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TEVERSHAM CHURCH OF ENGLAND PRIMARY SCHOOL

**Full Governing Body meeting in School**

**6pm 17<sup>th</sup> September 2024**

**MINUTES**

**Present:** Governors: Rebecca Simpkin Smith, Headteacher, Nick Moir (NM) (Chair), Tim Barrow (TB), Fiona Herczog (FH), Rebecca (Beka) Wylie (BW). Jo Haywood (JH) *until 7.25 pm*, Sara Smith (SS).

Ann Abineri, Clerk to Governors.

The meeting was quorate throughout.

1.	<b>Welcome from the Chair</b> NM welcomed those present.	
2.	<b>Apologies for Absence</b> were received and accepted from <b>Governors</b> Alissa Nolan and Sharon Byrne. <b>Associate Members</b> Mel Webster and Ed Smith were not expected to be present.	
3.	<b>Election of Officers - Chair and Vice Chair</b> The Clerk took the Chair for election of the Chair. Nick Moir appointed, unanimously. NM took over the chairing of the meeting and Tim Barrow was appointed as Vice Chair, unanimously.	
4.	<b>Review of Minutes FGBs 1<sup>st</sup> July 2024 and 15<sup>th</sup> July 2024</b> <u>1<sup>st</sup> Jul 2024</u> A correction to attendance was made, some punctuation corrected and an attendance figure inserted. Subject to these changes, which the Clerk made, these minutes were approved as a true record.  <u>15<sup>th</sup> July 2024</u> A correction to punctuation was made and the review period for a policy was clarified. Subject to these changes, which the Clerk made, these minutes were approved as a true record.	
5.	<b>Pecuniary and Other Interests Declaration</b> BW declared that she is a trustee of Hope Church. The Clerk declared that her daughter is a supply teacher who sometimes teaches in school.	

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	The Clerk reminded Governors to update their interests on GovernorHub for this academic year and to update whenever necessary during the year.	
6.	<b>Agreement to adopt LA's 2024 model Code of Conduct</b> Adopted. All to sign via Governorhub.	All Governors & associate members
7.	<b>Approval of Standing Orders (LA 2024 model)</b> These were reviewed. Item 11. Publication of Governors' diversity information was discussed. It was agreed that Governors are encouraged to complete this section on GovernorHub but at present the GB will not publish this information. Increasing diversity on the GB was discussed. It was agreed that encouraging Parent Governor applications is a way of potentially increasing diversity. In order to create a Parent Governor vacancy, the GB could consider co-opting a current Parent Governor.  Item 14. In order to meet KCSIE requirements, this was worded to confirm that the FGB may invite a new Governor to meetings as an observer prior to completion of DBS and other checks.  Agreed subject to the changes. Will be available on GovernorHub.	
8.	<b>Committees</b>  <u>Curriculum</u> Chair: Joanna Haywood. Sara Smith and Sharon Byrne now on Curriculum Cmt. Next meeting 6pm online 4 <sup>th</sup> November 2024  <u>Resources</u> Chair: Tim Barrow. Prospective new Governor will be invited to Resources Next meeting 6pm online 21 <sup>st</sup> October 2024  Election of Governors with special responsibilities Cyber Security : Alissa Nolan Eco and Sustainability: under consideration  Links SB creative arts and PHSE TB Health & Safety, English and PE SS Staff link: AN Maths, Computing, Monitoring of webfiltering BW Policies, History and Geography ES Buildings & Property NM collective worship, SMSC & RE, leadership & wellbeing	

