



# Withycombe Raleigh C of E Primary School

Full Governing Board Meeting (FGB) – Minutes							
Date/Time	30 <sup>th</sup> January 2024		Location		Community Room		
Attendees		Attendees		Attendees		Attendees	
Alison Longhorn (SH)	Chair	Anna Sands (AS)					
Emma Jones (EJ)	Head Teacher	Anna Slade (ASL)					
Clare Hollingsworth (CH)	Assoc. Member	Janine Meecham (JM)	Clerk				
John Longstaff (JL)		Antonia Burrows (AB)					
Mike Smith (MS)		Emma Rogers (ER)					

Apologies	James Dryden	Annmaree Kain
Richard Moore	Father Robert Sellers	

Agenda			
32	Apologies	41	SEND
33	Declarations of interest	42	Skills Matrix
34	Approve minutes	43	Policies
35	Matters Arising	44	Christian Distinctiveness
36	Correspondence	45	Chairman's Business
37	Headteachers Report	46	Date & Time of Next Meeting
38	School Development Plan		
39	Committee Minutes		
40	Safeguarding		

Ref	Item	Action / Decision	By whom
32.23.24	<b>Apologies:</b> Apologies were received as above and sanctioned.	Action	JM
33.23.24	<b>Declarations of Interest:</b> AL informed the governors that Jo Macleod has decided to resign from being a Governor.		
34.23.24	<b>Minutes:</b> The minutes from the FGB meeting on 5 <sup>th</sup> December 2023 were agreed as an accurate record.	Decision	All
35.23.24	<b>Matters Arising:</b> AL - We have checked with Nicola and we can claim the cost of the cream tea back on expenses. AL to liaise with Nicola to find the best date for the cream tea.	Action	AL

Signature of Chair

Ref	Item	Action / Decision	By whom
36.23.24	<p><b>Correspondence:</b> EJ - We have had cases creeping up of sickness and diarrhoea. The cases are on the way down.</p>		
37.23.24	<p><b>Headteacher Verbal Report:</b> EJ reported to the Governors, Report uploaded to Drive.</p> <p>It has only been a month since our last report.</p> <p>Our pupils on roll now stand at 611 children, with free school meals and Pupil Premium creeping up.</p> <p>Our attendance figures have been hit significantly over past two weeks by Norovirus as well as a nasty cough bug too. Lots of children and staff effected by these illnesses so data effected greatly by this. We have sought support from Public Health due to the high number of absences due to Norovirus and we have followed their guidance closely.</p> <p>Mike and I have met with approximately 30 families regarding attendance. It has been very useful to discuss with families the barriers to attending school and we have put strategies in place to support families including some children attending breakfast club, collecting children from home, nurse referrals and rewards for improved attendance. We will continue to monitor attendance and target meetings with persistently absent children. We are about to introduce mentoring scheme for children who are PP who also are judged as persistently absent. This is an intervention highly recommended by EEF</p> <p>Monitoring has continued this term with focus on balance of teacher talk and Little Wandle mantras. Subject Leads have also monitored with Maths and RSE Leads carrying out Pupil Conferencing and Science Leads looking at books. All staff have feedback following a monitoring visit. Focus changes every two weeks with focus for next week on Scaffolding and how children are supported within class.</p>		
38.23.24	<p><b>School Development Plan:</b> EJ Updated the Governors on the SDP and the School Improvement Plan (document uploaded to drive)</p> <p>Several schemes have been purchased to ensure a creative, coherent, progressive and well sequenced curriculum-History, Geography, Maths, Science, Art, DT, Maths, RSE</p> <p>Subject Leads are starting to look at the 3I statements to ensure that these mirror the scheme chosen-changed on website</p> <p>Monitoring and pupil conferencing used to check provision is engaging all learners. Dec 23</p> <p>ASI carried out a Safeguarding and phonics monitoring visit – just waiting for feedback. Full report will be uploaded to the drive.</p>		

Ref	Item	Action / Decision	By whom
39.23.24	<p><b>Committee Minutes</b></p> <p>AS reported discussed the Resources meeting from 23<sup>rd</sup> January (full minutes in the drive)</p> <p>PW reported on the Teaching and learning from 16<sup>th</sup> January (full minutes in the drive)</p>		
40.23.24	<p><b>Safeguarding:</b></p> <p>MS reported on safeguarding full report on drive.</p> <p>Teachers / TA updated 'Positive Relationships and Behaviour Policy' the policy has been well received by staff and they understand it. They like the restorative approach to dealing with behaviour. They have been telling me about the successes they have had which is really positive. It is hard to measure the success of it at the moment.</p> <p>S175 submitted – met with Governors AS / AL</p> <p>We have had a meeting with the MTA around expectations during play time. There have been concerns with some aspects of rough play. We have started the process of starting some training. We have talked about zoning, and the roles of children.</p>		
41.23.24	<p><b>SEND</b></p> <p>Claire Hollingsworth presented the Governors with the 2023 Send Profile</p> <p>We are quite proactive. If the child isn't progressing, we will assess to find out why. We would then refer to outside agencies. There are waiting lists. We have a broad area of need</p> <p><b>The Governors mentioned that I would be good to focus on what is happening between y2 and y6 that is going to turn that progress around.</b></p> <p><b>It would be a good idea to focus on a subject every meeting. Could you pick out a subject that we can discuss at the next meeting. Narrow down a more specific area of send. Reading for example. What we are doing and the progress they are making.</b></p> <p><b>The fact that that is so high is it because we test more than other schools? If we are better at establishing that we should have higher attainment rates. We need to focus on what are we doing for that specific group of children to ensure that they are progressing.</b></p> <p>CH to discuss more at next FGB meeting.</p>	Action	CH
42.23.24	<p><b>Skills Matrix:</b></p> <p>JM to send Skills Matrix to AL.</p> <p>AL to report to Governors at next FGB meeting</p>	Action	JM

Ref	Item	Action / Decision	By whom
43.23.24	<b>Policies</b> None		
44.23.24	<b>Christian Distinctiveness:</b> EJ – We are reminding the children of the values during the collective worship.		
45.23.24	<b>Chairman’s Business:</b> None		
46.23.24	Meeting finished at 8:30pm Next meeting dates  Resources 25 <sup>th</sup> March 2024 7pm FGB – 30 <sup>th</sup> April 7pm		

Summary of Action Points

1.	AL to arrange a date for cream tea	AL
2.	CH to discuss SEND in more detail at next meeting – choose a specific subject	CH
3.	JM to send AL Skills Matrix ready for next FGB	JM
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