Minutes of the Governors' Meeting held via Zoom on Thursday 19th October 2023 at 5.30 p.m.

Present: Mrs E Cooper (Chair), Mrs R Burt, Mr J Arrowsmith, Mrs N Anderson, Mr M Birks, Mrs J Cook, Mrs H Lali, Cllr S Wells, Mrs A Hayes

In attendance: Miss J Davenport (Headteacher), Mrs R Curtis (Clerk)

No	Agenda item	By date	By whom
1	Apologies		
	None		
2	Declaration of Interests		
	None declared		
3	Membership of the Governing Body		
	Mrs Annabel Hayes attended the meeting after expressing an interest to join the Governing Body. As a retired teacher, Governors felt she has good knowledge of the school and experience to take the position of co-opted		
	Governor. Mrs Cooper proposed that Mrs Hayes was co-opted to the Governing Body and this was seconded by		
	Mrs Cook and unanimously agreed.		
4	Approval of the Minutes of the meeting held on 21 st September 2023		
	Mrs Cooper proposed the acceptance of the minutes of the meeting held on 21 st September. This proposal was		
	seconded by Mr Birks, and carried unanimously by those present at the meeting.		
	There were no matters arising to discuss from the minutes.		
5	Policy Review – Teaching and Learning / Marking and Feedback		
	Both Policies were proposed for acceptance by Mrs Cooper and seconded by Mr Birks and unanimously agreed.		
6	Headteacher's report		
	The following items were discussed from the report;		
	 Mrs Cooper asked – Is there anything that we as Governors can do to support the school regarding attendance, such as being firmer with our literature in attendance? The Head teacher said that she had 		
	found some suggested text message wording which can be sent out to parents and to put the child's		
	absence in days rather as a percentage as this can mean more. As previously discussed, Governors all		
	agreed that the amount of the fine is not enough of a financial deterrent for parents when compared to		
	the cost of a holiday taken in term time. Mr Arrowsmith asked if teachers could list all the work which		
	has been missed by a child while they are on holiday to show the parents, this was thought to be a lot of work for teachers to do and not sure if it would make any difference.		
	work for todolicis to do and not sufe in it would make any difference.		

0	Mrs Cooper asked – is the review of the child with an ECHP by the inclusion team to asses if our setting is the right one – is a move needed/expected if there is a place? The Headteacher said that as many agencies are involved as possible to help support the school with this child. SWIS is not equipped to meet their needs although provision is being developed, a room has been padded and extra staffing support is in place. Mrs Burt noted that Mr Kelly Chaplin was going above and beyond her role to help this child and Governors wished to express their thanks to her in the minutes. Several local schools are experiencing the same and it is only likely to increase as the complex needs schools now do not have enough places for children requiring them. A report was given from an Educational Phycologist which the school paid for, although after identifying an area of need there were no practical strategies identified. At the recent Open Day, 3 prospective parents explained that their child has significant needs. Mr Birks asked if Governors could do anything in terms of lobbying support from the local MP. Governors thought this was a good idea ACTION - a letter will be drafted and sent.	ASAP	Chair / HT
0	Mrs Cooper asked if the number of children on Red has increased or around the norm? The Headteacher said numbers of red have been low this term and the focus on Ready, Respectful and Safe have been taken on board by the children.		
0	Mrs Cooper asked if there was any budget for an agency cleaner? The Headteacher said additional costs for an agency cleaner would come out of the main budget. There have been difficulties in recruiting a cleaner but she is hopeful to find a suitable cost effective solution soon.		
0	Mrs Cooper asked about staff on the Upper Pay Scale and how this is funded. The Headteacher said this is funded from the school salary budget and with the time, experience, contribution and progression all the teachers have had in their posts they are now on the highest point 3 of their scale.		
0	It was agreed that the Chair would carry out the Headteachers appraisal with the Vice Chair (Mrs Cook) who has previous experience of this. VNET will be advised.		
0	Mrs Cooper asked if staff feel the steps being taken regarding writing will assist with improvement in these areas? The Headteacher said staff have fed back positively about the writing units they have completed in Yr 1 and Yr 2 and evidence can be seen in the books of daily writing outcomes which show the children are being challenged. Two members of staff are undertaking training on writing in the Early Years and will bring some fresh insight in how our youngest children are encouraged to write.		
0	Mrs Cooper asked if the school could use a validated reading scheme, the Headteacher said the Phonics Scheme has always produced high results. The Phonics Fairy scheme was not put forward for validation, but other schemes are going to be looked at this year to see if a change is needed.		
0	The RAG Report was Red and finance training is needed by Governors. ACTION Governors to book in Finance Training and let the Clerk know when completed so that she can record on Governor Hub. Other matters raised - an Audit is required, the Headteacher will book one in at a cost of £1,100 and hoping to select a suitable time in the school year for it to be carried out. The second budget revision is booked for 6 th December.	ASAP	All / HT

7	Half Termly Focus – Curriculum	
	SIDP – the four priorities of the plan were reviewed -	
	 . To continue to develop the curriculum and teaching strategies to ensure that the children know more and remember more, providing a firm basis for the Key Stage 2 curriculum. . Ensure children attend well and have a love of learning with the ability to challenge themselves . To develop pupil leadership throughout the school . To develop monitoring at all levels to ensure that the school is held to account for the highest expectations 	
	SEF – Governors reviewed the self evaluation form and were happy with the contents.	
	Pupil Premium – The strategy statement was reviewed and there were no questions.	
	Mrs Cook asked how the new Forest School teaching was going. The Headteacher said that feedback was really good and it is working well and there is a rota for all classes to participate.	
	PE and Sports Premium – The evaluation document was reviewed and there were no questions.	
8	Governor Monitoring, Development and Training o Mrs Cooper has attended SIDP training. o Mr Birks has completed a review of the website. o Mrs Cook has a SEND course booked for February.	
	A reminder that at least 3 Governors need to complete finance training.	
9	Date of Next Meeting	
	Wednesday 13 th December, 5.30pm – focus on finance and annual buildings inspection	

The meeting closed at 7 pm