

P R E S E N T:-

Mr G Uney (in the Chair)

Mr T Cook, Mrs G Clark, Mrs E Devine, Mrs L Devine, Miss J Nagy, Miss S Norton, Mr G Sainty and Mr P Tansey.

Clerk to the Governing Board – Mrs S Trulio.

1379 **APOLOGIES**

An apology for absence was received from Mrs C Roberts.

1380 **CONSENT FOR ABSENCE**

RESOLVED: that consent be given to Mrs Roberts for her absence from this meeting.

1381 **CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

RESOLVED: that the following items be raised under any other urgent business:

- Governor/School Communications;
- School Logo.

1382 **DECLARATION OF INTERESTS**

RESOLVED: that no declarations of interest were received on any item on the agenda.

1383 **PECUNIARY AND BUSINESS INTERESTS**

The Clerk advised that there were still a number of Declarations of Pecuniary Interests outstanding and requested that all governors complete this prior to the end of the autumn 2023 term if not already done so.

RESOLVED: a) that governors complete a Declaration of Pecuniary and Business Interest prior to the end of the autumn 2023 term;

- b) that the Register of Pecuniary Interests be reviewed and updated.

1384 **INSTRUMENT OF GOVERNMENT**

RESOLVED: that the amended Instrument of Government be received.

MEMBERSHIP

Governors acknowledged the resignation of Mrs R Bursell as a Co-opted governor. It was noted that it was a significant loss as she had been a very valued member of the governing board. The Chair advised that he had written to thank her for her contribution.

- RESOLVED:
- a) that governors were asked to consult the membership details held on HERE for Schools and update their details if any changes were to be made;
 - b) that governors acknowledged that there were two vacancies on the governing board;
 - c) that the resignation of Mrs Bursell as a Co-opted governor be noted;
 - d) that Mr Tansey's term of office as a Co-opted governor would end on 11 November 2023.

APPOINTMENT OF CO-OPTED GOVERNOR

At the previous meeting, it had been agreed that Mr Sainty would be moved from a Parent governor to a Co-opted governor and that Mrs Clark would be appointed to the governing board following the amendments to the Instrument of Government. The Clerk would send a new governor information pack to Mrs Clark.

- RESOLVED:
- a) that Mrs Clark be appointed as a Co-opted governor for a four year term;
 - b) that Mr Sainty be appointed as a Co-opted governor for a four year term;
 - c) that Mr Tansey be re-appointed as a Co-opted governor for a four year term;
 - d) that the Clerk send Mrs Clark a new governor induction pack.

REVISION OF COMMITTEES AND DELEGATION OF FINANCIAL RESPONSIBILITIES

- RESOLVED:
- a) that membership of the committees and the extent of delegation be as follows:

Finance/Personnel and Strategic Committee**Quorum: 3****Purpose**

To monitor, develop and influence the strategic direction of the school including resources and finances and ensure that the different strands of the remit interlink with each other in order to ensure a cohesive approach to the school's strategic development.

Constitution

The Governing Board of Thorngumbald Primary School has established a committee to the Governing Board to be known as the Finance/Personnel and Strategic Committee. The committee has no executive powers other than those specifically delegated in these terms of reference.

Membership

The Governors of Thorngumbald Primary School shall determine, and review annually at the first meeting of the academic year, the terms of reference and membership of the committee.

Associate members may be members of the committee, but the majority of committee members shall be governors from the full governing board.

Membership will include:

Mr T Cook (Vice Chair);
Mrs L Devine;
Miss S Norton;
Mrs C Roberts (Chair);
Mr G Sainty;
Mr P Tansey;
Mr G Uney.

Chair

A Chair of the committee will be appointed by the Full Governing Board. If no Chair is in place, the Vice Chair will act as Chair or a temporary Chair will be elected for each meeting.

Vice Chair

A Vice Chair of the committee will be appointed by the Full Governing Board.

Quorum

Business will only be conducted if the meeting is quorate. There must be at least three governors to be quorate on this committee (which includes the Headteacher).

