



Gresham Village School and Nursery

FULL GOVERNING BODY MEETING

Monday 4th December 2023 at 1800

MINUTES

Present

| | | | |
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| Gillian Sampson – Chair | GS | Sarah Rankin – Clerk | SR |
| Marc Goodliffe – Head | MG | Lisa Dunsire -Friends of GVSN | |
| Tony Bolderston | TB | Claire Duxbury – Friends of GVSN | |
| Rosabelle Batt | RB | | |
| Alice Vargo | AV | | |
| Georgy Clifton-Brown | GCB | | |
| Sophie Neylon | SN | | |

ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS

| | ACTIONS |
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| Governors were welcomed to the meeting. There were apologies SB-W and AV. Lisa and Claire from the Friends of Gresham Village were introduced. There were no declarations. | |

2. FUNDRAISING – PRESENTATION FROM THE FRIENDS

| | ACTIONS |
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| <p>Claire and Lisa introduced to newly reformed Friends committee to Governors. The Friends are split into two committees:</p> <ul style="list-style-type: none"> • Main committee for parents who can attend regular meetings and will take on specific roles • Light committee for parents who want to help and volunteer <p>Claire and Lisa discussed the future formation of two more committees: fundraising and planning. This is to enable parents to focus on specific areas of expertise.</p> <p>Two challenges were discussed:</p> <ul style="list-style-type: none"> • Charity status is currently dormant. This is proving quite a challenge to reinstate the status due to the former Trustees having left the Friends. In addition the Charity Commission has advised that £2K is needed in | |

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| <p>reserves and an income of £5K a year to retain charity status. Work in progress.</p> <ul style="list-style-type: none"> • Bank account: No access to funds is currently available. Governors were advised that Mrs Motts-Burden is the only signatory available who can talk to the TSB to update signatory details. This is work in progress. <p>Sources of funds were discussed. These are acquired through the pre-loved uniform sales (currently run from Claire’s house), refreshments and fairs and discos. The biggest outlay last year was the Christmas presents for children. Governors were advised that this year donations from supermarkets are being sought. The Friends reported that this year funds have been spent on transport to events and school basics. It was confirmed that any requests are discussed at meetings then a decision made. The idea of setting up an Amazon Wishlist was raised. Governors wondered whether this might dovetail with a discussion held at the LGB last year regarding presents for staff, where parents could choose something from the wish list for the school rather than giving gifts to staff.</p> <p>Plans for 23-24 were discussed. These include directing funds towards transport costs for trips, a contribution towards the outdoor kit for EYFS, the purchase of a shed for the pre-loved uniform and a contribution towards the Exciting Fund – new project.</p> | |
| <p>Exciting Fund: to invest in the outdoor space at GVSN specifically to improve facilities for break and lunch time, to improve breakfast and afterschool club, to reinvigorate the toddler group and to provide a space for the wider community to use.</p> <p>The following was discussed:</p> <ul style="list-style-type: none"> • Connecting with the parents so that they understand what the Friends does, and how their work benefits all children • Spreading the word via the Friends bi-termly newsletter, assemblies and parents’ cafe • £1500 set aside by the Friends to help fund Phase 1 • Governor presence on the fundraising committee agreed (GCB). First meeting in January • Experienced committee will create a solid fundraising plan • The need for detailed plans and a breakdown of costings was acknowledged in order to secure funding • Potential funders discussed both locally and further afield (eg Fishmongers in London). • Communication/PR strategy will be developed to raise awareness of the Friends and their work • The urgency of reinstating charity status | |

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| <p>Governors were excited about the project and looked forward to working with the Friends.</p> <ul style="list-style-type: none"> It was agreed that GCB should be the link governor on fundraising and that she would report back to the LGB on a regular basis. The PTA representatives would be welcome to attend an LGB meeting annually in the autumn term. <p>The Chair thanked Lisa and Claire for their excellent presentation.</p> | |
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3. MINUTES FROM THE MEETING OF 25TH SEPTEMBER - ACCURACY

| | ACTIONS |
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| The minutes were approved for accuracy | |

