

**Minutes of the Full Governing Body meeting  
held on Tuesday 24th September 2019, 7pm, at the school.**

**Present:**

Chasey Crawford Usher	Headteacher
Mark Warren (co-chair)	LA Governor
Gail Isted (co-chair)	Parent Governor / Co-opted Governor
Sarah Cooper ( <i>from 7.20pm</i> )	Foundation Governor
Chris Clark	Foundation Governor
Alice Dunstall	Foundation Governor
Kate Millar	Foundation Governor
Suzanne Rowlinson	Foundation Governor
Eleanor Sutton	Foundation Governor
Goff Pain	Staff Governor

**Clerk:**

Sara Wallis

	ACTION
<b>Procedural</b>	
<b>1. Opening Prayer.</b> The meeting commenced after prayer	
<b>2. Apologies for Absence.</b> Apologies were received and accepted from Richard Dunn.	
<b>3. Declarations of business interests.</b> Governors were requested to complete their annual declarations on Governorhub. <b>ACTION ONE:</b> Clerk to check all Governors have declared any business interests on Governorhub.	Clerk
<b>4. Code of conduct / conflict of interests.</b> The updated code of conduct was distributed to Governors prior to the meeting. Attention was drawn to the new fourth core function – ensure that stakeholders in the school have their voices heard. Governors carried out a pupil survey last year in addition to the parent and staff surveys ensuring the views of all our key stakeholders are gathered. Governors were reminded of the need for confidentiality, and that prudence needs to be exercised when discussing school business with other governors, esp outside of a governing board meeting. Governors approved the updated code and signed to say they had read and understood the code of conduct. <b>ACTION TWO:</b> Richard Dunn and Sarah Cooper to sign the code of conduct.	Clerk
<b>5. Governance.</b> <u>Election of Chair</u>	

