

Fulfen Primary School

Minutes of the Meeting of the Governing Board held in the School on Tuesday 12 July, 2022 at 6.15 p.m.

Present: Mr. Middleton (Chair), Mrs. Davies (Headteacher), Mrs. Poxon, Mrs. Dingle, Mr. Ritchie, Mrs. Lightfoot, Mrs. Witcomb, Mrs. Connock, Mr. Boardman, Mr. Field

Mr. Davies (Clerk to the Governors)
Mrs. Hawkins (School Business Manager)

1 Welcome and Introductions:

Governors were welcomed to the final Governing Board meeting of the year by the Chair. Tonight's meeting took place in school and focused on a series of strategic updates including finance and performance data. Documentation had been uploaded to the Hub in advance of the meeting and, as always, the agenda was purposeful and effective. Various challenge questions and points of clarification were put to the Senior Leadership Team (SLT) throughout the meeting who responded accordingly.

The meeting was quorate.

2 Apologies:

Resolved: That apologies for absence be received and accepted from Mrs. Ballett, Mrs. Tranter and Miss. Green.

Governors are reminded that any Governor who does not participate in full Governing Board meetings for more than six months without their apologies being accepted by the Governing Board are automatically disqualified.

3 Membership Update:

There were a number of membership updates that were confirmed at this point in the meeting.

1.1

Mrs. Connock confirmed she would be stepping down from her Governor role when her term of office comes to an end in October. She thanked the Board for the opportunity she had been given to serve as a Governor and to support the life and work of the School over her term of office.

Resolved: That Mrs. Connock be thanked for her dedication as Governor and she be wished every success in the future.

1.2

It was confirmed that the new Staff Governor will be Mrs. Kilgallen from the Autumn Term. Miss. Green's term of office expires in July and as was the case with Mrs. Connock, she was wished every success in any future endeavours.

1.3

There are a number of other Governors whose term of office come to an end in the Autumn Term. Parent Governor elections will need to be arranged and there will need to be a

discussion around the positions of Mrs. Poxon and Mrs. Tranter when their terms of office come to an end.

4 Confidentiality:

Governors were reminded that all discussions that take place at this meeting should remain confidential to the meeting.

5 Declarations:

No declarations were made by Governors in respect of any specific items appearing on tonight's agenda.

The Headteacher did declare an interest in Aitken Education (family member) who is currently providing some school-based tutoring for the School. Governors were informed as to the due diligence that was carried out when forming this education-based relationship with the declaration appropriately recorded on Governor Hub.

6 Minutes of the Previous Meeting:

Resolved: That the Minutes of the Governing Board meeting held on Tuesday 24 May, 2022 (including Confidential Appendix) be approved as an accurate and true record.

Resolved: That the Minutes, Agenda and all reports and other papers considered at the meeting be made available for inspection.

A copy of the Minutes will be retained for audit purposes and signed by Mr. Middleton via electronic or hard copy signature.

Resolved: That Mr. Middleton add his signature to the ratified minutes.

7 Matters Arising from the Previous Meeting:

A review of the May action matrix was carried out by Governors. The following progress update can be reported:

Minute	Update
3	Both Governor Hub and GIAS have been updated to reflect the referenced membership change.
6	The March minutes are available as a public record.
6	The ratified March minutes have been signed.
7	Mr. Ritchie confirmed there was nothing further to report at this stage regarding the on-going traffic management issues around the School site.
8	The action that will need to be taken around Governor terms of office has already been referenced in these minutes.
17	The Ofsted CPD opportunity was made available to Board members.
17	Mr. Field has had some contact with the Vice-Chair in terms of his early induction on the Board and key documentation that needed to be completed.
17	The SLT has progressed the school uniform discussion with Mrs. Connock and Miss. Green supporting an initiative in this area. Details of what is planned before the end of the Summer Term was shared with Governors.

8 Reports:

Chair and Vice-Chair Power to Act

The Chair confirmed he had not had to take any actions on behalf of the Governing Board since the last meeting.

The Vice-Chair was not in attendance to comment on this agenda item.

Link Governor Reports

Whilst no Link Governor verbal updates were shared at tonight's meeting, a number of attendees confirmed they had made arrangements for Link Governor engagement sessions in the Autumn Term as per the allocated responsibilities agreed at the last meeting. Governors look forward to meeting with staff representatives in their designated areas.

Headteacher Report

The Headteacher was asked to share a verbal termly report with Governors at tonight's meeting. The following key headlines were noted:

1.1

Governors were informed that significant steps have been taken to strengthen the SLT at the School for next year with two new Assistant Headteachers appointed. This will not only build capacity at a senior level but leaders can take on key accountabilities in certain areas as part of a distributed leadership model. Other actions that have been taken include reviewing subject leadership to ensure it is fit for purpose for the Autumn and introducing new Phase Leads at KS1 and KS2. The Headteacher welcomes the new streamlined model and reassured Governors that the new accountabilities will ensure the School can move forward with real purpose in the months and years ahead.

