

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 S Norton and Mrs C Roberts.

Clerk to the Governing Board – Ms S Trulio.

1448 **APOLOGIES**

Apologies for absence were received from Miss J Nagy, Mr G Sainty and Mr P Tansey.

1449 **CONSENT FOR ABSENCE**

RESOLVED: that consent be given to Miss Nagy, Mr Sainty and Mr Tansey for their absence from this meeting.

1450 **CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

RESOLVED: that no items be raised under any other urgent business.

1451 **DECLARATION OF INTERESTS**

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

1452 **MEMBERSHIP**

- 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 was one vacancy on the governing board.

1453 **MINUTES**

RESOLVED: that the minutes of the meeting held on 21 March 2024 be confirmed and signed by the Chair.

1454 **MATTERS ARISING FROM THE MINUTES**

Minute 1428 – Report of the Headteacher

A governor enquired how the new reading for pleasure project with Keyingham Primary School was going. It was advised that the project would not start until September 2024 and would be included within the new School Development Plan.

A governor queried whether there had been any anxiety amongst pupils regarding the school dog. The Headteacher advised that no one had come forward however, she had spoken with some parents who had concerns and plans had been put in place for those pupils. **A governor questioned whether the Headteacher was confident that the dog had a good temperament.** The Headteacher shared that he did so far, but he was still a puppy and was undergoing training. He had been into school a few times and was getting used to it at this stage. **A governor challenged what protocols/procedures were in place should the dog turn on a pupil.** It was explained that the school had a risk assessment in place and that was always a concern however, the Headteacher would always be mindful of situations that would be upsetting or overwhelming for the dog. The dog was on a lead at all times in school and would only be working with small groups of pupils. He had made a positive impact so far, even on pupils with lots of anxiety about dogs. It was felt that the benefits outweighed the risk however, this was something that could be constantly monitored and reviewed.

Minute 1429 – School Development Plan

A governor requested an update on the Eco Team. It was confirmed that this was on hold for now.

Minute 1430 – Safeguarding Report

A governor enquired how the process of updating the categories on the Child Protection Online Management System (CPOMS) was going. It was advised that the school were approximately half-way through the process, and it would hopefully be completed over the summer 2024 break. **A governor asked whether the Staff Safe element had been effective.** This was confirmed. The Single Central Record (SCR) was now on there and the information had been populated. The Headteacher shared that it was useful to have everything in one place. **A governor expressed concern regarding the SCR being on both Staff Safe and a separate spreadsheet.** It was advised that this would not always be the case. The school would not be adding historical documents and any duplication would only be whilst the information was being transferred. **A governor questioned who had access to Staff Safe.** It was confirmed that it was just the Headteacher however, the Deputy Headteacher had limited access if needed.

Minute 1433 – Skills Matrix

Mrs L Devine advised that there was now an online version of the skills matrix through the National Governance Association (NGA) and suggested this be completed by the board as a whole at the next meeting. This would be added to the agenda for the next meeting of the full governing board. Mrs Devine would also identify any current training needs for governors.

- RESOLVED: a) that the online NGA Skills Matrix be completed by all governors at the next meeting of the full governing board;
- b) that Mrs Devine identify any current training needs for governors.

NOTE: Mrs Clark joined the meeting at this point.

GOVERNOR ACTIONSMinute 1425 – Matters Arising from the Minutes (previously Minute 1406)

It was highlighted that a number of governors still needed to speak with Miss Nagy regarding their access to Class Dojo.

Minute 1426 – Governor Actions (previously Minute 1406)

The Chair and Mr Cook were in the process of arranging a date to review the use of Teams.

- RESOLVED: a) that governors would liaise with Miss Nagy regarding their access to Class Dojo;
- b) that Mr Uney and Mr Cook would meet to review the use of Teams.

COMMITTEE MINUTES

RESOLVED: that the minutes of the meeting of the Finance, Personnel and Strategic Committee held on 16 May 2024 be received.

REPORT OF THE HEADTEACHER

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

A governor questioned whether there was any specific reason for the Early Years Foundation Stage (EYFS) attendance being lower than that of other year groups. The Headteacher explained that there were only 14 pupils in that cohort and therefore, the attendance of each pupil equated to a high percentage.

A governor enquired about pupil mobility and the parent who had left the school as a result of being unsatisfied with the provision. It was advised that the parent had submitted a complaint which had been responded to by the Vice Chair however, no further action had been taken.

A governor queried whether the school would be replacing woodwind lessons with anything else. It was confirmed that they would not at present however, the school had changed the way music lessons were being delivered. Year 4 had always had violin all year however, the school now planned to spread opportunities out across the school and introduce new instruments including boom whackers and ukelele. **A governor asked whether pupil voice had been completed and if the school would introduce things based on what the pupils wanted.** It was advised that pupils had not made specific suggestions however, it was felt that more variety was needed across the school.

A governor asked how the joint monitoring visit with Mrs J Harrison, School Improvement Adviser, on 11 June 2024 had gone. The Headteacher shared that it had been a very positive visit. There were some actions for next year however, they were mainly about embedding current practices.

A governor enquired whether the school had any summer data predictions at present. The Headteacher advised that approximately 78 percent of pupils in Year

1 were predicted to pass the Phonics screening. **A governor asked how this compared to the national average.** It was explained that the national average was as yet unknown however, it was a small cohort with some Special Educational Needs and or Disabilities (SEND) which would impact the percentage. **A governor enquired about the Year 4 multiplication check.** It was advised that there was no pass or fail for this and the results would come out later in the month.

