

Gresham Village School and Nursery

FULL GOVERNING BODY MEETING

Monday 20th March 2023 at 18:00

MINUTES

Present

Rosabelle Batt – Chair	RB	Sarah Rankin – Clerk	SR
Marc Goodliffe – Head	MG		
Stephen Balmer-Walters	SB-W		
Alice Vargo	AV		
Liz Wheeler	LW		
Tony Bolderston	TB		
Becky Dunnett	BD		

ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
The Chair welcomed Governors to the meeting. TB was welcomed to his first FGB meeting, and introductions were made. There were apologies from GS and SMcD. There were no declarations.	

2. MINUTES OF THE LAST MEETING – ACCURACY 5th December 2022

	ACTIONS
The minutes from the meeting of 5 th December were checked for accuracy and approved.	

3. MATTERS ARISING

	ACTIONS
<i>Year 6 transition:</i> MG reported that the head of SEND at Aylsham High has already been in to the school. Sheringham High transition is set up with the head of Year 7 booked in to visit along with GVSN alumni. Cromer Academy is being chased. Work planned on transition at school as well.	
<i>Completion of Governor training:</i> AV reported that the Leadership training was very interesting and useful. Governors were encouraged to complete this training and the Equalities training as per the minutes of the last meeting.	

Update on adequacy of SEND provision in view of rising need: MG advised that an early years SENDCo was appointed in September. Mrs Nice is now bedding in with procedures and practices being reviewed, and ways are being looked at to reduce the SENDCo's workload. It was noted that CPOMS will now be used to log SEND which will mean that the whole child record will be in the same place. From September a new mental health lead (and DSL) will join the team. MG advised that the SENDCo's hours are being considered against the budget for next year, with the hope that these can be extended either to 1.5 or 2 days. Honest conversations are being held with prospective parents regarding the school's ability to support SEND need.

4. COMPLAINTS

	ACTIONS
Nothing to report. Governors agreed to rename this standing agenda item Compliments and Complaints.	

5. HEADTEACHER'S REPORT

	ACTIONS
The Headteacher's report was circulated in advance of the meeting. The following was discussed:	
<i>Extra-curricular provision:</i> This has been light over the past year due to staff workload and expense. MG reported that provision is being reviewed from September in order to offer a broader selection. This will include a choir, golf and gardening club. Governors suggested that the village church could be used for the choir which has excellent acoustics.	
<i>Attendance:</i> Currently at 92.1%, which has improved since the last report in November. It was noted that the national average is currently 91.1%. It is hoped that the rate will improve towards the target of 96%. Attendance flags in place for 2 families. Occasional holiday requests are submitted to the Head.	
<i>Staffing and recruitment:</i> MG advised that interviews are being held next week for the Year 5 teacher. It was noted that 3 applications have been received but one applicant has pulled out. The need to recruit the right person to the role was highlighted, and the post will be re-advertised if necessary. Budget planning is taking place with the CFO after Easter. It was confirmed that the SLT structure will stay the same for 23-24 but a restructure may be required for 24-25. <i>Teams:</i> it is hoped that the Pastoral Team will include 2 mental health champions. The Premises Team has a new cleaner, and capacity in the Admin Team has been increased with Lynne now on 2 days a week which is already making a difference. Extended Schools Team – MG advised that he is looking at whether a fixed amount could be paid to lead a club. It was noted that Morrisons will give £10 per month to go towards Breakfast Club.	

<p><i>Buildings:</i> it was reported that the project has now gone out to tender via the Trust and is being chased on a weekly basis by MG. Governors noted the delay and considered the risk. MG advised that deadline is 30th June in order to prevent pressure on staff to get the space ready for the new term. Governors noted that a delay will mean that MG will need to come in to school during the summer holidays. Governors stressed the need for a Plan B should this arise, and SBW offered to be on site during the holidays if required to relieve pressure on the Headteacher. MG observed that a clearer picture will be available in the next few weeks.</p>	
<p><i>Quality of Education:</i> This is currently good. It was noted that extended observations for most teachers will take place this term. Learning walks with the CEO took place in January. MG reported that teachers are effectively planning towards the implementation of the Cornerstones curriculum in September. It was noted that teachers will be released for a day next term to work with MG on the curriculum. Curriculum reviews for subjects not covered by Cornerstones have taken place. MG reported that writing programmes are currently being looked at by the Trust Curriculum Committee on which he sits. AV flagged the Talk for Writing programme (Pie Corbett) noting that she has been very impressed by it. MG expected Governors to see an improvement in children's' writing and punctuation on the upcoming monitoring day.</p>	

6. STAFF WELLBEING REPORT

	ACTIONS
<p>It was reported that the Staff Wellbeing Working Party meeting took place on 28th February and that the following priorities were agreed:</p> <ul style="list-style-type: none"> • A whole school approach to mental health and well-being • Staff awareness of mental health in the workplace • Building links with external agencies • Building policy and procedure underpinned by data • Hearing the voice of all employees <p>Actions include 1:1 meetings for all staff based on a well-being questionnaire and a review of the Emotional Health and Well-being policy. This will be renamed the Children's Wellbeing policy.</p>	

