**Minutes of the Fulfen Primary School**

**Full Governing Board Meeting**

**Held in the School on Tuesday 4th October 6.15pm**

**Present:** Mrs C Ballett (Vice-Chair - Co-opted), Mr Boardman (Chair - LA),Mrs Connock (Co-opted), Mrs Dingle (Parent), Mrs Davies (Headteacher), Mr Field (Co-opted), Mrs Kilgallen (Staff), Mr Middleton (ex-co-opted), Mrs Poxon (Co-opted), Mr Ritchie (Parent), Mrs Tranter (Co-opted).

In Attendance Mrs C Hawkins

Ms Tortoishell – Cover Clerk (Entrust)

1. **Welcome**

Mr Middleton welcomed everyone to the first meeting of the 2022/2023 academic year and informed the Board that he was stepping down from the Governing Board.

Thanks were given to DM for all his support to the school and the Governing Board.

1. **Attendance**

See above.

**3. Apologies**

**Resolved:** that apologies for absence had been received and accepted from Mrs Lightfoot and Mrs Whitcomb

**4. Election of Chair**

Prior to the election of the Chair the Governing Board must determine the date on which the Term of office will end.

The Board confirmed that the term of office will end autumn 2023

Nominations were received for Mr Jack Boardman.

No other nominations were received.

**Resolved:** that Mr Boardman be elected as Chair

Mr Boardman thanked Mr Middleton for all he has given to the school and DM was presented with a gift from the school and the Headteacher.

**5. Governing Board Matters**

1. **Membership**

The following terms of office are due to end shortly:

* Kelly Lightfoot – 23rd Nov Parent
* Elaine Whitcomb – 23rd Nov Parent
* Nicola Connock – 15th Oct Co-opted
* Louise Poxon – 6th Oct – Co-opted
* Carly Tranter – 15th Oct – Co-opted

Current Vacancies:

* 2 x Co-opted Governors
* 2 x Parent Governors (once KL’s term of office comes to an end)

**Resolved:** i) that the Headteacher will go out to parents to appoint new Parent Governors

ii) EW be approved as a Co-opted Governor

iii) that LP and CT be reappointed as Co-opted Governors

iv) that NC will be leaving the Governing Board and is thanked for all her support to the school and the Governing Board

1. **Confidentiality**

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

1. **Register of Business Interests and Pecuniary**

It is noted that all Governors have updated their declarations of Business and Pecuniary Interest on GovernorHub

1. **Code of Conduct**

The Vice-Chair circulated the new model Code of Conduct which was duly signed by all attendees to confirm their agreement to abide by the Code.

**Resolved:** i)that EW is to sign the Code of Conduct at the next meeting

ii) that all Governors are to sign to confirm that they will abide by the Code of Conduct on GovernorHub

1. **IoG Confirmation**

The Vice-Chair circulated information for 2022/2023 – see agenda number 8.

1. **Skill Set Check**

**Resolved:** i) that the Vice-Chair is to send out the Skills Form to all Governors

ii) that all Governors are to send their completed skills set to the Vice-Chair by 4th November 2022

1. **Term Ends to vote & discuss**

It is noted that the Vice-Chair has a prospective governor – N Chatfield – skills set circulated.

**Resolved:** i) that the Vice-chair is to contact NC to confirm that she can apply for one of the vacant Parent Governor posts

ii) that the Vice-Chair will check the Governors for Schools website to fill the Co-opted Governor vacancy

**6. Minutes of previous meeting**

**Resolved:** That the Minutes of the Governing Board meeting held on Tuesday 12th July 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 JB add his signature to the ratified minutes.

