

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
29th June 2022, 6pm – in person

Membership in attendance: Gill Griffiths (Chair of Governors), Keith Buncle, Jackie Griffiths, Emma James (Headteacher), Amanda Merricks, Jodie Poole, Hannah Wyld

Apologies: Polly McMeeking, Ian Preston, Jan Pugh, Lisa Spurgeon, Oliver Stokes

Clerk: Ele Millward (Black Pear Trust) and Karen Martin (Black Pear Trust) observing as part of clerk training

Actions:

Item	Action	Responsibility	Due
Governance	Confirm Pupil voice and book scrutiny visit for Maths on 19 th July 2022	Math's lead	July 2022
Governance	Carry out health and safety and accessibility visit for the Autism Resource Centre (ARC)	Governors, Keith Buncle and Jodie Poole	By the end of the summer term 2022
Governance	Add governor monitoring schedule to the September FGB agenda.	Clerk	September 2022
Governance	Complete and return board evaluation and review document to Chair or Clerk.	Governors	By the end of the summer term 2022
Governance	Contact governor, Polly McMeeking regarding the Headteacher performance management panel.	Chair	By the end of the summer term 2022
Policies	Amend the governor allowances policy and re-circulate for approval at the September FGB.	Headteacher and Clerk	9 th September 2022

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AOB	Contact the foundation regarding governor, Jackie Griffiths term of office.	Clerk	By the end of the summer term 2022
AOB	Consider changing committee meeting dates for 2022-2023	Chair/Clerk	By the end of the summer term 2022

The meeting was opened at 6.05pm

The meeting was quorate.

1. Welcomes and apologies

Everyone was welcomed to the meeting. Apologies were received and accepted from Polly McMeeking, Ian Preston, Jan Pugh, Lisa Spurgeon and Oliver Stokes.

2. Declarations of interest

There were no declarations of interest.

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

There was one notification of AOB: Approval required for the purchase of sports equipment.

4. Previous minutes

The previous minutes of 26th April 2022 were agreed as an accurate record once the attendance and apologies are amended and will be signed electronically.

Matters arising –

- Requested updated complaint policy from governor, Hannah Wyld governor, Hannah Wyld made comments and suggestions and did not send an updated policy.
- Double check safeguarding incident discussed – this has been actioned. It was added that the reports written by two different members of staff that listed differing locations has now been clarified.

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- Add report template to Governor Hub (GH) – this has been actioned and the science report is in the Teaching and Learning folder on GH.
- Draft two to three case studies for the Effective School Governance Award (ESGA) – an update was provided that this scheme is no longer running.
- Complete website audit in line with DfE guidance – this has been completed and any necessary actions were emailed to the relevant staff member.
- Circulate capital expenditure guidance – this was actioned by the clerk.

5. Governance

5.1 Receive feedback from the Resources committee

The minutes from the committee (14th June 2022) were shared prior to the meeting.

The following items were highlighted from the meeting:

- The charges for wrap around care were considered and it was agreed not to increase charges for the Autumn term but that future increases later in the academic year could be a possibility. A late fee has now been implemented for the after-school care.
- Energy costs were discussed due to the significant increases. It was also highlighted that the wood burner requires frequent maintenance and repairs. As a result of this governor, Lisa Spurgeon agreed to carry out a deep dive into the issue.

Governors asked:

- **Have the increasing energy costs been accounted for on the three-year budget plan?**
Yes, and the three-year plan will be completed by the end of the summer term.
- **Is the woodburner a combined heat and power (CHP) unit?**
No, it only provides heat. There is also a potential issue with sourcing woodchip. The school is currently using liquid petroleum gas (LPG).
- **Are there any subsidies or grants that can be accessed?**
This needs to be investigated and will form part of the deep dive to ensure all the information is available on possible options.

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- All health and safety and premises issues are up to date apart from the emergency lighting, which is being reviewed.
- There have been no significant changes to staff or pupil numbers. However there has been a change since the Resources committee meeting as it stated three additional members of staff were required for the Autism Resource Centre (ARC) and this has now increased to four additional members of staff. The Headteacher also clarified that although there will be ten children on roll at the ARC from October 2022 it will be a slow transition and therefore all ten children will not necessarily be in attendance for the full time until Christmas 2022.

5.2 Receive feedback from the Teaching and Learning Committee

The previous minutes of the Teaching and Learning committee were agreed as an accurate record.

Governors raised concerns that the planned maths governor link visit for the last week of the summer term could present a wellbeing issue for teachers. This was discussed and it was agreed for this visit to take the form of a pupil voice and book scrutiny, which was considered more manageable for staff. It was agreed this would take place on Tuesday 19th July during the morning.