1.2

Governors were informed that a new chef has been appointed to start with the School in September. The credentials for the new recruit were shared along with information that there will be a real push on healthy eating and more inspiring food choices from the start of the new academic term. A Parent Governor who was thinking of removing the school dinner option for her child was pleased that there will be a different focus in this area going forward – a decision that may get her to reconsider her current position.

1,3

It was confirmed that a new appointment has been made to support the running of the School Budget and associated income/expenditure. Mrs. Hawkins shared the professional background of the new staff member, confirming that she will definitely add value to this key strategic function in school.

1.4

The Headteacher confirmed some of the areas the SLT will be focusing on next year as a result of considering the end of year KS1 and KS2 performance data. This matter was discussed in greater detail later in the meeting.

1.5

Governors were informed that one of the newly appointed Headteachers will have responsibility in bringing the enrichment curriculum to life. Part of this focus will be on trips and excursions with the SLT outlining the thinking as to why the SLT has moved from its previous annual Spanish trip abroad to Paris in 2022. The Headteacher outlined what the Paris trip will entail and confirmed that rather than flying to the French capital, pupils will be taking the Eurostar and a coach. Alongside Paris, Governors were informed that a variety of other trips and excursions will be planned to ensure all pupils have the opportunity to broaden their horizons and increase their cultural awareness.

Governor Challenge: Governors challenged what steps are taken to support pupils with these enrichment opportunities where finance may be an issue. Governors also explored the reasons why the Spanish trip was not as popular as one might have thought and why the Paris trip might result in a more increased take-up this time around.

The Headteacher gave her perspective on each of these points.

Two other enrichment opportunities were singled out for special mention – the careers day which pupils do find really inspiring and a new initiative that will see pupils open up a temporary restaurant in school with all of the presentation and front of house considerations that accompany such a venture. The Headteacher gave an insight into how the new initiative may work with parents invited into school to enjoy the meals cooked and prepared by students.

Governor Challenge: Governors suggested that parents could support the School with the career's day and Mrs. Poxon also confirmed she had some network contacts who could support the restaurant initiative.

Resolved: That the Headteacher reach out to Governors following tonight's meeting to progress some of these offers of support.

There is no doubt the enrichment opportunities that are afforded Fulfen pupils can go from strength to strength in the years ahead. It was suggested that the School newsletter could be used to promote some of these initiatives with the parent community asked to support particular events. Parent Governors were especially enthused by what was being discussed at tonight's meeting, particularly given how their children will benefit from these enrichment opportunities during their time at Fulfen.

1.6

The Headteacher was congratulated by the Chair for a successful year and was asked whether there is any area of school life that continues to cause anxieties as the Summer Term comes to an end.

The Headteacher confirmed it would have been the capacity in the leadership team if it had not been for the appointments that have recently been made. The other area highlighted was the need for Subject Leaders to be comfortable with the curriculum intent and impact within the core and wider subjects but again the Headteacher is confident that staff can make the progress needed in this area given the support that has been provided to date and additional CPD that is planned for the Autumn Term.

Overall, the Headteacher remains confident that after a challenging two and a half years, the staff are ready to push on with the School's continuous improvement strategy and deliver initiatives that will unlock the educational potential of pupils and ensure by the point their time at Fulfen comes to an end, they will have pushed on significantly with both their academic and pastoral development.

Resolved: That the Headteacher be thanked for her verbal update.

9 Finance Update:

This was the point in the meeting when Governors received a budget update – **see Confidential Appendix.**

10 Staffing Structure:

There was nothing to add to the staffing structure for 2022-23. The framework itself is very

much the operational remit of the SLT to determine with the whole School community notified once key decisions in this area have been made. Other than reassuring Governors that any staff mobility has been effectively mitigated, there was no further specific action to take at tonight's meeting.

11 Data Update:

Governors received the latest data summaries at tonight's meeting – both in relation to KS1 and KS2.

KS1

Whilst comparisons with historical data can be problematic, Governors did receive the School's end of KS1 data compared with the attainment of other Year 2 pupils across England in 2019. The results are lower than 2019 but it is likely the National threshold will drop when data is published in October. Governors at this point will be able to compare the performance of the School against this national average.

Governor Challenge: Governors enquired as to the next steps the SLT will take given the outcomes are not where the School wants them to be.

Given the disruption of the pandemic, Governors were reassured that the SLT has a plan in place to mitigate the impacts of Covid-19 and to ensure children are progressing with their learning at an accelerated pace in the coming years. Ring-fenced funding streams will be used to boost academic progress where needed and the SLT will be looking at pupil progress within a wider context – i.e. ensuring by the time children leave Fulfen the adverse impact of the pandemic has been effectively mitigated in terms of where pupils are at with their academic and pastoral development.

KS2

Governors received data which compared the performance of the Fulfen Year 6 cohort with the National standard. This included a scaled score analysis and indicated that the performance outcomes achieved this year by Fulfen pupils were extremely positive. The Chair on behalf of Governors thanked staff for their dedication and hard work in securing this positive data set.