Frequency

The committee will meet a minimum of three times per year and will take place four to five weeks prior to the full governing board meeting.

Accountability

Members will be invited to declare any interests they might have in any issues arising at the meeting that might conflict with the business of the Governing Board.

Clerking

Local Authority Governor Support Service.

Objectives (Finance & Personnel)

- To ensure the monetary and human resources at the school are used to the best effect;
- To ensure that working conditions are within the agreed Employment Law;
- To support staff in fulfilling their duties and, where possible, give opportunities for personal development;
- To monitor the school's expenditure;
- To ensure that correct accounting procedures are used and the money is being used to fulfil the wishes of the governors, Local Authority and the Government;
- To evaluate the spending and review the budget on an annual basis;
- To become familiar with accounting procedures and Local Authority financial systems;
- To oversee the conditions of the buildings, grounds and furnishings, ensuring their regular maintenance and endeavouring to develop them for the future;
- To advise the governing body on any health and safety issues and possible costs;
- To approve the School Fund Account;
- To consider teaching and learning issues which have implications for finance and staffing decisions and to make recommendations to the Governing Board.

Objectives (Strategic)

Effectiveness of leadership and management

- To make arrangements for the Governing Board to be represented at school improvement discussions with the LA and for reports to be received by the Governing Board;
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. teaching and learning and to receive regular reports from them and advise the Governing Board;
- To establish and keep under review arrangements for Governors' visits to school;
- To ensure that any recommendations from OFSTED are implemented and that appropriate governors are fully involved in the process by supporting the relevant staff members.

Quality of teaching, learning and assessment

- To ensure that there is high quality teaching and learning across all year groups;
- To ensure there is reliable assessment and high quality tracking information for all learners and to receive and discuss pupil progress reports.

Curriculum

- To consider and advise the governing board on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy;
- Ensure the school has a curriculum that satisfies statutory requirements and meets the pupils' needs including enrichment activities to ensure a broad and balanced curriculum;
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the finance committee or the Governing Board;
- To agree and monitor the school's Curriculum Policy.

Personal development, behaviour and welfare

- To receive reports on exclusions and other behaviour data;
- To receive reports on attendance.

Outcomes for pupils and learners

- To ensure that strategies are in place to raise achievement for all pupils;
- To consider teaching and learning issues which have implications for finance and staffing decisions and to make recommendations to the Governing Board and relevant committees.

Policies

- To arrange and oversee a review cycle for all relevant policies;
- To monitor pastoral issues including agreeing and monitoring the school's behaviour for learning policy;
- To establish a charging and remissions policy for activities;
- To oversee the implementation of the schools policy for educational visits and learning outside of the classroom, including the appointment of a named co-ordinator.

Stakeholder Engagement

- To monitor, evaluate and review all communications within the school community;
- To be accountable to the school community (governors, parents, pupils, staff and the wider community).

Observer: Mrs L Wilson (School Business Manager)

Health and Safety Committee

Quorum: 3

Purpose

To monitor the effectiveness of the health and safety of the school site, safeguarding procedures and ensure that the different strands of the remit interlink with each other in order to ensure a cohesive approach to the school's strategic development.

Constitution

The Governing Board of Thorngumbald Primary School has established a committee to the Governing Board to be known as the Health and Safety Committee. The committee has no executive powers other than those specifically delegated in these terms of reference.

Membership

The Governors of Thorngumbald Primary School shall determine, and review annually at the first meeting of the academic year, the terms of reference and membership of the committee.

Associate members may be members of the committee, but the majority of committee members shall be governors from the full governing Board.

Membership will include:

Mrs E Devine;
Mrs S Norton;
Mr P Tansey (Chair);
Mr G Uney.

Chair

A Chair of the committee will be appointed by the Full Governing Board. If no Chair is in place, the Vice Chair will act as Chair or a temporary Chair will be elected for each meeting.

Vice Chair

A Vice Chair of the committee will be appointed by the Full Governing Board.

Quorum

Business will only be conducted if the meeting is quorate. There must be at least three governors to be quorate on this committee (which includes the Headteacher).