**7. Matters arising from previous meeting**

|  |  |
| --- | --- |
| Make copy of May minutes available as a public record. | Completed |
| Sign ratified May minutes. | Completed |
| Reach out to Governors who offered support with enrichment-based activities. | c/f to next meeting |
| Revisit Chair election in Autumn Term. | See agenda number 4 |

**8. Review of Link Governor Structure**

The following Lin responsibilities were agreed:

* Staff/Pupil Wellbeing – CB
* School Council – RD
* Sports Grant, PE, Healthy Schools – LP
* SEND, Safeguarding, Standards, SIP, Attendance, Online, Prevent, Inclusion, LAC, Pupil Premium, Gifted and Talented – LF

**9. Reports**

**a) Chair and Vice Chairs Actions**

It is noted that the Chair and Vice-Chair have taken no actions since the last meeting

**b) Link Governor Reports**

**Resolved:** that LF and AR have both visited the school, and their reports are to be presented to the next meeting

**c) Headteacher’s Report**

**The Headteacher’s Reports included information on:**

* Summary of Progress towards School Improvement Plan (SIP) Priorities
  + To improve standards in English
  + To embed a new engaging, rich and varied Curriculum
* Pupil Update
  + Number on roll = 411
* Attendance – Spring 2022 = 93.14%
* Admissions In-Year April 2022 to July 2022
  + Admissions = 2
  + Leavers = 4
* SEND and Vulnerable Groups
  + Children on SEND Register = 60
  + Educational Health Care Plans = 6
  + Pupil Premium = 58
  + Free School Meals = 44
  + Looked After Children = 6
  + Children with English as an Additional Language = 4
* Staffing Update
  + 5 x leavers
  + 4 c maternity leave
  + 1 x long term sick referred to Occupational Health
  + 1 x sickness
  + 10 x new appointments
  + 7 x contract changes
* Safeguarding, Child Protection and Other Vulnerable Groups
  + 6 x child in Need Plans
  + 2 x Exclusions (8 days)
  + 3 x bullying incidents reported
  + 0 x racist incidents reported
  + 0 x GDPR incidents reported
* Health and Safety
  + 2 x kitchen staff accidents
* Sites and Premises
  + Traffic problems
  + Capital Building Projects – front entrance not yet completed
  + Mains water leak – to be funded by the LA
  + Maintenance
* Leadership and Management
  + CPD programme links to key improvement priorities from the SDP
  + 2 x Assistant Heads appointed
  + Leaders have dedicated time to improve teacher’s knowledge of expectations in every subject area
  + Senior leaders have communicated a clear and ambitious vision for providing high-quality education to all pupils
  + Leaders have engaged effectively with pupils and others in the community
  + There is now a focus on both pupil and staff wellbeing
* Data Summary
  + Year 6 - Achievement at expected:
    - Reading, Writing and Maths combined = 68%
    - Mathematics = 79%
    - Reading = 84%
    - Writing = 79%
    - Grammar, Punctuation and Spelling = 77%
  + Year 2 Achievement at expected:
    - Mathematics = 34%
    - Reading = 36%
    - Writing = 42%
  + Early Years Good Level of Development overall = 77%
  + Years 1 and 2 are the most concerning with their social skills most impacted by Covid, but Year 3 have been most impacted by Covid
    - The school is in receipt of a grant for teaching – to support closing the gap in learning
  + A Data Analysis Report will be presented to the Spring 1 2023 meeting

**Governors Challenges:**

What does dual registered mean?

1. The Headteacher explained that it was pupils who are registered at two schools. Both dual registered pupils attended a language school, and it does not affect funding.

What is the ratio between teaching a class and management time for the new Assistant Heads?

1. The Headteacher confirmed that the new Assistant Heads have 1 x afternoon for Planning, Preparation and Assessment and 2 x afternoons for management roles.

If the school had an Ofsted visit this week what would be the biggest concern?

1. The Headteacher confirmed that it would be assessment and added that she is confident that the school is rated ‘good’.

The Year 6 data shows 83% above expected. What is the national average?

