

**TEVERSHAM CHURCH of ENGLAND PRIMARY SCHOOL**

**FULL GOVERNORS' MEETING**

**Tuesday 12<sup>th</sup> November 2024 – 6.00 pm**

**MINUTES**

**Present: Governors:** Rebecca Simpkin Smith, Headteacher, Nick Moir (NM) (Chair), Tim Barrow (TB), Fiona Herczog (FH), Rebecca (Beka) Wylie (BW). Jo Haywood (JH), Sara Smith (SS) (from 6.20 pm) Sharon Byrne (SB), Ian Robinson (IR).

Ann Abineri, Clerk to Governors.

The meeting was quorate throughout.

<p><b>1.</b></p>	<p><b>Welcome from the Chair, and prayer.</b></p> <p>NM welcomed those present and opened the meeting with a prayer.</p> <p>A warm welcome was extended to newly Co-opted Governor Ian Robinson.</p> <p><u>Declaration of pecuniary interests</u></p> <p>BW declared an interest in Hope Church which is a hirer of the school premises (item 6d)</p> <p>The Clerk confirmed that all Governors have completed their entry in the pecuniary interests register this autumn.</p>	
<p><b>2.</b></p>	<p><b>Apologies for Absence</b> were received and accepted from Alissa Nolan (Governor) and Mel Webster (Associate Member).</p> <p>Ed Smith (Associate Member) was not expected to be present.</p>	
<p><b>3.</b></p>	<p><b>Minutes of meeting 17<sup>th</sup> Sept 2024</b></p> <p>Agreed as a true record subject to correction of a duplicated word in item 10.</p> <p><u>Matters arising from minutes (not on the agenda)</u></p> <p><u>The Governor responsibilities and visits schedule 2024-25 was</u></p>	

	<p>reviewed. It was noted that TB has already completed a PE visit this term.</p> <p>Sharon Byrne to do PHSE visit.</p> <p>BW History and Geography visit changed from Summer to spring.</p> <p>The HT commented that visits are on schedule.</p>	<p>NM to circulate the updated document via GHub.</p>
<p>4.</p>	<p><b>School development plan – update</b></p> <p>The HT explained that this document has been re-designed to cover six key priorities. She is following school development team advice to make the document more dynamic and reactive by using slow, medium and fast lanes. In response to a <b>Governor Question</b>, the HT explained that items will be moved on the document where appropriate i.e. ‘change lane’. Red Amber Green rating was discussed, noting it is early in the year to use this rating as development is underway. In response to a <b>Governor Question</b> the HT confirmed that most aspects of the priorities are ongoing matters.</p> <p><b>A Governor suggested</b> changing lane headings so that they are not confused with red, amber and green ratings and the HT agreed to implement this.</p> <p><b>A Governor asked</b> how the HT ensures that subject leaders are fully aware and follow this plan. The HT responded that she ensures all staff are aware but also gives Subject Leaders an additional plan which focuses on the Priorities most relevant to their roles. She added that Priority 5 is in everyone’s action plan to ensure awareness development of skills in the Early Foundation Stage (Pre School and Sparrow class).</p> <p><b>A Governor asked</b> if the SL action plans can be shared with link Governors and the HT agreed to do this.</p> <p><b>A Governor asked</b> about teacher personal development plans and the HT responded that these will be rated through the year.</p> <p><b>A Governor commented</b> that it is good to see the Eco and Sustainability matters covered and the HT explained this</p>	<p><b>HT to share SL plans with Link Govs.</b></p>