Frequency

The committee will meet a minimum of three times per year and will take place four to five weeks prior to the full governing board meeting.

Accountability

Members will be invited to declare any interests they might have in any issues arising at the meeting that might conflict with the business of the Governing Board.

Clerking

A member of the school administration team or a governor in attendance, but not the Chair or Headteacher.

Objectives

- Review and contribute to the School Health and Safety Policy annually. The Chair of the Committee shall sign and date the policy on behalf of the Committee;
- Review the school's compliance with East Riding Health and Safety Policies and risk assessments and general well-being;
- Ensure the school's senior management team along with the Caretaker has considered specific health and safety issues and that legal minimum standards for health and safety are being met;
- Consider potential risks by ensuring appropriate risk assessment processes are in place;
- Review and ensure adequate welfare provision for staff;
- Monitor performance by checking that physical controls are in place and working appropriately, staff have done what they are supposed to do and appropriate procedures are working;
- Accident management;
- Review and monitor accidents and the impact on attendance (strategic committee);
- Audit the site at regular intervals;
- Ensure sufficient funds are available to implement health and safety requirements;
- Ensure the school's senior management team has considered specific site issues and that legal minimum standards are being met;
- In particular with respect to: The requirements set out in the "Keeping Children Safe in Education" (as published by the Department for Education), check that all statutory Health and Safety requirements are carried out- gates, emergency lighting, PAT testing etc, oversee site security arrangements and practice and review them periodically;
- In conjunction with the Finance and Personnel Committee, monitor the effectiveness of the school's health and safety arrangements, make periodic inspections of buildings, plant

and equipment and report at least once a year to the Governing Board (Termly health and Safety review;

- Monitor the implementation of statutory checks and ensure that they are always up to date;
- Monitor and review the policy relating to the effective management of medicine in school;
- Monitor the School's Accessibility Plan annually.

Policies

- To arrange and oversee a review cycle for all policies relevant to well-being, health and safety and site management;
- To approve policies.

Stakeholder Engagement

To be accountable to the school community (governors, parents, pupils, staff and the wider community).

Observer: Mrs L Wilson (School Business Manager).

Complaints/Appeals/Exclusions Committee **Quorum: 3**

Membership

Any three governors, selected by the Chair, with no prior knowledge or involvement in the matter under consideration.

Performance Management Committee **Quorum: 3**

Membership

Mrs L Devine;
Mr G Sainty;
Mr P Tansey;
Mr G Uney.

b) that the delegation of financial responsibilities be as follows:

- that the Headteacher have the delegated powers to approve spending and virements up to £5,000;
- that the Finance/Personnel and Strategic Committee have the delegated powers to approve spending and virements up to £7,500;
- that spending above £7,500 be delegated to the Full Governing Board for approval.

c) that the delegation of staffing responsibilities be as follows:

That the delegation of staffing responsibilities remain with the Headteacher in accordance with the staffing regulations 2009.

ELECTION OF GOVERNORS WITH SPECIAL RESPONSIBILITIES

Governors discussed the potential changes to the governor roles and responsibilities and potentially looking for Co-opted governors to take on the role of Modern Foreign Languages (MFL) and possibly Religious Education (RE). **A governor questioned whether the school had identified any specific areas that governors should be focussing on.** It was advised that wellbeing and reading should be a focus.

- RESOLVED:
- a) that Mrs L Devine be elected as an Early Years Foundation Stage (EYFS), Special Educational Needs and/or Disabilities (SEND), Modern Foreign Languages (MFL), Wellbeing and Training Link governor;
 - b) that Mr Cook be elected as a Safeguarding and Child Protection, Numeracy and ICT governor;
 - c) that Mr Sainty be elected as a Disadvantaged Pupils, Pupil Premium, Sports Premium and PE/Sport governor;
 - d) that Mr Tansey be elected as a Spiritual, Moral, Social, Cultural (SMSC), Personal, Social Health and Education (PSHE) and Health and Safety governor;
 - e) that Mr Uney be elected as a Humanities, Religious Education (RE) and Science governor;
 - f) that Mrs E Devine be elected as a Design and Technology, Art and Environmental governor;
 - g) that Mrs Roberts be elected as a Literacy, Phonics and Music governor;
 - h) that Miss Nagy be elected as a Wellbeing governor.

