

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
Tuesday 25 April 2023, 6.00 pm – face to face

Membership in attendance: Gill Griffiths (Chair of Governors), Keith Buncle, Jayne Edwards (Headteacher), Amanda Merricks, Jodie Poole, Polly McMeeking, Ian Preston, Lisa Spurgeon, Oliver Stokes, Hannah Wyld, Andy Stanney (Virtually)

Apologies: Jackie Griffiths

Clerk: Karen Martin (Black Pear Trust)

Actions:

Item	Action	Who	Date
Bought forward	Report to Governors IT issues	KB	Next meeting
5.3 Governor visits	Exit interview with SBM.	OS	Next meeting
	Writing group visit agenda to be distributed	AM	Before May 15 th
	Meeting dates for next year to be confirmed.	All	Next meeting
	Discuss with new SBM the times suggested for the Resource meetings of 5.30pm	HT	Next meeting
5.5 Governor terms of office	Governors IP and KB refer to Trustee Board to extend term.	Chair	By end August
	Arrange election for parent governor.	Clerk/HT	By end of term – July
	Add succession planning to the next agenda	Clerk	Next meeting
6. Headteacher report	Is planning permission required for new fence	HT	Next meeting

The meeting was opened at 6pm and was quorate.

5. Welcome and apologies.

Everyone was welcomed to the meeting there was one apology, from Jackie Griffiths.

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2. Declaration of interest and AOB

There were no further declarations of interest. There were no items of AOB.

3. Previous minutes

3.1 Approve minutes of 24th January 2023 and 14th February 2023 EOFGB

The previous minutes of 24th January 2023 were amended to reflect an action from Governor HW which should have stated to review IR35 assessment for YB The minutes were then agreed as an accurate record and will be signed electronically.

The minutes of the extraordinary meeting of 14th February 2023 were agreed as an accurate record and will be signed electronically.

Actions from meeting 24th January 2023

Item	Action	Responsibility	Date
Matters arising	Email all Governors FGB Feb 14 th 6pm to ratify HT appointment	Clerk	Completed
5.1 Governance Resources	Consult with SBM to review IR35 for YB	Governor HW	This was no longer a necessity
5.2 Governance, T&L	Report to Governors IT issues	Governor KB	Carried forward
PP/SEND/Safeguarding update	Sports premium policy update on website	HT	completed
5.4 Governor support	LA SLA, to ask other schools if they are signed up and determine the benefits	HT	All are using Governor services.

3.2 Matters Arising

There were no matters arising from the 24th January FGB meeting.

There were no matters arising from the 14th February 2023 FGB meeting.

4. Safeguarding

4.1 School update

The report was shared before the meeting.

Statistics from the report were discussed.

Governors asked.

How do these attendance figures compare to national? – Very good we are at 97.02% (not including ARC) and national are at around 95%.

Has the SCR (Single Central Record) been checked? Yes, it is in Governor KB report.

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The PPG (Pupil Premium Grant) number looks quite low at 27 when there is 220 on role are all parents that are eligible claiming? We do our best to inform, our staff know our families very well and if there was a concern it would be raised.

Is the claim based on household income? Yes, it is. Some of these children are LAC (Looked After Children)

Where are you with CPOMS training? Staff are comfortable with CPOMS, but we are still having difficulty in producing effective reports and HT is dealing with this.

5. Governance

5.1 Receive feedback from Resources committee including feedback of SFVS (Schools Financial Value Standards) and 2023-24 budget.

Governor LS Chair of Resource committee had shared SFVS reports before the meeting and issued a verbal update of the status of SFVS and the budget.

- The main issue is we do not currently have an updated Business continuity plan now known as a disaster recovery plan, Governor JG and HT. are updating it

Governors asked.

The LA (Local Authority) will have a template won't they? Yes, we are properly analysing the way forward and what format to use.

Do any of the other schools in the alliance have it? If so, they can copy over, and we can then update individual information from this school? HT agreed.