4. MATTERS ARISING FROM THE MINUTES

| | ACTIONS |
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| <p>Governor appointments: The Chair confirmed that Richard Brierley is not able to commit to the governor role currently, and that one further governor needs to be recruited. It was agreed that a parent election would be carried out in January.</p> | SR |
| <p>Update on additional support staff: MG advised that interviews are being carried out next week. It was confirmed that two posts have been filled by allocating additional hours for current staff. MG expressed confidence that he would be able to recruit, and that there is enough funding present to cover until the end of August. Governors asked how recruitment is handled when need varies each year. MG advised that contracts have to be on a temporary basis.</p> | |
| <p>Governor photos: carried over to the next meeting.</p> | |

5. HEADTEACHER'S REPORT

| | ACTIONS |
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| <p>Governors received the Headteacher's report in advance of the meeting. MG noted the following:</p> <ul style="list-style-type: none"> Behaviour generally good but some children face challenges with socio-emotional needs having to be met in order to allow for teaching. This has been discussed with other local Heads, who are also experiencing this challenge. <p>Governors asked if this affects fellow pupils and the rest of the school community. This was confirmed to affect some year groups.</p> <p>Year 2 – a very young and boy heavy class. Support is being given to staff on handling challenging behaviour, including increased staffing at lunchtime and tweaks to the timetable.</p> | |

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| <ul style="list-style-type: none"> A stepped approach to how behaviour works is being implemented, with rewards being house points, green cards and shout outs in assembly. <p>Governors acknowledged the work being put in by staff to address this immature anti-social behaviour.</p> <ul style="list-style-type: none"> Attendance is improving, but there has been some holidays taken, some illness and some children have attendance flags. Leadership capacity: Newly set up teams (Inclusion, maths, STEM etc) are working well and having an impact and supporting staff. SN is starting an MPQ in leadership teaching next year, which will enable her to do monitoring. | |
| <p>Attainment: Governors received the attainment data in advance of the meeting. A gap in reading in year 3 was noted. MG explained that some children are still on phonics. A dip in reading in year 4 is being looked into.</p> | |
| <p>Finance: budget revision took place last week. MG reported that last year's deficit has been cleared and noted that the deficit this year is likely to be £64K. Governors were reminded that there is a year's lag in funding, so the budget won't stabilise until 2024-25. MG clarified that there are no financial concerns.</p> <p>Governors were pleased to hear that the CFO understands the need to get staffing right. MG will draw up the staffing structure for 24-25 in the spring. It was confirmed that funds for the building project are separate to the school accounts. MG reported that he and Julie have received further training on the new financial package.</p> | |

6 . COMPLAINTS AND COMPLIMENTS

| | ACTIONS |
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| No complaints have been received. | |
| <p>Compliments: a very positive Facebook post from Duncan Baker MP was circulated following a visit to the school.</p> <p>In addition, SN has received an email of thanks from a parent that will be circulated to Governors.</p> | |

7. INCLUSION REPORTS

| | ACTIONS |
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| <p>Safeguarding – AV absent</p> | |
| <p>Pupil Premium – SBW absent. MG/Clerk to circulate report.</p> <p>MG reported that there are 20 children in receipt of PP. Attendance tends to be lower, as is attainment. The school spending on PP is largely on mental health, extra-curricular clubs and transport. It was noted that there is not a clear profile for PP children, but a lot of variety in need. Reading tends to be the key focus.</p> | SR |
| <p>SEND: KN presented the SEND report. The following was noted:</p> | |

