

STOCKS GREEN PRIMARY SCHOOL
Minutes of the All day Full Governing Body (FGB) Meeting
Monday 21st March 2022 starting at 9.30 am in the Music Room

Item	Minute	Actions
Procedural		
1.	<p>Attendance: 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), William Moore (WM), Bridget Salmon (BS), Dave Wallace (DW), Andrea Woollett (AW) (clerk).</p> <p>Apologies for absence : Alan McLean (AM), (urgent work commitment – agreed)</p> <p>RC opened the meeting by welcoming all the governors and expressing everyone's pleasure on being back in school. Observing the engagement of the children in the Assembly reminds governors of the motivating factor for becoming a governor.</p>	
2.	<p>Declaration of Business Interests: there were no new ones and none against an agenda item.</p>	
3.	<p>Membership Issues: It is considered that Rebecca Mackay's experience sits well with the Standards and Curriculum (S & C) Committee and William Moore's experience is more suited to the Finance and Premises (F & P) Committee. It was agreed that WM will be on F & P and RM on S & C.</p>	
4.	<p>Matters Arising: there were no matters arising from the minutes that are not an agenda item.</p> <p>A.O.B.: Monitoring</p>	
5.	<p>Confidential and non-confidential Minutes of meeting of 24th January 2022: these were agreed as correct and signed by the Chair.</p>	
6.	<p>Action Points: See Appendix 1</p>	
School Improvement		
7.	<p>Headteacher Report and Update The HT Report was circulated in advance to all governors. PC had the following updates.</p> <p>Anthony Cosans, the School Improvement Advisor (SIA) visited. It was a very positive visit and PC will circulate the Visit Report when available. AC will check the Single Central Record, on instruction from Matt Dixon, to make sure everything required is recorded for the new headteacher.</p> <p>School Improvement Priority 1 – Quality of Education <ul style="list-style-type: none"> • Mainstream core standards are in use and training has taken place for staff. • Assessment of pupils is ongoing and to ensure accuracy Cognitive Ability Tests (CATS) and Test Base tests have taken place with Key Stage (KS)2. KS1 assessments were made using materials from previous </p>	PC

	<p>Standard Assessment Tests (SATS). The school has focussed on gender balance which, with interventions that have proved very successful, is working out well. PC will circulate data report when it is completed. JE shared maths data with the S & C committee which shows that the girls have, following interventions, caught up with the boys. S & C also noted from data that boys' reading outcomes are encouraging with the new Barrington Stokes books for reluctant readers. The school is no longer using teachers for catch up but Teaching assistants (TAs) are now doing this successfully led by the class teacher.</p> <ul style="list-style-type: none"> • The Curriculum has been revised in identified areas and new planning produced. Jonathon Dalton (JD) has taken over responsibility for the library and been very proactive. The children now have time slots for library visits and the school has received donations of new books. Additional storage has been ordered to accommodate these. Year (Y) 6 Reader Leaders read with Y2 and Y3 on Thursday and it is proving beneficial to all children. • SEN funding is being used well to support pupils and this is ongoing work. <p>Priority 2 – Behaviour and Attitudes</p> <ul style="list-style-type: none"> • Behaviour and Attitudes. This is a continual process within class with PSHE and in Assemblies as demonstrated this morning. There is an emphasis on celebrating good behaviour and TAs and Mid-day Supervisors (MDS) are encouraged to reward good, positive behaviour. • Wellbeing is a focus and wellbeing sessions and workshops are taking place across the school with SPRINT and Fantastic Fred, a free resource from the NHS, is coming in for a day. Peer mentors from Y6 are proactive and it also gives Y6 children a role and a positive image. Interaction has been limited due to Covid but general mixing is returning to normal. • The school is much more diverse now with 37 children from other cultures. Tolerance of different ethnicity is addressed in classes and SG children are willing to share their different experiences. • Covid has been very disruptive and made this term the most difficult in all sorts of ways. The school has had to be very adaptable with a large number of children and staff absent. Everyone has worked very well together as a team and enabled education to continue. The Covid numbers are now much better which now enables visitors to come into school and children to go on school trips. Stocks Green hosted an Able Maths day on Monday. Is that a way of sharing the cost implication? No it is held to provide challenge for able children and share information between schools for everyone's benefit. <p>Priority 3 – Personal Development</p> <ul style="list-style-type: none"> • Training. There are a large number of courses available now but all on zoom. Staff have been attending and information is fed back in staff meetings. • Lifeskills are working well and are in force across the curriculum. The Forest School is being well used in KS1 now. Plans are in hand to open it up to KS2 once funding is available. The PTA are beginning to hold more fund raising events now it is possible. 	<p>PC</p>
--	---	------------------