1. The Headteacher clarified that in 2019 it was 82% but no averages have been published for 2022.

**Resolved:** i) that the Headteacher be thanked for her report and updates

ii) that a Data Analysis Report will be presented to the Spring 1 2023 meeting

iii) that the Headteacher is to send IDSR log in detail to Governors

**10. Budget Update**

* Asset Management:
  + Kitchen - £14,125 from reserves for work completed over the summer break 2022
  + Main Entrance – Entrust has visited the school and will provide options to the school
  + Boiler – asbestos removed but the school is still awaiting the heating to be switched on following £100,000 of equipment installed
  + Carpet fitting completed
  + Main water pipe leak – quote accepted to re-route the pipe
  + Energy costs still on target for this financial year
  + Supply cost expected to increase
  + Support staff pay award expected to cost an additional £87,000

**Governors Challenge:**

Does the school have champions in school to reduce energy costs?

1. The Headteacher confirmed that the school has an Eco Club and pupils promote switching off lights. Most lights are now LED and when lights go they are always replaced with LED bulbs.

**Resolved:** i) that the report be received with thanks

ii) that a full Budget Report is to be presented to the next meeting

**11. Safeguarding Report and Audit**

* The Headteacher confirmed that termly reports are to be presented to Governors going forward
* Training incudes:
  + Safeguarding refresher, including Keeping Children Safe in Education updates completed by all staff
  + Safeguarding Level 4 Deputy Designated Safeguarding Lead planned for 11th October 2022
* Safeguarding policies currently being reviewed
* Vulnerable pupils:
  + 6 x Educational Health Care Plans
  + 60 x SEND/additional needs registered
  + 6 x Looked After Children
* Referral and Incidents:
  + 3 x bullying
  + 2 x online safety incidents
  + 5 x mental health concerns
* Attendance and Exclusions:
  + 2 x Fixed Term Exclusion summer 2022
  + Attendance = 93.25%
  + Persistent Absence = 11 pupils with less than 85% attendance (all have support in place)
* Safeguarding strengths:
  + All staff report concerns on a regular basis and will seek advice about safeguarding to ensure that children are kept safe.
  + Staff deal with incidents as soon as they are reported and have a zero tolerance approach to any type of child on child abuse.
  + Staff receive or complete safeguarding training on a termly basis and CT delivers updates each term as well as emails and updates within briefing.
  + Safeguarding is embedded within the culture at Fulfen and safeguarding is on the agenda of all leadership meetings.
  + The DSL leads a weekly meeting with the deputy DSL’s, the SENCo and the positive play worker so that procedures are robust and to ensure that all children are supported appropriately
* Safeguarding Audit – completed and to be uploaded to GovernorHub
  + CT added that:
    - 464 incidents had been reported on CPOMS during 2021/2022 – the most concern was for neglect
    - 3 x referrals had been made to the LA
    - Keeping Children Safe in Education update:
      * Children who see and hear domestic abuse are also victims
      * Peer on Peer Abuse has changed to Child on Child Abuse
      * Pupils who are LGBTQ+ may be at greater risk
    - A Positive Relationships Policy is being developed – gone out to staff and is to be launched with parents
    - The school want to celebrate the most positive things including:
      * Star of the Week
      * DoJo Points
      * Hot Chocolate Tuesdays
      * Positive notes home
      * Lunchtime awards

**Governors Challenges:**

How is the safeguarding issue progressing?

1. The Headteacher confirmed that the pupil is now flourishing with further safeguarding reviews planned for November 2022 and January 2023. There was a little victimisation from other pupils, but that has now passed. CT attends the practitioners meeting and the Headteacher attends the managers review meetings where the school is expected to provide a chronology report.

If it goes to the press will the school be expected to respond.

1. The Headteacher confirmed that the LA will provide advice for the school to follow.

What type of neglect is of most concern?

1. CT confirmed that it was food, clothes, headlice, emotion and behaviour.

Are pupils aware of the new rewards planned?

