

Gresham Village School and Nursery

FULL GOVERNING BODY MEETING

Monday 26th September at 19:00

MINUTES

Present

Sarah MacDonald – Chair	SMcD	Sarah Rankin – Clerk	SR
Marc Goodliffe – Head	MG		
Liz Wheeler	LW		
Alice Vargo	AV		
Chris Hunter	CH		
Gillian Sampson	GS		

ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
SMcD welcomed Governors to the first meeting of the academic year. There were apologies from SB-W and BD. RB was absent.	

2. ELECTION OF CHAIR AND VICE CHAIR

	ACTIONS
SMcD was nominated by CH and voted in unanimously as Chair. AV was re-elected as Vice-Chair. RB will be asked if she wishes to continue sharing VC.	

3. LGB CODE OF CONDUCT AND DECLARATION OF BUSINESS INTERESTS

	ACTIONS
The Code of Conduct was reviewed and signed on behalf of the LGB by the Chair. The Clerk asked Governors to confirm their business interests on their profile on GovHub or on the paper form. Governors were reminded that this is a statutory requirement and needs to be published on the school website.	ALL

4. ESTABLISH WORKING GROUPS AND LINK ROLES

	ACTIONS
<p>CH advised the Board that he will be stepping down as Governor at the end of term. The Chair thanked CH for his considerable contribution of the LGB during his tenure.</p> <p>Governor roles were reviewed. It was agreed that there is no longer a need for a finance governor nor a governor responsible for website. Roles were confirmed as follows:</p> <p>SMcD - safeguarding. Health and Safety – GS Pupil Voice – RB SEND, PP and Sports premium – SB-W Equalities – AV RHSE - LW</p> <p>A well-being working group was established as LW, SMcD and BD.</p>	

5. MINUTES OF THE MEETING OF 11th JULY 2022 AND MATTERS ARISING

	ACTIONS
The minutes were checked for accuracy and approved.	
<p>Matters arising:</p> <p><u>Annual Governance Statement</u>: work in progress. Will be circulated to governors for comment next week.</p> <p><u>New SENDCo</u>: In post and working one day a week.</p> <p><u>Anti-racism and discrimination</u>: in SIDP for 22-23</p>	

6. HEADTEACHER'S REPORT

	ACTIONS
<p>The Headteacher reported the following:</p> <ul style="list-style-type: none"> • A busy start to the term. The children are settling in well. A greater number of socio/emotional and post-Covid issues and more safeguarding than usual. • Three new experienced pupil specific TAs are working well and forming strong relationships with their children. • New SENDCo has made a really good start and is very committed. Meetings have been arranged with all parents and she is getting to know the children. SEND team to include Mrs Motts-Burden in Early Years. The new team will be lead by the Headteacher. Governors thought a SEND team was a sensible idea. It was agreed that, given the team's inexperience, this should be monitored regularly by the SEND governor. • Head's priority so far – to ensure key functions are working well. 	

<p><u>Supporting Pupils with Medical Conditions policy</u>: following a recent incident and approach from a parent, this policy has been scrutinised and updated with a new annexe clarifying the information received from parents and the procedures in place for checks around food allergies. Governors asked how many children have food allergies at the school. MG advised that 6 children have individual healthcare plans. It was noted that parents must provide the school with 2 EpiPens which are clearly labelled with the child's name. One will be kept in the staffroom medicine cabinet and the second in either EYFS or the Library first aid point depending on the key stage.</p> <p>Governors asked that the policy include a named individual who is in charge of keeping the EpiPens in date. In addition, Governors asked that the policy state that it is the parents' responsibility to check the allergens of any food brought into school. Governors also asked that parents should be reminded that any cereal bars brought into school should be nut free. MG to action.</p> <p>It was agreed that the health and safety governor should come in to school to assess the implementation of the policy.</p>	<p>MG</p>
<p><u>Targets for 22 – 23</u> These have been set for year 6 and circulated to governors. The Headteacher explained that of the 9 children in year 6, 2 are SEND and 2 are pending assessment. There are 2 children post LAC and 3 pupils on Pupil Premium. Targets set are ambitious but not unrealistic.</p>	

