

**Gresham Village School and Nursery**

**FULL GOVERNING BODY MEETING**

**Monday 10<sup>th</sup> July 2023 at 18:00**

**MINUTES**

Present

Gillian Sampson – Chair	GS	Sarah Rankin – Clerk	SR
Marc Goodliffe – Head	MG		
Rosabelle Batt	RB		
Stephen Balmer-Walters	SB-W		
Alice Vargo	AV		
Becky Dunnett	BD		
Sarah McDonald	SMD		
Sophie Neylon	SN		
Georgy Clifton-Brown	GCB		

**ACTIONS challenges DECISIONS**

**1. WELCOME, APOLOGIES AND DECLARATIONS**

	ACTIONS
The Chair welcomed Governors to the meeting. BD was thanked for all her contributions over the past two years and SN was welcomed to her first meeting as new staff governor. There were apologies from TB. There were no declarations.	

**2. MINUTES OF THE LAST MEETING – ACCURACY 20<sup>th</sup> March and 15<sup>th</sup> May**

	ACTIONS
The minutes from the FGB meeting on 20 <sup>th</sup> March and the Monitoring Meeting on 15 <sup>th</sup> May were checked for accuracy. Home visits for new starters were discussed and it was confirmed that these will be taking place from September for new-starters to Early Years. AV explained that she has been approached by two families who have not received any information on what to expect in September regarding transition from nursery to Reception. MG noted that transition events have taken place and Governors questioned whether non-attendees are followed up. This will be looked into. Minutes approved.	

### 3. MATTERS ARISING

	ACTIONS
<b>FGB 20<sup>th</sup> March:</b> Clerk to circulate Safer Recruitment link	SR
<b>Monitoring meeting 15<sup>th</sup> May:</b> <i>SEND:</i> SBW to arrange meeting before the end of term. <i>Home learning policy:</i> defer to HT's report <i>Governor letter to parents:</i> email sent to parents on 8 <sup>th</sup> June to update on recent events, 5-year plan and building work; to respond to parent survey comments and to thank parents for all their input and support. It was noted that parents appreciated that concerns had been considered and addressed where possible.	SBW

### 4. COMPLAINTS AND COMPLIMENTS

	ACTIONS
<b>Complaints:</b> none received since the last meeting.	
<b>Compliments:</b> lovely letter received from a parent following the recent trip to Derbyshire.	

### 5. ATTENDANCE

	ACTIONS
<p>The following was reported:</p> <ul style="list-style-type: none"> <li>Attendance currently at 92% which, although an improvement on last year, is below the target of 96%</li> <li>Data for SEND and PP children extracted: SEND 89.6%; PP 88.4%</li> <li>No child has 100% attendance</li> <li>Some children are on 80% attendance.</li> <li>The Trust has confirmed that fixed penalty fines for unauthorised absence will implemented in September. <b>Governors asked for clarification on how much a fine is.</b> This was confirmed as £60 per parent per child per day. It was noted that the fine is enforced by the Local Authority. <b>Governors acknowledged that some parents are frustrated by the teachers' strikes, and feel that unauthorised absence is therefore justified.</b> MG observed that disruption due to the strikes has been kept at the minimum possible.</li> </ul> <p><b>Governors asked how many children are on an attendance plan.</b> MG advised that there are no children currently on an attendance plan, but there are several children with attendance flags. These families receive phone calls home from the Headteacher. This has led to an improvement on attendance.</p> <p>Lateness was discussed, and it was confirmed that arriving 'officially late' ie half an hour or more late, counts as half a days absence.</p>	

## 6. PROGRESS AND ATTAINMENT

	ACTIONS
<p><b>National Assessment results:</b> these will be received tomorrow and will be circulated to Governors.</p> <p>The whole school summary and evaluation of attainment was circulated in advance of the meeting. The following was noted:</p> <p><b>Early Years:</b> 86% have reached early learning goals. This was noted to be well above the national average of around 70%.</p> <p><b>Governors asked if this means there will be no children with speech and language needs.</b> MG advised that this is not necessarily so as GLD relates to specific learning goals.</p> <p><b>Year 1:</b> Phonics check: 67%. Will be re-tested again in summer of Year 2</p> <p><b>Year 2:</b> 5-6 children still have not met their phonics check. However, they have made significant progress. Social difficulties noted in Year 2 – measures are in place to support them.</p> <p><b>Governors asked that last year’s data be presented to allow for evaluation of progress.</b> This was agreed.</p> <p>Reading was discussed. It was noted that a lot of the children in Year 2 are two terms behind with Read Write Inc, largely due to lost learning during the pandemic. <b>Governors asked if the school has sufficient resources to get these children up to speed.</b> MG confirmed that adequate resources are available, with £3K allocated next year for books. Staffing has been appropriately allocated and training given where needed. Reading groups are small and fluid to allow for progress. <b>Governors asked if the focus on reading is impacting on other areas of the curriculum.</b> MG advised that reading is timetabled and that children are not taken out of other lessons for interventions where possible.</p> <p><b>KS2:</b> This cohort sat the National Foundation for Educational Research (NFER) tests. Writing has improved significantly. Maths is really strong. Year 4 have made huge progress with reading (86%). The impact of the reading strategy was noted from the test scores.</p> <p>MG noted that the goal of 90% at GLD for writing on leaving the school is ambitious but attainable.</p>	

