

By 2024 we will have a gold standard curriculum that will lead to excellent academic progress and robust emotional outcomes, whilst holding a cherished position in the community.



CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL

FULL GOVERNING BODY MEETING
Thursday 13th October 2022, 6pm – in person

Membership in attendance: Gill Griffiths (Chair of Governors), Keith Buncle, Jackie Griffiths, Emma James (Headteacher), Amanda Merricks, Jodie Poole, Polly McMeeking, Ian Preston, Lisa Spurgeon, Oliver Stokes, Hannah Wyld

Apologies:

Clerk: Ele Millward (Black Pear Trust)

Actions:

Item	Action	Responsibility	Due
Introduction	To link papers to agenda items for future meetings.	Clerk	Ongoing
Declarations of interest	To update declaration of interest in Governor Hub (GH)	Governors who have not already completed this.	21 st October 2022
Matters arising	Organise governor skills audit.	Governor Ian Preston	As soon as possible
Safeguarding	Re-send Safeguarding learning link module link to all governors.	Clerk	21 st October 2022
Governance - Terms of reference	Archive previous terms of reference and add oversight of social media and school website to FGB terms of reference.	Clerk/Governor, Ian Preston	November 2022
Governance – scheme of delegation	Amend scheme of delegation to updated NGA version and personalise to the school.	Governor, Polly McMeeking	Prior to next FGB
Governance	Add 'Chair's Actions' as a standing FGB item.	Clerk	November 2022
Governance	Add to FGB agenda for the summer term to set aside time to complete governor survey.	Clerk	November 2022

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Governance	Add succession planning to a future resources meeting agenda.	Clerk	November 2022
Governance	Invite ARC leader to attend a future FGB meeting.	Chair	November 2022
School Development Plan	To add this item to the next FGB agenda.	Clerk	November 2022
Policies	Add freedom of information policy to the next FGB agenda.	Clerk	November 2022
AOB	Send survey to parents on uniform.	Headteacher	Prior to Christmas
AOB	Add uniform policy to next FGB agenda	Clerk	November 2022

The meeting was opened at 6.03pm

The meeting was quorate.

1. Welcomes and apologies

Everyone was welcomed to the meeting including new parent governor, Oliver Stokes. Governors requested that for future meetings the meeting documents are linked to the corresponding item on the agenda. The importance of receiving papers 7 days in advance was also highlighted.

2. Election of Chair and Vice Chair

Gill Griffiths was elected as Chair of the FGB.

Jodie Poole and Ian Preston were elected as Co Vice -Chairs of the FGB.

3. Declarations of interest

Governors were reminded to complete their declarations of interest on Governor Hub (GH) if they had not already done so. There had been an issue with this for some governors because the links sent out had not worked. Therefore, it was clarified that to update an individual declaration of interest governors would need to access their personal profile in GH.

Governor, Jodie Poole declared that her husband works for DCH Solutions (Electrics) and this is listed on her declaration of interest on GH.

3. 1 Notifications of any business to be discussed confidentially, or AOB

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There were no notifications of AOB.

4. Previous minutes

The previous minutes of 29th June 2022 were agreed as an accurate record subject to the amends below and will be signed electronically.

Discussion took place around item 5.2 regarding a health and safety visit for the ARC. It was established that although this had been incorporated into an earlier visit as this was not the focus of the visit another visit took place by governors, Jodie Poole and Keith Buncle on 19th July 2022. No issues were found and a report was written.

Item 4 in the minutes to be amended as governor, Hannah Wyld made comments and suggestions and did not send an updated policy.

Governors asked if there was an update regarding federation. The Headteacher and Chair of governors have attended a training day on federation and collaboration options. The next meeting will take place at Comberton.

Matters arising –

Jackie Griffiths (foundation governor) has been approved for a further 4-year term as governor.

Local authority governor, Jan Pugh has resigned due to family commitments. Therefore, the clerk has been in touch with the LA and the post has been advertised on the local councillor's facebook page and also in the local parish magazine.