	<p>isn't easy but she has ideas for projects. In response to a <b>Governor Question</b> on how Governors could support this. It was agreed that Governors could increase awareness and knowledge in this area. The HT explained the building improvements will also support this.</p> <p>In response to a <b>Governor Question</b> about effective implementation of the Development Plan, SS (as Staff Governor) stated that it is being implemented.</p>	<p><b>Govs to research Eco school ideas.</b></p>
<p>5.</p>	<p><b>SIAMS report and update</b></p> <p>Visit took place on 1<sup>st</sup> July 2024.</p> <p>The action point related to the SDP which is underway.</p> <p><b>A Governor suggested</b> that more prominence should be given to this on the website and the HT agreed to do this.</p>	<p><b>HT to put emphasis on SIAMS on website.</b></p>
<p>6.</p>	<p><b>Policies to approve</b></p> <p>a) <u>Teachers' pay policy</u>: TB had uploaded a draft policy, which has been updated with the changes passed on by EPM. The School Teachers Pay and Conditions guidance has been applied. It was noted that there is no longer a Performance Related aspect to teacher's pay. This change will be reflected in appraisal policies and procedures in due course.</p> <p>The need for a Pay Review Panel and Review Appeal Panel was discussed and an amendment to this wording was agreed. Pay Review Panel of 3 Governors to be set up. In the event of an Appeal, the Clerk would convene a panel from remaining Governors.</p> <p>Approved.</p> <p>b) <u>Behaviour</u></p> <p>The HT outlined the amendments she has made to this to bring it in line with LA guidance. She has</p>	

	<p>added a link to the Behaviour Curriculum Document. <b>A Governor asked</b> how it is ensured that this policy is followed by all staff and the HT explained it is part of induction and is also sent to all staff if any changes are made. SS agreed that staff follow the principles in this policy. Discussion took place on how beneficial it is to make this available to parents and several Governors commented that this is an important part of the school's ethos. In response to a <b>Governor Question</b>, the HT explained how aspects of this document are summarised including within a bulletin and the Parents Guide to Therapeutic Thinking. Also mentioned in Parents meetings.</p> <p><b>A Governor asked</b> where incidents of restraint are recorded and the HT explained the Physical Intervention book which has numbered pages as stated in the policy.</p> <p>Approved.</p> <p>c) <u>Staff Wellbeing</u></p> <p>Change to 3 year review schedule. No other changes.</p> <p>Agreed.</p> <p>d) <u>Lettings</u></p> <p>No changes.</p> <p>A change to letting fees was discussed.</p> <p>Hope Church fees to be discussed at next Resources Cmt.</p> <p><b>A Governor asked</b> if Hope Church were aware of the Lettings Policy and it was agreed to send this to the admin address at Hope Church.</p> <p>Approved.</p>	<p><b>TB to put this on agenda.</b></p> <p><b>HT send policy</b></p>
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	<p>e) <u>Attendance (with updated timings)</u></p> <p>BW outlined the changes made to this policy. Appendices from the LA added.</p> <p><b>A Governor asked</b> about gate opening times and the HT explained that school opening time is set formally and she is monitoring the gate situation.</p> <p>It was confirmed that names of staff responsible for attendance are in the policy.</p> <p>A number of wording changes to clarify responsibility were made.</p> <p>Schedule review date: 3 yrs.</p> <p>Approved.</p> <p>f) <u>Equality, diversity and inclusion</u></p> <p>BW is looking into model policies.</p> <p>g) <u>SEND policy</u></p> <p>This was approved and added to the review schedule.</p> <p>Report for information: this is a document made available to parents.</p> <p>BW suggested we need to add a reference to the Anti Bullying Policy and a reference to Looked after Children.</p> <p>For annual review.</p> <p>Approved.</p> <p>h) <u>Protocol for children not collected</u></p> <p>Action from safeguarding audit. Will be shared</p>	<p><b>HT to add references</b></p>
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	<p>with parents.</p> <p>Approved.</p> <p>i) <u>Young carers</u></p> <p>For Governor information.</p> <p>It was noted that the Appraisal policy will be revised in light of the Pay Policy</p>	
<p>7.</p>	<p><b>Curriculum matters</b></p> <p>a) Curriculum Cmt Terms of Reference approved.</p> <p>b) Update. Minutes of meeting 4<sup>th</sup> November 2024 circulated. Attendance and progress data was a key area of this meeting. There is significant impact upon data of children who join the school later in the school year or subsequent years. The committee noted that maths, writing, geography and computing are being focussed upon.</p> <p>The impact of the significant numbers of children with SEND were discussed in this meeting. In response to <b>a Governor question</b>, the HT explained that if a child with an EHCP applies for a place it is considered whether the child's needs can be met. If it is felt that the school cannot meet needs, the FGB would be made aware that the HT is consulting the Fair Access panel. In some cases children are admitted who have significant needs that were undocumented at the time of admission and this is very difficult. The FGB expressed support for the HT in this.</p> <p>It was noted that Subject Leaders feel hindered by funding when it comes to arranging visits that would benefit the curriculum.</p> <p>c) Governor Visits update: collated information made available to the FGB.</p>	

