

MEETING 109 – PART 1 - MINUTES of Full Governing Board Meeting 23rd February 2023 - hybrid

| Attendee | Initials | | Arrival / Departure | Attendee | Initials | | Arrival / Departure |
|-----------------|----------|--|------------------------|-----------------|----------|--|------------------------|
| Christine Bevan | CB | | 4.00pm/5.50pm | Jennie Harvey | JH | | 4.00pm/5.50pm |
| Lorraine Ovey | LO | | 5.00pm/5.50pm | Michaela Morris | MM | | 5.00pm/5.50pm |
| Hayley Hardy | HH | | 5.00pm/5.50pm | Ben Mitchell | BM | | 5.00pm/5.50pm |
| Martin Bevan | MB | | 5.00pm/5.20pm | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Apologies | Initials | | Reason | Apologies | Initials | | Reason |
| Amanda Burrows | AB | | ? | Cathy Scoffield | CS | | Personal |
| Peter Howe | PH | | Personal | | | | |
| | | | | | | | |

| FOCUS | | <ul style="list-style-type: none"> Ensuring clarity of vision, ethos and strategic direction Holding the Headteacher to account for educational performance of the school and its students Overseeing the financial performance of the school and making sure its money is well spent | |
|-------|---------|--|---|
| 1. | 109.130 | <u>Apologies</u> | Apologies received prior to the meeting from Amanda Burrows and Cathy Scoffield. Peter How was unable to attend due to personal circumstances. |
| 2. | 109.131 | <u>Declaration</u> Pecuniary/non-pecuniary interest | No declarations of pecuniary/non-pecuniary interests were declared. |
| 3. | 109.132 | <u>Minutes of</u> November FGB Meeting – Part 1 and Part 2, and Pay Panel | <p>Part 1 Minutes:</p> <p>The Wellbeing Group Meeting which was cancelled is due to be re-arranged and new date to be confirmed. Decision to use TEAMS/Zoom for future meetings has now been deferred to March. AR to present Benchmarking information at the March meeting. In relation to Portfolio holder reports, due to work load/commitments, CB's meeting with AR has been deferred.</p> <p>Part 2 Minutes:</p> |

| | | | |
|----|---------|--|--|
| | | | <p>An advertisement for 2 teaching posts to start in September will be published. JH provides further details of the staffing changes/needs in Part 2 of the meeting.</p> <p><u>All attendees agreed Part 1 Minutes as true and accurate and were signed off by CB.</u></p> <p><u>Part 2 Minutes were agreed as true and accurate records and signed off by CB.</u></p> |
| 4. | 109.133 | <p><u>Premises, Health & Safety</u></p> <ul style="list-style-type: none"> - Spot Checks - Premises Updates | <p>CB welcomed MB to the meeting.</p> <p>MB visited the new build a couple of weeks ago and met with site manager from Fifields. MB reported concerns regarding communications and financial issues around excessive lighting and maintenance costs. MB had a telephone conversation with Paul Shapland who raised concerns around lack of communication with the builders and DCC's snagging issues regarding maintenance of the new build, particularly the roof due to a change in drainage. MB reported it seems the build will be completed on time. MB will visit school to check Team Teach book next Wednesday 1st March. BM asked if maintenance issues could be addressed at this stage of the build? to which MB replied it is possible; however, in the meantime he is due to meet again with Paul Shapland and will submit a report for the next meeting. MB feels balls falling onto the roof and consequently someone having to retrieve them, is an issue of concern; as it is not ideal for staff to access the roof on a regular basis. MB to feedback prior to the March meeting. MM asked if there will be extra maintenance costs in terms of staffing? JH has costed extra staffing from September taking into account additional cleaners and a premises team member. JH reported she has raised the issue with the new build lighting and DCC did not engage in finding an alternative or solution.</p> |
| 5 | 109.134 | <p><u>Policies</u></p> <ul style="list-style-type: none"> - Charging and Remissions - Disclosure & Barring Service Checks - Feedback - Finance - Maternity - Adoption Support - Accessibility Plan | <p>All governors had previous sight of the Policies.</p> <p>Charging and Remissions – <u>agreed.</u></p> <p>Disclosure & Barring Service Checks – <u>agreed.</u></p> <p>Finance Policy – MM asked how often is the Budget Monitor report brought to governors? CB explained this is twice per term - <u>Policy is agreed.</u></p> <p>Maternity Policy – <u>agreed.</u></p> <p>Adoption and support – <u>agreed.</u></p> <p>Accessibility Plan – CB felt it was very clear and accessible for parents and carers – <u>Policy is agreed.</u></p> <p>Equality information and objectives – this policy will be reviewed at the March meeting.</p> |
| 6 | 109.135 | Governors | <p>CB provided an update on the Parent Governor vacancy which was put on hold till February. All Governors agreed information should now be sent out to parents/carers by Maria Dark. MM mentioned the possibility of a friend who maybe interested in the position. TEAMS used at this meeting as a trial and decision to continue using TEAMS or go back to using ZOOM to be made at the March meeting.</p> |

| | | | |
|----|---------|---------------------------------|--|
| 7 | 109.136 | Strike Action | JH updated Governors that all staff have been informed of the NEU strike; and it will be up to individuals to decide if they wish to strike or not. 13 members took part in the previous strike with the school being able to remain open. The next strike is taking place on 2 nd March; JH will ensure a timetable will be put together to keep the school open safely. |
| 8 | 109.137 | Head Teacher's Report | <p>1.1 - School Development update: JH reported progress is being made and half termly objectives are set.</p> <p>2.1 – Attendance: one particular pupil's attendance is linked to their Autism and there has been an improvement through a Triage System by which pupils are benefitting from Therapeutic Music sessions. The initial response has been really positive. HLTA for SEMH is working really well.</p> <p>3.1 – The meetings that have taken place have been very successful and Internet Legends are being trialed.</p> <p>Existing Structure: JH reported that work in the Hall, new railings on the stairs and the partition taken down in the reception office have all been completed.</p> <p>Attendance: JH reported November had the highest pupil attendance which then decreased due to viral infections.</p> <p>Behaviour: Bullying incidents were recorded as 3 separate ones. 2 incidents recorded on sexual harassment and 42 of physical abuse; these all mainly minor incidents such as 'a knock' and were not of a serious nature..</p> <p>The Book Corners in school have proved really positive.</p> <p>LO took part in a Maths Learning Walk and shared that all classes are following the long term plan, the coverage of maths is being followed appropriately and all teaching staff are working with the Calculation Policy correctly. Digital screens have all been replaced. JH reported the School has its own Facebook, Twitter and Instagram pages which are overseen by Sophia Marquiss and JH. EP will be stepping away and a new FaceBook Page Parent will be required at the end of the academic year.</p> <p>70 consultations have been carried out so far this academic year, which is higher than the previous year. Governors have all invited to Work experience day in school 4-7th July.</p> |
| 9 | 109.138 | Portfolio Holder Reports | No formal reports have been submitted. BW was due to come in to see KN; however, due to the Ofsted inspection, this has been re-arranged for later this term and the report will be submitted after the meeting. CB and MM will be meeting with AR after Easter. |
| 10 | 109.139 | Effective Governance | Governors reviewed and updated policies which have an impact on the students and all New Build updates were provided and discussed. CB commented on the number of celebratory facts from the HT's report. The Shed Shop/Café continues to be successful. The next meeting agreed to take place on 23rd March at 5pm. |

