

Fulfen Primary School

Minutes of the Meeting of the Governing Board held in the School on Tuesday 24 May, 2022 at 5.30 p.m.

Present: Mr. Middleton (Chair), Mrs. Davies (Headteacher), Mrs. Ballett, Mrs. Poxon, Mrs. Dingle, Mr. Ritchie, Miss. Green, Mrs. Tranter, Mrs. Lightfoot, Mrs. Witcomb, Mrs. Connock, Mr. Boardman

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

1 Welcome and Introductions:

Governors were welcomed to tonight's meeting by the Chair. The meeting had returned to a face-to-face forum for the first time in over two years. Documentation had been uploaded to the Hub in advance of the meeting (now standard practice) and there was a clear and purposeful agenda which focused on governance matters and school improvement related issues. There was a healthy level of engagement throughout the meeting as Governors asked lots of questions in relation to the published material.

The meeting was quorate.

2 Apologies:

There were no apologies on this occasion. All Governors that were expected were in attendance.

3 Co-opted Governor:

A nomination was put to Governors at the start of the meeting to co-opt Mr. Field onto the Governing Board with immediate effect. Mr. Field was given an opportunity to outline his professional background and his motivations for applying for a Governor-based role.

Resolved: That Governors ratify Mr. Field being co-opted onto the Board with immediate effect. Mr. Field was wished every success in his new role with his skills and competencies no doubt complementing those of the existing membership.

Resolved: That Governor Hub and Get Information about Schools (GIAS) be updated to reflect this latest membership change.

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.

6 Minutes of the Previous Meeting:

Resolved: That the Minutes of the Governing Board meeting held on Tuesday 29 March, 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:

It is standard practice that the action matrix from the previous meeting is reviewed. The following progress update can be reported:

Minute	Update
5	A public copy of the ratified January minutes is available which has been signed by the Chair.
6	The Link Governor matrix was revisited at tonight's meeting with any remaining roles/responsibilities allocated.
6	The Vice-Chair does a lot of work in the background to ensure the administrative function of governance is effective. She highlighted one or two points linked to training and reminded Governors that they should be keeping their declarations up to date on Governor Hub.
6	<p>There was an update on the traffic issues outside school at drop of/pick up time. A Governor outlined a potentially very serious incident that had played out involved the crossing patrol which is simply unacceptable. The latest on the walking bus initiative was shared and the Senior Leadership Team (SLT) again reiterated how hard this situation is to manage – particularly as staff are educationalists and should not have their time wasted by incidents of poor public behaviour.</p> <p>As well as following up on the reported incident with the necessary stakeholders, other forms of mitigation were discussed including suggesting to the crossing patrol that a body cam is worn, both to deter incidents but also to capture footage as and when appropriate. The Chair asked Mr. Ritchie (who reported the incident) to keep him updated of any further developments in this area.</p> <p>Resolved: That Mr. Ritchie take account of this action.</p>
7	Governors were reminded that when a message is posted on the Noticeboard, they need to acknowledge its receipt.
7	The Vice-Chair confirmed that the What's App Group is up and running with any Board member more than welcome to make use of this facility.
7+15	The Vice-Chair confirmed the referenced CPD recordings have been uploaded to Governor Hub.
10	Mrs. Tranter provided a further update on her Safeguarding focused work later in the meeting.
11	Governors should be using the School Improvement Plan (SIP) as reference material when undertaking Link Governor visits.
15	The walking bus initiative has already been referenced. Whilst this is a sensible mitigation to the current traffic issues that are being faced, the walking bus does rely on volunteers to be successful. This is a potential barrier to its long-term sustainability

Governor Challenge: As a final point, the Chair enquired as to whether the School has a British Values Policy.

The Headteacher confirmed this is not a statutory requirement. Instead British Values are interspersed throughout existing policies where it is considered appropriate to do so.

8 Membership Update:

The Chair and Vice-Chair should note the following membership update:

Role	Governor	End of Term Date	Action
Co-opted	Connock	15.10.22	Board can re-appoint if both parties happy to continue arrangement.
Co-opted	Tranter	15.10.22	Board can re-appoint if both parties happy to continue arrangement.
Parent	Witcomb	23.11.22	Parent election will be needed.
Staff	Green	13.07.22	Vacancy will need to be notified to all staff.
Parent	Lightfoot	23.11.22	Parent election will be needed.
Co-opted	Poxon	06.10.22	Board can re-appoint if both parties happy to continue arrangement.

With the exception of Miss. Green, no actions need to be taken imminently.