8.	<p><b>Resources matters</b></p> <p>a) Resources Cmt Terms of Reference approved.</p> <p>b) Finances update' It was noted that the lack of clear information due to the lack of a functioning budgeting system has been a problem.</p> <p>Outstanding debt (After School,Club) position improved following hard work by HT and staff.</p> <p>Building survey would be beneficial.</p> <p>Discussion of approach to school uniform: agreed that this is still reasonable and applicable</p> <p>The HT presented the Excel spreadsheet of budget calculations that is currently in use while the new formal system is being introduced. The HT noted that next year's budget will be supported by a smaller carry forward due to less pupils on roll and staff that become more expensive as they progress through their careers. There are likely to be difficult times ahead in terms of staffing structure.</p> <p>Potential admissions numbers discussed. In year admissions were outlined. <b>A Governor asked</b> about sustainable numbers and the HT explained that at least 25 pupils per class is optimal.</p> <p>It was noted that the pay award is not fully funded at school level.</p> <p><b>A Governor asked</b> about the revenue income and it was confirmed that this includes SEND funding.</p> <p>The carry forward is as expected. There have been a number of unavoidable costs including ICT costs. In next year's budget, ICT costs will be higher as the LA is no longer providing a</p>	
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	<p>broadband service.</p> <p>c) Pre-school project update</p> <p>The HT explained that work has still not commenced but communication takes place.</p> <p>d) Staffing update</p> <p>See HT report.</p>	
9.	<p><b>Headteacher's report</b> including <b>Safeguarding update</b></p> <p>In response to a <b>Governor question</b>, Pre-school numbers were discussed. Tours are taking place.</p> <p>Target setting for Hawk class under way. In response to a <b>Governor Question</b>, the HT confirmed targets are based on prior attainment and consideration of potential. We are ambitious for our children.</p> <p><b>A Governor asked</b> if Covid had impacted upon Yr 6 data and the HT explained that this year's children have had a consistent Key Stage 2. Increasing staff consistency has also had an effect.</p> <p><b>A Governor asked</b> about the catering tender: MW is working on this. Standards of food were discussed.</p> <p>It was noted that support has been sought from the LA Access and Inclusion Team but support on offer is limited. .</p> <p>The number of Safeguarding Concerns were noted. The inclusion of the Designated Safeguarding Lead role within staff roles and job descriptions was discussed.</p> <p><b>A Governor asked</b> about the threshold for referrals for support for families and the HT explained this is high, the process is slow and the concerns are increasingly complex. A <b>Governor asked</b> if Early Help Plans are effective and the HT explained that Family Support helps families but is short term and parents may not engage.</p> <p>JH confirmed that a Safeguarding visit took place, actions from the Safeguarding review have been completed and the Single Central Record is up to date. Concern about</p>	

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	<p>parents verbal interactions with staff were noted and the Safeguarding Governor and Chair are meeting to discuss this.</p> <p>As Chair, NM wished thanks to be recorded to the HT, SS and Sue Lander as Safeguarding Team.</p>	
<b>10.</b>	<p><b>Training and Administration</b></p> <p>Compliance – the Clerk confirmed that she is reminding Governors and Associate Members to complete the signing of declarations &amp; confirmations and she will collate this information for the Governor area of the school website.</p>	
<b>11.</b>	<p><b>Any Other Business</b></p> <p>None raised.</p>	
<b>12.</b>	<p><b>Date of next meeting:</b> 25<sup>th</sup> February 2025 6pm in school.</p>	

*Meeting closed 8 pm.*