Governors were asked to suggest suitable candidates to put forward. It was also suggested to use the free online resource, Inspiring Governance. It was highlighted that the skills audit needs to be considered and it was agreed that HR and teaching and learning experience would be beneficial to the board.

Governor, Ian Preston agreed to organise a new governor skills audit.

5. Safeguarding

5.1 School Update

The Headteacher highlighted the following items:

CPOMS (Child Protection Online Monitoring System) is now being used and is working well, all members of staff at the school have a login and therefore any concerns or incidents are now logged on the CPOMS system. Staff training has taken place.

Annual safeguarding staff training has taken place and this has included sessions on the neglect toolkit and KCSIE 2022 and the Family Front Door and early help offer.

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Governors asked:

- **Have all the staff received safeguarding training?**
Yes, but teachers have received additional training including the 7 minute briefings.
- **Have all staff read part 1 of KCSIE 2022?**
Yes, CPOMS has a library function and when staff have read a document this is marked as read.
For example, new safeguarding policies have been uploaded to the CPOMS library such as child on child abuse, all staff are alerted to the upload and once the document has been read this is recorded on the system.
- **Have the historical safeguarding documents been transferred to the new system?**
Only if there was a significant issue such as child protection. Any new child that is added will have all documents uploaded onto CPOMS.
- **Is there a potential issue for newer staff members that may not be aware of historical issues?**
New members of staff would be fully inducted. Safeguarding information is only shared on a need-to-know basis.
- **Are there any disadvantages of CPOMS?**
Not as yet. So far it has been a significant improvement and makes it easier to retrieve information and monitor.
The different permission levels for staff members need to be addressed as staff may be assigned a task but are currently not able to access it.

Safeguarding data will be provided at the next FGB.

5.2 Confirm governors have received KCSIE 2022 and confirmed on GH

All governors confirmed they had read KCSIE 2022 and this needs to be confirmed on GH.

Governors asked for the main differences in the updated KCSIE.

There is now a requirement for governors to read the whole document and it also states that governors should undertake specific governor safeguarding training on an annual basis.

The Chair has sent out a link to an NGA Learning Link safeguarding module and it was agreed for the link to be re-sent to governors and for governors to update their training record in GH once this is completed.

Governors asked:

- **Can safeguarding training from other settings be used?**
Yes.

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6. Governance

6.1 Agree code of conduct

All governors agreed to abide to the code of conduct and governors were requested to update GH with their agreement.

6.2 Approve terms of reference for the FGB and committees

The committee terms of reference were approved at the last FGB meeting as governor, Ian Preston had made changes. It was agreed to archive the older committee terms of reference which were previously a combined document.

Governors asked:

- **Within the teaching and learning committee terms of reference it states the committee is responsible for oversight of the school's social media and website, is this correct?**

Governors discussed whether this should be an FGB responsibility and whether this is an operational or strategic issue. It was agreed that the oversight and ensuring the website is legally compliant is in the governors' remit and to move this responsibility into the FGB terms of reference from the teaching and learning committee.

The Chair has completed an audit of the school website to ensure all mandatory items are in place and governors, Jodie Poole and Ian Preston have audited the governance section of the school website.

The FGB terms of reference were **APPROVED** subject to the inclusion of oversight of social media and the school website.

6.3 Agree committee membership and chairs

Resources committee membership was agreed as:

- Jackie Griffiths
- Ian Preston
- Jodie Poole
- Hannah Wyld
- Lisa Spurgeon

Thanks were given to governor, Jackie Griffiths as previous Chair and governor, Lisa Spurgeon was elected as the new Chair of the resources committee.

The next resources committee meeting is to be held on Tuesday 18th October at 1.30pm, governor, Hannah Wyld has given her apologies.

