



Withycombe Raleigh C of E Primary School

Full Governing Board Meeting (FGB) – Minutes

| Date/Time | Tuesday 5th July, 7pm | Location | | Community Room | | | |
|-----------------------------|--------------------------|-------------------------|------------------|-----------------------------|-------|-----------|--|
| Attendees | | Attendees | | Attendees | | Attendees | |
| Nick Pearce (NP) | Chair | Ono Omeldo (OO) | | Anna Slade (ASL) | | | |
| Sue Humphries (SH) | | Emma Rogers (ER) | | Fr Robert Sellers (FrRS) | | | |
| Clare Hollingsworth (CH) | Assoc. Member | Mike Smith (MS) | Assoc. Member | Antonia Burrows (AB) | | | |
| Jane Speake (JS) | | Audrey Williams (AW) | | Janine Meecham (JM) | Clerk | | |
| Emma Jones (EJ) | Head Teacher | Anna Sands (AS) | | | | | |

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| Apologies | John Maxwell-Batten |
| Will Newport | |

| Agenda | | | |
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| 60 | Apologies | 69 | Safeguarding |
| 61 | Declarations of interest | 70 | Governor Monitoring |
| 62 | Membership | 71 | Policies |
| 63 | Approve Minutes | 72 | Christian Distinctiveness |
| 64 | Matters Arising | 73 | Chairman's Business |
| 65 | Correspondence | 74 | Date & Time of Next Meeting |
| 66 | Committee Minutes | | |
| 67 | Skills Audit | | |
| 68 | Headteacher's Report | | |

| Ref | Item | Action / Decision | By whom |
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| 60.21.22 | FrRS opened the meeting with prayers. Apologies: Apologies were received as above and sanctioned. | | |
| 61.21.22 | Declarations of Interest: None declared for the meeting. | | |
| 62.21.22 | Membership: Antonia Burrows terms of office runs out on the 9th of July 2022 – Co-opted Governor, Resources Committee, unanimously voted onto board. Anna Slade (ASL) unanimously voted onto board as Co-opted Governor. WN – informed the board that his current term as parent Governor is expiring and he will not be standing again. OO – standing down as Co-opted governor. | Decision Decision | All All |

Signature of Chair

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| | <p>NP has met with Allie Longhorn (AL) and Jo Mcleod, (JM) both interested in becoming Co-opted Governors EJ – added they will be great additions. Both unanimously voted onto board as Co-opted governors.</p> <p>NP- there is still a vacancy for 1 local authority and 2 parent Governors. NP – Asked if the governor induction packs from last year require updating. SH – explained that we were going to trial them on the new governors, the safeguarding will need updating in September. SH – mentioned that NGA have an induction pack and she will buy one to see if it is useful</p> | Decision | All |
| | | Action | SH |
| 63.21.22 | <p>Minutes: The minutes from the FGB meeting were agreed as an accurate record.</p> | Decision | All |
| 64.21.22 | <p>Matters Arising: WN and AW attended SATS test y6. AW – it was really enjoyable – it was so interesting– EJ – we got the SATs results today in they are in the HT report.</p> | | |
| 65.21.22 | <p>Correspondence: No Correspondence.</p> | | |
| 66.21.22 | <p>Committee Meetings: SH briefed the board on the last T&L meeting on 10 May 22. – thanked EJ for taking the minutes at the meeting, discussed the SEND review. MS – discussed the safeguarding report and the links between PP pupils and bullying. Discussed the school development plan and assessment, was a positive meeting.</p> <p>OO briefed the board on the last Resources meeting. Explained two points to highlight – the meeting was NH first budget – it went well and she is very much in control and is doing brilliantly. NP – important to know that DCC have agreed not to take back any carry forward. OO and AS have agreed a date to meet with pp/low income parents to discuss the current rise in the cost of living, find out how they are coping and to get to know them better. He mentioned that EJ had discussed ordering Pizza. Its an open event and all governors are most welcome to come. Reviewed the staff grid. Everything seems to be ok.</p> <p>NP – SDP – noted how much effort all the staff have put into producing an overarching curriculum with development throughout the ages. Very impressed with the Phonics Scheme. Noted to EJ – that perhaps in the next meeting the governors might be able to receive before the meeting all information so they are able to challenge.</p> | Action | EJ / SLT |
| 67.21.22 | <p>Skills Audit: There was a discussion about the new skills audit. it was agreed that the skills audit will be given to all governors at the next meeting to complete in September JS – will coordinate the audit and give all completed copies to JM to collate online.</p> | Action | JS/JM |
| 68.21.22 | <p>Headteachers Report: EJ – reported that the number are looking healthy with 620 on role. 80 are due to start in September. She noted that Treetops has been a good advert. PP and free school meals is at its highest – attendance is lower at 94% this is as a result of Covid and a lot of families are taking their children on holidays during term time. – they are all logged as unauthorised SH – are other schools doing the same? EJ – yes, most schools are doing the same. EJ – explains they have had a really busy term with lots of exciting activities, Peter Pan production, sports day, swim festival, Aquathon competition. We have the summer concert next week. EJ explained that the pupil data is from the Easter drop and that they will have more date for this term by Friday. Discussed the Y6 SATs results – explained that Grammar and writing are areas for development and that we are 10% above national average for Reading and Maths. Mentioned that the Y2 SATs results are lower than normal – ER reiterated that those children haven't been schooled properly for the last two years EJ – mentioned that they have put a lot into Y1 and Y2 – boosted phonics and reading – and 79% passed in phonics screening for Y1. EJ also mentioned the staffing grid and that there have been a lot of changes in the school – NP – has the feedback from the staff been positive? ER – it is alright now, there have been lots of movement and that's a</p> | | |

