



Withycombe Raleigh C of E Primary School

Full Governing Board Meeting (FGB) – Minutes							
Date/Time	Tuesday 5 th December 2023		Location		Community Room		
Attendees		Attendees		Attendees		Attendees	
Alison Longhorn (SH)		Chair		Father Robert Sellers (FrRS)		Antonia Burrows (AB)	
		John Longstaff (JL)		Mike Smith (MS)			
Clare Hollingsworth (CH)		Assoc. Member		Anna Sands (AS)		Annmaree Kain (AK)	
James Dryden (JD)		Anna Slade (ASL)		Emma Rogers (ER)			
Emma Jones (EJ)		Head Teacher		Janine Meecham (JM)		Clerk	

Apologies	
Jo Macleod JMc	

Agenda			
15	Apologies	24	Skills Matrix
16	Declarations of interest	25	Policies
17	Approve Minutes	26	Pupil Premium Strategy Statement
18	Matters Arising	27	Term Dates
19	Correspondence	28	Christian Distinctiveness
20	Headteachers Report	29	Chairman's Business
21	School Development Plan	30	Date and Time of next FGB meeting
22	Committee Minutes		
23	Safeguarding		

Ref	Item	Action / Decision	By whom
15.23.24	Apologies: Apologies were received as above and sanctioned.	Action	JM
16.23.24	Declarations of Interest: None declared for the meeting.	Action	All
17.23.24	Minutes: The minutes from the FGB meeting on the 20 th September were agreed as an accurate record.	Decision	All
18.23.24	Matters Arising: none		

Internal

Signature of Chair

Ref	Item	Action / Decision	By whom
19.23.24	<p>Correspondence: None</p>		
20.23.24	<p>Headteacher Report: EJ Updated the Governors on the Headteacher Report full report updated to drive. –</p> <p>Our numbers are looking healthy, we have two more children starting in Year 2.</p> <p>We have had two exclusions this term which is lower than we have had in the past.</p> <p>Although this term has been challenging in lots of ways there is still so much to celebrate. Our new staff settled into the team. EYFS children have settled in really well. Lots of new children throughout school have settled in well.</p> <p>Children are enjoying their learning and have enjoyed some great ‘hands on’ experiences including trips off site and theme days in school. These have included: Year 4 Roman Day Year 3 Trip to Kents Cavern Year 5 Viking Day Year 6 Residential Sailing Year 5</p> <p>The whole school enjoyed the Panto funded by the PTFA, always a highlight of the year.</p> <p>After School Club attendance is healthy and I am proud of the wide variety of clubs that have been on offer this term: Netball, Gymnastics, Multi-sports, Football, Running, Lego, Journaling, Sewing, Spanish and Street Dance. It’s great to have some clubs specifically for EYFS and KS1 children too.</p> <p>Christmas Nativities will be performed this week by EYFS, Year 1 and Year 2.</p> <p>The DFE is having a big push at raising attendance. This term I met with our Attendance Improvement Officer (Formerly EWO) to discuss the school attendance data and make a plan to improve attendance across all groups. AIOs now only advise schools, they do not meet with families as EWOs previously did. The DFE are having a big push on raising attendance and this is likely to be a key focus of OFSTED. Our AIO has advised that we meet with all children who are described as persistently absent and record a plan to improve children’s attendance. Mr Smith and I will start these meetings in January. Does it include children who are late? EJ – no, it’s just those who don’t come at all. We are regularly sending letters to those who are late. For those children who are severely absent, we should record in full all the actions we have put in place to get the children back into school.</p>		

