. Website</b> – RD will be doing an audit shortly.</p> <p><b>5. Policies reviewed</b> - The committee confirmed that <b>Managing Allegations against staff</b> is contained within the <b>Safer Recruitment Policy; The Capability; Single Equality and Whistle blowing policies</b> were reviewed and recommended for agreement by the FGB. <b>They were all agreed.</b></p>	
15.	<p><b>Training and Development</b> <b>The Skills Audit</b> format has changed as overall scores go into a matrix and then there are training suggestions. RD is conscious that most of the areas highlighted are for new governors and advised that before undertaking training they should wait to see which committee they will join. There is a mix of highly experienced and new governors and RD suggested that knowledge of cultural diversity and inclusion and succession planning could be improved.</p> <p><b>An updated learning module and e-gel module list have been circulated The next Governor Briefing is on 9<sup>th</sup> Feb and the Clerks Briefing 3<sup>rd</sup> March.</b></p> <p>RD asked the three new governors to give her a copy of the Induction list once completed for proof that all the correct training has taken place.</p>	AM/RM/ WM
16.	<p><b>Monthly update and NGA newsletter</b> NGA's newly published Ofsted guidance, '<a href="#">Ofsted inspection: a guide for governing boards</a>' has been developed to help boards know what to expect from an Ofsted inspection, understand what inspectors consider and the evidence they consult.</p> <p><b>Electronic signatures</b> – There is advice to be considered at a later stage.</p> <p><b>New webinar on executive board reporting and triangulation Thursday 17 February 4.30 – 5 pm.</b></p> <p><b>Greener Governance webinar is now live!</b> '<a href="#">An introduction to the board's role in environmental sustainability</a>'.</p>	
17.	<p><b>Impact</b> <b>The F &amp; P Committee</b> have delivered a prudent budget to ensure all expected and unexpected costs can be accomplished without going into a deficit budget. The rollover is now healthier than predicted as there have been no unexpected spends and some spends are less due to Covid. This has allowed the school to deliver excellent catch-up interventions. Careful consideration of future projects will ensure that the school stays in credit.</p>	



	<p><b>The S &amp; C Committee</b> have carefully monitored pupil achievement with the excellent assistance of the school staff and the benefits are beginning to show with catch-up interventions working well, girls' maths much improved, Y3 reading being well supported and library improvements.</p> <p><b>The P &amp; P Committee</b> have continually monitored staff wellbeing and supported them where possible. Staff training is now a priority for personal development in leadership roles and with areas of the curriculum that need further support.</p> <p>The Governing Body continue to have a good relationship with the Senior Leadership Team which has enabled them to run the school smoothly and efficiently in spite of the Covid constraints. The good forward planning allows the school to move smoothly from regular schooling into Covid safe schooling and home learning.</p>	
	<b>Other</b>	
18.	<p><b>Chair – communications</b>  <b>New headteacher recruitment</b>  The process is going smoothly. Applications have been sent in and a short list will be agreed very soon. Plans are well in hand for the interview process. The panel had to create a new policy: <b>Employment of Ex-offenders</b>. This was circulated. <b>It was agreed by the FGB. It will sit with the Safer Recruitment Policy.</b></p> <p>How many candidates are there? 12 people had tours around the school and it is not yet known how many will apply. JC, RC, RD and BS helped with the tours and have written to the staff to say how lovely it was to be back in school. They were impressed with the ethos, teaching and children's behaviour. The school is very tidy and everyone was very welcoming.</p>	
19.	<p><b>A.O.B.</b>  Unfortunately due to the meeting having been virtual RC was unable to present Gavin with a thank you gift. This will be left in school for GS to collect.</p> <p>RC thanked GS on behalf of the school and all the governors for the excellent contribution he has made, especially within the F &amp; P committee. GS replied it has been a real privilege to contribute to the school in this way and he has thoroughly enjoyed being part of the Governing Body.</p>	
20.	<p><b>Next Meeting</b>  <b>Confirm date of next meeting:</b> 21<sup>st</sup> March 2022 all day  <b>Next year equivalent:</b> 25<sup>th</sup> January 2022.</p>	
21.	<p><b>Confidentiality</b>  See confidential minutes</p>	

Signed

Date

Questions/comments

Answers

Impact