MINUTES

RESOLVED: that the minutes of the meeting held on 6 June 2023 be confirmed and signed by the Chair.

MATTERS ARISING FROM THE MINUTES

Minute 1356 - Matters Arising from the Minutes (previously Minute 1320)

Mrs L Devine noted that she had planned to carry out a website audit however, this had not taken place as the provider had changed. It was suggested that the audit be done to check the content however, there were still further changes to be made to the website itself. Mr Cook advised that he could help with that however, governors were reminded that this was not a governor's responsibility. It was suggested that the website should include a governor section with a pen portrait for each governor and their responsibilities.

Minute 1359 – Report of the Headteacher

A governor enquired whether parents had been surveyed on wraparound care.

The Headteacher advised that the school had contacted Katies Kindergarten and had not received a particularly friendly response however, they did advise that they had spaces and the Headteacher had directed parents there. However, the school had since received contradictory reports that families were being turned away from the setting. Miss Nagy would complete a short survey with parents. Other local schools offered wraparound care and the Headteacher advised that the school had lost at least two families that they were aware of due to the lack of wraparound care. Governors agreed to survey parents and then go ahead based on their responses.

A governor questioned where the school had placed the Ofsted banner. The Headteacher explained that the school had not got one yet as it was not a simple process and there was a cost involved. A governor suggested asking other schools as they had them and the Headteacher confirmed that she would ask at the next cluster meeting.

A governor queried whether the Ofsted rating had been featured in the last Parish Council newsletter. It was advised that it had not as the school were still awaiting the dates from the Parish Council on when the next newsletter would go out. **A governor asked why the school did not wait until next year when families were looking for schools.** The Headteacher advised that families were looking now and the school were already holding some open evenings.

A governor enquired what the predicted numbers for next year were. It was confirmed that the school were predicted to receive 18 pupils however, there were 23 registered in the area so this could increase. The school were relying on in year mobility however, this had been much lower this year. **A governor asked whether the school had contacted the church about advertising.** The Headteacher advised that she had struggled to get hold of anyone but would keep trying.

Minute 1361 – STAR

It was noted that this had been agreed as a standing agenda item moving forward however, had not been included on the agenda for this meeting. The Headteacher suggested that it be incorporated into the Headteacher's report moving forward and this was agreed. Mrs L Devine noted that STAR needed adding to the governor visit form and would amend this.

- RESOLVED:
- a) that a parent survey be completed on wraparound care;
 - b) that the Headteacher would ask other schools in the cluster about their Ofsted banners;
 - c) that the Headteacher would continue to attempt to contact the church about advertising;
 - d) that STAR be incorporated into the Headteacher's report moving forward;
 - e) that Mrs Devine would amend the governor visits form to include STAR.

GOVERNORS ACTIONS

Minute 1356 – Matters Arising from the Minutes (Previously Minute 1320)

The separate meeting regarding policies and the school website had not yet been held and would be arranged as soon as possible.

Minute 1364 – Governor Skills Matrix

A training plan had not been created using the autumn 2022 term governor skills matrix however, the skills audit was due to be completed again this term therefore this action would be carried forward.

- RESOLVED:
- a) that the meeting regarding policies and the school website would be arranged;
 - b) that a training plan would be created using the autumn 2023 term skills matrix.

COMMITTEE MINUTES

A governor questioned whether any more information had been received with regards to the flood alleviation. It was advised that there had been nothing as yet and the Headteacher would pass the contact details to the Chair to chase this.

- RESOLVED:
- a) that the minutes of the meeting of the Strategic Development Committee held on 11 May 2023 be received;
 - b) that the minutes of the meeting of the Finance and Personnel Committee held on 11 May 2023 be received;
 - c) that the minutes of the meeting of the Finance/Personnel and Strategic Committee held on 12 October 2023 be received;
 - d) that the Headteacher would provide contact details to the Chair in order to chase up the flood alleviation.