<p>Governors unanimously agreed to appoint Mark Warren and Gail Isted as co-chairs for a period of one year.</p> <p><u>Election of Vice-Chair</u> Governors unanimously agreed to appoint Sarah Cooper as the vice-chair for a period of one year. The co-chairs would like to make the vice-chair position into a more meaningful role. The training and development governor role is to be taken on by the vice-chair.</p> <p><u>Instrument of Government (IOG)</u> The updated instrument of Government came into effect on the 1<sup>st</sup> September 2019. All Governors have received a copy. <b>ACTION THREE:</b> Clerk to email a copy of the IOG to the RDBE.</p> <p><u>Appointment of Co-opted Governor</u> The new instrument creates a new co-opted governor role. Governors unanimously agreed to appoint Gail Isted as co-opted governor. Gail Isted agreed to stand down as parent governor and take on the co-opted governor role. <b>ACTION FOUR:</b> Clerk to update GIAS and Governorhub with governor updates.</p> <p><u>Parent governors</u> An election for the two parent governor positions is currently in progress. There are three strong candidates who would all bring different strengths to the governing body. The co-chairs wished to minute their thanks to Anita Hanley and the clerk for their work in the election process.</p> <p><u>Review of Governing Body Committee structure and subject links/lead roles</u> The co-chairs described last year as a transitional year. The expectation is that everyone should feel involved. They have taken on board the feedback from the 360° review which included one governor suggesting that the co-chairs should encourage more governor training. The co-chair explained that there was an expectation that all governors undertook training to remain up-to-date with the demands of the governor role. The co-chair checked that everyone knew how to access training and suggested any queries should be directed to the clerk. One governor commented in the feedback that the new committee structure wasn't as effective in holding the school to account in relation to finance. The co-chair stressed that it was important to have the right people around the table at resources meetings, including the finance manager. <b>ACTION FIVE:</b> Mark Warren to circulate an updated school snapshot. The Curriculum and Standards (C&amp;S) Chair reported that monitoring visits need to take place as scheduled as this didn't always happen in 2018/19. A timetable of visits for this year will be circulated which have been scheduled to fit in with the planned committee meetings. Governors were reassured that visit reports are discussed at the C&amp;S meetings. Governors are meeting tomorrow with the subject leads. Confirmation was sought on the purpose of the meeting and governors were informed that it was to discuss how the subject leads plan to develop the curriculum in their subjects and see if any resources or training were required.</p> <p><u>Training and development</u> It was suggested that the GB would benefit from training in monitoring visits. The Clerk reported that bespoke training for monitoring visits would cost the school £300. The Headteacher felt that the governors already fulfilled their roles well and had a good understanding of what was involved in monitoring visits. <b>Q: Is there any criticism of the reports submitted?</b></p>	<p>Clerk</p> <p>Clerk</p> <p>Mark Warren</p>
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<p>A: No, governors just need to make sure they are done. The general format is fine. Governors agreed that they would benefit from some further training but would explore the free training offered by the LA in the first instance.  <b>ACTION SIX: Mark Warren to undertake monitoring visit training and report back.</b></p> <p>The Clerk reminded governors that there was training available with the RDBE. One entitled ‘what does being a governor entail in a church school?’ which is free and would be suitable for the new parent governors. Another on SIAMs has a cost of £50 +VAT which Suzanne Rowlinson would look into.</p> <p><u>Election of committee Chairs</u>  Resources – Mark Warren and Suzanne Rowlinson  Curriculum and Standards – Kate Millar</p> <p><u>Headteacher Appraisal</u>  The panel comprised Gail Isted, Mark Warren and Kate Millar. The appraisal took place recently and conversations are continuing regarding objectives which will link into the School Plan and CPD. The Governors wished to minute their thanks to the Headteacher for all her hard work over the previous year.</p>	<p>Mark Warren</p>
<p><b>6. Minutes of the previous meeting.</b>  The minutes of the meeting held on 15<sup>th</sup> July 2019 were agreed as an accurate record of the meeting and signed by the co-chair.</p> <p><u>Review of action points.</u></p> <p><b>ACTION SEVEN: Follow up DBS checks for Chris Clark and Richard Dunn with Gary Evans.</b></p> <p><u>Sports funding</u>  The school has decided not to proceed with investigations into a running track investment. Some of the sports funding money is being spent on staff training so all are involved in the development of skills.</p> <p><u>Pupil survey</u>  As a follow-up to the pupil survey, the co-chairs had written to the children thanking them for their help with the survey and outlining next steps. An assembly had been held about behaviour expectations and classroom discussions would be taking place about helping the children to understand their targets/next steps and how well they’re doing. It was suggested that governors could ask children about whether they know how well they’re doing during monitoring visits.</p> <p><u>Classroom extensions</u>  The cost is estimated to be £18,000 plus architectural fees and building regulation costs. The next step is to raise money and follow due process to get three quotes nearer the time. The school would like to set a target of £25,000 to raise for the project.</p>	<p>Clerk</p>
<p><b>School improvement</b></p>	
<p><b>7. Review School Development Plan (SDP)</b></p> <p>The final version was not available for approval at the meeting, however an overview of the main goals and objectives for the year ahead was shared with the Governors and</p>	<p>All</p>

discussed in detail. Governors agreed to approve the SDP via email before the next FGB in November

**ACTION EIGHT: Approve the SDP.**

The overview outlined the following. There are two primary goals 1) to improve academic attainment across the school and 2) to improve behaviour pupil, attitude to learning and personal development. These are supported by four key objectives: 1) developing a knowledge-led curriculum 2) improving writing outcomes 3) improving subject knowledge and subject leadership while enhancing staff wellbeing/welfare governance and 4) continuing to develop a robust framework for efficient and effective governance. There will be four school projects in 19/20: 1) development of a 3-year school strategy 2) extending classrooms in Yr 5 and 6 3) developing new and improved income streams and 4) developing a Christian school vision with child-led biblical focus and visual representation.

**Q: What is there to support the second goal of pupil behaviour? Most of the objectives seem to support the first goal of academic attainment.**

A: Steps have already been taken to address behaviour issues, including setting the high expectations at the start of the year. Behaviour will be monitored. Governor monitoring will feed into the goals and objectives.

**Q: Will the School Plan be on the school website?**

A: Most schools do have a version on their website. There is no reason why we couldn't put an overview on the website when the plan is finalised

**Q: For the knowledge-led curriculum, what tools and techniques will the children be given to help them learn?**

A: Teachers employ different techniques, but the way children learn is by recall. For example, in history the vocabulary from themes will keep returning. Learning is improved if children make links which teachers will support by revisiting topics. Knowledge organisers are used to keep the planning clear.

The Governors were asked if the identified key goals, objectives and projects addressed the key areas of concern and opportunity for the school in 2019/20. Governors noted that previous areas of concern were included and confirmed that the SDP was clear and concise and hence provided a very useful summary of the development plan for the year ahead.