Governors, Jackie Griffiths and Polly McMeeking have carried out an accessibility review of the school premises. This did not include the ARC as it was still under construction at the time.

Therefore, it was agreed a health and safety visit incorporating an accessibility review is needed for the ARC before the end of the summer term. Governor Keith Buncle agreed to carry this out with governor, Jodie Poole shadowing.

It was agreed to consider the governor monitoring schedule in September 2022 to ensure it fits with the school's planning and school development plan (SDP).

The Geography visit took place and the PE visit has been re-scheduled for the Autumn term.

A decision was made that a child with SEND in Year 2 will repeat Year 2 from September 2022. The Headteacher shared the reasons why and governors had agreed this was the best decision.

Governors asked:

- **What plans are in place to support this child?**

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A strong transition programme is already taking place to support this child. The support strategies that will be employed will benefit all of the children in the class. The Autism team were very impressed with the progress of this child on their latest visit.

- **What support is in place for the teacher who is also an Early Career Teacher (ECT)?**

Mentoring will continue and the current teacher in Year 2 will continue to provide advice and support.

- **How many ECT's are there currently at the school and who is the provider?**

There are two ECT's at the school and they are supported through the Local Authority.

5.3 Approve Committee's Terms of Reference

The Committee's Terms of Reference have been altered by governor, Ian Preston to ensure they are clear and the quorum has been changed.

The revised Terms of Reference for the Resources Committee were **APPROVED**.

The revised Terms of Reference for the Teaching and Learning Committee were **APPROVED**.

5.4 Receive any governor visits reports (not reported to a committee)

Governor, Hannah Wyld has a meeting this week on Pupil Premium Grant (PPG) and the feedback will be shared at the September FGB. It was agreed to incorporate a review of Sports Premium at this meeting.

5.5 Discuss the Effective Governance award

This was discussed under matters arising.

5.6 Feedback regarding complaint panel

The Chair provided verbal feedback. It was a stage 3 complaint which was heard by a panel of three impartial governors. The complaint has been partially upheld, and work is ongoing with the Headteacher on possible recommendations.

5.7 Feedback from Board Evaluation and review of governor activity 2021-2022

The clerk is collating the responses; however, some are still outstanding therefore this will be discussed at the next FGB in September 2022.

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5.8 Chairs action/correspondence

The Chair is currently compiling the annual report of governance and ensuring all the statutory duties of governors have been completed.

Governors asked:

- **Has an end of year letter to staff been considered as it has been another challenging academic year?**

Yes, this will be completed by the Chair.

The Chair read out a letter they had received from a child in Year 4. The letter explained their concern about the environmental impact of parents leaving their engines running in the school car park. The child had produced laminated posters; however, these had deteriorated in the rain and therefore they requested that governors consider metal signs. Governors were very impressed with the persuasive writing and discussed the possible options. It was agreed the Chair would respond by letter and that signs would be purchased (possibly wooden or metal) and the children would be asked to produce a design.

Governors asked:

- **Is there an Eco group?**

Yes, and this group includes children from all year groups.

The Chair has received a letter from local councillor, Marcus Hart regarding the extension of the footpath by the school. This would cost approximately £120k and the work would be carried out by the LA. Currently parents and children have to walk along a grass verge to school. A formal application for this work has been submitted, however the councillor would like feedback on the demand for this additional section of footpath. Discussion took place around this issue and it was agreed the Chair would respond stating the footpath would be of great environmental benefit and also be safer. The school are not aware of the numbers of parents who choose to drive due to the lack of footpath and therefore are unable to provide any statistics.

5.9 Schedule Headteacher performance management, agree panel, date and external advisor

The Chair and governor, Jodie Poole agreed to be on the panel. The Chair will contact governor, Polly McMeeking to ask if they would be willing to sit on the panel. Governors were invited to observe as part of succession planning. The same external advisor will be used and a provisional date of 4th October 2022 was agreed.

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The parent governor elections were managed by the clerk. There were four nominations and parent, Oliver Stokes was elected.

6. Headteacher report

The report was circulated prior to the meeting and taken as read. The following key points were highlighted, or questions asked:

The attendance rate for the summer term is 91.17%, however the overall percentage for the academic year is 95%. The attendance figure is higher than national. It was stated that there is a national focus on attendance and new guidance was released by the DfE in May 2022 (which applies from September 2022), 'Working together to improve school attendance'.

- **The Year 2 attendance figures, particularly boys and children with an EHCP are below the national average. What are the reasons for this?**

This is mainly due to one child not attending school since February 2022. School leaders are unsure if this child will return in September. There are currently 27 children in Year 2 and therefore each child represents around 3/4%.