Teaching and learning committee membership was agreed as:

- Oliver Stokes, however, it was added he can attend both committee meetings as part of his induction and learning experience.
- Polly McMeeking
- Keith Buncle
- Amanda Merricks
- Gill Griffiths

This committee was previously chaired by governor, Jan Pugh.

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Governor, Keith Buncle was elected as the new Chair.

The next teaching and learning committee meeting is on Thursday 20th October to be held virtually via Zoom.

6.4 Agree link roles

Discussion took place around continuing to have a Maths and English link governor. It was highlighted that the importance is still significant as they remain on the SDP. It was agreed to consider link roles later in the meeting when the strategic plan and SDP are discussed.

The governor link roles agreed so far are as follows:

SEND – Polly McMeeking

PP – Hannah Wyld

EYFS – Polly McMeeking and Oliver Stokes

Safeguarding - Keith Buncle

Training - Ian Preston

English - Gill Griffiths.

The pay committee membership was approved and will comprise of governors, Lisa Spurgeon, Jackie Griffiths and Jode Poole and the Headteacher and will meet once a year at a time when all members are available.

Governors, Polly McMeeking, Jodie Poole and Gill Griffiths will carry out the Headteacher performance management.

6.5 Approve scheme of delegation

Governors queried whether the scheme of delegation distributed was the most up to date version as it was headed, National Governors Association (rather than National Governance Association - NGA)

Governors agreed in principle to the current NGA and agreed it needs tailoring for the school. Governor, Polly McMeeking offered to action this.

6.6 Governor terms of office and vacancies

Covered earlier.

6.7 Receive analysis of the governor self-evaluation and agree training.

This was collated by the clerk and seven responses were received.

It was a generally positive picture with the lowest scores of 3 (1 low confidence to 5 high confidence) from the following questions:

- Attended school events.
- Utilised subscription to the Key/NGA.
- Are you confident of how school performs compared to other schools – it was added that a lower score was understandable as there has been no recent national data to make comparisons.

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The survey was anonymous however it was highlighted that if individual governors would like additional input there are always people to ask and training opportunities are available.

The questions around the Chair of governors received mainly positive responses although one respondent was not clear on what the Chair does outside of meetings. It was added that at previous FGB's 'Chairs Actions' was an agenda item and it was agreed to add this as a standing agenda item.

Governors suggested that time could be set aside during a meeting to complete the surveys either online or on paper and this was agreed.

6.8 Review Strategic Plan 2021-2024

A review and evaluation document of the strategic plan was prepared by the Chair was circulated to governors prior to the meeting. The Chair had considered the priorities and summarised how governors had worked towards these priorities to help shape and determine the next steps.

Curriculum

Although there is no direct governor involvement in this area governors are able to influence this through their monitoring and challenge.

For example, group governor monitoring of maths has taken place.

It was added that another key way to be involved is by questioning and challenging the HT report and recording this.

An art and design and technology monitoring visit is planned to take place prior to Christmas and the Headteacher has distributed dates. Governors, Polly McMeeking and Jodie Poole offered to support with this.

The Headteacher emphasised how helpful the feedback and questioning from governors is and gave the example of a recent governor monitoring visit for PE where subject leaders were questioned.

A culture of high standards

Governors can continue to influence this through their questioning and observations. It was added that National data is now available for early years, KS1 and KS2 and therefore governors can question school progress and outcomes to ensure they are working towards high standards.

Governors discussed the concept of culture starting at the top and the need for governors to set the standard and to ensure rigorous questioning. It was agreed that it was important for all governors to be involved in one of the curriculum deep dive opportunities.

Governors asked:

- **How many subjects still require a monitoring/deep dive visit?**
History, RE, art and design and technology, PSHE and computing.

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The aim is to carry one out per month. It was agreed for the Headteacher to suggest dates and for this to be split between governors and the Chair will then distribute. The time commitment for governors is approximately one hour.

It was added that governor contribution is very useful for subject leaders continued professional development (CPD).

Being held accountable to a third party is important and means the subject leaders focus on the clarity of their feedback.

