



Full Governing Body Meeting

Tuesday 18th October 2022 at 5.30pm

Chaired by: Jill Skidmore

Clerked by: Caroline Parsons

Present:

Jennie Bradley (JB)
 Elaine Chapman (EC)
 James Handley (JH) **Head**
 Cat Labio (CL)

Sam Limer (SL)
 John Saynor (JSa)
 Jill Skidmore (JSk) **Chair**
 Mary Teeboon (MT)
 Caroline Parsons **Clerk**

		Actions:
001 22/23	Introduction and welcome JSk welcomed everybody to the meeting	
002 22/23	Aims for the meeting The aim was to have a good productive meeting	
003 22/23	AOB None.	
004 22/23	Apologies Apologies had been received and were accepted from Sarah Fletcher and Helen Woodruff.	Agreed
005 22/23	Governing Body Membership JSk informed governors that, due to work commitments, Caroline Payne has resigned as Associate Member. Governors were grateful to Caroline for her many years of support of the governing body and the school. The Rev Adele Barker is now vicar of the area and had been contacted regarding the Ex-Officio governor role but unfortunately she did not feel that she was able to commit to this. Governors asked the Clerk to contact the PCC regarding filling this vacancy. The vicar has been into school and met with EC. She is in touch and keen to be involved in the school. MT's term of office ends in January 2023. She was asked if she was willing to continue and said that she was willing to stay for another year if governors wanted. Governors replied that they would be pleased if she would stay. The Clerk was asked to forward the appropriate Foundation Governor paperwork for MT to submit to the PCC and Diocese for approval. Some time ago Trustees had put forward a Trustee as willing to take on the role of Foundation Governor (Trustee). Governors understood that other commitments may mean that they were not able to commit to this but felt that so much time had passed that Trustees should be asked to suggest someone else. SL offered to contact the Trustees regarding this. Governing body and committee structure available on School Bus.	Clerk to contact PCC Clerk to forward paperwork to MT SL to raise with Trustees
006 22/23	Declaration of Business Interests There were no declarations of business interests in the agenda of this meeting. Declaration of pecuniary and personal interest forms were collected from those present at the meeting.	Clerk to obtain completed forms from all governors.
007 22/23	Minutes of previous meeting The minutes of the meeting held on 19 th July 2022 had been distributed via School Bus. Minutes were agreed to represent a true and accurate reflection of the meeting and were agreed by governors.	Agreed

008 22/23	Confidentiality No confidential items from the meeting on 19th July 2022.	Agreed
009 22/23	Matters Arising and Actions No items on the Actions list.	
010 22/23	<p>Committees and Feedback</p> <p>Curriculum – verbal update - EC and CL had met during the first half term and discussed the curriculum including maths for EYFS and Year 1 pupils. A more formal meeting to be arranged.</p> <p>SEND – verbal update – SEND review meetings with parents had taken place but unfortunately the SEND Open Morning was cancelled due to illness. This will be rearranged. The SENDCo is reviewing the school website in light of SEND compliance.</p> <p>Personnel – verbal updates: <i>Mental Health & Wellbeing</i> – JSa informed governors that he had met with staff on 1st September (Inset day). All staff were invited including kitchen staff (not employees of the school) as it was felt important that all were given the opportunity to be involved. Some changes had taken place already with improved communication between staff and trying to spend some time together at lunch time. JSa made governors aware that changes would take time to become usual practice and that this should be monitored. The meeting gave staff a safe opportunity to have a frank and open discussion regarding concerns in order to enhance the culture of the school. JSa is keen to continue to support staff with this. JH felt that the meeting gave staff the opportunity to stop and think about themselves rather than rushing from task to task. JH thanked JSa for working on this important area which he felt showed the school ethos of ‘we care about each other’ in action.</p> <p><i>Staffing</i> – Janson Southward (Caretaker) – unfortunately Janson handed in his notice at the beginning of the summer holidays. School were sorry to see him leave. Fortunately Amber Willis was willing to cover the summer deep clean as well as the decorating of the corridors and continued at the school until recruitment was completed. Lucy Cooper and Rachael Limer were successful at interview and now undertake the role on a job share basis. The high standard of cleaning has been maintained throughout these changes.</p> <p><i>Confidential item removed.</i> Currently some TA time is being redirected to enable intervention work but additional staff may have to be employed. As governors were aware from the budget summary information they had received via School Bus the recent pay rises would have a major impact on the budget figures. At the time the figures were prepared it was not confirmed what percentage increase would be agreed but had been calculated at 5%. No recruitment would be taking place until figures were confirmed and the budget reviewed. School is applying for SEND funding where appropriate. <i>Confidential item removed.</i></p>	
011 22/23	<p>Headteacher’s Report</p> <p>Governors had received the Headteacher’s report via School Bus.</p> <p><i>Admissions</i> – EC informed governors that unfortunately one pupil is leaving the school at the October half term. She reassured governors that this was not due to parents being unhappy with the school. Next year’s September intake is looking to be 9 and there was a good attendance at the recent Open Day. Governors felt that promoting the school was important and suggested the Peak Advertiser which is delivered locally. <i>The following are also included on the SIP which was provided to governors via School Bus.</i> Although the SIP is quite a large document JH felt it was important that governors were fully informed.</p>	JH/EC to arrange advert/article

