

**Powerstock CE VA Primary School**

*Learning together to be the best that we can*

**Minutes of the Full Governing Body Meeting held in school at 4:30pm on**

**22 November 2022**

**Present**: David Jones DJ (Chair), Louise Greenham LG (Headteacher), Joanna Moss JM, Wendy Morris WM, Elizabeth Rutherford ER, Baffy Turner BT, Tim Connor TC, Rev. Chris Grasske CG, David Bligh DB, Sara Turner ST.

**In Attendance**: John Alexander JA (Clerk).

**Q/C = Question/ Challenge.**

1. **Welcome and Prayer**
DJ welcomed all to the meeting, in particular DB and ST, for whom this was the first meeting of the Full Governing Body. CG gave the opening prayer.
2. **Apologies**
Amanda Montague AM, Gill Butler GB.
3. **Minutes of 4-10-22 FGB**
The minutes were agreed as a true record.
4. **Matters Arising and Action Plan**
5. *JA to contact remaining Governors re. EDI training:* All were complete apart from one, as well as the two new Governors. JA to discuss these with DJ outside the meeting. **ACTION: JA**
6. *JA to contact remaining Governors re. Prevent training:* JA to discuss these with DJ outside the meeting. **ACTION: JA**
7. *DJ/ GB/ CG to discuss possible Foundation Governor appointments:* COMPLETED. Laura Scarlett had been proposed as a new Foundation Governor.
8. *All Governors to complete new RBI form and return to JA*: JA reported that most of these had been completed, but he would double check and contact any outstanding Governors accordingly. **ACTION: JA**
9. **Declaration of Any Other Urgent Business**
None.
10. **Appointment of Local Authority Governor**
DB was proposed as Local Authority Governor by DJ, and seconded by WM. The appointment was approved unanimously.
11. **Declaration of Interests**None.
12. **Correspondence:**None.
13. **Chair’s Notices***Governor changes and update*: DJ noted that two Governors would be be leaving over the next few months.

*Clerk interviews:* JA had offered his resignation and would cease to be clerk at the end of the Autumn term. Interviews had taken place for his successor. JA left the meeting for this item while Governors discussed the outcome of the interviews.

1. **Headteacher’s Written Report**

This was in the pack, with areas of focus RAG coded in order to highlight areas of concern. LG focused on the following areas:

*SEND and Pupil Premium*: 36% of pupils were SEND, against a national average of 24%. Another pupil with an EHCP would shortly be joining the school. Nine (14.28%) pupils were in receipt of Pupil Premium against a national average of 24%. The new Pupil Premium report was currently being reviewed and updated. It followed Ofsted priorities and focused on progress with ‘Closing the Gap’. DB had agreed to scrutinise the use of Pupil Premium funding on behalf of FGB.

While the high level of SEND and Pupil Premium was challenging for the teachers and support staff, and they were all extremely busy, behaviour was generally good and teachers ensured that these children were wholly included and had full access to the curriculum. There were termly meetings with the Council’s Educational Psychology team. ***Q/C: Governors asked what training TAs received to help them support SEND children, and whether this training was for a specific amount per year.*** LG replied that training was given as soon as TAs started at the school, and then topped up as the need arose rather than a specific amount per year. Recent training had covered post-trauma support and five-to-thrive. The Collaboration also worked together to achieve economies of scale with regard to training.

*Attendance:* Year-to-date attendance was £93.6%, which was lover than desirable, particularly now schools had to work to a target of 97%. There was some persistent absence, and the school was working with the families concerned. Fines would be imposed as and when necessary. Short term absences were for a wide range of viruses and other illnesses.

*Staffing:* JM left the meeting for this item as she was the School Finance Officer. There is a separate confidential minute for this item.

1. **Policy Review**Governors noted that the Behaviour Policy, which had been on the agenda, did not in fact need to be reviewed until November 2023. ***Q/C: Governors asked how many fixed term exclusions had been issued this year.*** LG said there had been two, for the same child, one for the afternoon and one for a full day, for general unacceptable behaviour. ***Q/C: Governors asked if these exclusions had been effective.***  LG said they had, as they let parents know that certain behaviour would not be tolerated. Improvements had resulted.

*Instrument of Government 2022-23:* Governors noted and approved the Instrument of Government.

1. **Committees – Reports from the Chairs**

**Curriculum and Wellbeing Committee 8-11-22**

The draft minutes were in the pack. Committee Chair ER summarised the meeting. The committee had scrutinised curriculum development and looked at the enhanced and expanded curriculum pages on the school website, with its focus on intent/ implementation/ impact, which was a requirement for schools. They had discussed planning cycles and seen examples of Schemes of Work, including the ‘Literacy Tree’. They had discussed the value for money of various resources the school used and concluded that this was strong. As an example they discussed the ‘Get Set for PE’ scheme of work which showed the ladder of P.E. learning and development, effectively doing all the planning work in this area for the school. The scheme included a full set of lesson plans, with differentiated approaches for different ability levels, as well as excellent assessment materials. This had been purchased for a one-off price of £1,700, and provided excellent value for money.

The committee had also discussed the need for deputy link Governors for key roles, and the development of a Governors’ page on the school website.