1. CT confirmed that a launch assembly is planned to explain the rewards to pupils.

One of the new criteria for permanent exclusions in the Relationship Policy is ‘ reasonable adjustments’ and the connotations are concerning.

CT explained that she will check but that it is taken from a legal stance.

Resolved: i) that the report be received with thanks

ii) that the Safeguarding Audit Report is to be uploaded to GovernorHub

**12. Health and Safety Update**

It is noted that the new Health and Safety Policy is based on the Local Authority model policy.

The Vice-Chair has checked the contact and contractors details.

The Headteacher added that:

* There have been 2 x adult accidents – both kitchen staff
* The incidents are to be reported on MyH&S

**Governors Concern:**

Are both members of staff okay following the accidents?

1. The Headteacher confirmed that an investigation took place, and both were okay and have been recommended to wear gloves.

**Resolved:** i) that the Chair’s name is to be amended

ii) that the Governing Board approved the Health and Safety Policy

**10. Policy Ratification**

The following polices have been reviewed for approval by the Board:

* Charging and Remissions
* Child on child Abuse
* Code of conduct for Staff
* Complaints
* Online
* Relationship
* Safeguarding
* SEND

**Resolved:** that the reviewed policies be approved by the Board

**11. Date and time of future meeting**

The 2022-2023 FGB meeting will take place as follows:

* 6th December 2022
* 24th January 2023
* 28th March 2023
* 23rd May 2023
* 11th July 2023

**12. AOB**

**WhatsApp Group**

It is noted that a Governors WhatsApp group has been set up.

**Resolved:** That the Vice-chair is to remove names of those no longer Governors

**Ofsted**

**Resolved:** that the Vice Chair is to re-send the Preparing for Ofsted video

**Safer Recruitment**

**Resolved:** that the Chair is to complete Safer Recruitment training

**Goodbyes**

DM, NC and KL were thanked for their support to the school and the Governing Board and sent best wished from the Board members.

The meeting closed at 8.20pm

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| Item No | Action | By Whom | By When |
| 5a | The Headteacher will go out to parents to appoint new Parent Governors | JD | 21st Oct 2022 |
| 5d | EW is to sign the Code of Conduct at the next meeting | EX | 21st Oct 2022 |
| 5d | All Governors are to sign to confirm that they will abide by the Code of Conduct on GovernorHub | All | 21st Oct 2022 |
| 5f | The Vice-Chair is to send out the Skills Form to all Governors | CB | 17th Oct 2022 |
| 5f | All Governors are to send their completed skills set to the Vice-Chair by 4th November 2022 | All | 4th Nov 2022 |
| 5g | The Vice-chair is to contact NC to confirm that she can apply for one of the vacant Parent Governor posts | CB | 14th Oct 2022 |
| 5g | **T**he Vice-Chair will check the Governors for Schools website to fill the Co-opted Governor vacancy | CB | 21st Oct 2022 |
| 7 | Reach out to Governors who offered support with enrichment-based activities. | JD | 21st Oct 2022 |
| 9b | LF and AR Link visit reports are to be presented to the next meeting | LF/AR | 6th Dec 2022 |
| 9c | A Data Analysis Report will be presented to the Spring 1 2023 meeting | JD | 24th Jan 2023 |
| 9c | The Headteacher is to send IDSR log in detail to Governors | JD | 21st Oct 2022 |
| 10 | A full Budget Report is to be presented to the next meeting | JD | 6th Dec 2022 |
| 11 | The Safeguarding Audit Report is to be uploaded to GovernorHub | CT | 21st Oct 2022 |
| AOB | The Vice-chair is to remove names of those no longer Governors on the WhatsApp group | CB | 21st Oct 2022 |
| AOB | The Vice Chair is to re-send the Preparing for Ofsted vide | CB | 21st Oct 2022 |
| AOB | The Chair is to complete Safer Recruitment training | JB | 6th Dec 2022 |