



# Withycombe Raleigh C of E Primary School

Full Governing Board Meeting (FGB) – Minutes							
Date/Time	Tuesday 31 <sup>st</sup> January 7pm	Location		Community Room			
Attendees		Attendees		Attendees		Attendees	
Sue Humphries (SH)	Chair	Father Robert Sellers (FrRS)		Richard Moore (RM)			
Phillip Wilson (PW)		Allie Longhorn (AL)		Mike Smith (MS)			
Clare Hollingsworth (CH)	Assoc. Member	Anna Sands (AS)		Emma Rogers (ER)			
Jane Speake (JS)		Anna Slade (ASL)		Antonia Burrows (AB)			
Emma Jones (EJ)	Head Teacher	Janine Meecham (JM)	Clerk				

Apologies	Audrey Williams	
Jo Mcloed (JMc)		

Agenda			
32	Apologies	41	Safeguarding
33	Declarations of interest	42	Car Park Provision
34	Approve minutes	43	Uniform Consultation
35	Matters arising	44	Year Group Leads
		45	SEND information for parents
36	Correspondence	46	Skills Matrix
37	Headteacher report	47	Policies
38	School Development Plan	48	Christians Distinctiveness and SIAMS
39	Governors Role	49	Chairman's business
40	Committee Minutes	50	Date and time of next meeting

Ref	Item	Action / Decision	By whom
32.22.23	<b>Apologies:</b> Apologies were received as above and sanctioned. SH updated the Governors that there have been two resignations – JMB and NP	Action	JM
33.22.23	<b>Declarations of Interest:</b> None declared for the meeting.	Action	All
34.22.23	<b>Minutes:</b> The minutes from the FGB meeting on 6 <sup>th</sup> December 2022 were agreed as an accurate record.	Decision	All

Signature of Chair

Ref	Item	Action / Decision	By whom
35.22.23	<b>Matters Arising:</b> None		
36.22.23	<b>Correspondence:</b> None		
37.22.23	<p><b>Headteacher report</b> Headteacher's Report December 22 (on Drive, copy attached) was received and noted.</p> <p>EJ updated the Governors - at the start of term we had an inset day. We started off looking at this year, we want it to be really positive. SLT have been looking at ways we can adapt, in the afternoon mike introduced the Rosenshine's principles to staff with a brief overview. We are currently Looking at 1 aspect, the retrieval and revising of skills. We are focusing on how staff are implementing it in class through daily review. We shared ideas on how teachers could implement it. Hopefully will become more common place. MS – people have found success with it MS – The next principle – introducing knowledge to children in small steps will be introduced slower.</p> <p>EJ – At our twilight meeting we had clicker 8 training, this focuses on helping children with special needs to write independently.</p> <p>Alison Brannon – came back reviewed our phonics scheme that was created 18 months ago, and fed back to us. MS – we need to ensure that they are not receiving reading books that are ahead of their development. Emma and I have been double checking. EJ we have been checking that what they have learnt correlates to what they are reading.</p> <p>There is a new programme from DFE looking at attendance. Our attendance is the lowest it has been at 94% we are normally around 97%. It was asked if this is an issue across the whole of East Devon. EJ – yes.</p>		
38.22.23	<p><b>School Development Plan:</b> The School Development plan was discussed. It was mentioned that all curriculum policy/Subject documents on the website need to be clear and free from jargon for parents to read. All Governors to check that any curriculum / subject documents for their link subject on the website are clear and free from acronyms/jargon that parents wouldn't necessarily know</p> <p>Governors reported on their recent visits to school – JS – visited to monitor an English lesson – her full report was uploaded to the drive.</p>	Action	All
39.22.23	<b>Ofsted expectation of Governors Role:</b> SH discussed the role of a governors and what Ofsted's expectations of a governors are. Governors looked over two recent reports from Ofsted to establish the key points Ofsted are focusing on.		