## 7. STAFFING

	ACTIONS
<p>The following was reported:</p> <ul style="list-style-type: none"> <li>Chris Davis appointed as Year 5 teacher</li> <li>Temporary contracts have been extended for one year. It was noted that MG is looking at advertising and reappointing staff on permanent contracts in January in order to establish a secure and stable team. It</li> </ul>	<p>MG</p>

<p>was confirmed that posts will be advertised widely. Trust training for TAs will be available for 20 staff members each year.</p> <p><b>Governors suggested that staff need to be made aware of this plan, to support their wellbeing.</b> MG confirmed this will be announced before the end of term.</p> <ul style="list-style-type: none"> <li>• Year 1 TA interview taking place tomorrow.</li> </ul> <p><b>Governors raised the safeguarding challenge of carrying out a DBS check on the new staff member who has been working abroad for 11 years.</b> MG advised that a request has been sent to the British Embassy in Kuwait and to the local police, although it was acknowledged that it is very difficult to extract information. Governors were advised that the member of staff has taught in the UK for several years prior to relocating to Kuwait. MG reported that a risk assessment will be put in place in September and that the member of staff will be monitored closely. It was noted that teaching contract will be on a fixed term contract for one year in the first instance.</p>	
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## 8. BUILDINGS UPDATE

	ACTIONS
<p>MG reported the following regarding Phase 1: Year 5 classroom and new toilet block.</p> <ul style="list-style-type: none"> <li>• Site visit has taken place</li> <li>• Security fence ready</li> <li>• Contractors starting day 1 of the holidays</li> <li>• Concerns remain regarding the timeline</li> <li>• Last week of holidays, MG will organise a team of paid volunteers to fix up and prepare the classroom.</li> </ul> <p><b>Governors discussed the need for Estates to be more proactive regarding Phase 2.</b> This has been flagged at two Chairs meetings and the Directors' meeting. It was noted that a huge amount of stress has been put on the Leadership Team due to the slowness of the Estates department.</p>	ESTATES

## 9. QUESTIONS RE HEADTEACHER'S REPORT

	ACTIONS
<p>The Headteacher's report was circulated in advance of the meeting. The following was discussed:</p> <p><b>Home Learning Statement:</b> Governors thought this was excellent handling of a hot topic.</p> <p><b>Foreign language:</b> confirmed as French, a lesson a week throughout the year in KS2</p> <p><b>SEND support:</b> increased to 1.5 days from September. It was observed that financial restraints do not allow for more time for the SENDCo. MG reminded</p>	

<p>Governors however that the newly formed Inclusion Team will ease the pressure.</p> <p><b>Curriculum Team:</b> Governors discussed the organisation of the curriculum team and suggested that Outdoor Learning might sit better as part of the STEM team. It was agreed that outdoor learning could fit into other categories. MG noted that the current team is strong with Debbie Level 3 Forest School trained and Becky Level 2 trained. <b>Governors observed that parents are attracted to the school because of the outdoor environment, and would like more outdoor learning.</b> MG noted that Forest School will now be held in longer afternoon sessions and that an afterschool club is being set up from September. <b>Governors asked that the teams should be reviewed once the teams have been established.</b></p>	
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## 10. PERFORMANCE MANAGEMENT

	ACTIONS
<p>MG confirmed that this has now all taken place for all staff.</p> <p>GS confirmed that the Headteacher's interim performance management too place on 23<sup>rd</sup> May with GS and RB with all targets met. Next meeting will be held in November.</p>	

