



# STICKLAND'S C.E. V.A.

## PRIMARY SCHOOL

### Full Governing body

Meeting Minutes- Draft

Date and Time: 22nd May 2023, at 4.30pm in school

Governors	Position	Initials	Present
Ruth Adler	Acting headteacher	RA	P
Nicky Bower	Parent Governor	NB	P
Jax Comyn	Foundation Governor	JC	P
Megan Lane	Clerk	ML	P
Daniel Ingles	Foundation Governor	DI	A
Gay Lewis	Foundation Governor	GL	P
Andy McAney	Local Authority Governor	AM	P
Suzie Mutch	Foundation Governor (Chair)	SM	P
Anna Low	Staff Governor	AL	P
Emma Hodgkinson	Parent Governor	EH	A
AnneMarie Henham	Potential governor	AH	P
*Sadie Watson	Associate Governor	SW	P Via GM

No	Item	Action
01	Opening Prayer	
02	Present  See register above. The meeting is recorded for minute-taking purposes. Board agreed.	
03	Apologies  DI & EH absent- no apologies received	

No	Item	Action
04	Pecuniary Interests None.	
05	Minutes of the meeting held on 27th February 2023, 19th & 26th April 2023  FGB 27th February-Megan to make one amendment- Minutes Approved Shortlist meeting 19th April- Approved FGB ratification 26th April- Approved	ML
06	Matters arising None.	
07	<p>Headteacher's Report</p> <p>The report had been submitted to Governors prior to the meeting.</p> <p>RA- Some good news, we are going to go up to having 90 pupils, which we haven't had that many in a while.</p> <p>RA to reduce the amount of CPD training for staff</p> <p><b>Q- why?</b></p> <p>RA- Staff have done a lot of training recently and this needs to be put into action before more training is taken on. She is also aware of the extra pressure training can put on staff.</p> <p>Collaboration update- Suzie and RA met with other heads and chairs of governors. Simon Smith (head of Parret and Axe) has recently had Ofsted inspection and had some key pointers and really useful information.</p> <p>Mike Randall to visit on 29th June to work on an evaluation of governor practics and focus meeting, in terms of moving the governing body forward.</p> <p>Shelia O'Donnell is visiting the school on 12th July to talk to staff about the wider curriculum.</p> <p>Key stage 1 teacher interviews happening on Wednesday this week, there were six strong candidates, two have been invited for an interview. Hopefully they will be able to start in September.</p> <p>Safeguarding – Since March there have been 2 incidents reported on My Concern, logged by 2 different members of staff. None of these have been reported to CHAD.</p>	RA

No	Item	Action
	<p>RA- Has asked that we train another member of staff to become a DDSL in Autumn term</p> <p>Racial incidents- There are no racially motivated incidents to report</p> <p>Exclusions- There have been no fixed term exclusions this term</p> <p>Attendance- Our attendance is currently at 92.9% which is above the national average but is low for us. Lots of children haven been off with chickenpox and we have a traveller child who is currently not at school but is being supported by the school and has been given work to do whilst away from school.</p>	
08	<p>Chairs Report</p> <p>SM- Ruth is settling into her job. We meet once a week. Ruth is busy teaching two days a week as well as being Headteacher. Governors are requested, where possible, to schedule emails to Ruth and all staff (using Google) for working hours only.</p> <p>Ruth has had a good review of the school. She has been looking at where the school needs support and what we do really well already. She is planning to review the curriculum with the staff's help, as it will take a lot of staff input. Staff have been asked to streamline their workload to focus on this.</p> <p>RA- An audit will be done after half term so we can move forward.</p> <p>SM-At the Collaboration meeting in Beaminister, cyber security was discussed as primary schools hold a lot of data for each child. SM/RA to make contact with the company Powerstock School have used as they are offering a free audit on school systems. Cyber security isn't something OFSTED look at currently but it is super important that we are protected. The appropriate security checks will be carried out on the company before they are allowed any access to our systems.</p> <p>SM- As governors we need to set a monitoring schedule of when we will be in school so teachers don't have to ask and the onus is on us. Once a term a governor will be in school for Maths, English and safeguarding.</p> <p>SM suggested that the number of governor meetings be reduced to six meetings a year, which has been approved by the county council. Instead</p>	

No	Item	Action
	<p>of the P&amp;S and resource meetings we will have six longer meetings which will cover everything. Timings of meetings to be agreed and finalised. Board approved this change.</p> <p>SM to distribute a review sheet and contact each member of the Board to discuss their contribution to the board</p>	<p>SM</p> <p>SM/all govs</p>
09	<p>School vision</p> <p>Governor action plan</p> <p>Ruth shared the school vision with the board, it was agreed that all were impressed with Ruth's work but it could do with a few slight changes. No agreement could be made so Ruth will add the document to the governor drive for all governors can take a look and then send their suggestions over. The school vision will be finalised at the next FGB.</p> <p>The governor action plan is yet to be written but will be added as a separate section on the school action plan.</p>	RA
10	<p>Governor training</p> <p>Governors were asked to send any records of training to Megan, so the training record can be kept up to date.</p> <p>Governors need to complete safeguarding training annually on the NGA learning link website.</p> <p>Dates for IT training to be set via doodle.</p>	<p>All govs</p> <p>All govs</p> <p>ML</p>
11	<p>Safeguarding</p> <p>The report has been submitted to governors prior to the meeting.</p> <p>GL- At the Governor's invitation, Richard Howes (Safeguarding Adviser for Dorset), is coming to the school at 8.30 a.m. on Friday 7<sup>th</sup> July to advise on our safeguarding protocols, records and systems with Lisa, Ruth and myself. I therefore hope to provide a more detailed report at the end of this term or beginning of next term.</p>	
12	Finance - Finance officer report and SFVS	

No	Item	Action
	Nothing to report as Lisa has not got an up to date on the schools financial position from County. Figures should be finalised by the end of May and will be presented to Governors at the June resources meeting	
13	<p>Website and School Action Plan (see school website)</p> <p>A new website has recently been published. The Board was very pleased with the new school website and congratulated Lisa on all her hard work.</p> <p>2023-24 Action plan</p> <p>SM presented an updated governor section of the action plan which was approved.</p>	
14	<p>Wellbeing</p> <p>It is a particularly hard time of year for all teachers as it's a very busy term with KS1 mentoring and report writing. There has been lots of change and uncertainty, new teachers starting and a new head teacher.</p> <p>Governors offered their support and help with anything they can do to help lessen the load, like proofreading reports etc.</p>	
15	<p>Policies - Update to child protection policy</p> <p>Kathy's name has been removed from the policy and has been updated with Ruth's name.</p> <p>Board approved.</p>	
16	<p>Any other business</p> <p>AM has been in touch with a potential foundation governor, who has verbally agreed to join the board. Appropriate checks will be completed. The potential governor will be invited as a guest to the next FGB.</p>	SM/ML
17	<p>Closing Prayer</p> <p>Meeting closed at: 18.15</p> <p>Next meeting Monday 10th July at 4.30pm</p>	