

# Withycombe Raleigh C of E Primary School

## Governing Body



Full Governing Body Meeting Minutes							
Date/Time	17 <sup>th</sup> September 2024 7pm	Location		Community Room			
<b>Attendees</b>			<b>Attendees</b>		<b>Attendees</b>		<b>Attendees</b>
Emma Jones	Head	Anna Slade (ASI)		Father Robert Sellers (FrRS)			
Alison Longhorn (AL)	Chair	Janine Meecham (JM)	Clerk	Mike Smith (MS)			
Antonia Burrows (AB)		Annmaree Kain (AK)		Jenny Meredith (JMer)			
Phillip Wilson (PW)				Clare Hollingsworth (CH)			

Apologies	
Richard Moore	James Dryden
Teresa Walsh	Anna Sands

	Agenda		
01.24.25	Apologies	08.24.25	Safeguarding
02.24.25	Declarations of Interest	09.24.25	SDP
03.24.25	Housekeeping	10.24.25	Skills Matrix
04.24.25	Approve Minutes	11.24.25	Policies
05.24.25	Matters Arising	12.24.25	Term Dates
06.24.25	Correspondence	13.24.25	Christian Distinctiveness
07.24.25	Headteacher Report	14.24.25	Chairs Business
		15.24.25	Date and Time of next Meeting

Ref	Item	Action/ Decision	By whom
01.24.25	<b>Apologies:</b> Apologies were received as above and duly sanctioned.		
02.24.25	<b>Declarations of interest:</b> All Governors have logged into Governor Hub and completed the Declaration of interest form online. All Governors have been made aware of the Governing Body Code of Conduct and have agreed.	Decision	All
03.24.25	<b>Annual Housekeeping:</b> a)AL – voted as Chair of the Governing Board. RS – voted as Vice Chair of the Governing Board. b) It was agreed to remain with the current structure. Resources committee – AB/EJ /AS/ASL/AL/JD/RM NH - associate member	Decision	All

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	<p>Teaching and Learning – PW/EJ/AK/JM//RS/TW CH &amp; MS – associate member</p> <p>Performance and Pay – RS/ASL/AL</p> <p>First Committee –Second Committee – AL/AS/ASL/TW/AK/RS/PW/RM/JD</p> <p>c) Subject Lead Governor Roles Confirmed and uploaded to Drive</p> <p>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 – AL/ASL/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&amp;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>		
04.24.25	<p><b>Minutes:</b></p> <p>The minutes from the FGB meeting on 5<sup>th</sup> July 2024 were agreed as an accurate record.</p>		
05.24.25	<p><b>Matters arising</b></p> <p>None</p>		
06.24.25	<p><b>Correspondence</b></p> <p>None</p>		
07.24.25	<p><b>Head Teacher Report</b></p> <p>Full head teacher report on Drive.</p> <p>EJ reported to the Governor's Head teacher report.</p> <p>We have 65 new children starting in foundation, they have settled well and are getting used to their routines.</p> <p>We have had 20 other new children across the school. Year 1 and foundation are our year groups that are under subscribed. We are over in year 2.</p> <p><b>Have we had intake for year 1?</b></p> <p><b>EJ</b> - we have had a few more, foundation is our lowest year.</p> <p>We had a great inset day for teachers and have signed up to the new programme swift. We received 3 hours of training online which was good.</p> <p>We planned to update our behaviour policy, but we have decided to update it as the year goes on. Mike has done some work with the TAs today and we had positive feedback. It will be a cultural shift over time.</p>		



	<p>The main difference is that we are changing our rainbow rules to 3 main rules to make it less confusing.</p> <p>At the staff meeting last night we were looking at the support plans that we introduced just before Ofsted. Sam Wheeler carried out the training.</p> <p>The consultation that we started in the summer has not finished yet. It is ongoing.</p> <p><b>How is staff morale?</b> NH and I had lots of emails either from staff or the union. Nicola was really good at responding and people have come back much calmer about it. The morale is better.</p> <p>I offered teachers for this half term a 121 meeting for them to come and chat with me. It is quite hard because it has been quite big chunks of time, but it has been nice.</p> <p>We have been busy as always, but it has been nice.</p>		
08.24.25	<p><b>Safeguarding</b></p> <p>MS updated the Governors (Full report on the Drive)</p> <p>Information share: newsletter and staff information emailed / updated handbook.</p> <p>L2 training planned for twilight 19<sup>th</sup> Sept, with follow up meeting and share of video.</p> <p>Paul Dix training – inset day and 2x TA sessions this week – relational practice - all behaviours to be underpinned by 3 rules, Be Ready, Be Respectful, Be Safe (evolving policy change) – establishing a greater number of consistencies, routines, scripts, ownership and restorative responses at all levels – will take time!</p> <p>Continued effort to work with MTAs in improving lunchtimes – staff rota for lunchtime cover in operation.</p> <p>Draft online safety policy completed (will attach mobile phone policy) – meeting with ‘Online Safety Group’ planned 19<sup>th</sup> Sept with James / Stacey W</p> <p>Curriculum – Stacey Williams developing ‘Digital Citizenship’ program to enhance our computing curriculum (RSE) inc: media, cyberbullying, online relationships, privacy / security and identity.</p> <p>MS then discussed the CPOMS report with Governors.</p> <p>With regards to behaviour, we did have a few suspensions.</p>		

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	<b>How does it compare to the county?</b> We are below.  Police Communications has increased, we also had numerous during the summer holidays.		
09.24.25	<b>SDP</b> All Governors have been encouraged to arrange Monitor visits with their subject leads.		
10.24.25	<b>Skills Matrix</b>  JM to bring skills audit to next FGB meeting for Governors to complete	Action	JM
11.24.25	<b>Policies</b>  Safeguarding – Ratified EJ to send to Sarah Smart Well Being– Ratified EJ to send to Sarah Smart Positive Handling– Ratified EJ to send to Sarah Smart Complaints procedure/ Policy – Ratified EJ to send to Sarah Smart Equality Objectives– Ratified EJ to send to Sarah Smart Supporting Pupils at School with Medical Conditions Policy– Ratified EJ to send to Sarah Smart	Decision/ Action	All/EJ
12.24.25	<b>Term Dates</b> EJ - All Governors agree term dates. We try to align our dates as closely with other schools.  .	Decision	All
13.24.25	<b>Christian Distinctiveness</b>  EJ – In Collective worship, we are revisiting all our values.		
14.24.25	<b>Chairman's Business</b> None		
15.24.25	Date and time of next meeting FGB 3 <sup>rd</sup> December 2024		

### Summary of Action Points

1.	JM to Bring Skills Audit to the next FGB Meeting for governors to complete.
2.	EJ to send all ratified Policies to Sarah smart