



CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL

FULL GOVERNING BODY MEETING and STRATEGIC PLANNING  
17<sup>th</sup> September 2021, 12 noon

**Membership in attendance:** Gill Griffiths (Chair of Governors), Jackie Griffiths, Emma James (Headteacher), Polly McMeeking, Jodie Poole, Ian Preston

**Apologies:** Keith Buncle, Matt Kirk, Amanda Merricks, Jan Pugh, Lisa Spurgeon, Hannah Wyld

**Clerk:** Kate Joiner

**Actions:**

Item	Action	Responsibility	Due
Declaration of interests	Complete annual declaration on Governor Hub (GH)	All governors	27 <sup>th</sup> September
Election of CoG and Vice-Chair	Inform trust and LA of change	Clerk	24 <sup>th</sup> September
Headteachers Update	Confirm received and read KCSIE 2021 on GH	All governors	27 <sup>th</sup> September
	Confirm date for governor safeguarding training	Headteacher and Clerk	24 <sup>th</sup> September
Governance	Confirm agree to code of conduct on GH	All governors	27 <sup>th</sup> September
	Amend typos in ToRs	Clerk	27 <sup>th</sup> September
	Update committee membership and link roles on GH	Clerk	27 <sup>th</sup> September
	Circulated meeting dates to all	Clerk	21 <sup>st</sup> September
Mission, Vision and Values	Add agenda item to agree strategy session	Clerk	14 <sup>th</sup> October

The meeting was opened at 12.18pm

### **1. Welcomes and apologies**

Everyone was welcomed to the meeting, including the new Clerk. Apologies were accepted and received from Keith Buncle, Matt Kirk, Amanda Merricks, Jan Pugh, Lisa Spurgeon and Hannah Wyld. Barry Carpenter and Hugh Richards were invited to the meeting as Associate Governors but were unable to attend.

### **2. Declarations of interest**

The annual declarations of interests form need to be completed on Governor Hub (GH) following the meeting.

### **3. Election of Chair and Vice-Chair of Governors**

Gill Griffiths was elected Chair of Governors (CoG).

Jodie Poole and Ian Preston were elected Co Vice-Chair of Governors.

The Clerk will notify the Trust and local authority (LA) of the new CoG.

### **4. Headteacher report**

#### **School Update**

Staff have returned to school positively.

There is currently one member of staff off sick with Covid-19. This is only the second case at the school, but it is becoming more prevalent in the community.

The children are well and settled.

There are no site issues.

Leaders have been interviewing and successfully appointed a Finance Administrator who will have a full handover with the current member of staff. Subject to references, leaders have also recruited a School Business Manager (SBM) who is a qualified accountant. The SBM will require some training on the Liberata (local authority) systems.

**Is there likely to be an issue with references?** The new SBM has been in her current role for some time, so leaders are not concerned about the references. Leaders confirmed that there will be some training available, it is hoped that she will be able to start in four weeks.

**How is pupil attendance?** Pupil attendance is good, but leaders have received several holiday requests. Leaders have taken a sensitive approach to holidays that have been amended due to Covid-19, but this is dependent on the child's attendance. Those with poor attendance have holiday requests refused regardless of the circumstances.

#### **Keeping Children Safe in Education (KCSIE) 2021**

Governors were alerted to the new KCSIE 2021 guidance. Governors have significant accountability for safeguarding, outlined in the new guidance. All governors are required to confirm that they have received and read KCSIE 2021, via the form on Governor Hub.

**Are there external safeguarding training providers?** Most schools use the Designated Safeguarding Lead (DSL) for in-house training or SSSCPD. It was decided that the Headteacher (as DSL) will complete governor training.

## **5. Governance**

### **Agree code of conduct**

The code of conduct was agreed with no changes suggested. Governors were asked to sign to confirm on Governor Hub.

### **Approve Terms of Reference (ToR) for the Full Governing Body (FGB) and committees**

Subject to some minor typographical amendments, ToR for the FGB and committees were agreed.

### **Agree committee membership**

Committee membership was agreed as follows:

#### **Resources committee**

Jackie Griffiths (Chair of committee)

Emma James (Headteacher)

Matt Kirk

Jodie Poole

Ian Preston

Lisa Spurgeon

Hannah Wyld

Hugh Richards to be invited

#### **Teaching and Learning (T&L) committee**

Jan Pugh (Chair of committee, Polly McMeeking to cover)

Keith Buncl

Gill Griffiths

Emma James (Headteacher)

Polly McMeeking

Amanda Merricks

The Clerk will update Governor Hub to reflect the committee membership.