Distributed leadership

It was highlighted that information and updates on staff training and development are part of the Headteacher's report.

It was discussed that a succession planning session could be held at a resources committee meeting annually. An action was agreed for the clerk to suggest which resources meeting has a quieter agenda. It was agreed this did not need to be added to the terms of reference.

It was added that succession planning is also very important for the governing body.

Emotionally and physical well school

The school continues to work towards the wellbeing award and the Headteacher provides regular updates to governors on wellbeing and this allows an opportunity for governors' question and challenge.

Governors asked:

- **Could this be a strategic priority?**
Many schools do include this. Governors discussed whether a link governor for this area was needed, and it was agreed not to allocate this at the current time.
- **How often is the wellbeing accreditation renewed?**
Every 3 years. The school received the accreditation last Autumn (2021). There is a new leader at the school for PSHE.
- **Is a staff survey carried out to assess how staff are feeling?**
A staff survey was carried out last year. Governors suggested that this is an annual survey.
- **Are Wellbeing Wednesday's for pupils still happening?**
Yes, and the school has also held a staff wellbeing week.

Specialist autism provision

The establishment of the Autism Resource Centre (ARC) benefitted from the professional input of Governors, Polly McMeeking and Associate Governor, Barry Carpenter.

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Discussion took place around the frequency and format of the ARC steering group now the ARC is now running. This will be considered at the next steering group meeting and is anticipated to be termly.

It was suggested that the leader of the ARC provision could provide an update to Governors at a future meeting.

Governors asked:

- **What is the remit of the ARC steering group?**

It was discussed that as the ARC is new to the school, the steering group is important. Any reports from the steering group have been given to the teaching and learning committee previously and in the future the finance reports from the ARC will be forwarded to the resources committee. The remit of the ARC now it's established will be discussed at the next steering group meeting and the importance of avoiding duplication was highlighted.

An engaged community

It was agreed that there was scope for governors to be more visible although governors have been involved this year in the reception induction, at PTA events and parents' evenings.

Governors asked:

- **Does this refer to the wider community as well as the school community?**

Yes both.

It was agreed that this can also take a non-formal format, for example being ambassadors for the school and taking opportunities to talk about the school.

The Headteacher commented that the school choir visited the local dementia café recently. These types of events are normally listed in the Headteacher report and it was agreed that advance notice to governors of forthcoming events would be helpful.

The use of the school Facebook page was discussed. It was suggested that the weekly school newsletter could be included on the Chaddesley Matters and the Chaddesley business facebook page. It was agreed that only relevant items from the newsletter would be posted and any pupil names removed.

Governors asked:

- **Is there a potential safeguarding issue around inviting members of the general public into the school for events?**

This issue was discussed as parents and grandparents are invited onto the school site for sports day and members of the public were invited to take part in the school's Jubilee celebration event.

- **Who uploads items to the school facebook page?**

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Governors, Jodie Poole and Ian Preston, the school finance administrator and some of the teachers at the school. Governors discussed whether someone should have overall responsibility for the content posted.

It was confirmed this is contained within the Finance administrator's job description.

This led to a discussion around media permissions for pupils.

Governors asked:

- **Are the media permissions recorded on CPOMs?**

Not currently but they could be added. The teachers have a class list. It was discussed that recording this on CPOMS would have advantages as the list could be updated centrally and would not be open to the possibility of getting lost.

Governors commented on the strategic plan and agreed it was a clear document to follow and thanks were given to the Chair and to Governor, Hannah Wyld for the layout and formatting.

Governors asked:

- **How do governors monitor against the objectives in the strategic plan?**

Governor, Hannah Wyld agreed to add an objective and outcomes column to the plan to help ensure governors can focus on high level oversight.

It was agreed the clerk would send out the strategic plan to governors.

7. Headteacher update – including an update on wellbeing

The Headteacher report was shared prior to the meeting, however this was uploaded very close to the meeting date, therefore an action was agreed for questions to be raised at the next FGB.