	<p>Priority 4 – Leadership and Management</p> <ul style="list-style-type: none"> • Teaching and learning are going well as evidenced by the data. It has been difficult to keep consistency because of staff absence and teachers leaving which has meant some classes have temporary staff but this is gradually improving. The staff will be moderating writing throughout the school soon. • Assessments are monitored carefully and if the Senior Leadership Team (SLT) have concerns they are addressed. Test Base is being used and it gives a good indication of areas that need improvement. Does it link with the expected, developing targets? No but it is useful for parent consultations and interventions. Is it a package you have bought in? Yes. • Staff mental health and wellbeing are a key focus. Unfortunately the staff Wellbeing Training was postponed due to illness. It has been re-scheduled after school on 27th March 2022. <p>Priority 5 - Early Years Foundation Stage (EYFS)</p> <ul style="list-style-type: none"> • EYFS is going very well. Claire Hodgson (CH) has analysed data and is working on areas for improvement. Baseline assessments went smoothly this year and the new cohort have settled in very well. Staff and TAs have attended training courses linked to the new EYFS Framework. Governors noted that Year R were not in assembly. They have their own class assembly but join the school for celebration and singing assemblies to familiarise them and integrate them into school life. The school is beginning to prepare for the new intake for September. There are 19 siblings. <p>Priority 6 - Buildings and Grounds</p> <ul style="list-style-type: none"> • Forest School area is still to be prepared and funds need raising first. • Playground markings and resurfacing are still not started as negotiations with the KCC are going very slowly. The markings will be done on the KS2 playground as the surface is good and PC will continue to push KCC. • Canopy outside KS1. More quotes will be sought now the financial situation for the new year is known. • The Y3 classroom has been surveyed and the school is waiting for costings and looking for KCC funding. Asbestos is in the ceiling tiles so it will have to be completed in the holidays. <p>Governors enquired why there are 26 unauthorised absences in Y5 and if that is different from usual? Each absence is half a day and this amounts to 13 days. See Confidential minutes Item 3. Attendance is good considering Covid absences.</p> <p>How many looked after children (LAC) are there in school? There are 3. There are 6 listed in the Headteacher Report. This needs changing.</p> <p>Did the art workshops go ahead? No they have had to be rescheduled.</p>	<p>PC/AI</p> <p>PC/AI</p> <p>PC/AI</p> <p>PC</p>
8.	<p>Finance and Premises Committee (F & P)</p> <p>A meeting was held on 1st March 2022. For full details see the minutes.</p> <ol style="list-style-type: none"> 1. Financial update – The financial position is good. The present Revenue rollover is £87,101 and is likely to end up a little higher. The Capital 	