## 11. GOVERNOR PLANNING

	ACTIONS
<p>The Chair advised that RB, GS and MG met today to continue work on the five year plan which will become the focus of the SIDP. The need for stable governance was flagged.</p>	<p>GS/MG/RB</p>
<p><b>Induction and mentorship of new governors:</b> It was felt that induction of new governors has been inconsistent over the years. A buddy system was discussed and agreed to be a good idea, giving new governors a point of contact for guidance and questions. This will be adopted immediately with RB buddying GCB; AV will buddy SN and GS will buddy TB. The Head encouraged Governors to come into school, talk to MG, read with the children and attend events to familiarise themselves with the environment. Governors were encouraged to chat to parents in the playground to advertise the parent governor role.</p>	<p>ALL</p>
<p><b>Roles from September:</b> Succession planning was discussed. GS advised that she is happy to be elected as Chair for one year, following which she will remain as a Community Governor on the Board. The role of vice-chair was discussed and Governors were asked to consider whether they could take on the role with a view to taking over the Chair from September 2024. The Clerk noted that RB's term ends in September. RB was thanked for agreeing to renew her term for a further four years.</p> <p>Governor roles were confirmed as follows:</p>	<p>ALL</p>

<ul style="list-style-type: none"> <li>• SEND (SBW)</li> <li>• Pupil Premium (SBW)</li> <li>• Safeguarding - SMcD – GS to check</li> <li>• Equalities – SN</li> <li>• Premises (new) – co-opted governor?</li> <li>• Health and safety - GS</li> <li>• Pupil Voice - RB</li> <li>• Whole school wellbeing - AV</li> <li>• PE and sport - SBW</li> <li>• Fundraising – (new) – GCB</li> </ul>	
<p><b>PTA and community links:</b> It was agreed that the Chair of the PTA and the Chair of the Parish council will be invited to attend one LGB a year to build relationships.</p>	MG/Chair

## 12. COMMUNICATION WITH PARENTS

	ACTIONS
<p><b>Welcome board:</b> It was noted that parents would like a welcome board with photos of all staff the school governors. It was agreed that photos of Governors will be put on the website too.</p> <p><b>Website:</b> review carried out by the Trust. MG and GCB will meet to look at reorganising the website to improve navigation.</p>	GCB/MG
<p><b>Parents forum:</b> It was agreed that this will take place twice a year. The possibility of setting up an Early Years forum was considered. MG is currently working on the calendar for the next year.</p>	MG
<p><b>Curriculum evening:</b> will cover support with home learning.</p>	

## 13. QUESTIONS RE INDIVIDUAL GOVERNOR MONITORING REPORTS

	ACTIONS
<p><b>SEND report:</b> it was agreed that this should be received twice a year, in the autumn term and the summer. SBW and the SENDCo will try to hold two SEND coffee mornings next academic year.</p>	SBW
<p><b>Safeguarding:</b> Annual safeguarding training will take place on INSET day on Wednesday 6<sup>th</sup> September from 0830. Governors were encouraged to attend. Actions for the first meeting of term: Safeguarding report for Governors and new policy.</p>	ALL
<p><b>Health and safety report:</b> no questions.</p>	
<p><b>Equality report:</b> Accessibility policy missing from the website. The Clerk drew attention to the Trust approved Governance Duties under the Equalities Act policy in the GovHub folder.</p>	MG/SN

#### 14. TRUST UPDATE AND POLICIES

	ACTIONS
<p>The following Trust approved policies were noted for information only:</p> <ul style="list-style-type: none"> <li>• Governance Duties under the Equalities Act</li> <li>• Health and Safety policy and template</li> <li>• Scheme of Delegation 23-24</li> <li>• Scheme of Delegation introduction</li> <li>• Suspension and Permanent Exclusion</li> <li>• Synergy Local Body Overview 23-24</li> </ul>	
<p><b>Report from the Chairs' meeting:</b> GS reported that the following:</p> <ul style="list-style-type: none"> <li>• training suggestions have been put forward to the Trust               <ol style="list-style-type: none"> <li>1. Handling complaints</li> <li>2. Premises</li> <li>3. Succession planning</li> </ol> </li> <li>• The new Governor Handbook has been completed and will be launched at the Trust Governor meeting on Wednesday.</li> <li>• TA training is to be offered by the Trust to 20 TAs</li> <li>• Trust Inset day Tuesday 5<sup>th</sup> September. Clerk to circulate programme.</li> </ul>	SR

#### 15. A.O.B

	ACTIONS
<p><b>Meeting dates 23-24:</b> Next meeting confirmed as 25<sup>th</sup> September at 5.30pm. GS and SR to meet to plan for the year.</p>	GS/SR
<p><b>RSE provision:</b> Feedback from parents received regarding RSE provision for Year 2. MG acknowledged that communication can be improved regarding this with parents.</p>	

With no further business the meeting closed at 20:10

**Date of next meeting: 25<sup>th</sup> September at 5.30pm**