**Finance, Premises and Environment Committee 15-11-22**

The draft minutes were in the pack. DJ focused on the following:

*General Financial Outlook:* The forecast outturn data was included in the pack. DJ reminded Governors that the school’s revenue was dictated by the number of pupils on roll. There were currently 12 pupils in Year 6 who would be leaving at the end of the school year and it was very unlikely this would be off-set by an equivalent number of admissions, particularly as there had been a low birth-rate in 2018, so considerable caution was needed and it was important to carry forward a surplus. The forecast outturn therefore showed a healthy year-end cumulative surplus of £22k, compared to a deficit of £5k last year. He encouraged Governors to focus on the forecast for the next three years, as beyond that many factors made predictions difficult.

*Outturn:* FPEC had considered three scenarios for the outturn, but since then a fourth option had emerged which the committee was now recommending to FGB. This involved keeping the current arrangement of a TA doing two days in the school office and three days as a TA until August 2023. From September 2023 she would work two days in the office*,* and two days in her TA role. Her fixed-term contract could be extended due to the specific needs of one child. A new TA would be recruited for Burton class from January to July 2023, for 22.5 hours per week, to support a child with an EHCP.

*Ofsted preparation:* It was proposed that LG be given four half-days before 7 February to work on Ofsted preparation. Any further requirement would then be considered at the next FPEC and FPC.

*Energy costs:* due to the ongoing fuel crisis, the budget for energy had risen to £15k, having been £7k last year. Governors acknowledged that the situation remained volatile.

*Environment:* It was proposed that the sheds be painted by a volunteer group of parents, with food provided on the day.

***Q/C: A Governor asked how long it would be before the retirement of any staff members. Another Governor pointed out that this could not be predicted, as retirement was no longer statutory. It was acknowledged, however, that teachers leaving, for any reason, had an impact on the budget, since the school had experienced teachers who had advanced up the pay scale, and the employment a newly-qualified teachers would lead to savings.***

***Q/C: Governors asked if TAs were employed to support specific children.*** LG replied that funding was attached to specific children, but they also worked with the whole class.

***Q/C: Governors asked if there had been any financial implications for schools in the government’s recent Autumn statement.*** LG replied that while £2b funding for schools had been announced, it had not been revealed how this would be allocated, and there was no strategy behind it.

All of the above recommendations were approved unanimously.

CG left the meeting at 5:45.

1. **Governor Monitoring Reports**

*Governors’ Day, 14-11-22:* ***Q/C: Governors were invited to give their reflections on the recent Governors’ day, when they had been in in school to observe a normal day of activities. Most had found the day beneficial and inspiring, and had enjoyed being in the classroom for normal lessons. They had observed the assembly and found it to be dynamic and inclusive. Burton class was particularly praised for the ‘magic’ with which the lesson developed and came together for such a broad ability range. Overall, Governors praised the behaviour and enthusiasm of the children and the evidence of recall. One Governor, however, commented that the lesson he had observed had seemed more ‘old-fashioned’ than the previous Governors’ day, and that some children had clearly not been managing.***

*Safeguarding:* WM and GB had made a Safeguarding visit to the school on 15-11-22. They had asked LG, in advance, a number of questions drawn from bulletins, KCSiE and discussions at previous meetings, and these questions informed a detailed and wide-ranging discussion on the day. They had been very impressed with the school’s approach to safeguarding and raised no concerns.

*Plan for the year:* The schedule of monitoring visits for the year was included in the meeting pack and DJ asked Governors to ensure the schedule was kept to. **ACTION: All Governors.**

1. **Governance Issues**

*School Development Plan (SDP):* LG told Governors that the SDP was maintained as a live document withing Sharepoint and Governors were encouraged to look at this, particularly the Quality of Education priority, prior to monitoring visits and to assess what they observed against SDP criteria. She went on to demonstrate a maths lesson using the White Rose Maths resources. Governors agreed the lesson was dynamic, ‘quick-fire’ and inclusive. ***Q/C: Governors asked if the lessons were mixed ability groups, and if there were additional resources to keep stretching higher ability children.*** LG explained that they were split into ability groups, there were four ability levels, and plenty of materials to ensure all pupils were stretched.

*SIAMS Update and Review:* WM and BT had taken part in a recent SDBE webinar covering changes to the SIAMS inspection framework. They reported that inspections would be based on seven questions and would look for evidence based Christian action. There would only be two grade levels – one being ‘high’, and two being ‘support needed’ which would result in a quicker re-inspection. ***Q/C: Governors questioned whether this binary approach would lack nuance.***

SEND annual review: ER had met the SENCO in school, and two documents had been produced: the SEND Information Report 2021-22 and the SEND Report 2021-22 which were published on the website, and which contained whole-school teacher assessments and statutory assessments. Governors agreed that there was insufficient time to do justice to the reports that evening, and they would be included on the agenda for the next meeting. **ACTION: JA.**

1. **FGB Forward Plan**This was in the pack and was noted.
2. **Clerk’s Notices**
None
3. **Date and Time of Next Meeting:**
7 February 2023, 4:30pm.

The meeting closed at 6:30pm.

| Item no. | Action | Owner | By when |
| --- | --- | --- | --- |
| 4 | Contact remaining Governors re. Prevent and EDI training and any outstanding RBI forms | JA | Next FGB |
| 13 | Ensure schedule of monitoring visits is adhered to | All Governors | Ongoing |
| 14 | Carry SEND review over to next meeting | JA | Next FGB |