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| | <p>good thing. Significant movements being from KS2 down to KS1 – EJ – we now have 4 new staff in Y6. We have been struggling to appoint MTAs however, we are going to look at advertising them as TA's for two hours a day rather than 1 hour. I met will Milwater school and they have been successful in filling MTA vacancies this way.</p> | | |
| 69.21.22 | <p>Safeguarding: MS – Newsletter is now every 2 weeks (as Environmental update every second week as the children are keen to push plastic free school). Recent coverage includes: self-esteem, sexual harassment, wellbeing. I have sent out staff scenarios to see how the staff would respond, I have received good feedback. Zonal play has improved but has been more challenging with more staff off. When the field and playground are open the staff are spread quite thin. However it still feels well managed. MS met with SH to review the Central record that Nicola Hart uses. She has a spreadsheet which shows everyone's DBS checks etc, its all very well stored – Nicola has a good grasp for it. When questioned about blanks, she looked further into it and found that the staff member had a risk assessment. We are happy that if she was asked about it by Ofsted she would present it with confidence. MS – presents graphs explaining bullying trends throughout the school – all safeguarded incidents are recorded on CPOMS. MS explained that from the data it appears that PP children are more likely to be involved in bullying incidents in the role of perpetrator and twice as likely to be a victim of bullying. CH – added that this is because the children are more likely to have language delays, be less confident, have higher absences which effects their relationships with other pupils. Also added that there need to be more interventions specifically around language. We have paid for PP assistants to asses the language of the children, and if they are struggling then Junior language link online will help. OO – asked if the bullying gets worse the higher up the school – MS – yes it does. OO – commented that if you identify it early then it could help. SH – asked if the bullying happens more inside the classroom or outside. MS – We have added context – we know where it takes place. SH – wondered if bullying is less frequent in the summer as they have more space or is it worse because they are outside. MS – We will start to compare year over year as this hasn't been reported for very long. ASL – is there support for the perpetrators. MS – yes, we meet with everyone involved and discuss with everyone including parents. ASL – asked if the school has an early help team. EJ- responded that it doesn't.</p> | | |
| 70.21.22 | <p>Governor Monitoring: SH was invited to assess the accuracy of the Single Central Record. This proved a very valuable exercise for Nicola Hart the new Business Manager. NP – Will monitored the SATs testing. We need to record evidence that we have been monitoring. In September we need to look at the subjects that need monitoring. AS – mentioned that she has tried to email but hasn't had much of a response. She stated that she doesn't want to push the staff as she is aware of how busy they are. NP – reiterated that it is part of the role of the governor to monitor. EJ – said that AS could attend the wild tribe training that is going to take place. SH – stated that Covid has still played a part in why they haven't been able to come in as much. EJ – advised that there is a music concert on the 13th July at 6pm that governors can attend.</p> | | |
| 71.21.22 | <p>Policies: Staff Wellbeing – EJ and AS met on Friday – AS found a wellbeing policy from a union, we have used it as a baseline to create a staff wellbeing policy. They have also created a staff wellbeing survey, AS stated that they have kept it simple and might look at rolling out a more in-depth survey in the autumn term. ASL –</p> | | |

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| | <p>mentioned that she has a really good survey that she could send to EJ to use. There was a discussion around how beneficial the survey would be and that it could prove unhelpful as it wasn't solution driven. EJ mentioned that she has created a wellbeing committee – but there wasn't much of an uptake. EJ and AS discussed meeting again to finalise the Staff wellbeing policy and to discuss the Survey more.</p> <p>Travel Plan – AB and NH are still working on it. Should have it finished by the end of term.</p> | Action | EJ/AS |
| | | Action | AB |
| 72.21.22 | <p>Christian Distinctiveness: EJ mentioned that they are now having half school assemblies and that the Leavers service is going to be at the church.</p> | | |
| 73.21.22 | <p>Chairman's Business: NP – Kitchen Refurb – We asked for three quotes to refurb the kitchen – however we have only received one. So we will be going with the quote we have received. FRS – asked if it is ok that we have only received one quote – NP – we have tried to get more quotes but couldn't, so yes, it is ok.</p> <p>NP directed to OO to discuss Academisation – there was a discussion about schools project whitepaper – OO – we don't know much yet apart from the opening statement that they want all schools to be part of an academy by 2030. He mentioned that this is unlikely to happen as more schools are against it. OO explained that Academy chains are working in more dangerous ways – that they are getting rid of SEN children as they have an impact on data, and that if we were to become an academy – they would be controlled centrally. OO advised to hold off as there is plenty of time – and it doesn't look like it is going to be forced upon anyone. He Stated that it would be down to the governors to make the final decision, and to bare that is mind for the future.</p> | Decision | All |
| 74.21.22 | Next meeting September 20 th 2022 The meeting ended at 8.30pm | | |

Summary of Action Points

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| 1. | SH – to buy NGA induction pack. | SH |
| 2. | Arrange for governors to receive all information before the next SDP meeting so they are able to challenge. | EJ/SLT |
| 3. | JS to coordinate the skills audit at the next FGB meeting and give all completed copies to JM to collate online | JS/JM |
| 4. | EJ and AS to arrange meeting again to finalise the Staff wellbeing policy and to discuss the Survey more. | EJ/AS |
| 5. | AB to finalise Travel Plan | AB |
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