The main reasons for absence have been Covid or other illnesses.

There is also a large amount of absence recorded due to 'an approved sporting activity – swimming' this occurs as the children are off site when the register is taken. The Headteacher will clarify this and change the time of registration if required.

- **Why does the attendance report list 174 children on roll when there are 200 children on roll?**

The attendance report does not include reception.

- **Why is attendance lower this year?**

This is due to many different reasons which include:

- Many families have a different dynamic since Covid with more parents working from home.
- Children spent more time at home during the last few years and some now display, 'emotional school avoidance'.
- Children seem more susceptible to illness due to lowered immunity.
- Families re-scheduling holidays due to Covid.

- **What is being done to improve attendance?**

It is considered a priority issue and it will receive a continued focus. Support is being provided by the Family Support Worker and Pastoral Lead and the Education Welfare Officer (EWO) has continued to

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support once a half term. Additional hours have been requested for the EWO; however, these are not available at the current time. There will also be a focus on children who have persistent absence (PA) (attendance below 90%) and the individual reasons and circumstances will be addressed and the families will be supported.

- **Is it normal to receive a request from the Police to allow term time holiday requests?**

This is a one-off situation due to the Commonwealth Games as all leave requests during the summer have been refused to Police Officers as they will be required during this period.

The Headteacher provided clarification on the classification of Free School Meals (FSM) and Ever 6 and the importance of promoting this was discussed. Suggestions included highlighting the scheme at the induction evenings and to re-send the letter about FSM to parents. Governors discussed the importance of promoting the FSM.

The school received their results today from the multiplication tables check (MTC) and they were pleasing. This is the first year this test has taken place and it is now statutory for primary schools. It is an online timed test.

Governors asked:

- **Are reasonable adjustments made for children with dyslexia?**

Yes.

A further meeting has taken place with the cluster schools around collaboration. This has continued as an informal group, however at the next meeting, to be held next week, there will be a legal team present to discuss the ways to formalise the arrangement. The aim is for the group of schools to form a soft federation and to share resources including continued professional development. Currently there are two main focus areas for the group, 'meta cognition' and 'diversity'. An explanation of 'meta cognition' was provided.

Governors asked:

- **Will the latest attainment data be shared at the September FGB?**

Yes, the Statutory Assessment Tests (SAT's) results are due on 6th July and comparisons will be possible via the Fischer Family Trust (FFT).

Governors commented on the positive Key stage 1 phonics results.

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Governors asked:

- **What happens if a child does not pass the phonics assessment?**
Additional phonics support is provided to the child and they retake the assessment in Year 2.
- **Are the parents informed?**
Yes, it will be referred to in the end of year report to parents and if the score is particularly low the parents would already be aware of the situation.
- **Out of the 28 children with SEND is it correct that only 2 of these children have an EHCP?**
Yes, although there are some applications which are ongoing. Some children will only be on the SEND register for a short period of time, for example, following a speech and language intervention.

The Chair thanked the Headteacher for a very comprehensive report.

7. Safeguarding update

The safeguarding report was shared prior to the meeting.

8. Policies to be approved

Governor allowances policy

This was **NOT APPROVED** and will be revised and re-circulated for approval at the September FGB.

10.AOB

Approval required for the purchase of sports equipment.

A request was made by the Headteacher to purchase the playground gym at a cost of £6.5k.

Governors asked:

- **Has this cost been budgeted for?**
Yes, and some of the Sports Premium will go towards this.
- **Has the tendering process been carried out?**
Yes, three quotes have been received and considered.
- **Could the PTFA help to fund this?**
This could be a possibility, however, the PTFA is providing extensive support for the library costs.

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Governors **APPROVED** this purchase.

9. **Consider the impact of discussion and decisions made during the meeting**

Governors agreed that discussion contributed to the strategic aims of the school. It was added that in future meetings it would be beneficial to ensure they are targeted to reflect the SDP priorities.

Discussion took place around the best time for governors and school leaders for FGB and committee meetings. A request was made to consider holding the resource committee meetings during the second week of each month to support governor's work commitments although day or evening was acceptable. Governors also stated a preference for Monday's or Thursday's for the teaching and learning committee. The Chair agreed to consider this and review the meeting dates for 2022-2023.

The Chair gave thanks to the Headteacher and staff for their hard work through another challenging year. The Chair also expressed gratitude to the governors for their dedication and contributions. Thanks were also given to the clerk, Kate Joiner who is leaving her role.

It was noted that governor, Jackie Griffiths, term of office ends on 18th September 2022 and therefore the foundation need to be contacted regarding renewal.

There being no other business the meeting was closed at 8pm



Signed.....

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Date...31/10/2022.....