



# Withycombe Raleigh C of E Primary School

## Full Governing Board Meeting (FGB) – Part 1 Minutes

Date/Time	Tuesday 6 July, 7pm	Location		Blended – virtual & face to face in school hall			
<b>Attendees</b>		<b>Attendees</b>		<b>Attendees</b>		<b>Attendees</b>	
Nick Pearce (NP)	Chair	Alison Cooper (AC)	Vice Chair	Patrice dos (PR)	Santos Rosello		
Sue Humphries		Emma Rogers (ER)		Fr Robert Sellers (RS)			
Clare Hollingsworth (CH)	Assoc. Member	Mike Smith (MS)	Assoc. Member	Laura Dudman (LD)			
Jane Speake		Audrey Williams (AW)		Will Newport (WN)			
Emma Jones (EJ)	Head Teacher	John Maxwell-Batten (JMB)		Nicola Hart (NH)	Clerk		

<b>Apologies</b>	Ono Olmedo
Antonia Burrows	Naomi Burles

Agenda			
69	Apologies	78	GDPR Training
70	Declarations of interest	79	Safeguarding
71	Membership	80	Parent Survey
72	Approve Minutes	81	Governor Monitoring
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75	Committee Minutes	84	Chairman's Business
76	Skills Audit	85	Date & Time of Next Meeting
77	Headteacher's Report		

Ref	Item	Action / Decision	By whom
69.20.21	<b>FrRS opened the meeting with prayers.</b> <b>Apologies:</b> Apologies were received as above and sanctioned.		
70.20.21	<b>Declarations of Interest:</b> None declared for the meeting.		
71.20.21	<b>Membership:</b> Naomi Burles – Co-opted Governor, Resources Committee, unanimously voted onto board. Ono Olmedo – Co-opted Governor, Resources Committee, unanimously voted onto board. NP – email received from Anna Sands (AS), with an expression of interest for the parent Governor position. Considering no formal applications were received for this position, it was agreed to elect AS as a parent Governor. AC – informed the board of her retirement as co-opted Governor. The board	Decision Decision  Decision	All All  All

Signature of Chair



Ref	Item	Action / Decision	By whom
75.20.21 (cont)	The action points were discussed, and the following was agreed – Pupil conferencing in maths - EJ/SW to action in September c/f Pupil voice to measure impact of forest school – EJ/SP to action in September c/f CH - Equality working group – date to be confirmed c/f	Action Action Action	EJ EJ EJ
76.20.21	<b>Skills Audit:</b> NH informed the board members that a new format of the skills audit has been published by the NGA. Therefore, all members will be required to complete the skills audit form.	Action	All
77.20.21	<b>Headteachers Report:</b> EJ advised the board that the full report is on the drive. Pupil numbers are healthy, over pan in most KS2 classes to compensate for the low numbers in FS. Currently on 67. <b>CH queried the high number of service families?</b> EJ – this number includes the children who were historically in a service family and still require tracking. Confirmed that there are 45 children who are currently in a service family. Exclusions have risen due to a cluster of children who are struggling be back in school. <b>LD asked if this is a trend in local schools?</b> EJ – yes, Gemma Ridge from the behaviour team has been into school to assess 5 children in year 1. Believed it is due to them missing so much of their foundation year. This term is busy. SLT have met with more parents than normal to alleviate problems. Buddy tours completed with the new FS cohort, went very well. Sports day was fantastic. Parents were not able to spectate, however a video of the day has been published on the school website. Moving on morning took place yesterday with children meeting spending the morning in their new classes. Trips are taking place within the local vicinity. Y6 activities week starts on Thursday, includes and overnight camp at Prattshayes farm and beach days. Year 2 have been to Escot this week which was a great success. Trips create great memories for the children and positivity for the staff. Annual reports will be sent to parents on Monday. Award ceremonies are scheduled, but staff have decided that it is not feasible for parents to attend as COVID cases are rising in the local area. School Improvement Advisor (SIA), Julie Stevens has visited school and was very supportive. Two further meetings are scheduled in the Autumn term to ensure we are Ofsted ready. Subject leads are having their release time. Teachers are undertaking their handover meetings for their new classes in September. Staff structure for September 21 has been shared with staff and parents. Sophie Auster, returning as Y3 class teacher is pregnant with twins so will be leaving in December. Apprentice teacher role will hopefully commence in 2022. SLT are reviewing the targets for the SDP. NP – SDP to discussed at the next FGB. <b>AC enquired about attendance?</b> EJ – children are off this week pending PCR test results, 3 members of staff isolating due to contact with positive cases.		
78.20.21	<b>GDPR Training:</b> NP – JMB, WN, RS, AW training not completed. NH - LD, OO, NB – request AP to send link.	Action Action	JMB/WN/R S/AW NH
79.20.21	<b>Safeguarding:</b> MS – safeguarding conference attended, used as an opportunity to elicit what Ofsted inspectors will be expecting. Subsequent report to be uploaded to drive. Basis to build with staff/SLT and to ensure all stakeholders have the right level of knowledge. Ofsted will keep a running evidence form, making notes all day. Will refer back to COVID asking what we did for Children's mental health. Mental health and wellbeing are a target on SDP for next year. Staff to be assertive and champion what we do. Clear behaviour expectations, links to the curriculum and ensure Governors have the right level of knowledge. NP added that the section in the newsletter is very informative. AC added that it brings safeguarding into parents' minds. MS – triangulation of topic	Action	MS

