



Withycombe Raleigh C of E Primary School

Full Governing Board Meeting (FGB) – Minutes							
Date/Time	Tuesday 19 th Sept 7pm	Location			Community Room		
Attendees		Attendees		Attendees		Attendees	
Alison Longhorn (SH)	Chair	Father Robert Sellers (FrRS)		Antonia Burrows (AB)			
Jo Macleod (JMc)		John Longstaff (JL)		Mike Smith (MS)			
Clare Hollingsworth (CH)	Assoc. Member	Anna Sands (AS)		Annmaree Kane (AK)			
James Dryden (JD)		Anna Slade (ASL)		Emma Rogers (ER)			
Emma Jones (EJ)	Head Teacher	Janine Meecham (JM)	Clerk				

Apologies		
Phillip Wilson		

Agenda			
1	Apologies	9	School Development Plan
2	Declarations of interest	10	Skills Matrix
3	Annual Housekeeping	11	Policies
4	Approve Minutes	12	Christian Distinctiveness
5	Matters Arising	13	Chairman's Business
6	Correspondence	14	Date & Time of Next Meeting
7	Headteachers Report		
8	Safeguarding		

Ref	Item	Action / Decision	By whom
01.23.24	Apologies: Apologies were received as above and sanctioned.	Action	JM
02.23.24	Declarations of Interest: None declared for the meeting. Register of Business Interest forms were given to Governors during the meeting to be signed and returned to the clerk. NGA Code of Conduct agreed by all governors.	Action Action Decision	All All All

Signature of Chair

Ref	Item	Action / Decision	By whom
03.23.24	<p>Annual Housekeeping:</p> <p>a)AL – voted as Chair of the Governing Board. With a view to advertise for a new Chair of Governors. RS – voted as Vice Chair of the Governing Board.</p> <p>b) It was agreed to remain with the current structure. Resources committee – AB/EJ/JMc/AS/ASL/AL/JD/RM/JL NH - associate member Teaching and Learning – PW/EJ/AK/ER/RS CH & MS – associate member Performance and Pay – RS/ASL/JMc First Committee –Second Committee – AL/RM/ASL/AS/JMC/PW/JD/AK/RS/JL</p> <p>c) Subject Lead Governor Roles Confirmed the below English, ASL/RM. Maths, JD. Science, PW. Geography, AK. History, AB. RE - RS. Languages, PW. PE, RS/RM. Art- PW. Music, ER. RSHE AS. Computing, JD. DT, ER. Collective Worship, RS. Students, EJ. Environmental Area, JM. Ethos Council, AS. EYFS, ASL. SEN, AS/JMC Service families - RM. Area Lead Governor Roles were confirmed and document uploaded to the drive</p> <p>d) It was agreed to allow associate members to vote.</p> <p>e) Headteacher Appraisal – Asl/JMc/RS. External advisor Steve Hitchcock</p> <p>f) The board were reminded of the procedures for apologies, declarations of interests and the board being quorate for each meeting. They were signposted to the code of conduct and the expectation to undertake regular monitoring with their relevant staff members.</p> <p>g) It was agreed that FGB will remain an open meeting. T&L and Resources will remain closed meetings.</p> <p>i) Section 128 Barred List Check – has been checked no member are on the list</p> <p>j) Scheme of Delegation – agreed</p> <p>k) Annual cycle of business – Governors signposted to this document</p> <p>l) Policy document – Governors signposted to this document</p>	<p>Decision</p> <p>Decision</p> <p>Decision</p> <p>Decision</p> <p>Decision</p> <p>Decision</p> <p>Decision</p> <p>Decision</p> <p>Action</p> <p>Decision</p> <p>Decision</p> <p>Decision</p> <p>Action</p> <p>Decision</p> <p>Decision</p> <p>Decision</p> <p>Decision</p> <p>Decision</p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p> <p></p> <p></p> <p>All</p> <p></p> <p></p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>
04.23.24	<p>Minutes: The minutes from the FGB meeting on 4th July 2023 were agreed as an accurate record.</p>	Decision	All
05.23.24	<p>Matters Arising: none</p>		
06.23.24	<p>Correspondence: None</p>		

Ref	Item	Action / Decision	By whom
07.23.24	<p>Headteacher Verbal Report: EJ reported to the Governors Verbally.</p> <p>The start of the school year had gone well, our numbers are looking healthy we have 615 and our maximum numbers are 630.</p> <p>We had 2 training days at the start of term for staff this was the introduction of Little Wondle. All staff have received all 6 modules of training. We are going to start teaching phonics to children this week.</p> <p>We are still buying resources for Little Wondle. The biggest change has been the books. The children will have 3 guided reading sessions in school and the book that they have practiced won't be going home as a paper book it will be an Ebook. We are still sending home a book that is phonically decodable. It will be at their level that they can read.</p> <p>A question was raised regarding the child that joined with visual impairment, and how they were settling in. EJ – He is doing well. He gets extra funding as part of his EHCP.</p> <p>We have updated the behaviour policy, working on relationships with children. It has been sent out to staff to look at and we will be working on it with staff.</p> <p>A question was raised regarding the late attendees and how the letter was received by parents and if it has changed how many lates there are. When they receive the letter, the attendance is always better and then it starts to slip again. We do contact the parents as well.</p>		
08.23.24	<p>Safeguarding: MS updated all governors on the latest CPOMs report – uploaded to the drive. All the policies that tie in with safeguarding are on the drive.</p>		
9.23.24	<p>School Development Plan: All governors were encouraged to contact their subject lead in school and have a monitoring visit booked in by November. There is a list of questions on the drive, in the monitoring folder, that governors can use.</p> <p>EJ Updated the Governors on the SDP and the School Improvement Plan (document uploaded to drive) The school was inspected by Ofsted in March 2023. Development points were linked to Early Reading and Phonics and ensuring the foundation curriculum is embedded (as noted is History, Geography, Art, DT). We need to ensure subject leaders for all areas are established. We introduced Little Wandle introduced this term and all staff have been trained in Modules 1-6, Y2-6 trained in Rapid Catch-Up. Spelling Shed introduced September 2023, replacing Read, Write, Inc.</p>		
10.23.24	<p>Skills Matrix: Skills audit was handed out to all governors to complete at the meeting – JM will collate the information and upload to the matrix – JMc – will then discuss the outcome</p>	Action Action	JM JMc
11.23.24	<p>Policies: H & S Policy Approved by Governors</p>	Decision	All

Ref	Item	Action / Decision	By whom
12.23.24	Christian Distinctiveness: EJ – We are in Church for the Harvest service 5 th October Christingle – in school – 29 th November Nativity in school on the 5 th 6 th and 7 th December		
13.23.24	Chairman's Business:	Action	EJ/AS
14.23.24	Meeting finished at 8:30pm Next FGB Meeting 5 th December 7pm		

Summary of Action Points

1.	JM to advertise for a new Chair of Governors	JM
2.	Skills Audit to be added to matrix ready for next FGB meeting	JM
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