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	FH PP/SEND, Science JH Science, Early Years, Safeguarding, G&T, website compliance	
9.	<p><b>GB vacancies – prospective Co-opted Governor.</b> 2 Co-opted and 5 Foundation vacancies. NM had shared information about prospective Governor Ian Robinson who is also a Parish Councillor in Teversham. Co-option of Ian Robinson agreed unanimously. (Appointed subject to checks – may observe GB meetings pending DBS checks being completed.)</p>	
10.	<p><b>Safeguarding</b></p> <p>Governors were reminded to read and sign KCSIE 2024 on GovernorHub. Training: Governors reminded – some have attended, some booked on. The HT confirmed that all staff including peripatetic staff have completed training. My Concern in use. The HT updated on current situation.</p> <p>In the context of the Safeguarding Policy, <b>a Governor asked</b> what our obligations are as Governors under the Human Rights Act 1998 (the HRA). BW agreed to look into this.</p> <p><i>Post meeting note from BW: Section 80 of KCSIE 2024 states that governing bodies must be aware of their obligations under various pieces of legislation (including the HRA). The next sections of KCSIE go on to explain what those obligations are. The guidance about the HRA is in section 81-83.</i></p>	
11.	<p><b>Governor Visits Programme for 2024-25</b> Discussion took place on visits being linked to the School Development Plan targets. It was suggested that subject linked Governors focus on targets and actions in Subject Leaders Action Plans, where this is applicable. <b>A Governor pointed out</b> that its good practice to give a week’s notice to staff of SDP targets that will be reviewed at visit.</p> <p>FH, JH and NM have visit reports July 2024 and Sept 2024 to upload. Timing of visits within the school year was discussed and agreed as follows: Maths and English Autumn and Summer terms. H &amp; S termly. SEND termly Pupil Premium Autumn and Summer terms. Early Years early Summer term.</p>	Action: FH, JH, NM

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<p>12.</p>	<p><b>HT Report</b>          Number on roll 169 children compared with 178 in July 2024.          One admission pending.          Sparrow, Hummingbird and Kingfisher are low on numbers.          Pre-school number: 11 and rising.          9 applications so far for Reception 2025. The Governors recognised the need to keep Reception numbers up but noted that there are a number of other schools in the locality with spaces available. There is currently a possible admission from Springstead.          Staff team stable.          Effective methods of high quality Early Years recruitment being considered.          High SEND need in all yr groups. EHCPs taking longer and resulting in less funding which is a concern for the children’s needs and for the school’s budget.          Behaviour, and children and parents understanding of the therapeutic approach, is a key focus.          Curriculum development focus on maths, writing, geography and computing.          Premises: some redecoration has taken place and a rolling programme is planned.          Pre School Building has been further delayed. The HT is chasing and a site visit is planned for Monday 23<sup>rd</sup> Sept 2024.          SS reported on a positive mtg with building team.</p> <p>Meeting with Local Authority Attendance Officer planned to discuss how the new guidance is being implemented. <b>A Governor commented</b> on the onerous nature of the guidance. The HT updated the Governors on unauthorised absences and Governors compared data. SS and the HT explained that they are aware of specific reasons affecting punctuality and whilst punctuality is a focus it needs to be addressed the context of attendance and support.</p> <p>Draft SDP to be shared on GovernorHub – Governors welcome to comment.</p>	
<p>13.</p>	<p><b>Policies</b></p> <p><u>Admission Policy (FGB)</u> – checked for new guidance (September 2024): no changes. Approved</p> <p><b>Attendance Policy</b> : a point was clarified about sickness absence length for some illnesses. <b>A Governor asked</b> the HT about celebrating children’s’ attendance and the HT and SS explained that celebrating 100% attendance in assemblies can be a highly sensitive area in relation to medical absences so is not done.</p>	

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	<p>New timings clarified: Door open 8.45, gate open until 8.50 am. Parents still remain responsible for children until 8.45 am. The HT outlined responses received so far during consultation with parents. The HT will report back to FGB at the end of the consultation and further changes may occur then.</p> <p>Governors agreed not to adopt the clause stating that leave for families with specific circumstances would be refused, agreeing that school knows families well and would apply exceptional circumstances as appropriate. There may be some rare circumstances e.g. Make a wish holiday for a close family member, where school would want to authorize this as exceptional.</p> <p><u>Preschool Admission Policy (Sept 2024)</u> Approved</p> <p><u>Pupil Premium Plan</u> (reviewed with curriculum data). The HT has updated this, further data awaited. This is for Governor information.</p> <p><u>Safeguarding Policy and Statement</u> (follow model policy from LA) (Sept 2024) Approved after discussion.</p> <p><u>Governor allowances</u> (delegate) (Sept 2024). Approved.</p>	
<p><b>14.</b></p>	<p><b>Any Other Business</b>  <i>The HT and SS left the meeting for this item. The Clerk confirmed that there were sufficient eligible (i.e. non staff) Governors present for this item to be quorate</i>  <u>Head Teacher Performance Appraisal</u>            FH and JH met with Sue Blythe. 19<sup>th</sup> July 2024. The panel agreed that objectives have been met and proposed a pay award. Approved.</p>	
<p><b>15.</b></p>	<p><b>Next FGB Meeting:</b> 6 pm Tues 12<sup>th</sup> November 2024</p>	

*Mtg closed 7. 50 pm.*