Parent Questionnaire

A parent questionnaire on events had been completed and the results had been shared with governors as part of the agenda for the meeting. The school had held a lot of events this year and wanted to know how parents felt about this and what changes may need to be made. Some weeks there had seemed to be a lot going on. A total of 77.8 percent of parents had said the school had just the right amount of events. **A governor asked how many responses had been received.** It was advised that only 19 responses had been received, which was low. Governors acknowledged that the recent bingo event had been expensive and that more may have attended if it had not been. In planning the calendar for next year, the school planned to do more to raise money for local charities rather than national ones like comic relief and aimed make sure things were spread out more evenly across the year. **A governor enquired whether the results of the questionnaire would be shared with parents.** This was confirmed.

School Logo

The initial concepts for a new school logo had been previously shared with governors however, staff had requested further changes. A new logo had been created for the school by the marketing team at The Consortium Academy Trust (TCAT) and had been shared as part of the agenda for the meeting. Governors liked the design, and it was agreed that it would now be shared with parents. The school planned to bring the new logo in using a phased approach from September 2024 and gradually phase out the old logo so parents were not required to buy new school uniforms straight away.

New school houses had also been created in line with the STAR values and were based on constellations; a Bear, a Wolf, an Eagle and a Whale. Teachers would be allocated to a house and would be given a hoodie with a logo and these houses would be used as teams for sports day and other events. **A governor questioned whether this would be across the school as a whole.** This was confirmed. The school were also looking to introduce STAR points for houses as well. Governors agreed that this had more meaning being linked to the school values. The Headteacher advised that the 'TCAT' marketing team would also be creating these logos. **A governor questioned whether TCAT were pressuring the school to academise by doing this work.** The Headteacher advised that they were not and that there had not been a conversation about it. There were some schools within the cluster who were academising however, the school were not considering it at this stage.

- RESOLVED:
- a) that the Report of the Headteacher be received;
 - b) that the Parent Questionnaire results be received;
 - c) that the School Logo designs be received;
 - d) that the new School Logo be sent to parents for consideration.

1458 **SCHOOL DEVELOPMENT PLAN 2023/2024**

Governors were advised that lots of work had been done on the Enhanced Resource Provision (ERP) over the summer 2024 half term including some external fencing and internal plastering. It was on track to be ready for September 2024 and governors were invited to view the space following the meeting.

A governor queried whether governors would be involved in the creation of the School Development Plan for the next academic year. This was confirmed. The Headteacher advised that she was currently writing objectives and hoped to share them with governors before the end of the academic year.

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

1459 **SAFEGUARDING REPORT**

The Headteacher shared that there had been an incident in school the previous day which had highlighted an issue in parents gaining access to the school. The Headteacher had sought advice from the Local Authority and Mr Chris Jennings, Principal Asset Officer, would be attending school this week to look at updating the front entrance to include a screen and secure the access further. The school were awaiting response from the Safeguarding in Education Team (SiET) on other potential concerns at the school and their advice. Governors noted that school had dealt with the incident efficiently and effectively.

A governor asked what Operation Encompass was. It was explained that this was an alert received when a pupil had been involved in or witnessed an incident of domestic violence.

RESOLVED: that the termly safeguarding update be received.

1460 **FIVE YEAR BUDGET PLAN**

RESOLVED: that the five year budget plan had been approved by the Finance, Personnel and Strategic Committee.

1461 **DOMESTIC ENERGY REDUCTION SCHEME**

RESOLVED: a) that the Domestic Energy Reduction Scheme be approved and adopted;

b) that the Headteacher notify staff of the adoption of this policy.

1462 **VEHICLE PURCHASE SCHEME**

RESOLVED: a) that the Vehicle Purchase Scheme be approved and adopted;

b) that the Headteacher notify staff of the adoption of this policy.

1463 **SCHOOL POLICIES**

A governor commented that the Behaviour Policy did not look like a policy and felt more like a procedure. It was suggested that it should be split into a policy document

and a procedure document and the Headteacher advised that she was happy to do this however, it was highlighted that this was similar to other schools and what they had in place. The policy was not approved at this time. It would be split as agreed and presented at the next meeting.

RESOLVED: a) that the following school policy was not approved and adopted:

i. Behaviour Policy.

b) that the split policy be presented to governors at the next meeting of the full governing board.

1464 **SKILLS MATRIX**

RESOLVED: that the governor skills matrix be completed in the autumn 2024 term.

1465 **GOVERNOR VISITS**

RESOLVED: that the governor visit reports be received.

1466 **GOVERNOR TRAINING AND DEVELOPMENT**

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

1467 **SCHOOLS FORUM**

RESOLVED: that the Schools Forum information be received.

1468 **REVIEW OF ACTIONS**

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

1469 **FUTURE MEETINGS**

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

Finance, Personnel and Strategic Committee

Thursday 17 October 2024 at 5.00pm;
Thursday 6 February 2025 at 5.00pm;
Thursday 15 May 2025 at 5.00pm.

Full Governing Board

Thursday 21 November 2024 at 5.30pm;
Thursday 13 March 2025 at 5.30pm;
Thursday 3 July 2025 at 5.30pm.

NOTE: It was highlighted that both the Chair and Vice Chair would be taking a holiday at the same time in the near future and governors agreed that Mr Cook would step in as Chair during this time if required.

RESOLVED: that Mr Cook act as temporary Chair in the absence of the Chair and Vice Chair.

Graham P Uney

Chair's Signature – 21 November 2024.

INSPECTION