Resolved: That the Chair and Vice-Chair note the actions that need to be implemented at the appropriate time as Governor terms of office come to an end.

9 Link Governor Roles and Responsibilities:

An opportunity was taken to revisit Link Governor roles and responsibilities at tonight's meeting. The Chair reiterated the point that the division of the roles across the membership is all about getting individuals with appropriate skills linked up to the right area. It was also confirmed that visits should be taking place a couple of times a year with a written pro-forma completed at the end of each engagement session. Finally, Governors were reminded that through the Link Governor visits they should be looking to triangulate what they hear in meetings and what they receive in paperwork with the reality on the ground.

The culmination of the discussions was confirmation of the following Link Governor matrix which will run into the Autumn Term and beyond:

Area	Link Governor
SEN, Inclusion, LAC, Pupil Premium, Gifted and Talented	Mr. Field
Safeguarding, Attendance, Online, Prevent	Mr. Field
PE, Sports Premium, Healthy Schools	Mrs. Lightfoot
Curriculum – Core, Foundation and IT	Mrs. Lightfoot
Standards, SIP	Mrs. Witcomb/Mr. Boardman
Health and Safety, Premises	Mr. Ritchie
Staff Wellbeing	Mr. Middleton
Pupil Wellbeing	Mr. Middleton
Finance, Staffing, GDPR	Mrs. Poxon
EYFS, Fulfen Nursery, Admissions, Extended Schools	Mrs. Witcomb
School Council	Mrs. Dingle
School Website	Mrs. Ballett

Governor Training and Development	Mrs. Ballett
Governor Administration	Mrs. Ballett

This matrix will be reviewed as and when there are changes to the Board membership.

10 Reports:

Chair Power to Act

The Chair confirmed he had taken the following action on behalf of the Governing Board since the last meeting:

- Supported the Headteacher with key decisions around the structure of the SLT.

It was confirmed that two Assistant Headteacher posts have been recruited to which will build additional capacity within the SLT and will ensure the strategic vision of the School can be delivered in the months/years ahead.

Governor Challenge: Governors enquired as to why the SLT had opted for two posts, not one and whether these appointments will impact adversely on the School Budget.

The Headteacher reassured Governors that the salaries have been taken into account within the Budget with no adverse impacts to take account of. In terms of the expansion of the leadership team by two, the Headteacher confirmed this will allow each member of the team to take on a specific area of responsibility – i.e. Key Stage 1/Key Stage 2 which will complement the Early Years and Innovation Lead roles that have already been allocated. The Headteacher explained that when two high calibre individuals such as this are found, the SLT has moved quickly to secure their services – vital given the current recruitment issues in the profession.

The Vice-Chair confirmed no such action has been taken.

Link Governor Reports

There were no Link Governor reports on this occasion.

Headteacher's Report

The Headteacher had generated her Report which covered Spring 2 and had been shared with Governors in advance of tonight's meeting. It was not the intention of the Headteacher to go through her report line by line. Instead, she picked out the following headlines and shared them with Governors:

1.1

Governors were given the latest overview of the progress that has been made around the SIP priorities. The supplied narrative contained information on how each area has been progressed to date along with next steps planned. Governors could see the level of due diligence that has been applied in each of the areas with a real focus on the School's recovery strategy – i.e. raising standards in English and Maths through a curriculum that is broad and balanced that is delivering real strategic intent and impact.

The Headteacher asked Parent Governors whether there is an alignment between the actions that are being taken against the strategic priorities with what they are seeing coming through at home – whether that be pupil voice or activities that need to be completed. Parent Governors were extremely complimentary that this is very much the case with it being felt that some significant strides are being taken in each of these areas.

Governor Challenge: Governors asked one or two questions including whether the SLT was happy with the Phonics forecast that 89% of Year 1 pupils are expected to pass this check in June 2022. Governors also asked about whether the School would be looking to get volunteer readers back into school any time soon and whether something could be done about some of the quizzes in Accelerated Reader that are not providing scores or certificates.

The Headteacher responded to each of these points in turn.

1.2

The Headteacher pulled out a number of additional updates from her report in relation to the increased use of the library by pupils, the deployment of precision teaching which has been very successful, the plans the School has in place to celebrate the Queen's Jubilee and how the School is performing against each of the Key Performance Indicators (KPIs) listed at the end of the Report. Governors noted all of the updates that were shared and saw no reason to offer additional challenge at this point in the meeting. As stated previously, Governors should be using the information in the Report as reference material when carrying out Link Governor visits into school.

