

Minutes of the Governors' Meeting held via Zoom on Thursday 21st September 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

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

No	Agenda item	By date	By whom
1	Apologies None		
2	Membership of the Governing Body – Election of Officers The Clerk welcomed Cllr Wells who was appointed to the Governing Body following approval of his Local Authority Governor application to County Hall. Chair – The Clerk asked if anyone would like to put themselves forward to be Chair. Mrs Cooper said she would be happy to take on the role. This was proposed by Mr Arrowsmith, seconded by Mrs Lali and unanimously agreed. Mrs Cooper then proceeded to chair the meeting. Vice Chair – Mrs Cook said he was happy to take the role of vice-chair to support Mrs cooper in her first year in the role. This was proposed by Mr Birks and seconded by Mrs Anderson and unanimously agreed. Following Mrs Burt's term of office expiring she said she is happy to continue as staff governor, this was proposed by Mrs Cook and seconded by Mrs Cooper and unanimously agreed. There is a vacant position for a co-opted governor. The Headteacher has spoken to Mrs Annabel Hayes (who previously taught at the school) and she would like to take on this role. It is felt that Mrs Hayes will bring her teaching experience to the position and this was proposed by Mrs Burt and seconded by Mrs Cooper and unanimously agreed.		
3	Declaration of Interests None declared		
4	Notification of Any Other Urgent Business <ul style="list-style-type: none">○ Update on staffing matters – to be covered in the Headteachers report.		
5	Approval of the Minutes of the meeting held on 6th July 2023 Mrs Cook proposed the acceptance of the minutes of the meeting held on 6 th July. 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.		
6	<p>Appointment of Governors with Special Responsibilities</p> <p>Administrative Links Safer Recruitment, Looked after children and SEND – Mrs Cook Safeguarding – Cllr Wells Performance Management – Mrs Cook and Mrs Cooper Finance, Pupil Premium and Sports Premium – Mrs Lali Educational Visits, GDPR and Cyber Security – Mrs Cooper Website monitoring – Mr Birks Health and Safety – Mr Arrowsmith EYFS – Mrs Anderson</p> <p>Subject Links English - Mrs Cook Maths and PE – Mrs Lali Design Technology and Computing – Mr Birks RE and History – Mr Arrowsmith Geography and PSHE – Mrs Cooper The Arts – Mrs Hayes EYFS – Mrs Anderson Science and Forest Schools – Cllr Wells</p>		
7	<p>Register of Business Interests Forms</p> <p>Governors signed their business interest forms for the forthcoming year.</p>		
8	<p>Headteacher’s report</p> <p>The following items were discussed from the report;</p> <ul style="list-style-type: none"> ○ There is a child in YrR with complex needs and Mrs Cook asked if the child is able to participate in normal lessons. The Headteacher said no, they are non-verbal and use object reference to communicate. Are there any additional safety measures in place – looking to adapt an area with padding. Is one member of staff enough to look after the child, no, there will now be 2 TA’s in place to look after the child who will attend school from 9.30am – 11.30am. The School have accessed additional advice and support from as many people as they can for the child and family and have asked for an urgent review of their EHCP. ○ The School have rejoined VNET to provide support and challenge and have already taken part in an early years writing project, with more credits to be used to provide monitoring, challenge and support in school. Governors felt this was a positive resource to have. 		

	<ul style="list-style-type: none"> ○ Closer working is happening with SWJS, especially in terms of the Governing Body joining together for training. The Local Authority is keen for further possible links to be explored. ○ Both cleaners have given notice, and the hours put together again and the post advertised. In the meantime staff are cleaning their classrooms. ○ A TA has given notice and will be leaving at half term. ○ Not included in the Head teachers report - 1 member of staff will be requiring maternity leave to start before the Easter holidays. <p>Governors were presented with a timetable of monitoring to be carried out during the school year, so that any visit and updates fall in with the timings of the Governors Meetings to allow for feedback.</p>		
9	<p>School Policy Review</p> <p>The following 2023 policies had been reviewed by Governors and were proposed for acceptance by Mrs Cooper and seconded by Mr Birks and unanimously agreed, Mrs Cooper will sign electronically via the Governor Hub.</p> <ul style="list-style-type: none"> ○ Anti Bullying Policy ○ Behaviour Policy ○ Code of Conduct ○ Educational Visits Policy ○ First Aid Policy ○ Health and Safety Policy Part 1 and Part 2 ○ Intimate Care Policy ○ Online Safety Policy ○ Safeguarding Policy ○ Keeping Children Safe in Education <p>The document 'Keeping Children Safe in Education' will be signed by all Governors on Governor Hub.</p>		
10	<p>Governor Monitoring, Development and Training</p> <ul style="list-style-type: none"> ○ Clerk to resend the training list to Governors and update the monitoring timetable with allocated names. 	ASAP	Clerk
11	<p>Any Other Urgent Business</p> <ul style="list-style-type: none"> ○ Staffing matters discussed in Headteachers report. 		
12	<p>Confidentiality of Proceedings</p> <p>The Chair reminded everyone that any discussions taking place at this meeting remain confidential.</p>		
14	<p>Date of Next Meetings</p>		

	<ul style="list-style-type: none"> • Thursday 19th October, 5.30pm – focus on SIDP and curriculum (governors to have met with their subject leader prior to this meeting) • Wednesday 6th December, 5.30pm – focus on finance and annual buildings inspection • Thursday 8th February, 5.30pm – focus on curriculum • Thursday 21st March, 5.30pm – focus on finance budget • Thursday 23rd May, 5.30pm – focus on finance • Wednesday 10th July, 5.30pm – focus on finance 		
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The meeting closed at 6.45 p.m.