All agreed to approve the recommendation made by the Chair of the resource committee to approve the SFVS and the Chair thanked Governors LS and HW for their work. The SFVS is to be submitted to the LA with the related party transactions.

Governor LS summarised the budget report.

- We have gone from a £29K deficit to £89K surplus which is due to ARC funding and the phasing of ARC funding. Of the £48K of ARC funding, £9K was not expected. The rest is a timing issue. There is also around £40K extra in nursery and about £12k extra PPG.
- Budget we are expecting an increase in income and expenditure, the surplus is expected to be £56k. Income will be up by around £70k and expenditure up by around £120k most of the increase is due to staffing costs as these costs are 85% of budget.
- Most of the figures in the budget are factual and not based on estimates.

Governors asked.

Have the ARC (Autism Resource Centre) figures been stripped out of this? We have basic figures overall which include income overall and staff costs overall, we do not have it broken down by person so do not have it all broken down, as we would like

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by detail yet, but these have been requested. There has been some staff movement in this department which means we have not got the detailed information yet.

The SBM will leave in a few weeks and this position has been replaced by YB who has some experience of the role.

Governors asked.

Is YB working with the current SBM before she leaves? That was the plan but unfortunately, she is off work currently as she has COVID.

Is YB temporary or permanent? It will be a permanent position.

How many hours a week? 16 hours a week. Two days in school and 4 hours working from home.

- Wraparound has made a loss due to long term sickness and the necessity to double staff costs.
- Holiday club and nursery has higher income than expected because of high demand.
- The energy saving grant, is anticipated to be used to replace fluorescent lighting with LED, a quote is being gained, this could make up to a 50% saving on lighting costs.

Governors asked.

Does this include ARC? Yes

Are we sure LED lighting wont flicker as this would be a problem for the ARC? Yes, this will be considered.

Is the ARC currently up to capacity? No, we currently have two places left.

What will be the effect on budget regarding the changes of levels of pay to staff? This has been accounted for and has been taken into consideration.

The board accepted the recommendation of the resources meeting to approve the budget.

5.2 SEND Review

A report for the SEND (Special Educational Needs and Disabilities) review was shared before the meeting. Governor PM summarised the following issues.

- Statistics were given in relation to the increasing numbers of children with SEND which is in line with figures nationally.
- The most common need is autism related then speech, language, and communication, then SEMH (Social, Emotional and Mental Health) these overlap, 76% of SEND has this triad of difficulty.
- Staffing is sourced, with a national leader in SEN. The ARC leader is an active member of the SLT (Senior Leadership Team) and takes a whole school approach, the staff work well together. The new HT has experience in setting up a small autism centre in her own school and is set to lead the ARC project.

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- There is good evidence of compliance in policies. The outstanding issue is for leaders to look at mainstream policies and ensure they apply to the ARC.
- There is sufficient evidence to show that children are well provided for considering the national context.
- Challenge partners felt that outcomes for SEND were difficult to measure and plans need to be formulated so that objectives are more specific. The success criteria need to be evaluated as it may be difficult for governors to measure progress. Acting HT is currently looking at SEND and this will be addressed with the new HT.
- ARC model and functioning, works well as far as the fabric is concerned, the portal room was well defined initially but the types of children coming in are ARC based rather than integrated as was first thought, it is now an organic model and will move as circumstances dictate. Break out rooms are used well.
- A meeting with WCF took place, as the types of children who have come in did not match the EHCPs (Education, Health and Care Plan) and these reports were generally poor, it has been communicated that the reports weren't fully defined or thought through.

Governors asked.

Is this a fact of the training of staff at Worcester 1st or is it the quality of staff? This is what we have asked, the new SEN director was very impressive. The quality of staff in general has been a long-standing issue. The new Director said that new appointments had recently been made and she was confident with the quality of those appointments. A list of concerns has been presented as far as the SLA is concerned (Service Level Agreement) and we are awaiting a response. We have not yet signed this contract as we are currently dissatisfied.