7. REVIEW OF SIDP

	ACTIONS
<p>The Headteacher shared the SIDP on screen. The document details the objective, long term success criteria, 6 monthly milestones and completion date. It was confirmed that this is a working document which will be circulated to governors in 2 weeks. Governors reflected on the priorities as follows:</p>	<p>MG</p>
<p>Priority 1: Increase leadership capacity and implement leadership structures A plan will be in place by December. Teams to be set up include SEND, pupil welfare and emotional health and wellbeing. Recruitment as required will take place by July. Implementation in Year 2.</p> <p>Governors suggested a session with a senior member of the Trust regarding a 5 year plan. This was agreed to be valuable and will be arranged.</p>	<p>MG</p>
<p>Priority 2: Complete redesign of school layout to address issues of capacity and storage Aim: to future proof the school to ensure it is fit for purpose. MG reported that Synergy have committed to the building project which will be in 2 phases:</p> <ol style="list-style-type: none"> 1. New classroom for Sept 23 2. TBC <p>MG has met with the Trust manager of capital projects. Next steps: feasibility plan followed by architect plans.</p>	
<p>Priority 3: Three-year plan</p>	

<p>To ensure that the Trust plans for a shared curriculum are implemented effectively. Target: by July 25 the curriculum will be successfully embedded in all phases. Governors asked how the GVSN teaching team feels about a new curriculum, given the time spent on the current curriculum over the past 3 years. MG confirmed that initially staff were disappointed but have come to understand that the process carried out with the curriculum has been very valuable. This was validated by the Ofsted report and the children's outcomes.</p> <p>The need to keep the 'Greshamness' of the curriculum was underlined, and MG reminded Governors that he is part of the advisory panel which is scrutinising possible options. MG noted that the Trust are carefully choosing a curriculum that can be adapted for each setting. Governors flagged the importance that children receive a breadth of experience to include music and Forest School. The timeline was noted as follows:</p> <ul style="list-style-type: none"> • Feb 23 curriculum agreed • Sept 23 curriculum implemented. 	
<p>Priority 4: Improve the teaching of core subjects so children's outcomes are consistently high. Long term target: July 26</p>	
<p>Priority 5: Implement, evaluate and improve the Emotional Health and Wellbeing policy and Anti-racism and discrimination policy It was noted that the introduction of diversity across the curriculum will take longer than a year. Policies will be reviewed in July 23 with changes agreed by the LGB.</p>	
<p>Priority 6: Fully implement the Trust Staff Charter</p>	
<p>Governors asked how the rising cost of living might affect this year's SIDP. MG noted that a lot of the SIDP can be achieved without a lot of spend, but agreed there would be challenges. MG confirmed that he has taken the rising costs into consideration as best he can.</p>	

8. GOVERNING MONITORING PLAN

	ACTIONS
<p>MG suggested a plan be produced by looking at the outcomes of last year's plan and taking into consideration this year's SIDP. The value of the annual LGB self-evaluation was discussed. Governors agreed that this year a Horizon Planning meeting will be held instead, to discuss and agree the vision for the school for the next five years. A provisional date of Wednesday 16th November at 7pm was agreed, pending confirmation of availability of governors absent. The Trust CEO will be invited. Clerk to make contact with governors and CEO.</p>	SR
<p>Governor Monitoring day: confirmed as Wednesday 15th March 2023.</p>	

9. STAFF WELLBEING – INSET DAY

	ACTIONS
LW gave a verbal report on the wellbeing day held on Tuesday 6 th September. This first Trust-wide INSET was deemed to be well run, very valuable and a great opportunity to meet staff from other schools. The external speaker Pam Burrows was very dynamic. MG felt the event was a great set up for implementing the wellbeing charter.	

10. POLICIES

	ACTIONS
Governors ratified the following policies: <ul style="list-style-type: none"> • Admissions • Safeguarding • Health and safety 	

11. CORRESPONDENCE WITH THE TRUST

	ACTIONS
None.	

12. MEETING DATES 22-23

	ACTIONS
Confirmed as follows: FGB: Monday 5 th December Monday 20 th March Monday 10 th July Monitoring meetings: Friday 11 th November Friday 27 th January Friday 5 th May Governor monitoring day: Wednesday 15 th March Horizon Planning meeting: Wednesday 16 th November TBC	

13. SELF-EVALUATION QUESTION

	ACTIONS
The Chair asked governors if they feel confident in their role. LW asked for clarity on her role as RSHE governor. It was confirmed that that monitoring of the implementation of the RSHE policy should take place in the spring.	



14. A.O.B.

	ACTIONS
None.	

With no further business the meeting closed at 21:10

Date of next meeting: Friday 11th November at 1pm

Monitoring meeting