	<p>Rollover is £-6941 deficit figure due to the LED loan. This means that in the new financial year there should be enough money to complete the canopy project and buy a new bank of Ipads that need replacing. The Finance Officer (JJ) has also informed governors that the Government is giving an additional grant to help schools cover the new National Insurance costs for Health and Social Care and help with the large rise in fuel costs. The sum is expected to be about £24,600. It is important for governors to keep a prudent budget but the assessment data is showing that it was correct to invest the additional support on catchup. It should be possible also to complete some proposed projects this year and remain in a positive budget at the end of 3 years.</p> <ol style="list-style-type: none"> School Financial Value Statement (SFVS) to be agreed for 31st March 2022. This was agreed. Self-Assessment Benchmarking Data form. This was approved. Related Party Transaction – nil return. This was noted. Service Contracts – 3% rise. Governors approved the F & P decision to accept the 3% rise, which was considered reasonable, and remain with the current contracts. Annual Asset Register check. RC undertook a check which was correct apart from a small discrepancy which was resolved. AI will be moving to a web based system to improve the recording system. 	
9.	<p>Standards and Curriculum Committee (S & C) A meeting was held on 9th March 2022 For full details see the minutes.</p> <ul style="list-style-type: none"> Pupil Premium (PP) Grant JC reported that Pupil Premium is a Key focus and YB was asked to share the main focus of the PP Strategy Statement. Governors noted that in 2020 the grant had been £9,880 but is now £21,140 due to additional students. YB reported that 3 children have since left so the grant will diminish after April. There are now 10 PP pupils. Planning took into account Covid related restrictions and the effect they had on learning. Interventions are working very well. PE Sports Premium – Emily Smith is still catching up on activities that could not take place during Covid restrictions. She has produced a comprehensive action plan and the grant should be fully and well spent by the end of the academic year. The school does not yet know if there will be the same funding available in September. Policies agreed: 3 policies were reviewed and agreed: Art and Design, Intimate Care and Healthy Eating. Healthy Eating. AW had reported from the Clerking Briefing that Ofsted will have healthy eating as a focus. It needs to be proactively monitored by governors, school and school council. The number of meals taken should be recorded 3 times a year. S & C have agreed to do this in November, March and July and report to the FGB. Focus 5 of the formal monitoring for today is for school meals, see healthy eating reference. 	
10.	<p>Pay and Performance Committee (P & P) No meeting has been held since the last FGB meeting. RC informed governors that he met with PC, along with DA and DW to carry out PC's final mid-year appraisal. Everything is going well and PC is on track to maintain education at SG and meet all her targets.</p> <p>PC reported that she has completed appraisals for the office staff whose pay cycle runs on the financial year, unlike that for teaching staff which runs with the academic timetable. Jill Johnson (JJ) is retiring in July. Janet Scott (JS) is being trained to take on the financial role and Gilly Francis (GF) will be taking on more hours and additional office tasks, previously done by JS. See confidential item 4.</p>	

11.	Governance Impact The Governing Body, through its decisions and actions, has supported and strengthened the school throughout the year. This is evidenced in the minutes of the Senior Leadership and governor meetings held regularly during the Covid pandemic to support safeguarding, staff and pupil wellbeing and pupil's education. Policies and reports were only reviewed on a need basis to reduce the workload of staff. This is evidenced in the confidential Management Minutes. The additional financial support for catch-up is now shown by the data to have made a very positive effect on pupil outcomes. Committee meetings and FGB meetings have resumed this academic year and are now being held in school. All monitoring is now taking place to continue to support the school as things return to normal.	
12.	Safeguarding There are no major concerns. See confidential minutes Item 5.	
13.	Training and Development <ul style="list-style-type: none"> RD shared an update on training before the meeting. She has completed the Prevent course which is much improved on the original version. All governors should do the course as best practice. It takes about 45 minutes to complete. RD will send a link to it. RD is going to do the WRAP course. AW attended the March Clerk's briefing. RD is booked on The Complaints Course on 31st March 2022. It was suggested by governance that this is a course of which all governors should be aware. 	All
14.	GDPR <ol style="list-style-type: none"> There have been no breaches. WM had talked to Hannah Carpenter about this responsibility and following this agreed to be the GDPR governor. 	
15.	Governor Monthly newsletter and NGA newsletter Rani Kaur, Head of Advice, NGA has confirmed that including these highlights and links is fine. "In terms of including brief highlights in your minutes, this is absolutely fine. Also, any links that you include will also be fine." <ol style="list-style-type: none"> White Paper: You may be aware that the Government will be publishing in the Spring a White Paper on its wider vision for the future of the school system. Supporting pupils and staff during the conflict in Ukraine: The Department for Education (DfE) has published a blog with the aim of helping schools and families talk to pupils about the conflict in Ukraine. Government release latest report: Inclusive Britain: In response to the report by the Commission on Race and Ethnic Disparities, the government has published their report, Inclusive Britain. School Visits: Use our school visits guidance, report template, schedule and policy to support your planning School's engagement with parents and carers: Findings of a survey exploring how well parents and carers are engaged by their child's school was published this week by Edurio. Joint guidance from NGA and Parentkind designed to prompt conversations between governing boards and school around developing a strong approach to engaging with parents. webinar on engaging stakeholders: New Guidance on effective Behaviour Management: To support boards 	