REPORT OF THE HEADTEACHER

The Report of the Headteacher was considered and governor questions were invited:

A governor enquired how the Early Years Foundation Stage (EYFS) transition was going. It was confirmed that it was going very well, the pupils were very settled and Phonics was off to a flying start. Ms Claire Wiles, EYFS Teacher, had left the school just before the October 2023 half term break however, the school had advertised for her replacement and had been using supply in the interim. The supply member of staff provided was a qualified teacher and could stay until the end of the autumn 2023 term. **A governor asked whether they were likely to apply for the vacant position.** The Headteacher was unsure however, it would be nice to be able to provide the pupils with consistency throughout the year.

A governor highlighted the two long term staff absences and queried whether they were school/wellbeing related. The Headteacher advised that one potentially could be. The other was not school related and was being followed up.

A governor asked whether the staff member with the school related absence was being provided with appropriate support. This was confirmed.

A governor noted that the data in EYFS and Key Stage 1 (KS1) was not looking very strong and challenged the reasons for this. The Headteacher advised that there had been an impact from Covid-19, particularly in writing, therefore fine motor skills in Year 1 and EYFS were focussed on daily and interventions were in place across the school as needed.

A governor questioned why in EYFS, boys had not performed as well as girls in physical, understanding the world and expressive arts and design. It was advised that this appeared to be a cohort specific issue and that continuous provision was now in place.

A governor challenged what the school could do better for disadvantaged pupils and in particular what provision could be made for pupils passing from EYFS into Year 1. It was explained that the school were carrying out targeted interventions and careful monitoring. Staff planned to visit other schools as well consider research completed by the Education Endowment Foundation (EEF). The Headteacher shared that the school were aware that there was a need to ensure that Special Educational Needs and/or Disabilities (SEND) issues were identified earlier. The SENDCo was working in EYFS which made identification of SEND much easier. The school also held regular SEND coffee mornings for parents which had been well attended.

A governor questioned what was being done to address the issue of pupils not converting to greater depth in KS1 and KS2. It was advised that staff had been looking at maths lessons, particularly reasoning. The school had also arranged for the Local Authority to come and do some writing moderation in Year 2. Writing interventions were in place and teachers had moved up with cohorts and were completing gap strength analysis. The school had also changed their approach to the teaching of writing

A governor enquired whether the school's curriculum was accessible for SEND pupils. It was advised that the school had changed how they were using teaching assistants (TA) to make interventions more effective. Staff had undertaken Autism Spectrum Disorder (ASD) training and the NEST nurture provision was in place which had helped with Social, Emotional and Mental Health (SEMH) issues in particular. The curriculum had been revamped to adapt to learners' needs. Long term plans had been written to ensure that the correct texts had been carefully selected for each year group and staff had been looking in particular at KS2 to determine how more questioning could be incorporated into writing.

A governor highlighted the gender gap in KS1 and KS2 and asked how this was being addressed. The school were completing a pupil voice with girls in particular to determine what was working for them and what was not. **A governor asked whether the results of this could be shared with the governing board.** This was confirmed however, it was noted that there could be a culmination of factors and that it may not be a significant issue.

A governor questioned how the decline in reading and writing in KS1 was being addressed. The Headteacher advised that Phonics data continued to improve and that Little Wandle was having a good impact. The Literacy Hub had advised

that Year 2 be put back onto Phonics last year and it was thought that this could have held them back.

A governor asked whether the Ukrainian pupils were still at the school. The Headteacher advised that the Ukrainian family had relocated to Hessle. They had not wanted to leave the school and had tried to commute however, it had not been possible. They had sent a lovely letter to the school.

A governor noted that the attendance for Class 4 was below the national average and questioned the reason for this. The Headteacher advised that it was a large cohort and there had been a significant number of term time holidays.