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| <ul style="list-style-type: none"> • 17 children with SEND at the school – 9.66% of children, considerably below the national average of 17.3% • 14-15 children currently being assessed for SEND, which could bring the numbers up to national average by the end of the year. • One child currently with an EHCP, with two other applications in process. <p>Governors asked who carries out assessments for SEND needs. This was confirmed as the SENDCo, MG, the teacher and parents. It was noted that a formal dyslexia diagnosis is carried out externally, and incurs cost to the school. KN noted that some issues can be temporary, and that therefore adaptations in the classroom may also be temporary.</p> <p>The newly created Inclusion Team was discussed. This team consisting of MG, KN and the mental health lead EM-B meets once a week to discuss SEND needs across the school. KN noted that a new software package is being introduced which allows the tracking of children with special needs.</p> <p>Governors asked if there are financial or resource needs for SEND. KN advised that further training for all staff is need such as general autism training.</p> <p>Governors asked what support is provided for parents. KN noted that there are organisations which offer support. In addition KN is hoping to run SEND cafes to allow parents to come in to the school and learn.</p> <p>Governors asked if KN has enough contracted time to carry out her role. MG advised that KN is currently on 1.5 days a week and that this is not enough and should be increased to 2 days from September 2024.</p> <p>KN was thanked for her report. Governors noted the value of these visits to the LGB meetings.</p> | |
| <p>Childrens’ mental health: EM-B’s report via MG that there is usually a turnaround of 24 hours with regards to any enquiries. EM-B is currently working with 12 families. Mental health team are meeting on a weekly basis to coordinate intervention wit the Mental Health Champion. It was noted that interventions may only last a couple of weeks.</p> <p>Governors asked if there is a space for children to go if they are overwhelmed. It was confirmed that there are 4 separate spaces in the main school and the sensory area in Early Years.</p> | |

8. HEALTH AND SAFETY UPDATE

| | ACTIONS |
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| <p>The health and safety monitoring report was circulated in advance of the meeting. GS gave an overview of actions completed since the last report in addition to the following:</p> <ul style="list-style-type: none"> • Successful fire drill carried out in September • Accident book viewed and up to date • No RIDDOR reportable incidents this term • Medial conditions policy updated Sept 23 | |

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| <ul style="list-style-type: none"> • Medical conditions register updated Oct 23 • Medicine storage reviewed. Parents to be contacted to collect outstanding medicines. The medicine cabinet will be reviewed each half term to remove items no longer required. • Trust system for reviewing the contractor liability for sole traders to be reviewed. • Confirmation received that all external contractors are inducted in safeguarding upon arrival on site. <p>Governors asked how lunch is going in the smaller hall. This was confirmed as good.</p> | |
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9. GOVERNANCE

| | ACTIONS |
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| <p>Annual Governance statement update: This has now been published on the website. Governors suggested this might be flagged to parents so they can see what the Governing Body had achieved last year. It was agreed that this could be circulated in the January newsletter, with a paragraph from the Chairs to support it.</p> | RB/GS |
| <p>Report on Governor Training: GCB advised that the Governor Induction and Safeguarding training modules have now been completed, both of which were very valuable. TB also confirmed completion of the Induction module, as well as Governor Visits, which was helpful regarding effective visits and asking questions. How to support and challenge the Headteacher was covered, with emphasis on the governor role being strategic rather than operational.</p> | |
| <p>Agree actions arising from governor self-evaluation: The Chair summarised the actions and directed Governors to the Link roles and reports timetable. The Chair asked that a short report be submitted in advance of the meeting to the Clerk.</p> | ALL |
| <p>GVSN Governance folder on GovHub: Governors were directed to the Governor Handbook folder on GovHub where key Trust documents are held.</p> | |
| <p>Documentation of governor visits: The Monitoring folder was also looked at, where the monitoring programme, blank Note of Visit form and the Visits Protocol documents are filed. SN and MG will discuss what can be shared with staff and how to report back.</p> | SN/MG |

10. REVIEW AIMS AND VALUES OF THE SCHOOL

| | ACTIONS |
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| Deferred to next meeting. | |

11. PERFORMANCE MANAGEMENT REPORT

| | ACTIONS |
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| The Headteacher confirmed that all teachers have had their performance management meetings. The Headteacher’s performance management also took place in November. Targets achieved and new objectives set. | |
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10. TRUST POLICIES FOR INFORMATION ONLY

| | ACTIONS |
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| The Clerk directed Governors to the folder on GovHub where a considerable number of Trust recently approved policies have been filed. It was noted that these policies are for information only. | |

11. A.O.B.

| | ACTIONS |
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| <i>Parents’ forum:</i> this was attended by GS and TB. GS reported that MG presented the key issues very well, and that parents’ input was sought. All parents were given the opportunity to attend, and those who did were interested and involved. A very useful hour. | |

With no further business the meeting closed 20:10

Date of next meeting: Monday 29th January 2024 at 0900