

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 26th January 2023, 6.0pm – 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, Andy Stanney

Apologies:

Clerk: Karen Martin (Black Pear Trust)

Actions:

item	Action	Responsibility	Date
Matters arising	Email all Governors FGB Feb 14 th 6pm to ratify HT appointment	Clerk	End January
5.1 Governance Resources	Liaise with SBM to ensure sufficient capacity	Governor HW	immediate
5.2 Governance, T&L	Report to Governors IT issues	Governor KB	Next meeting
PP/SEND/Safeguarding update	Sports premium policy update on website	HT	immediately
5.4 Skills audit	LA SLA, to ask other schools if they are signed up and determine the benefits	HT	immediately

The meeting was opened at 6.00pm

The meeting was quorate.

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1. Welcomes and apologies

Everyone was welcomed to the meeting and new LA governor, Andy Stanney, was introduced to everyone.

2. Declaration of interest and AOB

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

- Terms of reference and instrument of Governance updates.
- Upcoming Industrial action

3. Previous minutes

3.1 Approve minutes of 13th October 2022 and 19th December 2022 EOFGB

The previous minutes of 13th October 2022 were agreed as an accurate record and will be signed electronically.

The minutes of the extraordinary meeting of 19th December 2022 were agreed as an accurate record and will be signed electronically.

Actions from meeting 13th October 2022

Item	Action	Responsibility	update
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.	complete
Matters arising	Organise governor skills audit.	Governor Ian Preston	complete
Safeguarding	Re-send Safeguarding learning link module link to all governors.	Clerk	complete
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	complete
Governance – scheme of delegation	Amend scheme of delegation to updated NGA version and personalise to the school.	Governor, Polly McMeeking	complete

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Governance	Add 'Chair's Actions' as a standing FGB item.	Clerk	complete
Governance	Add to FGB agenda for the summer term to set aside time to complete governor survey.	Clerk	Next meeting
Governance	Add succession planning to a future resources meeting agenda.	Clerk	complete
Governance	Invite ARC leader to attend a future FGB meeting.	Chair	ongoing
School Development Plan	To add this item to the next FGB agenda.	Clerk	complete
Policies	Add freedom of information policy to the next FGB agenda.	Clerk	Not an annual policy next review date Oct 24
AOB	Send survey to parents on uniform.	Headteacher	complete
AOB	Add uniform policy to next FGB agenda	Clerk	complete

3.2 Matters Arising

There were no matters arising from the 13th of October FGB meeting.

The meeting on December 19th held to talk over the resignation of the Headteacher and recruitment for a replacement was further discussed.

The panel had agreed a person specification and application pack which was sent out in January. There had been a good response. There have been fourteen applicants, all except four had been shown around the school, the remainder were being guided around the following day. All of them had said how impressed they were by what they had been shown.

The applicants have been invited to send in a written application if they remained interested, two applications had been received, the closing date is Monday 30th January.

The panel are due to meet the following week to determine a shortlist of interviewees. Interviews are planned for 13th and 14th February. The advertisement stated that the start date would be April, but a September date would be considered, this was if current headteachers applied.

Governors asked the following questions.

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What type of candidates applied? We had a broad range from a variety of teaching background and experience, there were a couple of existing Headteachers, none are currently working in Worcestershire schools.

Is the DH (Deputy Head) happy to step in, if required Yes.

What is the process for the interview? It will be done over two days. The LA (Local Authority) will support us for the interview. The first day will be in school and then a panel interview on the second day.

An extraordinary FGB is planned on February 14th at 6pm via TEAMS Clerk **ACTION**

4. Safeguarding

Safeguarding data was shared before the meeting via GH (Governor Hub).

- All information is now being entered into CPOMS (Child Protection Online Management System) this has generated many more reports that previously would not have been logged, which explains the increase in incidents.
- The team are currently working through, the best way to generate reports as it needs to be fine-tuned.
- Categories to be developed to enable cross referencing with behaviour policy to encourage consistency,
- Figures highlighted and discussed.

Governors asked.

Is training still required, especially for report generation? Yes. All staff have been trained fully but SLT (Senior Leadership Team) are still finding out what is important and then how to extract that information to give a highlighted report.

If there are several staff reporting on similar issues does it all go in? Yes it will all be logged as separate incidents.

What are you able to see? That a staff member has logged an incident, it can then be drilled into to look at the actual detail.

Is it only the HT that is alerted? No the SLT are alerted, It is then assigned to someone. They mark it as read and put in a follow up action. It currently needs categorising, so it is more efficient.

Have you feedback from staff? Yes, it has been – well received.

Is it internet based? Yes

What happens when the internet is down? We can get at it via the phone.

Is it the intention that CPOM will generate the report for Governors, rather than you manually having to do it? Yes

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Have we evidence that parents and children have received the SEND behaviour policy or are aware of it, should there be a signed copy? A leaflet was sent by email and there is a record of that, there is no need for a signed copy.

Do new staff understand which children have additional needs? Yes, it is part of the induction process.

All four exclusions, were they SEND children? Yes, they were.