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

11 Financial Update:

Governors received a financial update at this point in the meeting. This included key updates on the Main Budget, Nursery Budget and Club Budget – **see Confidential Appendix.**

12 Scheme of Delegation:

There was a requirement to formally ratify the Scheme of Delegation at tonight's meeting. The Scheme of Delegation sets out who will make decisions and carry out certain functions on the Governing Board including any financial limits that apply across school-based staff. Other than a few minor tweaks to the document (which were outlined by the School Business Manager), Governors were happy to ratify this scheme.

Resolved: That the Scheme of Delegation be ratified with immediate effect.

13 Safeguarding Update:

Given the sensitivity of tonight's discussions, the Safeguarding update was recorded in a Confidential Appendix to the Minutes – **see Confidential Appendix.**

14 Charging and Remissions Policy:

There was a requirement to ratify the Charging and Remissions Policy at tonight's meeting. The Charging and Remissions Policy sets out charges for any activity that takes place on the School site and the associated implications for any external third party. The School Business Manager confirmed there have been no significant material changes to this policy 12 months on.

Resolved: That Governors ratify the Charging and Remissions Policy with immediate effect.

15 Asset Management Plan (AMP):

The School Business Manager had shared an AMP with Governors in advance of tonight's meeting. The purpose of the AMP was to outline the vision and objectives for the development of the Fulfen School site. It was confirmed that some of the areas indicated

have already been factored into the School Budget with costings and a timescale also included to add visibility and transparency to the document.

Governor Challenge: Governors were more than happy with the level of due diligence that is being applied in this area. There were some questions around some brickwork that needs to be repaired on the School site and a possible installation of a bike shed but, overall, Governors were comfortable to see that the School has a rolling programme of maintenance and repair in place. Governors can expect further updates on the AMP at future meetings. The Link Governor should also take note of this document and use it to inform discussions at their next engagement session around premises and health and safety related issues.

16 School Reorganisation:

The School Reorganisation has been covered on several occasions in recent meetings. The Headteacher simply confirmed that the process/consultation has run its course with any loose ends to be tied up by the end of the Summer Term.

17 Any Other Business:

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

1.1

The Vice-Chair reminded Governors that there remains a window of opportunity to revise some Ofsted CPD. Governors were encouraged to take advantage of this professional development.

Resolved: That Governors take account of this advice.

1.2

The Vice-Chair confirmed she would be in touch with Mr. Field to progress the relevant administrative matters linked to his governance role.

Resolved: That the Vice-Chair take account of this action.

1.3

Governors were asked to support an extension of the SEND Policy up to October 2022. This will allow Mrs. Tranter to make any revisions to this policy document to take account of the latest statutory guidance in this area.

Resolved: That Governors agree to the extension.

1.4

Governor Challenge: Governors queried whether the School could look into deploying a second-hand uniform bank or equivalent to help parents manage the cost of having to purchase new uniform. Various ideas were mooted which the SLT will take away to determine next steps.

Resolved: That the SLT determine a course of action from the feedback shared at tonight's meeting.

1.5

Mrs. Dingle confirmed the latest actions that have been taken around defibrillators and their location in and around the School site. Governors welcomed the actions that have been taken in this area which one day could be vital in saving a life.

18 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 items be included as a Confidential Appendix to the Minutes:

- Minutes 11 and 13.

There were no further items/materials identified for exclusion.

19 Dates and Times of Future Meetings:

The meeting schedule has already been confirmed for 2021-22 with the following dates agreed:

Term	Date and Time
Summer 2	12.07.22 at 6.15 p.m.

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

Fulfen Primary School

Minutes of the Meeting of the Governing Board held in the School on Tuesday 24 May, 2022 at 5.30 p.m.

Action Matrix

Minute	Owner	Action Required	Action Update
3	Clerk/Vice-Chair	Update Hub and GIAS to reflect latest membership change.	
6	HT	Make March minutes available as a public record.	
6	Chair	Sign ratified minutes.	
7	Mr. Ritchie	Keep Chair abreast of any developments with on-going traffic management issues outside school.	
8	Chair/Vice-Chair	Note actions that will need to be taken in relation to Governor terms of office.	
17	Governors	Take up Ofsted CPD opportunity.	
17	Vice-Chair	Contact Mr. Field about administrative matters.	
17	SLT	Determine whether parents can be supported further with access to second hand uniform based on Governor feedback.	

Date of next meeting: Tuesday 12 July, 2022 at 5.30 p.m.

Absent Governors to be informed.