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20.23.24	<p>We need to focus specifically on raising the attendance of children from disadvantaged groups (FSM and EHCP). We may need to look at how we can ensure these children don't miss out on key learning, especially phonics and core subjects.</p> <p>What strategies have you got in place? - for every family it is going to be different. We need to make sure we target the ones that are about to go into severely absent. Are we allowed to declare children as homeschooled if they don't attend at all? No, of the 5 children that don't attend at all 4 are from disadvantaged groups.</p> <p>Are the teachers on board that the child is not to be criticised as the onus should sit with the parent? EJ - Of course. we would never do that.</p> <p>We have been looking at improved attendance and giving the child an award if their attendance improves. It's very difficult because it's not the child's fault.</p> <p>The SIP Tina Jackson and Brad Murray visited us in November. It was a really useful visit with lots of positives as well as some key areas to focus on.</p> <p>We need to work on the coherence and consistency of our teaching, they saw some strong teaching and some less strong teaching and monitoring. staff will now be having regular drop ins. we are focusing on the Rosenshine principle. Every staff member has now had at least one drop in. We are making sure that we give quick feedback. This is having a positive impact. we are going to do some pupil conferencing over the next couple of weeks.</p> <p>Leadership plan is something that we are struggling with, staff morale has been quite low this term.</p> <p>Why is staff morale low? EJ - Work has changed a little bit, we have deflected TAs from KS2 classes to help KS1 classes. We are having a shift on what we want TAs to do. We used to have 1 TA per class, but we now have to put the TAs where the need is greatest, which is KS1 to help with Little Wandle.</p> <p>Health has also played an impact, we have had a lot of staff absence because of mental health and physical health.</p> <p>We were hoping that after Christmas we could look at doing an afternoon cream tea for staff. It would be great to have as many governors there as possible. they need to know that we are here. Have we got a budget to buy things? Yes, there is a Governor's Budget.</p> <p>AL – We could look at doing a monthly drop-in session with staff that could be rotational, so each governor picks up a month. We could have a set time for staff to come in and speak to us. ASL - it would be nice that they know who we are and that we are people that do care.</p>		

21.23.24	<p>School Development Plan:</p> <p>Monitoring visits update from Governors all monitoring forms have been uploaded to drive.</p> <p>ASL - Safeguarding visit - we went through CPOMs and the behaviour policy.</p> <p>Phonics and Early reading, I met with Jenny Hooper and Sian Parker. They had lots of examples of children who were behind and who had progressed very well. There are a few issues, they are struggling with the Tas. They do see its value. It's still very early days, but there are lots of positives.</p> <p>JD – Met with Mrs Williams for Maths. We talked about the White Rose platform - thought it was brilliant. Mrs Williams seems really passionate about the topic. The only thing we need to look at is how we record the result. This seems to reflect what's been said at other visits.</p> <p>RM – Met with Bernie and Fran to discuss PE. I was really taken aback by the motivation they have. There were a couple of things that we took away from the meeting - there is a standalone PE funding - I don't know how that is used yet annually. Fran and Bernie don't know how much they have spent. EJ - We always want to look at using it towards something significant. There are quite strict guidelines about how you can spend it. RM – We thought maybe we could look into using it to fund a school minibus. It could then be used for taking children to swimming. EJ - it's not just the purchasing of the vehicle it's the upkeep of the vehicle and the guidelines are very specific.</p> <p>RM - We would really like to buy more gym mats. We would also like to look at renting internal space, maybe somewhere like the tennis centre. RM to speak to Nicola about it.</p> <p>RM - myself and Charlotte Fleming had a service families meeting – We currently have 40 children from service families. It is hard to get families to attend. we will keep attending to try and get more families to attend. We are trying to generate a service community at school and bringing the community together. We are going to look at organising trips to help the families feel part of the community.</p> <p>JMc and AS met with Mrs Hollingworth to discuss SEND. It is a really huge area AS mentioned that it would be good to have SEND as a Standing item on the agenda so Clare can discuss at each meeting. All Governors agreed.</p> <p>AS - It would be great for Clare to explain the profiling tool and what it is telling us. It will give us an overview of what the school is dealing with.</p> <p>PW – carried out monitoring visits with Science and Art today - had a conversation with Sophie Lock - KS1 science leader- White rose it is not totally complete, yet it will be complete by the end of this academic year. She is happy with the assessment materials. Resourcing for experiments is great. The only thing that was highlighted was that staff thought that they had to follow the scheme. They needed the green light to say follow this map but adapt it to the needs of your class. Another drawback was that Sophie hasn't had much chance to do any quality assurance.</p>	Decision	All
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	<p>EJ. We have deliberately not focused on anything else other than Little Wandle. We have been looking broadly at teaching and learning. Science is a focus but not until Jan 24.</p> <p>PW - Art - there was a similar theme to science, permission for staff to adapt the curriculum. EJ - I have seen more DT going on than I have ever seen.</p> <p>PW – it used to be that there was a separate budget for Art Supplies, it would be great if it could go back to that. EJ – will discuss in T and L.</p>		
22.23.24	<p>Committee Minutes All committee minutes uploaded to the drive.</p> <p>Resources – AS reported back to Governors. Nicola was really transparent. The biggest risk this year is the pay award. The surplus that we have built up is diminishing, something to keep an eye on. John Longstaff met with Nicola to discuss Health and Safety - There was a fire service inspection. one of the things that came out was we are not on an automatic call out. I would have thought that it could be an issue for the insurance of the school if there is a fire during the night. JL - I want to look at how we get added onto the automatic call out for 999. Nicola is going to try and press them for the report.</p> <p>Teaching and learning – FrRS reported back to the Governors. We spoke a lot about Little Wandle and the commitment of pulling staff out of classes. Real progress is being seen. Children are being given short sharp interventions. Anna Slade to move to Teaching and Learning.</p>		