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79.20.21 (cont)	<p>parents/staff/children. AC added that when governors commence their monitoring visits to use SH's form and start asking staff a safeguarding question. EJ – MTA's are not currently receiving the newsletter. NH – all MTA's will be getting a staff email and will be included in the all staff group. <b>SH safeguarding questionnaire, what was the response like and did this go to MTA's?</b> MS – only went to teachers and TA's. Can be repeated in the Autumn term and broadened to all staff. Pupil voice is also very useful and is done termly. SH/MS to draft a questionnaire. <b>NP asked if any issues are referred to MASH and should Governors have an idea of instances, if an Ofsted was to ask?</b> MS – regularly. EJ – safeguarding report could include a number of instances. <b>SH asked if CPOM's could be used for a breakdown?</b> MS – yes, a pie chart can be produced in the different categories to include MASH referrals. <b>JS enquired if CPOM's is used to look for trends?</b> MS – SLT look for trends, upturns in incidents to establish concerns. NP added that Governors can be supportive if they are aware of concerns.</p>	Action	SH/MS
80.20.21	<p><b>Parent Survey:</b> EJ – the survey questions were based on the Ofsted parent questionnaire. Total of 194 responses received. Overall the responses were positive. A small number complained. SIA viewed the results and was happy. Small number of parents disagree that we deal with episodes of bullying. Children and parents need to be educated on what constitutes bullying. In September school will take part in the KiVa anti bullying programme, with a view to change parents' perception of how we deal with bullying. There will be forms to be completed by parents, and this will provide data. Compared to the last survey the bullying responses are improved. Communication with parents is better than ever, newsletters, topic webs and improved parent pages on the website. ER added that parent communication is better with the introduction of class email and SeeSaw. SIA did recommend that you could invite parents to a forum, aimed at those parents who are positive and those who are not so positive. <b>AC enquired if the children had been surveyed?</b> EJ – yes they have and that was overwhelmingly positive.</p>		
81.20.21	<p><b>Governor Monitoring:</b> SH – pupil premium (PP), SH/JS/CH/MS have met to discuss where the school is now. Part of the governors role is to monitor how the PP budget, £100k is spent and what the rationale is. SH signposted the NGA guide to monitoring PP. Activities that were planned for PP children before COVID have not taken place due to restrictions. Governors will re-visit in the Autumn term now that activities have started, and the subsequent costs involved. <b>NP asked if the impact is measurable?</b> SH – impact is complicated to measure. EJ added, that the project with the FS PP children to widen their experiences and language involved a survey in the beginning and the end, completed by the child, parent and teacher. Not always linked with academic progress, focussing on other areas of development. SLT tracking sheet has been updated to include all PP children and the interventions/experiences they are involved in. <b>LD asked if teachers know their PP children?</b> EJ – yes this information is on their monitoring forms. PP children have increased from 70 to over 90 in the last year. <b>AC enquired how the COVID catch-up funding relate to PP children?</b> EJ – it doesn't, however we've found that PP children have been affected the most by COVID and will be part of the interventions. These are focussing on the children who are the furthest away from their targets. <b>JMB asked how is expenditure accounted for when there is an overlap with the child being SEND &amp; PP?</b> EJ – children who are PP and SEND are tracked, children often come in/out of requiring SEND but will always be PP. CH added that the only funding received for SEND children is for those with and EHCP and this is directly spent on staff. MS said that there is approximately 30/40% overlap of children in both categories.</p>		

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81.20.21 (cont)	<b>JMB enquired if we have any links with the military for the high proportion of service families?</b> EJ – no current links. Aware when families are on deployment and offer extra support, however we need to do more. CH added that service families were invited into school each term for an organised activity, but due to the increased workload no longer feasible. SH said that the needs of these children can fluctuate throughout the year, due to an absent parent. <b>LD – how is parental engagement for PP children?</b> EJ – mixed, part of the FS project was to engage parent and the proved successful.		
82.20.21	<b>Policies:</b> Staff Discipline Policy – to be reviewed by SLT Redundancy Policy – agreed Grievance Policy – agreed	Action Decision Decision	EJ All All
83.20.21	<b>Christian Distinctiveness:</b> RS – well embedded, 90% of parents on the survey knew the values, encouraging.		
84.20.21	<b>Chairman's Business:</b> NP – HT appraisal, committee is currently AC/RS/NP and will need to do a review this term. Current appraiser Tania Beards has retired, therefore a new appraiser has been appointed, Steve Hitchcock who is currently EJ's mentor has offered. EJ added that discussions have already started with her appraiser. The meeting moved to Part 2.	Action	NP
85.20.21	Next meeting, Tuesday 21 <sup>st</sup> September 2021, 7pm. The meeting ended at 8.30pm		

#### Summary of Action Points

1.	c/f Equality Policy working group meeting date	EJ
2.	Purchase Bumble & Bee staff vouchers	EJ
3.	Thank you note from Governors for staff vouchers	NP
4.	Formal partnership working group	NP
5.	Formal partnership to next EDCSP meeting	NP
6.	From SDP – pupil conferencing	EJ
7.	From SDP – pupil voice for Forest School	EJ
8.	Skills Audit	All
9.	GDPR Training	RS/JMB/AW/WN/NH
10.	Safeguarding report onto drive	MS
11.	Pupil safeguarding questionnaire to be drafted	SH/MS