Ref	Item	Action / Decision	By whom
40.22.23	<p><b>Committee minutes</b></p> <p><b>Resources</b> – AS reported to the Governors a brief overview of the recent resources meeting – there has been a new telephone system installed which means teachers are able to communicate better. The school is going to practise lock down over the next few weeks. <b>AS – mentioned that it might be a good idea to tell the parents that there will be a practise lockdown.</b></p> <p>AS Nicola has negotiated new contracts with food suppliers as a cost saving measure.</p> <p><b>Teaching and Learning</b> – JS reported to the governors – the recent meeting was really positive, we discussed the harvest festival, collective worship, and talked about Christian distinctiveness. We discussed the SEN letter to parents. And the Uniform policy. PP numbers are slowly increasing. <b>It was asked if we could look into funding breakfast club for any child not just the children who are PP</b> but was agreed that we couldn't fund it.</p>		
41.22.23	<p><b>Safeguarding:</b></p> <p>MS reported on Safeguarding and the CPOMS report</p> <p>Mentioned that the recent additions to the newsletter have been around internet safety.</p> <p>CPOMS - Pin pointed lunchtimes as a development point for school – we have had TAs and teachers absent, however we now have 4 new MTS starting so should help manage playtime more effectively. We have also zoned the playground.</p> <p>MS - Staff have received Training on 'Prevent / Radicalisation' and 'Sexualised Behaviours' (including consent)</p> <p>S175 Audit has been completed and action plan has been uploaded to the drive.</p> <p>There was a discussion around teaching radicalisation and FGM – <b>why did we decide to opt out?</b> MS – it was Quite specific, DES sent some lesson plans that we have had a brief look at for the Y4 curriculum and it was very detailed. MS we do Teach about consent, but maybe we should be more specific. It was agreed to add onto the agenda for T and L meeting.</p>		
42.22.23	<p><b>Car Park Provision</b></p> <p>There was a discussion over the carparking spaces. EJ confirmed that we can sublet the spaces to staff. It was asked if there are still problems with the parking. EJ said that everything is much better now. A question was raised to see if we could contact the land owners to bring the cost down.</p> <p>It was agreed that EJ and AB would come forward with the different options at the next FGB meeting for governors to decide.</p>	Action	AB/EJ
43.22.23	<p><b>Uniform Consultation</b></p> <p>EJ updated Governors on the recent uniform consultation, parents voted to remove tie and shirt and just go to polo shirt. We then asked Y5 and Y6 if they would like to wear a tie in Y6, 68% said no. All Governors agreed that from September 23 pupils will only wear polo shirt and jumpers.</p>	Decision	All

Ref	Item	Action / Decision	By whom
44.22.23	<b>Year Group Leads</b> EJ updated the governors on the new job role of year group leads, we want to share the leadership and train up staff. This would be an opportunity for staff that are looking to develop their skills. All Governors agree	Decision	All
45.22.23	<b>SEND info for parents</b> EJ updated the governors on the SEND information letter that has been created for parents off the back of the recent survey. AS – to look over and simplify it to make it more user friendly. With a link to keep the information.	Action	AS
46.22.23	<b>Skills Matrix:</b> JS reported on the recent findings from the Skill Matrix audit. It was discussed that the new governors might need some training/introduction to governing. Everyone has completed their safeguarding and GDPR training. It was mentioned that all new governors need to book onto new governor training if they haven't done so. Resources governors to book onto Governing the Finances. New govts to fill in the skills Audit and JM to update the Skills Matrix.	Action	JM
47.22.23	<b>Policies:</b> No policies to be updated		
48.22.23	<b>Christian Distinctiveness:</b> FrRs – I came into Collective worship on Friday – it was lead by a Y6 group on generosity, they were terrific all the children watching were really engaged. They knew which of our values were. Obvious that the values are being embedded. . igt was mentioned the Governors that Collective worship is on a Monday and Friday at 2:40pm and they are welcome to come along.		
49.22.23	<b>Chairman's Business:</b> Governor Subject leads were discussed – it was agreed to finalise them at the next FGB meeting. All New governors were invited to attend the next resources meeting and Teaching and learning meeting.		
50.22.23	Meeting finished at 9pm Teaching and Learning Meeting – 14 <sup>th</sup> March 2023 7pm Resources meeting – 21 <sup>st</sup> March 2023 6pm FGB meeting – 2 <sup>nd</sup> May 7pm		

#### Summary of Action Points

1.	All Governors to check that any curriculum / subject documents for their link subject on the website are clear and free from acronyms/jargon that parents wouldn't necessarily know	All
2.	To provide Governors with the options regarding the Carpark. Final decision to be made at the next FGB meeting	EJ/AB
3.	AS to finalise the SEND information letter for parents.	AS

3.	Final Skills Audit to be added to matrix ready for next FGB meeting	JM
4.	Vacant Subject Lead Governor Roles to be confirmed at next FGB meeting	All
5.	All new Governors to book into new governor training with DES	JM
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