A governor asked about the Phonics event that only one parent had attended. The Headteacher shared that lots of parents had advised they would be coming and had not attended. The Phonics scores were currently good and the information had been shared with parents in other ways. **A governor questioned whether the event had been held too early in the school year.** The Headteacher advised that it had not as Phonics was introduced at the start of the year.

A governor highlighted that a lot of work had been done on the curriculum and questioned whether curriculum leaders should be invited in to talk to governors. It was advised that subject leaders had sent out subject reports to governors and next term, it was hoped that governors could be invited in to speak with them at one of the staff meetings. A governor noted that those governors who had not received reports would not see the information. It was advised that the information in the reports should be investigated further in governor visits and that visit reports should be presented at this meeting. Governors noted that the reports would help them know what to ask on visits. It was agreed that governor visit reports would be presented at the next meeting following receipt of the subject leader reports.

RESOLVED: a) that the Report of the Headteacher be received;
b) that governor visit reports be presented at the next meeting of the full governing board.

1394 **SCHOOL DEVELOPMENT PLAN 2023/2024**

RESOLVED: that the School Development Plan 2023/2024 be received.

1395 **SAFEGUARDING REPORT**

The safeguarding report had been included as part of the agenda for the meeting and the Headteacher advised that there were no issues to be reported.

A governor asked whether all training was up to date. This was confirmed and it was highlighted that training was monitored through the Single Central Record (SCR) and automatic reminders to update training would be sent out when training expired. **A governor enquired whether all governors had been section 128 checked.** This was confirmed.

RESOLVED: that the termly safeguarding update be received.

FIVE YEAR BUDGET PLAN

The Five-Year Budget Plan had been discussed in detail by the Finance/Personnel and Strategic Committee in October 2023. There would be a positive carry forward this year however, it would be negative moving forward. **A governor questioned whether this budget incorporated the Total Pay and Reward Scheme.** It was confirmed that it did to a point however, the illustrations had only been issued to staff today and there were errors on them. There was currently no way to know exactly how much this would cost. The Headteacher advised that there would be no need to look at a restructure this year however, it may be a possibility in future years.

A governor asked whether the school had plans for the capital budget. This was confirmed. The Headteacher shared that the school were looking at the IT provision and that the Local Authority had recently completed an IT audit. The Wi-Fi was now back up and running and would not need to be replaced at this time and the school had also reduced the size of the server and moved to a new cloud-based system, Arbor. The Headteacher shared that the new Keeping Children Safe in Education (KCSiE) guidance on filtering and monitoring would mean that some money would need to be spent on staff laptops. The Headteacher would work through a prioritization list with the Local Authority.

RESOLVED: that the Five-Year Budget Plan be approved.

SCHOOL FINANCIAL VALUE STANDARD

RESOLVED: that the School Financial Value Standard be approved and signed for submission to the Local Authority.

CYCLE TO WORK SCHEME

RESOLVED: a) that the Cycle to Work Scheme be approved and adopted;
b) that the Headteacher notify staff of the adoption of this policy.

TEACHING STAFF PAY INCREASE

RESOLVED: that the recommended pay reference points be agreed in principle.

SCHOOL POLICIES

RESOLVED: a) that the following school policies were approved and adopted:

- i. Low Level Concerns Policy;
- ii. Staff Code of Conduct;
- iii. Strategic Child Protection and Safeguarding Policy;
- iv. Whistleblowing Policy.

b) that the Headteacher notify staff of the adoption of these policies.

1401 **KEEPING CHILDREN SAFE IN EDUCATION 2023**

The Headteacher would send out the new KCSiE guidance to all governors and it was requested that all governors reply via email to confirm they had read and understood it.

RESOLVED: that governors would confirm via email that they had received and read the revised statutory guidance for 2023.

1402 **GOVERNOR CODE OF CONDUCT**

RESOLVED: that governors reviewed and approved the Code of Conduct.

1403 **GOVERNOR SKILLS AUDIT**

Governors were asked to complete their skills audits and return them to Mrs L Devine within two weeks of this meeting by 23 November 2023.

RESOLVED: that governors would complete a skills audit form and return them to Mrs Devine by 23 November 2023.

