



# Withycombe Raleigh C of E Primary School

Full Governing Board Meeting (FGB) – Minutes							
Date/Time	30 <sup>th</sup> April 2024		Location		Community Room		
Attendees		Attendees		Attendees		Attendees	
Alison Longhorn (SH)	Chair	Anna Sands (AS)		Annmaree Kain (AK)			
Emma Jones (EJ)	Head Teacher	Anna Slade (ASL)		Father Robert Sellers (FRS)			
Clare Hollingsworth (CH)	Assoc. Member	Janine Meecham (JM)	Clerk	James Dryden (JD)			
John Longstaff (JL)		Antonia Burrows (AB)		Nicola Hart (NH)			
Mike Smith (MS)		Emma Rogers (ER)					

Apologies		
Richard Moore		

	Agenda		
51	Apologies	60	Subject area leads
52	Declarations of interest	61	Skills Matrix
53	Chairs business	62	Ofsted Planning
54	Approve minutes	63	Christian Distinctiveness
55	Matters arising	64	Date & Time of Next Meeting
56	Committee Minutes		
57	Correspondence		
58	Budget 2024/2025		
59	Safeguarding		

Ref	Item	Action / Decision	By whom
51.23.24	<b>Apologies:</b> Apologies were received as above and sanctioned.	Action	JM
52.23.24	<b>Declarations of Interest:</b> None		
53.23.24	<b>Chairs business:</b> None		
54.23.24	<b>Approve Minutes</b> All Governors Approved Minutes from FGB meeting on the 30 <sup>th</sup> January 2024	Decision	All
55.23.24	<b>Matters Arising:</b> None.		

Ref	Item	Action / Decision	By whom
56.23.24	<p><b>Committee Minutes</b> AS reported discussed the Resources meeting from 21<sup>st</sup> March (full minutes in the drive)</p>		
57.23.24	<p><b>Correspondence</b> None</p>		
58.23.24	<p><b>Budget 2024/2025</b> <b>NH reported to the governors the 2024/2025 budget documents uploaded to Drive.</b> The alternative provision line has now been removed. Staff that are leaving in the summer term and their roles will not be back filled. That will form a picture for Emma to do staffing and looking at the restructure.</p> <p>We agreed in resources the budget, but that deficit recovery plan is being worked on.</p> <p>The recovery plan that we see at the next will be for a 2-year position and not the 5 year. DCC has sent down a spreadsheet that we can adapt. They will be looking at least two years ahead. If I can provide them with the financial information for the next 2 years that should suffice.</p> <p>Support staff unions have just put in a 10% increase on salaries. We are advised 3.5%</p> <p>All Governors agree on the budget.</p>	Decision	All

Ref	Item	Action / Decision	By whom
59.23.24	<p><b>Safeguarding:</b> MS reported on safeguarding the full report is on drive.</p> <p>We are still sending out the weekly newsletter, we have been carrying out staff scenarios and all level two training is complete.</p> <p>We have met about improving lunch times, there is a wellbeing survey on the drive. It does show largely similar numbers to last time. It has thrown up a few questions about how children perceive their playtime.</p> <p>We have had issues with recruitment and retention of MTAs</p> <p>SLT has been thinking about longer term strategic options for dealing with lunch time.</p> <p><b>Does the job description for MTAs mention active engagement?</b> Yes – they do start keen.</p> <p>The children’s behaviour throughout the day is great but lunchtime is when things go wrong. It is something we need to work on.</p> <p><b>Are the EYFS still sectioned off?</b> We have Asked the classes to take the children onto the field. We are going to try integrating the EYFS children in a more controlled way. They did struggle with integrating the older children.</p> <p>Online safety has been a big focus. We have introduced RM safety net go which gives us layers of filters and monitoring capability – it creates alerts if children try to access certain types of content. It seems to be working well. <b>Can you tell which location?</b> yes you can. Where passwords are used you can track it back to devices.</p> <p>We have Completed 360-degree safety audit online safety audit which highlighted various actions (need an ‘Online Safety Group’ including Governor who can meet termly)</p> <p>I looked at our acceptable use agreement, I have updated that, and we will share it with all the children. It tells them that we filter their online activities. By getting that out to the children we are taking a good step. I am going to recommend that there is time going through it with the classes. I will also push it out to parents to let them know what their children will sign. And we will do it annually.</p> <p>We are currently working on the Online Safety Policy.</p> <p>MS discussed the CPOMs report with Governors – full report on the Drive.</p> <p>MS discussed the two policies that needed ratifying – Harmful sexual behaviour policy and Safeguarding and Child Protection Policy</p> <p>Both policies have been agreed.</p>	Decision	All

Ref	Item	Action / Decision	By whom
60.23.24	<p><b>Subject Area Leads</b></p> <p>Subject area Leads were confirmed.</p> <p>We have an online safety group that requires a governor – James Dryden will attend the online safety group meetings.</p> <p>James to take over chairing the resources committee – All Governors agree</p>	Decision	All
61.23.24	<p><b>Skills Matrix:</b></p> <p>AL reported to the Governors the finding from the Skills Matrix - the idea is that I identify two or three areas that need work – I am happy to report that we are doing well. The most training that is needed was finance. There are courses for finance that we can attend.</p>		
62.23.24	<p><b>Ofsted Planning</b></p> <p><b>AL</b> – I sent out a course that is being run on Thursday. In terms of planning and preparing for Ofsted will have a meeting to plan – to refresh our minds.</p> <p>Teaching and learning is at 6:30pm – Governors will be attending</p> <p><b>IS there anything the board can do to support the teachers?</b></p> <p>EJ - Being aware of what the deep dives are. Sophie found your visit useful – Phil was invited into the school we timetabled it. Sophie felt a lot more confident after Phil had attended.</p> <p>AL - Make sure you touch base with our area lead. We all have a school email – each of you will need to contact your subject lead and ask what we can do to support.</p>		
63.23.24	<p><b>Christian Distinctiveness:</b></p> <p>EJ – We are reminding the children of the values during the collective worship. Father Robert comes into our collective worship each Monday. We are doing a theme on the Olympics currently, which reflects well on our values.</p>		
64.23.24	<p><b>Date and Time of next meetings</b></p> <p>Teaching and Learning 7<sup>th</sup> May 2024 at 6:30pm</p> <p>School Development Plan meeting - 11<sup>th</sup> June at 7pm</p> <p>Resources 25<sup>th</sup> June 7pm</p> <p>FGB Meeting - Tuesday 2nd July 2023 at 7.00pm</p>		

## Summary of Action Points

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