## **8. Strategy Development**

The strategy group had met to discuss the development of a school strategy for the longer term. The purpose of the strategy is to provide a link between the school vision and the annual School Development Plan, to encourage long term planning and action and to ensure the key strategic choices are clear, explicit and up-to-date.

The plan is to prepare, as a minimum, one-page summaries of each strategic topic, covering the scope and current situation; the strategy and strategic choices; and the actions required to make progress.

The co-chair shared with governors a list of topics for the school strategy development. Some areas were identified as being of a higher priority, such as PSHE, and some were longer term areas of focus, such as CPD and succession.

Governors discussed the categorisation of areas. The Headteacher commented that all areas suggested were covered in the day-to-day running of the school. Governors understood that the purpose of the strategy development is to consider where each

<p>subject area will be in three years' time so that we take a longer term view of where we want to be so we can plan how to get there. The co-chair reminded governors that strategic planning was one of the primary functions of the governing board.</p> <p>A draft income generation strategy was displayed as an example. A brief discussion highlighted the breadth of opportunity for income generation.</p> <p><b>Q: Are we using all available grants to generate income?</b> A: There are two parents with the skills in grant writing who have offered to help. Crowd funding is another approach that could be used along with adverts in the school and village newsletters. The school also needs to access the large alumni that exists. <b>ACTION NINE: Income generation meeting to be arranged for those who are interested in joining a working party to raise the money for the classroom extensions.</b></p>	<p>Gail Isted / Sarah Cooper</p>
<p><b>9. Policies for review.</b></p> <p><u>Admissions - for 2021 entry</u> No changes. Approved by governors.</p> <p><u>SEND</u> Policy was reviewed at last Curriculum &amp; Standards Committee meeting. Approved by governors.</p> <p><u>Child Protection</u> Changes were highlighted by the Headteacher at the inset day. The new policy takes into account the revised KCSIE guidance (Sept 19) Approved by governors.</p>	
<p><b>Monitoring and Governor visits</b></p>	
<p><b>10. GDPR.</b></p> <p>Sarah Cooper provided a brief update which had been distributed to the governors prior to the meeting.</p> <p><b>Q: Have there been any breaches?</b> A: No.</p> <p><b>Q: Are robust procedures in place in case of a breach?</b> A: Yes, a process exists.</p> <p><b>Q: Have all existing contracts and agreements been checked to ensure they are GDPR compliant (where we share information with other organisations)?</b> A: We believe so but will check</p> <p><b>ACTION TEN: Review existing contracts to make sure they are GDPR compliant</b></p>	<p>Sarah Cooper</p>
<p><b>Safeguarding</b></p>	
<p><b>11. Safeguarding update.</b> Governors were advised to update Governorhub to confirm that they had read and understood KCSIE part 2. The Headteacher also took signatures for her own records along with a list of those who had attended the safeguarding briefing at the inset day.</p>	
<p><b>Other</b></p>	
<p><b>12. Chair's actions/correspondence.</b> The co-chair advised that one complaint has been received and is currently being investigated.</p>	

<b>13. Any other urgent business.</b>	
<b>14. Confidential matters.</b> None.	

The meeting closed at 9.05pm

**Date of next meetings:**

- 18 November 2019
- 20 January 2020
- 16 March 2020
- 18 May 2020
- 14 July 2020

Signed \_\_\_\_\_ (Chair) Date \_\_\_\_\_

**Action Summary**

		Who	Date
1	Clerk to check all Governors have declared any business interests on Governorhub.	Clerk	18/10/19
2	Richard Dunn and Sarah Cooper to sign the code of conduct.	Clerk	18/10/19
3	Clerk to email a copy of the IOG to the RDBE	Clerk	18/10/19
4	Clerk to update GIAS and Governorhub with governor updates.	Clerk	18/10/19
5	Mark Warren to circulate an updated school snapshot.	Mark Warren	18/10/19
6	Mark Warren to undertake monitoring visit training.	Mark Warren	31/12/19
7	Follow up DBS checks for Chris Clark and Richard Dunn with Gary Evans.	Clerk	18/10/19
8	Approve the SDP.	All	18/11/19
9	Meeting to be arranged for those who are interested in joining a working party to raise the money for the classroom extensions.	Gail Isted Sarah Cooper	18/11/19
10	Review existing contracts to ensure they are GDPR compliant	Sarah Cooper	18/11/19