Were they four children or four exclusions? Four exclusions.

Were they fixed term or permanent? They were for a fixed term.

When was SCR (Single Central Record) checked? It has been checked recently by HT but not by a governor.

5. Governance

5.1 Receive feedback from Resources committee.

- Figures to December are in deficit due to support staff salaries that had a budgeted increase from September but went out from April.
- Metrics had not been shared as SBM (School Business Manager) is covering extra work, due to staff absence.
- Premises guttering has been repaired however there is still a damp issue and the project manager from the original development has been on site. Remedy is being investigated as is the opportunity to recoup costs.
- The financial skills audit was the only thing outstanding from the internal audit, this has now been resolved and is in the minutes from the last Resources meeting.

Governors asked.

Is SBM now on track to get the necessary information for the budget? We are concerned that this will not be achieved as actions are not always done.

When is budget forecast coming down from LA (Local Authority) There is no date yet.

Where are we currently with the fulfilment of absences that the SBM is covering? One absence is due to a person who has been away because of bereavement and is now back, the other is now being covered with a temporary person with experience for one day a week for the next five weeks, whilst we wait for a replacement.

Does someone need to go over the priorities with the SBM? This is constantly happening, there is forever a re-prioritisation of day-to-day activities,

We have a responsibility to get this information. What needs to happen to get the resource and time right to enable this, as it affects the viability of the school? We believe we have a solution, as the temporary resource has financial experience and experience within this school. This should be enough resource for the SBM.

Is she being bought back as a contractor? Yes

How is she being paid? She will invoice the school.

Governor HW will check that SBM has the capacity for the outstanding actions from resources. **ACTION.**

5.2 Receive feedback from T&L committee.

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- Statistics were discussed particularly regarding English and maths; current work being progressed to take the school up to the national average.
- Reading is above national average.
- Metacognition there had been three meetings, and this was being driven forward. A new framework was being introduced and focussing on SDP priorities.

Governors asked.

Why is grammar so poor? We believe because of the lockdown period due to COVID, the culture of working from home has affected attendance.

Has Maths been affected because of the same reason? Maths is great in class, but previous gaps are being recognised in year 6. The work they missed earlier is having an effect. Our technology is also poor, and this doesn't always help.

What do we need to do to address the technology aspect, what is the problem? It is unreliable and sometimes systems don't work.

Is IT addressing this? It is improving.

Is it the signal? We have had new Wi-Fi.

There followed a discussion on the school broadband connection. It was commented that the computers were all old too, so it was not just a connection issue.

Governor KB to contact the school IT to understand all the issues and to report at the next meeting **ACTION** Governor KB.

5.3 Governor link visits not reported to a committee.

A Governor Group visit is planned to look at writing on Wednesday 22nd March, the opportunity will be to actively see and hear the pupils and teaching in action. Governors to let Chair know if they would like to attend.

The deep dives into foundation subjects have been going well and several Governors have attended these. The session lasts an hour and is a good way for governors to get an overview of subjects. The next session is MFL (Modern Foreign Language) on 28th Feb and Governors were encouraged to attend.

5.4 Governor skills audit

Governor skills audit has been completed, nine responses were received with an average score for the governing board of 3.57, the lowest score was 2.4 and the highest 4. NGA training has been recommended and an email has been sent to all governors.

A discussion followed regarding Worcester Children's First. Governor IP has identified training gaps and a lack of support for policies and is addressing this with the LA. It was acknowledged that lack of resources was an issue. Governor IP suggested that the SLA should be signed at a cost of £284. The benefits of this would be support for clerks, procedural support, a help line, changes in legislation alerts, updates on policies that may affect the governing board, weekly governing alerts, a Governor welcome pack to name a few and there are also additional services available.

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Governors asked.

Aren't these benefits already provided by the NGA, what would be additional benefit?

Yes, but these are more local authority based.

We already get clerk information through the NGA and some Governor training, are we sure we would get the policy information we need? The training provided by the NGA is good, but there are still gaps, such as recruitment training.

Do we know of another school that has signed up? No

The chair asked what the consensus was about signing the SLA? The HT will ask other schools if they had done this and would get feedback. **ACTION** HT

5.5 Chairs actions

The Chair reported that there had been two meetings with KSA (Kidderminster Schools Alliance) all HT's and Chairs of Governors attended the most recent meeting. A letter is being sent to parents to inform them about the alliance and what it may mean. A development plan is being devised for the next year. The aim is to work together to improve the provision for the children.

Subject leaders from each school have also met.

Governors asked.

What schools engage in the alliance? Chaddesley Clinton, St Catherine's, Comberton, Offmore and Cookley.

Are we consulting parents? It is more like communicating, to let them know the benefits of the alliance, staff are already aware.

Where do the subject leaders meet? At all the schools, Chaddesley hosted Geography here.

6 SEND Review

6.1 SEND Governor link report.

A report was shared before the meeting via GH.

The HT recruitment has delayed the proposed link visit and an appointment has been made for the end of February. In the interim incident reporting has been investigated and a meeting is planned with the new Director of SEND with the LA, where some of the issues will be raised regarding lack of support.