Governor Challenge: Governors enquired as to the Combined Score and how this compares to the National benchmark.

The Headteacher confirmed the School has secured a Combined Score of 68% compared to the National benchmark of 59% - again a positive result.

Overall, Governors were informed that in the Autumn Term they will receive a much more detailed data report that will analyse the performance of different groups. This will be prepared by one of the new Assistant Headteachers who has recently been appointed. The Standards Link Governor will find this document particularly useful when looking to hold the SLT to account in this area.

Phonics

The School has achieved a Phonics outcome of 87% which compares as favourable against the 2019 National benchmark at 85%. This particular cohort is high in SEND needs and whilst the SLT aspires for 90% and above, there is a pragmatic understanding of the contextual factors that are at play.

Resolved: That the Headteacher be thanked for her informative data update.

12 School Attendance:

Governors received the latest whole School attendance figure which currently sits at 93.26% - a Key Performance Indicator (KPI) that is down on normal levels.

The Headteacher provided a contextual narrative to explain this dip and confirmed that whilst the School is sympathetic to the needs of families (many of whom have not been able to go away for a number of years) there will be a tightening of message from September. Not only is it problematic if children miss more education (given the impact the last two and a half years has had on academic progress) but the SLT is ultimately accountable for this KPI and must act on issues such as high persistent absenteeism rates as and when they present themselves.

Governors felt that the stance the SLT was taking on this issue is entirely sensible. There were some questions around the points of escalation when statutory action will be pursued and also how Covid is now being recorded in the School's attendance data but, overall, Governors were supportive of the tightening stance that will be taken in future.

13 Premises Update:

There was nothing further to add to the Premises update that has not already been covered within tonight's meeting.

14 Exclusions:

The Headteacher confirmed with Governors that there have been two fixed term exclusions this term. A broad outline of the reasons for exclusion were shared with Governors.

15 Any Other Business:

There were a number of items of additional business that were raised at this point in the meeting.

1.1

The Chair confirmed that due to personal reasons he would be stepping down from his Governor post at the end of the Summer Term. Whilst he will look to attend the Autumn 1 Governing Board meeting to ensure a seamless transition of leadership on the Board, another individual will need to step forward from September to lead the Governing Board forward in the coming years. The moment could not pass without Mr. Middleton being thanked for everything he has done for the School and his support for the SLT over the years.

Resolved: That Governors thank Mr. Middleton for his support and leadership as Chair and he be wished well in any future endeavours.

Resolved: That this matter be revisited at the start of the Autumn Term.

1.2

The SLT thanked Governors for all of the support they have provided the School over the course of the last 12 months. This support is very much appreciated by all staff who have met with various Governors over the course of the last 12 months. The Headteacher was particularly appreciative of a collaborative Governing Board that wants to work with and support the SLT to deliver its continuous improvement agenda that touches all aspects of school life – long may this continue.

1.3

Governors reflected on some of their own experiences over the course of the last 12 months. Some of the fund-raising projects Governors have been involved in were shared. Parent Governors also commented how pleasing it was to come into school for parents evening and to have a walk around the School so they could get a better feel for the learning spaces that are being accessed by their children.

Governor Challenge: Governors asked whether an opportunity would be there next year for them to come into school and have lunch with their children and also what plans the SLT has for showcasing some of the creative inputs that are generated by pupils over the course of a term.

The Headteacher confirmed she would give this matter some thought and communicate with parents accordingly.

16 Confidentiality:

Governors were asked to identify if there were any items/materials, which needed to be excluded from any Agenda, Minutes, reports or other papers discussed at the meeting, which would normally be made available for inspection following the meeting.

Governors were also asked to identify any items included on the Agenda, which require recording in a Confidential Appendix to the Minutes.

Resolved: That it be identified that the following item be included as a Confidential Appendix to the Minutes:

- Minute 9.

There were no further items/materials identified for exclusion.

17 Dates and Times of Future Meetings:

The meeting schedule for 2022-23 has been finalised and can be confirmed as follows:

Term	Date and Time
Autumn 1	04.10.22 (6.15 p.m. start)
Autumn 2	06.12.22 (6.15 p.m. start)
Spring 1	24.01.23 (6.15 p.m. start)
Spring 2	28.03.23 (6.15 p.m. start)
Summer 1	23.05.23 (6.15 p.m. start)
Summer 2	11.07.23 (6.15 p.m. start)

All that was left to do was for the Chair to thank all Governors for their attendance and contributions to tonight's meeting.

The meeting was brought to a close by the Chair.

Chair

Date

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Action Matrix

Minute	Owner	Action Required	Action Update
6	HT	Make copy of May minutes available as a public record.	
6	Chair	Sign ratified May minutes.	
8	HT	Reach out to Governors who offered support with enrichment-based activities.	
15	Clerk	Revisit Chair election in Autumn Term.	

Date of next meeting: Tuesday 4 October, 2022 at 6.15 p.m.

Absent Governors to be informed.