1404 **GOVERNOR VISITS**

RESOLVED: that no governor visit reports be received.

1405 **GOVERNOR TRAINING AND DEVELOPMENT**

It was agreed that once governors had completed the skills audit, the school would organise some appropriate training and hopefully hold some cluster events at the school in order to remove the training fee.

RESOLVED: that all training details were available on the CPD website www.hereforschools.co.uk.

1406 **GOVERNOR/SCHOOL COMMUNICATIONS**

It was noted that there had been some issues with communication and how information was stored and used. Governors were guilty of radio silence between meetings and needed to communicate more. Class Dojo was now in place and was a really good tool for rapid prompt communications between the school and parents. Governors who did not have children at the school had been sent an invitation to Dojo and there were tools within it that the governing board could utilise. Governors agreed that it would be useful to have a session on Dojo and what it could and could not do. **A governor asked what the feedback from parents had been in regards to Dojo.** The Headteacher confirmed that it had been very positive and that parents seemed to be getting on well with it. The Headteacher added that she particularly liked how it allowed her to rapidly correspond with parents when necessary. Staff had also fed back that it was very easy to use. **A governor questioned how much it was used in class.** It was noted that it was used more in KS2 than KS1. The Headteacher highlighted that GDPR might make it difficult for Dojo to be used in the way governors wanted. Governors discussed how this could be done. **A governor queried whether WhatsApp would be better.** It was advised that Dojo was preferred because staff were able to be contacted that way and it

would ensure quicker and more regular communication. The Chair would create a Dojo class for governors.

Another issue raised had been how the school continued to manage documentation within a controlled environment using the governor shared drive. **A governor asked whether documents could be shared on Dojo.** It was advised that there was a way to do it however, there would need to be further investigation on how this would work for governors. The Chair advised that all key documentation could be shared on Dojo but that the main copies should be stored on the governor drive through Teams. The Headteacher advised that she had asked IT to sort a new area for governors however, her contact details were not quite up to date and her account may need to be replaced. The Chair advised that this needed sorting as a matter of urgency as it was a breach of GDPR. The Headteacher would chase this up and copy the Chair into the correspondence. Once this issue was resolved, governors should be able to use Teams as intended. Mr Cook would look into the best use of Teams for the governing board. The Chair and Mr Cook would meet to discuss how this might work.

- RESOLVED: a) that a class for governors be created on Class Dojo;
- b) that the Headteacher would chase up IT regarding her email account and copy in the Chair;
- c) that the Chair and Mr Cook would meet to discuss the best use of Teams for the governing board.

1407

SCHOOL LOGO

It had been noted that the school logo needed an update as it did not represent the school properly. The Headteacher had consulted with staff and they had been in agreement. Some ideas were shared with governors during the meeting and feedback was welcomed. The final designs agreed would then to be sent to parents. A governor asked whether a change in logo would affect the school uniform. It was confirmed that it would eventually however, there would be a rolling programme of changing it and the school did not expect parents to immediately change uniform. Gvys suggested leaving this open for a further week for feedback and then picking a top three options.

RESOLVED: that governors would agree a top three of options for the new school logo.

1408

REVIEW OF ACTIONS

RESOLVED: that the Review of Actions be confirmed and circulated to governors following the meeting.

FUTURE MEETINGS

RESOLVED: that future meetings be held on the following dates:

Finance/Personnel and Strategic Committee

Thursday 8 February 2024 at 6.00pm;

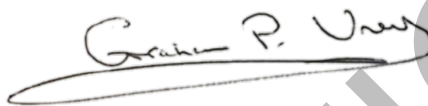
Thursday 25 April 2024 at 6.00pm.

Full Governing Board

Thursday 21 March 2024 at 6.00pm;

Thursday 6 June 2024 at 6.00pm.

NOTE: Mrs Clark and Miss Nagy left the meeting at this point.

A handwritten signature in dark ink, appearing to read 'Graham P. Vane', is written over a horizontal line.

Chair's Signature 21 March 2024.