7. PUPIL EMOTIONAL HEALTH AND WELLBEING WORKING PARTY REPORT

	ACTIONS
<p>AV reported on a very interesting and productive meeting of a small group of parents with their own specific interest.</p> <p>Points raised included consistency across the school and transparency. It was felt that the approach in Nursery and Reception was effective and consistent but that different approaches were evident in KS1 and KS2.</p>	

<p>Parents felt that communication could be improved from the school to enable parents to follow the same approaches at home.</p> <p>Parents noted that actions have already been taken and appreciated being listened to by MG and Emily.</p>	
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8. SAFEGUARDING REVIEW

	ACTIONS
<p>The Headteacher shared the notes from the Safeguarding Compliance Review held on 20th March with the Safeguarding Governor SMcD as follows:</p>	
<p><i>Policy and procedures:</i> All in place. Governors need to read KCSIE in its entirety every year.</p>	
<p><i>Staff training and induction for new staff:</i> All up to date.</p> <ul style="list-style-type: none"> • Annual training will return to face-to-face. Governors need to attend this too. • Updates will be received for staff via twilight session during the school year and written updates in weekly Staff Notes as required. • Monitoring of staff knowledge and understanding will take place during the year to inform decisions around training. • Additional training for DSLs will be arranged such as Prevent and Child Protection. 	
<p><i>Safer recruitment:</i> Procedures are embedded. Clerk to advise which Governors have undertaken training.</p>	SR
<p><i>CPOMS:</i> being used effectively by staff and is proving extremely beneficial. DSLs monitor record keeping and individual cases. DSL meetings are combined with Pupil Welfare meetings. New Mental Health Lead will join these meetings from September. CADS support has been very helpful.</p>	
<p><i>Pupil Voice:</i> All staff trained in conducting 'wishes and feelings' with children. Pupil voice active in school and is very important. Regular pupil voice focus group being considered. Need to be more proactive in supporting children's online safety at home.</p>	
<p><i>Leaders' monitoring of safeguarding:</i> this needs to be more robust. Headteacher to discuss Trust level of supervision and support of DSLs with the CEO and Primary Lead. LA forms will now be used for reporting to the LGB in the future in order to give Governors more robust information. School annual workplan has been created.</p>	
<p><i>Governor challenge:</i> the need for more challenge from Governors (and for this to be minuted) was flagged.</p>	
<p><i>LA Safeguarding audit:</i> This is being considered for next year to allow a close lens on safeguarding procedures.</p>	

9. FINANCE REPORT

	ACTIONS
<p>MG advised that a meeting with the Trust finance officer has now taken place and that some costs this year are higher than were budgeted for. It is expected that these will even out over the rest of the year. The supply budget continues to be high. It was noted that the CFO has no concerns regarding the school budget. GAG funding will increase by £90K next year due to increase in number of roll.</p>	

10. SEND REPORT

	ACTIONS
<p>The report was circulated to Governors in advance of the meeting. SB-W noted the following:</p> <ul style="list-style-type: none"> • SENDCo settling in. SB-W impressed by approach. • Increase need noted nationally and at GVSN. 15 pupils are currently being assessed for SEND needs. There are 2 EHCPs and a further 2 in process • SENDCo will be meeting with parents in March. Telephone conversations with parents taking place. <p>Governors asked what impact the SENDCo's work is having on teachers. It was confirmed that conversations are being held with teachers to ascertain how the SENDCo can help with regard to interventions in class.</p> <ul style="list-style-type: none"> • 3 children under DESTY (discovering exceptional strengths and talents in you) and are withdrawn on a weekly basis for this approach • One child in year 5 withdrawn for reading and spelling. • SENDCo's workload and wellbeing: more time needed to increase impact. • Increasing numbers of SEND children with social, emotional and mental health issues. • SEND children being really well supported by GVSN. • SEND routines and procedures are being looked at. 	

11. REVIEW OF GOVERNOR CODE OF CONDUCT TO INCLUDE SOCIAL MEDIA

	ACTIONS
<p>The need to include a section on Social Media in the Governor Code of Conduct was discussed. It was agreed that the Chair will raise this at the next Chair's meeting, as the Code of Conduct is a Trust document.</p>	<p>GS/RB</p>

12. PARENTS' SURVEY UPDATES

	ACTIONS
MG advised that the parents' survey is ready and parents will be encouraged to complete this at parents' evenings. Parents are also able to complete this online. Governors presence at parent's evening was encouraged and RB confirmed attendance on Wednesday and Alice on Thursday this week.	

13. POLICIES FOR INFORMATION ONLY

	ACTIONS
The following Trust approved policies were noted: <ul style="list-style-type: none"> • Code of Conduct for Staff • Harassment and Bullying Policy • Procedures for Dealing with Allegations • Whistleblowing Policy and Procedure 	

14. CORRESPONDENCE WITH THE TRUST

	ACTIONS
<i>Trust policies:</i> Governors asked that changes to Trust policies be highlighted.	
<i>CEO resignation:</i> This was announced in the latest Trust briefing.	

15. A.O.B.

	ACTIONS
The Chair noted that this is LW's last meeting as school governor and thanked her on behalf of the whole Governing Body for all her work and support over the past few years. MG hoped that LW may be in a position to support the school again in the future.	

With no further business the meeting closed at 19:50

Date of next meeting: Monday 10th July 2023 at 1800