Has the HT received the EHCP that you have been outstanding for a while? Yes, I had it at the start of this week.

- Governors asked at the start of the ARC process that the finances be stripped out. These figures have not been made apparent yet but hopefully this will happen soon. Each child is attributed a base amount and then topped up, based on need. There is an issue as far as what the LA originally said would be paid and what has happened, and this has been challenged but there has not yet been a satisfactory response. HT is currently investigating and is addressing this.
- CPOMS has been investigated and issues have been uncovered where we could not historically look at all SEND events, not all events could be extracted.

Governors asked.

Should a time limit not be put on this issue of not being able to extract efficient reports? HT is communicating with CPOMS, as we are currently unsure if there is an issue with the way CPOMS works or if it is a training issue.

Is the contract with CPOM or with Worcester? – it is directly with CPOM. It is working well with safeguarding records; it is a report issue.

Is CPOM working well in terms of safeguarding? Yes, it works very well, it is just the report element that is frustrating.

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- Government Green paper was discussed which indicates the government intentions. Constant vigilance about quality EHCPs need to continue.
- It is difficult to identify girls on the autistic spectrum as they are very adept at masking. Parents are more aware of this and are talking about how children are presenting at home.
- A SEF (Self Evaluation Form) was produced and the results on it will show that we were pleased with all areas. Self-affirming exercise.
- The Impact statement was summarised, and Governors were pleased, there is still some ARC matching but overall, positive. There is a need to continue to monitor numbers against national and staffing needs.
- The HT was thanked for all the information presented to enable the review and for the access provided.

Governors asked.

Should there be a parent representative on PTFA from the ARC? Yes, we are encouraging this with the parents of ARC children.

Regarding policies with reference to the ARC, do we need an amendment for each policy or a separate policy? It depends on the nature of the policy. It is anticipated that over the next six months more definition will be recorded about the operation of the ARC and some policies will fit and there may be a need for some adaptation, for example the behaviour policy.

Does the behaviour policy apply to all children? Yes, but there is a catch all and there are different considerations that can be made We consider ARC children in all policies rather than a separate policy add a different paragraph.

Chair thanked everyone involved for such a comprehensive and positive report.

5.3 Governor link visits not reported to a committee and agree summer term visits.

Exit interview with EJ was shared before the meeting.

- The interview held with EJ contained positive comments about the school and her relationship with the Governing. Board. She had felt encouraged and challenged. She did feel that more money would have helped and that more could have been made of lettings as a source of income.

A discussion followed on the potential and drawbacks of considering lettings, these had been discussed in earlier Resource meetings. The PTFA had also raised issues.

Governors asked.

Do you think staff would like to get to know governors better? The staff feel they do not know governors well. It may be a good idea to build more links, perhaps governors could attend more of the school events.

Are PTFA planning a quiz? One in October, this is being discussed currently, it will be an annual event.

Will the exit report be available if the new HT wishes to read it? Yes

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The Chair asked if Governor OS would conduct an exit interview with the SBM **ACTION**
Governor OS

- Governor IP had held a meeting with Worcester Children First, it had been an incredibly positive meeting where their offerings on training was discussed. A response is expected shortly. Policies were also discussed.
- A writing group visit had been planned that had to be subsequently postponed. Monday May 15th has now been proposed. Chair asked for volunteers to attend. Governors JP, PM, HW, AS volunteered to attend. AM to issue agenda **ACTION**.
- Deep dives to take place, History 26th April Chair to attend. Computing Governor KB. Reading Governor LS and PSHE Governor JG.
- Suggested meeting dates for next year are to be confirmed are the days and times suitable, Governors to confirm **ACTION** all.
Resources chair LS asked that Resources meeting times were to be changed to 5.30pm This may be a problem for the new SBM, and this would need to be discussed. **ACTION** HT

5.4 Chair's correspondence and actions

These were detailed in spring term update however the Chair did undertake one of the finance modules on the NGA learning link suggested by Governor IP. It was particularly good and would recommend it to the rest of the board.