Ref	Item	Action / Decision	By whom
23.23.24	<p>Safeguarding</p> <p>MS updated governors on safeguarding – full report on drive.</p> <p>CPOMs continue to be a valuable tool in helping us to notice patterns in incidents.</p> <p>We have done some staff scenarios over the last term, the quality of the feedback that we have received has really improved. We do induction training for new staff.</p> <p>We have shared the behaviour policy with teachers and TAs. training is ongoing. Please can all Governors complete the safeguarding training and survey. I will send the link back out.</p> <p>After talking to the School Improvement partner, we are happy with our protocols and the children’s behaviour around school.</p> <p>There was an interesting point about safeguarding and the umbrella, all governors need to be aware of safeguarding. it isn’t just about the policies it is about how the school feels.</p> <p>It was mentioned at the bottom of the monitoring form to add a box about safeguarding, so we can evidence that we have all be thinking about it.</p>	Action	JM/AL
24.23.24	<p>Skills Matrix</p> <p>JM has collated all the information from the audits. JMc to provide governors with feedback at the next meeting</p>	Action	JMc
25.23.24	<p>Policies</p> <p>EJ updated the governors on the changes to the Behaviour policy, it has been sent to staff and spoken to staff and TAS. Governors agreed to add sexism into the serious behaviour. All Governors agreed on policy.</p> <p>EJ mentioned to the Governors the Low-level concerns policy, it has gone out to all staff, and they are really happy with the policy. All Governors agreed the policy.</p>	Decision Decision	All All
26.23.24	<p>Pupil Premium strategy statement</p> <p>EJ updated the governors on the Pupil Premium Strategy Statement. It is a three-year rolling statement. The focuses are on attendance and closing the gaps in phonics and reading. I have sent it to Antonia as the PP governor. All Governors agreed for statement to be published</p>	Decision	All
27.23.24	<p>Term Dates</p> <p>EJ updated the governors on the Term dates for 24-25 uploaded onto the drive. The term dates have been sent to teachers and we have received no comments back. SLT moved around the inset days in blue. All Governors agreed to the Term date.</p>	Decision	All

Ref	Item	Action / Decision	By whom
28.23.24	Christian Distinctiveness: EJ updated the governors on the upcoming dates for Nativity in school on the 5 th 6 th and 7 th December.		
29.23.24	Chairman's Business: None		
30.23.24	Meeting finished at 9pm Next FGB Meeting 30 th January 7pm		

Summary of Action Points

1.	JM and AL to add a section for Safeguarding onto the monitoring visits form	JM/AL
2.	JMc to provide Governor's feedback from the skills matrix at the next FGB meeting	JMc
3.		
4.		