	<p>in promoting effective behaviour management NGA guidance .</p> <p>7. TES wellbeing survey: Less than two in five school staff feel confident performing their roles. NGA's guidance on staff and leader wellbeing. Information sheet on engaging with staff</p> <p>8. Get prepared for budget setting: The NGA Knowledge Centre contains a range of resources to help you prepare for budget setting. Our advice on managing staffing costs outlines questions to ask and steps to take to evaluate your staffing structure and identify areas for improvement.</p>	
	Other	
16.	<p>Chair's actions and correspondence</p> <p>There had been one parental complaint. A meeting was held and the matter resolved. See confidential minutes Item 6.</p>	
13.	<p>A.O.B.</p> <p>i. Monitoring S & C reviewed and updated the Monitoring Policy. It sets out governors' strategic role and the procedure and behaviour expected. There are two types of visits, with separate forms; Formal as for today where the visit and specific areas for monitoring are agreed in advance; and Informal for events attended such as sports day or leavers assembly. Visits only refer to roles or job titles and are to monitor not comment unless there is an area of concern to discuss with the headteacher. There is a useful Good Practice Checklist. Records once completed are shared with the headteacher, the relevant committee and then filed in confidential governor records and on SP. Governors should do no more than 3 monitoring visits a year each and they should be linked to the SIP. S & C committee covers EYFS and subject specific visits. Monitoring has been difficult during the Covid pandemic and has been done by regular meetings between the Senior Leadership Teams, Chair and Vice-chair, recorded by the clerk to share with all governors. Ofsted now expect Governors to be back in school with an agreed monitoring agenda that fits with agreed priorities.</p> <p>ii. RD and AW to agree date for Clerk's appraisal</p> <p>iii. Electronic storage of documents and implications for next meeting agenda.</p> <p>iv. Engaging parents/carers – see Appendix 3.</p>	<p>RD/AW</p> <p>AW</p>
14.	<p>Next meeting: 16th May 2022 Next year equivalent meeting: 20th March 2023</p> <p>The clerk reminded governors that they can comment on consultation about future term dates. See email forwarded to all governors for link.</p>	
15.	<p>Confidentiality See Confidential minutes</p>	

Signed

Questions/comments

Answers

Date

Impact

Appendix 3

Engaging with Parents/Carers – Questions for Governing Bodies to ask

Questions	Responses
1. Does the school meet its statutory requirements on publishing information?	Yes. There is a Freedom of Information on the school website.
2. Does the school promote and encourage engagement with Ofsted's parent view website?	It is on the website. The school is not expecting an Ofsted inspection until June 2023. It will be promoting the website prior to that and encouraging parent governors to do the same.
3. Is the school accessible to parents who wish to share their views?	There is now email access to all classes for all parents as a result of a request in a parent survey. Class teachers are also available at the end of the day for any urgent business.
4. What methods does the school rely on to communicate with parents?	Verbal through to electronic: Face to face Monthly newsletters Teacher/parent email Text messaging Contact books
5. Are the school's methods inclusive to all parents – how do we know?	On starting school this information will be taken. The office staff are aware of parents with a language barrier.
6. Does the school ensure that parents are made aware of any significant changes?	Text messaging
7. Are there examples of how parents' views have influenced school strategy or policy decisions?	Yes through parent survey and feedback; i.e. communication newsletter; information on behaviour and bullying.
8. How is the school involving parents in its strategic priorities?	By listening and acting on suggestions i.e. additional Covid teaching during lockdown.
9. Would the school benefit from having a parent forum and	The school has a Parent Teacher Association but this is for fund raising and general support. There are 2 parent governors who contribute to strategic

parent teacher association?	planning. A parent forum is a possibility.
10. What links does the school have with its parent association. Do they need to be strengthened?	There are class representatives. The parent survey gives the school broader views. There was a governor link but he has now retired from the governing body. Should we appoint another governor?
11. How does the school use the support of national organisations such as Parentkind and NGA to strengthen parental participation?	By taking notice of interventions such as the present questionnaire. Parentkind is not used. Would this be a possibility?
Suggestions for improvement: Increased participation of fathers/male carers as role models. Reintroducing curriculum evenings stopped because of the pandemic. Curriculum workshops for parents throughout the year. Ensuring there is not unconscious bias – see Governor training for Diversity and Inclusion 21 st March 2022. Consider parent forum in some form.	