

Minutes of the Governors' Meeting held via Zoom Thursday 9th December 2020 at 5.30 pm – via Zoom

Present: Mrs J Cook (Chair), Mrs R Burt, Mr B Legrove, Mr J Ring, Mr J Arrowsmith, Mr Mark Birks, Mrs E Cooper

In attendance: Mrs R Curtis (Clerk)

| No | Agenda item | By date | By whom |
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| 1 | Welcome to New Governors Those present were recorded by the Clerk. | | |
| 2 | Apologies Cllr E Nockolds, Jo Davenport (Headteacher) | | |
| 3 | Declarations of Interest for the Meeting None | | |
| 4 | Governing Body/Committees Upon recommendation from the sub committees the following documents were proposed for acceptance by Mrs Cook and seconded by Mr Legrove and unanimously agreed. <ul style="list-style-type: none"> · Resources Terms of Reference · Teaching and Learning Terms of Reference | | |
| 5 | Approval of the Minutes of the meetings held on 29th September 2021 Mrs Cook proposed the acceptance of the above minutes, this was seconded by Mr Ring, and carried unanimously by those present at the meeting. | | |
| 6 | Matters Arising From Previous Minutes The Headteacher will follow up interest shown by an ex-member of staff for the vacant Governor position. | | |
| 7 | Notification of Any Other Urgent Business Staffing Issue | | |
| 8 | Correspondence None | | |

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| <p>9</p> | <p>Headteacher's Report</p> <p>The following items from the report were discussed;</p> <ul style="list-style-type: none"> ○ Attendance has been dropping as parents are taking their children out of school for holidays, a noticeable trend is for a Friday and Monday to be taken as unauthorised absence. Mr Ring asked if the school takes any action, Mrs Burt said the Headteacher will follow up with parents if attendance falls below 90%. And paperwork is sent to County when there is a case for a fixed penalty notice. ACTION: Governors asked for feedback for the next meeting on this issue. ○ There has been an exclusion issue with one child, which is being dealt with and the parents are also working with the child at home. ○ When reviewing the data Mrs Cook asked if building relationships has been affected by COVID. Mrs Burt said the some children in Reception do not communicate clearly and this is being monitored. There are some issues with children in Year 1 and intervention is being planned where necessary and these have been picked up since the pandemic. ○ It was noted that Phonics Year 2 Point in Time Assessment result was 91%. ○ The recent Ofsted report has been published with a rating of GOOD. Areas that were documented as needing improvement have already been identified in the SIDP and Subject Action Plans, monitoring is now needed to show that there has been improvement. ○ Mrs Burt reported that she was in the process of collating and sorting the books following on from feedback from the Ofsted report. Governors congratulated Mrs Burt on the Ofsted Inspectors comment relating to the Schools well planned phonics scheme. | <p>Feb 22</p> | <p>H/T</p> |
| <p>10</p> | <p>Committee Reports</p> <p>Resources</p> <ul style="list-style-type: none"> · After recommendation for approval at the Resources sub committee meeting, Mr Legrove proposed that Revision 2 of the budget be approved by Governors at this meeting; this was seconded by Mrs Cooper and unanimously agreed. · The RAG rating is currently Green, Governors were reminded to keep attending the required finance courses to ensure this rating is maintained. · The SFVS will be discussed thoroughly at the next meeting. · The themed audits for Ordering and the Asset Register were reviewed and actions noted. · Appraisals have been carried out for all staff. <p>Teaching and Learning</p> <ul style="list-style-type: none"> · The School Improvement Plan was reviewed. · Ideas were discussed to try and get parents on board with reading at home. Mrs Burt has put the 'caption action' cards on the website and said it would be better to put work set as revision at the end of the week rather than at the start to allow the teachers to put in place the work. | | |

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| | <ul style="list-style-type: none"> · Pupil Premium – gaps have been identified in Year 2 reading. Potential for bringing in a teacher for intervention work. · Sports Premium – Looking at using some money to fund after school clubs. · Monitoring was discussed and the importance of setting up a timetable to give Governors some structure to this for the coming year. ACTION: Mrs Burt to collate a list of teachers email addresses for the Clerk to distribute so that Governors can make contact with their subject teacher to arrange an initial meeting. It is important that this is actioned by all Governors as it was flagged up by the recent Ofsted report. Even if meetings cannot take place face to face due to COVID restrictions it was agreed that virtual meetings would suffice. | ASAP | RB/Clerk |
| 11 | <p>Policies EYFS – Governors had reviewed the document and unanimously agreed its acceptance.</p> | | |
| 12 | <p>Governor Training Mr Ring has completed Performance Management. Mrs Cooper has booked onto Governor Introduction. ACTION: Mrs Cook and the Clerk will work on a Governor Action Plan in the new year.</p> | Jan 22 | JC/Clerk |
| 13 | <p>Any Other Urgent Business A TA is required to assist with staffing of intervention work across all 3 year groups. The Headteacher had written a proposal for this which Governors considered and Mrs Cook proposed to go ahead with placing the advert and this was seconded by Mr Legrove and unanimously agreed.</p> | | |
| 14 | <p>Confidentiality of Proceedings The Chair reminded everyone that any discussions taking place at this meeting remain confidential.</p> | | |
| 15 | <p>Date of Next Meeting 10th Feb 2022</p> | | |

The meeting closed at 6.55pm