The Headteacher highlighted the following points:

The number of children on roll is currently 208.

Whole school attendance was above national for last year.

The proportion of SEND children is 16%.

The data for last year is good and compares well to national data.

Further analysis of the data reveals a gap between girls and boys in attainment for writing and maths. The boys are stronger in maths and the girls are stronger in writing, it was added that this reflects the national picture.

Governors asked:

- **What is the current gender split?**

Equal overall, however some classes are girl or boy heavy.

- **How is the action of improving provision for SEND pupils in the new SDP measured?**

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The provision is hard to measure so progress will be determined by the outcomes and progress of the pupils. More details is provided in the new SDP under priority 3 and includes outcomes such as SEND children being able to access the whole curriculum and fewer fixed term exclusions.

- **Can the EYFS data be shared?**

The Headteacher will provide this in a summary format.

Last year the reception cohort had a low percentage of children achieving a good level of development (GLD) compared to national data. This is being addressed and the Year 1 provision has been adapted to take this into account and has therefore moved from a more formalised approach to a focus on free flow.

- **What are the reasons for the low numbers achieving GLD?**

The cohort comprised of 20 boys and 10 girls. They were high levels of social and emotional needs due to the pandemic. Language acquisition was also affected. The staff governor is attending training on oracy. Governors commented on the importance of this and providing children with a toolkit.

- **Will part of the oracy work involve analysing current oracy levels among pupils?**

This will take place after the teachers have completed their training.

The SDP priority 2 of Metacognition was explored. The Headteacher stated it is a tried and tested method which raises standards and outcomes. The process will take 2 years. Discussion took place around the amount of work involved in this for teachers and pupils, however, it was reinforced that teachers are very positive, and it will drive consistency of approach across the school. Governors agreed it was important for pupils to be capable of learning for themselves and to develop resilience, flexibility and critical thinking skills.

Governors commented that having two new initiatives in the SDP appears challenging.

8. School Development Plan (SDP)

The SDP was shared prior to the meeting; however, this was uploaded very close to the meeting date, therefore an action was agreed for this to be added to the next FGB agenda and any questions from governors on the SDP are to be sent to the Headteacher.

9. Self-Evaluation From (SEF)

The Headteacher has a new format for the SEF which takes into account the Ofsted criteria and they consider it will be easier to assess against using the new format. The SEF will also take into account EYFS.

10. Policies to approve

10.1 Safeguarding

Governors asked:

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- **Has CPOMS been added to the policy?**

Yes.

Governors **APPROVED**

10.2 Freedom of information

It was confirmed this is a statutory policy.

It was agreed to add this to the next FGB.

10.3 SEND

It was agreed by governors that the current policy is fit for purpose.

Due to the changes anticipated to SEND following the publication of the White Paper it was agreed to make any changes after this.

Governors **APPROVED**.

10.4 Admissions 2024-25

Governors **APPROVED**.

Governor allowances policy

Governors **APPROVED** subject to changing 'Bursar' to School Business Manager'.

10.5 Staff code of conduct (for information only)

No changes have been made to this policy, it is based on a model policy from the Key and on guidance from WCC.

Governors asked:

- **Is this part of the staff induction?**

Yes.

- **Is the Pupil Premium (PP) policy out of date?**

Yes, school leaders and governors are aware of this. The PP link governor completed a report in Summer 2022 following a visit and a further visit is being organised.

11. AOB

The first parent forum meeting took place this month and comprised of parent representatives from each year group met last year.

One issue that was raised was regarding uniform in relation to comfort and affordability.

The headteacher has updated the current policy with reference to affordability. Governors discussed and agreed further parent consultation was needed as the forum is not a representative sample.

The Headteacher agreed to carry out a parent survey re: uniform so that this could be discussed at the next FGB.

There being no other business the meeting was closed at 8.20pm

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Signed..... Date.....

The next FGB meeting is on 26th January 2023.