Governors asked.

There is an interesting point about negative attitudes of parents of non-SEND children, has this increased since the ARC? There has always been some issues for parents who do not have children with SEND. Some parents have concerns about the inclusion of SEND pupils, particularly regarding any perceived impact on their own children's classes. There are more children who are recognised as having issues, there has been an expansion of the recognition of ADHD plus anxiety left over from the pandemic, so there is lots going on.

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Why has confronting the negative views been concentrated on KS2? It hasn't, it has been done in KS1 as well. Confrontation is a strong word; it is more about explaining.

We see there are plans for a far-reaching review. Yes, there has been a major structural change, so it is time to sit back and assess and involve all stakeholders.

Is this a recommendation or is it in progress? It is partly in progress this is an interim report.

When do you envisage having a summary report? In mid-February

When are you having the meeting with La? 15th February

Is this to look at the ARC? Yes, and to discuss support issues and working practises.

7 Headteacher report

7.1 Attendance update

An attendance report was shared via GH before the meeting.

- Key statistics were given. Admissions are down to 196.
- A reward has been received for attendance.
- Persistent absence discussed, PP children amongst the worst offenders.
- Reasons were discussed which cause absence, reasons are broad and wide ranging.
- A family of four who have left the school but are still on roll are affecting attendance level.

Governors asked.

Why does the report state 206 instead of 196 as admissions? Nursery is not considered.

When is absence classed as persistent? When it is below 90%

How is absence classed if it is authorised? There is no distinction.

7.2 PP/SEND/Safeguarding update.

This had been discussed earlier in the meeting, HT confirmed pupil strategy was on the website. However, sport premium is not. HT to address **ACTION**.

7.3 H&S including near misses.

Policy updated and approved no near misses.

7.4 Freedom of information requests received since last meeting.

No requests have been received.

7.5 Complaints received since last meeting.

There have been no complaints.

8 School Development Plan

8.1 Receive SDP for review, discussion, and agreement.

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The SDP was shared via GH before the meeting.

- Writing cohorts are in line with national and interventions are being made where boys have been targeted, satisfactory progress made. Increased opportunities provided for extended writing, and this is being monitored.
- Metacognition going well, three days of training and three staff meetings, two about science of learning and one regarding practical strategy.
- Feedback is good from staff, and they have bought into it as they are confident it will improve outcomes.
- Challenge partners review is in February, which is a collaborative review, she has been asked to concentrate on T&L with adaptive practise. The curriculum is also timetabled.

Governors asked.

As far as Key priority 3 is concerned, how do we know when we have arrived?

All children's progress is measured, and we will check the progress, some as observations in class and others looking at the work.

If an OFSTED inspector came in tomorrow would that information be enough?

They could see what the school is aiming for and they would see lessons. it is about adapting your teaching so that all children can move forward.

Can we prove we have closed the gap? We have data we can produce, and they will be able to look at final outcome data and learning journeys.

9 Policies to approve.

9.1 Governor visits

This was shared before the meeting via GH.

Governors asked.

Where does the policy come from originally? It was written internally.

Is there anything that has significantly changed? No

Approved by all.

9.2 Uniform

A survey was sent out to parents, and most are happy with the uniform as it is. Governors can review on GH.

Governors asked.

Are ties all elasticated? no not all.

Is there any risk in this? We have never had an incident.

What about the policy being non gender specific? it doesn't stipulate girls or boys.

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Are shorts allowed all year around? Yes

Are you giving any feedback to parents regarding the survey? yes through the parent forum.

Approved by all, no change required.

10 Consider impact of discussion and decisions made during meeting.

Chair of Governors asked.

Have we worked towards our strategic objectives? All replied yes.

Have you all had an opportunity contribute? All replied yes.

11AOB

11.1 Terms of Reference update and instrument of Government.

Documents had been shared before the meeting via GH.

A discussion followed on what was a quorum. Governor IP stated it was half the governing board plus one.

Governors asked.

Regarding the quorum, is the HT included in that quorum? All Governors are equal.

The phrase regarding the number of governors required to make up a quorum is unclear; can you re-write? Yes

Why have you taken out buildings and maintenance? This will be covered by Resources.

All approved subject to the changes above

The instrument of government contains a list of governors that is out of date. It was suggested that the names of governors be removed, and the number of governors required, inserted. This would then future proof the document. This would mean it would only need to be amended if the make-up of the board changed.

Approved by all.

Upcoming industrial action

The school will shut on 1st Feb as eight classes could be affected as up to five staff members could be on strike. The HT had looked at several ways of avoiding this, but the risk assessment suggested this was the most practicable solution.

Anyone who is not striking will be attending as the school is only closed to children.

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Governors asked.

Does this affect attendance? No

As this will be the last FGB the HT will attend, the chair on behalf of the rest of the board wished her good luck for the future and thanked her collaboration and openness.

There being no other business the meeting was closed at 8.17pm

The next meeting is on Tuesday 25th April at 6pm

Signed.....

Date.....