### **Agree link roles**

The link roles were agreed as follows:

Pupil Premium (PP) and sports premium - Hannah Wyld or Lisa Spurgeon  
Special Education Needs and Disabilities (SEND) - Polly McMeeking  
Safeguarding and General Data Protection Regulations (GDPR) - Keith Buncle  
Training – Ian Preston  
English – Gill Griffiths  
IT/Website – Matt Kirk  
Wellbeing – Jan Pugh

Other link roles will be considered in line with the school priorities.  
The Clerk will update Governor Hub to reflect the link roles agreed.

### **Approve scheme of delegation (SoD)**

The SoD was circulated, no changes were proposed,

### **Agree 2021-22 governance planner**

The planner was circulated prior to the meeting and taken as read.

A blended approach to meetings was discussed. This would entail a mixture of remote and in-person meetings. It was agreed that the next FGB on the 14<sup>th</sup> October will be in person. All FGB dates were agreed.

The next Resources Committee meeting was moved to 1.30pm on the 4<sup>th</sup> October.

Meeting dates for committees will be circulated to all governors.

## **6. Headteacher performance management**

The Headteacher Performance Management will take place on the 7<sup>th</sup> October at 9am. Governors Gill Griffiths, Ian Preston and Jodie Poole will be in attendance. Governor Polly McMeeking will be in reserve and attend if necessary.

The external advisor is Anna Smith.

## 7. Strategic planning

### **Mission, Vision, Values and Strategic Direction (slides circulated with the minutes)**

Governor Ian Preston delivered a short presentation on Mission, Vision and Values. The strategic elements will be discussed later in the academic year. The following key points were raised:

- The three core responsibilities of governors were highlighted. The National Governance Association (NGA) have suggested a fourth responsibility related to community engagement. Governors also felt that safeguarding should be included in the core responsibilities.
- The importance of mission and vision statements were highlighted.
- Governors confirmed stakeholders as parents, children, staff, the community, LA and trust. In a wider context the Department for Education (DfE) and Ofsted.
- There was discussion around what a mission statement includes and whether the school has one. Governors feel that they have documents that are similar, but do not have a specific mission statement.
- Governors and leaders began to explore how they would like the school to look in 3-5 years' time.
- All strategic planning should be guided by the vision.

**What happens if the vision is achieved in 3-5 years?** Governors felt that there may be aspects they always want in the vision but appreciate that it needs to be relevant. The vision statement also needs to be measurable. Governors debated the core values and how they fit with the vision statement. They further debated whether the current vision is more of a mission statement.

- Strategy flows from the vision.
- Vision statement examples were shared for governors to discuss whether they felt they were vision or mission statements. Governors and leaders discussed whether the statement could be measured or whether it was specific enough. They also discussed the timeline for progress.
- The agreed vision will be displayed on all school material, including governor agendas. Governors debated whether it would be better to have the mission on every document as it does not change, but the vision may be updated as the school progresses.
- All agreed that the school core values do not need to be changed, they accurately affect the school values. How the core values are used in school and how staff use the values to praise children were emphasised.
- The school vision was read, governors agreed that it appears more like a motto, it is not clear for anyone visiting the website that it is a vision statement.
- Governors worked on the mission and vision, what they want to achieve, what they want for the pupils and aspirational targets.

**Mission statement**

- Governors debated what parents may see when looking at the vision and what their priorities are.
- Governors would like a full roll; the school to be the first choice in the local area; to hold a prominent place in the community; to deliver excellent outcomes
- All governors agreed that the current mission was appropriate and do not want any changes.

**Vision statement**

- All agreed that the vision ideally needs to span 3 years.
- Governors thought about the key words that describe their vision and what they are aiming for by 2024. Governors debated priorities (appendix A).
- Governors debated the need to include an Ofsted outcome in the vision. All agreed that the vision needs to have a wider focus than an Ofsted inspection.
- Governors discussed the school development plan (SDP) and how it is implemented.

There was lengthy debate about how the strategic plan would be created and whose responsibility this would be. Governors considered setting aspirational goals and then asking the Headteacher and Leadership Team about how the goals could be achieved. Governors discussed using outcomes and data to inform goal setting.

- Governors discussed both academic and pastoral outcomes for children and how this might be measured.

A school where learning and emotional outcomes for children are enhanced by their school experience and how this would develop the reputation of the school as a centre of excellence.

- After lengthy discussion and debate, governors agreed on the following as the school vision:

**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.**

Governors will use the mission and vision statements to review the strategy. Governors will decide at the next FGB meeting when to focus on the strategic elements.

There being no other business the meeting was closed at 3.25pm

Signed.....

Date.....

Inclusion Diversity ARC success	Ofsted grading	Wellbeing attendance recovered? resilience	Curricular Memorable learning experiences. Outdoor Gold standard
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By 2024

Standards attainment % at/above National ARE 9D	Staffing quality of teaching & learning leadership/gov.	Community Reputation as a centre of excellence in the community learning and emotional outcomes for all children in all areas are enhanced by expertise from base will spread into school - synergistic thrust	Financial family feel.
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