	<p>Attendance – JH informed governors that up to the week prior to the meeting the attendance was 98%. Attendance letters will be sent to parents at the end of next half term. They will be red, amber or green depending on the child's attendance. School is keen to support pupils to be in school whenever possible. Requests for absence for non-exceptional circumstances will be put forward for penalty notices where appropriate.</p> <p>Data – JH informed governors that the school data is very positive with the school in the top 1% nationally in some areas. The plan is to continue improving progress, working on the quality of education and enhancing parental engagement. Governors stated that they were aware that sometimes small year groups skewed the figures especially if the cohort included children on the SEND register.</p>	
012 22/23	<p>Collaboration Review JSk informed governors that she had spoken to the Chair of the Governing Body of the Federation and been informed that their governors were happy with how the collaboration was going. A governor informed those present that they had been approached by a parent who queried how much time JH would be in the school as when they chose the school they thought he would be there more. The governor assured JH that this was not a criticism and that the parents were still happy with their choice of school but as a governor they felt they should raise this. Governors at the meeting felt that they were happy for the collaboration to continue after its proposed end date in December.</p>	Agreed
013 22/23	<p>Chair's Report Nothing more to report.</p>	
014 22/23	<p>School Improvement Plan Covered in the Headteacher's Report to Governors</p>	
015 22/23	<p>Attendance Covered in the Headteacher's Report to Governors & SIP</p>	
016 22/23	<p>Sports Premium & Pupil Premium JH informed governors that the annual plans are now on the school website. The Sports Premium supports Forest Schools' sessions, sports leaders, High Peak Sports Partnership and costs involved in sporting events.</p>	
017 22/23	<ul style="list-style-type: none"> • Admissions Policy 2024-2025 • Adverse Weather Policy 2022 • Attendance & Absence Policy 2022 • Authorised Leave of Absence & Flexible Working Policy 2022 • External Contributors & Speakers 2022 • Management of Sickness Absence 2022 • SEND Policy 2022 • Supporting Pupils with Medical Conditions Policy 2022 • Keeping Children Safe in Education 2022 (Part One) <p>Terms of Reference</p> <ul style="list-style-type: none"> • Governing Body • Complaints • Curriculum & SEND Committee • Disciplinary Appeal – Staff • Finance Committee • Personnel • Premises / Health & Safety 	Agreed
018 22/23	<p>Parent View There are currently not enough responses to show results.</p>	

019 22/23	Budget/Finance Benchmarking – governors had received the information via School Bus. The figures showed that the school prioritised the teacher/pupil ratio in order to improve provision. Governors felt it was useful to compare the school to others of a similar size. Budget (4 year overview) & Impact Summary – governors were aware of the impact summary which showed how the school budget could be impacted by potential staff pay rises. JSk reminded governors that although they should be mindful of the 4 year overview figures they should remember that things change over that length of time. Once the staff pay increase figures are formalised the budget figures will be updated and reviewed as they will be more accurate.	
020 22/23	Virements, Disposals and Inventory None	
021 22/23	SEND Already covered	
022 22/23	Safeguarding EC is taking part in Designated Safeguarding Lead training in October (2 days). She will then take on the main DSL role as she is Head of School. <i>Confidential item removed.</i>	
023 22/23	Governor Visits Currently committee meetings only apart from: S Fletcher – Volunteer C Labio – Curriculum J Saynor – Mental Health & Wellbeing W Woodruff – SEND JH suggested governors visit the school to review data and discuss progress.	JH to arrange governor visit
024 22/23	Correspondence & Training A letter had been received from the Diocese regarding MT's term of office. JH asked if any governors had suggestions for training they would be interested in. JB would like information on any Safeguarding / Prevent training.	Clerk to seek training for JB
025 22/23	Any other business No other items	
026 22/23	Have we focused on benefitting the children in our school? Always and absolutely	

The meeting ended at 7pm