5.5 Governors' terms of office

The following Governor terms end this year

- Ian Preston who was appointed by Board and Trustees and is happy to continue for another term. This will be notified to the trustees by the Chair **ACTION**
- Keith Bunclie who was appointed by the Board and Trustees is happy to continue for another term. This will be notified to the trustees by the Chair **ACTION**
- Amanda Merricks who is a Staff Governor, is happy to stand again if elected. **ACTION** HT/Clerk
- Jodie Poole who is a Parent Governor is happy to stand again if elected **ACTION** HT/Clerk. Governor JP indicated that if she were to be re-elected, she would step down as vice chair. Succession planning to go on the agenda for the next meeting **ACTION** Clerk

6 Head Teachers report

The report was shared before the meeting.

6.1 Admissions

Statistics from the report were discussed.

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6.2 PP/SEND/Safeguarding update.

Statistics from the report were discussed.

- There is a High number with SEND in year 1 so additional TA (Teaching Assistant) capacity has been resourced and additional resource in Year 2.
- An additional ARC open afternoon has been offered. Two families attended.
- There is one EHCP outstanding and one in the pipeline.

Governors asked.

How late were they? We should have had it early February.

- PPG money was discussed and where it was being spent. Sounds of Songs Phonics scheme is starting to have an impact.
- Reading assessments were discussed and is making satisfactory progress. Focus has been on boys, and this is also making satisfactory progress and is showing an upward trend.
- There was an issue regarding writing in Year 3. One class has declined at the start of the year and is being addressed and we believe we are now on track to improve this.

Governors asked.

Have we spent the catch-up funding? yes all on reading and writing.

- The judgements in writing have been moderated by Governor AM who agreed with them all.
- Maths has all made improvements, reasoning skills are being looked at closely as well as ensuring that children have opportunities to meet greater depth.

Governors asked.

Are the pupils with poor attendance from across the school? Yes, it is not one cohort.

- 20th June induction evening, all Governors welcome to attend. Parents know if their children have been accepted. Discussion followed about children that have been accepted and if they had been identified as having EHCPs? There are two.

6.3 H&S including near misses.

There were no H&S incidents or near misses.

6.4 Freedom of requests received since last meeting.

There have been none to report.

6.5 Complaints received since last meeting.

There have been no complaints,

6.6 Challenge partners report

The report was shared before the meeting.

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- There is better metacognitive practice, and the school is starting to see impacts with the new teaching strategies.
- The deep Dives were recognised as being important and working well.
- The Governors were knowledgeable.
- Leaders were committed at all levels to raising standards.
- Precise monitoring of teaching and learning by senior leaders.
- Areas of improvements were also picked up such as to look at the SDP and be precise with actions.

Governors welcomed the report and agreed it was incredibly positive.

Governor AS left the meeting at 8.07pm

HT commented that CPD is ongoing for meta cognition and delivering oracy. There will be Phonics training in May, and CPD on money management has taken place as this was missing from PSHE. Foreign language deep dive was completed last term.

The fencing around the playground will go ahead as it needs to be made higher.

Governors asked.

The few actions from the Challenge Partners report is that left with the school. Yes Can you check if you need planning permission considering the height of the new fence? HT to ACTION

Chair thanked HT for the report.

7 Policies to approve.

7.1 Policies guidelines and updated renewal document
Revised schedule and document that sets out the roles and responsibilities.
The revised schedule was shared before the meeting.

8 Consider impact of discussion and decisions made during meeting.

All agreed that we are working towards our strategic objectives, and we have all had the opportunity to contribute in the meeting.

9 AOB

There being no other business the meeting was closed at 8.20pm
The next meeting is on Wednesday 28th June 2023 at 6pm

Signed.....

Date.....